



# Plant Export Operations Manual – Types of instructional material



This factsheet explains the different types of instructional material available on the [Plant Export Operations Manual \(PEOM\)](#) that direct and assist us to do our jobs.

## What are the different types of instructional material?

The following is a list of instructional material available:

- Guideline
- Work instruction
- Reference material.

## What is a guideline?

A guideline is a document that specifies:

- the requirements that multiple parties, including exporters, registered establishments, and authorised officers, must meet in order to export compliant goods from Australia.
- which party is responsible for meeting each requirement.

**Note:** The PEOM volumes are currently being revised into guideline documents under the instructional material review. For more information see [Industry Advice Notice \(IAN\) 2017-27 - Authorised Officer Program – Revised instructional material within the Plant Export Operations Manual](#).

## What is a work instruction?

A work instruction is a document that contains the set of steps or instructions that one person in a specific role is required to perform. These instructions may specify how to complete a task or make a decision in a particular situation.

## What is reference material?

A reference is a document that is or contains supporting information that assists a person to perform their role or complete a required task.

