

Export Handicraft Inspection Procedures

1. Arranging Inspection for Commercial Handicraft Export

- i. Exporter to advise QQMD of intention to export handicraft
- ii. Exporter to arrange with QQMD for a time and place for inspection
- iii. Inspector to arrive at the inspection place at the appointed time to conduct inspection
- iv. Inspector are to be available at the Queen Salote Wharf (QSW) for at least three working days immediately prior to the ETA of each vessel for the purpose of carrying out export inspections and where necessary treatments if it required.

2. Arranging Inspection for Non-Commercial Handicraft Exporter

- i. Exporter who intend to accompany/hand carried his/her handicraft by aircraft must inspection at Handicraft Inspection Shed in QSW
- ii. Exporter should arrive at QSW during working hours 8:30am-4:30pm for inspection his/her handicraft
- iii. If there is sufficient time to conduct inspection the inspector shall inspect all handicraft presented for inspection
- iv. Where insufficient time is available for inspection the Inspector must refuse to conduct the inspection, refuse to issue certification and refuse to allow the handicraft to be exported

3. Facilities and Equipment

- i. The facilities and equipment which should ideally be available in a Handicraft Inspection Shed Area at QSW for packing.
- ii. A covered area cable of keeping rain off handicraft and packing
- iii. The floor is concrete and must be clean during inspection and packing operations. The area surrounding the sealed area must be free from dust
- iv. Good lighting, including supplementary lighting of high quality if night inspections are to be conducted. Cool white fluorescent lights are to be preferred to normal metal filament bulbs. Fluorescent lights should be place directly above the area which detailed inspection of produce is carried out
- v. Electricity, where it is necessary to use electrical equipment such as maggy lamps and scales

4. Preparation for Handicraft Export Inspection

- i. Prior to arriving at the Handicraft Inspection Shed for inspection the Inspector must ensure that he/she has the appropriate equipment and documentation for performing the inspection.
 - a. Equipment Need
 - Plastic bags
 - Knife/Caesar
 - Hand lens/eyepiece
 - Scales
 - Inspection table

- Maggy lamp/ Fluorescent lights/filament bulb
 - Specimen bottles
 - Pass Quarantine Sticker
- b. Exporter Need
- Plastic bags (required for rapping handicraft after inspection)
 - Sellotape
 - Mortein Spray (required for small consignment)
- c. Document Need
- (QSW) Inspection Form- (required for issuing phytosanitary certificate)
 - (QTC) Quarantine treatment certificate (if there's any treatment occurred)
- ii. All equipment must be in good working order. Knives must be sharp. Ensure that the maggy lamp is working and that you have an electric lead, if necessary
- iii. If lighting in the inspection place is inadequate for satisfactory inspection the Inspector must arrange for it to be improved to an acceptable standard otherwise inspection is not to proceed.
- iv. Wherever necessary, Inspectors must ensure that Exporters are aware of the standard of inspection facilities which is required. If Inspectors require facilities such as electric power, a table or a place for hand washing these facilities are to be provided by the Exporter.

5. Pre-Inspection

- i. Determine the requirements of the importing country for the particular type of handicraft. Obtain this information from your senior officer. If information is not available ask the Exporter for a copy of the Import Permit. If available, the permit will state the conditions of import.
- ii. If the import condition for the country/commodity cannot be determined the Inspector must inspect the commodity to ensure that it is free from pests, obvious signs of disease, weed seeds, soil and other contaminants.
- iii. If the conditions of import are available-determine whether it is possible to meet any special endorsement conditions. If special endorsement conditions cannot be met advise the exporter accordingly and DO NOT continue with the inspection
- iv. If no special endorsements are required, or if it is possible to meet any special conditions the Inspector is to determine the inspection method to be used. For most handicraft commodities this will mean an inspection of a whole consignment.

6. Inspection

- i. All handicraft items must be removed from the package/cartons/boxes/bags.
- ii. Inspect 100% of the handicraft items
- a. Look for ;
- Mites
 - Thrips

