



**Australian Government**  
**Department of Agriculture,  
 Fisheries and Forestry**

# Exports work instruction

## Inspecting prescribed grain and plant products for export

### Direction to staff

This is official instructional material of the Department of Agriculture, Fisheries and Forestry (the department). Failure to comply with it may result in a breach of relevant legislation and/or the code of conduct under section 13(5) of the *Public Service Act 1999*.

### Direction to authorised officers

Authorised officers must exercise powers and perform functions in accordance with any lawful directions or instructions issued by the department.

### Purpose of this document

This document details the procedure for inspecting prescribed grain and plant products (including raw sugar). It includes:

- grain and plant products to be exported bulk in bulk vessel holds
- grain and plant products to be exported bulk in containers
- packaged grain and plant products.

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This is a CONTROLLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.

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## Policy statement

- The policy and process related to this work instruction can be found in the Exports process instruction: [Inspection of prescribed grain and plant products for export](#) (exports process instruction). Authorised officers (AOs) must read and comply with the policy and process requirements set out in the exports process instruction and relevant legislation.
- Prior to conducting an inspection, the AO must have achieved competency in the relevant inspection technique for the job function PGG3001.
- Where the consignment is for a protocol market, the AO must have achieved competency in the relevant inspection technique for job functions PGG3001 and GSEP4001.
- This document must be used in conjunction with the importing country's requirements (ICRs) listed in import permits, protocols, work plans and the Manual of Importing Country Requirements (Micor).

**Note:** Where the importing-country requirements (ICRs) contradict the requirements in this document, the ICRs must take precedence.

## Roles and responsibilities

The following table outlines the roles and responsibilities undertaken when inspecting prescribed grain and plant products for export.

Role	Responsibility
Inspection AOs	<ul style="list-style-type: none"> <li>• Validating supporting documents.</li> <li>• Inspecting prescribed grains and seeds for export.</li> <li>• Recording and submitting the results of the inspection.</li> </ul>

## Work health and safety

AOs must:

- read and be familiar with Exports reference: [Work health and safety in the plant export environment](#).
- read, consider and comply with work health safety (WHS) requirements set out in the exports process instruction.
- not enter work sites unless it is safe, they are wearing the required personal protective equipment (PPE) and have considered any WHS hazards.
- comply with applicable Commonwealth, state and territory WHS legislation.
- comply with WHS requirements of employers and third-party sites, unless they assess the requirements as placing them at risk, in which case they must take reasonable action to ensure their safety.

### Personal protective equipment

Inspection AOs must wear the following PPE for prescribed grain and plant product inspections:

- hi-visibility vest
- safety boots.

Inspection AOs must have the following PPE with them and use when required:

- first aid kit
- water
- sunscreen

- appropriate emergency communication equipment such as a phone carrier with coverage or satellite phone.

An AO must wear the following PPE where required by the work site or where they have identified a risk in the work environment:

- long sleeve clothing
- steel cap boots
- hard hat
- hearing protection
- face mask
- portable gas detector.

**Note:** For more information regarding WHS responsibilities, see the Exports reference: [Work health and safety in the plant export environment](#).

## Essential equipment

AOs must have the following inspection equipment:

- clean sieve/s (large and pocket)
- tray or pan
- 0.5 litre or 2.25 litre measuring jug
- spear or trier, if sampling bagged product
- knife and scrapers
- torch
- tweezers and probes
- triers
- hand lens or magnifying glass, 10x magnification or more
- small artist's paint brush
- vials and tubes
- 80 percent ethanol preservative
- snap-lock plastic bags
- labels
- pencils for labelling vials and pens for completing forms
- permanent marker
- calculator, or mobile phone with a scientific calculator
- access to the Plant Exports Management System (PEMS) or manual inspection record for contingency purposes.

**Note:** For more information regarding the inspection equipment, see the Exports reference: [Plant export guide—equipment](#).

## System requirements

AO must have access to the following systems:

- department website
- Manual of Importing Country Requirements (Micor)
- Micor Plants Documents Section (username and password required) – protocol markets only

- Plant Exports Management System (PEMS)
- Electronic Export Documentation System (EXDOC) (for departmental AOs only).

## Prepare for inspection

### Section 1: How do I prepare for inspection?

The following table outlines how an AO prepare for inspection.

Step	Action								
1.	<p>Review the inspection request details.</p> <table border="1"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>a State/Territory government officer or third-party AO</td> <td> <ul style="list-style-type: none"> <li>• the inspection request must include the               <ul style="list-style-type: none"> <li>○ inspection appointment details</li> <li>○ request for permit (RFP)</li> </ul> </li> <li>• <b>continue to Step 2.</b></li> </ul> </td> </tr> <tr> <td>a departmental AO</td> <td><b>continue to Step 2.</b></td> </tr> </tbody> </table>	If you are...	Then...	a State/Territory government officer or third-party AO	<ul style="list-style-type: none"> <li>• the inspection request must include the               <ul style="list-style-type: none"> <li>○ inspection appointment details</li> <li>○ request for permit (RFP)</li> </ul> </li> <li>• <b>continue to Step 2.</b></li> </ul>	a departmental AO	<b>continue to Step 2.</b>		
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a departmental AO	<b>continue to Step 2.</b>								
2.	<p>Determine if the inspection is for a new consignment, re-export consignment or a resubmitted consignment.</p> <p><b>Note:</b> Re-export RFPs will have endorsement number 6536.</p> <table border="1"> <thead> <tr> <th>If the consignment is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>new</td> <td><b>continue to Step 3.</b></td> </tr> <tr> <td>for re-export</td> <td> <ul style="list-style-type: none"> <li>• validate the phytosanitary certificate issued by the country of origin or a certified true copy of the phytosanitary certificate issued by the country of origin in accordance with the Exports process instruction: <a href="#">Supporting documents for plant export</a></li> <li>• <b>continue to Step 3.</b></li> </ul> </td> </tr> <tr> <td>being resubmitted</td> <td><b>go to Section 14: <a href="#">How do I inspect a resubmitted consignment?</a></b></td> </tr> </tbody> </table>	If the consignment is...	Then...	new	<b>continue to Step 3.</b>	for re-export	<ul style="list-style-type: none"> <li>• validate the phytosanitary certificate issued by the country of origin or a certified true copy of the phytosanitary certificate issued by the country of origin in accordance with the Exports process instruction: <a href="#">Supporting documents for plant export</a></li> <li>• <b>continue to Step 3.</b></li> </ul>	being resubmitted	<b>go to Section 14: <a href="#">How do I inspect a resubmitted consignment?</a></b>
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being resubmitted	<b>go to Section 14: <a href="#">How do I inspect a resubmitted consignment?</a></b>								

Step	Action						
3.	<p>Check the Exports reference: <a href="#">Table of plant export protocol markets</a> to determine if the consignment is for a protocol market.</p> <p><b>Note:</b> The <i>Export Criteria</i> section of the <a href="#">Micor</a> case also states whether it is a protocol market.</p> <table border="1"> <thead> <tr> <th>If it is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>a protocol market</td> <td> <ul style="list-style-type: none"> <li>continue with this work instruction, completing all steps that refer to protocol markets</li> <li><b>go to Step 4.</b></li> </ul> </td> </tr> <tr> <td>not a protocol market</td> <td> <ul style="list-style-type: none"> <li>continue with this work instruction, but do not complete the steps that refer to protocol markets</li> <li><b>go to Step 4.</b></li> </ul> </td> </tr> </tbody> </table>	If it is...	Then...	a protocol market	<ul style="list-style-type: none"> <li>continue with this work instruction, completing all steps that refer to protocol markets</li> <li><b>go to Step 4.</b></li> </ul>	not a protocol market	<ul style="list-style-type: none"> <li>continue with this work instruction, but do not complete the steps that refer to protocol markets</li> <li><b>go to Step 4.</b></li> </ul>
If it is...	Then...						
a protocol market	<ul style="list-style-type: none"> <li>continue with this work instruction, completing all steps that refer to protocol markets</li> <li><b>go to Step 4.</b></li> </ul>						
not a protocol market	<ul style="list-style-type: none"> <li>continue with this work instruction, but do not complete the steps that refer to protocol markets</li> <li><b>go to Step 4.</b></li> </ul>						
4.	<p>Check that you are accredited in the job function/s required to conduct the inspection by comparing the commodity, country, packaging and transportation information with the Exports reference: <a href="#">Table of authorised officer job functions</a> and your Instrument of appointment.</p> <table border="1"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>accredited with the required job function/s</td> <td><b>continue to Step 5.</b></td> </tr> <tr> <td>not accredited with the required job function/s</td> <td> <ul style="list-style-type: none"> <li>you cannot conduct the inspection</li> <li>inform client</li> <li><b>do not continue.</b></li> </ul> </td> </tr> </tbody> </table>	If you are...	Then...	accredited with the required job function/s	<b>continue to Step 5.</b>	not accredited with the required job function/s	<ul style="list-style-type: none"> <li>you cannot conduct the inspection</li> <li>inform client</li> <li><b>do not continue.</b></li> </ul>
If you are...	Then...						
accredited with the required job function/s	<b>continue to Step 5.</b>						
not accredited with the required job function/s	<ul style="list-style-type: none"> <li>you cannot conduct the inspection</li> <li>inform client</li> <li><b>do not continue.</b></li> </ul>						
5.	<p>Check that the establishment number provided (for example, on the RFP) matches the registered establishment number where the inspection is to be conducted.</p> <table border="1"> <thead> <tr> <th>If the numbers...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>match</td> <td><b>continue to Section 2: <a href="#">How do I check the importing country's requirements?</a></b></td> </tr> <tr> <td>do not match</td> <td> <ul style="list-style-type: none"> <li>you cannot conduct the inspection</li> <li>inform the bookings officer/client</li> <li><b>do not continue.</b></li> </ul> </td> </tr> </tbody> </table>	If the numbers...	Then...	match	<b>continue to Section 2: <a href="#">How do I check the importing country's requirements?</a></b>	do not match	<ul style="list-style-type: none"> <li>you cannot conduct the inspection</li> <li>inform the bookings officer/client</li> <li><b>do not continue.</b></li> </ul>
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do not match	<ul style="list-style-type: none"> <li>you cannot conduct the inspection</li> <li>inform the bookings officer/client</li> <li><b>do not continue.</b></li> </ul>						

## Section 2: How do I check the importing country’s requirements?

The following table outlines how to check the importing country’s requirements.

Step	Action						
1.	<p>Check that there is a case in Micor for each commodity on the RFP.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td> <ul style="list-style-type: none"> <li>• <b>continue to Step 2.</b></li> </ul> </td> </tr> <tr> <td>no</td> <td> <ul style="list-style-type: none"> <li>• the inspection request is not valid</li> <li>• inform the client that they need to                             <ul style="list-style-type: none"> <li>○ obtain the import requirements for each commodity from the importing country authority</li> <li>○ email these import requirements to the <a href="#">Micor administrator</a></li> </ul> </li> <li>• <b>do not continue.</b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	yes	<ul style="list-style-type: none"> <li>• <b>continue to Step 2.</b></li> </ul>	no	<ul style="list-style-type: none"> <li>• the inspection request is not valid</li> <li>• inform the client that they need to                             <ul style="list-style-type: none"> <li>○ obtain the import requirements for each commodity from the importing country authority</li> <li>○ email these import requirements to the <a href="#">Micor administrator</a></li> </ul> </li> <li>• <b>do not continue.</b></li> </ul>
If...	Then...						
yes	<ul style="list-style-type: none"> <li>• <b>continue to Step 2.</b></li> </ul>						
no	<ul style="list-style-type: none"> <li>• the inspection request is not valid</li> <li>• inform the client that they need to                             <ul style="list-style-type: none"> <li>○ obtain the import requirements for each commodity from the importing country authority</li> <li>○ email these import requirements to the <a href="#">Micor administrator</a></li> </ul> </li> <li>• <b>do not continue.</b></li> </ul>						
2.	<p>From the Micor case determine if there is a protocol for the importing country.</p> <p><b>Note:</b> The <i>Export Criteria</i> section of the Micor case states whether it is a protocol market.</p> <table border="1"> <thead> <tr> <th>If the Micor case...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>does not refer to a protocol</td> <td><b>continue to Step 3.</b></td> </tr> <tr> <td>refers to a protocol</td> <td> <ul style="list-style-type: none"> <li>• open the link to protocols in the <i>Documents</i> Section of Micor</li> <li>• find the relevant protocol and reference material, and refer to this when prompted by this work instruction</li> <li>• <b>continue to Step 3.</b></li> </ul> </td> </tr> </tbody> </table>	If the Micor case...	Then...	does not refer to a protocol	<b>continue to Step 3.</b>	refers to a protocol	<ul style="list-style-type: none"> <li>• open the link to protocols in the <i>Documents</i> Section of Micor</li> <li>• find the relevant protocol and reference material, and refer to this when prompted by this work instruction</li> <li>• <b>continue to Step 3.</b></li> </ul>
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3.	<p>Check the Micor case for each commodity to see if an import permit is required.</p> <table border="1"> <thead> <tr> <th>If an import permit is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>required</td> <td><b>continue to Step 4.</b></td> </tr> <tr> <td>not required</td> <td><b>go to Step 6.</b></td> </tr> </tbody> </table>	If an import permit is...	Then...	required	<b>continue to Step 4.</b>	not required	<b>go to Step 6.</b>
If an import permit is...	Then...						
required	<b>continue to Step 4.</b>						
not required	<b>go to Step 6.</b>						

Step	Action						
4.	<p>Check that the client has provided an import permit and that it is valid as per the Exports process instruction: <a href="#">Supporting documents for plant exports</a>.</p> <p><b>Note:</b> The import permit may be provided by the client to the AO directly or uploaded into PEMS.</p> <table border="1"> <thead> <tr> <th>If the client...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>has provided an import permit and it is valid</td> <td> <ul style="list-style-type: none"> <li>if the import permit is not in PEMS, take a copy of the import permit</li> <li><b>continue to Step 5.</b></li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>has provided an import permit but it is not valid</li> <li>or</li> <li>has not provided an import permit</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>the inspection request is not valid</li> <li>inform the client that they need to provide a valid import permit</li> <li><b>do not continue.</b></li> </ul> </td> </tr> </tbody> </table>	If the client...	Then...	has provided an import permit and it is valid	<ul style="list-style-type: none"> <li>if the import permit is not in PEMS, take a copy of the import permit</li> <li><b>continue to Step 5.</b></li> </ul>	<ul style="list-style-type: none"> <li>has provided an import permit but it is not valid</li> <li>or</li> <li>has not provided an import permit</li> </ul>	<ul style="list-style-type: none"> <li>the inspection request is not valid</li> <li>inform the client that they need to provide a valid import permit</li> <li><b>do not continue.</b></li> </ul>
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5.	<p>Check that the requirements on the import permit match the Micor case for each commodity.</p> <table border="1"> <thead> <tr> <th>If the import permit requirements...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>match the Micor case/s</td> <td><b>continue to Step 6.</b></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>do not exist in Micor</li> <li>or</li> <li>do not match the Micor case/s</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>the inspection request is not valid</li> <li>inform the client that                             <ul style="list-style-type: none"> <li>the import permit does not match the Micor case</li> <li>you cannot conduct the inspection until the Micor case has been updated</li> <li>they must email the import permit or instrument in writing to the <a href="#">Micor administrator</a></li> </ul> </li> <li><b>do not continue.</b></li> </ul> </td> </tr> </tbody> </table>	If the import permit requirements...	Then...	match the Micor case/s	<b>continue to Step 6.</b>	<ul style="list-style-type: none"> <li>do not exist in Micor</li> <li>or</li> <li>do not match the Micor case/s</li> </ul>	<ul style="list-style-type: none"> <li>the inspection request is not valid</li> <li>inform the client that                             <ul style="list-style-type: none"> <li>the import permit does not match the Micor case</li> <li>you cannot conduct the inspection until the Micor case has been updated</li> <li>they must email the import permit or instrument in writing to the <a href="#">Micor administrator</a></li> </ul> </li> <li><b>do not continue.</b></li> </ul>
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6.	<p>Read the Micor case (and protocol/work plan where applicable) for each commodity, to check for any documentation, sampling and inspection requirements.</p>						
7.	<p><b>Continue to Section 3: <a href="#">How do I check the RFP and supporting documentation?</a></b></p>						

**Section 3: How do I check the status of the RFP and supporting documentation?**

The following table outlines how to check the RFP and supporting documentation.

Step	Action						
1.	<p>Check if the status on the RFP is initial (INIT) or final (FINL).</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td><b>continue to Step 2.</b></td> </tr> <tr> <td>no</td> <td> <ul style="list-style-type: none"> <li>the inspection request is not valid</li> <li>inform the client that they must submit an RFP at INIT or FINL status</li> <li><b>do not continue.</b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	yes	<b>continue to Step 2.</b>	no	<ul style="list-style-type: none"> <li>the inspection request is not valid</li> <li>inform the client that they must submit an RFP at INIT or FINL status</li> <li><b>do not continue.</b></li> </ul>
If...	Then...						
yes	<b>continue to Step 2.</b>						
no	<ul style="list-style-type: none"> <li>the inspection request is not valid</li> <li>inform the client that they must submit an RFP at INIT or FINL status</li> <li><b>do not continue.</b></li> </ul>						
2.	<p>Check the RFP has the correct EXDOC endorsement number/s and treatment details by comparing it to the Micor case (protocol where applicable) and any other details provided in the RFP.</p>						
3.	<p>Has the client provided all supporting documents required before inspection as per the Exports reference: <a href="#">Plant export documents and treatments checklists</a> and the Micor case/s?</p> <p><b>Important:</b> If Micor indicates that a particular supporting document is permitted to be provided after inspection, the details of the pending supporting document must be recorded in the <i>comments</i> Section of the inspection record.</p> <p><b>Note:</b> Supporting documents may be provided by the client to the AO directly or uploaded into PEMS.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td><b>continue to Step 4.</b></td> </tr> <tr> <td>no</td> <td> <ul style="list-style-type: none"> <li>the inspection request is not valid</li> <li>inform the client that they need to provide all required supporting documents prior to inspection</li> <li><b>do not continue.</b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	yes	<b>continue to Step 4.</b>	no	<ul style="list-style-type: none"> <li>the inspection request is not valid</li> <li>inform the client that they need to provide all required supporting documents prior to inspection</li> <li><b>do not continue.</b></li> </ul>
If...	Then...						
yes	<b>continue to Step 4.</b>						
no	<ul style="list-style-type: none"> <li>the inspection request is not valid</li> <li>inform the client that they need to provide all required supporting documents prior to inspection</li> <li><b>do not continue.</b></li> </ul>						

Step	Action						
4.	<p data-bbox="293 226 1342 293">Check that all the supporting documents you have received are valid as per the Exports process instruction: <a href="#">Supporting documents for plant exports</a>.</p> <table border="1" data-bbox="293 309 1369 723"> <thead> <tr> <th data-bbox="293 309 762 367">If all supporting documents are...</th> <th data-bbox="762 309 1369 367">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 367 762 539">valid</td> <td data-bbox="762 367 1369 539"> <ul data-bbox="778 383 1289 533" style="list-style-type: none"> <li>• if the supporting documents are not in PEMS, take copies of the documents</li> <li>• <b>continue to Section 4: <a href="#">How are the inspection results recorded?</a></b></li> </ul> </td> </tr> <tr> <td data-bbox="293 539 762 723">not valid</td> <td data-bbox="762 539 1369 723"> <ul data-bbox="778 555 1342 705" style="list-style-type: none"> <li>• the inspection request is not valid</li> <li>• inform the client that they need to provide valid supporting documents</li> <li>• <b>do not continue.</b></li> </ul> </td> </tr> </tbody> </table>	If all supporting documents are...	Then...	valid	<ul data-bbox="778 383 1289 533" style="list-style-type: none"> <li>• if the supporting documents are not in PEMS, take copies of the documents</li> <li>• <b>continue to Section 4: <a href="#">How are the inspection results recorded?</a></b></li> </ul>	not valid	<ul data-bbox="778 555 1342 705" style="list-style-type: none"> <li>• the inspection request is not valid</li> <li>• inform the client that they need to provide valid supporting documents</li> <li>• <b>do not continue.</b></li> </ul>
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**Section 4. How are the inspection results recorded?**

- Inspection records must be completed in accordance with the Exports work instruction: [Completing plant export inspection and treatment records](#).
- Records of inspections of prescribed grain and plant products to be exported in containers (bulk and packaged) must be made using the grain and plant product inspection record.
- Records of inspections of prescribed grain and plant products to be exported bulk into bulk vessels must be made
  - during loading using the bulk vessel loading running record
  - at completion of loading using the bulk into ship hold inspection record

**Important:** The bulk into ship hold inspection record must be completed by the supervising AO.

- Results must be recorded in PEMS. A manual inspection record may be used for contingency purposes only or if an exception applies.

**Refer to** the Exports work instruction: [Completing plant export inspection and treatment records](#).

- Record inspection details and results throughout the inspection process.

**Important:** All goods, packages, units and containers presented as part of the consignment must be recorded on the inspection record.

