



## Guidelines for completing the 'Request for Plant Exports Inspection Appointment' form

Use the tab key or arrow keys to move between fields. The forms must be completed electronically and emailed through to the email address below. Plant Exports will not accept faxed forms as the program is moving towards electronic notifications for processing of export functions.

### Requester

Client (name of person and company) who is requesting the inspection.

### Exporter

Client (name of person and company) who is responsible for exporting the consignment.

### Appointment type

Select the appropriate appointment type for your export. Select the appropriate appointment type for your export. This will enable the program to assign appropriate resources in relation to Authorised Officers.

The following is the list of appointment types available to select from:

- Inspection of Fruit and/or Vegetables
- Inspection of Bulbs, Corms & Tubers
- Inspection of Cut Flowers & Foliage
- Inspection of Tissue Cultures & Cuttings
- Inspection of Plants & Nursery Stock
- Inspection of prescribed grain & plant products: packaged
- Inspection of prescribed grain & plant products: bulk into containers'
- Inspection of prescribed grain & plant products: bulk into vessels
- Inspection of hay and straw
- Inspection of raw baled cotton
- Inspection of woodchip: packaged
- Inspection of woodchip: bulk into containers
- Inspection of woodchip: bulk into bulk vessels
- Inspection of processed forest products: packaged
- Inspection of processed forest products: bulk into containers
- Inspection of processed forest products: bulk into bulk vessels
- Inspection of empty containers
- Multiple inspections as per attached document

### Multiple inspections

If requesting multiple inspections on the one form, please attach details of each inspection required, i.e. date, type of appointment (refer to list above) and dates/times.

### Sampling Arrangement

If your appointment is to inspect samples which have been drawn under a sampling arrangement, check the 'sampling arrangement' box and indicate the number of samples.



**Requested date(s)**

The date for which you're requesting an inspection.

**Goods available from/to**

The time that the consignment will be available for inspection.

**Requested time(s)**

You may request either a specific appointment time(s) or nominate morning (AM) or afternoon (PM).

Where a specific time is requested, Plant Exports will endeavour to have an Authorised Officer at the inspection establishment at the requested time.

Where morning or afternoon is nominated, Plant Exports will arrange for an Authorised Officer to be at the inspection establishment during that time period.

**Confirmed conditions in MICoR Plants**

You must confirm that import conditions are available in MICoR plants prior to making an appointment.

**Endorsement Number**

The endorsement number must be completed if submitting a EX28. The endorsement number will be as searched for in the MICoR plant database.

**AHECC Number**

You must list an AHECC number to classify the product for export. If there a multiple products listed you may have to list an AHECC number for each. AHECC numbers can be located through the ABS website or the Customs and Border Protection website.

**Confirmed Import Permit or Instrument in writing from importing NPPO**

Import conditions known by Plant Exports are published in [Micor Plants](#). Where import conditions are not known, it is the responsibility of the exporter to source this information from the importing country's plant protection authority and provide to Plant Exports. This may be in the form of an import permit or instrument in writing.

Indicate 'yes' or 'no' against the relevant question.

If importing country requirements are not known, inspectors are unable to proceed until requirements are known.

**RFP/EX28**

RFPs need to be lodged and have attained a status of initial (INIT) or final (FINL) prior to requesting your appointment. Manual Notice of Intentions (NOI's) must be submitted concurrently with a request for appointment.

**Customer invoice reference**

If required, insert the customer invoice reference number which will be stated on the DAFF invoice/service advice.



Invoice will be issued in accordance with the Charging Guidelines – Plant Export Operations and to the client who is making the request (i.e. the requester).

**Commodity**

List the commodities to be inspected, for example, apples, oranges, asparagus, wheat, oaten hay, woodchips, Banksia cut flowers etc.

Indicate country of origin when imported product

If the consignment contains imported product, indicate the country of origin against the particular commodity.

**Quantity**

Indicate the quantity of each commodity to be inspected, e.g. 170 cartons, 2 containers; 876 bags or weight. Note: If attaching an NOI (RFP/EX28) with this form, this section does not require completion. Please indicate on the form 'see attached'.

**End use**

The end must be completed when submitting an EX28. The following is the list of end use categories available to select from:

- Bark
- Bulbs/Tubers
- Grains/Seeds – Consumption
- Cut flowers – Fresh
- Cut flowers/Foliage – Dried
- Cut Foliage – Fresh
- Cuttings
- Fruit/Vegetables – Dried
- Fruit/Vegetables – Fresh
- Growing Media
- Logs
- Plants
- Processed Timber
- Grains/Seeds – Processing
- Grains/Seeds – Research
- Grains/Seeds – Sowing
- Stockfeed
- Timber
- Tissue Culture
- Woodchips

**Documents attached**

List all documents attached to the appointment request that are applicable to the inspection, e.g. import permit, area freedom, treatment declaration etc.

**Other export certificates**

List all other export certificates required, for example, Ships hold inspection certificate, Declaration and certificate as to condition.



**Emailing the form to a Regional Plant Export Office**

Appointment forms are to be sent to the regional office, closest to where the inspection is to take place. Below is a list of regional email addresses to be used when submitting the appointment form:

1. Australian Capital Territory & New South Wales - [ExportsRFI@agriculture.gov.au](mailto:ExportsRFI@agriculture.gov.au)
2. Northern Australia - [ExportsRFI@agriculture.gov.au](mailto:ExportsRFI@agriculture.gov.au)
3. Queensland – [ExportsRFI@agriculture.gov.au](mailto:ExportsRFI@agriculture.gov.au)
4. South Australia - [ExportsRFI@agriculture.gov.au](mailto:ExportsRFI@agriculture.gov.au)
5. Tasmania - [export.enquiries.tas@dpiwve.tas.gov.au](mailto:export.enquiries.tas@dpiwve.tas.gov.au)
6. Victoria - [VICExportBookings@agriculture.gov.au](mailto:VICExportBookings@agriculture.gov.au)
7. Western Australia - [WAExportBookings@agriculture.gov.au](mailto:WAExportBookings@agriculture.gov.au)

**Please note:**

Amendments to appointments need to be made by re-submitting the request in line with the department's Service Charter timeframes.

Plant Exports will accept multiple inspection appointment forms in the same request. This may minimise pre-inspection activity 'fee for service' charges. Multiple inspection requests are those that occur within a 7 day period.