



## REFERENCE

# Plant Exports Management System (PEMS) Authorised Officer User Guide

## In this document

This document contains the following topics.

Purpose of this document .....	4
Acronyms and abbreviations .....	4
Plant Export Management System Overview.....	5
What is PEMS and what does it do?.....	5
Authorised officers and PEMS .....	5
Interactions with EXDOC and ER .....	5
Conventions used in this user guide.....	6
Conventions used in PEMS .....	6
Saving and submitting records .....	8
Abiding by instructional material .....	8
1 Getting started.....	9
1.1 Accessing and registering for PEMS .....	9
1.2 Logging into PEMS .....	9
PEMS menu bar .....	10
Job functions.....	11
My inspections record list .....	11
Managing your PEMS profile .....	12
2 PEMS search functions .....	15
2.1 Inspection search.....	15
Opening the inspection search page .....	15
Conducting a simple inspection search .....	15
Selecting inspection records from search results.....	17
2.2 RFP search .....	18
Opening the RFP search page .....	18
Conducting a simple RFP search.....	18
Conducting an advanced RFP search.....	19

This is a CONTROLLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.

Selecting RFP records from search results .....	20
2.3 Calibration search.....	21
3 General PEMS functions .....	23
3.1 Assigning authorised officers (inspection records only) .....	24
Searching for authorised officers .....	24
Assigning authorised officers to the inspection .....	26
Opening an assigned inspection record .....	27
3.2 Joining an active record.....	28
Joining an active inspection.....	28
Joining an active calibration .....	29
3.3 Recording a passed after rectification flow path result .....	31
3.4 Time Entry.....	33
Open the Time Entry tab .....	33
Recording time entry data for an external AO .....	34
Recording time entry data for a departmental AO .....	36
Edit or remove time entry data .....	38
Invoicing (For departmental AOs only).....	38
Downloading an activity report (departmental AO).....	44
3.5 Communications.....	47
Attaching files to a record .....	47
Attaching files to an record post completion.....	49
Recording correspondence relating to an inspection/calibration.....	50
Recording correspondence post completion of an inspection/calibration.....	52
3.6 Actions tab.....	54
Download inspection report.....	54
Download calibration certificate .....	55
Download calibration certificate (Thailand) .....	56
Cancelling an active inspection/calibration.....	58
Withdrawing an active inspection/calibration .....	59
Reactivating a completed record .....	60
Refresh from EXDOC.....	68
3.7 PEMS offline .....	69
Locating your PEMS security PIN.....	69
Checkout a record .....	70
Uncheckout.....	70
Logging in to PEMS offline .....	71
Opening the checked out inspection record .....	71
Entering inspection data in PEMS offline .....	72
Opening the checked out calibration record.....	73

Entering calibration data in PEMS offline.....	74
Check in a record .....	75
Remove stored data .....	75
3.8    Adding comments to a record .....	77
3.9    Alternate way to initiate an inspection or calibration.....	78
Initiating an inspection record.....	78
Initiating a calibration record .....	79
4    RFP functions in PEMS (commodity inspections) .....	80
4.1    Reload RFP from EXDOC .....	80
4.2    Recording import permit details .....	81
4.3    Navigating to related inspections/calibrations from the RFP screen.....	83
Document information .....	84
Version history.....	84
Appendix A: Empty container inspections	
Appendix B: Containerised goods inspection	
Appendix C: Horticulture inspection	
Appendix D: Bulk vessel inspection	
Appendix E: Bulk into ship hold inspection	
Appendix F: Quality Systems Recognition	
Appendix G: In-transit cold treatment calibration record	
Appendix H: Mobile Bulk Loading	

## Purpose of this document

This guide includes step-by-step instructions for using PEMS and:

- provides a brief overview of PEMS and supporting systems
- outlines how to get started in PEMS
- explains how to search in PEMS
- explains how to initiate inspections in PEMS
- explains how to complete inspection records in PEMS
- explains how to join an active inspection/calibration
- explains how to initiate an in-transit cold treatment in PEMS
- explains how to complete an in-transit cold treatment calibration record in PEMS
- explains how to enter other data into PEMS.

## Acronyms and abbreviations

AO	Authorised Officer
BVAR	Bulk Vessel Approval Record
CAR	Container Approval Record
ECR	Export Compliance Record
ELSA	Electronically Lodged Service Advice
ER	Establishment Register
EXDOC	Department of Agriculture's electronic documentation system
IMO	International Maritime Organisation
ITCT	In-transit cold treatment
MICoR	Manual of Importing Country Requirements
PEMS	Plant Exports Management System
RFP	Request for Permit

# Plant Export Management System Overview

## What is PEMS and what does it do?

The Plant Export Management System (PEMS) is a web based IT system that:

- automatically extracts relevant details from the RFP in EXDOC and establishment details in the Establishment Register (ER)
- allows inspection AOs to enter and submit inspection results, ITCT calibrations records, and any supporting documentation to the department
- allows exporters and EDI users to view their RFPs in PEMS and upload supporting documentation directly into the system, post inspection
- allows export registered establishments to view and download inspection records from all inspections conducted at their establishment
- centralises and stores all plant export inspection records and supporting documentation, making record keeping easier and accessing these records faster
- automatically validates AO competencies and inspection data to improve the accuracy and quality of inspection records and improve the efficiency of export documentation processing
- automatically calculates inspection expiration dates
- works on a range of devices including desktop computers, laptops and mobile devices, such as a tablet or iPad

**Note:** PEMS is not currently supported on mobile phones.

- includes an offline mode so AOs can record inspection data even when there is no internet / network connection at the inspection location
- is available 24 hours a day, seven days a week.