The following table outlines how to initiate the inspection record.

Step	Action						
1.	Are you using PEMS or a manual inspection/running record to record the inspection results?						
	<table border="1"> <thead> <tr> <th>If using...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>PEMS</td> <td><b>continue to Step 2.</b></td> </tr> <tr> <td>manual inspection/running record</td> <td> <ul style="list-style-type: none"> <li>• download or print a copy of the approved manual inspection/running record to record your inspection</li> <li>• <b>go to Section 5: <a href="#">What do I do when I arrive at the registered establishment?</a></b></li> </ul> </td> </tr> </tbody> </table>	If using...	Then...	PEMS	<b>continue to Step 2.</b>	manual inspection/running record	<ul style="list-style-type: none"> <li>• download or print a copy of the approved manual inspection/running record to record your inspection</li> <li>• <b>go to Section 5: <a href="#">What do I do when I arrive at the registered establishment?</a></b></li> </ul>
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PEMS	<b>continue to Step 2.</b>						
manual inspection/running record	<ul style="list-style-type: none"> <li>• download or print a copy of the approved manual inspection/running record to record your inspection</li> <li>• <b>go to Section 5: <a href="#">What do I do when I arrive at the registered establishment?</a></b></li> </ul>						
2.	<p>Initiate inspection record in PEMS.</p> <p><b>Note:</b> For information on how to use PEMS see the Exports reference: <a href="#">Plant Exports Management System Authorised officer user guide</a>.</p>						

Step	Action
3.	<ul style="list-style-type: none"> <li>• Upload the import permit, where applicable, and record a validation outcome. Where one exists, add the import permit expiry date.</li> <li>• Upload all other supporting documents and record a validation outcome for each. This may include but is not limited to any of the following               <ul style="list-style-type: none"> <li>○ pest-free area declarations</li> <li>○ treatment certificates</li> <li>○ bulk vessel inspection record</li> <li>○ empty container inspection record</li> <li>○ gas-free certificates</li> <li>○ laboratory analysis certificates</li> <li>○ manufacturer declarations</li> <li>○ pest-identification reports.</li> </ul> </li> </ul>
4.	Where internet connectivity is unreliable or unknown at the registered establishment, checkout the inspection record before arriving at the site to use PEMS offline.
5.	<b>Continue to Section 5: <a href="#">What do I do when I arrive at the registered establishment?</a></b>

### Section 5: What do I do when I arrive at the registered establishment?

The following table outlines what to do on arrival at the registered establishment.

Step	Action								
1.	<p>On arrival at the registered establishment:</p> <ul style="list-style-type: none"> <li>• sign in at the office (if the AO is not already an employee of the site)</li> <li>• ask a staff member about any site-specific work health and safety requirements including mandatory personal protective equipment (PPE)</li> <li>• put on the required PPE</li> <li>• assess the site for safety</li> <li>• ask a staff member to accompany you to the inspection area.</li> </ul>								
2.	<p>Is the consignment being resubmitted for inspection?</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td> <ul style="list-style-type: none"> <li>• record that the inspection is a re-inspection and record the original RFP number on the inspection record</li> <li>• add comments into the <i>comments</i> field on the method of treatment</li> <li>• <b>continue to Step 3.</b></li> </ul> </td> </tr> <tr> <td>no</td> <td><b>continue to Step 3.</b></td> </tr> </tbody> </table>	If...	Then...	yes	<ul style="list-style-type: none"> <li>• record that the inspection is a re-inspection and record the original RFP number on the inspection record</li> <li>• add comments into the <i>comments</i> field on the method of treatment</li> <li>• <b>continue to Step 3.</b></li> </ul>	no	<b>continue to Step 3.</b>		
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no	<b>continue to Step 3.</b>								
3.	<p>Ask the client to provide any additional supporting documents required at the time of inspection/re-inspection.</p> <p><b>Important:</b> If you have not checked the importing country requirements (Section 2) or the RFP (Section 3) prior to arriving at the registered establishment, you must return to the appropriate Section and complete the procedure as written.</p> <p><b>Note:</b> Supporting documents may be provided by the client to the AO directly or uploaded into PEMS.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>no further documents are required at the time of inspection</td> <td><b>go to Step 5.</b></td> </tr> <tr> <td>additional supporting documents are provided</td> <td><b>continue to Step 4.</b></td> </tr> <tr> <td>not all supporting documents have been provided</td> <td> <ul style="list-style-type: none"> <li>• inform the client that they need to provide all required supporting documents prior to inspection occurring</li> <li>• add relevant comments into the comments field of the inspection record</li> <li>• <b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	no further documents are required at the time of inspection	<b>go to Step 5.</b>	additional supporting documents are provided	<b>continue to Step 4.</b>	not all supporting documents have been provided	<ul style="list-style-type: none"> <li>• inform the client that they need to provide all required supporting documents prior to inspection occurring</li> <li>• add relevant comments into the comments field of the inspection record</li> <li>• <b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul>
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4.	<ul style="list-style-type: none"> <li>Check that all the supporting documents you have received are valid as per the PEOM Exports process instruction: <a href="#">Supporting documents for plant exports</a>.</li> <li>If the supporting documents are not in PEMS, take copies of the documents and upload them into PEMS.</li> </ul> <table border="1" data-bbox="300 383 1362 913"> <thead> <tr> <th data-bbox="300 383 576 479">If all supporting documents are...</th> <th data-bbox="576 383 1362 479">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 479 576 613">valid</td> <td data-bbox="576 479 1362 613"> <ul style="list-style-type: none"> <li>record the validation outcome in PEMS for each supporting document</li> <li><b>continue to Step 5.</b></li> </ul> </td> </tr> <tr> <td data-bbox="300 613 576 913">not valid</td> <td data-bbox="576 613 1362 913"> <ul style="list-style-type: none"> <li>record the validation outcome in PEMS for each supporting document</li> <li>inform the client that they need to provide valid supporting documents</li> <li>add relevant comments into the comments field of the inspection record</li> <li><b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul> </td> </tr> </tbody> </table>	If all supporting documents are...	Then...	valid	<ul style="list-style-type: none"> <li>record the validation outcome in PEMS for each supporting document</li> <li><b>continue to Step 5.</b></li> </ul>	not valid	<ul style="list-style-type: none"> <li>record the validation outcome in PEMS for each supporting document</li> <li>inform the client that they need to provide valid supporting documents</li> <li>add relevant comments into the comments field of the inspection record</li> <li><b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul>		
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5.	<p>Check the inspection bench meets the requirements as per the exports process instruction.</p> <table border="1" data-bbox="300 1046 1351 1576"> <thead> <tr> <th data-bbox="300 1046 576 1142">If the inspection bench is...</th> <th data-bbox="576 1046 1351 1142">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 1142 576 1209">compliant</td> <td data-bbox="576 1142 1351 1209"><b>continue to Step 6.</b></td> </tr> <tr> <td data-bbox="300 1209 576 1352">non-compliant but rectified whilst you are on-site</td> <td data-bbox="576 1209 1351 1352"> <ul style="list-style-type: none"> <li>add relevant comments into the comments field of the inspection record</li> <li><b>continue to Step 6.</b></li> </ul> </td> </tr> <tr> <td data-bbox="300 1352 576 1576">non-compliant and <b>not</b> rectified whilst you are on-site</td> <td data-bbox="576 1352 1351 1576"> <ul style="list-style-type: none"> <li>inform the client that they need to provide a compliant inspection bench</li> <li>add relevant comments into the <i>comments</i> field of the inspection record</li> <li><b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul> </td> </tr> </tbody> </table>	If the inspection bench is...	Then...	compliant	<b>continue to Step 6.</b>	non-compliant but rectified whilst you are on-site	<ul style="list-style-type: none"> <li>add relevant comments into the comments field of the inspection record</li> <li><b>continue to Step 6.</b></li> </ul>	non-compliant and <b>not</b> rectified whilst you are on-site	<ul style="list-style-type: none"> <li>inform the client that they need to provide a compliant inspection bench</li> <li>add relevant comments into the <i>comments</i> field of the inspection record</li> <li><b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul>
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Step	Action										
6.	<p>Determine the inspection type.</p> <table border="1" data-bbox="301 271 1350 958"> <thead> <tr> <th data-bbox="301 271 743 331">If you are inspecting...</th> <th data-bbox="743 271 1350 331">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="301 331 743 427">grain and plant products to be exported bulk in bulk vessel holds</td> <td data-bbox="743 331 1350 427"><b>continue to Step 7.</b></td> </tr> <tr> <td data-bbox="301 427 743 568">grain and plant products to be exported bulk in containers</td> <td data-bbox="743 427 1350 568"><b>go to Step 8.</b></td> </tr> <tr> <td data-bbox="301 568 743 710">FCL packaged grain and plant products</td> <td data-bbox="743 568 1350 710"><b>go to Step 8.</b></td> </tr> <tr> <td data-bbox="301 710 743 958"> <ul style="list-style-type: none"> <li>• LCL packaged grain and plant products</li> <li>or</li> <li>• packaged grain and plant products not being exported by container or bulk vessels</li> </ul> </td> <td data-bbox="743 710 1350 958"><b>go to Section 6: <a href="#">How do I assess the consignment?</a></b></td> </tr> </tbody> </table>	If you are inspecting...	Then...	grain and plant products to be exported bulk in bulk vessel holds	<b>continue to Step 7.</b>	grain and plant products to be exported bulk in containers	<b>go to Step 8.</b>	FCL packaged grain and plant products	<b>go to Step 8.</b>	<ul style="list-style-type: none"> <li>• LCL packaged grain and plant products</li> <li>or</li> <li>• packaged grain and plant products not being exported by container or bulk vessels</li> </ul>	<b>go to Section 6: <a href="#">How do I assess the consignment?</a></b>
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7.	<p>If bulk vessel holds are to be loaded with prescribed grain and plant product:</p> <ul style="list-style-type: none"> <li>• check the vessel approval status in PEMS or sight the manual bulk vessel inspection record to ensure that the vessel is suitable to be loaded with consumable or non-consumable goods and is within 28 days of inspection,</li> <li>• note all applicable holds that have been passed for loading.</li> </ul> <table border="1" data-bbox="301 1227 1350 1675"> <thead> <tr> <th data-bbox="301 1227 628 1288">If the bulk vessel has...</th> <th data-bbox="628 1227 1350 1288">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="301 1288 628 1420">passed inspection and it is within 28 days of inspection</td> <td data-bbox="628 1288 1350 1420"><b>go to Section 6: <a href="#">How do I assess the consignment?</a></b></td> </tr> <tr> <td data-bbox="301 1420 628 1675"> <ul style="list-style-type: none"> <li>• not passed inspection</li> <li>or</li> <li>• more than 28 days have passed since the inspection</li> </ul> </td> <td data-bbox="628 1420 1350 1675"> <ul style="list-style-type: none"> <li>• inform the client that the bulk vessel must be inspected and passed before the consignment can be inspected and loaded</li> <li>• add relevant comments into the <i>comments</i> field of the inspection record</li> <li>• <b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul> </td> </tr> </tbody> </table>	If the bulk vessel has...	Then...	passed inspection and it is within 28 days of inspection	<b>go to Section 6: <a href="#">How do I assess the consignment?</a></b>	<ul style="list-style-type: none"> <li>• not passed inspection</li> <li>or</li> <li>• more than 28 days have passed since the inspection</li> </ul>	<ul style="list-style-type: none"> <li>• inform the client that the bulk vessel must be inspected and passed before the consignment can be inspected and loaded</li> <li>• add relevant comments into the <i>comments</i> field of the inspection record</li> <li>• <b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul>				
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Step	Action								
8.	<p>If containers (including refrigerated or ‘reefer’ containers) are to be loaded with prescribed grain and plant products:</p> <ul style="list-style-type: none"> <li>• the container must be approved/passed for loading in PEMS or on the manual empty container inspection record</li> <li>• the record must indicate whether the container is suitable to be loaded with consumable or non-consumable goods</li> <li>• the container must be within 90 days of passing inspection</li> <li>• the tamper evident seal must not have been removed or tampered with.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• if an inspection sticker has been applied, the inspection sticker must                             <ul style="list-style-type: none"> <li>○ indicate whether the container is suitable to be loaded with consumable or non-consumable goods</li> <li>○ be within 90 days of passing inspection</li> <li>○ not been removed or tampered with.</li> </ul> </li> <li>• the tamper evident seal must not have been removed or tampered with.</li> </ul> <p><b>Note:</b> If containers are not on site or goods are not being transported via container, there is no requirement to check container approval.</p> <table border="1" data-bbox="301 943 1353 1621"> <thead> <tr> <th data-bbox="301 943 762 1001">If the container is...</th> <th data-bbox="762 943 1353 1001">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="301 1001 762 1133">passed inspection within 90 days of inspection and the tamper evident seal is intact</td> <td data-bbox="762 1001 1353 1133"><b>go to Step 11.</b></td> </tr> <tr> <td data-bbox="301 1133 762 1496">                     non-compliant but rectified whilst you are on-site (that is, the container has been reinspected and passed to a consumable level prior to the consignment being inspected)   <b>Important:</b> Only an AO with the ECI3001 job function can issue container approval.                 </td> <td data-bbox="762 1133 1353 1496"> <ul style="list-style-type: none"> <li>• add relevant comments into the <i>comments</i> field in the inspection record</li> <li>• <b>go to Step 11.</b></li> </ul> </td> </tr> <tr> <td data-bbox="301 1496 762 1621">non-compliant and <b>not</b> rectified whilst you are on-site</td> <td data-bbox="762 1496 1353 1621"><b>continue to Step 9.</b></td> </tr> </tbody> </table>	If the container is...	Then...	passed inspection within 90 days of inspection and the tamper evident seal is intact	<b>go to Step 11.</b>	non-compliant but rectified whilst you are on-site (that is, the container has been reinspected and passed to a consumable level prior to the consignment being inspected)  <b>Important:</b> Only an AO with the ECI3001 job function can issue container approval.	<ul style="list-style-type: none"> <li>• add relevant comments into the <i>comments</i> field in the inspection record</li> <li>• <b>go to Step 11.</b></li> </ul>	non-compliant and <b>not</b> rectified whilst you are on-site	<b>continue to Step 9.</b>
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non-compliant and <b>not</b> rectified whilst you are on-site	<b>continue to Step 9.</b>								

Step	Action						
9.	<ul style="list-style-type: none"> <li>• Inform the client that the                             <ul style="list-style-type: none"> <li>○ container cannot be loaded in its current state</li> <li>○ for the container to be used, it must be reinspected and passed to a consumable level by an AO with the ECI3001 job function.</li> </ul> </li> <li>• Add relevant comments into the <i>comments</i> field of the inspection record.</li> <li>• Remove the inspection sticker (if applicable).</li> <li>• Revoke the container approval.</li> </ul> <table border="1" data-bbox="301 524 1353 1256"> <thead> <tr> <th data-bbox="301 524 564 582">If you are...</th> <th data-bbox="564 524 1353 582">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="301 582 564 757">using PEMS</td> <td data-bbox="564 582 1353 757"> <ul style="list-style-type: none"> <li>• <b>Refer to</b> the Exports reference: <a href="#">Plant Exports Management System authorised officer user guide</a> and follow the instructions to revoke the container approval in PEMS</li> <li>• <b>continue to Step 10.</b></li> </ul> </td> </tr> <tr> <td data-bbox="301 757 564 1256">not using PEMS</td> <td data-bbox="564 757 1353 1256"> <ul style="list-style-type: none"> <li>• record the revocation of the container approval, including the time, date and reasons in the <i>comments</i> field of the inspection record</li> <li>• strike out the relevant container number line on the empty container inspection record and record in the margin the time, date and reasons for the revocation</li> <li>• initial the change to the empty container inspection record</li> <li>• take a copy of the revoked empty container inspection record and provide a copy to the                                     <ul style="list-style-type: none"> <li>○ client</li> <li>○ <a href="#">Assessment Services Exports</a></li> </ul> </li> <li>• <b>continue to Step 10.</b></li> </ul> </td> </tr> </tbody> </table> <p data-bbox="301 1272 1382 1375"><b>Important:</b> A notification must be sent to the client containing the list of one or more revoked container approvals before finalising your inspection. This can be to the exporter, a specific employee at the RE, or a general email address for the RE business.</p>	If you are...	Then...	using PEMS	<ul style="list-style-type: none"> <li>• <b>Refer to</b> the Exports reference: <a href="#">Plant Exports Management System authorised officer user guide</a> and follow the instructions to revoke the container approval in PEMS</li> <li>• <b>continue to Step 10.</b></li> </ul>	not using PEMS	<ul style="list-style-type: none"> <li>• record the revocation of the container approval, including the time, date and reasons in the <i>comments</i> field of the inspection record</li> <li>• strike out the relevant container number line on the empty container inspection record and record in the margin the time, date and reasons for the revocation</li> <li>• initial the change to the empty container inspection record</li> <li>• take a copy of the revoked empty container inspection record and provide a copy to the                                     <ul style="list-style-type: none"> <li>○ client</li> <li>○ <a href="#">Assessment Services Exports</a></li> </ul> </li> <li>• <b>continue to Step 10.</b></li> </ul>
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10.	<p data-bbox="301 1406 1174 1435">Ask the client if they wish to present an alternative container for loading.</p> <table border="1" data-bbox="301 1451 1353 1709"> <thead> <tr> <th data-bbox="301 1451 564 1509">If...</th> <th data-bbox="564 1451 1353 1509">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="301 1509 564 1570">yes</td> <td data-bbox="564 1509 1353 1570"><b>return to Step 8</b> and continue the inspection.</td> </tr> <tr> <td data-bbox="301 1570 564 1709">no</td> <td data-bbox="564 1570 1353 1709"> <ul style="list-style-type: none"> <li>• add relevant comments into the <i>comments</i> field of the inspection record</li> <li>• <b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	yes	<b>return to Step 8</b> and continue the inspection.	no	<ul style="list-style-type: none"> <li>• add relevant comments into the <i>comments</i> field of the inspection record</li> <li>• <b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul>
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Step	Action								
11.	<p>If the container is present, immediately prior to loading, verify that the condition of the container (internally and externally) has not changed since container approval was issued by:</p> <ul style="list-style-type: none"> <li>looking inside the container for pests, residues or contaminants that may infest or contaminate the goods</li> <li>inspecting the outside of the container for pests and structural damage that may allow cross-infestation or contamination of the goods.</li> </ul> <table border="1" data-bbox="300 506 1353 1279"> <thead> <tr> <th data-bbox="300 506 647 607">If pests, contamination or structural damage are...</th> <th data-bbox="647 506 1353 607">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 607 647 667">not observed</td> <td data-bbox="647 607 1353 667">go to Section 6: <a href="#">How do I assess the consignment?</a></td> </tr> <tr> <td data-bbox="300 667 647 1151">           observed, but rectified whilst you are on-site            (that is, the container has been reinspected and passed to a consumable level prior to the consignment being inspected)   <b>Important:</b> Only an AO with the ECI3001 job function can issue container approval.         </td> <td data-bbox="647 667 1353 1151"> <ul style="list-style-type: none"> <li>add relevant comments into the <i>comments</i> field in the inspection record</li> <li>go to Section 6: <a href="#">How do I assess the consignment?</a></li> </ul> </td> </tr> <tr> <td data-bbox="300 1151 647 1279">observed and <b>not</b> rectified whilst you are on-site</td> <td data-bbox="647 1151 1353 1279"> <ul style="list-style-type: none"> <li><b>return to Step 9</b> to revoke the container approval and continue the inspection</li> </ul> </td> </tr> </tbody> </table>	If pests, contamination or structural damage are...	Then...	not observed	go to Section 6: <a href="#">How do I assess the consignment?</a>	observed, but rectified whilst you are on-site (that is, the container has been reinspected and passed to a consumable level prior to the consignment being inspected)  <b>Important:</b> Only an AO with the ECI3001 job function can issue container approval.	<ul style="list-style-type: none"> <li>add relevant comments into the <i>comments</i> field in the inspection record</li> <li>go to Section 6: <a href="#">How do I assess the consignment?</a></li> </ul>	observed and <b>not</b> rectified whilst you are on-site	<ul style="list-style-type: none"> <li><b>return to Step 9</b> to revoke the container approval and continue the inspection</li> </ul>
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## Inspection procedure

AOs must conduct all grain and plant product inspection tasks in accordance with policy requirements set out in the exports process instruction and under legislation.

### Section 6: How do I assess the consignment?

The following table outlines how to assess the consignment.

