



Australian Grain Industry – Code of Practice Technical Guideline Document

No. 24

GRAIN PREPARATION PLAN

Compiled on behalf of the Australian Grain Industry by:
Grain Trade Australia

Version 1
This edition published – 13 May 2026
© Grain Trade Australia, 2026



Australian Grain Industry – Code of Practice

Technical Guideline Document

No. 24 Grain Preparation Plan

Version Control

Date	Version	Amendments
April 2026	1.0	Original document development

For more information contact Grain Trade Australia

www.graintrade.org.au

Phone: 02 9235 2155

Email: admin@graintrade.org.au

Table of Contents

No. 24 Grain Preparation Plan	3
1. Application	5
1.1 What requirements are covered?	5
1.2 Commodities.....	5
1.3 Markets	5
1.4 Parameters.....	5
1.5 Industry & Regulatory Controls	5
1.6 Sources of Information	6
2. Grain Preparation Plan Content	7
2.1 General Requirements.....	7
2.2 Grain Sourcing Scenario	8
2.3 Specific GPP Requirements	8
2.4 Documentation	8
3. Appendix 1 – GPP Checklist	9

1. Application

A procedure and checklist used to confirm grain outturned meets customer and any regulatory requirements, for all commodities. While this document assists industry in the cargo assembly process for all export destination markets, for any company operating under the Grain Storage Assets and Management Standard (GSAMS), a Grain Preparation Plan (GPP) is required to be developed.

1.1 What requirements are covered?

A GPP is developed to meet requirements when outturning grain covering parameters of:

- Customers, as generally specified in commercial contracts.
- Regulatory agencies, which may or may not be specified in contracts or government documents such as Import Permits.

1.2 Commodities

A GPP should be developed for all grain commodities, including cereals, pulses, oilseeds and grain products.

1.3 Markets

A GPP is recommended to be developed for grain outturned to:

- The domestic market.
- The export market.

1.4 Parameters

The parameters to be covered under a GPP include all those specified by customers and any regulations that apply. These may include:

- Grain Quality – protein, moisture, screenings etc.
- Food Safety – chemicals, heavy metals, mycotoxins etc.
- Other contaminants – microbiological etc.
- Quarantine – various pests such as insects, weed seeds, diseases, pathogens etc.

The above parameters are referred to as the *status of grain* within this Technical Guideline Document (TGD).

1.5 Industry & Regulatory Controls

This GPP is developed to assist to manage and as evidence of compliance of the outturned grain to meet any contract or government regulations that may apply.

Under the Australian Grain Industry Code of Practice, Section 2.7.1, “*all involved in the grain supply chain, including producers, storage providers and marketers are to be aware of the relevant domestic and international regulations and quality requirements where applicable.*”

And

Section 2.7.2 “*Grain is only out-turned when known to be in compliance with market requirements*”.

For export consignments:

- The Department of Agriculture, Fisheries and Forestry (DAFF) oversees compliance with

importing country quarantine requirements for all consignments under the Export Control Act 2020 www.agriculture.gov.au/sites/default/files/documents/outline-export-control-act-2020.pdf and the Export Control (Plants and Plant Products) Rules 2021 www.agriculture.gov.au/sites/default/files/documents/outline-export-control-plant-rules-2021.pdf.

- Specific quarantine requirements by commodity and country are outlined in the Manual of Importing Country Requirements (Micor).
 - **Note:** Micor is a guide only and DAFF relies on exporters to obtain the latest import requirements for a country.
- Importing countries may monitor imported grain and sample and test grain for compliance with any of their regulations that may apply.

For domestic outturn:

- Various State agencies may monitor grain consignments, although in general, industry is responsible for managing compliance.
- Various regulations exist, including:
 - The Food Standards Australia New Zealand Food Standards Code www.foodstandards.gov.au/food-standards-code/legislation.
 - The Australian Pesticides and Veterinary Medicines Authority Maximum Residue Limits (MRL) www.legislation.gov.au/F2023L01350/latest/versions.
 - For stockfeed, individual State and Territory stock food regulations for contaminants.
 - Interstate quarantine movement of grain <https://interstatequarantine.org.au/>.

1.6 Sources of Information

Depending on the parameter, information may be obtained from a range of sources including:

- On various overseas Government websites or through direct correspondence with the overseas National Plant Protection Organization (NPPO).
- International Standards websites such as Codex Alimentarius Commission www.fao.org/fao-who-codexalimentarius/home/en/.
- From the DAFF Micor website or from the consignment Import Permit <https://micor.agriculture.gov.au/Pages/default.aspx>.
- From the Plant Export Operations Manual produced by DAFF www.agriculture.gov.au/biosecurity-trade/export/controlled-goods/plants-plant-products/plantexportsmanual.
- In commercial marketing contracts.
- From commercial service providers.

Whether stated or not in commercial contracts, the Australian Grain Industry Code of Practice requires compliance with all regulatory requirements, hence it is the responsibility of industry to source, understand and comply with those requirements through the use of tools such as a GPP.

2. Grain Preparation Plan Content

2.1 General Requirements

As outlined in the Australian Grain Industry Code of Practice <https://graintrade.org.au/australian-grain-industry-code-of-practice/>, knowledge of customer requirements is needed. For industry to comply with GSAMS, a GPP is required for all consignments to be outturned to a market.

