Inspection of
Prescribed Goods
(Grain and Plant Products)
Bulk goods in ships holds

Grain Export Program

Work Instruction

<table>
<thead>
<tr>
<th>Version</th>
<th>Reason for Issue</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>To describe the guidelines which apply to the inspection by authorised officers of bulk prescribed goods for export being loaded into ship's holds for government certification purposes</td>
<td></td>
</tr>
</tbody>
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1. Outcome

By using this work instruction an authorised officer will be able to inspect bulk prescribed goods being loaded into ships’ holds for government certification purposes.

2. Scope

This Work Instruction applies to the sampling and inspection by an Authorised Officer of any:

(i) prescribed grain being exported from Australia;
(ii) other prescribed goods, being seeds, stockfeed and woodchips.

An Authorised Officer is a person appointed under section 20 of the Export Control Act 1982 (the Act) approved to undertake inspection and certification activities in accordance with the Act (and subordinate legislation).

For the overarching principles that apply to the inspection of bulk and bagged prescribed goods, please see the following Standard Operating Procedure:

- Sampling and inspection of prescribed goods for export

3. Activities

**Relevant goods in bulk being loaded into ships’ holds**

**Preparation for Inspection**

**OFFICE:**

☐ The Authorised Officer is aware of the importing country requirements by sighting:

(a) an import permit; or

(b) other written documentation from the importing country authority; or

(c) the PHYTO database

☐ All appropriate paperwork (i.e. NOI, Import Permit, Phytosanitary Certificate, Loading Permit, and Export Inspection Record (EIR)) is supplied by the exporter/exporter’s agent and/or is available to the Authorised Officer.

☐ Inspection equipment (Attachment 1) is available and fit for purpose.
ON-SITE:

☐ The authorised officer considers the registered establishment facilities to be fit for purpose (see the Establishment Register database and Work Instruction – Registration of establishments for the preparation and presentation of prescribed goods).

☐ The authorised officer inspects the ships’ hold, and considers it fit for purpose (see ship’s hold inspection record).

☐ The authorised officer inspects the flow path and considers it fit for purpose (Attachment 2).

☐ The authorised officer records any findings (contaminants etc) and treatment required on the Hygiene Inspection, Cleaning & Waste Disposal Record (Attachment 3) and the Export Inspection Record (Attachment 4).

☐ The authorised officer, through communication with the exporter /exporter’s agent determines the inspection lots (cell/cell number) and location.

Drawing a sample (bulk relevant goods)

☐ The Authorised Officer draws sub-samples from the stream on the conveyor belt as close to the valve of the cell as practicable OR from the commodity as it falls from the belt or bin.

☐ If sampling from the commodity as it falls from the cell, the Authorised Officer has drawn sub-samples at the appropriate rate (see minimum sampling rate below) using suitable equipment (e.g. 0.25L dipper).

☐ If sampling from the conveyor belt using an auto-sampler, the Authorised Officer has ensured it is calibrated to sample at the appropriate rate.

The minimum sampling rate shall be 2.25 litres of product per 33.33 tonne with the sample drawn randomly throughout the 33.33 tonnes.

Sieving a sample (bulk relevant goods)

☐ The Authorised Officer sieves all sub-samples using suitable equipment (Attachment 1).
The Authorised officer sieves all sub-samples using the following method under Schedule 6(7) of Plant Orders:

(a) The sieve must be shaken a sufficient number of times to allow all insects in the sample to pass through the screen into the pan beneath.

(b) The product remaining above the screen must be examined for insect stages or contaminants that are too large to pass through the mesh.

(c) After examination, the sieved product must be returned to the stream and the contents of the pan examined for live insects.

(d) If the use of automatic samplers and mechanical shakers or other mechanical sieving devices has been approved, these must be operated according to the approval by the Secretary.

The Authorised Officer inspects the sub-samples for the purpose of detecting pests and contaminants.

The presence of live pests must lead to rejection.

Rejection (bulk relevant goods)

The authorised officer applies a nil tolerance for pest infestation (including live pests) to all relevant goods.

The authorised officer applies a nil tolerance for live and dead rodents to all relevant goods.

