



Plant export operations instructional material glossary of terms

Purpose of this document

This document has been written as a reference guide of terms used in instructional material published on the department’s plant export operations manual website.

The definitions contained in this document do not override definitions that may be specified in the definitions section of other instructional material contained on the plant export operations manual.

Contents

This document contains the following topics.

Purpose of this document	1
Definitions.....	2
Related material	21
Document information	21
Version history	21

Definitions

The following table defines terms used in instructional material on the plant export operations manual.

Term	Definition
Act, the	The <i>Export Control Act 2020</i> .
Accredited property	A property (such as a farm or packhouse) that is required to be accredited by the department to produce and/or prepare a particular commodity to meet the requirement for recognition by an importing country authority. Note: The recognition may be referred to as 'registration' or 'export approval' in protocol documents.
Additional declaration	A statement that is required by an importing country to be entered on a phytosanitary certificate and which provides specific additional information on a consignment in relation to regulated pests or contaminants.
Antechamber	A room attached to, and preceding, an insect-proof room that reduces the risk of pests entering the insect-proof room.
Announced audit	An audit that is arranged in advance with the auditee.
AOP	See 'Authorised Officer Program'.
Approved laboratory	A laboratory that is accredited by a national accreditation body to conduct relevant tests or analysis.
APVMA	Australian Pesticides and Veterinary Medicines Authority or its successor organisation.
Area freedom certificate	A document attesting that the area from which the goods to be exported are sourced from a pest free area in accordance with and meets Australian export and the importing country requirements, issued by, or issued on behalf of, the relevant state or territory government authority for biosecurity.
Arthropod	An arthropod is an invertebrate animal having an exoskeleton (external skeleton), a segmented body, and jointed appendages. Examples are insects, crustaceans, arachnids, and myriapods.
Auditee	Person, company or partnership being audited.
Auditor	An authorised officer whose functions and powers include conducting an audit under part 1 of chapter 9 of the <i>Export Control Act 2020</i> .

Term	Definition
Authorised officer (AO)	<p>A person authorised under section 291 of the <i>Export Control Act 2020</i> to be an authorised officer. The authorised officer may exercise powers and functions conferred on them through an instrument of authorisation.</p> <p>Note: An authorised officer may be a Commonwealth, State or Territory government officer, or third-party individual. Examples of third-party individuals include, but are not limited to:</p> <ul style="list-style-type: none"> employees of registered establishments employees of an exporter self-employed individuals/sole traders.
Authorised Officer Program (AOP)	<p>AOP manages the Plant Export Authorised Officer model from application through to appointment and provides ongoing support to authorised officers.</p> <p>The program develops, maintains and delivers instructional, training and assessment material, provides on the ground support to AOs via Regional Assurance Managers and provides communication support to the Plant Exports Operation branch.</p>
Automatic in-line hay sampling	A sampling method that uses an approved calibrated automatic in-line system to draw samples of the goods for inspection from the production line at defined intervals.
Block	<p>Any farm, grove, orchard, patch, pivot, vineyard or section of a farm, grove, orchard, patch, pivot or vineyard which can be defined by set boundaries.</p> <p>Important: A block must be a contiguous unit and not be separated by structures such as a building, public road or body of water.</p>
BSP	See 'Business Systems Program'.
Bulk goods/bulk commodity	Unpackaged goods, that are generally sold or traded in large quantities, and are loaded directly into a container or vessel cargo space.
Bulk into ship hold inspection record	<p>The approved form for an authorised officer to record the findings and result of an inspection of bulk prescribed grain and plant products (other than horticulture) for export in or on an approved bulk vessel.</p> <p>Note: The bulk into ship hold inspection record includes PEMS or the equivalent manual record available on the PEOM.</p>

Term	Definition
Bulk vessel	<p>A vessel that is designed to be used to transport prescribed plants or plant products in bulk from Australian territory to a final overseas destination.</p> <p>Note: 'Vessel' is defined under the <i>Export Control Act 2020</i> as any kind of vessel used in navigation by water, however propelled or moved, including the following:</p> <ul style="list-style-type: none"> • a barge or other floating craft • an air-cushion vehicle, or other similar craft, used wholly or primarily in navigation by water and • includes an installation and any floating structure.
Bulk vessel approval	<p>An approval of the bulk vessel that is in force under part 5 of chapter 9 of the Export Control (Plants and Plant Products) Rule 2021.</p> <p>Note: The bulk vessel approval is documented through a bulk vessel inspection record.</p>
Bulk vessel inspection record	<p>The approved form on which an authorised officer records bulk vessel inspection details and results, including whether a cargo space in or on a bulk vessel is approved for loading, or has failed inspection.</p> <p>Note: The bulk vessel inspection record includes PEMS or the equivalent manual record available on the PEOM.</p>
Bulk vessel loading running record	<p>The approved form on which an authorised officer records inspection activity or issues as they arise (hold changes, stoppages, weed seeds, AO changes and the like) during loading of a bulk vessel.</p> <p>Note: The bulk vessel inspection running record is a manual record available on the PEOM.</p>
Business Systems Program (BSP)	<p>BSP is responsible for:</p> <ul style="list-style-type: none"> • managing, monitoring and reporting on the Plant Export Operation branch's finances • developing systems for auditing Registered Establishments and verifying Authorised Officers • maintaining IT systems (EXDOC, Micor Plants, ER, PEMS) • managing, monitoring and reporting on plant export certification • assisting with distressed cargo and certification issues overseas • developing, maintaining and delivering instructional material for audit and verification, certification activities, and IT systems.
Calyx	<p>Ring of sepals covering the flower bud frequently evident on mature fruit. Plural calyces.</p>