## Authorised officers and PEMS

AOs can use PEMS to:

- initiate inspections
- initiate ITCT calibration records
- complete inspection and calibration records
- record and capture effort (through time entries)
- communicate through attachments and correspondence functions
- search for an RFP
- submit inspection and calibration records to the department

### Important:

- If an AO completes and submits an inspection or calibration record in PEMS, the AO is not required to complete the manual inspection record.
- AOs do not need to print and retain PEMS records, or keep copies of supporting documents uploaded into PEMS.

## Interactions with EXDOC and ER

PEMS has been designed to improve efficiency and accuracy in completing inspection or calibration records by reducing manual transcription and eliminating data duplication. PEMS achieves this by automatically extracting relevant details from the RFP in EXDOC and establishment details in the Establishment Register (ER).

## Conventions used in this user guide

This user guide uses several conventions to explain how to use PEMS.

The guide uses a series of descriptions and screenshots to describe how to perform functions in PEMS. Descriptions are positioned directly above the screenshot being described.

When discussing a specific field or tab/button in PEMS, this user guide will write the field or tab/button name in bold along with a number in superscript, for example:

### Field Name<sup>1</sup>

The number in superscript refers to a numbered arrow pointing to the tab/button or field on the screenshot being discussed. The arrow will look like the following:



If a range of fields or columns are being discussed or referred to in the text, they will be identified on the screenshot by a box with a numbered arrow pointing to it, for example:



Key points will be presented in information boxes, for example:

! Key information is presented here.

Some functions in PEMS are only accessible by departmental AOs. In these circumstances the section heading in this user guide will specify whether the instructions relate to external AOs or departmental AOs, for example:

### Entering time entry data (departmental AOs)

Be sure to refer to the instructions that are relevant to you. For departmental AOs, once the time entry is complete refer to the section [Adding invoices to the record](#).

## Conventions used in PEMS

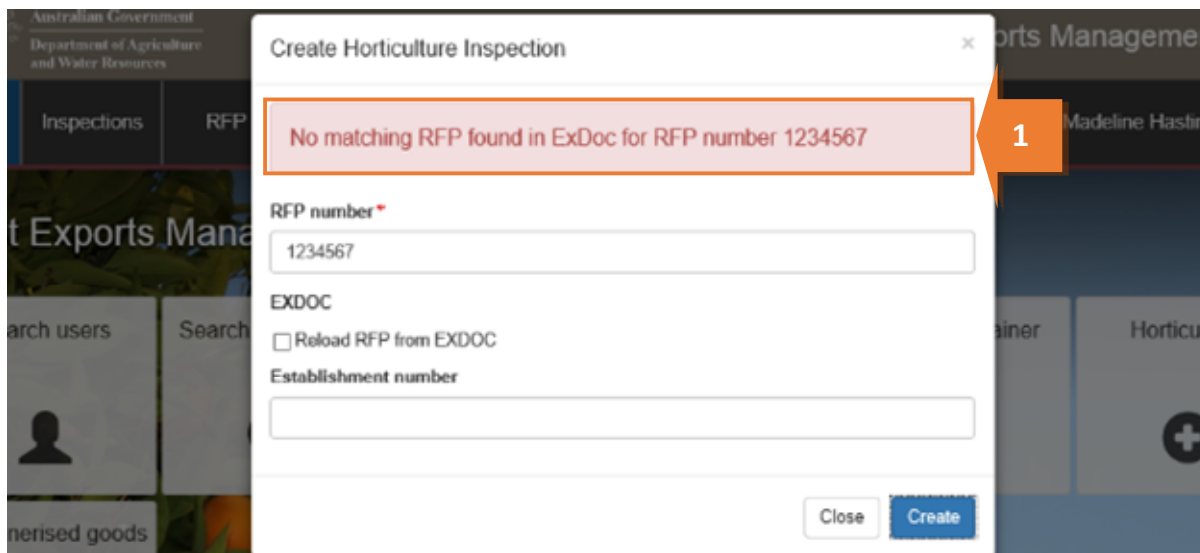
A number of conventions have been used in PEMS to assist you.

All mandatory fields on PEMS are marked with **asterisk (\*)**<sup>1</sup> to the right of the field name. You must enter information for these mandatory fields before you can either save the record or move to a

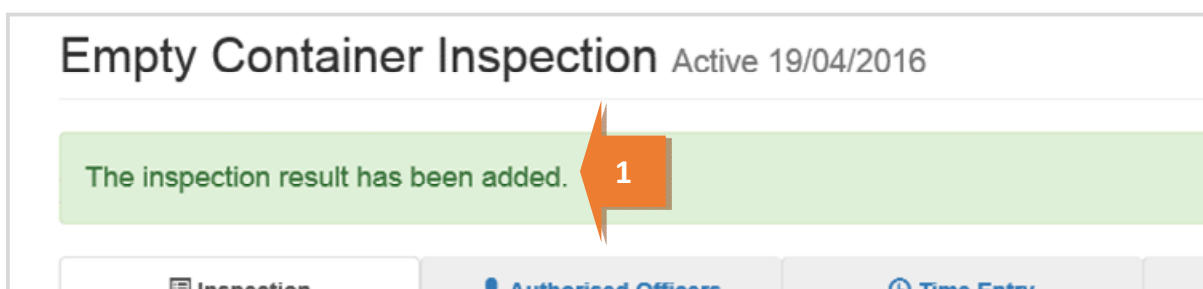
This is a CONTROLLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.

different window. If you have not entered information into a mandatory field and attempt to save or move to a different page, PEMS will highlight the field in red and **display an instructional message**<sup>2</sup>.