Step	Action								
1.	<p>Liaise with the client to identify the consignment to be inspected and ensure it matches the quantity and commodities listed on the RFP.</p> <p><b>Note:</b> The consignment may be presented in 'lots' over several shifts or days and may not all be presented at the same time. Where the entire consignment is not presented at the time of inspection, liaise with client and identify appropriate lots. Amounts can be less than, but not total more than, what is on the RFP.</p> <table border="1"> <thead> <tr> <th>If the consignment...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>matches the RFP</td> <td><b>go to Step 3.</b></td> </tr> <tr> <td>does not match the RFP and is being presented in 'lots'</td> <td><b>go to Step 3.</b></td> </tr> <tr> <td>does not match the RFP</td> <td><b>continue to Step 2.</b></td> </tr> </tbody> </table>	If the consignment...	Then...	matches the RFP	<b>go to Step 3.</b>	does not match the RFP and is being presented in 'lots'	<b>go to Step 3.</b>	does not match the RFP	<b>continue to Step 2.</b>
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does not match the RFP and is being presented in 'lots'	<b>go to Step 3.</b>								
does not match the RFP	<b>continue to Step 2.</b>								
2.	<p>Inform the client that the consignment must match the RFP before the inspection can occur.</p> <table border="1"> <thead> <tr> <th>If the client...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>amends the consignment to match the RFP</td> <td><b>continue to Step 3.</b></td> </tr> <tr> <td>amends the RFP in EXDOC to match the consignment</td> <td> <ul style="list-style-type: none"> <li>add relevant comments into the <i>comments</i> field in the inspection record</li> <li>if using PEMS, record a time entry and withdraw the inspection record</li> <li>initiate the inspection record with the reloaded RFP information</li> <li><b>continue to Step 3.</b></li> </ul> </td> </tr> <tr> <td>does not amend the consignment or the RFP</td> <td> <ul style="list-style-type: none"> <li>add relevant comments into the comments in the inspection record</li> <li>advise the client that you cannot proceed with the inspection</li> <li><b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul> </td> </tr> </tbody> </table>	If the client...	Then...	amends the consignment to match the RFP	<b>continue to Step 3.</b>	amends the RFP in EXDOC to match the consignment	<ul style="list-style-type: none"> <li>add relevant comments into the <i>comments</i> field in the inspection record</li> <li>if using PEMS, record a time entry and withdraw the inspection record</li> <li>initiate the inspection record with the reloaded RFP information</li> <li><b>continue to Step 3.</b></li> </ul>	does not amend the consignment or the RFP	<ul style="list-style-type: none"> <li>add relevant comments into the comments in the inspection record</li> <li>advise the client that you cannot proceed with the inspection</li> <li><b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul>
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Step	Action												
3.	<p>Check that the trade description, if physically applied to the consignment, complies with the policy in the exports process instruction and any specific importing-country requirements listed in Micor (and the protocol where applicable).</p> <p><b>Note:</b> The blending of different grades of grain, to arrive at a required grade, is normal practice and acceptable.</p> <table border="1"> <thead> <tr> <th>If the trade description is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>compliant</td> <td><b>continue to Step 4.</b></td> </tr> <tr> <td>non-compliant but rectified whilst you are on-site</td> <td> <ul style="list-style-type: none"> <li>add relevant comments into the <i>comments</i> field in the inspection record</li> <li><b>continue to Step 4.</b></li> </ul> </td> </tr> <tr> <td>non-compliant and not rectified whilst you are on-site</td> <td> <ul style="list-style-type: none"> <li>inform the client that they need to meet the trade description requirements</li> <li>add relevant comments to the <i>comments</i> field in the inspection record</li> <li><b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul> </td> </tr> <tr> <td>not on any packages</td> <td><b>continue to Step 4.</b></td> </tr> <tr> <td>not applicable (bulk goods)</td> <td><b>go to Step 5.</b></td> </tr> </tbody> </table> <p><b>Important:</b> It is not mandatory for packaged goods to have a trade description physically applied (such as labelling) unless stipulated in Micor.</p>	If the trade description is...	Then...	compliant	<b>continue to Step 4.</b>	non-compliant but rectified whilst you are on-site	<ul style="list-style-type: none"> <li>add relevant comments into the <i>comments</i> field in the inspection record</li> <li><b>continue to Step 4.</b></li> </ul>	non-compliant and not rectified whilst you are on-site	<ul style="list-style-type: none"> <li>inform the client that they need to meet the trade description requirements</li> <li>add relevant comments to the <i>comments</i> field in the inspection record</li> <li><b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul>	not on any packages	<b>continue to Step 4.</b>	not applicable (bulk goods)	<b>go to Step 5.</b>
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not on any packages	<b>continue to Step 4.</b>												
not applicable (bulk goods)	<b>go to Step 5.</b>												
4.	<p>Check any packaging and separations comply with the policy in the exports process instruction and any specific importing-country requirements listed in Micor (and the protocol where applicable).</p> <table border="1"> <thead> <tr> <th>If the packaging material is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>compliant</td> <td><b>continue to Step 5.</b></td> </tr> <tr> <td>non-compliant</td> <td> <ul style="list-style-type: none"> <li>inform the client that the packaging is not compliant</li> <li>add relevant comments to the comments field in on the inspection record <b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul> </td> </tr> </tbody> </table>	If the packaging material is...	Then...	compliant	<b>continue to Step 5.</b>	non-compliant	<ul style="list-style-type: none"> <li>inform the client that the packaging is not compliant</li> <li>add relevant comments to the comments field in on the inspection record <b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul>						
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Step	Action								
5.	Check that any dunnage, bulkheads or separations to be fitted are free from pests and contaminants.								
	<table border="1"> <thead> <tr> <th>If the material is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>compliant</td> <td><b>continue to Section 7: <a href="#">How do I inspect the commodity flowpath?</a></b></td> </tr> <tr> <td>non-compliant but rectified whilst you are on-site</td> <td> <ul style="list-style-type: none"> <li>record how and when the issues were rectified in the <i>comments</i> field in the inspection record</li> <li><b>continue to Section 7: <a href="#">How do I inspect the commodity flowpath?</a></b></li> </ul> </td> </tr> <tr> <td>non-compliant</td> <td> <ul style="list-style-type: none"> <li>inform the client that the material is not compliant</li> <li>add relevant comments to the inspection record</li> <li><b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul> </td> </tr> </tbody> </table>	If the material is...	Then...	compliant	<b>continue to Section 7: <a href="#">How do I inspect the commodity flowpath?</a></b>	non-compliant but rectified whilst you are on-site	<ul style="list-style-type: none"> <li>record how and when the issues were rectified in the <i>comments</i> field in the inspection record</li> <li><b>continue to Section 7: <a href="#">How do I inspect the commodity flowpath?</a></b></li> </ul>	non-compliant	<ul style="list-style-type: none"> <li>inform the client that the material is not compliant</li> <li>add relevant comments to the inspection record</li> <li><b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul>
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## Section 7: How do I inspect the commodity flowpath?

The flowpath must:

- be inspected immediately prior to commencement of goods inspection and loading of each consignment.
- include the inspection area and commodity conveyance systems and anything along the pathway that the product comes into contact with, or that presents a direct risk for the product to become contaminated after inspection and during loading.

**Note:** The flowpath can include the receipt, storage (for example, for receipt or storage of passed goods), treatment, inspection area, conveyor systems and despatch areas; other specific areas may also include the:

- point of sampling
- top garner
- weigher area
- storage areas
- vibrating screens
- treatment areas
- loading point
- transport units, depending on mode of operation for Mobile Bulk Loading (MBL).

### Export compliant goods storages

For export compliant goods storage (ECGS), additional flowpath tasks must be undertaken.

- Immediately prior to the commencement of goods inspection, the flowpath from the point of sampling/inspection to the point of filling into the ECGS receptacle must be inspected and passed.
- Prior to loading passed goods from the ECGS receptacle for export, the flowpath from the ECGS receptacle to the point of loading into a vessel or a container must be inspected and passed.

**Note:** The ECGS receptacle (silo/bin) is subject to frequent cleaning and inspection, which must be documented as part of establishment hygiene practices. The AO is not required to inspect the ECGS receptacle. For further details please refer to the exports process instruction.

The following table outlines how to inspect the commodity flowpath.

Step	Action						
1.	<p>Inspect the flowpath to ensure it complies with the policy in the exports process instruction and the product cannot become infested or contaminated after inspection or during loading.</p> <p><b>Important:</b> For ECGS, the flowpath inspection outcome for the:</p> <ul style="list-style-type: none"> <li>point of sampling/inspection to the point of filling the ECGS receptacle must be recorded prior to inspection and filling the ECGS receptacle</li> <li>ECGS receptacle to the point of loading into a vessel or a container must be recorded immediately prior to export in the <i>comments</i> field of the inspection record.</li> </ul> <table border="1" data-bbox="292 741 1374 1305"> <thead> <tr> <th data-bbox="292 741 568 797">If the flowpath is...</th> <th data-bbox="568 741 1374 797">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="292 797 568 1055">compliant</td> <td data-bbox="568 797 1374 1055"> <ul style="list-style-type: none"> <li>record the flowpath as 'passed' and the <i>time</i> in the inspection record</li> <li>if using PEMS, add a time entry under the <i>flowpath details</i> section</li> <li><b>continue to Section 8: <a href="#">How do I sample the consignment for inspection?</a></b></li> </ul> </td> </tr> <tr> <td data-bbox="292 1055 568 1305">non-compliant</td> <td data-bbox="568 1055 1374 1305"> <ul style="list-style-type: none"> <li>advise the client of the non-compliance</li> <li>add relevant comments to the <i>comments</i> field in the inspection record</li> <li>if using PEMS, record the flowpath as 'failed' the time and when and why under the <i>flowpath details</i> Section</li> <li><b>continue to Step 2.</b></li> </ul> </td> </tr> </tbody> </table>	If the flowpath is...	Then...	compliant	<ul style="list-style-type: none"> <li>record the flowpath as 'passed' and the <i>time</i> in the inspection record</li> <li>if using PEMS, add a time entry under the <i>flowpath details</i> section</li> <li><b>continue to Section 8: <a href="#">How do I sample the consignment for inspection?</a></b></li> </ul>	non-compliant	<ul style="list-style-type: none"> <li>advise the client of the non-compliance</li> <li>add relevant comments to the <i>comments</i> field in the inspection record</li> <li>if using PEMS, record the flowpath as 'failed' the time and when and why under the <i>flowpath details</i> Section</li> <li><b>continue to Step 2.</b></li> </ul>
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Step	Action						
2.	Ask the client if the flowpath non-compliance will be rectified whilst you are on-site.						
	<table border="1"> <thead> <tr> <th>If the issues...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>are rectified whilst you are on-site</td> <td> <ul style="list-style-type: none"> <li>• <b>return to step 1</b> and reinspect the flowpath</li> <li>• <b>Important:</b> Where the flowpath has been treated with an insecticide or fumigant, it must not be reinspected until after the safety precautions (including exposure or airing periods) specified on the registered label or treatment certificate have been observed.</li> <li>• record how and when the issues were rectified in the <i>comments</i> field in the inspection record</li> <li>• if using a manual inspection record, record the flowpath as 'passed'</li> <li>• if using PEMS, record the flowpath result as 'passed after rectification' and when, under the <i>flowpath details</i> Section</li> <li>• <b>continue to Section 8:</b> <a href="#">How do I sample the consignment for inspection?</a></li> </ul> </td> </tr> <tr> <td>cannot be rectified whilst you are on-site</td> <td> <ul style="list-style-type: none"> <li>• the flowpath fails inspection</li> <li>• <b>go to Section 13:</b> <a href="#">How do I withdraw the inspection?</a></li> </ul> </td> </tr> </tbody> </table>	If the issues...	Then...	are rectified whilst you are on-site	<ul style="list-style-type: none"> <li>• <b>return to step 1</b> and reinspect the flowpath</li> <li>• <b>Important:</b> Where the flowpath has been treated with an insecticide or fumigant, it must not be reinspected until after the safety precautions (including exposure or airing periods) specified on the registered label or treatment certificate have been observed.</li> <li>• record how and when the issues were rectified in the <i>comments</i> field in the inspection record</li> <li>• if using a manual inspection record, record the flowpath as 'passed'</li> <li>• if using PEMS, record the flowpath result as 'passed after rectification' and when, under the <i>flowpath details</i> Section</li> <li>• <b>continue to Section 8:</b> <a href="#">How do I sample the consignment for inspection?</a></li> </ul>	cannot be rectified whilst you are on-site	<ul style="list-style-type: none"> <li>• the flowpath fails inspection</li> <li>• <b>go to Section 13:</b> <a href="#">How do I withdraw the inspection?</a></li> </ul>
If the issues...	Then...						
are rectified whilst you are on-site	<ul style="list-style-type: none"> <li>• <b>return to step 1</b> and reinspect the flowpath</li> <li>• <b>Important:</b> Where the flowpath has been treated with an insecticide or fumigant, it must not be reinspected until after the safety precautions (including exposure or airing periods) specified on the registered label or treatment certificate have been observed.</li> <li>• record how and when the issues were rectified in the <i>comments</i> field in the inspection record</li> <li>• if using a manual inspection record, record the flowpath as 'passed'</li> <li>• if using PEMS, record the flowpath result as 'passed after rectification' and when, under the <i>flowpath details</i> Section</li> <li>• <b>continue to Section 8:</b> <a href="#">How do I sample the consignment for inspection?</a></li> </ul>						
cannot be rectified whilst you are on-site	<ul style="list-style-type: none"> <li>• the flowpath fails inspection</li> <li>• <b>go to Section 13:</b> <a href="#">How do I withdraw the inspection?</a></li> </ul>						

### Section 8: How do I sample the consignment for inspection?

- When presented with a consignment of different grades or types you must sample all grades or types.
- It is permissible for each grade or type to be inspected as a separate lot if requested by the client
- When presented goods of mixed grade, mixed type (blended) or from multiple sources treat as a single product.

**Note:** It is permissible for more than the minimum amount to be sampled and inspected.

The following table outlines the different types of prescribed grain and plant product inspections and the relevant sub-section for how to sample the consignment.

If you are inspecting...	Then...
bulk grain and plant products to be exported in bulk vessel holds	<b>go to Section 8.1:</b> <a href="#">How do I sample grain and plant products to be exported bulk in vessel holds?</a>
bulk sugar to be exported in bulk vessel holds	<b>go to Section 8.2:</b> <a href="#">How do I sample sugar to be exported bulk in vessel holds?</a>
bulk grain and plant products to be exported in containers	<b>go to Section 8.3:</b> <a href="#">How do I sample grain and plant products to be exported bulk in containers?</a>
packaged grain and plant products	<b>go to Section 8.4:</b> <a href="#">How do I sample packaged grain and plant products?</a>

**Section 8.1: How do I sample grain and plant products to be exported bulk in bulk vessel holds?**

- Product must be sampled and inspected during the loading of bulk vessels.
- Samples must be inspected immediately after being drawn.
- Samples must be drawn across the entire consignment and across the entire grain/product stream to ensure that samples are representative.
- The sampling rate for prescribed grain and plant products to be exported bulk in bulk vessel holds is 2.25 litres per 33.33 tonnes.
- The nature of automatic sampling systems varies from site to site. AOs must ensure they are familiar with the site sampling system and process for adjustment.
- AOs must verify that they are receiving the correct sample amount (via the automatic system) for the loading rate being used.

The following table outlines how to sample grain and plant products (excluding sugar) to be exported bulk in bulk vessel holds.

Step	Action						
1.	<ul style="list-style-type: none"> <li>• Record the sampling rate on the inspection record.</li> <li>• For PEMS, record the sampling rate as 2.25 litres per 33.33 tonnes by marking the 'sampling rate' box.</li> </ul>						
2.	<p>Ask the client to define:</p> <ul style="list-style-type: none"> <li>• the loading rate at which the prescribed goods are being loaded</li> <li>• the loading time.</li> </ul> <p><b>Important:</b> If the loading rate is not consistent for the duration of the shift, the AO will need access to a computer or load master to ensure they always know what the loading rate is.</p>						
3.	<p>Verify that sufficient sample is being delivered via the automatic sampling system (to ensure a minimum of 2.25 litres per 33.33 tonnes is achieved).</p> <ul style="list-style-type: none"> <li>• (load rate) tonnes per hour / 33.33 = <i>a</i> (number of 2.25L samples required at that load rate)</li> <li>• <math>a \times 2.25 = b</math> (litres per hour required)</li> <li>• <math>b / 60 =</math> litres per minute required</li> <li>• <math>b / 30 =</math> litres per 2 minutes required</li> <li>• <math>b / 12 =</math> litres per 5 minutes required.</li> </ul> <p><b>Important:</b> Sample amount delivered must be at/or greater than the required minimum. It is permissible for more than the minimum amount to be sampled and inspected.</p> <table border="1" data-bbox="288 1682 1358 1868"> <thead> <tr> <th>If sufficient sample is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>being delivered</td> <td><b>go to Step 5.</b></td> </tr> <tr> <td>not being delivered</td> <td><b>continue to Step 4.</b></td> </tr> </tbody> </table>	If sufficient sample is...	Then...	being delivered	<b>go to Step 5.</b>	not being delivered	<b>continue to Step 4.</b>
If sufficient sample is...	Then...						
being delivered	<b>go to Step 5.</b>						
not being delivered	<b>continue to Step 4.</b>						

Step	Action						
4.	<p>Determine if the automatic sampler is automatically set or can be adjusted manually.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>automatically set</td> <td> <ul style="list-style-type: none"> <li>contact the site control room and ask them to change timing on auto sampler to deliver sufficient sample</li> <li><b>return to Step 3.</b></li> </ul> </td> </tr> <tr> <td>can be adjusted manually</td> <td> <ul style="list-style-type: none"> <li>adjust sample delivery unit to deliver sufficient sample or</li> <li>request that site staff adjust the sample delivery unit to deliver sufficient sample</li> </ul> <p><b>Note:</b> AO should not have to leave the sample room to make adjustment to sample amount.</p> <ul style="list-style-type: none"> <li><b>return to Step 3.</b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	automatically set	<ul style="list-style-type: none"> <li>contact the site control room and ask them to change timing on auto sampler to deliver sufficient sample</li> <li><b>return to Step 3.</b></li> </ul>	can be adjusted manually	<ul style="list-style-type: none"> <li>adjust sample delivery unit to deliver sufficient sample or</li> <li>request that site staff adjust the sample delivery unit to deliver sufficient sample</li> </ul> <p><b>Note:</b> AO should not have to leave the sample room to make adjustment to sample amount.</p> <ul style="list-style-type: none"> <li><b>return to Step 3.</b></li> </ul>
If...	Then...						
automatically set	<ul style="list-style-type: none"> <li>contact the site control room and ask them to change timing on auto sampler to deliver sufficient sample</li> <li><b>return to Step 3.</b></li> </ul>						
can be adjusted manually	<ul style="list-style-type: none"> <li>adjust sample delivery unit to deliver sufficient sample or</li> <li>request that site staff adjust the sample delivery unit to deliver sufficient sample</li> </ul> <p><b>Note:</b> AO should not have to leave the sample room to make adjustment to sample amount.</p> <ul style="list-style-type: none"> <li><b>return to Step 3.</b></li> </ul>						
5.	Draw your required samples at the rate calculated in step 3.						
6.	<b>Continue to Section 9: <a href="#">How do I inspect the sample?</a></b>						

**Section 8.2: How do I sample sugar to be exported bulk in bulk vessel holds?**

- Sugar must be sampled and inspected during the loading of bulk vessels.
- Samples must be inspected immediately after being drawn.
- Samples must be drawn across the entire consignment and across the entire product stream to ensure that samples are representative.
- The sampling rate for raw sugar to be exported bulk in bulk vessel holds is 2.25 litres per 33.33 tonnes.
- AOs must verify that they are receiving the correct sample amount (via the automatic system) for the loading rate being used.
- The manual sampling rate for raw sugar to be exported in bulk vessel holds is 1.0 litre for every 10 tonnes.

**Note:** Due to the potential reduction in sample representativeness, this is considered equivalent to 2.25 litres per 33.33 tonnes.

The following table outlines how to sample sugar to be exported bulk in bulk vessel holds.