Term	Definition
Cargo space (of a bulk vessel)	Any area (including a hold or on a deck) of the vessel into or onto which it is intended to load plants or plant products that are to be exported.
Captain	The master of a vessel.
Certification	The process where an export permit and government certificate(s) are issued in relation to goods that are to be exported under chapter 7 and chapter 2 of the <i>Export Control Act 2020</i> , respectively.
Certificate of loading and calibration record for an in-transit cold treatment (ITCT-calibration record)	The approved form on which an AO records results related to the initiation of an in-transit cold treatment for plants and plant products for export. Note: The ITCT-calibration record includes PEMS or the equivalent manual record available on the PEOM.
Cleaning	The removal of contaminants.
Client	The exporter, exporter's representative or person responsible for prescribed goods intended for export.
Commission on Phytosanitary Measures (CPM)	The International Plant Protection Convention's (IPPC) governing body that: <ul style="list-style-type: none"> • reviews the state of plant protection around the world • identifies action to control the spread of pests into new areas • develops and adopts international standards • establishes rules and procedures for resolving disputes • adopts guidelines for the recognition of regional plant protection organisations • cooperates with international organizations on matters covered by the Convention.
Commodity	A type of plant or plant product being moved for trade or other purpose. Note: 'Product' and 'goods' are also used interchangeably with the term commodity.
Common name	The common name for an organism, such as a plant, animal, arthropod, or pest. Note: Not all plant commodities have a common name, and some may have multiple common names.
Consideration period	The period of time within which the Secretary (or delegate) must reach a decision about the outcome of certain applications for registered establishments and accredited properties under section 379 of the <i>Export Control Act 2020</i> .

Term	Definition
Consignment	<ul style="list-style-type: none"> • Prior to export, means the quantity of plants or plant products identified on the notice of intention to export for export to an importing country. • Post export, means: <ol style="list-style-type: none"> a) where a phytosanitary certificate has been issued in relation to plants or plant products – a quantity of plants or plant products being moved from one country to another, that are covered by that phytosanitary certificate. b) where no phytosanitary certificate has been issued in relation to plants or plant products – a quantity of plants or plant products being moved from one country to another, that are covered by the export permit.
Consolidation point (for prescribed grain and associated plant products)	The point at which the different parts of a bulk consignment are brought together or 'consolidated' in volume into the one consignment. A consolidation point, which may or may not be a registered establishment, may be in a country location or located in close proximity to the wharf export registered establishment.
Consumable (plants and plant products)	Those plants and plant products that can be consumed by humans or animals with or without further processing.
Container	A unit of cargo handling equipment used in the transport of prescribed goods by aircraft or ship, including a shipping container, air cargo container and empty dry box container.
Container approval	<p>An approval of the container that is in force under part 6 of chapter 9 of the Export Control (Plant and Plant Product) Rules 2021.</p> <p>Note: The container approval is documented through a passed result recorded on the container inspection record.</p>
Container inspection record	<p>The approved form on which an authorised officer records container inspection details and results, including whether a container is approved for loading, or failed inspection.</p> <p>Note: The container inspection record includes PEMS or the manual equivalent available on the PEOM.</p>
Container seal	A bolt, plastic, aluminium or zip seal used to seal closed the doors of a container.
Container liners	Removable materials (such as timber, plastic, cardboard) that may be used to line a container to prevent contact between the container and the loaded goods.