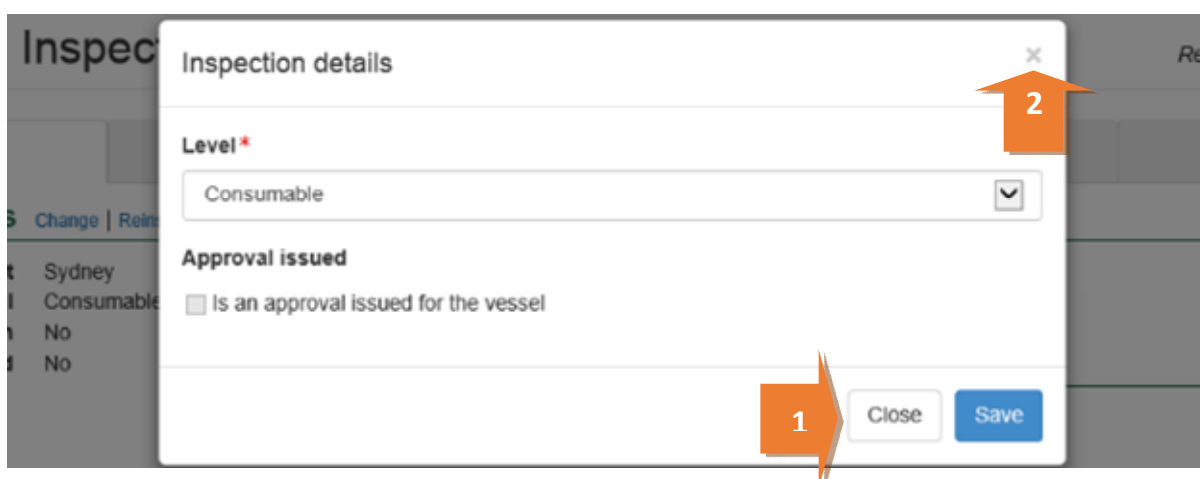
PEMS will display an appropriate **error message**<sup>1</sup> when information is entered incorrectly into the system or a particular function cannot be performed.



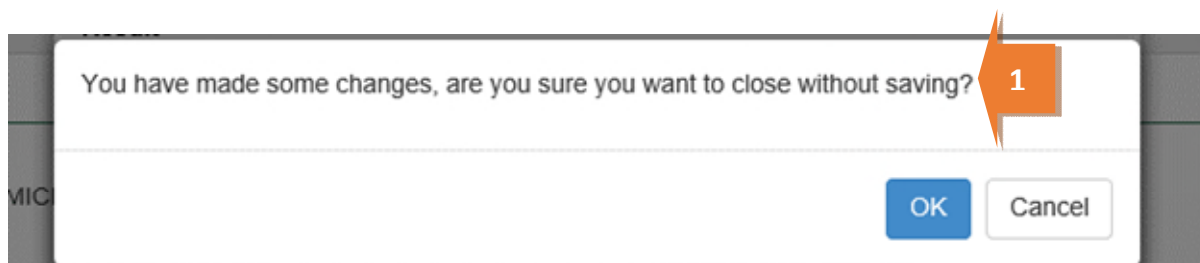
PEMS will display an **acknowledgement message**<sup>1</sup> when you successfully perform certain actions, such as saving a record.



If you decide you would like to exit a window at any time, you can click **Close**<sup>1</sup> or click **Exit (X)**<sup>2</sup>.



PEMS will display a **confirmation message**<sup>1</sup> when you perform certain actions, such as closing a window without saving (such as demonstrated in the screen shot below) or submitting, cancelling or withdrawing an inspection/calibration record.



## Saving and submitting records

There is a difference between saving records and submitting a record in PEMS.

When you save a record, PEMS will save the record to the database. When you open the saved record, you are still able to update that record if you have the appropriate permissions.

When you submit a record, PEMS will finalise the record on the database. When you open the submitted record, it will appear as read-only and you will not be able to change the record.

## Abiding by instructional material

This user guide provides instructions for using the PEMS system. Authorised officers must perform their tasks consistent with all approved instructional material for their appointed job function(s).

**! Remember you are responsible for maintaining the confidentiality of your PEMS user login and password.**

# 1 Getting started

To help you get started in using PEMS, this section provides information on:

- how to login
- the PEMS menu and home page
- how to manage your PEMS user profile

## 1.1 Accessing and registering for PEMS

PEMS can be accessed by all departmental and external plant export AOs. Once AOs have successfully registered as a PEMS user and the administrator has enabled the account, PEMS will identify the AO's appointed job functions and provide the AO with appropriate access to enable completion of records for these job functions.

