GUIDELINE

Inspection of horticulture for export

Direction to staff
You must comply with this instructional material under the Practice Statement Framework.

Direction to authorised officers
Authorised officers must exercise powers and perform functions in accordance with any lawful directions or instructions issued by the department.

Direction to industry
This guideline outlines the requirements for the inspection of horticulture for export. All parties with roles and responsibilities explicit in this guideline and legislation must comply with it.

Summary of main points
This document outlines the policy and process for the inspection of prescribed horticulture to enable export certification. It includes:

- pre-inspection requirements
- sampling requirements
- inspection requirements
- pass and failure principles
- documentation requirements.

In this document
This document contains the following topics.

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This is a CONTROLLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.
Purpose of this document

This guideline details the policy and process for the phytosanitary inspection of prescribed horticulture for export. It includes the following commodities:

- fresh fruit
- fresh vegetables
- horticultural plants or plant products (that is, dried fruit, nursery stock, cut flowers, tissue cultures, plant foliage, cuttings, bulbs, tubers and corms), for which a phytosanitary certificate or phytosanitary certificate for re-export is required by an importing country authority.

Important: This document is to be used in conjunction with the importing country’s requirements (ICRs) listed in import permits, protocols, work plans and the Manual of Importing Country Requirements (Micor).

Where the ICRs contradict the requirements in this document, the ICRs take precedence unless otherwise stated.

Definitions

The following table defines terms used in this document.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</table>
| Accredited property | A property (such as a farm or packhouse) that is required to be accredited by the department to produce and/or prepare a particular commodity to meet the requirement for recognition by an importing country authority.  