Step	Action						
1.	<p>Confirm that the registered establishment has a system in place to screen or remove large contaminants from the product.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td><b>continue to Step 2.</b></td> </tr> <tr> <td>no</td> <td> <ul style="list-style-type: none"> <li>inform the client that there needs to be a system in place to screen or remove large contaminants from the product</li> <li>add relevant comments to the <i>comments</i> field in the inspection record</li> <li><b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	yes	<b>continue to Step 2.</b>	no	<ul style="list-style-type: none"> <li>inform the client that there needs to be a system in place to screen or remove large contaminants from the product</li> <li>add relevant comments to the <i>comments</i> field in the inspection record</li> <li><b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul>
If...	Then...						
yes	<b>continue to Step 2.</b>						
no	<ul style="list-style-type: none"> <li>inform the client that there needs to be a system in place to screen or remove large contaminants from the product</li> <li>add relevant comments to the <i>comments</i> field in the inspection record</li> <li><b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul>						
2.	<p>Determine whether the sample will be taken manually or by an automatic sampler.</p> <table border="1"> <thead> <tr> <th>If sample taken...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>manually</td> <td> <ul style="list-style-type: none"> <li>record the sampling rate on the inspection record</li> <li>if using PEMS, record the sampling rate as 'other' and input sampling rate as 1.0 litre per 10 tonnes</li> <li>draw a minimum of 1.0 litre per 10 tonnes across the entire consignment</li> <li><b>go to Section 9: <a href="#">How do I inspect the sample?</a></b></li> </ul> </td> </tr> <tr> <td>by an automatic sampler</td> <td> <ul style="list-style-type: none"> <li><b>continue to Step 3.</b></li> </ul> </td> </tr> </tbody> </table>	If sample taken...	Then...	manually	<ul style="list-style-type: none"> <li>record the sampling rate on the inspection record</li> <li>if using PEMS, record the sampling rate as 'other' and input sampling rate as 1.0 litre per 10 tonnes</li> <li>draw a minimum of 1.0 litre per 10 tonnes across the entire consignment</li> <li><b>go to Section 9: <a href="#">How do I inspect the sample?</a></b></li> </ul>	by an automatic sampler	<ul style="list-style-type: none"> <li><b>continue to Step 3.</b></li> </ul>
If sample taken...	Then...						
manually	<ul style="list-style-type: none"> <li>record the sampling rate on the inspection record</li> <li>if using PEMS, record the sampling rate as 'other' and input sampling rate as 1.0 litre per 10 tonnes</li> <li>draw a minimum of 1.0 litre per 10 tonnes across the entire consignment</li> <li><b>go to Section 9: <a href="#">How do I inspect the sample?</a></b></li> </ul>						
by an automatic sampler	<ul style="list-style-type: none"> <li><b>continue to Step 3.</b></li> </ul>						
3.	<ul style="list-style-type: none"> <li>Record the sampling rate on the inspection record.</li> <li>For PEMS, record the sampling rate as 2.25 litres per 33.33 tonnes by marking the 'sampling rate' box.</li> </ul>						
4.	<p>Ask the client to define:</p> <ul style="list-style-type: none"> <li>the loading rate at which the prescribed goods are being loaded</li> <li>the loading time.</li> </ul> <p><b>Important:</b> If the loading rate is not consistent for the duration of the shift, the AO will need access to a computer or load master to ensure they always know what the loading rate is.</p>						

Step	Action						
5.	<p>Verify that sufficient sample is being delivered via the automatic sampling system (to ensure a minimum of 2.25 litres per 33.33 tonnes is achieved).</p> <ul style="list-style-type: none"> <li>• (load rate) tonnes per hour / 33.33 = <i>a</i> (number of 2.25L samples required at that load rate)</li> <li>• <math>a \times 2.25 = b</math> (litres per hour required)</li> <li>• <math>b / 60 =</math> litres per minute required</li> <li>• <math>b / 30 =</math> litres per 2 minutes required</li> <li>• <math>b / 12 =</math> litres per 5 minutes required.</li> </ul> <p><b>Important:</b> Sample amount delivered must be at/or greater than the required minimum. It is permissible for more than the minimum amount to be sampled and inspected.</p> <table border="1"> <thead> <tr> <th>If sufficient sample is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>being delivered</td> <td><b>go to Step 7.</b></td> </tr> <tr> <td>not being delivered</td> <td><b>continue to Step 6.</b></td> </tr> </tbody> </table>	If sufficient sample is...	Then...	being delivered	<b>go to Step 7.</b>	not being delivered	<b>continue to Step 6.</b>
If sufficient sample is...	Then...						
being delivered	<b>go to Step 7.</b>						
not being delivered	<b>continue to Step 6.</b>						
6.	<p>Determine if the automatic sampler is automatically set or can be adjusted manually.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>automatically set</td> <td> <ul style="list-style-type: none"> <li>• contact the site control room and ask them to change timing on auto sampler to deliver sufficient sample</li> <li>• <b>return to Step 5.</b></li> </ul> </td> </tr> <tr> <td>can be adjusted manually</td> <td> <ul style="list-style-type: none"> <li>• adjust sample delivery unit to deliver sufficient sample or</li> <li>• request that site staff adjust the sample delivery unit to deliver sufficient sample</li> </ul> <p><b>Note:</b> AO should not have to leave the sample room to make adjustment to sample amount.</p> <ul style="list-style-type: none"> <li>• <b>return to Step 5.</b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	automatically set	<ul style="list-style-type: none"> <li>• contact the site control room and ask them to change timing on auto sampler to deliver sufficient sample</li> <li>• <b>return to Step 5.</b></li> </ul>	can be adjusted manually	<ul style="list-style-type: none"> <li>• adjust sample delivery unit to deliver sufficient sample or</li> <li>• request that site staff adjust the sample delivery unit to deliver sufficient sample</li> </ul> <p><b>Note:</b> AO should not have to leave the sample room to make adjustment to sample amount.</p> <ul style="list-style-type: none"> <li>• <b>return to Step 5.</b></li> </ul>
If...	Then...						
automatically set	<ul style="list-style-type: none"> <li>• contact the site control room and ask them to change timing on auto sampler to deliver sufficient sample</li> <li>• <b>return to Step 5.</b></li> </ul>						
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7.	Draw your required samples at the rate calculated in step 5.						
8.	<b>Continue to Section 9: <a href="#">How do I inspect the sample?</a></b>						

### Section 8.3: How do I sample grain and plant products to be exported bulk in containers?

- Product must be sampled and inspected during the loading of the container.
- Samples must be inspected immediately after being drawn.
- In situations where a container has finished being loaded before inspection of the samples has been completed, loading must not continue (to the next container) until inspection has been completed.

**Note:** Product can only be sampled and inspected after loading into containers if it is a re-inspection.

- Samples must be drawn across the entire consignment and across the entire grain/product stream to ensure that samples are representative.
- The automatic sampling rate for prescribed grain and plant products to be exported bulk in containers is 2.25 litres per 33.33 tonnes.
- AOs must verify that they are receiving the correct sample amount (via the automatic system) for the loading rate being used.
- The manual sampling rate for prescribed grain and plant products to be exported bulk in containers is 0.5 litres for every 5 tonnes (minimum 5 samples per container).

**Note:** Due to the potential reduction in sample representativeness, this is considered equivalent to 2.25 litres per 33.33 tonnes.

The following table outlines how to sample grain and plant products to be exported bulk in containers.

Step	Action						
1.	<p>Determine if the inspection is for a new consignment or a resubmitted consignment.</p> <table border="1"> <thead> <tr> <th>If the consignment is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>new</td> <td><b>go to Step 4.</b></td> </tr> <tr> <td>being resubmitted</td> <td><b>Important:</b> Sampling after loading is only permitted for re-inspection. <b>continue to Step 2.</b></td> </tr> </tbody> </table>	If the consignment is...	Then...	new	<b>go to Step 4.</b>	being resubmitted	<b>Important:</b> Sampling after loading is only permitted for re-inspection. <b>continue to Step 2.</b>
If the consignment is...	Then...						
new	<b>go to Step 4.</b>						
being resubmitted	<b>Important:</b> Sampling after loading is only permitted for re-inspection. <b>continue to Step 2.</b>						
2.	<p>Determine if you have suitable equipment capable of drawing goods from all points, including those furthest from container doors.</p> <p><b>Important:</b> The sample probe must reach the bottom of the container at all sampling points, so the sample represents the full depth of the goods.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td><b>continue to Step 3.</b></td> </tr> <tr> <td>no</td> <td> <ul style="list-style-type: none"> <li>• inform the client that the container must be discharged</li> <li>• <b>go to Step 4.</b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	yes	<b>continue to Step 3.</b>	no	<ul style="list-style-type: none"> <li>• inform the client that the container must be discharged</li> <li>• <b>go to Step 4.</b></li> </ul>
If...	Then...						
yes	<b>continue to Step 3.</b>						
no	<ul style="list-style-type: none"> <li>• inform the client that the container must be discharged</li> <li>• <b>go to Step 4.</b></li> </ul>						

Step	Action						
3.	<ul style="list-style-type: none"> <li>• Record the manual sampling rate on the inspection record.</li> <li>• Draw samples using a vacuum probe or other equipment capable of drawing goods from all points including those furthest from container doors.</li> <li>• Draw a minimum of ‘nine’ samples per container, with at least three samples taken with the probe directed to points furthest from the container doors, from centre and near doors of the container.</li> </ul> <p><b>Important:</b> Ensure the sample probe reaches the bottom of the container, so the sample represents the full depth of the goods at each sample point.</p> <ul style="list-style-type: none"> <li>• If using PEMS, record the sampling rate as ‘other’ and input sampling rate as 0.5 litres per 5 tonnes.</li> <li>• <b>go to Section 9: <a href="#">How do I inspect the sample?</a></b></li> </ul>						
4.	<p>Determine whether the sample will be taken manually or by an automatic sampler during loading.</p> <table border="1" data-bbox="293 792 1342 1211"> <thead> <tr> <th data-bbox="293 792 568 853">If sample taken...</th> <th data-bbox="568 792 1342 853">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 853 568 1115">manually</td> <td data-bbox="568 853 1342 1115"> <ul style="list-style-type: none"> <li>• record the sampling rate on the inspection record</li> <li>• if using PEMS, record the sampling rate as ‘other’ and input sampling rate as 0.5 litres per 5 tonnes</li> <li>• draw a minimum of ‘5’ samples per container during the beginning, middle and end of loading</li> <li>• <b>go to Section 9: <a href="#">How do I inspect the sample?</a></b></li> </ul> </td> </tr> <tr> <td data-bbox="293 1115 568 1211">by an automatic sampler</td> <td data-bbox="568 1115 1342 1211"> <ul style="list-style-type: none"> <li>• <b>continue to Step 5.</b></li> </ul> </td> </tr> </tbody> </table>	If sample taken...	Then...	manually	<ul style="list-style-type: none"> <li>• record the sampling rate on the inspection record</li> <li>• if using PEMS, record the sampling rate as ‘other’ and input sampling rate as 0.5 litres per 5 tonnes</li> <li>• draw a minimum of ‘5’ samples per container during the beginning, middle and end of loading</li> <li>• <b>go to Section 9: <a href="#">How do I inspect the sample?</a></b></li> </ul>	by an automatic sampler	<ul style="list-style-type: none"> <li>• <b>continue to Step 5.</b></li> </ul>
If sample taken...	Then...						
manually	<ul style="list-style-type: none"> <li>• record the sampling rate on the inspection record</li> <li>• if using PEMS, record the sampling rate as ‘other’ and input sampling rate as 0.5 litres per 5 tonnes</li> <li>• draw a minimum of ‘5’ samples per container during the beginning, middle and end of loading</li> <li>• <b>go to Section 9: <a href="#">How do I inspect the sample?</a></b></li> </ul>						
by an automatic sampler	<ul style="list-style-type: none"> <li>• <b>continue to Step 5.</b></li> </ul>						
5.	<ul style="list-style-type: none"> <li>• Record the sampling rate on the inspection record.</li> <li>• For PEMS, record the sampling rate as 2.25 litres per 33.33 tonnes by marking the ‘sampling rate’ box.</li> </ul>						
6.	<p>Ask the client to define:</p> <ul style="list-style-type: none"> <li>• the loading rate at which the prescribed goods are being loaded</li> <li>• the loading time.</li> </ul> <p><b>Important:</b> If the loading rate is not consistent for the duration of the shift, the AO will need access to a computer or load master to ensure they always know what the loading rate is.</p>						

Step	Action						
7.	<p>Verify that sufficient sample is being delivered via the automatic sampling system (to ensure a minimum of 2.25 litres per 33.33 tonnes is achieved).</p> <ul style="list-style-type: none"> <li>• (load rate) tonnes per hour / 33.33 = <i>a</i> (number of 2.25L samples required at that load rate)</li> <li>• <math>a \times 2.25 = b</math> (litres per hour required)</li> <li>• <math>b / 60 =</math> litres per minute required</li> <li>• <math>b / 30 =</math> litres per 2 minutes required</li> <li>• <math>b / 12 =</math> litres per 5 minutes required.</li> </ul> <p><b>Important:</b> Sample amount delivered must be at/or greater than the required minimum. It is permissible for more than the minimum amount to be sampled and inspected.</p> <table border="1" data-bbox="293 658 1342 842"> <thead> <tr> <th data-bbox="293 658 620 716">If sufficient sample is...</th> <th data-bbox="620 658 1342 716">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 716 620 779">being delivered</td> <td data-bbox="620 716 1342 779"><b>go to Step 9.</b></td> </tr> <tr> <td data-bbox="293 779 620 842">not being delivered</td> <td data-bbox="620 779 1342 842"><b>continue to Step 8.</b></td> </tr> </tbody> </table>	If sufficient sample is...	Then...	being delivered	<b>go to Step 9.</b>	not being delivered	<b>continue to Step 8.</b>
If sufficient sample is...	Then...						
being delivered	<b>go to Step 9.</b>						
not being delivered	<b>continue to Step 8.</b>						
8.	<p>Determine if the automatic sampler is automatically set or can be adjusted manually.</p> <table border="1" data-bbox="293 954 1362 1456"> <thead> <tr> <th data-bbox="293 954 563 1012">If...</th> <th data-bbox="563 954 1362 1012">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 1012 563 1151">automatically set</td> <td data-bbox="563 1012 1362 1151"> <ul style="list-style-type: none"> <li>• contact the site control room and ask them to change timing on auto sampler to deliver sufficient sample</li> <li>• <b>return to Step 7.</b></li> </ul> </td> </tr> <tr> <td data-bbox="293 1151 563 1456">can be adjusted manually</td> <td data-bbox="563 1151 1362 1456"> <ul style="list-style-type: none"> <li>• adjust sample delivery unit to deliver sufficient sample or</li> <li>• request that site staff adjust the sample delivery unit to deliver sufficient sample</li> </ul> <p><b>Note:</b> AO should not have to leave the sample room to make adjustment to sample amount.</p> <ul style="list-style-type: none"> <li>• <b>return to Step 7.</b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	automatically set	<ul style="list-style-type: none"> <li>• contact the site control room and ask them to change timing on auto sampler to deliver sufficient sample</li> <li>• <b>return to Step 7.</b></li> </ul>	can be adjusted manually	<ul style="list-style-type: none"> <li>• adjust sample delivery unit to deliver sufficient sample or</li> <li>• request that site staff adjust the sample delivery unit to deliver sufficient sample</li> </ul> <p><b>Note:</b> AO should not have to leave the sample room to make adjustment to sample amount.</p> <ul style="list-style-type: none"> <li>• <b>return to Step 7.</b></li> </ul>
If...	Then...						
automatically set	<ul style="list-style-type: none"> <li>• contact the site control room and ask them to change timing on auto sampler to deliver sufficient sample</li> <li>• <b>return to Step 7.</b></li> </ul>						
can be adjusted manually	<ul style="list-style-type: none"> <li>• adjust sample delivery unit to deliver sufficient sample or</li> <li>• request that site staff adjust the sample delivery unit to deliver sufficient sample</li> </ul> <p><b>Note:</b> AO should not have to leave the sample room to make adjustment to sample amount.</p> <ul style="list-style-type: none"> <li>• <b>return to Step 7.</b></li> </ul>						
9.	<p>Draw your required sample at the rate calculated in step 7.</p>						
10.	<p><b>Continue to Section 9: <a href="#">How do I inspect the sample?</a></b></p>						

## Section 8.4: How do I sample packaged grain and plant products?

Packaged grain and plant products can be sampled and inspected either during the filling of packages, or as packaged goods prior to loading into the shipping container.

The following table outlines the types of packaged grain and plant product inspections and the relevant sub-section for how to sample the consignment.

If sampling is undertaken...	Then...
during filling of packages	go to <a href="#">Section 8.4.1: How do I sample grain and plant products during filling of packages?</a>
after filling of packages (bagged product)	go to <a href="#">Section 8.4.2: How do I sample packaged grain and plant products after filling of packages?</a>

### Section 8.4.1: How do I sample grain and plant products during filling of packages?

- When presented with a consignment of different grades or types you must sample all grades or types.
- Samples must be inspected immediately after being drawn.
- Samples must be drawn across the entire consignment and across the entire grain/product stream to ensure that samples are representative.
- The automatic sampling rate is 2.25 litres per 33.33 tonnes.
- The manual sampling rate is 0.5 litres for every 5 tonnes (taken via multiple sub-samples).

**Note:** Due to the potential reduction in sample representativeness, this is considered equivalent to 2.25 litres per 33.33 tonnes.

The following table outlines how to sample packaged grain and plant products in-line.

Step	Action						
1.	Determine whether the sample will be taken manually or by an automatic sampler. <table border="1" data-bbox="288 1272 1359 1776"> <thead> <tr> <th>If sample taken...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>manually</td> <td> <ul style="list-style-type: none"> <li>• record the sampling rate on the inspection record</li> <li>• for consignments less than 5 tonne, the minimum sample amount is 0.5 litres</li> <li>• if using PEMS, record the sampling rate as 'other' and input sampling rate as 0.5 litres per 5 tonnes</li> <li>• draw a minimum of 5 samples of 0.5 litres per container lot during the beginning, middle and end of loading</li> <li>• go to <a href="#">Section 9: How do I inspect the sample?</a></li> </ul> </td> </tr> <tr> <td>by an automatic sampler</td> <td> <ul style="list-style-type: none"> <li>• <b>continue to Step 2.</b></li> </ul> </td> </tr> </tbody> </table>	If sample taken...	Then...	manually	<ul style="list-style-type: none"> <li>• record the sampling rate on the inspection record</li> <li>• for consignments less than 5 tonne, the minimum sample amount is 0.5 litres</li> <li>• if using PEMS, record the sampling rate as 'other' and input sampling rate as 0.5 litres per 5 tonnes</li> <li>• draw a minimum of 5 samples of 0.5 litres per container lot during the beginning, middle and end of loading</li> <li>• go to <a href="#">Section 9: How do I inspect the sample?</a></li> </ul>	by an automatic sampler	<ul style="list-style-type: none"> <li>• <b>continue to Step 2.</b></li> </ul>
If sample taken...	Then...						
manually	<ul style="list-style-type: none"> <li>• record the sampling rate on the inspection record</li> <li>• for consignments less than 5 tonne, the minimum sample amount is 0.5 litres</li> <li>• if using PEMS, record the sampling rate as 'other' and input sampling rate as 0.5 litres per 5 tonnes</li> <li>• draw a minimum of 5 samples of 0.5 litres per container lot during the beginning, middle and end of loading</li> <li>• go to <a href="#">Section 9: How do I inspect the sample?</a></li> </ul>						
by an automatic sampler	<ul style="list-style-type: none"> <li>• <b>continue to Step 2.</b></li> </ul>						
2.	<ul style="list-style-type: none"> <li>• Record the sampling rate on the inspection record.</li> <li>• If using PEMS, record the sampling rate as 2.25 litres per 33.33 tonnes by marking the 'sampling rate' box.</li> </ul>						

Step	Action						
3.	<p>Ask the client to define:</p> <ul style="list-style-type: none"> <li>the loading rate at which the prescribed goods are being loaded</li> <li>the loading time.</li> </ul> <p><b>Important:</b> If the loading rate is not consistent for the duration of the shift, the AO will need access to a computer or load master to ensure they always know what the loading rate is.</p>						
4.	<p>Verify that sufficient sample is being delivered via the automatic sampling system (to ensure a minimum of 2.25 litres per 33.33 tonnes is achieved).</p> <ul style="list-style-type: none"> <li>(load rate) tonnes per hour / 33.33 = <math>a</math> (number of 2.25L samples required at that load rate)</li> <li><math>a \times 2.25 = b</math> (litres per hour required)</li> <li><math>b / 60 =</math> litres per minute required</li> <li><math>b / 30 =</math> litres per 2 minutes required</li> <li><math>b / 12 =</math> litres per 5 minutes required.</li> </ul> <p><b>Important:</b> Sample amount delivered must be at/or greater than the required minimum. It is permissible for more than the minimum amount to be sampled and inspected.</p> <table border="1" data-bbox="290 913 1339 1099"> <thead> <tr> <th>If sufficient sample is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>being delivered</td> <td><b>go to Step 6.</b></td> </tr> <tr> <td>not being delivered</td> <td><b>continue to Step 5.</b></td> </tr> </tbody> </table>	If sufficient sample is...	Then...	being delivered	<b>go to Step 6.</b>	not being delivered	<b>continue to Step 5.</b>
If sufficient sample is...	Then...						
being delivered	<b>go to Step 6.</b>						
not being delivered	<b>continue to Step 5.</b>						
5.	<p>Determine if the automatic sampler is automatically set or can be adjusted manually.</p> <table border="1" data-bbox="290 1211 1358 1729"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>automatically set</td> <td> <ul style="list-style-type: none"> <li>contact the site control room and ask them to change timing on auto sampler to deliver sufficient sample</li> <li><b>return to Step 4.</b></li> </ul> </td> </tr> <tr> <td>can be adjusted manually</td> <td> <ul style="list-style-type: none"> <li>adjust sample delivery unit to deliver sufficient sample or</li> <li>request that site staff adjust the sample delivery unit to deliver sufficient sample</li> </ul> <p><b>Note:</b> AO should not have to leave the sample room to make adjustment to sample amount.</p> <ul style="list-style-type: none"> <li><b>return to Step 4.</b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	automatically set	<ul style="list-style-type: none"> <li>contact the site control room and ask them to change timing on auto sampler to deliver sufficient sample</li> <li><b>return to Step 4.</b></li> </ul>	can be adjusted manually	<ul style="list-style-type: none"> <li>adjust sample delivery unit to deliver sufficient sample or</li> <li>request that site staff adjust the sample delivery unit to deliver sufficient sample</li> </ul> <p><b>Note:</b> AO should not have to leave the sample room to make adjustment to sample amount.</p> <ul style="list-style-type: none"> <li><b>return to Step 4.</b></li> </ul>
If...	Then...						
automatically set	<ul style="list-style-type: none"> <li>contact the site control room and ask them to change timing on auto sampler to deliver sufficient sample</li> <li><b>return to Step 4.</b></li> </ul>						
can be adjusted manually	<ul style="list-style-type: none"> <li>adjust sample delivery unit to deliver sufficient sample or</li> <li>request that site staff adjust the sample delivery unit to deliver sufficient sample</li> </ul> <p><b>Note:</b> AO should not have to leave the sample room to make adjustment to sample amount.</p> <ul style="list-style-type: none"> <li><b>return to Step 4.</b></li> </ul>						
6.	Draw your required sample at the rate calculated in step 4.						
7.	<b>Continue to Section 9: <a href="#">How do I inspect the sample?</a></b>						

**Section 8.4.2: How do I sample packaged grain and plant products after filling of packages?**

- Sampling must be undertaken prior to the packages being loading into the shipping container.
 