## 1.2 Logging into PEMS

To access PEMS, go to: <https://online.agriculture.gov.au/selfservice>

The log in page will display.

Enter your **User Login**<sup>1</sup> and **Password**<sup>2</sup>. This information will have been circulated to you via email by the Department of Agriculture, Plant Export Training following registration.

If you agree to the **terms of use** select the **I accept the terms of use**<sup>3</sup> checkbox.

Click **Log in**<sup>4</sup>.

! If you forget your password click **Forgotten Password?**<sup>5</sup> link and follow the prompts.



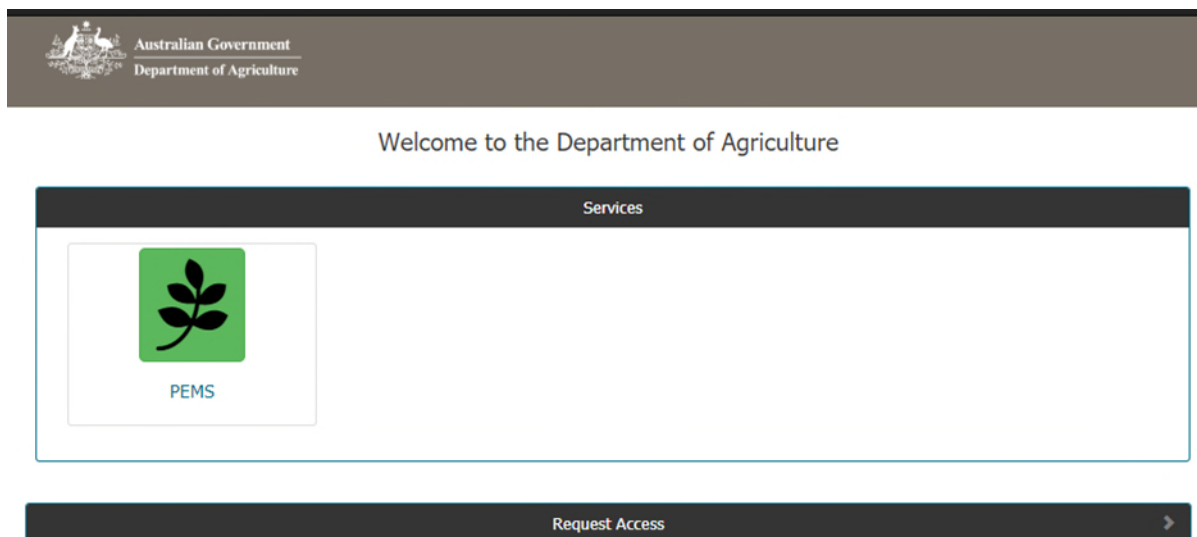
Welcome to the Department of Agriculture

A screenshot of the PEMS login form. It features a user icon at the top. Below it are two input fields: "User Login" (callout 1) and "Password" (callout 2). Below these is a checkbox labeled "I accept the terms of use" (callout 3). A "Log in" button is below the checkbox (callout 4). At the bottom are two links: "Create an account" (callout 5) and "Forgotten Password?".

! Remember you are responsible for maintaining the confidentiality of your PEMS user login and password.

The PEMS self-service page will display.

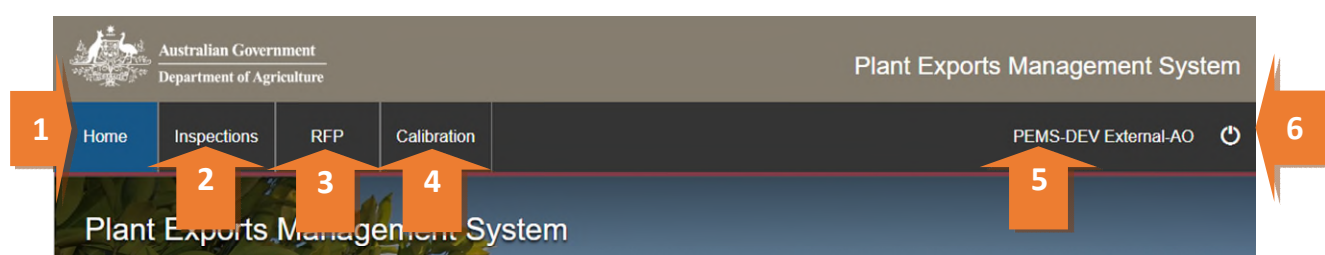
Click the **PEMS<sup>1</sup>** button to enter the PEMS home page.