**Note:** The recognition may be referred to as ‘registration’ or ‘export approval’ in protocol documents. |
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorised officer (AO)</td>
<td>A person authorised under section 291 of the Export Control Act 2020 to be an authorised officer. The authorised officer may exercise powers and functions conferred on them through an instrument of authorisation.</td>
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<tr>
<td></td>
<td><strong>Note:</strong> An authorised officer may be a Commonwealth, State or Territory government officer, or third party individual. Examples of third party individuals include, but are not limited to:</td>
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<tr>
<td></td>
<td>• employees of registered establishments</td>
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<td></td>
<td>• employees of an exporter</td>
</tr>
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<td></td>
<td>• self-employed individuals/sole traders.</td>
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<tr>
<td>Certification</td>
<td>The process where an export permit and government certificate(s) are issued in relation to goods that are to be exported under chapter 7 and chapter 2 of the Export Control Act 2020, respectively.</td>
</tr>
<tr>
<td>Client</td>
<td>The exporter, exporter’s representative or person responsible for prescribed goods intended for export.</td>
</tr>
<tr>
<td>Commodity</td>
<td>A type of plant or plant product being moved for trade or other purpose.</td>
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<tr>
<td></td>
<td><strong>Note:</strong> ‘Product’ and ‘goods’ are also used interchangeably with the term commodity.</td>
</tr>
<tr>
<td>Consignment</td>
<td>The quantity of plants or plant products identified on the notice of intention to export (NOI), or request for permit (RFP), for export to a particular importing country</td>
</tr>
<tr>
<td>Container</td>
<td>A unit of cargo handling equipment used in the transport of prescribed goods by aircraft or ship, including a shipping container and air cargo container.</td>
</tr>
<tr>
<td>Contaminant</td>
<td>Any foreign matter (whether organic or inorganic, but not including a pest) that:</td>
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<tr>
<td></td>
<td>• is in, on or with the plants or plant products</td>
</tr>
<tr>
<td></td>
<td>• could come into contact with the plants or plant products while operations (such as preparing, storing, loading or transporting goods) are being carried out.</td>
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<td></td>
<td><strong>Note:</strong> Examples of contaminants are animal carcases (including the carcase of vermin), animal waste, and residues (including, soil, leaves and stems) of plants or plant products.</td>
</tr>
<tr>
<td>Country of origin</td>
<td>Country where the plants or plant products were grown, produced, or exposed to infestation by pests or contaminants.</td>
</tr>
<tr>
<td>Departmental requirements</td>
<td>Requirements for the export of prescribed plants and plant products stipulated by the department under the Export Control Act 2020 and its subordinate legislation.</td>
</tr>
<tr>
<td>Export documentation system</td>
<td>The department’s electronic export documentation system in which export certification is produced. This includes export permits and phytosanitary certificates.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Export permit</td>
<td>A permit issued by the department under chapter 7 of the Export Control Act 2020 and required under the Export control (Plants and Plant Product) Rules 2021 for the lawful export of prescribed plants and plant products.</td>
</tr>
<tr>
<td>Exporter</td>
<td>The person or entity identified as the exporter in a notice of intention, request for permit or export permit.</td>
</tr>
<tr>
<td>Flowpath</td>
<td>The flowpath includes any area a consignment may travel through or be stored in, within an establishment, once it has obtained a phytosanitary status. This may include the receipt, processing, storage, treatment, inspection and despatch areas.</td>
</tr>
<tr>
<td>Government Certificate</td>
<td>A certificate issued under chapter 2 of the Export Control Act 2020 in relation to goods that are to be, or that have been, exported and that relates to any of the following:</td>
</tr>
<tr>
<td></td>
<td>a) matters in respect of which a country requires certification before goods of that kind may be imported into that country from Australia</td>
</tr>
<tr>
<td></td>
<td>b) requirements of this Act that must be complied with before goods of that kind may be exported</td>
</tr>
<tr>
<td></td>
<td>c) other matters concerning goods of that kind.</td>
</tr>
<tr>
<td>Horticulture inspection record</td>
<td>The approved form for an authorised officer to record the findings and result of an inspection of horticulture goods for export.</td>
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<tr>
<td></td>
<td><strong>Note:</strong> The horticulture inspection record can be completed in PEMS or as the equivalent manual record available on the PEOM.</td>
</tr>
<tr>
<td>Import permit</td>
<td>A document issued by a national government authorising the importation of certain goods into its territory in accordance with specified requirements and restrictions.</td>
</tr>
<tr>
<td>Infestation</td>
<td>Presence of a living pest of the plant or plant product concerned.</td>
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<tr>
<td></td>
<td><strong>Note:</strong> Infestation includes infection.</td>
</tr>
<tr>
<td>Integrity</td>
<td>The integrity of the goods is ensured if the identity or composition of the goods, in relation to any condition, restriction or other description that applies in relation to the goods:</td>
</tr>
<tr>
<td></td>
<td>a) is ascertainable; and</td>
</tr>
<tr>
<td></td>
<td>b) is maintained without loss, addition or substitution; and</td>
</tr>
<tr>
<td></td>
<td>c) is not confused with that of any other goods.</td>
</tr>
<tr>
<td>Line</td>
<td>A quantity of goods of a single type (identifiable by its homogeneity of composition and origin) forming part of a consignment and reflected as one line on a notice of intention/request for permit.</td>
</tr>
<tr>
<td>Lot</td>
<td>Units of a single commodity (identifiable by its homogeneity of composition and origin) defined during in-line sampling.</td>
</tr>
<tr>
<td>Manual of Importing Country Requirements (Micor)</td>
<td>A database maintained by the department that outlines importing country requirements for a range of plants and plant products for export.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mixed consignment</td>
<td>A consignment of plant and plant products for export that is made up of various product types.</td>
</tr>
<tr>
<td>National Plant Protection Organisation (NPPO)</td>
<td>Official service established by a government to discharge the functions specified by the International Plant Protection Convention. The department is the Australian Government’s nominated National Plant Protection Organisation.</td>
</tr>
<tr>
<td>Notice of Intention (NOI)</td>
<td>An approved form submitted by an exporter (or the exporter’s agent) to the department, containing information about the goods they intend to export.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: For contingency purposes a manual NOI, called an EX28, can be used. An electronic NOI is called a request for permit (RFP) and is submitted through the department’s electronic documentation system EXDOC.</td>
</tr>
<tr>
<td>Package</td>
<td>The outermost covering in which plants or plant products are packed. For example, a tray, carton, bag or bin, as presented at inspection.</td>
</tr>
</tbody>
</table>
| Pest                                         | a) a live or viable species, strain or biotype of a plant or animal; or  
   b) a pathogenic agent;  
   that has the potential to cause (either directly or indirectly) harm to human health, animal or plant health, the health of plant products, or the environment. |
<p>|                                              | <strong>Note</strong>: Examples of pests are live animals and live insects.                                                                                                                                              |
| Pest Free Area (PFA)                         | An area in which a specific pest does not occur as demonstrated by scientific evidence and in which, where appropriate, this condition is being officially maintained.                                           |
| Phytosanitary                                | Relates to the health of plants or plant products, especially with respect to the requirements of international trade.                                                                                       |
| Phytosanitary security                       | Maintenance of the integrity of goods in a consignment; that is no loss, addition or substitution, and prevention of its infestation and contamination by regulated pests.                                          |
| Phytosanitary status                         | Status of the consignment confirming compliance or non-compliance with some or all phytosanitary requirements of the department and/or the importing country.                                                  |
| Plant Export Operations Manual (PEOM)        | A webpage maintained by the department that outlines the policy and processes for exporting plants and plant products from Australia. It also lists instructional material, forms and user guides related to the export certification process. |
| Plant Exports Management System (PEMS)       | An IT system that is used by the Department of Agriculture, Water and the Environment, to capture and store information relating to the export of plants and plant products from Australia. |</p>
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
</table>
| Prescribed goods (goods) | Goods that are prescribed by the Export Control rules to be prescribed goods for the purposes of the Export Control Act 2020. This includes:  
  a) prescribed grains  
  b) hay and straw  
  c) fresh fruit  
  d) fresh vegetables  
  e) other plants or plant products for which a phytosanitary certificate or phytosanitary certificate for re-export is required by an importing country authority.  
  **Note:** ‘Product’ and ‘commodity’ are used interchangeably with the term ‘goods’. |
| Protocol | A government-to-government document that specifies import requirements and is bilaterally agreed to by Australia and the importing country authority.  
  **Note:** Countries in which Australia has an agreed protocol with are referred to as ‘protocol markets’. For a list of protocol markets see the Reference: [Table of plant export protocol markets](#). |
| Registered establishment | An establishment that is registered under chapter 4 of the Export Control Act 2020 to prepare prescribed goods for export. |
| Regulated pest | A regulated pest can be a quarantine pest or a regulated non-quarantine pest.  
  A **quarantine pest** is a pest of potential economic importance to the importing country and not yet present there, or present but not widely distributed and being officially controlled.  
  A **regulated non-quarantine pest** affects the intended use of plants for planting with an economically unacceptable impact and is therefore regulated by the importing country. |
| Request for permit (RFP) | Request for permit to export. An RFP in the ‘INIT’ or ‘FINL’ status is the approved electronic (EXDOC) form of the notice of intention. |
| Supporting documents | Documents provided by the exporter as evidence that goods are compliant with legislative and importing country requirements. For example, grower declarations, area freedom statements and treatment records. |
| Treatment | Official procedure for the killing, inactivation or removal of pests, or for rendering pests infertile or for devitalisation. |
| Unit | An individual item that is considered to represent a single item of the good for the purposes of sampling and inspection, for example:  
  - fruit and vegetables: 1 apple, 1 blueberry, 1 bunch of grapes, 1 banana, 1 asparagus spear, 1 dried apricot  
  **Note:** A bunch of grapes is defined as 3 or more grapes  
  - cut flowers and nursery stock: 1 flower stem, 1 plant, 1 cutting, 1 bulb  
  - tissue culture: 1 flask, 1 tube, 1 jar. |
Legislative framework

The following list outlines the legislation that applies to the phytosanitary inspection of horticulture for export.