A GPP includes:

- Knowledge of the *status* of grain. This may be obtained:
 - Prior to receipt into storage.
 - During the receipt process through representative sampling and testing.
 - Following receipt, by collection and analysis of samples representing the grain in storage to be outturned.
 - During storage following completion of activities affecting the grain (i.e., chemical treatment, blending).
- Records of the status of the grain, for use prior to, during and following stock selection and loading. Records may be in various forms including paper or electronic documentation.
- Knowledge of customer and regulatory requirements for the intended market.
- Stock selection, based on that grain meeting customer and regulatory requirements.
- A strategy to manage the *status* of grain where it does not comply with all requirements (i.e., blending strategy).
- As relevant, where industry and/or DAFF require compliance with agreed stock selection or minimisation strategies (i.e., minimising the level of pests in consignments to a Protocol market), clearly documented procedures to select and outturn stock based on those stock selection or minimisation strategies. This requires:
 - Knowledge of the pest status of the grain. This information can be obtained at various times prior to or during grain receipt or storage, but prior to outturn.
 - Evidence of this stock selection process must be available for all pests required to be minimised in that consignment, with a focus on those pests that are present in high numbers versus low inadvertent presence.
 - On request by DAFF for applicable markets, this evidence must be provided within the GPP prior to loading for each consignment (i.e., to the Authorised Officer to sign-off that the cargo assembly process has met that regulated market requirement for minimising the presence of particular pests.
 - It is recommended that the exporter, and facility where the grain is to be loaded, jointly prepare and sign off the GPP.
- A company GPP procedure that outlines various roles and responsibilities to implement the GPP for each consignment. This includes:
 - A GPP policy document, including the staff member(s) responsible for its implementation.
 - A GPP procedure outlining major processes to be covered, including ensuring all relevant staff are aware of the GPP.
 - A checklist for each consignment to ensure all major procedures are covered for each consignment.
 - Roles of all staff involved in developing, maintaining and management of the GPP.
 - The method of interaction with the marketer or facility packing/outloading the grain, such as sign-off of the GPP.

The GPP procedures, roles of staff etc. may be embedded in other company procedures and policies.

2.2 Grain Sourcing Scenario

The GPP policy of the company includes the Grain Sourcing Scenario covering all known sources of grain.

For each GPP by consignment, the Grain Sourcing Scenario is not required to be completed; however, it is expected the GPP covers the grain source for that individual consignment.

2.3 Specific GPP Requirements

The main processes involved in stock receipt, storage and selection are to be documented, and these include:

- Receipt sampling, testing and documentation of results. Includes collection of relevant data on the *status* of the grain such as variety, chemical treatment, GM status.
- Grain storage / segregation within the site, including stock movements within the site. This is required for traceability of grain within the site following receipt.
- Policy and procedure for managing the *status* of grain within the site, including during storage.
- Procedure for knowledge of customer and regulatory requirements, based on the nature of the contractual obligations.
- Policy and procedure for managing customer and regulatory requirements.
- Stock selection process, recognising that grain may change ownership along the supply chain, which may or may not involve different physical locations.
- For those markets requiring a pest minimisation strategy, an outline of the main pest risks and ability to manage that minimisation strategy for all pests. For those pests not minimised to the extent of others, documentation supporting the reasoning for that strategy (i.e., it may not be practical or economically feasible to minimise those pests present in grain at very low levels).
- Policy and procedure for review of any pathways, transport equipment and vessels (i.e., belts, augers, road trucks, rail wagons, containers, bulk vessel holds) to ensure the *status* of grain to be loaded is not compromised.
- Sampling and testing during internal transfer and on outturn to verify compliance with the GPP.
- Audit program of the GPP policy and procedures.
- Documentation requirements for all major processes.
- For exports:
 - Role of the company to meet exporter requirements
 - Main procedures to manage DAFF requirements on behalf of the exporter
 - Knowledge of any Protocol markets and relevant documentation of the stock selection process to meet any pest minimisation strategy required by the market
 - GPP signoff process prior to loading, including interaction with the exporter.

2.4 Documentation

Appendix 1 is a general checklist of requirements for a GPP, noting that other information may also be required by the customer, DAFF, the exporter or the importing country.

As part of the GPP, the company must retain documents for a specific period as stipulated in their GPP policy. The method of retention and period for records to be retained must be adequate (i.e., for follow-up to enquiries) and based on the company commercial operations.

3. Appendix 1 – GPP Checklist

The following is a suggested checklist of the main issues to be reviewed by consignment under the GPP policy:

a) GPP Consignment Management

- Clear directions and/or contract with marketer/exporter on requirements
- Knowledge of end-market, including any Protocol market requirements
- Knowledge of market quality, food safety, quarantine and other grain *status* requirements
- Knowledge of grain *status* in storage or to be received as part of consignment
- Staff roles and responsibilities known
- Staff trained
- Certification attesting to consignment meeting requirements following review of GPP for consignment
- Sign-off procedure.

b) Operational Procedures

- Site and grain hygiene and pest control measures implemented
- Pre-outturn representative consignment samples obtained and tested as required
- Grain Sourcing Scenario known
- Stock selection process enacted
- Traceability of grain along the supply chain to the extent needed to ensure its integrity and status is maintained
- Sampling and testing procedures implemented as required to understand the grain status
- Approval to outturn based on grain meeting all market requirements
- Grain flow path, transport equipment suitable for grain movement
- Outturn samples taken and assessed to confirm the grain status by authorised persons
- Results of consignment documented and compared with marketer/exporter requirements
- Representative outturn samples retained as needed
- Records finalised and retained.