Appendix C: Horticulture inspection

This document contains the following topics

- Initiating the horticulture inspection ................................................................. 2
- Horticulture Inspection page ............................................................................. 3
- Opening the RFP details ................................................................................... 4
- Returning to the inspection page ...................................................................... 5
- Recording Place of Origin and Additional declaration ..................................... 6
- Edit Exporter name (if applicable) .................................................................... 8
- Recording reinspection of a consignment ......................................................... 11
- Verifying import permit details ......................................................................... 13
- Verifying treatment details ............................................................................... 15
- Recording flow path inspection results ............................................................ 17
- Recording trade description result .................................................................... 19
- Selecting sampling rate .................................................................................... 20
- Splitting lines on the inspection record ............................................................. 23
- Recording inspection results for horticulture .................................................. 24
- Setting the line ID for the inspection results ...................................................... 27
- Navigating between line inspection windows .................................................. 27
- Completing and submitting the inspection record .......................................... 28
- Expiration date for horticulture inspection ....................................................... 29
- Document information ...................................................................................... 30
- Version history ................................................................................................. 30
Initiating the horticulture inspection

To initiate a horticulture inspection, click on the Home¹ PEMS menu tab, and then click the Horticulture² button.

The Create Horticulture Inspection window will display.

Enter the RFP number¹. The RFP number will be seven digits long.

Enter the Establishment number² (only mandatory for external AOs). The establishment number should be three to four digits long.

Click Create³.

! Where a change is made to the RFP in EXDOC, you can select the Reload RFP from EXDOC⁴ checkbox to update the relevant RFP and inspection record in PEMS. For more information see Section 4.1 Reload RFP from EXDOC of the PEMS AO user guide.
PEMS extracts RFP information from EXDOC to populate the *Horticulture Inspection* page. The inspection page will display by default.

The inspection record will remain **Active** until the record is withdrawn, submitted or cancelled.

```
While the record is active, the date provided at the top of the horticulture inspection record is the date the inspection record was initiated.
```

### Horticulture Inspection page

The *Horticulture Inspection* page will display the following key sections:

- **RFP details** – populated based on RFP information extracted from EXDOC.
- **Flow path details** – allows you to record or change the flow path inspection result.
- **Outcome details** – allows you to select the inspection sampling rate and trade description results, and provides a summary of the inspection outcomes.
- **Results** – where you record the inspection results.
- **Comments** – where general comments, such as additional requirements for protocol markets, can be recorded (see Section 3.8 Adding comments to a record of the PEMS AO user guide.

Step-by-step instructions on how to record or change data on this page is provided below.
Opening the RFP details

To open the RFP details, click the **Inspection** tab and then click **Open** under the RFP details section.

The **Request For Permit** page will display.

The **Request For Permit** page will display a **Summary** of the RFP from EXDOC, as well as the **Request for permit lines** that make up the inspection record (for more information on the **RFP tabs** see [Section 4 RFP functions in PEMS (commodity inspections)] of the PEMS AO user guide.

Click **Open** beside any RFP line to view the details of that line.

For departmental AO’s only, click **Change** beside **Comments** to record comments at the RFP level.
The RFP line window will display the details of the commodity line as provided on the RFP in EXDOC. Click **Previous** and **Next**¹ to navigate between the RFP line windows.

Click **Close**² to exit the RFP line window at any time and return to the *Request For Permit* page.

---

**Returning to the inspection page**

To return to the *Horticulture Inspection* page, click the **Inspections**³ tab. The full list of inspections relating to the RFP will display (for more information see Section 4.3 Navigating to related inspections/calibrations from the RFP of the PEMS AO user guide).

Click **Open**² beside the ‘Active’ inspection record.
The *Horticulture Inspection* page will display.

**Recording Place of Origin and Additional declaration**

Place of Origin and Additional declaration (if applicable) information are to be recorded for the consignment.

To record the Place of Origin and Additional declaration for the consignment, click the **Inspection** tab and then click **Change** under the RFP details section.
The Change Details window will display.

Where applicable, you must View\(^1\) the Link to MICOR. This will open another window and link you to the MICOR case for the commodity and country. Then select the Additional declaration Verified\(^2\) checkbox in the Change Details window. You will not be able to click the checkbox if you have not verified the MICOR case.

Enter the Place of Origin\(^3\) information and click Save\(^4\).
The *Horticulture Inspection* page will display the updated **Place of Origin** information and **Additional declaration** information.