**Important:** If reinspecting packaged goods that have been treated inside a container, the packages must be unloaded by the client prior to reinspection.
- Samples must be inspected immediately after being drawn.
- For packaged grain and plant products being inspected after filling of packages, the sampling rates for
  - packages greater than 1 kg, is 0.5 litres for every 5 tonnes (taken via multiple sub-samples)
  - packages less than or equal to 1 kg, is the square root of the total number of packets in the lot—round-up to the nearest whole number.

The following table outlines how to sample packaged grain and plant products after the filling of packages.

Step	Action						
1.	Is there access to the consignment? <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="background-color: #cccccc;">If...</th> <th style="background-color: #cccccc;">Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td> <b>go to Step 3.</b>  <b>Note:</b> The entire consignment may not be presented at the same time.                             </td> </tr> <tr> <td>no</td> <td><b>continue to Step 2.</b></td> </tr> </tbody> </table>	If...	Then...	yes	<b>go to Step 3.</b> <b>Note:</b> The entire consignment may not be presented at the same time.	no	<b>continue to Step 2.</b>
If...	Then...						
yes	<b>go to Step 3.</b> <b>Note:</b> The entire consignment may not be presented at the same time.						
no	<b>continue to Step 2.</b>						
2.	Inform the client that they must provide access to the consignment. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="background-color: #cccccc;">If the client does...</th> <th style="background-color: #cccccc;">Then...</th> </tr> </thead> <tbody> <tr> <td>provide access</td> <td><b>continue to Step 3.</b></td> </tr> <tr> <td>not provide access to the entire consignment</td> <td> <ul style="list-style-type: none"> <li>• add relevant comments into the <i>comments</i> field in inspection record</li> <li>• advise the client that you cannot proceed with the inspection</li> <li>• <b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul> </td> </tr> </tbody> </table>	If the client does...	Then...	provide access	<b>continue to Step 3.</b>	not provide access to the entire consignment	<ul style="list-style-type: none"> <li>• add relevant comments into the <i>comments</i> field in inspection record</li> <li>• advise the client that you cannot proceed with the inspection</li> <li>• <b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul>
If the client does...	Then...						
provide access	<b>continue to Step 3.</b>						
not provide access to the entire consignment	<ul style="list-style-type: none"> <li>• add relevant comments into the <i>comments</i> field in inspection record</li> <li>• advise the client that you cannot proceed with the inspection</li> <li>• <b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul>						

Step	Action						
3.	<p data-bbox="288 226 719 259">Determine the size of the packages.</p> <table border="1" data-bbox="288 271 1370 987"> <thead> <tr> <th data-bbox="288 271 564 331">If package is...</th> <th data-bbox="564 271 1370 331">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 331 564 925">1 kg or less</td> <td data-bbox="564 331 1370 925"> <ul style="list-style-type: none"> <li>• record the <i>total quantity</i> presented and the <i>unit</i> in the inspection record</li> <li>• determine the number of packages to sample by calculating the square root of the total number of packages in the lot—round-up to the nearest whole number</li> <li><b>Important:</b> For mixed consignments each product type is to be sampled as a separate lot.</li> <li>• randomly select the packages</li> <li>• record the selected sampling rate on the inspection record</li> <li>• if using PEMS, record the selected sampling rate as ‘other’ and specify the chosen sampling rate</li> <li>• record which packages were sampled for inspection in the <i>remarks</i> or <i>comments</i> field in the inspection record</li> <li>• <b>go to Section 9: <a href="#">How do I inspect the sample?</a></b></li> </ul> </td> </tr> <tr> <td data-bbox="288 925 564 987">greater than 1 kg</td> <td data-bbox="564 925 1370 987"><b>continue to Step 4.</b></td> </tr> </tbody> </table>	If package is...	Then...	1 kg or less	<ul style="list-style-type: none"> <li>• record the <i>total quantity</i> presented and the <i>unit</i> in the inspection record</li> <li>• determine the number of packages to sample by calculating the square root of the total number of packages in the lot—round-up to the nearest whole number</li> <li><b>Important:</b> For mixed consignments each product type is to be sampled as a separate lot.</li> <li>• randomly select the packages</li> <li>• record the selected sampling rate on the inspection record</li> <li>• if using PEMS, record the selected sampling rate as ‘other’ and specify the chosen sampling rate</li> <li>• record which packages were sampled for inspection in the <i>remarks</i> or <i>comments</i> field in the inspection record</li> <li>• <b>go to Section 9: <a href="#">How do I inspect the sample?</a></b></li> </ul>	greater than 1 kg	<b>continue to Step 4.</b>
If package is...	Then...						
1 kg or less	<ul style="list-style-type: none"> <li>• record the <i>total quantity</i> presented and the <i>unit</i> in the inspection record</li> <li>• determine the number of packages to sample by calculating the square root of the total number of packages in the lot—round-up to the nearest whole number</li> <li><b>Important:</b> For mixed consignments each product type is to be sampled as a separate lot.</li> <li>• randomly select the packages</li> <li>• record the selected sampling rate on the inspection record</li> <li>• if using PEMS, record the selected sampling rate as ‘other’ and specify the chosen sampling rate</li> <li>• record which packages were sampled for inspection in the <i>remarks</i> or <i>comments</i> field in the inspection record</li> <li>• <b>go to Section 9: <a href="#">How do I inspect the sample?</a></b></li> </ul>						
greater than 1 kg	<b>continue to Step 4.</b>						
4.	<ul style="list-style-type: none"> <li>• Inspect the outside of the packaging and pallets, if applicable.</li> <li>• Draw the required sample from sealed packages using a trier or spear, and from unsealed packages using a measuring jug or cup <ul style="list-style-type: none"> <li>○ for consignments 100 kg or less, draw subsamples to a total of 0.5 litres randomly across the consignment</li> <li>○ for consignments greater than 100 kg, draw a minimum 0.5 litres per 5 tonnes. This must be collected via multiple sub-samples taken from across the consignment (per each 5 tonnes). Samples must be taken randomly across the consignment to ensure sampling is representative</li> <li>○ for goods in bulka bags, or any other bulk package/container; for example, an intermediate bulk container (IBC), draw a minimum of 0.5 litres per 5 tonnes taken randomly across the consignment. At least 1 sub sample per bulka bag and at least 5 sub samples per 5 tonnes must be taken.</li> </ul> </li> <li><b>Important:</b> <ul style="list-style-type: none"> <li>▪ Sample probe must reach the bottom of the bulka bag.</li> <li>▪ Sampling representatively means you will sample more than 0.5L in total.</li> </ul> </li> <li>• Record the selected sampling rate on the inspection record.</li> <li>• If using PEMS, record the selected sampling rate as ‘other’ and specify the chosen sampling rate.</li> </ul>						
5.	<b>Continue to Section 9: <a href="#">How do I inspect the sample?</a></b>						

### Section 9: How do I inspect the sample?

The entire contents of the sample must be inspected. This must include fines that fall through the sieve as well as all the larger particles that remain on the mesh (manual sampling) or pass across the top of the automatic sieve.

The following table outlines how to inspect the sample.

Step	Actions						
1.	<p>Determine whether the sample is loose/bulk or packaged/bagged.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>loose/bulk</td> <td><b>go to Step 3.</b></td> </tr> <tr> <td>packaged/bagged</td> <td> <ul style="list-style-type: none"> <li>inspect the outside of the package</li> <li><b>continue to Step 2.</b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	loose/bulk	<b>go to Step 3.</b>	packaged/bagged	<ul style="list-style-type: none"> <li>inspect the outside of the package</li> <li><b>continue to Step 2.</b></li> </ul>
If...	Then...						
loose/bulk	<b>go to Step 3.</b>						
packaged/bagged	<ul style="list-style-type: none"> <li>inspect the outside of the package</li> <li><b>continue to Step 2.</b></li> </ul>						
2.	<p>Determine whether the packaging is transparent and if the goods can be spread in a single layer.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>transparent packaging, and contents can be spread in a single layer</td> <td> <ul style="list-style-type: none"> <li>ensure the sample is on the inspection bench</li> <li>inspect the goods through the packaging</li> <li>use a magnifying lens of at least 10x magnification and torch where required</li> <li><b>go to Section 10: <a href="#">How do I determine the inspection result?</a></b></li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>not transparent packaging and/or</li> <li>cannot be spread in a single layer</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>pour the contents of the sample into a pan or a tray</li> <li>inspect the inside and outside of the packaging, using a torch if required</li> <li><b>continue to Step 6.</b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	transparent packaging, and contents can be spread in a single layer	<ul style="list-style-type: none"> <li>ensure the sample is on the inspection bench</li> <li>inspect the goods through the packaging</li> <li>use a magnifying lens of at least 10x magnification and torch where required</li> <li><b>go to Section 10: <a href="#">How do I determine the inspection result?</a></b></li> </ul>	<ul style="list-style-type: none"> <li>not transparent packaging and/or</li> <li>cannot be spread in a single layer</li> </ul>	<ul style="list-style-type: none"> <li>pour the contents of the sample into a pan or a tray</li> <li>inspect the inside and outside of the packaging, using a torch if required</li> <li><b>continue to Step 6.</b></li> </ul>
If...	Then...						
transparent packaging, and contents can be spread in a single layer	<ul style="list-style-type: none"> <li>ensure the sample is on the inspection bench</li> <li>inspect the goods through the packaging</li> <li>use a magnifying lens of at least 10x magnification and torch where required</li> <li><b>go to Section 10: <a href="#">How do I determine the inspection result?</a></b></li> </ul>						
<ul style="list-style-type: none"> <li>not transparent packaging and/or</li> <li>cannot be spread in a single layer</li> </ul>	<ul style="list-style-type: none"> <li>pour the contents of the sample into a pan or a tray</li> <li>inspect the inside and outside of the packaging, using a torch if required</li> <li><b>continue to Step 6.</b></li> </ul>						
3.	<p>Determine the particle size of the sample.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>larger than a sieve hole</td> <td><b>continue to Step 4.</b></td> </tr> <tr> <td>less than a sieve hole</td> <td> <ul style="list-style-type: none"> <li>if a finer size sieve is not available, pour the contents of the sample into a pan or a tray</li> <li>if lumps are present, sieve the sample.</li> <li><b>go to Step 6.</b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	larger than a sieve hole	<b>continue to Step 4.</b>	less than a sieve hole	<ul style="list-style-type: none"> <li>if a finer size sieve is not available, pour the contents of the sample into a pan or a tray</li> <li>if lumps are present, sieve the sample.</li> <li><b>go to Step 6.</b></li> </ul>
If...	Then...						
larger than a sieve hole	<b>continue to Step 4.</b>						
less than a sieve hole	<ul style="list-style-type: none"> <li>if a finer size sieve is not available, pour the contents of the sample into a pan or a tray</li> <li>if lumps are present, sieve the sample.</li> <li><b>go to Step 6.</b></li> </ul>						

Step	Actions						
4.	<p>Determine whether the sample will be sieved manually or by an automatic vibrating sieve.</p> <table border="1" data-bbox="292 275 1342 763"> <thead> <tr> <th data-bbox="292 275 568 371">If inspection method is...</th> <th data-bbox="568 275 1342 371">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="292 371 568 667">manual sieving</td> <td data-bbox="568 371 1342 667"> <ul style="list-style-type: none"> <li>• at the inspection bench                             <ul style="list-style-type: none"> <li>○ pour a sub-sample of no more than 1 litre (each time) into a sieve</li> <li>○ shake the sieve several times to allow the product to move freely across the mesh and for small particles to fall through the sieve and on to the inspection bench</li> </ul> </li> <li>• <b>go to Step 6.</b></li> </ul> </td> </tr> <tr> <td data-bbox="292 667 568 763">automatic vibrating sieve</td> <td data-bbox="568 667 1342 763"> <ul style="list-style-type: none"> <li>• <b>continue to Step 5.</b></li> </ul> </td> </tr> </tbody> </table>	If inspection method is...	Then...	manual sieving	<ul style="list-style-type: none"> <li>• at the inspection bench                             <ul style="list-style-type: none"> <li>○ pour a sub-sample of no more than 1 litre (each time) into a sieve</li> <li>○ shake the sieve several times to allow the product to move freely across the mesh and for small particles to fall through the sieve and on to the inspection bench</li> </ul> </li> <li>• <b>go to Step 6.</b></li> </ul>	automatic vibrating sieve	<ul style="list-style-type: none"> <li>• <b>continue to Step 5.</b></li> </ul>
If inspection method is...	Then...						
manual sieving	<ul style="list-style-type: none"> <li>• at the inspection bench                             <ul style="list-style-type: none"> <li>○ pour a sub-sample of no more than 1 litre (each time) into a sieve</li> <li>○ shake the sieve several times to allow the product to move freely across the mesh and for small particles to fall through the sieve and on to the inspection bench</li> </ul> </li> <li>• <b>go to Step 6.</b></li> </ul>						
automatic vibrating sieve	<ul style="list-style-type: none"> <li>• <b>continue to Step 5.</b></li> </ul>						
5.	<p>If the automatic vibrating sieve does not have an adjacent sampling belt to allow inspection of the entire sample, including flow from the top of the sieve check if there is an alternative system to catch and inspect the entire sample for large contaminants before the sample is returned to the commodity stream.</p> <table border="1" data-bbox="292 965 1342 1375"> <thead> <tr> <th data-bbox="292 965 568 1025">If a system is...</th> <th data-bbox="568 965 1342 1025">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="292 1025 568 1086">in place</td> <td data-bbox="568 1025 1342 1086"><b>go to Step 6.</b></td> </tr> <tr> <td data-bbox="292 1086 568 1375">not in place</td> <td data-bbox="568 1086 1342 1375"> <ul style="list-style-type: none"> <li>• inform the client that there needs to be a system in place to catch and inspect the entire sample for large contaminants, before the sample is returned to the commodity stream</li> <li>• add relevant comments to the <i>comments</i> field in inspection record</li> <li>• <b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul> </td> </tr> </tbody> </table>	If a system is...	Then...	in place	<b>go to Step 6.</b>	not in place	<ul style="list-style-type: none"> <li>• inform the client that there needs to be a system in place to catch and inspect the entire sample for large contaminants, before the sample is returned to the commodity stream</li> <li>• add relevant comments to the <i>comments</i> field in inspection record</li> <li>• <b>go to Section 13: <a href="#">How do I withdraw the inspection?</a></b></li> </ul>
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6.	<ul style="list-style-type: none"> <li>• Inspect the entire contents of the sample, including the             <ul style="list-style-type: none"> <li>○ larger material that remains on the mesh (manual) or passes across the top of the automatic sieve</li> <li>○ fines/residue that fall through, or have been separated by, the sieve.</li> </ul> <p><b>Note:</b> When manually sieving, subsamples can be combined provided that no more than 1 litre is sieved at any one time.</p> </li> <li>• Spread the contents out thinly and evenly on a white tray so that pests and contaminants can be seen easily.</li> <li>• Use a magnifying lens of at least 10x magnification and torch where required, for example to examine recesses, pest symptoms, inside the product or when a pest is found.</li> </ul>						
7.	Return passed inspected samples back into the product stream, if it is practical to do so.						
8.	<b>Continue to Section 10: <a href="#">How do I determine the inspection result?</a></b>						

## Section 10: How do I determine the inspection result?

- The result for inspections of prescribed grain and plant products to be exported in containers (bulk and packaged) must be recorded on the grain and plant product inspection record.
- The result for inspections of prescribed grain and plant products to be exported bulk into bulk vessels must be recorded on the
  - bulk vessel loading running record during loading
  - bulk into ship hold inspection record at completion of loading.

**Important:** The bulk into ship hold inspection record must be completed by the supervising AO.

The following table outlines how to determine the inspection result.

Step	Actions						
1.	<p>Record inspection results and relevant comments on the inspection record or <a href="#">bulk vessel loading running record</a> as required whilst you are undertaking the inspection.</p> <table border="1"> <thead> <tr> <th>If pests and/or contaminants are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>not found</td> <td> <ul style="list-style-type: none"> <li>• the consignment passes inspection</li> <li>• <b>go to Section 11: <a href="#">How do I pass the inspection?</a></b></li> </ul> </td> </tr> <tr> <td>found in the commodity, or on its packaging/bags or pallets</td> <td> <ul style="list-style-type: none"> <li>• ask the client to stop the loading run and/or inspection immediately</li> <li>• <b>continue to Step 2.</b></li> </ul> </td> </tr> </tbody> </table>	If pests and/or contaminants are...	Then...	not found	<ul style="list-style-type: none"> <li>• the consignment passes inspection</li> <li>• <b>go to Section 11: <a href="#">How do I pass the inspection?</a></b></li> </ul>	found in the commodity, or on its packaging/bags or pallets	<ul style="list-style-type: none"> <li>• ask the client to stop the loading run and/or inspection immediately</li> <li>• <b>continue to Step 2.</b></li> </ul>
If pests and/or contaminants are...	Then...						
not found	<ul style="list-style-type: none"> <li>• the consignment passes inspection</li> <li>• <b>go to Section 11: <a href="#">How do I pass the inspection?</a></b></li> </ul>						
found in the commodity, or on its packaging/bags or pallets	<ul style="list-style-type: none"> <li>• ask the client to stop the loading run and/or inspection immediately</li> <li>• <b>continue to Step 2.</b></li> </ul>						
2.	<p>Determine if the pest or contaminant is:</p> <ul style="list-style-type: none"> <li>• an injurious live pest with a nil tolerance as per Attachment 1 of the exports process instruction</li> <li>• a pest or contaminant with a tolerance as per Attachment 2 of the exports process instruction</li> <li>• a pest or contaminant with a tolerance as per Attachment 3 of the exports process instruction.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Suspected <a href="#">National Priority Plant Pests</a> should be reported to the department through the See. Secure. Report hotline on 1800 798 636.</li> <li>• Pest lists/tolerances may be found in import permits, Micor cases, protocols and work plans, or on the website of the relevant importing country authority.</li> <li>• Refer to the Exports reference: <a href="#">Pests, Diseases and Contaminants of Grain and Plant Products</a> to view images of injurious pests.</li> </ul> <table border="1"> <thead> <tr> <th>If you...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>can make an identification within your training and knowledge</td> <td><b>go to Step 6.</b></td> </tr> <tr> <td>cannot make an identification</td> <td><b>continue to Step 3.</b></td> </tr> </tbody> </table>	If you...	Then...	can make an identification within your training and knowledge	<b>go to Step 6.</b>	cannot make an identification	<b>continue to Step 3.</b>
If you...	Then...						
can make an identification within your training and knowledge	<b>go to Step 6.</b>						
cannot make an identification	<b>continue to Step 3.</b>						

