

DOCUMENTATION PROCEDURES Ref IL 001 25 November 2005

This leaflet contains information relating to the documentation used in the seed certification process and will assist in the correct completion of the various forms. The General Rules should be consulted for details concerning the completion of the various stages. For premises registered on a Quality Assurance program the forms may vary slightly.

APPLICATION FOR REGISTRATION (SC1)

To produce certified seed, the applicant who may be either a grower or seed merchant must submit an **Application for Registration of an Area**. The form is green and is to be used for all applications of Stage A, Stage B, Basic, Certified, Registered or Approved Seed of any species.

A detailed plan of the farm indicating the crop area, location of possible contamination and access roads must be included on the application. The space on the reverse side of the form can be utilised for this purpose.

The seed source used to plant the area must be nominated. Labels of the seed used to plant the area must be retained by the grower and one such label should be supplied to the Inspector for positive identification when the area is inspected.

Land eligibility must be considered. The area must not have grown a related species that is likely to contaminate the registered crop. The respective rules should be consulted for details.

On completion of this form by the applicant, it should be forwarded to QSEED Pty Ltd.

Other factors which should be considered when completing the application include the availability of harvesting and cleaning equipment and if the area is free of potentially troublesome weeds, particularly prohibited species.

APPLICATION FOR RENEWAL (SC2)

The form is blue and is to be used as confirmation by the grower of perennial pasture seed areas that it is intended to continue with an area under certification. The form is posted direct to the

applicant by QSEED for completion and must be returned at least two weeks prior to the first inspection as required under the specific rules.

NOTIFICATION OF REGISTRATION (SC3)

On receipt of an application for registration or renewal of registration, QSEED will check the seed source, isolation and land eligibility. If found to be satisfactory a **Notification of Registration of an Area** will be issued. If not satisfactory, a letter of rejection (SC4) is issued. This notice is sent to the applicant and a copy supplied to the Inspector.

FIELD INSPECTION REPORT (SC5)

The **Field Inspection Report** is a pink form and is despatched to the Inspector along with a copy of the **Notification of Registration of an Area**.

When the inspection of the crop has been carried out, the inspecting officer must complete the report and return it to QSEED as soon as possible. A time docket should accompany it, along with a label from the seed used to plant the area if applicable, or a notation that the label from the seed source was sighted.

Following receipt of the **Field Inspection Report** by QSEED, the applicant is advised as to whether or not the inspection of the crop was satisfactory.

SATISFACTORY INSPECTION (SC6)

If the field inspection indicates that the area complies with the rules a copy of this letter and two copies of the Yield Declaration (SC8) is prepared and sent to the applicant. If the seed line fails to meet the certification requirements a Rejection Notice form (SC7) is issued indicating the rejection and reasons for the rejection.

YIELD DECLARATION/ SAMPLE SUBMISSION FORM (SC8)

This form is coloured yellow, and is issued to the applicant following a satisfactory field inspection. The form is in three sections. The grower must complete Section (1) after harvesting by including the quantity of harvested seed and forward the form to the seed cleaner either with the seed lot or separately.

The cleaner must complete Section (2) which must include the following information:

- Registered Area Number;
- Lot Number/Grade;
- Number of bags in the line;
- Quantity in each bag;
- Label numbers used;
- Extra tests required (if any).

If the grower cleans his own seed, he must complete both sections (1) & (2). Once the seed is cleaned the seed sampler will sample the seed and complete Section (3). The form and sample is then sent to the seed testing laboratory.

NOTIFICATION OF ACCEPTANCE (SC9)

The seed submitted to the laboratory is analysed for physical purity and germination. If the seed

complies with the standards, a copy of the notification is issued to the applicant. A copy of

the analysis report is also attached to this notification which includes the quantity of seed certified.

Label stick-on tags which includes the identification of the seed lot and may include the test information is printed and issued with this notification.

REJECTION NOTICE (SC10)

If a seed lot fails to meet the minimum certified seed standards, a **Rejection Notice** is issued. This will usually include advice on the action required to make the seed conform to the standards. The analysis report indicating the test results is attached to this notice and advice may be given if it is considered that the seed lot may comply if further cleaning is carried out.

Where the seed lot has failed certification entirely, the certification labels must be removed and returned to QSEED.