Purpose of this document

This document:
- outlines the performance standards crop monitors must meet to gain and maintain horticulture export accreditation
- must be read in line with the Guideline: *Audit of horticulture export accredited properties*.

Definitions

The following table defines terms used in this document.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checklist item</td>
<td>Required tasks that have specific performance standards that must be met by crop monitors.</td>
</tr>
<tr>
<td>Performance standards</td>
<td>A benchmark derived from legislation and departmental requirements against which actual performance of third parties is measured</td>
</tr>
</tbody>
</table>
## Performance standards

### Training

The following table outlines the performance standards for the training of crop monitors.

<table>
<thead>
<tr>
<th>Checklist items</th>
<th>Performance standards – training</th>
<th>Non-compliance rating</th>
<th>Examples of evidence (guide only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Training</td>
<td>Demonstrates training has been undertaken and successfully completed.</td>
<td>Major</td>
<td>Crop monitoring training certificate or record</td>
</tr>
</tbody>
</table>

### Crop monitoring

The following table outlines the performance standards for crop monitoring.

<table>
<thead>
<tr>
<th>Checklist items</th>
<th>Performance standards – crop monitoring</th>
<th>Non-compliance rating</th>
<th>Examples of evidence (guide only)</th>
</tr>
</thead>
</table>
| 2.1 Crop monitoring | • The correct pests and diseases of quarantine concern are being monitored.  
                          • Monitoring is performed  
                            o during the entire growing season  
                            o on every accredited block  
                            o monthly, unless otherwise specified by the protocol or work plan. | • Major or  
                          • Critical | • Crop monitoring records to the end of harvest  
                          • Crop monitoring records which cover quarantine pests and diseases of concern as per protocol/workplan requirements |
<table>
<thead>
<tr>
<th>Checklist items</th>
<th>Performance standards – crop monitoring</th>
<th>Non-compliance rating</th>
<th>Examples of evidence (guide only)</th>
</tr>
</thead>
</table>
| 2.2 Trapping            | Where required, traps are used and unless specified:  
  • are deployed for the entire growing season  
  • are set at least 1 metre from the ground  
  • are checked fortnightly  
  • contain the appropriate lure for the target pest and is changed in accordance with the importing country requirement or where the importing country doesn’t specify, the manufactures label.  
  • are deployed in appropriate numbers as outlined in the protocol  
  • are replaced if they become damaged or ineffective  
  • are replaced after the suggested replacement period as specified on the label.                                                                                       | • Minor or  
  • Major or  
  • Critical                                                                                           | • Crop monitoring records  
  • Visual inspection                                                                                   |
| 2.3 Fruit and field surveys | Where required, fruit or field surveys are conducted:  
  • by the accredited crop monitor  
  • as per the protocol (or agreed industry standard).                                                                                                                               | • Minor or  
  • Major or  
  • Critical                                                                                           | • Crop monitoring records                                                                                   |
Record keeping

The following table outlines the performance standards for record keeping by crop monitors.

<table>
<thead>
<tr>
<th>Checklist items</th>
<th>Performance standards – record keeping</th>
<th>Non-compliance rating</th>
<th>Examples of evidence (guide only)</th>
</tr>
</thead>
</table>
| 3.1 General     | ● All monitoring records are maintained and provided to the farm manager.  
● Records are kept for  
  o crop monitoring  
  o trapping program  
  o fruit or field survey.  
● Where pests or diseases are found during monitoring, recommendations are given to the grower on a course of action consistent with the relevant protocol and/or industry standard. | ● Minor or  
● Major or  
● Critical | ● Crop monitoring records provided upon request  
● Crop monitoring records detailing recommendations to the grower in managing protocol/workplan pests and diseases |
| 3.2 Records     | ● Crop monitoring records contain the following details  
  o date of monitoring  
  o block identifying name or number  
  o target pests  
  o results of the monitoring.  
● Trapping program records contain the following details  
  o location of each trap  
  o date deployed  
  o results of trap checks  
  o any required maintenance.  
● Records have been kept for two years. | ● Minor or  
● Major or  
● Critical | ● Complete crop monitoring records |
Related material

The following related material is available in the Plant Export Operations Manual on the department’s website:

- Guideline: Management of horticulture export accredited properties
- Guideline: Audit of horticulture export accredited properties.

Contact information

- Audit and Assurance Group: AuditServices@awe.gov.au
- Horticulture Exports Program: HorticultureExports@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-9-4088</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>1.0</td>
<td>03/08/2018</td>
<td>First publication of this reference.</td>
</tr>
<tr>
<td>2.0</td>
<td>10/12/2018</td>
<td>Amended crop monitoring time frame.</td>
</tr>
<tr>
<td>3.0</td>
<td>28/03/2021</td>
<td>• Department name change.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Additional columns for non-compliance ratings and examples of evidence.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Amendments for commencement of the Export Control Act 2020 and associated Plant Rules.</td>
</tr>
</tbody>
</table>