Term	Definition
Contaminant	<p>Any foreign matter (whether organic or inorganic, but not including a pest) that:</p> <ul style="list-style-type: none"> • is in, on or with the plants or plant products • could come into contact with the plants or plant products while operations (such as preparing, storing, loading or transporting goods) are being carried out. <p>Note: Examples of contaminants are animal carcasses (including the carcase of vermin), animal waste, weed seeds, and residues (including soil, leaves and stems) of plants or plant products.</p>
Conveyance	<p>Any of the following:</p> <ul style="list-style-type: none"> • an aircraft • a vessel • a vehicle.
Correction factor (for cold treatment calibration)	<p>A mathematical adjustment made to a calculation to account for deviations in the accuracy of the temperature sensor.</p> <p>In this case it is the numerical adjustment (+ or -) required to adjust the reading on the temperature sensor to 0°C.</p>
Corrective action request (CAR)	A formal notice from the department requesting the cause of non-compliance with requirements to be eliminated, with the objective of preventing reoccurrence.
Cotton	Soft, white fibres sourced from plants of the genus <i>Gossypium</i> .
Country of origin	The country where the plants or plant products were grown, produced, or exposed to infestation by pests or contaminants.
CPM	See 'Commission on Phytosanitary Measures'.
Crop monitor	A person who is approved by the department to undertake pest and disease monitoring during the growing season.
Cut flower or cut foliage	The above ground part of a plant, whether the part is fresh or dried, for ornamental or decorative use and not for propagation or consumption.
DAFF	See 'Department'.
Delegate (or sub-delegate)	A person who has been delegated or sub-delegated a power or function of the Secretary (typically a power or function under the <i>Export Control Act 2020</i>). The delegation must be in writing and be signed by the Secretary (or the Secretary's delegate).
Delegations	Powers given by legislation to the Secretary (or Minister). These powers can and are delegated to officers in the department.
Department	The Department of Agriculture, Fisheries and Forestry.
Department officer	An employee of the department, or person performing services for the department under a contract (contractor).

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.

Term	Definition
Desk audit	An audit of documentation and records to determine if the requirements of the <i>Export Control Act 2020</i> , subordinate legislation, and associated policies and approvals, are met.
Disease	Any abnormal condition of, or in, prescribed goods arising from, caused by or due to the presence, operation, development or growth of any pest. See also 'pest'.
Documentation assessment officer	A department officer who has been delegated or sub-delegated Secretary powers and functions to consider and issue export documentation such as export permits and government certificates. Note: This role can only be performed by a department officer.
Documented system (for accredited properties and registered establishments)	A written process or procedure that defines the steps in a process and who is responsible for those steps. This may also include records that are used to confirm the process is being followed.
Dried fruit	Fruit (including tomatoes but excluding prunes) from which part of the natural moisture content has been removed by means of evaporation or dehydration and includes dried fruit products.
Dried fruit product	A product that contains 50% or more, by weight, of dried fruit.
ECGS	See 'Export compliant goods storage'.
Endorsement	Term used in EXDOC for an 'additional declaration' that is stated on a phytosanitary certificate.
End-point inspection	The process by which a representative sample of the good is drawn and inspected from the finalised lot/consignment prior to phytosanitary certification.
Establishment Register (ER) Database	The Establishment Register database is a database maintained and administered by the department with the status and details of all registered establishments.
Establishment	See 'Premises'.
Exemption	An exemption issued under part 2 of chapter 2 of the <i>Export Control Act 2020</i> .
EX026a	The approved form for an occupier to apply to register an establishment under the <i>Export Control Act 2020</i> .
EX026b	The approved form for an occupier to apply to vary an establishment registration under the <i>Export Control Act 2020</i> .
EX026c	The approved form for an occupier to request to revoke an establishment registration; or apply to revoke an occupier and add a new occupier, under the <i>Export Control Act 2020</i> .
EX28	See also 'Notice of Intention to Export'.
EXDOC	See 'Export documentation system'.

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.

Term	Definition
Export compliant goods storage (ECGS)	A registered establishment function that allows the use of an approved receptacle within a plant export registered establishment where export compliant goods are stored prior to export. These goods remain passed for export for 28 days after the date of inspection.
Export documentation system (EXDOC)	The department's electronic export documentation system in which export certification is produced. This includes export permits and phytosanitary certificates.
Export permit	A permit issued by the department under chapter 7 of the <i>Export Control Act 2020</i> and required under the Export Control (Plants and Plant Product) Rules 2021 for the lawful export of prescribed plants and plant products.
Exporter	The person or entity identified as the exporter in a notice of intention, request for permit or export permit.
FAO	Food and Agriculture Organisation of the United Nations.
FCL	Shipping term used to describe a 'full container load'.
Fees Rules	The Export Control (Fees and Payments) Rules 2021.
Fit and proper person	A person who has been determined by the Secretary to be fit and proper person under section 372 of the <i>Export Control Act 2020</i> .
Flowpath (for plants or plant products)	Includes the places, and any bins or other receptacles or elements of a transport system, at an establishment that are used to store or carry the plants or plant products.
Fogging	A high-volume treatment for pests using an insecticide applied by means of equipment that breaks the insecticide droplets into minute particles to create a fog.
Food	Includes: (a) any substance or thing of a kind used, or capable of being used, for human consumption (whether it is live, raw, prepared or partly prepared); and (b) any substance or thing of a kind used, or capable of being used, as an ingredient or additive in a substance or thing referred to in paragraph (a); whether or not the substance or thing is in a condition fit for human consumption.
Foreign matter	See 'contaminant'.
Forest product	Any product derived from wood such as sawn timber, woodchips, veneers, panels, and plywood among others.
Frass	Frass is the fine powdery material phytophagous (plant-eating) insects pass as waste after digesting plant parts.