- **Export Control Act 2020 (Act) and Export Control (Plants and Plant Products) Rules 2021 (Plant Rules)**
  - Part 1 of Chapter 8 – Notice of intention to export
  - Part 2 of Chapter 8 – Trade descriptions
  - Part 2 of Chapter 9 – Assessments of goods
  - Section 410 – Methods for taking, testing and analysing certain samples
  - Part 5 of Chapter 11 – Records
  - Section 2-1 – Plants and plant products that are prescribed goods
  - Sections 2-3 and 2-4 – Prohibited export and prescribed export conditions
  - Section 9-11 – Reassessment after failed assessment
  - Section 4-11 – Requirements for packaging for export
  - Part 1 of Chapter 11 – Records
- **Export Control (Fees) Rules 2021**
- **Privacy Act 1988**
- **Public Service Act 1999**
- **Work Health and Safety Act 2011**
- **Work Health and Safety Regulations 2011.**

Roles and responsibilities

The following table outlines the roles and responsibilities undertaken in this guideline.

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>Clients</td>
<td>• Obtaining, checking and meeting the importing country requirements.</td>
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<tr>
<td></td>
<td>• Submitting RFP and supporting documents.</td>
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<td></td>
<td>• Requesting export inspection.</td>
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<td></td>
<td>• Presenting export-compliant goods for export.</td>
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<tr>
<td></td>
<td>• Using compliant packaging.</td>
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<tr>
<td></td>
<td>• Presenting the consignment for inspection in a registered establishment.</td>
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<td></td>
<td>• Applying an accurate trade description to the consignment.</td>
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<td></td>
<td>• Selecting the sampling method.</td>
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<td>• Selecting the sampling rate.</td>
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<td></td>
<td>• Providing facilities and assistance to the AO during inspection.</td>
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<td></td>
<td>• Providing information on pest lists to the AO, where applicable.</td>
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<td></td>
<td>• Obtaining a formal identification of pests detected during inspection, where applicable.</td>
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<td></td>
<td>• Applying ‘passed for export’ or ‘failed for export’ labels to the consignment following inspection.</td>
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<tr>
<td></td>
<td>• Maintaining phytosanitary security of the consignment.</td>
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<tr>
<td>Role</td>
<td>Responsibility</td>
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<tr>
<td></td>
<td>• Reconditioning failed consignments, where applicable.</td>
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<td></td>
<td>• Requesting certification.</td>
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<td></td>
<td>• Maintaining passed status and integrity of goods until export.</td>
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<tr>
<td></td>
<td>• Exporting goods within the export validity period.</td>
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<tr>
<td></td>
<td>• Requesting an extension to the export validity period, where applicable.</td>
</tr>
<tr>
<td>AOs</td>
<td>• Ensuring they have the appropriate job functions and powers listed in their Instrument of Appointment to undertake the inspection.</td>
</tr>
<tr>
<td></td>
<td>• Determining and complying with site-specific work health and safety (WHS) requirements.</td>
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<td></td>
<td>• Reporting WHS incidents, near misses and hazards.</td>
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<td></td>
<td>• Checking that the inspection bench is compliant.</td>
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<td></td>
<td>• Validating RFP and supporting documents.</td>
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<tr>
<td></td>
<td>• Checking the consignment matches the RFP.</td>
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<tr>
<td></td>
<td>• Checking the consignment matches the trade description and meets trade description requirements.</td>
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<td></td>
<td>• Inspecting packaging material.</td>
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<td></td>
<td>• Verifying the phytosanitary security of the consignment.</td>
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<td></td>
<td>• Inspecting commodity flowpath.</td>
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<tr>
<td></td>
<td>• Checking the consignment is accessible.</td>
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<td></td>
<td>• Sampling the consignment.</td>
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<tr>
<td></td>
<td>• Conducting phytosanitary inspection.</td>
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<td></td>
<td>• Collecting pests and contaminants for identification.</td>
</tr>
<tr>
<td></td>
<td>• Recording and submitting inspection results.</td>
</tr>
<tr>
<td>Assessment and Client Contact Group</td>
<td>• Validating documentation.</td>
</tr>
<tr>
<td></td>
<td>• Issuing certification.</td>
</tr>
<tr>
<td>Plant Export Operations, Horticulture Exports Program</td>
<td>Assessing requests for an extension to the export validity period.</td>
</tr>
<tr>
<td>Registered establishments</td>
<td>• Maintaining the establishment in accordance with the legislation and the Guideline: Management of plant export registered establishments.</td>
</tr>
<tr>
<td></td>
<td>• Providing facilities and assistance to the AO during inspection.</td>
</tr>
<tr>
<td>Business Systems Program</td>
<td>Updating EXDOC.</td>
</tr>
<tr>
<td>Micor administrator</td>
<td>Creating or amending Micor cases as required.</td>
</tr>
</tbody>
</table>
Inspection by an AO

- Horticulture products must be inspected by an AO that has been appropriately trained, deemed competent and appointed by the department for the job function HOR3002 Export inspection of fruit and vegetables.
- Where inspections are for protocol markets the AO must also hold the relevant HEP4001 Export inspection of horticulture protocol job function.

Refer to the Reference: Table of authorised officer job functions.

- Inspections of horticulture products must be carried out in accordance with either the
  - Work Instruction: Inspecting horticulture for export using in-line sampling
  - Work Instruction: Inspecting horticulture for export using end-point sampling
- Inspections must be recorded on an approved horticulture inspection record in accordance with the Work Instruction: Completing plant export inspection and treatment records.

