WORK INSTRUCTION

- Grains Program -

Inspection and Export
Certification of
Prescribed Goods
(Grain and Plant Products)
Containerised Grain Inspection

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Work Instructions: Prescribed Goods (Grain and Plant products)
1. PURPOSE

To describe the procedure to be followed by Inspectors undertaking the inspection of prescribed goods (grain and plant products) for export.

2. SCOPE

This Work Instruction applies to the inspection of any
(i) grain being exported from Australia; and
(ii) any plant product exported to countries that require phytosanitary certification.

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

- Export Control Act 1982
- Operational Procedures Statement: - Inspection and Export Certification of Prescribed Goods (Grain and Plant Products)

4. DEFINITIONS

Approved Inspector - a suitably trained / skilled person approved by the Australian Quarantine and Inspection Service (AQIS) to undertake the inspection of prescribed goods in accordance with this Work Instruction, Operational Procedures Statements, the Export Control Act 1982 (and subordinate legislation) and the International Plant Protection Convention (IPPC) - International Standards for Phytosanitary Measures (ISPMs).

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.

Contaminates - see foreign matter.

Effective fumigation - the fumigation of any prescribed good (grain and plant product) where the prescribed good has had a minimum of 200 gram contact hours exposure to methyl bromide.

Foreign matter - means any substance, whether organic or inorganic, that is not permitted by the Export Control (Plants and Plant Products) Orders 2005, which are included in or with the prescribed goods.

Grain - 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 as prescribed by the Export Control Act 1982 (Export Control (Plants and Plant Products) Orders 2005) and mung beans as prescribed under the Export Control (mung bean) Order 1991. Split vetch is a prohibited export.
**Inspection Lot or (lot)** – an amount of bagged/bulk product presented for inspection.

**Live infestation** – includes insects, mites, snails and rodents (either alive or dying (moribund)) and includes all stages of a **pest** 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, (ie. the Australian 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 the Export Control (Plants and Plant Products) Orders 2005, Part 1, Section 3.

**Sieving or sieved product** – the action of shaking a sieve sufficient times to allow all insects and contaminants to pass through the screen into the pan beneath.

### 5. RESPONSIBILITIES

#### 5.1 Management Responsibilities

5.1.1 The Manager of the export establishment is responsible for;

   i) the implementation of this work instruction,

   ii) ensuring only AQIS Approved Inspectors undertake the inspection of grain and plant products for export, and

   iii) that all inspections and certification of grain and plant products undertaken under the Approved Arrangement are done in accordance with this work instruction.

#### 5.2 Inspectors Responsibilities

5.2.1 The Approved Inspector at the export establishment is responsible for ensuring that all of the activities described in this work instruction are followed when inspecting prescribed goods (grain and plant products) 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.

Also whether; an Import Permit is required, the existence of any additional declarations or specific objects of quarantine and if import permit requirements override the normal sampling rates.

6.2 Preparation for Inspection

6.2.1 The Approved Inspector shall;

6.2.1.1 Ensure that inspection equipment (Attachment 1) is available and fit for use,

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

These include:

(a) ability to take samples, from the flow path, for inspection

(b) sufficient space (minimum 1 metre) around stacks of bags to allow access to all bags

(c) pallets are stacked a maximum of two high

(d) that adequate lighting natural or artificial is available. (Artificial lighting should provide a minimum of 600 lux at the inspection surface. [Standard equivalent, 3 fluoro tubes 1.2 metres from surface]).

6.2.2 The Approved Inspector will conduct a hygiene inspection of the nominated areas that are to be used, including the product inspection area, flow path, bagging unit, storage areas etc and record the result of the inspection on the Hygiene Inspection, Cleaning & Waste Disposal Record (CWD)

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 is eliminated prior to proceeding with the export inspection.

