

# WORK INSTRUCTION

- Grain Export Program -

## Inspection and Export Certification of Hay

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## 1. PURPOSE

To describe the procedure to be followed by AQIS approved Inspectors undertaking the inspection of hay for export.

## 2. SCOPE

The procedures set out in this Work Instruction apply to the Inspection and Export Certification of Hay for Export.

## 3. ADDITIONAL MATERIAL(S) TO BE USED IN CONJUNCTION WITH THIS DOCUMENT

- ◆ *Export Control Act 1982, and associated Grain Plants and Plant Products Orders, No. 6 of 1985 and Schedules*
- ◆ *Process Management System: - Inspection and Export Certification of Hay and Inspection and Export Certification of Empty (Dry Box) containers*

## 4. DEFINITIONS

**Approved Inspector** - a suitably trained / skilled person approved by the Australian Quarantine and Inspection Service (AQIS) to undertake the inspection and certification of prescribed goods in accordance with the requirements of this Schedule, Operational Procedures Statements and *Export Control Act 1982*.

**Consignment** - a quantity of prescribed goods assembled and intended for export at the one time and nominated on an export permit(s) and/or Phytosanitary Certificate E16. A consignment may consist of one or more **inspection lots**.

**Contaminants** – see foreign matter.

**Effective Fumigation** – fumigation using the techniques as described in the '*Hay Export Procedure 2000*'.

**Empty (dry box) container** – a purpose made, secure, container system unit (CSU) for the transportation of either bulk or bagged prescribed goods to overseas destinations.

**Foreign matter** – means any substance, whether organic or inorganic, that is not permitted by the *Grain, Plants and Plant Products Orders*, which is included in or with the prescribed goods.

**Inspection Lot** – an amount of baled hay presented for inspection.

**Live infestation** – includes insects, mites, snails and rodents (either alive or moribund) and includes all stages of the lifecycle (eg. larvae, pupae etc.).

**Pest** – any species, strain or biotype of plant, animal or pathogenic agent, injurious to grain and plant products.

**Phytosanitary Certificate** - a document issued by one government to the government of the importing country, testifying to the plant health status (freedom from pests, diseases and weed seeds) of the certified product.

**Prescribed goods** – goods, or goods included in a class of goods, that are declared by the regulations to be prescribed goods for the purpose of the *Export Control Act 1982, Section 3 and Prescribed Goods (General) Orders, Part 2 Prescribed Goods, sub-order 6(o)*.

## **5. RESPONSIBILITIES**

### **5.1 Management Responsibilities**

5.1.1 The Manager (Executer under the Compliance Agreement) of the registered export establishment is responsible for;

- i) the implementation and execution of this work instruction,
- ii) ensuring only AQIS approved Inspectors undertake the inspection of hay, and
- iii) that all inspections of hay undertaken under the Compliance Agreement are carried out in accordance with this work instruction.

### **5.2 AQIS Approved Inspectors Responsibilities**

5.2.1 The AQIS approved Inspector at the registered export establishment is responsible for ensuring that all of the activities described in this work instruction are followed when inspecting hay for export.

## **6. WORK ACTIVITIES**

### **6.1 Verification of Inspection Requirements**

6.1.1 The approved Inspector, prior to inspection, must ensure that the export requirements and/or phytosanitary requirements, of the importing country for which the consignment is being inspected, are known.

**NOTE:** if an Import Permit is issued by the importing country, the existence of any additional declarations or specific sampling rates will override the sampling rates and relevant product standards in the GPPPOs.

## **6.2 Preparation for Inspection**

6.2.1 The approved Inspector will conduct a hygiene inspection of the nominated areas that are to be used, including the product inspection area, flow path, container storage areas, cross infestation areas etc and record the result of the inspection on the Export Inspection Record (EIR).

**6.2.2 Where live insects are detected, or a risk of cross infestation exists, the approved Inspector will ensure that the insects and/or risk of cross infestation are eliminated prior to proceeding with the export inspection.**

**Any such treatment will be recorded on the Export Inspection Record (EIR) (Attachment 1), and the details of the treatment documented on a Hygiene Inspection, Cleaning & Waste Disposal Record (PMS Attachment 4)**

6.2.3 The approved Inspector shall;

Ensure that adequate inspection facilities are available and that they are fit for use.

These facilities shall include:

- (a) access to take samples for inspection
- (b) sufficient space (minimum 1 metre) around stacks of bales to allow access to all bales
- (c) sampling/inspection area is free from cross infestation and away from the elements (eg. rain, wind etc.)
- (d) adequate lighting, natural or artificial. A minimum of 600 lux at the inspection surface is required (this is usually three fluorescent tubes 1.2 metres from the inspection surface).