### PEMS menu bar

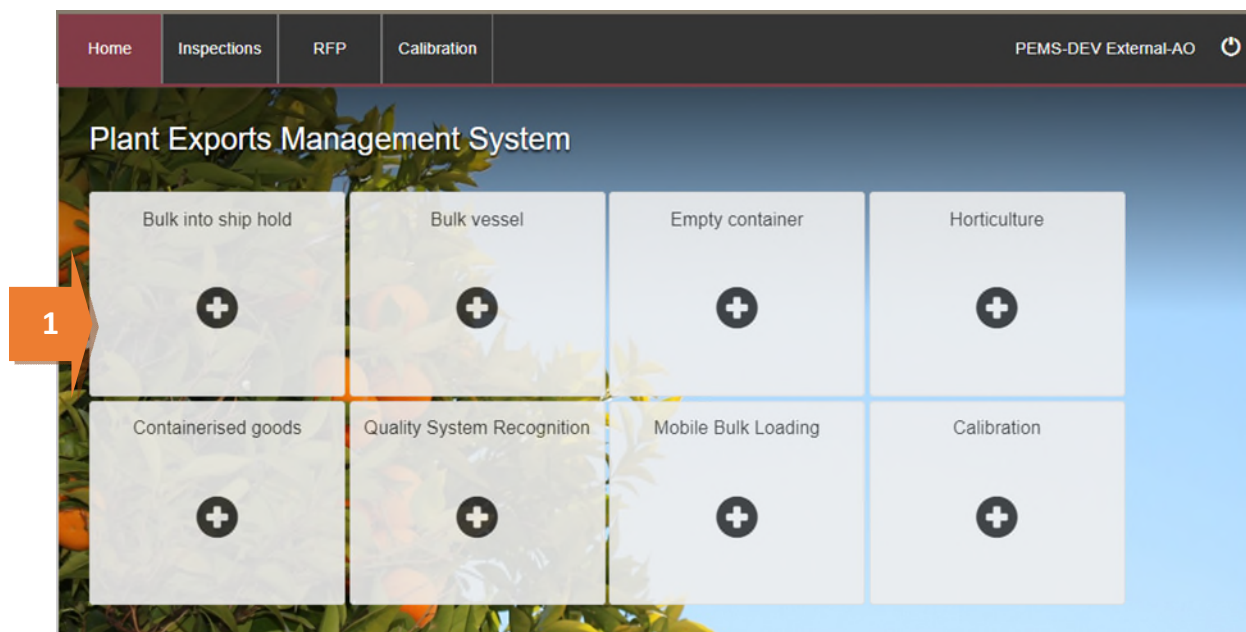
There are six items displayed in the PEMS menu bar:

- **Home<sup>1</sup>** – view your records, or initiate a record as outlined in Appendices A–H.
- **Inspections<sup>2</sup>** – search for and initiate an inspection record, as outlined in [Sections 2.1 Inspection search](#) and [Section 3.9 Alternate way to initiate an inspection or calibration](#) respectively.
- **RFP<sup>3</sup>** – search for an RFP as outlined in [Section 2.2](#).
- **Calibration<sup>4</sup>** – search for and initiate a ITCT calibration record, as outlined in [Section 2.3 Calibration search](#) and [Section 3.9 Alternate way to initiate an inspection or calibration](#) respectively
- **User Profile<sup>5</sup>** - view or change your personal details (see '**Managing your PEMS profile**' below).
- **Log Out<sup>6</sup>** – log out of PEMS.



## Job functions

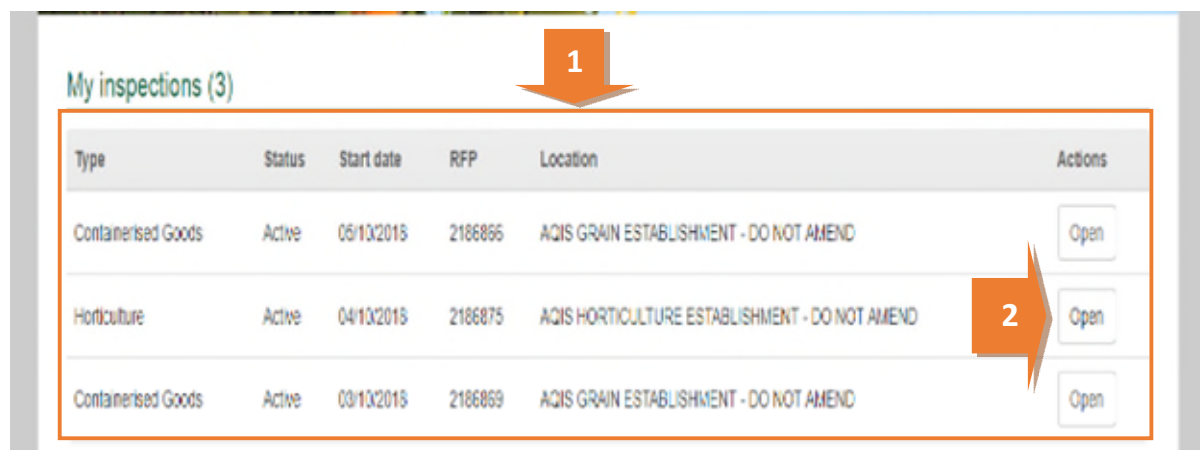
The homepage of PEMS will display a **Button**<sup>1</sup> for each of the job functions that you have been appointed to perform. In the screen shot below, the AO has been appointed to perform the displayed inspection and calibration job functions.



## My inspections record list

A list of your incomplete inspection records will display on the PEMS homepage under the **My inspections**<sup>1</sup> section.

Click **Open**<sup>2</sup> beside any inspection record to open the record, make changes or finalise the inspection record. [Section 3](#) and Appendices A–H provide more information on entering results, time entries, attachments and correspondence to the inspection record.



! For information on the PEMS offline function see [Section 3.7 PEMS offline](#).