Term	Definition
Fresh (in relation to fruits and vegetables)	Fruits or vegetables that have not been canned, frozen, dried or processed in any manner that changes their basic characteristics. Note: Onions that have been cured to preserve their storage life are considered to be fresh as the curing does not change their basic characteristics.
Fumigation	Treatment with poisonous gas, not including the use of contact insecticides propelled by carbon dioxides, smoke generators, fogging or spraying.
Gas impervious materials	Includes, but not limited to, plastic wrapping or laminated plastic films, lacquers or painted surfaces, aluminium foil, tarred or waxed paper.
Good/s	Any of the following: a) an animal or a plant; b) an article, substance or thing (including reproductive material) derived from an animal or a plant, whether or not in combination with any other article, substance or thing; c) food; d) any other article, substance or thing.
Government certificate	A certificate issued under chapter 2 of the <i>Export Control Act 2020</i> in relation to goods that are to be, or that have been, exported and that relates to any of the following: a) matters in respect of which a country requires certification before goods of that kind may be imported into that country from Australia b) requirements of this Act that must be complied with before goods of that kind may be exported c) other matters concerning goods of that kind.
Grain	Includes whole seeds of wheat, oats, barley, sorghum, dried field peas, canola, vetch, soybeans and whole and split seeds of chickpeas, faba beans, lentils and lupins. See also 'prescribed grain'.
Grain and Seed Export Program (GSEP)	The team responsible for grain and other plant products' (other than horticulture) export policy development and market maintenance.
Grain and plant products inspection record (GPPIR)	The approved form for an authorised officer to record the findings and result of an inspection of prescribed grain and plant products (other than horticulture) for export. Note: The grain and plant products inspection record includes PEMS and the equivalent manual record available on the PEOM.
GSEP	See 'Grain and Seed Export Program'.
HACCP	Hazard Analysis Critical Control Point, a systematic approach to the identification and assessment of hazards and risks associated with the production, processing and use of particular goods.

Term	Definition
Hand sieve	To sieve utilising a pan approximately 30cm round with mesh that is appropriately sized and able to allow contaminants to fall through whilst retaining the primary commodity.
Hardstand	A hard, impervious surface that eliminates risk of contamination from soil and termite infestation. Impervious surfaces improve effectiveness of the fumigation treatment.
Hay and straw	Pasture or cereal plant (either whole or after harvesting seed) that is cut and dried. Note: Hay and straw from any pasture or cereal plant, including oats, barley and wheaten hay and straw (excluding rice straw) are subject to annual ryegrass toxicity (ARGT) testing.
HEP	See 'Horticulture Exports Program'.
Homogeneous	A quantity of goods that are of the same kind, uniform, and consistent in nature.
Horticulture Exports Program (HEP)	The team responsible for horticulture export policy development and market maintenance.
Horticulture inspection record (HIR)	The approved form for an authorised officer to record the findings and results of an inspection of horticulture goods for export. Note: The term horticulture inspection record includes PEMS or the equivalent manual record available on the PEOM.
Horticulture produce	Fresh fruits, fresh vegetables, dried fruits, nursery stock or cut flowers and foliage.
Hygiene	Measures necessary to ensure the condition of prescribed goods meet phytosanitary and sanitary requirements at all stages of growth, production, packaging, treatments, transportation and storage that relate to its quarantine status.
Import permit	A document issued by a national government authorising the importation of certain goods into its territory in accordance with specified requirements and restrictions.
Importing country authority	The authority responsible for regulating the import of prescribed goods into the country (including National Plant Protection Organisation's (NPPO)).
Importing country requirements	Official conditions or restrictions imposed by an importing country to allow import of a good into that country.
Initial Audit	An audit of a premises, after an application or variation is received, to ensure the premises meets all structural, documentary and other regulatory requirements of the performance standards. Under the <i>Export Control Act 2020</i> and for the purpose of associated Fees Rules, these are activities carried out in dealing with applications under s 379 of the Act.
Infestation	The presence of a pest of the plant or plant product concerned. Infestation includes infection. See also 'pest'.