The authorised officer applies the following tolerances for contaminants detected in relevant goods under Schedule 6(2.3) of the Plant Orders:

Pests and contaminants

<table>
<thead>
<tr>
<th>Column 1 Contaminant</th>
<th>Column 2 Tolerance level</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) <em>Crotalaria</em> spp. — seeds (rattiepods) (except <em>C. goreensis</em> which is unrestricted)</td>
<td>nil in sorghum for all destinations</td>
</tr>
<tr>
<td>(b) <em>Datura</em> spp. — seeds (thornapples)</td>
<td>not more than 10 seeds per 2.25 L in sorghum for all destinations</td>
</tr>
<tr>
<td>(c) <em>Claviceps purpurea</em> — ergots</td>
<td>not more than 50 pieces per 5 L of grain unrestricted in wheat for USSR and Japan</td>
</tr>
</tbody>
</table>
(i) of ryegrass
(ii) of the cereal or seed

(d) Rodents and rodent droppings
(i) carcases
(ii) droppings

and not more than 3 pieces per 2.25 L in prescribed grain for other destinations

nil in relevant goods
in each 400 t lot of relevant goods not more than:
(a) 7 droppings in any 2.25 L sample;
(b) 4 droppings from any 2 consecutive 2.25 L samples; and
(c) an average of 2 droppings from all the 2.25 L samples drawn

☐ The authorised officer reports to the person responsible for the relevant goods any other contaminating material detected during inspection.

☐ The authorised officer notifies the person responsible for the relevant goods of any rejected goods that require treatment on an approved form (Attachment 5).

Treatment

☐ The owner or owner’s agent is responsible for nominating the method of treatment and applying the treatment to the rejected goods.

☐ The person responsible for the rejected relevant goods must record the treatment applied to the rejected goods on an approved form (Attachment 5).

☐ Relevant goods rejected for insect infestation have been treated by spraying OR fumigation under Schedule 6(28.1 and 29.1) of the Plant Orders as follows:

Insecticides

☐ If an insecticide is used, it must be:
   (a) registered for the particular use; and
   (b) used in accordance with its registered label; and
   (c) acceptable to the importing country.

☐ Rejected goods treated with an insecticide must not be re-presented for inspection until after the exposure, airing periods and safety precautions specified on the registered label have been observed.
Fumigants, including controlled atmospheres

☐ If a fumigant is used, it must be:
   (a) registered for the particular use; and
   (b) used in accordance with its registered label; and
   (c) acceptable to the importing country.

☐ Relevant goods treated with fumigants must not be re-presented for inspection until after exposure, airing periods and safety precautions specified on the registered label have been observed.

☐ Relevant goods rejected for contaminants are treated under Schedule 6(30) of the Plant Orders as follows:

Contaminants

☐ For contaminants for which a nil tolerance applies, cleaning of the relevant goods must be carried out to remove the contaminating material, if the goods are to be re-presented for export.

☐ For contaminants for which a numerical tolerance applies, cleaning or blending to below the permitted tolerance may be carried out.

☐ If contamination has occurred on the outsides of bags or other packages, such contamination may be removed by brushing or other mechanical means.

Re-inspection

☐ Rejected relevant goods are treated under Schedule 6 (Part 7 – as above) of the Plant Orders prior to presentation to the Authorised Officer for re-inspection.

☐ The treatment of rejected relevant goods is recorded on an approved form (Attachment 5)

☐ The authorised officer samples, inspects and rejects if necessary any re-presented relevant goods under Schedule 6 of the Plant Orders.