- Mold
 - Soil
 - Frass
 - Plant debris
 - Ants, spiders, earwig, cockroach etc.
 - Scale insect, mealy bugs, beetles, caterpillars etc.
 - Slugs and snails
- iii. Inspection does NOT mean simply opening packages or selecting a couple of pieces of items for examination
 - iv. Inspection includes the removal of all of the items from the packaging. Visually check the product and then check inside of the package either box, plastic bags etc for insects soil, weed seeds or other pests/diseases contaminants.
 - v. Where any pest/disease/contaminant is found the whole consignment is to be rejected. The inspector advise the Exporter why the consignment is being rejected and to detail any action which the Exporter may able to take to make the shipment acceptable for export. (This may involving swiping/washing/cleaning or otherwise treating with mortein/fumigant Mbr)
 - vi. A record detail of all inspections in the QQMD Inspector's recording sheet or Queen Salote Wharf Inspection Form (QSW-IF). The ; Exporter/Importer Name & Address, Type of Handicraft commodities, Quantity, weighing in kg, Type of Packaging, Inspector Name & Supervisor for Verification and lastly the time & date was conduct inspections.
 - vii. Only in case of dispute with Exporter will it be necessary to collect specimens of pests/diseases for identification. (Keep duplicates if possible).
 - viii. On completion of satisfactory inspection the Inspector is to weigh the total weight of the produce to be exported and to list this amount on the Phytosanitary Certificate.
 - ix. Where the treatment is required as a condition of export the Inspector is to perform or supervise such treatment. The treatment may involve fumigation or spraying with mortein or other treatment as required
 - x. The Inspector is to advise the Exporter of any fees due, collect those fees and issue a receipt. The Inspector will then complete Form 9 (Phytosanitary Certificate) and hand the original white and the second copy green to the exporter.

7. Type of Handicraft

- i. Mats
- ii. Tapa
- iii. Wood Carving
- iv. Furniture
- v. General Handicraft

8. Regularly Quarantine Fees

- i. Inspection=\$4.00TOP
- ii. Phytosanitary Certificate=\$4.00TOP

9. Documentation Form (Record Keeping)

Handicraft Inspection Form

| Name & Address of Exporter: | | | | | | Consignee | | | | | | |
|--|----------|-----------|-----|-------|-----|--------------------|---------|------|--------------|-------------------|----|---------|
| | | | | | | | | | | | | |
| Declared Means of conveyance | | | | | | Date of Inspection | | | | | | |
| Additional Information: | | | | | | Time of Inspection | | | | | | |
| Cargo Agent: | | | | | | | | | | | | |
| Name of Commodity | Quantity | Packaging | | | | No. of Unit | Results | | | Use of Microscope | | |
| | (Kg) | P/bag | CTN | C/Bir | Bag | | Pass | Fail | Action Taken | Yes | No | Pest ID |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Name of Quarantine Inspector: | | | | | | Signature: | | | Date: | | | |
| Name of QSW Supervisor | | | | | | Signature: | | | Date: | | | |
| Name of Phytosanitary Certificate Iss | | | | | | Signature: | | | Date: | | | |
| Phytosanitary Certificate No.: | | | | | | | | | | | | |

Quarantine Treatment Certificate

Form 10

No

GOVERNMENT OF TONGA

MINISTRY OF AGRICULTURE AND FORESTRY

PLANT QUARANTINE

PLANT QUARANTINE REGULATIONS 1995

QUARANTINE TREATMENT CERTIFICATE

(Plant Quarantine Regulation 33(3))

This is to certify that the items listed below have been treated under the supervision of an officer of the Ministry of Agriculture and Forestry as Follow:

Name and Address of Owner of Goods.

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.....

Description and Quantity of Goods

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.....

Treatment (Chemical /Concentration /Duration /Temperature)

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.....

.....

Signature (Inspection)

.....

Date

Official Stamp

Phytosanitary Certificate

| | | | | |
|---|-----------------------------------|--|-----------------------|--|
| Name and address of exporter | | No PLANT QUARANTINE REGULATION 1995 PHYTOSANITARY CERTIFICATE PLANT QUARANTINE REGULATION 32 Ministry of Agriculture and Forestry Plant Protection Organization of the Tonga Government | | |
| Declared name and address of consignee | | | | |
| Declared means of conveyance | | TO: The Plant Protection organization of | | |
| Declared point of entry | | | | |
| Distinguish marks and container numbers | number and description of package | Quantity declared | Name of Produce | Botanical Name of Plants |
| This is to certify the plant and plant products described above have been inspected according to appropriate procedures and are considered to be free from quarantine pests, and practically free from other injurious pests and that they are considered to conform with current phytosanitary regulations of the importing country. | | | | Total number of package: Total mass: Kg |
| DISINFESTATION AND /OR DISINFECTION TREATMENT | | | | |
| Date | Treatment | Chemical (active ingredient) | Concentration gram/m3 | |
| Duration & Temp hour at 21 °C or above | | | | |
| Name of authorized officer | | | | |
| Name authorized officer | | | | |
| Place of issue | | | | |
| Signature | | | | |