Work health and safety

- Clients and registered establishments should comply with the WHS policies of their organisation during the packing, treatment and movement of goods.
- AOs must:
  - read and be familiar with the Reference: Work health and safety in the plant export environment
  - not enter work sites unless it is safe, they are wearing the required personal protective equipment (PPE) and have considered any work health and safety (WHS) hazards
  - discontinue their inspection if, at any time, they consider there is a risk to their safety
  - comply with applicable Commonwealth, state and territory WHS legislation
  - comply with site-specific requirements, unless they assess the requirements as placing them at risk, in which case they must take reasonable action to ensure their safety
  - continually assess the possible risks while performing their duties.

Personal protective equipment

AOs must have the following PPE for when a site or work instruction requires it:

- hi-visibility vest
- enclosed shoes
- steel-cap boots
- hearing protection
- hard hat
- long-sleeved clothing
- thermal clothing (for cold rooms)
- nitrile rubber or polyvinyl chloride examination gloves
- safety glasses
- face mask
- first aid kit
- water
- sunscreen
- emergency communication equipment (such as a phone carrier with coverage or satellite phone).

Care and maintenance of equipment

AOs must:
• maintain, store and use their PPE in accordance with the manufacturer’s instructions and any relevant Australian Standard and requirements of the AO’s employer

• regularly inspect the PPE and inspection equipment and remove from service if the PPE and/or inspection equipment is damaged, broken or passed its used-by date.

**Go to** the Reference: *Plant exports guide – Equipment* for more information on the types of PPE needed for inspections.

**WHS reporting requirements**

All WHS incidents, near misses, and any hazards must be reported to the department, the registered establishment and the client.

• Departmental AOs must record all WHS incidents, near misses, and any hazards in Aurion.

• State/Territory and third-party AOs must report all WHS incidents, near misses, and any hazards to *Plant Export Training*.

**Essential equipment**

AOs must:

• have the minimum equipment as outlined in the relevant work instruction

• ensure equipment is in good order, clean and fit for purpose

• carry their departmental identity cards at all times (department AOs only).

**Go to** the Reference: *Plant exports guide – equipment* for more information on essential inspection equipment.

**What are the pre-inspection requirements?**

**Import requirements**

• Where the import requirements are unknown they must be
  
  o obtained from the importing country authority by the client
  
  o obtained in the form of an import permit or instrument in writing published by the importing country authority, for example, legislation, regulation, decree or import requirements database
  
  o provided to the department and published in Micor prior to inspection.

• Requirements on an import permit must match those listed in Micor. Where they differ, a copy of the import permit must be supplied to the department’s Micor Administrator.

**Notice of intention to export requirements**

A valid notice of intention (NOI) must be:

• lodged prior to inspection

• consistent with the consignment presented for inspection

• in the form of an electronic request for permit (RFP) lodged via EXDOC

• at initial (INIT) or final (FINL) status prior to engaging an AO for inspection

• a manual EX28 form if contingency measures are in place due to electronic systems failures.

The following table outlines the pre-inspection process.

<table>
<thead>
<tr>
<th>Stage</th>
<th>What happens</th>
<th>Responsible party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The import requirements are obtained from the importing country authority.</td>
<td>Client</td>
</tr>
<tr>
<td>Stage</td>
<td>What happens</td>
<td>Responsible party</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>2.</td>
<td>The import requirements are checked to make sure they match the relevant Micor case.</td>
<td>Client</td>
</tr>
<tr>
<td></td>
<td><strong>If the requirements...</strong></td>
<td><strong>Then...</strong></td>
</tr>
<tr>
<td></td>
<td>do match the Micor case</td>
<td>go to Stage 4.</td>
</tr>
</tbody>
</table>
|       | do not match the Micor case, or there is no Micor case | • the requirements are provided to the department.  
• continue to Stage 3. |                    |
| 3.    | The import requirements are assessed, and a Micor case is created or amended as required. | Micor administrator |
| 4.    | A registered establishment with a current registration and approved export registered operations relevant to the commodity is organised for the inspection. | Client           |
| 5.    | An RFP is lodged for the consignment to be inspected. | Client            |
| 6.    | The consignment is checked to make sure it meets departmental and the importing country’s requirements. | Client           |
| 7.    | An AO is organised for the inspection. | Client            |
| 8.    | The AO is provided with a copy of the RFP and all supporting documentation, such as an import permit, transfer certificates, gas free certificates, evidence of area freedom, treatment certificates or grower declarations. | Client           |

Go to Exporting plants and plant products: A step-by-step guide for Australian exporters for more information about preparing products for export, booking an inspection appointment and submitting supporting documents.

What are the registered establishment requirements?

Registered establishment requirements

A registered establishment must:

- be maintained in accordance with the Guideline: Management of plant export registered establishments and any relevant legislative requirements
- have a current registration and registered operations relevant to the commodity

Refer to the Reference: Registered operation and function codes for plant export registered establishments for the required codes.

- have receival, processing, storage, inspection, treatment and despatch areas that are clean and free from pests and contaminants
- have an inspection bench that is
  - well-lit with at least 600 lux lighting (or as a guide three standard fluorescent lights at 1.2 metres above the inspection bench). Lighting can be natural or artificial
  - clean
white (if using stainless steel, the bench must be covered with a suitable white material prior to each inspection, or a large white inspection tray)
- fit-for-purpose (i.e. of adequate size and nature to allow for the inspection)
- not used for the inspection of imported goods unless departmental approval has been given by the department’s Audit and Assurance Group

- maintain the security of the consignment as per the Guideline: Maintenance of phytosanitary security for horticulture exports.

Commodity flowpath

- The commodity flowpath must be clean and free of pests and contaminants that could infest or contaminate a consignment before (if there is a phytosanitary status), during or after inspection. The commodity flowpath must ensure the integrity of the commodity will be maintained, including that there is no risk of substitution with other product or goods moving within the vicinity of the consignment.
- The flowpath must be inspected and passed prior to the consignment inspection.
- If a non-conforming flowpath is rectified at the time, it must be reinspected and passed. If the flowpath cannot be rectified, the inspection must be recorded as failed.