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.

Term	Definition
Infestible residue	Any residue that is susceptible to infestation by pests or could harbour pests.
In-line inspection	A sampling method used whereby the inspection AO removes samples of the goods for inspection from the production line at defined intervals.
Insect-proof space	Any space with a permanent structure having a rigid framework, such as a container, cool room, or truck. Important: Insect-proof spaces must have insect-proof mesh covering all openings greater than 1.6 mm (including doors, windows, vents or ducts).
Inspection	The act of inspecting goods or transport units/conveyances to ensure that legislative, phytosanitary, or other certification and importing country requirements are met.
Inspection authorised officer (AO)	An AO approved to inspect plants, plant products, empty containers or empty bulk vessels for export, or supervise phytosanitary treatments.
Inspection record	The approved form for an AO to record the findings and result of an inspection of plants and plant products for export.
Inspection sticker	A sticker containing details relating to the inspection of a container certifying that the container has been inspected and approved.
Inspection lot	See 'lot'.
Integrity	The integrity of goods is ensured if the identity or composition of the goods, in relation to any condition, restriction or other description that applies in relation to the goods is: a) ascertainable b) maintained without loss, addition or substitution c) not confused with that of any other goods.
International Standards for Phytosanitary Measures (ISPM)	Phytosanitary principles for the protection of plant and the application of phytosanitary measure in international trade as outlined in the IPPC.
International Plant Protection Convention (IPPC)	The IPPC, held in Rome on 6 December 1951. Note: The Convention is in Australian Treaty Series 1952 No. 5 ([1952] ATS 5) and could in 2020 be viewed in the Australian Treaties Library on the AustLII website (http://www.austlii.edu.au).
IPPC	See 'International Plant Protection Convention'.
ISPM	See 'International Standards for Phytosanitary Measures'.
Knockdown area	A room in which an establishment applies a knockdown insecticide spray to eliminate any potential pests that may be present.
LCL	Shipping term used to describe 'less than a container load'.

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.

Term	Definition
Line	A quantity of goods of a single type (identifiable by its homogeneity of composition and origin) forming part of a consignment and reflected as one line on a notice of intention/request for permit.
Load out	Process of loading a consignment into its final export container.
Lot	Units of a single commodity, identifiable by its homogeneity of composition and origin.
Manager (of a property)	The person who is responsible for the day-to-day management of the property, and is taken to be the person who applies, and assumes legal responsibility, for the accredited property under the <i>Export Control Act 2020</i> . Note: A trust may not be the manager of a property.
Manual of Importing Country Requirements (Micor) Plants	A database maintained by the department that outlines importing country requirements for a range of plants and plant products for export.
Marine surveyor	For the purpose of the Export Control (Plants and Plant Product) Rules 2021 (Plant Rules), means a person qualified under section 11-16 of the Plant Rules.
Micor	See “Manual of Importing Country Requirements”.
Mixed consignment	A consignment of plant and plant products for export that is made up of various goods.
Mobile bulk loading	A registered establishment function that is an alternative export pathway to fixed bulk terminals, that uses portable handling equipment (for example, a belt conveyor, auger) used to load whole or split grain and seed, grain milling fractions and/or woodchips into a bulk vessel.
Mote Cotton	Ginned unrefined cotton derived from underdeveloped seeds, formed into bales.
Mould	The growth produced on or in fruits, vegetables, grains or other plants or plant products by a fungus, being a fungus that has a well-marked mycelium or spore mass. See also ‘Pest’.
Mung beans	Whole seeds of the species <i>Vigna radiata</i> or <i>Vigna mungo</i> , including varieties, and synonyms.
National Plant Protection Organisation (NPPO)	Official service established by a government to discharge the functions specified by the International Plant Protection Convention. The department is the Australian Government’s nominated NPPO.
Non-compliance rating	Ratings of minor, major and critical applied to a non-compliance to indicate the degree of seriousness.
Non-protocol	Prescribed goods that are not subject to a protocol. See also ‘protocol’.

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.