Any such treatment will be recorded on the Export Inspection Record (EIR) (Attachment 2), and the details of the treatment documented on the Hygiene Inspection, Cleaning & Waste Disposal Record (CWD) (Attachment 3).
6.2.3 The Approved Inspector will check that the container to be loaded has been inspected and passed fit for use, (within the preceding 28 days) by identifying;

(i) the presence of an ‘Inspected’ sticker and/or
(ii) container seal and/or,
(iii) ensuring that an Empty Container Inspection Record (ECIR) form has been supplied, and
(iv) confirming the number of the container is on the checklist provided for the lot to be inspected

If any of the above are not available the Inspector will assume the container has not been inspected and ensure that the container is inspected and approved by an accredited person prior to commencement of loading.

6.2.4 The Approved Inspector will ensure that container liners, whether new or used, have passed an inspection prior to fitting into the container. Liners must be suitable for the product being loaded. Care must be taken so that the liner is not damaged and remains in place during the loading process.

6.3 Preliminary Paperwork – Export Requirements

6.3.1 The Approved Inspector shall prior to commencing the export inspection of grain and/or plant products, - ensure that the following 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 from an authorised fumigation person or company.

(iii) Empty Container Inspection Record (ECIR)

(iv) EX222 (If applicable) & RFP

(v) Phytosanitary Certificate (PC) [if applicable] – check the conditions stated on the PC match those of the Import Permit.

6.4 Determination of Inspection Lots

6.4.1 The Approved Inspector shall determine the inspection lots.

A consignment may be subdivided into inspection lots on the following basis. A lot may consist of;

(i) any amount of product for one destination and/or,

(ii) at an exporter/agents request
6.5 **Subdivision Inspection Lots**

6.5.1 An inspection lot may be subdivided into two inspection lots or more (not necessarily of equal size). Reasons for deciding to subdivide an inspection lot may include:

(i) exporter/agents request.

(ii) different treatments.

(iii) different suppliers.

6.5.2 If for any reason the inspection lot is subdivide into two lots or more, the Approved Inspector will record on the EIR form, how and on what basis the inspection lot was subdivided.

6.6 **Sampling and Inspection**

6.6.1 **Sampling of bulk grain and plant products**

6.6.1.1 Bulk grain and plant products are to be sampled and inspected as stated in the *Export Control (Plants and Plant Products) Orders 2005, Schedule 6*. The Inspector will draw samples in one of the following manners;

(i) sub-samples taken manually from the grain or plant product stream on the conveyor belt. These will be taken as close to the valve of the holding bin as practicable. If this is not possible, the grain or plant product will be sampled from the stream as it enters the container; or

(ii) using an approved in-line automatic sampler to draw a sample from the product stream; or

(iii) an AQIS approved silo sampler to sample the grain or plant product in holding bins; or

6.6.1.2 All samples are to be sieved for the purpose of detecting pest and contaminants (see 6.6.3)

6.6.1.3 The minimum sampling rate will be *EITHER* 2.25 litres of grain per 33.33 tonne with the sample drawn randomly throughout the 33.33 tonnes *OR* as specified on the Import Permit if greater than the minimum sampling rate.

6.6.2 **Inspection and sampling of bagged grain and plant products**

6.6.2.1 Bagged grain and plant products are to be inspected and sampled as stated in the *Export Control (Plants and Plant Products) Orders 2005, Schedule 6.*

(i) inspect the surface of the bags (as per 6.6.2.3 sampling rate [see below])
(ii) contents of the bags shall be inspected by drawing a sub-sample (as per 6.6.2.2 sampling rate [see below]) using a suitable trier

(iii) samples are to be sieved for the purpose of detecting pest and contaminants (see 6.6.3)

(iv) bags to be sampled and inspected will be chosen at random;

(v) sub-sampling of the contents using a trier will be varied from top, middle and bottom throughout bag sub-sampling.

6.6.2.2 Sampling Rate: - the following number of bags shall be inspected per inspection lot

(a) 1 to 5 bags – the outside of every bag shall be inspected and 1 sub-sample taken per bag;

(b) 6 to 30 bags – at least every third bag and not less than 5 bags shall have;
   (i) the outside surface inspected; and
   (ii) 1 sub-sample drawn from each

(c) 31 bags or more – at least every fifth bag and not less than 10 bags shall have;
   (i) the outside surface inspected; and
   (ii) 1 sub-sample drawn from each

6.6.3 Sieving the Sample

6.6.3.1 The Approved Inspector shall ensure that the sieve is shaken a sufficient number of times to ensure all insects in the sample pass through the screen into the pan below.