## My Calibrations record list

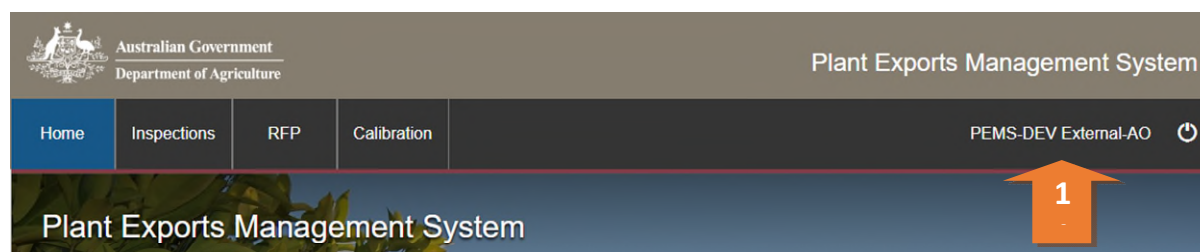
A list of your incomplete calibrations records will be displayed on the PEMS homepage under the **My Calibrations**<sup>1</sup> section.

Click **Open**<sup>2</sup> beside any calibration record to open the record, make changes or finalise the calibration record.

My inspections (2)				My Calibrations (4)		
Type	Status	Start date	RFP	Container	Actions	
Taiwan	Active	26/02/2019		FYGJ6897764	Open	
USA	Active	26/02/2019	2194099	HTDY9754675	Open	
Taiwan	Active	26/02/2019	2194097	IGIF9787536	Open	
Indonesia	Active	26/02/2019	2194096	MDEO0122399	Open	

## Managing your PEMS profile

To view or edit your PEMS profile, click **User Profile**<sup>1</sup> (your name) on the PEMS menu bar.



My profile page will display.

Your **Personal details**<sup>1</sup>, **Authorised officer details**<sup>2</sup> and **PEMS roles**<sup>3</sup> will be displayed, as well as the list and status of your AO **Job functions**<sup>4</sup> (including job function attachments).

You can change your personal details by clicking **Change**<sup>5</sup> under the personal details section. You cannot change information in the Authorised officer details, Job functions or PEMS roles sections.

Click **Home**<sup>6</sup> on the top menu bar to return to the PEMS homepage at any time.

The screenshot shows the 'My Profile' page in the PEMS system. At the top is a navigation bar with 'Home', 'Inspections', 'RFP', and 'Calibration' buttons, and a user profile section showing 'PEMS-DEV External-AO' and a power icon. The main content area is titled 'My Profile' and includes a note 'Required fields denoted by \*'. It is divided into four sections: 'Personal details' (with a 'Change' link), 'Authorised officer details', 'PEMS roles', and 'Job functions (103)'. Callout 1 points to the 'Personal details' section, callout 2 to 'Authorised officer details', callout 3 to 'PEMS roles', callout 4 to 'Job functions (103)', callout 5 to the 'Change' link, and callout 6 to the 'Home' button in the navigation bar.

Personal details	
User ID	PEMS-DEV External-AO
Title	Mr
First name	PEMS-DEV
Family name	External-AO
Other names	
Phone	(56) 4646 4356
Mobile	4305 404 106
Email	Sandy.agriculture.au
Address Line 1	RTRETER
Address Line 2	YTGJHJKJ
Suburb	RTE
State	ACT
Postcode	4324

Authorised officer details	
Number	7002
Status	Appointed
BVI expiry date	20/09/2025
Start date	19/09/2018
End date	20/09/2025
PIN	744784

PEMS roles	
PEMSExternalAO, PEMSUser	

Job functions (103)	
Description	Status
HEP4001:5C:3 - Export inspection of horticulture protocol - Apple - Taiwan	Appointed
HEP4001:5A:3 - Export inspection of horticulture protocol - Cherry - Korea	Appointed

If you chose to change your personal details, the *Personal Details* window will display.

You can edit all fields in this window, except the **Email**<sup>1</sup> field. To make changes to your personal details select the applicable information from the drop down lists or enter information into the appropriate free text fields.

Click **Save**<sup>2</sup> to save any changes to your personal details.

**Personal Details PEMS-DEV Internal-AO**

**Title \***  
Miss

**First name \***  
PEMS-DEV

**Family name \***  
Internal-AO

**Other names**

**Phone number**  
0247848488

**Mobile number**

**Email \***  
ad@da.go

**Region**  
Central East

**Office**  
Newcastle

Close Save

## 2 PEMS search functions

As PEMS captures and records information relating to inspections/calibrations, it is important to be able to search for the record you are looking for.

This section guides you through the process for searching for the following information:

- Inspection records
- RFPs
- Calibration records.

