



11 December 2012

## INDUSTRY ADVICE NOTICE NO. 2012/38

### **New procedures for requests for inspection appointments and certification of plants and plant products**

To advise exporters and agents of changes to current procedures for plant exports offices in relation to requesting inspection appointments and certification.

The Plant Export Operations Branch has developed a national model to be adopted by all exporters of plants and plant products to ensure a consistent procedure for inspection appointments and certification.

The following documents are now available for use by exporters when contacting Plant Exports offices:

- 'Request for Plant Exports Inspection Appointment' form – to be used to book a DAFF Authorised Officer for a plant export inspection. The drop down lists will assist exporters to select the most appropriate option (**Attachment 1**).
- Guideline for completing the Plant Exports Inspection Appointment form – this guide has been developed to assist completion of the 'Request for Plant Exports Inspection Appointment' form (**Attachment 2**).

The new documentation will soon be available on the DAFF web site:

[http://www.daff.gov.au/forms/aqisforms/export/plants, grains and horticulture exports](http://www.daff.gov.au/forms/aqisforms/export/plants_grains_and_horticulture_exports)

This form will be implemented in all regions from 14 January 2013, but clients may choose to use at their earliest convenience.

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Attachment 1: 'Request for Plant Exports Inspection Appointment' form

Attachment 2: Guidelines for completing the Request for Plant Exports Inspection Appointment form