The sieved sample will be inspected for insect stages and contaminants and the pans contents for live insects and contaminants

Note: Automatic samplers and mechanical shakers or mechanical sieving devices will only be used if approved by AQIS

6.7 Rejection Procedure

6.7.1 Inspection Tolerances

6.7.1.1 A nil tolerance for live insect pests will be applied, irrespective of whether the pests are found on the outside of the bags or sieved from the samples (see the Export Control(Plants and Plant Products) Orders 2005, Schedule 6.

A nil tolerance for live and dead rodents will be applied

Where contaminants are identified the Approved Inspector will determine whether or not these exceed the tolerance levels set for the goods.
6.7.2 Where either live insects or rodents (live or dead) are found the Inspector will reject the entire inspection lot from which the sample was drawn.

6.7.3 Where contaminants are identified and exceed the tolerance levels set for the goods the Approved Inspector will reject the entire inspection lot from which the sample was drawn.

6.7.4 The Approved Inspector will clearly identify the rejected lot with either pallet cards or other means of identification of rejected goods as described in the Operation Procedure Statement.

The Approved Inspector will record the details of the rejection on the Product Rejection Sheet (Attachment 4) and EIR and notify the_____________________________that the lot has been rejected.

6.7.5 On rejection of a lot the Approved Inspector will halt the loading/packing process and conduct a hygiene inspection of the flow path to ensure that they are clean and fit for use.

6.7.6 The Approved Inspector will record the result of the hygiene inspection on the CWD form.

6.7.7 The Approved Inspector or_____________________________will ensure that the rejected lot/consignment is clearly identified and isolated/segregated/removed form the packing/loading area as described in the Operational Procedure Statement.

6.7.8 Loading/packing will not be recommenced until the rejected material has been isolated/segregated/removed for the packing/loading area.

6.7.9 The Approved Inspector will ensure that all treated lots represented for export are re-inspected and sampled in accordance with either 6.6.2.1 or 6.6.2.2 and 6.6.3.

6.8 Container Unit Treatment and Re-inspection

6.8.1 Where prescribed goods containing live insects are to be treated in a container unit without unpacking, the unit and the contents shall be effectively fumigated under gas-proof sheets or 200grams contact hours (ensure minimum dosage level met at final monitoring).

6.8.2 On completion of treatment all goods will be reinspected (sampling to be completed as per 6.8.3 to 6.8.4 as appropriate) and if live insects are detected the lot will be rejected.

All reinspections will include inspection of the container unit, liners and bulkheads for live insects.
6.8.3 Re-inspection of Containerised Bulk Goods

6.8.3.1 If effective fumigation can be demonstrated the containerised goods shall be reinspected by taking of representative vacuum probe samples from throughout the container.

6.8.3.2 Where effective fumigation can not be demonstrated the goods shall be discharged or part discharged and reinspected including inspection of container system unit structure.

Note: Where the container unit has either top hatches or more than 900 mm head room when loaded the discharge of goods may be avoided by taking of representative vacuum probe samples from throughout the container.

6.8.4 Re-inspection of Containerised Bagged Goods

6.8.4.1 Where effective fumigation can be demonstrated, unpacking of bagged goods from the container can be eliminated. Samples should be drawn from the bags at the door end of the container.

6.8.4.2 Where effective fumigation can not be demonstrated the goods shall be 2/3 discharged and reinspected including inspection of container system unit structure.

6.9 Completion of Paperwork

6.9.1 The Approved Inspector will record the results of the inspection on the Export Inspection Record sheet, including:

i) sub-division of lot(s) (if any),

ii) number of bags/bulk tonnage in the consignment,

iii) any rejection details and whether product was treated and re-presented or replaced and,

iv) record the EX222/PIG/Phytosanitary Certificate number issued for the passed consignment (if applicable).

6.9.2 The Approved Inspector will complete;

(a) an Export Inspection Record (EIR) sheet.