![Horticulture Inspection page](image)

---

**Edit Exporter name (if applicable)**

There is a field length limitation of 35 characters when the exporter name is extracted into PEMS from EXDOC (system constraint). This means that in some instances the entire **Exporter name** will not appear in PEMS.

You must check that the exporter name that appears in the inspection record in PEMS matches the exporter name on the RFP.

If the **Exporter name** is not complete, you will be able to edit it whilst the inspection is active, or when the record is reactivated.

You will need to edit the exporter name once in PEMS. You will not need to make the change again for future inspections/calibrations, as PEMS will save the corrected version of the exporter name for all future records.

---

1. Inspection results grid will be enabled only when the additional declaration is set either to 'No' or 'Verified' and Place of Origin information recorded.
To edit the **Exporter name**<sup>1</sup>, click the **Inspection**<sup>2</sup> tab and then click **Change**<sup>3</sup> under the RFP details section.

The **Change Details** window will display.

To update the exporters name click **Edit**<sup>4</sup>, this will make the Exporter Name field active.

Update the **Exporter Name**<sup>1</sup> and select **Save**<sup>2</sup>. 

---

<sup>1</sup> The edited exporter name and the original exporter name that was extracted from EXDOC will be associated with the identifying Exporter Number, which cannot be edited. The edited exporter name will overwrite all future versions of the exporter name in PEMS, therefore it is imperative that it is entered correctly.
Recording reinspection of a consignment

To record that the inspection is a reinspection, click the **Inspection** tab and then click **Change** under the RFP details section. You can use this function to link product to be inspected under a new RFP with the original RFP.
The Change Details window will display.
Select the This is a Reinspection checkbox and the reinspection section will expand.
Enter the Original RFP number. The number must be seven digits long and can be the same as the current RFP number.
Click Save.
The Horticulture Inspection page will display the updated reinspection details.

Verifying import permit details
Import permit details must be verified for the consignment. To verify the import permit details, click the Inspection tab and then click Change under the RFP details section.
The *Change Details* window will display.

You must verify the *Import Permit* details relevant to the consignment.

Click *Save*.

![Image showing the Change Details window with the Import Permit details and options to verify and save the changes.]
Verifying treatment details

Treatment details must be verified for the consignment. To verify the treatment details, select the Inspection\(^1\) tab and click Change\(^2\) under the RFP details section.
The *Change Details* window will display.

You must verify **Treatment details** relevant to the consignment. Click **Save**.
Recording flow path inspection results

Flow path inspection results must be recorded before entering the commodity inspection results and can be changed at any time until the record is submitted, cancelled or withdrawn.

To record flow path inspection results click the Inspection tab and then click Change under the flow path details section.

The Flow Path Details window will display (next screenshot).

Select a flow path Inspection result of ‘Passed’ or ‘Failed’. The flow path details window will expand and you must enter the Authorised Officer, Result date and Result time.

All AOs assigned to the inspection will be available to be chosen against a flow path result.

If the flow path is failed, you then have the option to change the flow path inspection result to Passed after rectification, if applicable. If the flow path fails you should not submit the inspection record. The flow path must be passed after rectification (see Section 3.3 Recording a passed after rectification flow path result of the PEMS AO User Guide) before submitting the inspection.

If ‘Passed after rectification’ is selected, the Flow Path Details window will expand and you can select the Authorised Officer and will show the Failed date and Failed time from when it was failed. You must enter a Result date and Result time.

If applicable, provide Comments on the flow path inspection (mandatory when the flow path fails or is passed after rectification).

Click Save.

The flow path date/time must not be in future and must be equal to or greater than the start time/date and equal to or less than the end time/date of the inspection.

If you fail the flow path initially and then provide a ‘Passed after rectification’ result, rectification date/time must be after the flow path failed date/time.

The whole consignment presented for inspection will fail if the flow path receives a ‘Failed’ result. Do not continue with the commodity inspection as you will not be able to add results against RFP line.

You must enter an appropriate time entry record (see Section 3.4 Time Entry) before the inspection record is submitted on PEMS.
The Horticulture Inspection page will display the updated flow path Inspection result and PEMS will populate the name of the Authorised Officer who recorded the flow path inspection results in PEMS.
Recording trade description result

You can enter the trade description results for the inspected consignment by clicking the **Inspection**\(^1\) tab and then click **Change**\(^2\) under the Outcome details section.