6.2.4 The approved Inspector will check that the container has been inspected and passed fit for use, (within the preceding 21 days) by identifying ;

- (i) the presence of an 'Inspected' sticker and/or
- (ii) container seal,
- (iii) confirming the number of the container is on the checklist provided for the lot to be inspected, and
- (iv) ensuring that a *Certificate of Inspection for Empty (Dry Box) Containers* has been completed.

**If any of the above are not available the approved Inspector will assume the container has not been inspected, AQIS approved inspector must contact AQIS regional manager re: inspection of hay in non-inspected containers.**

**NOTE; Importing country requirements to be checked to ensure the validity of the Empty (Dry Box) Containers inspections as certain importing country destinations only accept container inspections to be valid for 14 days (Japan accepts 21 days) after the date of inspection.**

### **6.3 Preliminary Paperwork – Export Requirements**

6.3.1 The approved Inspector shall, prior to commencing the export inspection of the hay, ensure that the following information / documentation is available and valid;

- (i) Import Permit (if required) - check the conditions stated on the permit.
- (ii) Treatment Certificate(s) - if treatments are specified on either the Import Permit or the Phytosanitary Certificate, confirm that the certificate and the treatments stated on it are valid. Treatment certificates may be verified with a statutory declaration or by an authorised fumigation person or company.
- (iii) Fumigation certificates – if reduced inspection is required, the authorised officer must obtain fumigation certificates and monitoring verification sheet that comply with the *Hay Export Procedure 2000*.
- (iv) Declaration of Inspection for Empty (Dry Box) Containers.
- (v) Phytosanitary Certificate number.

### **6.4 Determination of Inspection Lots**

6.4.1 The approved Inspector shall determine the size and identification of the inspection lots.

6.4.2 The approved Inspector will record the number of containers forming each inspection lot on the Export Inspection Record.

### **6.5 Sampling of Containers**

6.5.1 Effectively fumigated containers, from which bales are to be inspected, are chosen at random. The sampling plan is as follows:

<b>Number of Containers in the inspection lot</b>	<b>Number of Containers to be sampled</b>
2 – 5	2
6 – 10	3
11 – 30	5
31 – 50	7
50 or more	10



## **6.6 Inspection of Hay Bales**

- 6.6.1 **Treated hay:** Where the Approved Inspector has a certificate of approved fumigation from a licensed fumigator, two (2) bales are sampled per container selected.
- 6.6.2 **Untreated hay:** Where the authorised officer has no evidence that treatment has occurred or when it becomes evident that hay has not been fumigated effectively, at least ten (10) bales per container will be unloaded for inspection. These bales are to be removed from the container in a 'V' formation away from the doors, accessing the second and third rows.

## **6.7 Sampling of the Hay**

- 6.7.1 The sampling rate for all inspection lots will be as per 6.6.1 or 6.6.2 (as is appropriate) irrespective of the number of containers in the lot.
- 6.7.2 The approved Inspector will select containers to be sampled at random.
- 6.7.3 Each bale to be inspected by visually inspecting the exposed hay surface for any pests or contaminants.

## **6.8 Inspection Technique**

Inspections will be conducted as follows:

- 6.8.1 Cut the straps (if not already done) of the bale, split the "biscuits" (minimum of three per bale) and shake them out over the inspection bench/sieve;
- 6.8.2 Examine closely, all residues on the bench top/top of sieve, using a magnifying glass where necessary;
- 6.8.3 Brush the residues into the sieve (at least three- (3) sieve lots per bale, but more if necessary);
- 6.8.4 Shake the sieve for at least thirty (30) seconds in total;
- 6.8.5 Examine both the top section and lower tray for pests (insects, disease etc) and contaminants (weed seeds, soil etc) for at least one minute.
- 6.8.6 Residue from the floor and bales of hay of sampled containers must be brushed into the sieve and examined for pests and contaminants.
- 6.8.7 Examine container doors, seals, floor, walls, residues on the floor etc for live insects and contaminants on every container in the inspection lot.



## **6.9 Inspection Tolerances**

6.9.1 Inspection Tolerances are to be applied as per Attachment 2 – Inspection Criteria for Export Hay

**6.9.2 A nil tolerance for live insect pests will be applied, irrespective of whether the pests are found on the outside of the bales, inside or outside of the container or from the samples inspected.**

**NOTE: Where visual signs of infestation (tracks / webbing) are found during inspection the approved Inspector will undertake a more detailed inspection to determine that no live pests are present.**

## **6.10 Rejection Procedures**

6.10.1 The approved Inspector will clearly identify the rejected lot by means of identification of rejected goods as described in the Process Management System, Appendix 3.

The approved Inspector will record the details of the rejection EIR and notify the  
★ \_\_\_\_\_  
that the lot / consignment has been rejected.

6.10.2 The approved Inspector or ★ \_\_\_\_\_  
\_\_\_\_\_ will ensure that the rejected lot / consignment is clearly identified and isolated / segregated / removed from the inspection area as described in the Process Management System, Appendix 3.