(b) a Hygiene Inspection, Cleaning and Waste Disposal Report

(c) EX222 (if applicable)

(d) the Phytosanitary Certificate. (if applicable)
Note: The details on the EX222 / Phytosanitary Certificate may be completed by the company, but the certificate can only be authorised by an AQIS Authorised Officer or through the EXDOC system.

6.9.1 The Approved Inspector will ensure that all inspection records / export documentation relating to the inspection are forwarded to _______________ for filing.

Note: A copy of all the documentation relating to inspection work carried out under this Approved Arrangement will be kept on file for audit purposes.

6.10 Authorisation of Export Documentation (Exporters/Agents)

6.10.1 The Approved Inspector or _______________ will ensure that the following documentation (originals) are presented to AQIS for verification and authorisation;

(i) Export Inspection Record (EIR)
(ii) EX222 (If applicable) & RFP
(iii) Phytosanitary Certificate (if applicable)
(iv) Import Permit (if applicable)
(v) Treatment Certificate (if applicable)
(vi) Empty Container Inspection Declaration (if applicable)

6.10.2 The Approved Inspector or _______________ will ensure that copies of the documents listed in 6.10.1 are retained on file at the premise where the inspection occurred.

7. REFERENCES


8. DOCUMENTATION

Attachment 1 Inspection Equipment List

Attachment 2 Export Inspection Record (EIR)

Attachment 3 Hygiene Inspection/Cleaning & Waste Disposal Record (CWD) –
ATTACHMENT 1

EQUIPMENT LIST FOR INSPECTION OF PRESCRIBED GOODS
(GRAIN AND PLANT PRODUCTS)

Approved Inspectors are to have access to the following equipment at all times when undertaking inspections of prescribed goods;

- 0.25 Litre dipper
- White Inspection Tray (for checking contaminants)
- Magnifying glass (minimum of x10 magnification)
- Knife (pocket)
- Trier(s) (suitable for sub-sampling grain and prescribed plant products)
- Sieve with screen size between 1.7mm to 2.0mm with a white catching tray; or
- Sieve with screens appropriate for the product being sampled (e.g. 5 mm for peas, faba beans etc.)
- Plastic buckets
- Insect vials
- Small paint brush
- Tweezers
- Scraper (metal or plastic for cleaning sieves)
- Dust masks
- Weed seed identification booklet
- Insect identification booklet
**ATTACHMENT 2**

**EXPORT INSPECTION RECORD (EIR)**

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<td>Customer / Exporters Name</td>
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<th>Distinguishing Marks</th>
<th>Lot Size</th>
<th>Sample Size</th>
<th>Inspection Result</th>
<th>Rejection Code(s)</th>
<th>Treatment Code(s)</th>
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<th>AQIS Inspector</th>
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<td>Bags</td>
<td>Tons</td>
<td>Pass/Fail</td>
<td>LI/R/D/S/W</td>
<td>F/B</td>
<td>Signature</td>
<td>Signature</td>
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- **Legend** -

- **Lot size** - No. of bags/tons for inspection
- **Sample size** - No. of sub-samples taken

- **Rejection Codes**
  - LI - Live Insects
  - S - Soil

- **Treatment Codes**
  - W - Weed Seeds
  - D - Disease
  - R - Rodent contamination
  - F - Fumigated
  - B - Blended
**ATTACHMENT 3**

**HYGIENE INSPECTION, CLEANING & WASTE DISPOSAL (CWD) RECORD**

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<th>Reason for Inspection</th>
<th>1</th>
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**DESCRIPTION OF SITE AND TREATMENT ACTIVITY REQUIRED:**

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<td>Failed Initial inspection – requires clearing of residue</td>
<td>A Cleaner 24/9/99</td>
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<td>Flow Path</td>
<td>Live insects found in belt return</td>
<td>A Fumigator 24/9/99</td>
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<td>Flow Path – re-inspection</td>
<td>Residue to be cleaned away</td>
<td>A Cleaner 24/9/99</td>
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**HYGIENE INSPECTION, CLEANING AND WASTE DISPOSAL RECORD - KEY**

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<td>Area requires cleaning and/or disposal of waste residues</td>
<td>Treatment required live insects present in area.</td>
<td>Rodent traps require baiting</td>
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