What are the consignment requirements?

Access to the consignment

The consignment must be:

- presented in its entirety as per the RFP
- accessible.

Important: For end-point inspections, the inspection cannot start until the entire consignment is available for sampling. For in-line inspections, the inspection can commence provided that the remaining goods arrive whilst packing is occurring and there is no break in the production run.

Trade description

An adequate and accurate trade description must be applied to all horticulture consignments. The trade description may be applied as pallet labels where it is clear that single types of products are unitised.

Trade description requirements may be met through the application of one or more trade descriptions to a consignment. The information in these trade descriptions must not be inconsistent or false.

It must:

- be accurate and adequate, by containing enough information to enable an AO and the importing country authority to correctly and readily identify the goods
- not be ambiguous or unclear, and be set out in prominent and legible characters
- be securely attached to the consignment
- satisfy any importing country requirements.

It must include:

- the net contents (i.e. net weight or units)
- the registered establishment number in which the goods were either packed or inspected or the accredited property (packhouse) number in which the goods were packed
- the name, address or unique identification number of the exporter, manufacturer or producer
- the country of origin or country where the goods last underwent preparation that changed their nature. For example:
  - PRODUCT OF AUSTRALIA
**False trade description**

If an AO suspects that a false or misleading trade description has been applied to goods, they must:

- inform the department of the suspected breach at Horticulture Exports Program
- not proceed with inspection
- ask the client to produce documentary evidence to support the description given.

**Packaging material**

- Materials used as packaging for horticulture export consignments must be
  - new (or, if used, must be reconditioned for each subsequent use to ensure it meets all other packaging requirements)
  - clean
  - appropriate for the plant or plant products that have been or will be packed in them
  - sufficiently strong to withstand the handling ordinarily incurred by the materials during transit to maintain the phytosanitary security of the consignment
  - free from pests and contaminants
  - compliant with any specific importing country’s requirements
  - compliant with the [International Standards for Phytosanitary Measures (ISPM) 15 – for wood packaging material](https://www.imo.org/en/OurWork/ConferenceAndMeetings/Assembly/MiscellaneousGuidelines/Pages/ISPM15.aspx)
- The AO must verify the compliance of the packaging material (except for wood packaging which is the responsibility of the exporter).

**Important:** Bare-rooted plants may be packaged with another plant material, such as sphagnum moss or peat moss, to support the plant during transit. The client and AO must ensure any additional requirements for the plant material packaging have been met.

**Phytosanitary security**

- Where a consignment has achieved a phytosanitary status prior to inspection (i.e. from a phytosanitary treatment or sourced from a pest free area) the security of the consignment must be maintained as per the Guideline: [Maintenance of phytosanitary security for horticulture exports](http://www.imo.org/en/OurWork/ConferenceAndMeetings/Assembly/MiscellaneousGuidelines/Pages/ISPM15.aspx).
- Breaches in security must result in loss of a phytosanitary status and the consignment must be recorded as failed.

**How is the consignment sampled for inspection?**

**Sampling methods**

The client must select one of the following approved sampling methods and advise the AO:

**In-line sampling**

The AO removes samples of the goods for inspection at defined intervals from the production line. They may or may not be in packages at the time of sampling.

**End-point sampling**

The AO removes samples of the goods for inspection in packages, after the packing has occurred and the whole consignment has been presented.
Splitting the consignment for inspection

A client can choose to have an end-point inspection whereby every line on the RFP is inspected separately. In this case each line must have a full sampling rate applied. If one line fails it will not affect the inspection outcome of other lines, provided the lines have been secured or kept separate from one another. For information on acceptable security measures see the Guideline: Maintenance of phytosanitary security for horticulture exports.

Important: Where the term ‘consignment’ is used in this document it also refers to a ‘line’ where the consignment has been split for inspection, or ‘lot’ where in-line sampling is being used.

Sampling rates

The client must select one of the following approved sampling rates and advise the AO, unless the importing country specifies a different rate:

600 units

600 units must be inspected.

Two per cent

Two per cent of packages in a consignment must be wholly inspected.

Notes:

- For both 600 unit and two per cent inspections, a minimum of three packages must be selected for inspection, unless the consignment is made up of less than three packages: in which case all packages must be selected.
- Where the ICRs contradict these sampling requirements, the ICRs take precedence. Minimum packages for sampling does not apply if sampling rate is specified in the ICRs. Refer to Micor for ICRs.

Sampling techniques

The packages must be selected using one of the following approved sampling techniques:

- random sampling
- systematic sampling
- haphazard sampling (end-point sampling only)
- selective or targeted sampling (mixed consignments with end-point sampling only).

For more information on how to undertake each of these sampling techniques see the Reference: Plant exports guide—sampling horticulture.

Note: Convenience sampling is not acceptable.

Mixed consignments

Where a consignment is made up of mixed commodities, and the AO has chosen to use a selective or targeted sampling technique, they must categorise the consignment into different risk groups and sample proportionately from each group.

Categories for fruit and vegetables

The following categories can be used for fruit and vegetables:

- untreated product
- fruit-fly host commodities
- leafy greens
- root vegetables.

Categories for nursery stock

The following categories can be used for nursery stock, different:
• growers
• genera
• end uses.

What are the additional sampling requirements for in-line inspections?

Selecting the sample
The client must demonstrate to the AO:
• any pre-packing phytosanitary status and associated phytosanitary security
• how the consignment/lot will be identified with start and end points/times
• estimated pack time
• number of cartons to be packed.

What are the tolerances for pests and contaminants?

