Purpose of this document

This document:

- outlines the performance standards farms must meet to gain and maintain horticulture export accreditation
- must be read in conjunction 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 farm managers.</td>
</tr>
<tr>
<td>Documented system</td>
<td>A written document that:</td>
</tr>
<tr>
<td></td>
<td>- defines the processes and procedures for work tasks conducted by farms</td>
</tr>
<tr>
<td></td>
<td>- includes the records that confirms the process is being followed.</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

The manager of the farm must ensure that the following performance standards are met.

General requirements

The following table outlines the performance standards for the general requirements for farms.

<table>
<thead>
<tr>
<th>Checklist items</th>
<th>Performance standards – general requirements</th>
<th>Non-compliance rating</th>
<th>Examples of evidence (guide only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Legislation and obligations</td>
<td>• Has access to the current and relevant accredited properties performance standards.</td>
<td>Minor or Major</td>
<td>• Online or manual accreditation notification</td>
</tr>
<tr>
<td></td>
<td>• Explains notification requirements for changes to accredited property (management changes, operational changes etc.).</td>
<td></td>
<td>• Access to relevant accredited properties guidelines and performance standards</td>
</tr>
<tr>
<td></td>
<td>• Has evidence of property’s accreditation (only relevant if currently accredited).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Where required, has notified the department when a pest of concern was detected.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Importing country requirements</td>
<td>• Has a current copy, or can access, the protocol and/or work plan.</td>
<td>Minor or Major</td>
<td>• Micor online access</td>
</tr>
<tr>
<td></td>
<td>• Explains (or demonstrates) where to access importing country requirements.</td>
<td></td>
<td>• Industry manual</td>
</tr>
<tr>
<td></td>
<td>• Explains importing country requirements for relevant countries.</td>
<td></td>
<td>• Knowledge of protocols/workplans</td>
</tr>
<tr>
<td>1.3 Identification</td>
<td>• Is able to identify physical location of blocks.</td>
<td>Major or Critical</td>
<td>• Supply of farm location map</td>
</tr>
<tr>
<td></td>
<td>• Supplied farm maps are found to be accurate through the site inspection.</td>
<td></td>
<td>• Identifies blocks using location map during site inspection</td>
</tr>
<tr>
<td>1.4 Traceability</td>
<td>• Has demonstrated traceability from harvest through to dispatch.</td>
<td>Minor or Major</td>
<td>• Harvest record</td>
</tr>
<tr>
<td></td>
<td>• Maintains traceability records to the next accredited property or registered establishment in line with Guideline: Maintenance of phytosanitary security for horticulture exports.</td>
<td></td>
<td>• Delivery docket</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Bin/lugg card</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Consignment note</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Online system</td>
</tr>
</tbody>
</table>
### 1.5 Training

- Staff (including pickers) have been trained in the departmental standards and protocol requirements relevant to their functions if the product is field packed into export packages.

**Note:** Some protocols require farm staff (pickers) to be trained even though product is packed in the packhouse, for example table grapes to China.
- Training records have been kept for staff when required.
- Training records contain
  - details of the training undertaken
  - date the training was completed
  - name of the individual that was trained.

<table>
<thead>
<tr>
<th>Checklist items</th>
<th>Performance standards – general requirements</th>
<th>Non-compliance rating</th>
<th>Examples of evidence (guide only)</th>
</tr>
</thead>
</table>
| 1.5 Training    | • Staff (including pickers) have been trained in the departmental standards and protocol requirements relevant to their functions if the product is field packed into export packages.  
• Training records have been kept for staff when required.  
• Training records contain  
  - details of the training undertaken  
  - date the training was completed  
  - name of the individual that was trained. | • Minor  
• Major | • Harvest induction training record  
• Staff training record  
• Work instruction  
• Signage  
• Packhouse guidance correspondence for growers |

### Pest and disease control

The following table outlines the performance standards for pest and disease control for farms.