Term	Definition
Non-quarantine pest	Pest that is not a quarantine pest for an area. See 'Quarantine pest'.
Non-infestible residue	Any residue that can contaminate plants or plant products to be loaded into a transport unit but are not susceptible to infestation by pests or capable of harbouring pests. For example, flaked paint, rust, moisture, and other non-organic residues.
Non-flowable plant products	Includes logs with or without bark, timber, hay, straw and cotton.
Notice of intention to export (NOI)	An approved form submitted by an exporter (or the exporter's agent) to the department, containing information about goods they intend to export. See also 'RFP'. Note: An electronic NOI is called a request for permit (RFP) and is submitted through the department's electronic documentation system, EXDOC. For contingency purposes a manual NOI, called an EX28, can be used for contingency purposes only.
NPPO	See 'National Plant Protection Organisation'.
Nursery stock	Plant products (not including seeds) intended for propagation, including entire plants, bud wood, cuttings, slips, setts, bulbs, corms, rhizomes, tubers, tissue cultures, marcots and seedlings.
Occupier	<ol style="list-style-type: none"> 1. The occupier of a registered establishment is the person in whose name the establishment is registered. Note: This includes an agent of the occupier, or person listed in management and control in the ER. 2. An occupier of an establishment (other than a registered establishment) where export operations in relation to goods are, were or will be carried out, is: <ol style="list-style-type: none"> a) the person that operates, operated or will operate the business of carrying out export operations in relation to goods at the establishment or b) a person that manages or controls, managed or controlled or will manage or control export operations carried out in relation to goods at the establishment.
Official	Established, authorised or performed by an NPPO.
Onshore cold treatment (OSCT) record	The approved form for recording the results related to the onshore cold treatment for plants and plant products for export.
Operations	Activities undertaken in a registered establishment, accredited property, or premises that is the subject of an exemption, to produce or prepare goods for export.
Package	Any covering in which plants or plant products are packed.
Package for export	The package in which the plants or plant products are intended to be, or have been, exported.

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.

Term	Definition
Packhouse	A premises where horticulture produce is processed and packed for export. Note: This is also known as a 'packing house'.
Pantech	A completely enclosed van body on a rigid vehicle, also known as a pantechonicon. The body is fabricated from materials such as aluminium or fibreglass reinforced panels. A truck consisting of a pantech body is commonly used for chilled freight or as removal vans.
PEA	See 'Plant Export Assessor'.
PEMS	See 'Plant Export Management System'.
PEOM	See 'Plant Export Operations Manual'.
Performance standards	A benchmark derived from legislation and departmental requirements against which actual performance of third parties is measured.
Person in management and control	A person that manages or controls, managed or controlled, or will manage or control export operations carried out in relation to goods at an establishment, and is listed as a person in management and control for the registered establishment in the ER.
Pest	A live or viable species, strain or biotype of a plant or animal or pathogenic agent that has the potential to cause (either directly or indirectly) harm to human health, animal or plant health, the health of plant products, or the environment, but does not include a seed of a plant. Note: Examples of pests are live animals such as vermin and rodents, and live insects.
Pest free area (PFA)	An area in which a specific pest does not occur as demonstrated by scientific evidence and in which, where appropriate, this condition is being officially maintained.
Pest free place of production (PFPP)	Place of production in which a specific pest is absent as demonstrated by scientific evidence and in which, where appropriate, this condition is being officially maintained for a defined period.
Pest status (in an area)	Presence or absence, at the present time, of a pest in an area, including where appropriate its distribution, as officially determined using expert judgment on the basis of current and historical pest records and other information.
Phytosanitary	Relates to the health of plants or plant products, especially with respect to the requirements of international trade.
Phytosanitary certificate for export	A certificate issued by one NPPO (such as the Australian government) at the request of the government of an importing country, or in accordance with Article V of the IPPC, testifying to the plant health status of the certified product.

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.

Term	Definition
Phytosanitary certificate for re-export	A certificate issued in accordance with Article V of the IPPC or at the request of a foreign country authority for the purpose of re-export.
Phytosanitary security	Maintenance of the integrity of goods in a consignment; that is, no loss, addition or substitution, and prevention of its infestation and contamination by regulated pests. See also 'Integrity' and 'Secure'.
Phytosanitary status	A status, condition or description of goods in a consignment confirming compliance or non-compliance with some or all phytosanitary requirements of the department and the importing country. See also 'integrity'. Note: Phytosanitary status may be obtained as a result of the conditions associated with the production of the goods; goods undergoing a phytosanitary treatment; and/or goods undergoing a phytosanitary inspection.
Plant	A live plant or a dead plant and includes any part of a plant.
Plant Export Assessor (PEA)	A regionally based department officer with a Certificate IV in Training and Assessment, diploma or higher level qualification in adult education, responsible for training and assessing Authorised Officers and Authorised Officer candidates.
Plant Export Operations Branch (PEOB)	The Branch that facilitates trade and market access through the development of practical phytosanitary export inspection and certification policies and regulation.
Plant Export Operations Manual (PEOM)	A webpage maintained by the department that outlines the policy and processes for exporting plants and plant products from Australia. It also lists instructional material, forms and user guides related to the export certification process.
Plant Export Management System (PEMS)	An IT system that is used by the department to capture and store information relating to the export of plants and plant products from Australia.
Plant products	A product derived or sourced from a plant or part of a plant, whether processed or unprocessed, including the fruit or seeds.
Plant Rules	The Export Control (Plants and Plant Products) Rules 2021.
Portable probe thermometer	A portable thermometer used by an Authorised Officer to measure the core temperature of fruit to verify pre-cooling temperatures. It has a metal probe that is pushed into the fruit and a digital display showing the temperature.
Premises	Includes the following: (a) a structure, building or conveyance; (b) a place (whether or not enclosed or built on), including a place situated underground or under water; (c) a part of a thing referred to in paragraph (a) or (b).