• There is a tolerance level for soil of up to 25 grams in the inspected sample unless the ICRs specify a higher tolerance.
• There is nil tolerance for all other live pests and contaminants unless otherwise specified by the importing country.

The following table outlines the tolerance for live pests.

<table>
<thead>
<tr>
<th>When the importing country...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>does not have a pest list</td>
<td>any live pest will result in a failed inspection.</td>
</tr>
<tr>
<td>has a pest list</td>
<td>only pests on the pest list must meet tolerance levels set by the importing country. All other pests are acceptable.</td>
</tr>
</tbody>
</table>

Important: Live pests may be allowed where an irradiation treatment has been used and is known to treat the pest found.

Note: Pest lists may be found in import permits, protocols and work plans or on the website of the relevant importing country authority. The client is responsible for providing information on pest lists to the AO.

How are pests identified?

When is pest identification required?
If a live pest or contaminant is detected during inspection, identification is required in the following circumstances:
• the importing country has a pest list and the client seeks to have the pest identified
• the product has been irradiated and the client seeks to have pest deemed sterile
• the importing country prohibits reconditioning for any pest.

Important: The client must ensure the chosen treatment will effectively address the biosecurity risk.

Identification may be required by the department in the following circumstances:
• there is doubt that a reconditioning treatment intended for the consignment will address the biosecurity risk
• the goods are from an export-accredited farm with in-field controls for targeted pests suspected of being found at inspection.
the goods are from a pest free area for certain pests suspected of being found at inspection

**Who can provide an identification?**

- An AO may identify common pests or contaminants within the limit of their training and knowledge. AOs must not attempt to identify pests or contaminants outside of their area of knowledge.
- Formal identification can be conducted by specialist entomologists, pathologists or other specialists accepted by the department as having expertise relevant to the pest, contaminant or symptoms found.

**Note:** Once a specimen has been sent for identification, the product cannot be passed for export until the identity of the pest or contaminant has been determined.

**How long must specimens be kept?**

If the client does not wish to have a pest identified, the AO must retain the collected specimen for a period of three months, after which it can be disposed of.

**Note:** Refer to the Reference: *Plant exports guide - specimen collection* for guidance on how to collect specimens.

**How are pest identifications recorded?**

AOs must record their identification and decisions made in relation to the identified pest or contaminant on the horticulture inspection record.

**Detection of fruit fly**

- The department must immediately notify state departments of agriculture about interceptions of fruit fly inside designated fruit fly pest free areas.
- During inspection, any detection of fruit fly in fruit fly pest free area product by an AO must be reported immediately to Horticulture Exports Program.

The following table outlines the process for formally identifying pests.

<table>
<thead>
<tr>
<th>Stage</th>
<th>What happens</th>
<th>Responsible party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The pest or contaminant is collected, secured and labelled.</td>
<td>AO</td>
</tr>
<tr>
<td>2.</td>
<td>The consignment is held pending the outcome of identification.</td>
<td>AO</td>
</tr>
<tr>
<td>3.</td>
<td>It is determined whether the inspection will be completed at that time or wait for the results of the pest identification.</td>
<td>Client</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If the inspection...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>is to be completed at that time</td>
<td>the AO continues with the remaining inspection tasks.</td>
</tr>
<tr>
<td>is being conducted using in-line sampling</td>
<td>the AO must complete the inspection.</td>
</tr>
<tr>
<td>is to wait for the results of the pest identification</td>
<td></td>
</tr>
</tbody>
</table>
  - the AO stops the inspection  
  - the inspection resumes depending on the outcome of identification. |
When does a consignment pass or fail inspection?

- Any sample containing live pests, more than 25 grams of soil, weed seeds or other contaminants (unless tolerance levels have been specified by the importing country) will result in the failure of the consignment.
  
  **Important:** Exceptions to this rule include
  - irradiated product with live insects
  - product inspected before a mandatory phytosanitary treatment has been applied (not including in-transit cold treatment).

  In these cases the pest must be formally identified and the phytosanitary treatment and rate proven to address that particular pest. If it does, the consignment can be considered to have passed inspection.

- If any part of the consignment does not pass the inspection then the entire consignment fails, unless the client has split the consignment for inspection at inspection commencement.

**Note:** The conditions for failure for all consignments are the same whether mixed or single commodity.

The following table outlines the process for passing or failing inspections.

<table>
<thead>
<tr>
<th>Stage</th>
<th>What happens</th>
<th>Responsible party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The inspection result is recorded on the approved horticulture inspection record.</td>
<td>AO</td>
</tr>
<tr>
<td>2.</td>
<td>The consignment is labelled with ‘passed for export’ or ‘failed for export’ according to the inspection result.</td>
<td>Client</td>
</tr>
<tr>
<td>3.</td>
<td>The product is secured from other goods.</td>
<td>Client</td>
</tr>
<tr>
<td>4.</td>
<td>The inspection result and supporting documents are submitted to the department.</td>
<td>AO</td>
</tr>
</tbody>
</table>

**Note:** Following the failure of an inspection a client can either withdraw the consignment from export or recondition it and re-present it for inspection.
Failing in-line inspections

For in-line inspections where a two per cent sampling rate is applied:
- all goods that were packed after the last compliant sample was taken (or if only one sample had been taken, since packing commenced) fail
- failed goods must be removed from the consignment and placed in a designated area to ensure no cross contamination occurs between passed and failed goods
- corrective actions must be taken to make the remaining goods comply, including removing uninspected goods from the processing line and inspecting the processing line
- AOs must record corrective actions on the horticulture inspection record
- the processing line must be reinspected to ensure it is free of pests and contaminants before processing restarts.

For in-line inspections where a 600 unit sampling rate is applied:
- the entire consignment (including product that has already been sampled, product on the processing line, and product that is yet to be processed) fails.

What are the reconditioning requirements?