**Note:** you will only be able to search for and view information that your permissions allow.

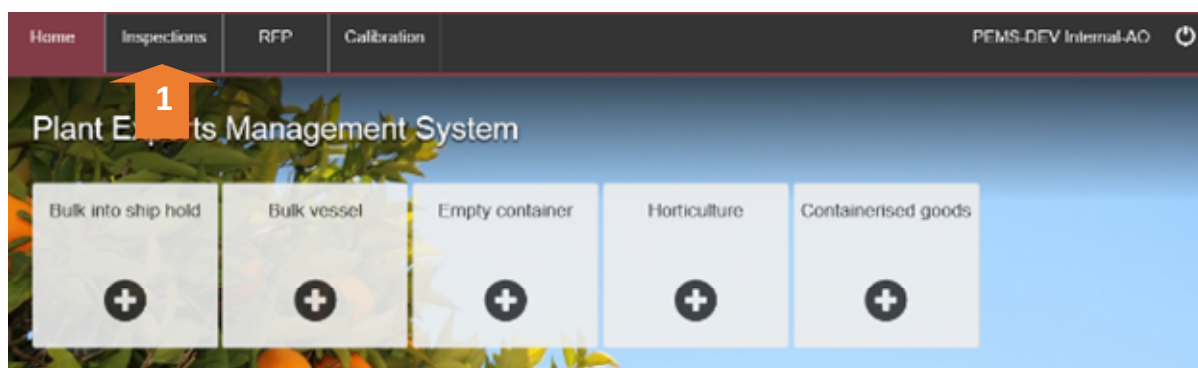
### 2.1 Inspection search

PEMS inspection search allows you to search for inspection records.

External AOs can search for and view all active, checked out, withdrawn, completed or created in error inspection records that they are assigned to or have been initiated by them. Departmental AOs and supervisors from Inspections Group can search for any inspection record on PEMS.

#### Opening the inspection search page

To initiate an inspection record search click on the **Inspections**<sup>1</sup> tab in the PEMS menu bar.



The *Search Inspections* page will display.

You can perform a simple search or advanced search for the inspection record.

#### Conducting a simple inspection search

Under the simple search mode you can search for inspection records by entering the RFP, container or International Maritime Organisation (IMO) number, an establishment name or number or an authorised officer name or number into the **search criteria field**<sup>1</sup> before clicking **Search**<sup>2</sup>.

Conducting an advanced inspection search

Under the **Advanced search**<sup>1</sup> mode you can enter all search criteria in any combination to quickly locate a specific inspection record.

Enter data into the **search criteria fields**<sup>1</sup>, and then click **Search**<sup>2</sup>.

! You must provide at least one search criteria.

! If PEMS does not find records matching search criteria, it will display a message “No search results”

## Selecting inspection records from search results

After a search has been entered, PEMS will display all **inspection records**<sup>1</sup> that meet the supplied search criteria, in order of newest to oldest.

Click **Open**<sup>2</sup> beside the appropriate inspection record to view the record. If the search results in one record, that record will be opened automatically.

Click **Reset**<sup>3</sup> to clear or reset the search criteria.

### Search Inspections

Too many search results, please try your search again.

RFP number

Container number

Est/yard number

IMO number

IMO \_\_\_\_\_

Type

Empty Container ▾

Status

Date from

Date to

Country

Region

Port

Authorised officer

Search

Reset

Simple search

1

2

3

Search results (100)

Type	Status	Start date	Container yard ID	Location	Authorised officers	Actions
Empty Container	Active	14/08/2018	1450	CLARENCE RIVER FISHERMEN'S CO-OPERATIVE LTD	PEMS-DEV Internal-AO	Open
Empty Container	Active	13/08/2018	123	PECKS AUSTRALIA PTY LTD	PEMS-DEV Internal-AO	Open
Empty Container	Active	13/08/2018	9999	TEST MEAT ESTAB	PEMS-DEV Internal-AO	Open

**! For a Bulk into Ship Hold inspection, if a user performs the search inspection function using an Associated RFP, PEMS will display the inspection record associated with that RFP.**

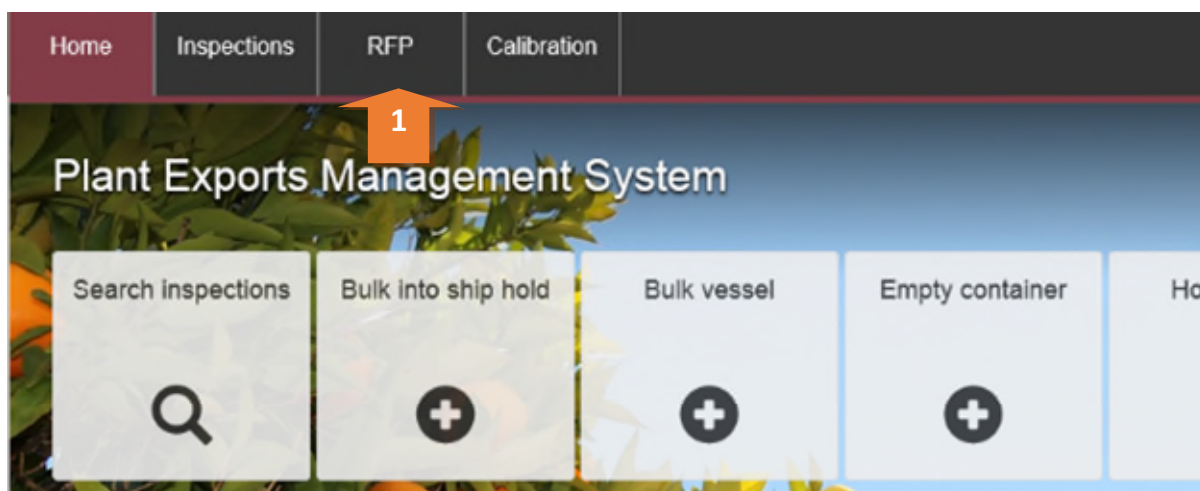
## 2.2 RFP search

PEMS RFP extract search allows you to search for RFP records.