Step	Actions								
3.	<p data-bbox="292 226 1125 257">Ask the client if they want to have the pest or contaminant identified.</p> <table border="1" data-bbox="292 273 1370 1016"> <thead> <tr> <th data-bbox="292 273 761 331">If the client...</th> <th data-bbox="761 273 1370 331">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="292 331 761 506">wants to have the pest or contaminant identified</td> <td data-bbox="761 331 1370 506"> <ul data-bbox="775 347 1310 495" style="list-style-type: none"> <li>inform the client that loading cannot continue from that source until a formal identification has been made</li> <li><b>continue to Step 4.</b></li> </ul> </td> </tr> <tr> <td data-bbox="292 506 761 763"> <ul data-bbox="306 521 735 757" style="list-style-type: none"> <li>does <u>not</u> want to have the pest or contaminant identified and</li> <li>they want to continue loose/bulk loading or filling packages</li> </ul> </td> <td data-bbox="761 506 1370 763"> <ul data-bbox="775 521 1321 622" style="list-style-type: none"> <li>reject the source following the procedure outlined in <b>Section 12.2: <a href="#">How do I reject the source?</a></b></li> </ul> </td> </tr> <tr> <td data-bbox="292 763 761 1016"> <ul data-bbox="306 779 735 1005" style="list-style-type: none"> <li>does <u>not</u> want to have the pest or contaminant identified and</li> <li>you are inspecting packaged grain and plant products after filling of packages</li> </ul> </td> <td data-bbox="761 763 1370 1016"> <ul data-bbox="775 779 1350 965" style="list-style-type: none"> <li>inform the client that the inspection cannot continue</li> <li>reject the goods following the procedure outlined in <b>Section 12: <a href="#">How do I apply a rejection?</a></b></li> </ul> </td> </tr> </tbody> </table>	If the client...	Then...	wants to have the pest or contaminant identified	<ul data-bbox="775 347 1310 495" style="list-style-type: none"> <li>inform the client that loading cannot continue from that source until a formal identification has been made</li> <li><b>continue to Step 4.</b></li> </ul>	<ul data-bbox="306 521 735 757" style="list-style-type: none"> <li>does <u>not</u> want to have the pest or contaminant identified and</li> <li>they want to continue loose/bulk loading or filling packages</li> </ul>	<ul data-bbox="775 521 1321 622" style="list-style-type: none"> <li>reject the source following the procedure outlined in <b>Section 12.2: <a href="#">How do I reject the source?</a></b></li> </ul>	<ul data-bbox="306 779 735 1005" style="list-style-type: none"> <li>does <u>not</u> want to have the pest or contaminant identified and</li> <li>you are inspecting packaged grain and plant products after filling of packages</li> </ul>	<ul data-bbox="775 779 1350 965" style="list-style-type: none"> <li>inform the client that the inspection cannot continue</li> <li>reject the goods following the procedure outlined in <b>Section 12: <a href="#">How do I apply a rejection?</a></b></li> </ul>
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4.	<p data-bbox="292 1057 1023 1088">Secure and collect the pest or contaminant for identification.</p> <p data-bbox="292 1111 360 1137"><b>Note:</b></p> <ul data-bbox="292 1155 1374 1429" style="list-style-type: none"> <li>Attempt to collect the specimen without damaging it.</li> <li>If collection without damage is not possible, the specimen should be collected still in, or on, the substrate in which it was found.</li> <li>If the specimen is left on the commodity, mark the sample in some way to assist the diagnostician in finding it, if applicable.</li> <li>For more information on how to prepare a specimen for identification see the Exports reference: <a href="#">Plant exports guide—specimen collection.</a></li> </ul>								
5.	<p data-bbox="292 1451 1107 1482">Label the specimen with the following information written in pencil:</p> <ul data-bbox="292 1498 1358 1789" style="list-style-type: none"> <li>date and time</li> <li>the RFP number followed by a, b, c and so on, (depending on the number of samples submitted for that consignment)</li> <li>the registered establishment number the inspection was done at</li> <li>your name, AO number and signature</li> <li>if the pest is alive</li> <li>any known treatments that have been applied to the goods.</li> </ul>								

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6.	<p data-bbox="292 226 895 255">Once the pest or contaminant has been identified:</p> <table border="1" data-bbox="292 271 1369 1155"> <thead> <tr> <th data-bbox="292 271 722 331">If pest and/or contaminant is...</th> <th data-bbox="722 271 1369 331">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="292 331 722 584"> <ul style="list-style-type: none"> <li data-bbox="308 347 707 450">• an injurious live pest as per Attachment 1 of the exports process instruction</li> <li data-bbox="352 465 379 495">or</li> <li data-bbox="308 510 707 577">• of quarantine concern to the importing country</li> </ul> </td> <td data-bbox="722 331 1369 584"> <p data-bbox="738 347 970 376"><b>continue to Step 7.</b></p> </td> </tr> <tr> <td data-bbox="292 584 722 869"> <ul style="list-style-type: none"> <li data-bbox="308 600 707 779">• a pest or contaminant with a tolerance as per Attachment 2 or Attachment 3 of the exports process instruction and</li> <li data-bbox="308 795 707 862">• <u>not</u> of quarantine concern to the importing country</li> </ul> </td> <td data-bbox="722 584 1369 869"> <p data-bbox="738 600 890 629"><b>go to Step 8.</b></p> <p data-bbox="738 651 1353 757"><b>Important:</b> Rodent or vermin carcasses have a nil tolerance in goods for consumption or processing – source must be rejected.</p> </td> </tr> <tr> <td data-bbox="292 869 722 1155"> <ul style="list-style-type: none"> <li data-bbox="308 884 707 1064">• a pest or contaminant not specified in Attachment 2 or attachment 3 of the exports process instruction and</li> <li data-bbox="308 1079 707 1146">• <u>not</u> of quarantine concern to the importing country</li> </ul> </td> <td data-bbox="722 869 1369 1155"> <ul style="list-style-type: none"> <li data-bbox="738 884 1326 987">• pests and contaminants must be monitored and recorded to determine if/when a run-off rejection is required.</li> <li data-bbox="738 1003 954 1032">• <b>go to Step 11.</b></li> </ul> </td> </tr> </tbody> </table>	If pest and/or contaminant is...	Then...	<ul style="list-style-type: none"> <li data-bbox="308 347 707 450">• an injurious live pest as per Attachment 1 of the exports process instruction</li> <li data-bbox="352 465 379 495">or</li> <li data-bbox="308 510 707 577">• of quarantine concern to the importing country</li> </ul>	<p data-bbox="738 347 970 376"><b>continue to Step 7.</b></p>	<ul style="list-style-type: none"> <li data-bbox="308 600 707 779">• a pest or contaminant with a tolerance as per Attachment 2 or Attachment 3 of the exports process instruction and</li> <li data-bbox="308 795 707 862">• <u>not</u> of quarantine concern to the importing country</li> </ul>	<p data-bbox="738 600 890 629"><b>go to Step 8.</b></p> <p data-bbox="738 651 1353 757"><b>Important:</b> Rodent or vermin carcasses have a nil tolerance in goods for consumption or processing – source must be rejected.</p>	<ul style="list-style-type: none"> <li data-bbox="308 884 707 1064">• a pest or contaminant not specified in Attachment 2 or attachment 3 of the exports process instruction and</li> <li data-bbox="308 1079 707 1146">• <u>not</u> of quarantine concern to the importing country</li> </ul>	<ul style="list-style-type: none"> <li data-bbox="738 884 1326 987">• pests and contaminants must be monitored and recorded to determine if/when a run-off rejection is required.</li> <li data-bbox="738 1003 954 1032">• <b>go to Step 11.</b></li> </ul>
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9.	<p>Determine if the pest or contaminant is over the tolerance level specified in Attachment 2 or Attachment 3 of the exports process instruction, or there is no tolerance.</p> <p><b>Important:</b> To determine whether a pest or contaminant is above or below tolerances, AOs must be monitoring the number and type of pest/contaminants to determine if/when a run-off rejection is required.</p>		
	If the pest or contaminant is...	And is listed in...	Then...
	not over tolerance	Attachment 2	<ul style="list-style-type: none"> <li>• record                             <ul style="list-style-type: none"> <li>○ the number and type of pests, contaminants or weed seeds found in the <i>remarks</i> field of the bulk vessel loading running record</li> <li>○ 'UT' in the <i>remarks</i> field of the bulk vessel loading running record</li> </ul> </li> </ul> <p><b>Important:</b> The supervising AO must record 'UT' for 'under tolerance' on the bulk into ship hold inspection record at completion of loading.</p> <ul style="list-style-type: none"> <li>• <b>go to Step 11.</b></li> </ul>
	not over tolerance	Attachment 3	<ul style="list-style-type: none"> <li>• record                             <ul style="list-style-type: none"> <li>○ the type of pests, contaminants or weed seeds found in the <i>remarks</i> field of the bulk vessel loading running record</li> <li>○ 'UT' in the <i>remarks</i> field of the bulk vessel loading running record</li> </ul> </li> </ul> <p><b>Important:</b> The supervising AO must record 'UT' for 'under tolerance' on the bulk into ship hold inspection record at completion of loading.</p> <ul style="list-style-type: none"> <li>• <b>go to Step 11.</b></li> </ul>
	over tolerance	Attachment 2	<ul style="list-style-type: none"> <li>• record                             <ul style="list-style-type: none"> <li>○ the number and type of pests, contaminants or weed seeds found in the <i>remarks</i> field of the bulk vessel loading running record</li> <li>○ 'OT' in the <i>remarks</i> field of the bulk vessel loading running record.</li> </ul> </li> </ul> <p><b>Important:</b> The supervising AO must record 'OT' for 'over tolerance' on the bulk into ship hold inspection record at completion of loading.</p> <ul style="list-style-type: none"> <li>• <b>go to Section 12: <a href="#">How do I apply a rejection?</a></b></li> </ul>
over tolerance	Attachment 3	<ul style="list-style-type: none"> <li>• record</li> </ul>	

This is a CONTROLLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.

Step	Actions		
			<ul style="list-style-type: none"> <li>○ the type of pests, contaminants or weed seeds found in the <i>remarks</i> field of the bulk vessel loading running record</li> <li>○ 'OT' in the <i>remarks</i> field of the bulk vessel loading running record.</li> </ul> <p><b>Important:</b> The supervising AO must record 'OT' for 'over tolerance' on the bulk into ship hold inspection record at completion of loading.</p> <ul style="list-style-type: none"> <li>• go to Section 12: <a href="#">How do I apply a rejection?</a></li> </ul>

<p>10.</p>	<p>Determine if the pest or contaminant is over the tolerance level specified in Attachment 2 or Attachment 3 of the exports process instruction, or there is no tolerance.</p> <p><b>Important:</b> To determine whether a pest or contaminant is above or below tolerances, AOs must be monitoring the number and type of pest/contaminants to determine if/when a run-off rejection is required.</p>		
<p><b>If the pest or contaminant is...</b></p>	<p><b>And is listed in...</b></p>	<p><b>Then...</b></p>	
<p>not over tolerance</p>	<p>Attachment 2</p>	<ul style="list-style-type: none"> <li>• make a record of the number and type of pests, contaminants or weed seeds and upload this into PEMS</li> <li><b>Note:</b> This may be in the <i>remarks</i> or <i>comments</i> field of the grain and plant product inspection record or, for example, in a notebook, and uploaded into PEMS as a supporting document</li> <li>• record 'UT' for 'under tolerance' on the grain and plant product inspection record.</li> <li>• <b>continue to Step 11.</b></li> </ul>	
<p>not over tolerance</p>	<p>Attachment 3</p>	<ul style="list-style-type: none"> <li>• make a record of the type of pests, contaminants or weed seeds and upload this into PEMS</li> <li><b>Note:</b> This may be in the <i>remarks</i> or <i>comments</i> field of the grain and plant product inspection record or, for example, in a notebook, and uploaded into PEMS as a supporting document</li> <li>• record 'UT' for 'under tolerance' on the grain and plant product inspection record</li> <li>• <b>continue to Step 11.</b></li> </ul>	
<p>over tolerance</p>	<p>Attachment 2</p>	<ul style="list-style-type: none"> <li>• make a record the number and type of pests, contaminants found or weed seeds and upload this into PEMS</li> <li><b>Note:</b> This may be in the <i>remarks</i> or <i>comments</i> field of the grain and plant product inspection record or, for example, in a notebook, and uploaded into PEMS as a supporting document.</li> <li>• record 'OT' for 'over tolerance' on the grain and plant product inspection record.</li> <li>• <b>go to Section 12: <a href="#">How do I apply a rejection?</a></b></li> </ul>	
<p>over tolerance</p>	<p>Attachment 3</p>	<ul style="list-style-type: none"> <li>• make a record of the type of pests, contaminants or weed seeds and upload this into PEMS</li> <li><b>Note:</b> This may be in the <i>remarks</i> or <i>comments</i> field of the grain and plant product inspection record or, for example, in a notebook, and uploaded into PEMS as a supporting document</li> <li>• record 'OT' for 'over tolerance' on the grain and plant product inspection record</li> </ul>	

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Step	Actions						
	<ul style="list-style-type: none"> <li>go to Section 12: <a href="#">How do I apply a rejection?</a></li> </ul>						
11.	<p>Ask the client if they wish to continue loading.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td> <ul style="list-style-type: none"> <li>add relevant comments to either the <i>comments</i> field or <i>remarks</i> field in the inspection/running record</li> <li>return to Section 8: <a href="#">How do I sample the consignment for inspection?</a> and continue the inspection.</li> </ul> </td> </tr> <tr> <td>no</td> <td> <ul style="list-style-type: none"> <li>add relevant comments to either the <i>comments</i> field or <i>remarks</i> field in the inspection/running record</li> <li>advise the client that you cannot proceed with the inspection</li> <li>go to Section 13: <a href="#">How do I withdraw the inspection?</a></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	yes	<ul style="list-style-type: none"> <li>add relevant comments to either the <i>comments</i> field or <i>remarks</i> field in the inspection/running record</li> <li>return to Section 8: <a href="#">How do I sample the consignment for inspection?</a> and continue the inspection.</li> </ul>	no	<ul style="list-style-type: none"> <li>add relevant comments to either the <i>comments</i> field or <i>remarks</i> field in the inspection/running record</li> <li>advise the client that you cannot proceed with the inspection</li> <li>go to Section 13: <a href="#">How do I withdraw the inspection?</a></li> </ul>
If...	Then...						
yes	<ul style="list-style-type: none"> <li>add relevant comments to either the <i>comments</i> field or <i>remarks</i> field in the inspection/running record</li> <li>return to Section 8: <a href="#">How do I sample the consignment for inspection?</a> and continue the inspection.</li> </ul>						
no	<ul style="list-style-type: none"> <li>add relevant comments to either the <i>comments</i> field or <i>remarks</i> field in the inspection/running record</li> <li>advise the client that you cannot proceed with the inspection</li> <li>go to Section 13: <a href="#">How do I withdraw the inspection?</a></li> </ul>						

## Passing, failing and withdrawing the inspection

### Section 11: How do I pass the inspection?

The following table outlines how to pass the inspection.

Step	Actions						
1.	<p>Record the passed inspection result on the inspection record.</p> <table border="1"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td> <ul style="list-style-type: none"> <li>add a time entry for the inspection activities</li> <li>ensure the inspection record is checked in and then submit</li> <li><b>continue to Step 2.</b></li> </ul> </td> </tr> <tr> <td>not using PEMS</td> <td> <ul style="list-style-type: none"> <li>record the finish time on the manual inspection record and complete the remaining fields as per the Exports work instruction: <a href="#">Completing plant export inspection and treatment records.</a></li> <li><b>continue to Step 2.</b></li> </ul> </td> </tr> </tbody> </table>	If you are...	Then...	using PEMS	<ul style="list-style-type: none"> <li>add a time entry for the inspection activities</li> <li>ensure the inspection record is checked in and then submit</li> <li><b>continue to Step 2.</b></li> </ul>	not using PEMS	<ul style="list-style-type: none"> <li>record the finish time on the manual inspection record and complete the remaining fields as per the Exports work instruction: <a href="#">Completing plant export inspection and treatment records.</a></li> <li><b>continue to Step 2.</b></li> </ul>
If you are...	Then...						
using PEMS	<ul style="list-style-type: none"> <li>add a time entry for the inspection activities</li> <li>ensure the inspection record is checked in and then submit</li> <li><b>continue to Step 2.</b></li> </ul>						
not using PEMS	<ul style="list-style-type: none"> <li>record the finish time on the manual inspection record and complete the remaining fields as per the Exports work instruction: <a href="#">Completing plant export inspection and treatment records.</a></li> <li><b>continue to Step 2.</b></li> </ul>						
2.	Advise the client that the consignment has passed inspection.						
3.	Inform the client that the passed goods must be segregated and clearly distinguished from goods that have not passed or have not been inspected.						

Step	Actions						
4.	<ul style="list-style-type: none"> <li>Complete the remaining fields of the inspection record as per the Exports work instruction: <a href="#">Completing plant export inspection and treatment records</a>.</li> <li>Submit the inspection record (including the running record) and supporting documents.</li> </ul> <table border="1"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td> <ul style="list-style-type: none"> <li>download and print, or email a copy of, the inspection record to the client (if they request it)</li> <li><b>continue to Step 5.</b></li> </ul> </td> </tr> <tr> <td>not using PEMS</td> <td> <ul style="list-style-type: none"> <li>provide a copy to the client</li> <li>send a copy to the documentation hub along with any supporting documents to <a href="#">Assessment Services Exports</a></li> <li>keep the original and copies of the supporting documents for audit purposes for a minimum of 2 years</li> <li><b>continue to Step 5.</b></li> </ul> </td> </tr> </tbody> </table>	If you are...	Then...	using PEMS	<ul style="list-style-type: none"> <li>download and print, or email a copy of, the inspection record to the client (if they request it)</li> <li><b>continue to Step 5.</b></li> </ul>	not using PEMS	<ul style="list-style-type: none"> <li>provide a copy to the client</li> <li>send a copy to the documentation hub along with any supporting documents to <a href="#">Assessment Services Exports</a></li> <li>keep the original and copies of the supporting documents for audit purposes for a minimum of 2 years</li> <li><b>continue to Step 5.</b></li> </ul>
If you are...	Then...						
using PEMS	<ul style="list-style-type: none"> <li>download and print, or email a copy of, the inspection record to the client (if they request it)</li> <li><b>continue to Step 5.</b></li> </ul>						
not using PEMS	<ul style="list-style-type: none"> <li>provide a copy to the client</li> <li>send a copy to the documentation hub along with any supporting documents to <a href="#">Assessment Services Exports</a></li> <li>keep the original and copies of the supporting documents for audit purposes for a minimum of 2 years</li> <li><b>continue to Step 5.</b></li> </ul>						
5.	<ul style="list-style-type: none"> <li>For departmental AOs, invoice the client as per the Exports work instruction: <a href="#">Invoicing plant export clients</a>.</li> </ul> <p><b>Note:</b> If you used PEMS, record the relevant invoice number under the <i>time entry</i> tab of the RFP record.</p> <ul style="list-style-type: none"> <li><b>Do not continue, end of inspection.</b></li> </ul>						

### Section 12: How do I apply a rejection?

The following table outlines the different types of prescribed grain and plant product inspections and the relevant sub-section for how to fail the inspection.

When the consignment is sampled...	And the inspection found ...	Then...
during loading, or during filling of packages	<ul style="list-style-type: none"> <li>non-injurious pests or contaminants over the tolerance level specified in Attachment 2 or Attachment 3 of the exports process instruction</li> <li>or</li> <li>weed seeds of quarantine concern to the importing country</li> </ul>	<p><b>go to Section 12.1: <a href="#">How do I apply the 50-tonne run-off rejection procedure?</a></b></p>

When the consignment is sampled...	And the inspection found ...	Then...
during loading, or during filling of packages	<ul style="list-style-type: none"> <li>an injurious live pest as per Attachment 1 of the exports process instruction</li> <li>or</li> <li>pests of quarantine concern to the importing country</li> </ul> <p><b>Note:</b> this does not include weed seeds.</p>	<p><b>go to Section 12.2: <a href="#">How do I reject the source?</a></b></p>
<ul style="list-style-type: none"> <li>after filling of packages</li> <li>or</li> <li>is resubmitted packaged goods</li> </ul>	<ul style="list-style-type: none"> <li>an injurious live pest as per Attachment 1 of the exports process instruction</li> <li>or</li> <li>of quarantine concern to the importing country</li> <li>or</li> <li>non-injurious pests or contaminants over the tolerance level specified in Attachment 2 or Attachment 3 of the exports process instruction</li> </ul>	<ul style="list-style-type: none"> <li>the entire lot/consignment fails the inspection</li> <li><b>go to Section 12.3: <a href="#">How do I reject packaged goods inspected after filling?</a> and <a href="#">How do I reject resubmitted containers?</a></b></li> </ul>
inspecting a resubmitted container (bulk commodities)	<ul style="list-style-type: none"> <li>an injurious live pest as per Attachment 1 of the exports process instruction</li> <li>or</li> <li>of quarantine concern to the importing country</li> <li>or</li> <li>non-injurious pests or contaminants over the tolerance level specified in Attachment 2 or Attachment 3 of the exports process instruction</li> </ul>	<ul style="list-style-type: none"> <li>reject the container from which the samples were drawn</li> <li><b>go to Section 12.3: <a href="#">How do I reject packaged goods inspected after filling?</a> and <a href="#">How do I reject resubmitted containers?</a></b></li> </ul>

### Section 12.1: How do I apply the 50-tonne run-off rejection procedure?

50-tonne run-off rejections are applied in cases where non-injurious pests and contaminants are detected over the tolerance level specified in Attachment 2 or Attachment 3 of the exports process instruction.

- A maximum of two 50-tonne run-off rejections per 1,000 tonnes inspected from a single source is permitted for the same pest or contaminant. A third detection must result in a rejection of the source.
- When loading from 2 or more sources simultaneously, all cells or sources for the blend must be included in the rejection.

**Note:** The count reverts to zero after each 1,000-tonnes inspected.

The following table outlines how to apply to 50-tonne rejection procedure.