4. Essential Equipment

See attachment 1 for essential equipment list.
5. Definitions

In this Work Instruction, the following words are used as defined:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>Authorised Officer</td>
<td>means a person appointed under section 20 of the Export Control Act 1982 to be an authorised officer.</td>
</tr>
<tr>
<td>Consignment</td>
<td>means a quantity of prescribed goods assembled at the same place and intended for export at the same time to a particular importing country, and nominated on an export permit(s) and/or Phytosanitary Certificate E16. A consignment may consist of one or more <em>inspection lots</em>.</td>
</tr>
<tr>
<td>Container system unit (CSU)</td>
<td>means a container (including a lift van but not including a vehicle) designed for use as a unit of cargo handling equipment in the transport of prescribed goods by aircraft or ship.</td>
</tr>
<tr>
<td>Contaminants</td>
<td>means foreign matter and includes non-infestible materials, odour, water/moisture and rodent carcasses and droppings</td>
</tr>
<tr>
<td>EC(PPP)O’s</td>
<td>means the Export Control (Plants and Plant Products) Orders 2005</td>
</tr>
<tr>
<td>Exporter</td>
<td>The person responsible for ensuring that, until the goods are exported, they comply with any condition or restriction:</td>
</tr>
<tr>
<td></td>
<td>a) that is specified in an Export Control Order; and</td>
</tr>
<tr>
<td></td>
<td>b) that must be satisfied before the goods are exported.</td>
</tr>
<tr>
<td>Fit for purpose</td>
<td>means facilities and operations on a ship (including containers) are suitable for the sampling and inspection of prescribed goods for export and will not compromise the integrity of export certification.</td>
</tr>
<tr>
<td>Foreign matter</td>
<td>means any substance, whether organic or inorganic, that is included in, on or with prescribed goods, and includes soil, leaves or stems.</td>
</tr>
<tr>
<td>Fumigation</td>
<td>means treatment with poisonous gas, not including the use of contact insecticides propelled by carbon dioxides, smoke generators, fogging or spraying.</td>
</tr>
<tr>
<td>Government certificate</td>
<td>A certificate about prescribed goods the issue of which is authorised by an Export Control Order, being a certificate:</td>
</tr>
<tr>
<td></td>
<td>(i) as to matters about which a country requires certification before the goods may be imported into that country from Australia;</td>
</tr>
<tr>
<td></td>
<td>(ii) as to requirements of the Act that must be satisfied</td>
</tr>
<tr>
<td><strong>Grain</strong></td>
<td>means 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.</td>
</tr>
<tr>
<td><strong>Inspection Lot or (lot)</strong></td>
<td>means an amount of bagged/bulk product presented for inspection.</td>
</tr>
<tr>
<td><strong>Live infestation</strong></td>
<td>means insects, mites, snails and rodents (either alive or dying (moribund)) and includes all stages of a pest lifecycle (e.g. larvae, pupae etc.).</td>
</tr>
<tr>
<td><strong>Pest</strong></td>
<td>means a live or viable species, strain or biotype of plant or animal life, or a pathogenic agent, that is injurious or potentially injurious to plant or plant products.</td>
</tr>
<tr>
<td><strong>Phytosanitary Certificate</strong></td>
<td>means a certificate issued by one government, (i.e. the Australian government), at the request of the government of an importing country, or in accordance with Article V of the International Plant Protection Convention, testifying to the plant health status (freedom from pests, diseases and weed seeds) of the certified product.</td>
</tr>
<tr>
<td><strong>Plants</strong></td>
<td>means members, alive or dead, of the plant kingdom and includes seeds.</td>
</tr>
<tr>
<td><strong>Plant products</strong></td>
<td>means material of plant or grain origin and includes seeds.</td>
</tr>
<tr>
<td><strong>Prescribed goods</strong></td>
<td>means 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.</td>
</tr>
<tr>
<td><strong>Prescribed goods for consumption</strong></td>
<td>means mung beans or any other prescribed goods that may be consumed by humans or livestock either with or without further processing</td>
</tr>
<tr>
<td><strong>Prescribed grain</strong></td>
<td>means seed or grain of any of the following kinds: barley, canola, chick peas, dried field peas, faba beans, lentils, lupins, oats, sorghum, soybeans, split vetch, whole vetch, wheat.</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Regulated article</strong></td>
<td>means any plant, plant product, storage place, packaging</td>
</tr>
<tr>
<td><strong>Relevant goods</strong></td>
<td>means prescribed grains and other prescribed goods being seeds, stockfeed and woodchips for which a phytosanitary certificate is required.</td>
</tr>
<tr>
<td><strong>Sample</strong></td>
<td>means a quantity of relevant goods that is representative of the entire consignment.</td>
</tr>
<tr>
<td><strong>Sieving or sieved product</strong></td>
<td>means the action of shaking a sieve sufficient times to allow all insects and contaminants to pass through the screen into the pan beneath.</td>
</tr>
<tr>
<td><strong>Sub-sample</strong></td>
<td>means a quantity of relevant goods that is drawn from a consignment of goods in a manner that ensures that the total quantity drawn is:</td>
</tr>
<tr>
<td></td>
<td>(a) in the same proportion to the total quantity of the consignment as 2.25L is to 33.33 tonnes; or</td>
</tr>
<tr>
<td></td>
<td>(b) sufficient to enable an inspection to be made.</td>
</tr>
<tr>
<td><strong>Treatment</strong></td>
<td>means any dismantling, repairing, cleaning or deodorising; or the application of any substance; or fumigation that is necessary for the eradication of pests</td>
</tr>
</tbody>
</table>

6. Reference Material

- Standard Operating Procedure – Sampling and Inspection of prescribed goods for export.
Attachment 1: Equipment list for inspection of bulk grain (including seeds, woodchips and stock grain)

Authorised officers are to have access to the following equipment at all times when undertaking inspections of bulk grains:

- 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 1.5mm to 2.0mm with a white catching tray; or
- Sieve with screens appropriate for the product being sampled (e.g., 5 mm for canola, peas, faba beans etc.)
- Plastic buckets x 2
- Insect vials (minimum of 10)
- Small artist’s brush (small enough to pick up insects without damage)
- Tweezers
- Scraper (metal or plastic for cleaning sieves)
- Dust masks
- Clear goggles
- High visibility safety vest
- Safety helmet
- Weed seed identification booklet
- Insect identification booklet
Attachment 2: Inspection of the flow path