**6.10.3 Inspection of other container lots in the area will not be recommenced until the rejected lot has been isolated / segregated / removed for the inspection area and a hygiene inspection (free of pests and contaminants) is completed of all cross infestation areas.**

**6.10.4 The approved Inspector will ensure that all lots / consignments re-presented for export are inspected and sampled in accordance with Clause 6.5 to 6.6.**

**NOTE: The approved Inspector will record the method employed to rectify the cause of rejection on the EIR for all re-inspected lots / consignments.**

## **6.11 Completion of Paperwork**

6.11.1 The approved Inspector will record the results of the inspection on the Export Inspection Record (EIR), including:

- i) container number(s);
- ii) any rejection details and whether product was treated and re-presented or replaced and,

- iii) record the Phytosanitary Certificate number of the inspected consignment

6.11.2 The approved Inspectors will complete;

- (a) an Export Inspection Record (EIR) sheet.
- (b) the Phytosanitary Certificate. (if applicable)

**Note: The details on the Phytosanitary Certificate may be completed by the company, but the certificate can only be authorised by an AQIS Authorised Officer (30).**

## 6.12 Document Control

6.12.1 The approved Inspector will ensure that all inspection records / export documentation relating to the inspection are forwarded to the ★\_\_\_\_\_ for filing.

**Note: A copy of all documentation that relates to the inspection carried out under this work instruction will be kept on file for Audit purposes.**

**Note:** files to be retained for two years.

## 7. REFERENCES

- 7.1 *Export Control Act 1982, and associated Grain, Plants and Plant Product Orders, No. 6 of 1985 and Schedules,*
- 7.2 Process Management System ; Inspection and Export Certification of Baled Hay and Inspection and Certification of Empty (Dry Box) Containers

## 8. DOCUMENTATION

Attachment 1 Export Inspection Record (EIR)

# ATTACHMENT 1

# EXPORT INSPECTION RECORD (EIR)

Company		Compliance Agreement Number		
Product Description		Consignment Number		
Customer / Exporters Name		Phytosanitary Certificate Number		
Importing Country		Fumigation Treatment	Yes	No

Date	Container No Distinguishing Marks	Lot Size Number of Containers		Sample Size Number of bales	Inspection Result Pass/Fail	Rejection Code LI/R/S/W	Approved Inspector (Name)	Approved Inspector (Signature)
						Treatment Code Fum/Sp		

- Legend -			
Lot size - No. of containers for inspection		Rejection Codes	
Sample size - No. of sub-samples taken		Treatments	
Document No. - Phytosanitary Number		W - Weed Seeds	R - Rodent contamination
		LI - Live Insects	S - Soil
			Fum: fumigation
			Sp; Spraying

I, ..... certify that I have conducted a pre-inspection hygiene inspection of the product inspection area prior to performing the phytosanitary inspection. ....( AQIS approved Inspector)

**ATTACHMENT 2**  
**Inspection Criteria for Export Hay**

<b>A Officers are to REJECT consignments when any of the following are detected:</b>		
(i)	<b>True to Description:</b>	The description of the product does not truly reflect (as it must) the product that is carried inside the container.
(ii)	<b>Live Insects and Pests:</b>	<p>This includes live insects in all stages of the life cycle – egg, larvae, pupae and adult.</p> <p>In particular, Officers should look for <b>rodents</b>, <b>psocids</b> (which feed on moulds and mildews found on damp hay) <b>beetles</b> (which may leave webbing or frass, a substance like sawdust) and <b>bugs</b>, which are sucking insects. Training programs for Officers will show how to identify various insects commonly found in hay.</p> <p><b>Note that:</b> under normal phytosanitary inspections, consignments would not be rejected for such “hitch hikers” as spiders and mites (which are not classified as insects), but since the importing country is likely to reject for them, Officers should do the same.</p>
(iii)	<b>Soil</b>	<p>(a) clods weighing more than 30g; and</p> <p>(b) cumulative sand/soil on the bench top amounting to more than 30g.</p>
<b>B Officers are NOT TO REJECT consignments but are to inform the exporter ASAP when any of the following are detected:</b>		
(i)	<b>Mallee Roots</b>	Or other wood/timber, greater than 50 mm square.
(ii)	<b><i>Ergot infestation of ryegrass seed</i></b>	<i>Ergots are purple-black, horn-like fungal bodies, produced by the fungus Claviceps purpurea, which replace one or more grains in the heads of ryegrass and wheat. Ergots can be up to four times larger than normal grain and may contain toxins harmful to humans and animals.</i>
(iii)	<b>Rocks</b>	If more than 500g in one bale.
(iv)	<b>Moisture</b>	Moist hay is combustible, and therefore dangerous. Psocids also thrive in damp hay.
(v)	<b>Other Miscellaneous contaminants</b>	Sheep dung, rags, hessian bags, tools, etc.