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.

Term	Definition
Prescribed goods for consumption	See 'Consumable'.
Prescribed goods	<p>Goods of a kind prescribed by rules made for the purposes of subsection 28(1) of the <i>Export Control Act 2020</i> but does not include any kind of goods in the circumstances prescribed by rules made for the purposes of subsection 28(4) of the <i>Export Control Act 2020</i>.</p> <p>Note: The rules may prescribe a class of goods for the purposes of subsection 28(1) or (4) of the <i>Export Control Act 2020</i>.</p> <p>See also 'Prescribed plant and plant products'.</p>
Prescribed grain	<ul style="list-style-type: none"> Plant products listed under section 1-7 of the Export Control (Plants and Plant Products) Rules 2021 Other cereal grains, pulses, oil seeds and nuts in relation to which the importing country requires a phytosanitary certificate or a phytosanitary certificate for re-export.
Prescribed plants or plant products	<p>Plants or plant products that are prescribed goods under division 1 of part 1 of chapter 2 of the Export Control (Plants and Plant Products) Rules 2021. This includes:</p> <ul style="list-style-type: none"> prescribed grain hay and straw fresh fruit fresh vegetables plants and plant products intended for export to a country that requires a phytosanitary certificate in order for the plants and plant products to meet importing country requirements. <p>This does not include plants and plant products that are narcotic goods under the <i>Customs Act 1901</i>.</p>
Property	See 'Premises'.
Protocol	<p>A government-to-government document that specifies import requirements and is bilaterally agreed to by Australia and the importing country authority.</p> <p>Note: Countries in which Australia has an agreed protocol with are referred to as 'protocol markets'. For a list of protocol markets for horticulture exports see the Reference: <i>Table of plant export protocol markets</i> on the PEOM.</p>
Protocol markets	Countries in which Australia has an agreed protocol.
Quality System	<p>A set of operations for preparing plants and plant products for export that are repeated and replicated to achieve a consistent output. The system and outputs must be independently certified or accredited as being based on the standards and principles described in, but not limited to, the following:</p> <ol style="list-style-type: none"> International Organisation for Standardization 9001 Hazard Analysis and Critical Control Point.

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.

Term	Definition
Quality System Recognition (QSR)	A quality system that has been approved by the department to be implemented at a registered establishment because it effectively manages risks, meets regulatory outcomes, and is capable of being verified or validated through assurance activities.
Quarantine pest	A pest of potential economic importance to the importing country and not yet present in those countries, or present but not widely distributed and being officially controlled. These pests may not be injurious to plants or plant products.
RAM	See 'Regional Assurance Manager'.
Raw baled cotton	Ginned unrefined cotton compressed into bales.
Reconditioning	A treatment of rejected prescribed goods, their packaging or transport unit to resolve a pest, contaminant, or other issue. See also "treatment".
Reconstituted forest product	Processed forest products such as plywood, veneer, particleboard, and fibreboard.
Regional Assurance Manager (RAM)	A regionally based department officer responsible for providing support to third-party AOs and their employers.
Registered establishment	An establishment that is registered under chapter 4 of the <i>Export Control Act 2020</i> for a kind of export operations in relation to a kind of prescribed plants or plant products.
Registered function	Export function(s) carried out within a registered establishment in relation to prescribed goods for export that has specific policy requirements that must be met and unique procedures to follow. For example, horticulture treatments and quality systems recognition are registered functions.
Registered operation	An export operation(s) carried out within a registered establishment in relation to prescribed goods for export with basic policy requirements and procedures, including packing and inspecting different commodities.
Regulated article	Any plant, plant product, storage place, packaging, conveyance, container, soil and any other organism, object or material capable of harbouring or spreading pests, deemed to require phytosanitary measures, particularly where international transportation is involved.
Regulated premises	An accredited property or registered establishment, or property or establishment that is covered by an exemption.
Request for permit (RFP)	Request for Permit to export. An RFP in the 'INIT' or 'FINL' status is the approved electronic (EXDOC) form of the notice of intention. See also 'Notice of intention to export'.
Roundwood	Logs or other round sections cut from trees.
Sample	A quantity of relevant goods that is representative of the entire consignment.

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.