The **Outcome Details** window will display.

The trade description result field is mandatory. Select the **Trade description matched**\(^4\) checkbox and then click **Save**\(^2\) (the trade description and sampling rate must be entered before saving the **Outcome Details** window).

The **Horticulture Inspection** page will display the **Trade description**\(^3\) result.
Selecting sampling rate

To select a sampling rate for the consignment, click the **Inspection** tab and then click **Change** under the Outcome details section.

The **Outcome Details** window will display.

Select an appropriate **Sampling rate** of 2% (two percent) per line, 2% (two percent), 600 units, 600 units per line, or Other (for more information see below). Click **Save**.

---

**Plant Exports Management System (PEMS) Authorised Officer user guide**

Version no.: 5.0

Date published: 4/11/2019
If the **Sampling rate**\(^1\) is set to *Other* the *Outcome Details* window will expand.

You must specify the sampling rate used in **Sampling Description**\(^2\). Click **Save**\(^3\).

If there is at least one commodity on the RFP for a protocol market the **Compliance labelling verified**\(^1\) checkbox will be displayed. You will have to verify compliance labelling in the *Outcome Details* window before proceeding with inspecting the consignment.
When ‘Compliance labelling verified’ checkbox is selected, the Comments field becomes mandatory for you to enter the Pack house number.

After you click save, the Horticulture Inspection page will display the chosen Sampling rate.

Based on the sampling rate, PEMS will populate the Target quantity to be inspected. As inspection results are entered, PEMS will automatically keep a Progressive count of the numbers of units sampled and record the Total passed and Total failed for the consignment. If Compliance labelling is applicable to the record it will be indicated in this field.

<table>
<thead>
<tr>
<th>Trade description</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance labelling</td>
<td>Yes</td>
</tr>
<tr>
<td>Sampling rate</td>
<td>600 Units</td>
</tr>
<tr>
<td>Target quantity</td>
<td>600</td>
</tr>
<tr>
<td>Progressive count</td>
<td>600</td>
</tr>
<tr>
<td>Total quantity</td>
<td>10000</td>
</tr>
<tr>
<td>Total passed</td>
<td>10000</td>
</tr>
<tr>
<td>Total failed</td>
<td>0</td>
</tr>
</tbody>
</table>

If the Other sampling rate is selected you must manually enter the ‘Total passed’ and ‘Total failed’ into the inspection record, as shown in the screen shot above. ‘Total passed’ and ‘Total failed’ must be equal to the ‘Total quantity’.

Warning message for 600 units or 2% sampling rates.

The inspection record can be submitted in PEMS when the progressive count does not meet the target quantity. However, PEMS will display a warning message and confirm that you wish to proceed with the submission where the target quantity is not met.
Warning message for per line sampling rates.

Splitting lines on the inspection record

For Horticulture Inspection records, you can split the parent RFP lines of the record where key information regarding the inspected consignment is not provided on the RFP in EXDOC, or does not extract into PEMS, but is important for the traceability of goods.

RFP lines should be split where it is possible to differentiate between a unique and identifiable source of the goods for the RFP line, such as:

- grower
- lot
- packhouse.

To split lines in the inspection record, click Split line beside the appropriate parent RFP line. Any parent RFP line presented for inspection can be split any number of times.
The inspection *Results* window for the new line will display (see second screenshot in the *Recording inspection results for horticulture* section below and continue to record the results for each line).

**Recording inspection results for horticulture**

PEMS will provide different sample guide columns¹ to assist you with tracking the number of units sampled from each RFP line during inspection (next three screen shots). The sample guide provided will depend on the sampling rate you originally selected.

PEMS requires that certain inspection data is entered before an inspection record can be successfully submitted:

- For ‘600 units per line’ and ‘2% (two per cent) per line’ sampling rates, an inspection result must be entered against every RFP line.
- For ‘600 units’ and ‘2% (two per cent)’ sampling rates, an inspection result does not have to be entered against every RFP line.
- For Other sampling rates a result does not have to be entered against every RFP line.

To enter or change inspection results on PEMS click Open² beside the appropriate RFP line.

---

¹ Sample guide columns refer to the columns in the sample guide provided by PEMS.
² Open button is used to view and change inspection results.
Sampling rates for 600 units per line or 2% (two percent) per line:

The *Inspection Result Line* window will display.