Step	Actions						
1.	<ul style="list-style-type: none"> <li>Advise the client that the consignment has failed inspection and the reasons why.</li> <li>Record the failed inspection result in the inspection record.</li> <li>Ensure that pests/contaminants, including weed seeds, have been recorded as per the directions in <b>Section 10: <a href="#">How do I determine the inspection result?</a></b></li> </ul>						
2.	<p>Determine the number of rejections that have occurred from a single source.</p> <table border="1"> <thead> <tr> <th>If the number of 50-tonne run-off rejections per 1,000-tonnes inspected is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>2 or less</td> <td><b>continue to Step 3.</b></td> </tr> <tr> <td>more than 2</td> <td><b>go to Section 12.2: <a href="#">How do I reject the source?</a></b></td> </tr> </tbody> </table>	If the number of 50-tonne run-off rejections per 1,000-tonnes inspected is...	Then...	2 or less	<b>continue to Step 3.</b>	more than 2	<b>go to Section 12.2: <a href="#">How do I reject the source?</a></b>
If the number of 50-tonne run-off rejections per 1,000-tonnes inspected is...	Then...						
2 or less	<b>continue to Step 3.</b>						
more than 2	<b>go to Section 12.2: <a href="#">How do I reject the source?</a></b>						
3.	<p>Ask the client if they intend to treat the rejected goods.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td> <ul style="list-style-type: none"> <li>advise the client that rejected goods must be treated and resubmitted for inspection</li> <li>advise the client that goods rejected for live insects must be treated with a suitable insecticide or fumigants if they are to be resubmitted for inspection</li> <li>for containerised or packaged goods, advise the client that goods can be treated in the containers or packages if packaging material is suitable for fumigation (not in bulk vessels)</li> </ul> <p><b>Note:</b> Packaged goods treated in container will need to be unpacked for re-inspection.</p> <ul style="list-style-type: none"> <li><b>continue to Step 4.</b></li> </ul> </td> </tr> <tr> <td>no</td> <td><b>continue to Step 4.</b></td> </tr> </tbody> </table> <p><b>Note:</b> Treatment of failed consignments is the responsibility of the client. The requirements for treatment are in the exports process instruction.</p>	If...	Then...	yes	<ul style="list-style-type: none"> <li>advise the client that rejected goods must be treated and resubmitted for inspection</li> <li>advise the client that goods rejected for live insects must be treated with a suitable insecticide or fumigants if they are to be resubmitted for inspection</li> <li>for containerised or packaged goods, advise the client that goods can be treated in the containers or packages if packaging material is suitable for fumigation (not in bulk vessels)</li> </ul> <p><b>Note:</b> Packaged goods treated in container will need to be unpacked for re-inspection.</p> <ul style="list-style-type: none"> <li><b>continue to Step 4.</b></li> </ul>	no	<b>continue to Step 4.</b>
If...	Then...						
yes	<ul style="list-style-type: none"> <li>advise the client that rejected goods must be treated and resubmitted for inspection</li> <li>advise the client that goods rejected for live insects must be treated with a suitable insecticide or fumigants if they are to be resubmitted for inspection</li> <li>for containerised or packaged goods, advise the client that goods can be treated in the containers or packages if packaging material is suitable for fumigation (not in bulk vessels)</li> </ul> <p><b>Note:</b> Packaged goods treated in container will need to be unpacked for re-inspection.</p> <ul style="list-style-type: none"> <li><b>continue to Step 4.</b></li> </ul>						
no	<b>continue to Step 4.</b>						

Step	Actions						
4.	<p>Determine if loading stopped immediately as requested in Section 10 step 1.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>no</td> <td> <ul style="list-style-type: none"> <li>• reject                             <ul style="list-style-type: none"> <li>○ goods already loaded into packages</li> <li>○ part-loaded containers</li> </ul> </li> <li>• <b>continue to Step 5.</b></li> </ul> </td> </tr> <tr> <td>yes</td> <td> <ul style="list-style-type: none"> <li>• pass the goods already loaded/packaged</li> <li>• <b>continue to Step 5.</b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	no	<ul style="list-style-type: none"> <li>• reject                             <ul style="list-style-type: none"> <li>○ goods already loaded into packages</li> <li>○ part-loaded containers</li> </ul> </li> <li>• <b>continue to Step 5.</b></li> </ul>	yes	<ul style="list-style-type: none"> <li>• pass the goods already loaded/packaged</li> <li>• <b>continue to Step 5.</b></li> </ul>
If...	Then...						
no	<ul style="list-style-type: none"> <li>• reject                             <ul style="list-style-type: none"> <li>○ goods already loaded into packages</li> <li>○ part-loaded containers</li> </ul> </li> <li>• <b>continue to Step 5.</b></li> </ul>						
yes	<ul style="list-style-type: none"> <li>• pass the goods already loaded/packaged</li> <li>• <b>continue to Step 5.</b></li> </ul>						
5.	<ul style="list-style-type: none"> <li>• Advise the client that 50 tonnes of product must be run-off from the source and rejected.                             <ul style="list-style-type: none"> <li>○ For flowpaths with a top garner or garner bin, the goods in these must also be run-off (in addition to 50 tonnes from the source).</li> <li>○ If multiple sources are being blended, then 50 tonnes of product must be run-off from all sources used for the blend and rejected.</li> </ul> </li> <li>• Inform the client that the rejected goods must be segregated and clearly distinguished from goods that have passed inspection.</li> <li>• Advise the client that rejected goods can be treated and resubmitted for inspection.</li> </ul>						
6.	<p>Ask the client if they want to continue with the inspection.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td> <ul style="list-style-type: none"> <li>• advise the client that loading from the same source may recommence after the 50-tonne run-off rejection (including run off from the garner bin if present) has occurred</li> </ul> <p><b>Note:</b> Flow path re-inspection is not required following a 50-tonne run-off.</p> <ul style="list-style-type: none"> <li>• <b>go to Section 8: <a href="#">How do I sample the consignment for inspection?</a></b></li> </ul> </td> </tr> <tr> <td>no</td> <td><b>continue to Step 7.</b></td> </tr> </tbody> </table>	If...	Then...	yes	<ul style="list-style-type: none"> <li>• advise the client that loading from the same source may recommence after the 50-tonne run-off rejection (including run off from the garner bin if present) has occurred</li> </ul> <p><b>Note:</b> Flow path re-inspection is not required following a 50-tonne run-off.</p> <ul style="list-style-type: none"> <li>• <b>go to Section 8: <a href="#">How do I sample the consignment for inspection?</a></b></li> </ul>	no	<b>continue to Step 7.</b>
If...	Then...						
yes	<ul style="list-style-type: none"> <li>• advise the client that loading from the same source may recommence after the 50-tonne run-off rejection (including run off from the garner bin if present) has occurred</li> </ul> <p><b>Note:</b> Flow path re-inspection is not required following a 50-tonne run-off.</p> <ul style="list-style-type: none"> <li>• <b>go to Section 8: <a href="#">How do I sample the consignment for inspection?</a></b></li> </ul>						
no	<b>continue to Step 7.</b>						

Step	Actions						
7.	<ul style="list-style-type: none"> <li>• Complete the remaining fields of the inspection record as per the Exports work instruction: <a href="#">Completing plant export inspection and treatment records</a>.</li> <li>• Submit the inspection record (including the running record) and supporting documents.</li> </ul> <table border="1" data-bbox="292 383 1382 842"> <thead> <tr> <th data-bbox="292 383 603 443">If you are...</th> <th data-bbox="603 383 1382 443">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="292 443 603 580">using PEMS</td> <td data-bbox="603 443 1382 580"> <ul style="list-style-type: none"> <li>• download and print, or email a copy of, the inspection record for the client (if they request it)</li> <li>• <b>continue to Step 8.</b></li> </ul> </td> </tr> <tr> <td data-bbox="292 580 603 842">not using PEMS</td> <td data-bbox="603 580 1382 842"> <ul style="list-style-type: none"> <li>• provide a copy to the client</li> <li>• send a copy to the documentation hub along with any supporting documents to the <a href="#">Assessment Services Exports</a></li> <li>• keep the original and copies of the supporting documents for audit purposes for a minimum of 2 years</li> <li>• <b>continue to Step 8.</b></li> </ul> </td> </tr> </tbody> </table>	If you are...	Then...	using PEMS	<ul style="list-style-type: none"> <li>• download and print, or email a copy of, the inspection record for the client (if they request it)</li> <li>• <b>continue to Step 8.</b></li> </ul>	not using PEMS	<ul style="list-style-type: none"> <li>• provide a copy to the client</li> <li>• send a copy to the documentation hub along with any supporting documents to the <a href="#">Assessment Services Exports</a></li> <li>• keep the original and copies of the supporting documents for audit purposes for a minimum of 2 years</li> <li>• <b>continue to Step 8.</b></li> </ul>
If you are...	Then...						
using PEMS	<ul style="list-style-type: none"> <li>• download and print, or email a copy of, the inspection record for the client (if they request it)</li> <li>• <b>continue to Step 8.</b></li> </ul>						
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8.	<ul style="list-style-type: none"> <li>• For departmental AOs, invoice the client as per the Exports work instruction: <a href="#">Invoicing plant export clients</a>. <b>Note:</b> If you used PEMS, record the relevant invoice number under the <i>time entry</i> tab of the RFP record.</li> <li>• <b>Do not continue, end of inspection.</b></li> </ul>						

**Section 12.2: How do I reject the source?**

When loading from 2 or more sources simultaneously, all cells or other sources for the blend must be included in the rejection.

The following table outlines how to reject the source.

Step	Actions						
1.	<ul style="list-style-type: none"> <li>Advise the client that the source has failed inspection and the reasons why.</li> <li>Advise the client that the rejected goods can be treated and resubmitted for inspection.</li> <li>Record the failed inspection result in inspection record.</li> <li>Ensure that pests/contaminants, including weed seeds, have been recorded as per the directions in <b>Section 10: <a href="#">How do I determine the inspection result?</a></b></li> <li>If it is identified as Khapra beetle (<i>Trogoderma</i> spp.), contact the department’s ‘See. Secure. Report’ Hotline 1800 798 636 for advice.</li> </ul>						
2.	<p>Ask the client if they intend to treat the rejected containers and/or source.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td> <ul style="list-style-type: none"> <li>advise the client that rejected goods must be treated and resubmitted for inspection</li> <li>advise the client that goods rejected for live insects must be treated with a suitable insecticide or fumigants if they are to be resubmitted for inspection.</li> <li>for packaged goods or a container, advise the client that goods can be treated in the container or packages if packaging material is suitable for fumigation (not in bulk vessels).</li> </ul> <p><b>Important:</b> Rejected grain from the source must not continue to be loaded.</p> <p><b>Note:</b> Packaged goods treated in container will need to be unpacked for re-inspection.</p> <ul style="list-style-type: none"> <li><b>continue to Step 3.</b></li> </ul> </td> </tr> <tr> <td>No</td> <td><b>continue to Step 3.</b></td> </tr> </tbody> </table> <p><b>Note:</b> Treatment of failed consignments is the responsibility of the client. The requirements for treatment are in the exports process instruction.</p>	If...	Then...	yes	<ul style="list-style-type: none"> <li>advise the client that rejected goods must be treated and resubmitted for inspection</li> <li>advise the client that goods rejected for live insects must be treated with a suitable insecticide or fumigants if they are to be resubmitted for inspection.</li> <li>for packaged goods or a container, advise the client that goods can be treated in the container or packages if packaging material is suitable for fumigation (not in bulk vessels).</li> </ul> <p><b>Important:</b> Rejected grain from the source must not continue to be loaded.</p> <p><b>Note:</b> Packaged goods treated in container will need to be unpacked for re-inspection.</p> <ul style="list-style-type: none"> <li><b>continue to Step 3.</b></li> </ul>	No	<b>continue to Step 3.</b>
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No	<b>continue to Step 3.</b>						
3.	<p>Determine if loading stopped immediately as requested in Section 10 step 1.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>no</td> <td> <ul style="list-style-type: none"> <li>reject                             <ul style="list-style-type: none"> <li>goods already loaded into packages</li> <li>part-loaded (or fully loaded) containers as required</li> </ul> </li> <li><b>continue to Step 4.</b></li> </ul> </td> </tr> <tr> <td>yes</td> <td> <ul style="list-style-type: none"> <li>pass the goods already loaded/packaged</li> <li><b>continue to Step 4.</b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	no	<ul style="list-style-type: none"> <li>reject                             <ul style="list-style-type: none"> <li>goods already loaded into packages</li> <li>part-loaded (or fully loaded) containers as required</li> </ul> </li> <li><b>continue to Step 4.</b></li> </ul>	yes	<ul style="list-style-type: none"> <li>pass the goods already loaded/packaged</li> <li><b>continue to Step 4.</b></li> </ul>
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Step	Actions						
4.	<p data-bbox="292 226 1002 255">Determine if the source is a vertical or a horizontal storage.</p> <table border="1" data-bbox="292 271 1350 1234"> <thead> <tr> <th data-bbox="292 271 496 331">If...</th> <th data-bbox="496 271 1350 331">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="292 331 496 770">vertical</td> <td data-bbox="496 331 1350 770"> <p data-bbox="507 344 770 374">advise the client that:</p> <ul data-bbox="507 398 1299 757" style="list-style-type: none"> <li data-bbox="507 398 1299 465">• they cannot continue to load from that source or along that flowpath until the non-compliance is rectified</li> <li data-bbox="507 477 1299 544">• they must redirect the rejected goods on the commodity flowpath back into the failed source</li> </ul> <p data-bbox="555 562 1299 629"><b>Important:</b> For flowpaths with a top garner or garner bin, the goods in these must also be rejected.</p> <ul data-bbox="507 647 1299 757" style="list-style-type: none"> <li data-bbox="507 647 1299 714">• the failed goods must be segregated and clearly distinguished from goods that have passed inspection</li> <li data-bbox="507 725 791 757">• <b>continue to Step 5.</b></li> </ul> </td> </tr> <tr> <td data-bbox="292 770 496 1234">horizontal</td> <td data-bbox="496 770 1350 1234"> <p data-bbox="507 784 770 813">advise the client that:</p> <ul data-bbox="507 837 1331 1218" style="list-style-type: none"> <li data-bbox="507 837 1331 904">• 5,000 tonnes of the goods from the point of sampling must be rejected</li> <li data-bbox="507 916 1331 1106">• goods on the commodity flowpath must be run-off and rejected (in addition to the 5,000 tonnes)                             <ul data-bbox="587 994 1331 1106" style="list-style-type: none"> <li data-bbox="587 994 1331 1106">○ for flowpaths with a top garner or garner bin, the goods in these must also be run-off (in addition to the 5,000 tonnes)</li> </ul> </li> <li data-bbox="507 1117 1331 1184">• the failed goods must be segregated and clearly distinguished from goods that have passed inspection</li> <li data-bbox="507 1196 791 1227">• <b>continue to Step 5.</b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	vertical	<p data-bbox="507 344 770 374">advise the client that:</p> <ul data-bbox="507 398 1299 757" style="list-style-type: none"> <li data-bbox="507 398 1299 465">• they cannot continue to load from that source or along that flowpath until the non-compliance is rectified</li> <li data-bbox="507 477 1299 544">• they must redirect the rejected goods on the commodity flowpath back into the failed source</li> </ul> <p data-bbox="555 562 1299 629"><b>Important:</b> For flowpaths with a top garner or garner bin, the goods in these must also be rejected.</p> <ul data-bbox="507 647 1299 757" style="list-style-type: none"> <li data-bbox="507 647 1299 714">• the failed goods must be segregated and clearly distinguished from goods that have passed inspection</li> <li data-bbox="507 725 791 757">• <b>continue to Step 5.</b></li> </ul>	horizontal	<p data-bbox="507 784 770 813">advise the client that:</p> <ul data-bbox="507 837 1331 1218" style="list-style-type: none"> <li data-bbox="507 837 1331 904">• 5,000 tonnes of the goods from the point of sampling must be rejected</li> <li data-bbox="507 916 1331 1106">• goods on the commodity flowpath must be run-off and rejected (in addition to the 5,000 tonnes)                             <ul data-bbox="587 994 1331 1106" style="list-style-type: none"> <li data-bbox="587 994 1331 1106">○ for flowpaths with a top garner or garner bin, the goods in these must also be run-off (in addition to the 5,000 tonnes)</li> </ul> </li> <li data-bbox="507 1117 1331 1184">• the failed goods must be segregated and clearly distinguished from goods that have passed inspection</li> <li data-bbox="507 1196 791 1227">• <b>continue to Step 5.</b></li> </ul>
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5.	<p data-bbox="292 226 667 255">Determine the inspection type.</p> <table border="1" data-bbox="292 271 1342 1137"> <thead> <tr> <th data-bbox="292 271 735 331">If you are inspecting...</th> <th data-bbox="735 271 1342 331">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="292 331 735 432">grain and plant products to be exported bulk in bulk vessel holds</td> <td data-bbox="735 331 1342 432"><b>go to Step 7.</b></td> </tr> <tr> <td data-bbox="292 432 735 1003">grain and plant products to be exported bulk in containers</td> <td data-bbox="735 432 1342 1003"> <ul style="list-style-type: none"> <li>• if the goods are being rejected for contaminants and vermin (other than live insects), advise the client               <ul style="list-style-type: none"> <li>○ that the container must have the container approval revoked</li> <li>○ the goods must be discharged from the container</li> <li>○ for the container to be used, it must be reinspected and passed by an AO with the ECI3001 job function.</li> </ul> </li> <li>• remove the inspection sticker (if applicable)</li> <li>• add relevant comments into the <i>comments</i> field of the inspection record</li> <li>• <b>continue to Step 6.</b></li> </ul> </td> </tr> <tr> <td data-bbox="292 1003 735 1137">grain and plant products sampled during filling of packages</td> <td data-bbox="735 1003 1342 1137"><b>go to Step 10.</b></td> </tr> </tbody> </table>	If you are inspecting...	Then...	grain and plant products to be exported bulk in bulk vessel holds	<b>go to Step 7.</b>	grain and plant products to be exported bulk in containers	<ul style="list-style-type: none"> <li>• if the goods are being rejected for contaminants and vermin (other than live insects), advise the client               <ul style="list-style-type: none"> <li>○ that the container must have the container approval revoked</li> <li>○ the goods must be discharged from the container</li> <li>○ for the container to be used, it must be reinspected and passed by an AO with the ECI3001 job function.</li> </ul> </li> <li>• remove the inspection sticker (if applicable)</li> <li>• add relevant comments into the <i>comments</i> field of the inspection record</li> <li>• <b>continue to Step 6.</b></li> </ul>	grain and plant products sampled during filling of packages	<b>go to Step 10.</b>
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If...	Then...						
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Step	Actions						
8.	<p>Determine the cumulative rejection limit:</p> <p><b>Important:</b> The quantity of goods loaded from sources rejected for live injurious pests, must not exceed 20% of the total tonnage expected to be loaded onto the ship.</p> <ul style="list-style-type: none"> <li>Calculate 20% of the total ship load (total tonnage) on the RFP.                             <p><b>Note:</b> If there are multiple RFPs for the vessel, calculate the total tonnage of all RFPs for that commodity.</p> </li> <li>Record the weight of goods already loaded into the vessel from the rejected source (Action Figure – AF) in the <i>comments or remarks</i> field of the inspection record.                             <p><b>Important:</b> Where a vertical cell or horizontal storage has a capacity greater than 2,000 tonnes, a maximum of 2,000 tonnes per source can be added to the AF. When loading from 2 or more sources simultaneously, the maximum amount to be allocated towards the AF is 2,000 tonnes.</p> </li> <li>If goods on the belt (past garner bins/weigher) from the rejected source were not redirected back to the source or run-off and rejected, record the weight of these goods (Action Figure – AF) in the <i>comments or remarks</i> field of the inspection record.</li> <li>For each rejection, record the weight of goods remaining in the source at the time of rejection (Rejection Figure – RF) in the <i>comments or remarks</i> field of the inspection record.</li> <li>Add together the AF for each rejected source.</li> <li>If the same ship is loading at another Australian port, the cumulative total must be transferred and continued during the subsequent loading.</li> </ul> <table border="1" data-bbox="293 1084 1350 1570"> <thead> <tr> <th data-bbox="293 1084 703 1144">If the total of all AFs is...</th> <th data-bbox="703 1084 1350 1144">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 1144 703 1317">equal to or greater than 20% of the total ship load</td> <td data-bbox="703 1144 1350 1317"> <ul style="list-style-type: none"> <li>advise the client to contact the <a href="#">Grain and Seed Exports Program</a>, who will discuss a loading plan</li> <li><b>continue to Step 9.</b></li> </ul> </td> </tr> <tr> <td data-bbox="293 1317 703 1570">less than 20% of the total ship load <b>Important:</b> If the AF is approaching 20%, the client must contact the <a href="#">Grain and Seed Exports Program</a>.</td> <td data-bbox="703 1317 1350 1570"><b>go to Step 10.</b></td> </tr> </tbody> </table>	If the total of all AFs is...	Then...	equal to or greater than 20% of the total ship load	<ul style="list-style-type: none"> <li>advise the client to contact the <a href="#">Grain and Seed Exports Program</a>, who will discuss a loading plan</li> <li><b>continue to Step 9.</b></li> </ul>	less than 20% of the total ship load <b>Important:</b> If the AF is approaching 20%, the client must contact the <a href="#">Grain and Seed Exports Program</a> .	<b>go to Step 10.</b>
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9.	<p>Ask the client what advice was provided by the <a href="#">Grain and Seed Exports Program</a>.</p> <table border="1" data-bbox="293 1648 1350 1977"> <thead> <tr> <th data-bbox="293 1648 647 1709">If loading is...</th> <th data-bbox="647 1648 1350 1709">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 1709 647 1881">permitted to continue</td> <td data-bbox="647 1709 1350 1881"> <ul style="list-style-type: none"> <li>make a note on the inspection record regarding the verbal or written advice given by the department to the client</li> <li><b>continue to Step 10.</b></li> </ul> </td> </tr> <tr> <td data-bbox="293 1881 647 1977">not permitted to continue</td> <td data-bbox="647 1881 1350 1977"> <ul style="list-style-type: none"> <li>cease the inspection</li> <li><b>go to Step 13.</b></li> </ul> </td> </tr> </tbody> </table>	If loading is...	Then...	permitted to continue	<ul style="list-style-type: none"> <li>make a note on the inspection record regarding the verbal or written advice given by the department to the client</li> <li><b>continue to Step 10.</b></li> </ul>	not permitted to continue	<ul style="list-style-type: none"> <li>cease the inspection</li> <li><b>go to Step 13.</b></li> </ul>
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Step	Actions						
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If you are inspecting...	Then...						
grain and plant products to be exported bulk in bulk vessel holds	<b>continue to Step 12.</b>						
<ul style="list-style-type: none"> <li>grain and plant products to be exported bulk in containers and</li> <li>grain and plant products sampled during filling of packages</li> </ul>	<ul style="list-style-type: none"> <li>advise the client that the flowpath must be reinspected and passed before the inspection can continue</li> <li><b>go to Section 7: <a href="#">How do I inspect the commodity flowpath?</a></b></li> </ul>						
12.	<p>Determine if the grain and plant products are being loaded using a mobile loader, under a mobile bulk loading arrangement.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>not mobile bulk loading</td> <td> <ul style="list-style-type: none"> <li>advise the client that the flowpath must be run clean (including belts from source and elevators)</li> <li><b>Note:</b> A flowpath reinspection is not required, unless time permits.</li> <li>remind the client that the weight of any product on the belt (past garner bins) must be added to the action figure, if not redirected back to source or run-off and rejected</li> <li><b>go to Section 8: <a href="#">How do I sample the consignment for inspection?</a></b></li> </ul> </td> </tr> <tr> <td>mobile bulk loading, under a mobile bulk loading plan</td> <td> <ul style="list-style-type: none"> <li>advise the client that the flowpath must be reinspected and passed before the inspection can continue</li> <li><b>go to Section 7: <a href="#">How do I inspect the commodity flowpath?</a></b></li> </ul> </td> </tr> </tbody> </table>	If...	Then...	not mobile bulk loading	<ul style="list-style-type: none"> <li>advise the client that the flowpath must be run clean (including belts from source and elevators)</li> <li><b>Note:</b> A flowpath reinspection is not required, unless time permits.</li> <li>remind the client that the weight of any product on the belt (past garner bins) must be added to the action figure, if not redirected back to source or run-off and rejected</li> <li><b>go to Section 8: <a href="#">How do I sample the consignment for inspection?</a></b></li> </ul>	mobile bulk loading, under a mobile bulk loading plan	<ul style="list-style-type: none"> <li>advise the client that the flowpath must be reinspected and passed before the inspection can continue</li> <li><b>go to Section 7: <a href="#">How do I inspect the commodity flowpath?</a></b></li> </ul>
If...	Then...						
not mobile bulk loading	<ul style="list-style-type: none"> <li>advise the client that the flowpath must be run clean (including belts from source and elevators)</li> <li><b>Note:</b> A flowpath reinspection is not required, unless time permits.</li> <li>remind the client that the weight of any product on the belt (past garner bins) must be added to the action figure, if not redirected back to source or run-off and rejected</li> <li><b>go to Section 8: <a href="#">How do I sample the consignment for inspection?</a></b></li> </ul>						
mobile bulk loading, under a mobile bulk loading plan	<ul style="list-style-type: none"> <li>advise the client that the flowpath must be reinspected and passed before the inspection can continue</li> <li><b>go to Section 7: <a href="#">How do I inspect the commodity flowpath?</a></b></li> </ul>						