The method of reconditioning is at the client’s discretion, but must address all life stages of the biosecurity risk and result in the goods being passed for export.
- Removal of one identifiable line (for example, grower line) from the consignment may be an option to address infestation and contamination.

Notes:
- In the case of a pest being found, the affected line must have been secured from the rest of the consignment for this option to be acceptable. ‘Secured’ means that packages are fully enclosed or at all times separated.
- The department will not stipulate a treatment method unless required by the importing country.

When is reconditioning not permitted?

Consignments cannot be reconditioned and re-presented for inspection if:
- Queensland fruit fly and/or Mediterranean fruit fly is detected
  or
- the importing country specifies that reconditioning is not permitted for any reason.

Reconditioning for live pest infestations, diseases and contaminants

The following table outlines the requirements for reconditioning for live pest infestations, diseases and contaminants.

<table>
<thead>
<tr>
<th>When reconditioning for...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| live pest infestations    | • the client must use insecticide, fumigant or controlled atmosphere that is suitable for controlling the insect species  
                            | • a treatment certificate must be provided when resubmitting the consignment for inspection  
                            | • the AO must record the reconditioning method on the new horticulture inspection record. |
When reconditioning for...

<table>
<thead>
<tr>
<th>When reconditioning for...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>diseases</td>
<td>the exporter must provide relevant scientific evidence (by a suitably-qualified plant pathologist) attesting to the effectiveness of the treatment.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Evidence of disease may still result in rejection of the consignment by the importing country authority.</td>
</tr>
<tr>
<td>contaminants</td>
<td>for contaminants in which a nil tolerance applies, the affected goods must be cleaned before resubmission for export inspection.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Different tolerances may apply for some importing countries.</td>
</tr>
</tbody>
</table>

Reconditioning using pesticides and fumigants

- If a pesticide and/or fumigant is used, the client must ensure the use meets Australian legislation and standards and the importing country’s requirements.
- Rejected consignments, treated with a pesticide, must not be resubmitted for inspection until after any safety period has passed and precautions specified on the registered label are met.
- If a fumigant is applied, the client must also provide a gas-free certificate, issued by an accredited/licensed fumigator, to ensure it is safe before the reinspection of the goods.

What are the requirements for the reinspection of a consignment?

Resubmitted consignments

Resubmitted consignments intended for export must be presented for phytosanitary inspection in accordance with the following:

- the client must lodge a new RFP if the composition of the consignment has changed
- the client must provide details of the goods being resubmitted, in writing, to the AO prior to inspection
  - this must include the corrective measures taken to ensure the consignment meets export requirements
- the client must provide a copy of the original RFP (in cases where a new RFP has been lodged) as well as the previous inspection record, to the AO prior to inspection
- the AO must treat the consignment as a new inspection and reference the original RFP number on the inspection record.

Delayed consignments

The consignment must be re-inspected if:

- the time between inspection and export exceeds twenty eight (28) days
- the maximum time between inspection and export permitted by the importing country is exceeded (when less than twenty eight (28) days).

**Note:** Clients must resubmit a delayed consignment and request inspection to regain the passed status and a new export validity period if the above conditions have occurred, unless an extension has been granted (see Section: Export validity period below).
What are the post-inspection requirements?

Export permits

All consignments of prescribed horticulture for export must have an export permit. An export permit is issued to the client by the department once the goods have been deemed to be export compliant (meets legislative requirements and importing country requirements).

When is an export permit not required

- Plants and plant products, excluding fresh fruit and vegetables, do not require an export permit if no phytosanitary certificate or phytosanitary certificate for re-export is required by the importing country.
- Consignments less than ten (10) kilograms are exempt from requiring an export permit, but may still require a phytosanitary certificate.

Export validity period

- Consignments that are inspected and passed remain compliant for twenty eight (28) days after the inspection date unless otherwise specified by the importing country.
- To maintain the passed status of goods, the client must ensure that the phytosanitary security has been fully maintained from the time of inspection.

  **Note:** For more information on maintaining phytosanitary security, see the Guideline: Maintenance of phytosanitary security for horticulture exports.

- In exceptional circumstances the export validity period may be extended beyond the twenty eight (28) days, with prior approval by the department.

The following table outlines the process for granting an extension to the export validity period.

<table>
<thead>
<tr>
<th>Stage</th>
<th>What happens</th>
<th>Responsible party</th>
</tr>
</thead>
</table>
| 1.    | An extension to the export validity period is requested. Details supporting the request are provided before the end of the initial 28 day period to the department’s Horticulture Exports Program. The request must include:  
- details of the exceptional circumstances for which an extension is required  
- a proposal for a justifiable period of extension  
- information that gives assurance that the condition of the goods has not changed since inspection and that the phytosanitary status of the goods has not been compromised. | Client |
<p>| 2.    | The extension request is assessed and a decision is made. | Horticulture Exports Program |</p>
<table>
<thead>
<tr>
<th>Stage</th>
<th>What happens</th>
<th>Responsible party</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>The client is informed of the decision for the extension via email.</td>
<td>Horticulture Exports Program</td>
</tr>
<tr>
<td></td>
<td>If the decision is to...</td>
<td>Then...</td>
</tr>
<tr>
<td></td>
<td>approve the request</td>
<td>the email must include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- the name of the approving departmental officer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- the RFP number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- the date/period that validity period has been extended during which the goods may remain passed for export</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- the date of inspection of the goods</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- the number and date of the import permit (where applicable)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- the description of the goods that includes the quantity/weight and destination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- any additional declarations.</td>
</tr>
<tr>
<td></td>
<td>refuse the request</td>
<td>the email must include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- the decision to refuse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- the reasons for the decision to refuse the request.</td>
</tr>
<tr>
<td>4.</td>
<td>If the inspection was recorded in PEMS, PEMS is updated with the new export validity period, if extended.</td>
<td>Business Systems Program</td>
</tr>
<tr>
<td>5.</td>
<td>EXDOC is updated if the export validity period is extended.</td>
<td>Business Systems Program</td>
</tr>
</tbody>
</table>

**Client to maintain passed status of goods**

- The client is responsible for maintaining the passed status of the consignment, (i.e. keeping it in secure conditions) from the time of inspection until the time the consignment is exported.
- Passed consignments being stored or transported after inspection must comply with the requirements of the Guideline: *Maintenance of phytosanitary security for horticulture exports*.