Term	Definition
Sawnwood	Logs that have been processed into sawn timber.
Secretary	The principal public servant in a government department who is directly accountable to the minister. Note: The Secretary does not delegate or sub-delegate all decisions.
Secure	Measures have been taken to ensure the integrity of goods. See also 'phytosanitary security' and 'integrity'.
Seeds	A commodity class for seeds for planting or intended for planting and not for consumption or processing.
Sepals	The outermost whorl of floral organs, generally green and forming a protective covering to the bud.
Serial number (for treatment data recorder)	A number attached to a temperature data recorder that uniquely identifies it.
Sieving or sieved product	The action of shaking a sieve sufficient times to allow all pests and contaminants to pass through the screen into the pan beneath. See also 'hand sieve'.
Single Electronic Window (SEW)	This is a facility within EXDOC that allows the exporter to source their Export Declaration Number (EDN) from Customs with a single transaction to Government via EXDOC.
Small horticultural products registered establishment (SHPRE)	A registered establishment in relation to which the requirements prescribed by section 1-8 of the Export Control (Plants and Plant Products) Rules 2021 are met for the purpose of charging under the Export Charges (Imposition—General) Regulations 2021.
State or territory department officer	A person authorised or delegated under relevant state or territory legislation.
Sub-sample	A quantity of prescribed grain that is drawn from a consignment of goods in a manner that ensures that the total quantity drawn is in the same proportion to the total quantity of the consignment as 2.25L is to 33.33 tonnes.
Supporting documents	Documents provided by a client as evidence that goods are compliant with legislation and importing country requirements. For example, grower declarations, area freedom statements, treatment certificates, certificates of analysis, and transfer records.
Tautliner or curtain sided truck	A van-type body with curtain sides that are held down by straps attached to the tie-rail and pulled tight lengthwise by a ratchet.
Technical expert	Person who provides specific knowledge or expertise to the audit team.
Temperature data recorder/logger	A measurement instrument that records temperature readings from probes over a defined period of time. The digital data can be retrieved, viewed and evaluated after it has been recorded.

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.

Term	Definition
Temperature sensor	Equipment/probe for monitoring the product/air temperature during cold treatment. Note: This is also commonly referred to as a probe.
Timber	Wood prepared for building.
Transfer certificate	A certificate issued under chapter 2 of the <i>Export Control Act 2020</i> , that certifies that phytosanitary status of goods has been maintained as they move throughout the export pathway.
Transfer record	A record made by a regulated premises endorsing that the phytosanitary status of goods has been maintained as goods move throughout the export pathway.
Transport unit	A method or conveyance for transporting goods, including the approved cargo spaces of a vessel, a container, or airfreight container.
Treatment certificate	A document attesting that the goods have been treated in manner that meets Australian export requirements and the importing country requirements.
Treatment facility	Any establishment that undertakes phytosanitary treatments to meet importing country requirements for prescribed goods.
Treatment lot	An amount of produce treated at one time.
Treatment operator	The person responsible for conducting a phytosanitary treatment.
Treatment	Any treatment that is useful or necessary to control or eradicate pests or remove contaminants. Examples of treatment are: <ul style="list-style-type: none"> • dismantling, repairing, cleaning or deodorising • applying a substance • fumigating • controlling the atmosphere or temperature • repacking.
Unannounced audit	An audit that is carried out without providing advance notice to the auditee.
Unit	That individual item that is considered to represent a single item of the good for the purposes of sampling and inspection.
Vapour heat treatment (VHT)	A treatment used to heat the pulp of fruit to a specified temperature using water vapour for the purpose of disinfestation.
Vermin	Includes rats, mice, rodents, lizards and birds.
VHT	See 'Vapour heat treatment'.
Weed seeds	A regulated pest, for which some countries will not allow entry of prescribed goods if produce is infested or contaminated with listed weed seed(s).

Term	Definition
Work plan	A department document based on a protocol that assists departmental staff and industry with the interpretation and implementation of the protocol requirements.
Wood	The secondary xylem of trees and shrubs, lying beneath the bark and consisting largely of cellulose and lignin.
Woodchips	Angular shaped small pieces of wood primarily used for the manufacture of pulp into paper.

Related material

This reference is related to material available on the department's [Plant Export Operations Manual website](#) and the [Instructional Material Library](#).

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	IMLS-12-4181
Instructional material owner	Director, Authorised Officer Program
Risk rating	Low
Review period	Due for review within 4 years of the most recent approved date.

Version history

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

Version	Date published	Date last approved	Review type	Summary of review
1.0	27/03/2021	27/03/2021	New Document	First Publication of this reference
2.0	04/07/2023	04/07/2023	Major Change	Updated department branding and formatting.
3	4/04/2024	5/04/2024	Major Change	Update to new export instructional material template.