<table>
<thead>
<tr>
<th>Checklist items</th>
<th>Performance standards – pest and disease control</th>
<th>Non-compliance rating</th>
<th>Examples of evidence (guide only)</th>
</tr>
</thead>
</table>
| 2.1 Pest and disease management | • Has measures in place to manage pests and diseases that meet exporting country requirements.  
• Demonstrates pest and disease management measures by providing records of all activities. Example: Crop monitoring records. | • Minor  
• Major  
• Critical | • Visual inspection  
• Industry specific manual  
• Crop monitoring records until end of harvest  
• Spray application records/diary  
• Online system records |
| 2.2 Records | Has current copies of all pest and disease management records. | • Minor  
• Major  
• Critical | • Crop monitoring records  
• Spray application records/diary  
• Farm diary/notes  
• Online system records |
<table>
<thead>
<tr>
<th>Checklist items</th>
<th>Performance standards – pest and disease control</th>
<th>Non-compliance rating</th>
<th>Examples of evidence (guide only)</th>
</tr>
</thead>
</table>
| 2.3 Crop monitoring | • Is using an approved crop monitor.  
                    • Explains when monitoring is to begin and cease.  
                    • Monitoring occurs during the correct timeframes.  
                    • The correct pests and diseases of quarantine concern are being monitored for.  
                    • Implements controls for  
                       o specific pest requirements  
                       o following crop monitor reports. | • Minor  
                  or  
                  • Major  
                  or  
                  • Critical | • Supply of crop monitoring records which cover quarantine pests and diseases of concern as per protocol/workplan requirements  
                    • Crop monitoring records detailing commencement dates  
                    • Crop monitoring training certificate or record  
                    • Spray application record/diary  
                    • Farm diary/notes  
                    • Online system records |
| 2.4 Chemical control | • Where chemical controls are used, complies with state and commonwealth legislation.  
                        • Spray records are kept, and include  
                          o application date  
                          o name of product  
                          o concentration/application rate  
                          o accreditation number of the farm (or blocks treated), or a system to link the identified treatment area to the accredited block numbers  
                          o name of person who conducted the treatment.  
                        • Chemical spray records correspond to pest detections. | • Minor  
                        or  
                        • Major | • Spray application records/diary  
                        • Chemical labels |
## Harvest requirements

The following table outlines the performance standards for harvest requirements for farms.

<table>
<thead>
<tr>
<th>Checklist items</th>
<th>Performance standards – harvest requirements</th>
<th>Non-compliance rating</th>
<th>Examples of evidence (guide only)</th>
</tr>
</thead>
</table>
| 3.1 Hygiene     | • Has demonstrated harvest practices to maintain good hygiene and prevent contamination. **Note:** Practices may include:  
|                 | o cleaning picking bins if not undertaken at the packhouse  
|                 | o weed control  
|                 | o managing abandoned blocks in the accredited farm to manage the risk of cross contamination to accredited blocks  
|                 | o measures to manage rotting product on the ground after harvest to reduce the risk of cross contamination to remaining product  
|                 | o other measures specified in importing country requirements.  
|                 | • Record the commencement and completion of harvest dates for accredited blocks.  
|                 | • Where product is field packed into the final export carton the packaging must be appropriate for the product being packed, strong to withstand handling, clean, new (or if used, must be reconditioned for each subsequent use to ensure it meets all other packaging requirements), free from pests and compliant with importing country requirements. | • Minor or Major | • Visual inspection  
|                 |                                                                 |                       | • Industry manual  
|                 |                                                                 |                       | • Documented processes  
|                 |                                                                 |                       | • Spray application record/diary detailing weed control sprays  
|                 |                                                                 |                       | • Farm notes/diary detailing harvest dates  
|                 |                                                                 |                       | • Export cartons if field packed |
Related material

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

- Guideline: Audit of horticulture export accredited properties
- Guideline: Maintenance of phytosanitary security of horticulture prescribed goods for export
- Guideline: Management 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-9-4087</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>27/07/2018</td>
<td>First publication of this reference.</td>
</tr>
</tbody>
</table>
| 3.0     | 28/03/2021 | Amended performance standards requirements  
|          |            | Additional columns for non-compliance ratings and examples of evidence             |
|          |            | Amendments for commencement of the Export Control Act 2020 and associated Plant Rules |