For each line inspected:

- if applicable, enter the source of the product into the **Line ID**, such as grower line, packhouse number and/or lot number.
- enter the **Number of packages** presented for inspection if the information is not prepopulated (where split line is used, you will need to amend the number of packages specified in the parent RFP line).
- enter the **Sampled number** of units during the inspection (sampled number must be entered before a result can be selected).
- select a **Result** of either ‘Pass’ or ‘Fail’ for the line.
- if applicable, select one or more **Remarks** checkboxes (mandatory if the line fails the inspection).
- select the checkbox(es) of all **Authorised officers** who inspected the line (see **Section 3.1 Assigning authorised officers (inspection records only)** of the PEMS AO user guide for more information).
- Click **Save** to save the inspection record and exit the Inspection Result Line window.

! Additional remarks for protocol markets must be entered into general comments (see **Section 3.8 Adding comments to a record** of the PEMS AO user guide.)
Once the inspection result is saved, the Horticulture Inspection page will display the new split lines. You can Remove the split line(s) up until the inspection is submitted, withdrawn or cancelled.
Setting the line ID for the inspection results

Where the line ID for all RFP lines for the consignment will be same, you can set the line ID across all the RFP lines. Click Set line ID¹.

The Line ID window will display.

Enter the appropriate Line ID¹. Click Save².

The Line ID will display in the Inspection Result Line window for each RFP line.

Navigating between line inspection windows

You can navigate between the line inspection windows by clicking Previous or Next¹ at the bottom of the window. The inspection result for each line will automatically save when you navigate between windows in this manner.
Completing and submitting the inspection record

The inspection record can only be submitted in PEMS after:

- all inspection results and data are recorded appropriately, unless the flow path failed inspection
- a **Time Entry**¹ is provided for all AOs who recorded inspection results
- if applicable, attachments and correspondence relating to the inspection are added under the **Communications**² tab.

Details on the Time Entry and Communications tabs can be found in the Section 3 General PEMS functions of the PEMS AO user guide.

When you are ready to submit the inspection record, click the **Actions**³ tab and then click **Submit**⁴.

For more information on **Downloading**, ** Cancelling** or **Withdrawing**⁵ the inspection, see Section 3.6 **Actions tab** of the PEMS AO user guide.

---

! Once the inspection record is submitted, the record will become read-only and you will be unable to make changes to the data provided. If you need to make changes to the record, see Section 3.6 **Actions tab – Reactivating a completed record**.

---

A pop-up window will ask you to confirm that you want to submit the inspection. Click **OK**⁶.

---

The Horticulture Inspection record status will display as **Completed**¹.

---

! The date(s) specified on the completed inspection record will be the start date and end date for the inspection. The inspection record date corresponds with the earliest and latest time entry across all AOs for the inspection.
Expiration date for horticulture inspection

Following the submission of the *Horticulture Inspection* record, an expiry date will be allocated to the export compliant goods.

To view the expiration date, click the **Inspection** tab and the **Expiry date** will display under the export compliance section.

If the horticulture consignment export compliance expiry date is extended, you can view the reason for the expiry date extension by clicking **History** under the export compliance section.

The **Expiry History** window will display.

Click **Close** to exit the window.
## Document information

The following table contains administrative metadata.

| Instructional material owner: | Director, Business Systems Program. |

## 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>08/07/2016</td>
<td>New user guide.</td>
</tr>
<tr>
<td>1.1</td>
<td>12/07/2016</td>
<td>Minor variations for accuracy and clarity.</td>
</tr>
<tr>
<td>2.0</td>
<td>30/09/2016</td>
<td>Complete document restructure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Addition of sections on:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Logging into PEMS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Calibration records</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Calibration search</td>
</tr>
<tr>
<td>2.1</td>
<td>16/12/2016</td>
<td>• Minor variations for accuracy and clarity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Removal of Appendix F – Calibrations and loading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Removal of Section 2.3 – Calibration search</td>
</tr>
<tr>
<td>3.0</td>
<td>09/10/2018</td>
<td>• AO user guide updated with PEMS v2.1 enhancements</td>
</tr>
<tr>
<td>4.0</td>
<td>25/05/2019</td>
<td>• AO user guide updated with PEMS v3.1 and 3.2 enhancements</td>
</tr>
<tr>
<td>5.0</td>
<td>4/11/2019</td>
<td>• Updated with PEMS v3.3 and 3.4 enhancements</td>
</tr>
</tbody>
</table>