Step	Actions						
13.	<ul style="list-style-type: none"> <li>Complete the remaining fields as per the Exports work instruction: <a href="#">Completing plant export inspection and treatment records</a>.</li> <li>Submit the inspection record (including the running record) and supporting documents.</li> </ul> <table border="1"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td> <ul style="list-style-type: none"> <li>download and print, or email a copy of, the inspection record for the client (if they request it)</li> <li><b>continue to Step 14.</b></li> </ul> </td> </tr> <tr> <td>not using PEMS</td> <td> <ul style="list-style-type: none"> <li>provide a copy to the client</li> <li>send a copy to the documentation hub along with any supporting documents at <a href="#">Assessment Services Exports</a></li> <li>keep the original and copies of supporting documents for audit purposes for a minimum of 2 years</li> <li><b>continue to Step 14.</b></li> </ul> </td> </tr> </tbody> </table>	If you are...	Then...	using PEMS	<ul style="list-style-type: none"> <li>download and print, or email a copy of, the inspection record for the client (if they request it)</li> <li><b>continue to Step 14.</b></li> </ul>	not using PEMS	<ul style="list-style-type: none"> <li>provide a copy to the client</li> <li>send a copy to the documentation hub along with any supporting documents at <a href="#">Assessment Services Exports</a></li> <li>keep the original and copies of supporting documents for audit purposes for a minimum of 2 years</li> <li><b>continue to Step 14.</b></li> </ul>
If you are...	Then...						
using PEMS	<ul style="list-style-type: none"> <li>download and print, or email a copy of, the inspection record for the client (if they request it)</li> <li><b>continue to Step 14.</b></li> </ul>						
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14.	<ul style="list-style-type: none"> <li>For departmental AOs, invoice the client as per the Exports work instruction: <a href="#">Invoicing plant export clients</a>. <b>Note:</b> If you used PEMS, record the relevant invoice number under the <i>time entry</i> tab of the RFP record.</li> <li><b>Do not continue, end of inspection.</b></li> </ul>						

### Section 12.3: How do I reject the packaged goods inspected after filling and How do I reject resubmitted containers?

The following table outlines how to reject the packaged goods inspected after filling and resubmitted containers.

Step	Actions
1.	Advise the client that the consignment has failed and the reasons why.
2.	Inform the client that the rejected goods must be segregated and clearly distinguished from goods which passed inspection.
3.	<ul style="list-style-type: none"> <li>Record the failed inspection result on the inspection record.</li> <li>Ensure that pests/contaminants, including weed seeds, have been recorded as per the directions in <b>Section 10: <a href="#">How do I determine the inspection result?</a></b></li> </ul>

Step	Actions						
4.	<p data-bbox="288 226 1129 255">Ask the client if they intend to treat the rejected consignment/source.</p> <table border="1" data-bbox="288 271 1380 728"> <thead> <tr> <th data-bbox="288 271 435 331">If...</th> <th data-bbox="435 271 1380 331">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 331 435 667">yes</td> <td data-bbox="435 331 1380 667"> <ul style="list-style-type: none"> <li>• advise the client that rejected goods must be treated and resubmitted for inspection</li> <li>• advise the client that goods rejected for live insects must be treated with a suitable insecticide or fumigants if they are to be resubmitted for inspection.</li> <li>• advise the client that the goods can be treated in the containers or packages if packaging material is suitable for fumigation</li> <li>• <b>continue to Step 5.</b></li> </ul> </td> </tr> <tr> <td data-bbox="288 667 435 728">no</td> <td data-bbox="435 667 1380 728"><b>continue to Step 5.</b></td> </tr> </tbody> </table> <p data-bbox="288 741 1219 808"><b>Note:</b> Treatment of failed consignments is the responsibility of the client. The requirements for treatment are in the exports process instruction.</p>	If...	Then...	yes	<ul style="list-style-type: none"> <li>• advise the client that rejected goods must be treated and resubmitted for inspection</li> <li>• advise the client that goods rejected for live insects must be treated with a suitable insecticide or fumigants if they are to be resubmitted for inspection.</li> <li>• advise the client that the goods can be treated in the containers or packages if packaging material is suitable for fumigation</li> <li>• <b>continue to Step 5.</b></li> </ul>	no	<b>continue to Step 5.</b>
If...	Then...						
yes	<ul style="list-style-type: none"> <li>• advise the client that rejected goods must be treated and resubmitted for inspection</li> <li>• advise the client that goods rejected for live insects must be treated with a suitable insecticide or fumigants if they are to be resubmitted for inspection.</li> <li>• advise the client that the goods can be treated in the containers or packages if packaging material is suitable for fumigation</li> <li>• <b>continue to Step 5.</b></li> </ul>						
no	<b>continue to Step 5.</b>						
5.	<ul style="list-style-type: none"> <li>• Complete the remaining fields as per the Exports work instruction: <a href="#">Completing plant export inspection and treatment records</a>.</li> <li>• Submit the inspection record and supporting documents.</li> </ul> <table border="1" data-bbox="288 958 1351 1422"> <thead> <tr> <th data-bbox="288 958 603 1019">If you are...</th> <th data-bbox="603 958 1351 1019">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 1019 603 1155">using PEMS</td> <td data-bbox="603 1019 1351 1155"> <ul style="list-style-type: none"> <li>• download and print, or email a copy of, the inspection record for the client (if they request it)</li> <li>• <b>continue to Step 6.</b></li> </ul> </td> </tr> <tr> <td data-bbox="288 1155 603 1422">not using PEMS</td> <td data-bbox="603 1155 1351 1422"> <ul style="list-style-type: none"> <li>• provide a copy to the client</li> <li>• send a copy to the documentation hub along with any supporting documents to <a href="#">Assessment Services Exports</a></li> <li>• keep the original and copies of the supporting documents for audit purposes for a minimum of 2 years</li> <li>• <b>continue to Step 6.</b></li> </ul> </td> </tr> </tbody> </table>	If you are...	Then...	using PEMS	<ul style="list-style-type: none"> <li>• download and print, or email a copy of, the inspection record for the client (if they request it)</li> <li>• <b>continue to Step 6.</b></li> </ul>	not using PEMS	<ul style="list-style-type: none"> <li>• provide a copy to the client</li> <li>• send a copy to the documentation hub along with any supporting documents to <a href="#">Assessment Services Exports</a></li> <li>• keep the original and copies of the supporting documents for audit purposes for a minimum of 2 years</li> <li>• <b>continue to Step 6.</b></li> </ul>
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6.	<ul style="list-style-type: none"> <li>• For departmental AOs, invoice the client as per the Exports work instruction: <a href="#">Invoicing plant export clients</a>.</li> </ul> <p data-bbox="336 1554 1362 1621"><b>Note:</b> If you used PEMS, record the relevant invoice number under the <i>time entry</i> tab of the RFP record.</p> <ul style="list-style-type: none"> <li>• <b>Do not continue, end of inspection.</b></li> </ul>						

### Section 13: How do I withdraw the inspection?

The following table outlines how to withdraw the inspection.

Step	Actions						
1.	Record the withdrawal in the inspection record. <table border="1" data-bbox="288 383 1382 770"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td> <ul style="list-style-type: none"> <li>select <i>withdraw</i></li> <li>add a time entry for your inspection activities</li> <li><b>continue to Step 2.</b></li> </ul> </td> </tr> <tr> <td>not using PEMS</td> <td> <ul style="list-style-type: none"> <li>record 'withdraw' in the <i>comments</i> field</li> <li>record your finish time on the manual inspection record and complete the remaining fields</li> <li><b>continue to Step 2.</b></li> </ul> </td> </tr> </tbody> </table>	If you are...	Then...	using PEMS	<ul style="list-style-type: none"> <li>select <i>withdraw</i></li> <li>add a time entry for your inspection activities</li> <li><b>continue to Step 2.</b></li> </ul>	not using PEMS	<ul style="list-style-type: none"> <li>record 'withdraw' in the <i>comments</i> field</li> <li>record your finish time on the manual inspection record and complete the remaining fields</li> <li><b>continue to Step 2.</b></li> </ul>
If you are...	Then...						
using PEMS	<ul style="list-style-type: none"> <li>select <i>withdraw</i></li> <li>add a time entry for your inspection activities</li> <li><b>continue to Step 2.</b></li> </ul>						
not using PEMS	<ul style="list-style-type: none"> <li>record 'withdraw' in the <i>comments</i> field</li> <li>record your finish time on the manual inspection record and complete the remaining fields</li> <li><b>continue to Step 2.</b></li> </ul>						
2.	Advise the client that the inspection has been withdrawn and the reasons why.						
3.	<ul style="list-style-type: none"> <li>Complete the remaining fields as per the Exports work instruction: <a href="#">Completing plant export inspection and treatment records</a>.</li> <li>Submit the inspection record and supporting documents.</li> </ul> <table border="1" data-bbox="288 994 1382 1341"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>using PEMS</td> <td>download and print (or email) a copy to the client, if requested.</td> </tr> <tr> <td>not using PEMS</td> <td> <ul style="list-style-type: none"> <li>provide a copy to the client</li> <li>send a copy to the documentation hub along with any supporting documents to <a href="#">Assessment Services Exports</a></li> <li>keep the original and copies of the supporting documents for audit purposes for a minimum of 2 years.</li> </ul> </td> </tr> </tbody> </table>	If you are...	Then...	using PEMS	download and print (or email) a copy to the client, if requested.	not using PEMS	<ul style="list-style-type: none"> <li>provide a copy to the client</li> <li>send a copy to the documentation hub along with any supporting documents to <a href="#">Assessment Services Exports</a></li> <li>keep the original and copies of the supporting documents for audit purposes for a minimum of 2 years.</li> </ul>
If you are...	Then...						
using PEMS	download and print (or email) a copy to the client, if requested.						
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4.	<ul style="list-style-type: none"> <li>For departmental AOs, invoice the client as per the Exports work instruction: <a href="#">Invoicing plant export clients</a>.</li> </ul> <p><b>Note:</b> If you used PEMS, record the relevant invoice number under the <i>time entry</i> tab of the RFP record.</p> <ul style="list-style-type: none"> <li><b>Do not continue, end of inspection.</b></li> </ul>						

### Section 14: How do I inspect resubmitted goods?

The following table outlines how to inspect resubmitted goods.

Step	Actions						
1.	<p>Before inspecting resubmitted goods, ensure that:</p> <ul style="list-style-type: none"> <li>• the client has submitted a new RFP (if the composition of the consignment has changed) along with a copy of the original RFP and original inspection record</li> <li>• the client has provided written notification that the goods previously failed inspection, and the method of treatment was applied</li> <li>• when applicable, the client has provided evidence that the treatment applied has treated the pest/s or contaminants found.</li> </ul> <p><b>Important:</b> Evidence of treatment effectiveness against a pest would only be required if an AO or the department had reason to believe that the chosen treatment did not address the biosecurity risk found in the consignment.</p>						
2.	<p>Have the goods been treated with a fumigant, or chemical treatment?</p> <table border="1" data-bbox="290 808 1378 1272"> <thead> <tr> <th data-bbox="290 808 475 869">If...</th> <th data-bbox="475 808 1378 869">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="290 869 475 1214">yes</td> <td data-bbox="475 869 1378 1214"> <ul style="list-style-type: none"> <li>• take a copy of the treatment certificate for upload into PEMS</li> <li>• check that the certificate is valid as per the exports process instruction: <a href="#">Supporting documents for plant exports</a></li> <li>• for fumigations, look at the gas-free certificate to determine the date and time of gas clearance (that is, to ensure that any exposure, airing periods and safety precautions have been completed)</li> <li>• take a copy of the gas-free certificate for upload into PEMS</li> <li>• <b>continue to Step 3.</b></li> </ul> </td> </tr> <tr> <td data-bbox="290 1214 475 1272">no</td> <td data-bbox="475 1214 1378 1272"><b>continue to Step 3.</b></td> </tr> </tbody> </table>	If...	Then...	yes	<ul style="list-style-type: none"> <li>• take a copy of the treatment certificate for upload into PEMS</li> <li>• check that the certificate is valid as per the exports process instruction: <a href="#">Supporting documents for plant exports</a></li> <li>• for fumigations, look at the gas-free certificate to determine the date and time of gas clearance (that is, to ensure that any exposure, airing periods and safety precautions have been completed)</li> <li>• take a copy of the gas-free certificate for upload into PEMS</li> <li>• <b>continue to Step 3.</b></li> </ul>	no	<b>continue to Step 3.</b>
If...	Then...						
yes	<ul style="list-style-type: none"> <li>• take a copy of the treatment certificate for upload into PEMS</li> <li>• check that the certificate is valid as per the exports process instruction: <a href="#">Supporting documents for plant exports</a></li> <li>• for fumigations, look at the gas-free certificate to determine the date and time of gas clearance (that is, to ensure that any exposure, airing periods and safety precautions have been completed)</li> <li>• take a copy of the gas-free certificate for upload into PEMS</li> <li>• <b>continue to Step 3.</b></li> </ul>						
no	<b>continue to Step 3.</b>						
3.	<p>Inspect the resubmitted goods in accordance with this work instruction, starting at <b>step 3 of Section 1: <a href="#">How do I receive a request for inspection?</a></b></p>						

## Related material

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

- Manual of Importing Country Requirements ([Micor](#))
- [Protocols, work plans](#)
- [National Priority Plant Pests](#)
- [Plant Export Operations Manual](#)
- Exports process instruction: *Inspection of prescribed grain and plant products*
- Exports process instruction: *Supporting documents for plant exports*
- Exports work instruction: *Completing plant export inspection and treatment records*
- Exports work instruction: *Inspection of empty containers for exports*
- Exports reference: *Work health and safety in the plant export environment*
- Exports reference: *Plant exports guide—equipment*
- Exports reference: *Plant exports guide—specimen collection*
- Exports reference: *Plant exports guide – prescribed grain and plant products inspection techniques*
- Exports reference: *Plant Exports Management System authorised officer user guide*
- Exports reference: *Grain and plant product inspection record*
- Exports reference: *Bulk into ships hold inspection record*
- Exports reference: *Bulk vessel loading running record*
- Exports reference: *Empty container inspection record*
- Exports reference: *Documentation checklist for plant exports*
- Exports reference: *Plant export documents and treatments checklist*
- Exports reference: *Table of authorised officer job functions*
- Exports reference: *Table of plant export protocol markets*
- Exports reference: *Registered operation and function codes for plant export registered establishments*
- [Certificates, declarations and forms](#)
  - Exports reference: *User guide - Completion of a notice of intention EX28*

Related material is available on the [Instructional Material Library \(IML\)](#) for departmental AOs.

- Exports work instruction: *Invoicing plant exports clients*
- Exports reference: *Work health and safety in the plant export environment.*

## Contact information

- Authorised Officer Hotline: 1800 851 305
- Authorised Officer Program: [PlantExportTraining@aff.gov.au](mailto:PlantExportTraining@aff.gov.au)
- Grain and Seed Export Program: [Grain.Export@aff.gov.au](mailto:Grain.Export@aff.gov.au)
- Grain and Seed Export Program Hotline: 02 6272 3229
- Assessment Services Exports: [PlantExportsNDH@aff.gov.au](mailto:PlantExportsNDH@aff.gov.au)
- Micor administrator: [MicorPlants@aff.gov.au](mailto:MicorPlants@aff.gov.au)
- See. Secure. Report hotline: 1800 798 636

## Document information

The following table contains administrative metadata.

<b>Instructional Material Library document ID</b>	IMLS-9-6003
<b>Instructional material owner</b>	Director, Grain and Seed Exports
<b>Risk rating</b>	Medium
<b>Review period</b>	Due for review within 3 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	24/04/2020	24/04/2020	New document	First publication of this work instruction.
2.0	28/04/2020	28/04/2020	Major Change	Minor edits to the text.
3.0	28/03/2021	28/03/2021	Major Change	Updated for the commencement of the <i>Export Control Act 2020</i> and associated Export Control (Plants and Plant Products) Rules 2021.
4.0	9/08/2021	9/08/2021	Major Change	Amended the requirements for sampling consignments of packaged goods 100 kg or less.
5.0	28/04/2025	28/04/2025	Major Change	Clarified phrasing of registered establishment requirements.
6	28/04/2025	28/04/2025	Major Change	<ul style="list-style-type: none"> <li>• Updates to wording around tolerances and rejections.</li> <li>• Document moved to new export template.</li> </ul>

## Appendix A: Definitions

All terms used in this document and their definitions are captured in the Exports process instruction: [Inspection of prescribed grain and plant products](#).

## Appendix B: Legislative and related policy frameworks

The legislation that applies to the phytosanitary inspection of prescribed grain and plant products for export can be found in the Exports process instruction: [Inspection of prescribed grain and plant products](#).