**Container requirements**

Clients must ensure that all containers used in the export of horticulture by aircraft or ship are clean, free of pests and structurally sound in order to maintain the phytosanitary security of the consignment during transit.

**What are the requirements for exporting goods not of Australian origin?**

Imported goods may be exported as part of a larger consignment containing Australian goods. Consignments of this type are covered under a single phytosanitary certificate if:

- any additional declarations required by an importing country authority can be satisfied by product inspection
- the certificate indicates that the consignment contains product of both Australia and other countries
• all commodities on the phytosanitary certificate not of Australian origin must have their country of origin listed.

What are the requirements for the re-export of goods?

Re-export phytosanitary certificates must be issued for imported prescribed goods re-exported from Australia if phytosanitary certification is required by the importing country authority, and the:

• goods are accompanied by a phytosanitary certificate issued by the country of origin or a certified true copy of the phytosanitary certificate issued by the country of origin
  
  Important: AOs must validate the original or certified copy of the phytosanitary certificate from the importing country(ies) at the time of inspection.

• identity of the goods can be established

• consignment has not been exposed to infestation or contamination while in Australia

• goods must be inspected by an AO in accordance with the Work Instructions *Inspecting horticulture for export using end-point sampling* and *Inspecting horticulture for export using in-line sampling*

• goods comply with the requirements of the importing country authority

• goods in the consignment must not have been grown or processed to change their nature in Australia.

Imported goods not accompanied by an original phytosanitary certificate

If imported goods are not accompanied by an original phytosanitary certificate or certified true copy and are to be exported, a phytosanitary certificate must be issued for the consignment if the department is satisfied the consignment is export compliant (meets legislative requirements and importing country requirements).

For further information on re-export phytosanitary certificates see the Reference: *Completion of a phytosanitary certificate for re-export (EX25) user guide*.

How is certification issued?

Clients must request an export permit and any necessary phytosanitary certification once their consignment has passed inspection.

Note: The issuance of certification is as per the Guideline: *Issuance of certification for plant exports*.

The following table outlines the process for issuing certification.

<table>
<thead>
<tr>
<th>Stage</th>
<th>What happens</th>
<th>Responsible party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A certification request is sent to the department’s Assessment and Client Contact Group.</td>
<td>Client</td>
</tr>
<tr>
<td>2.</td>
<td>The documentation is validated and certification is issued.</td>
<td>Assessment and Client Contact Group</td>
</tr>
</tbody>
</table>

Record keeping

Where documents are not available in PEMS, clients, exporters, registered establishments and AOs must retain documentation in relation to receivals, inspections, audits, registration, accreditation and export permits and certification for a period of at least two years.

Related material

The following related material is available on the department’s website:

• Manual of Importing Country Requirements (Micor)
• Protocols and work plans
• Exporting plants and plant products: A step-by-step guide for Australian exporters
• International Standards for Phytosanitary Measures (ISPM) 15 – for wood packaging material
• Plant Export Operations Manual:
  o Guideline: Management of plant export registered establishments
  o Guideline: Maintenance of phytosanitary security for horticulture exports
  o Guideline: Issuance of certification for plant exports
  o Guideline: Supporting documents for plant exports
  o Work instruction: Inspecting horticulture for export using end-point sampling
  o Work instruction: Inspecting horticulture for export using in-line sampling
  o Work Instruction: Completing plant export inspection and treatment records
  o Reference: Completion of a phytosanitary certificate for re-export (EX25) user guide
  o Reference: Horticulture inspection record
  o Reference: Plant Export Management System Authorised Officer user guide
  o Reference: Plant exports guide—equipment
  o Reference: Plant exports guide—horticulture inspection techniques
  o Reference: Plant exports guide—sampling horticulture
  o Reference: Plant exports guide—specimen collection
  o Reference: Table of plant export protocol markets
  o Reference: Work health and safety in the plant export environment.

WHS material is available on the Instructional Material Library for departmental AOs.

Contact information

• Authorised Officer Hotline: 1800 851 305
• Authorised Officer Program: PlantExportTraining@awe.gov.au
• Horticulture Exports Program: HorticultureExports@awe.gov.au
• Assessment and Client Contact Group: PlantExportsNDH@awe.gov.au
• Micor Administrator: Micorplants@awe.gov.au

Document information

The following table contains administrative metadata.

<table>
<thead>
<tr>
<th>Instructional Material Library document ID</th>
<th>Instructional material owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMLS-9-3494</td>
<td>Director, Horticulture Exports Program, Plant Export Operations Branch</td>
</tr>
</tbody>
</table>

Version history

The following table details the published date and amendment details for this document.

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Amendment details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>22/09/2017</td>
<td>First publication of this guideline.</td>
</tr>
<tr>
<td>2</td>
<td>10/10/2017</td>
<td>Amended pest identification policy.</td>
</tr>
<tr>
<td>Version</td>
<td>Date</td>
<td>Amendment details</td>
</tr>
<tr>
<td>---------</td>
<td>------------</td>
<td>------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>15/10/2020</td>
<td>Amended trade description policy and updated branding.</td>
</tr>
<tr>
<td>4</td>
<td>28/03/2021</td>
<td>Amendments for introduction of the <em>Export Control Act 2020</em> and associated Plant Rules</td>
</tr>
</tbody>
</table>