Authorised officers are to inspect the flow path to ensure the following areas (if applicable) are free from pests and contaminants before loading of a ships' hold with prescribed goods can commence:

☐ The shroud at the base of the cell

☐ The conveyor belt leading to the elevator

☐ The auto-sampling mechanism

☐ The conveyor belt leading to the screen

☐ The screen above the weigher

☐ The magnet above the conveyor belt

☐ The conveyor belt leading to the vessel
### HYGIENE INSPECTION, CLEANING & WASTE DISPOSAL (CWD) RECORD

<table>
<thead>
<tr>
<th>Reason for Inspection</th>
<th>Delivery Area</th>
<th>Storage Area</th>
<th>Loading Area</th>
<th>Treatment Area</th>
<th>Passed Goods Storage Area</th>
<th>Premises Surrounds</th>
<th>Flow Path</th>
<th>Failed Goods Area</th>
<th>Hygiene Inspectors initials / date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Inspection</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>dse 24/9/99</td>
</tr>
<tr>
<td>Re-inspection</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>dse 24/9/99</td>
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<tr>
<td>Change of goods</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>dse 24/9/99</td>
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<td>inspection</td>
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<td>dse 24/9/99</td>
</tr>
</tbody>
</table>

#### DESCRIPTION OF SITE AND TREATMENT ACTIVITY REQUIRED:

<table>
<thead>
<tr>
<th>Area Failed</th>
<th>Action Required</th>
<th>Completed by - Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loading Area.</td>
<td>Failed Initial inspection – requires clearing of residue</td>
<td>A Cleaner 24/9/99</td>
</tr>
<tr>
<td>Flow Path</td>
<td>Live insects found in belt return</td>
<td>A Fumigator 24/9/99</td>
</tr>
<tr>
<td>Flow Path – re-inspection</td>
<td>Residue to be cleaned away</td>
<td>A Cleaner 24/9/99</td>
</tr>
</tbody>
</table>

### HYGIENE INSPECTION, CLEANING AND WASTE DISPOSAL RECORD - KEY

- **P** Area is clean and rodent traps are baited
- **T** Treatment required live insects present in area.
- **R** Rodent traps require baiting
## Export Inspection Record (EIR)

<table>
<thead>
<tr>
<th>Date</th>
<th>Container No</th>
<th>Distinguishing Marks</th>
<th>Lot Size</th>
<th>Sample Size</th>
<th>Inspectio n Result</th>
<th>Rejection Code(s)</th>
<th>Treatment Code(s)</th>
<th>Approved Inspector Drawing the Sample</th>
<th>AQIS Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bags</td>
<td>Ton s</td>
<td>Pass/Fail</td>
<td>LI/R/D/S/W</td>
<td>F/B</td>
<td>Signature</td>
<td>Signature</td>
</tr>
</tbody>
</table>

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### Legend

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

<table>
<thead>
<tr>
<th>Rejection Codes</th>
<th>Treatment Codes</th>
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<tr>
<td>W - Weed Seeds</td>
<td>Treatment Codes</td>
</tr>
<tr>
<td>LI - Live Insects</td>
<td>F - Fumigated</td>
</tr>
<tr>
<td>S - Soil</td>
<td>B - Blended</td>
</tr>
<tr>
<td>R - Rodent contamination</td>
<td></td>
</tr>
</tbody>
</table>
Attachment 5: Record of Rejection and Treatment of Goods

To be finalised.
Attachment 6: Flow chart for bulk goods in ships holds

Are the importing country requirements, notice of intent to export and loading permit available and complete?

YES → All relevant paperwork MUST be completed prior to inspection.
NO → All inspection equipment MUST be available and fit for purpose.

Is the inspection equipment available and fit for purpose?

YES → The registered establishment MUST be fit for purpose.
NO → Both MUST have passed inspection before grains can be exported.

Is the registered establishment fit for purpose?

YES → Has the ship's hold and flow path passed inspection?
NO → A sub-sample must be taken and inspected before the shipment can be exported.

Has the ship's hold and flow path passed inspection?

YES → Has the sub-sample been drawn, sealed and inspected?
NO → Export Inspection Record is completed and appropriate certification finalised (see WI - Issuing government certificates, other thanphytosanitary certification, for grain and plant products.

YES → Were any levels of contamination material detected beyond the tolerances permitted?
NO → This form MUST be completed before treatment and reinspection.

Has the form EX072-0304 been completed?

YES → Have the rejected goods been treated as per WI and re-presented by the exporter?
NO → Rejected goods MUST be treated as per the WI before reinspection.

YES → NO
8. Detailed Version History

The version information shown on the cover of this document relates to this version only. Previous document versions are detailed below:

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