External AOs can search for and view RFP records where at least one record was assigned to or initiated by the AO (whether the record is active, checked out, withdrawn, completed or created in error). Departmental AOs and supervisors can search for any RFP record extracted to PEMS.

### Opening the RFP search page

To initiate an RFP record search click the **RFP<sup>1</sup>** tab in the PEMS menu bar.



The *Search Requests For Permit* page will display.

You can perform a simple search or advanced search for the RFP record.

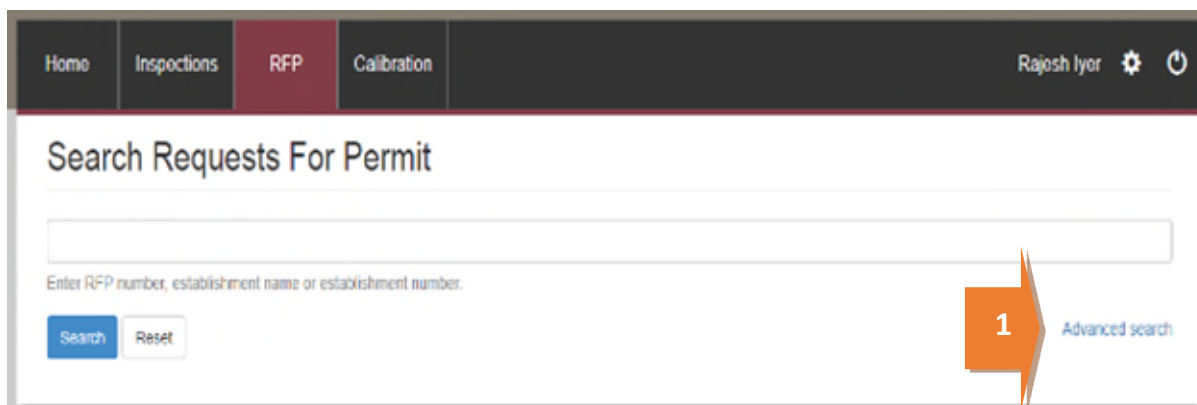
### Conducting a simple RFP search

Under the simple search mode you can enter the RFP number, establishment name or number into the **search criteria field<sup>1</sup>** before clicking **Search<sup>2</sup>**.



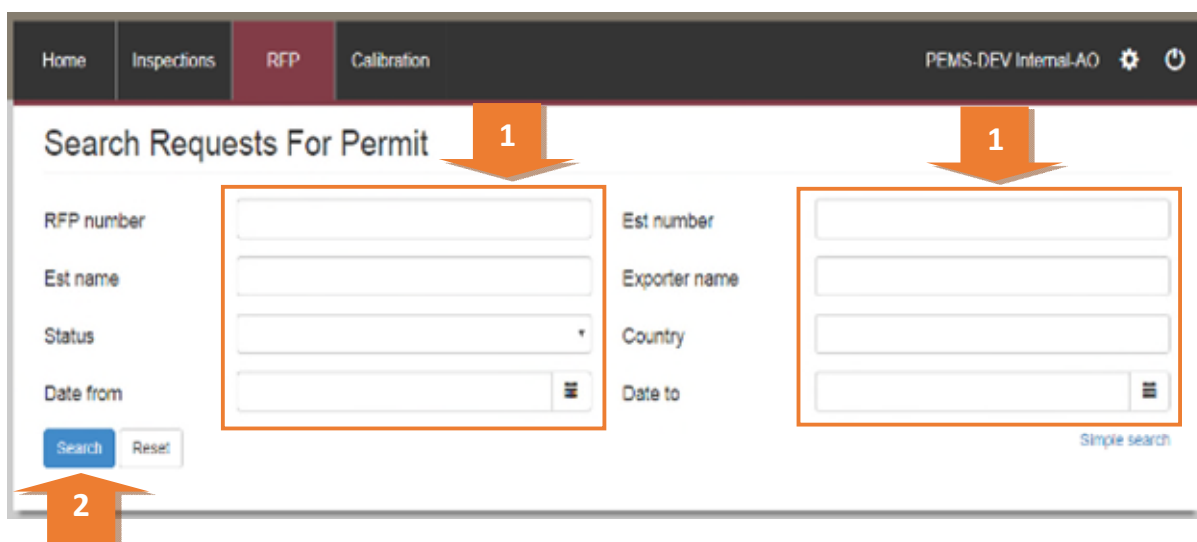
## Conducting an advanced RFP search

Under the **Advanced search**<sup>1</sup> mode you can enter all search criteria in any combination to quickly locate a specific record.



The *Search Request For Permit* page will expand.

Enter data into the **search criteria fields**<sup>1</sup>, and then click **Search**<sup>2</sup>.



! You must provide at least one search criteria.

! If PEMS does not find records matching search criteria, it will display “No search results” message.

## Selecting RFP records from search results

After a search has been entered, PEMS will display all RFP **records**<sup>1</sup> that meet the supplied search criteria, in order of newest to oldest, consistent with the user's permissions.

Click **Open**<sup>2</sup> beside the appropriate RFP record to view the record. If the search results in one record, that record will be opened automatically.

Click **Reset**<sup>3</sup> to clear or reset the search criteria.

Home Inspections **RFP** Calibration PEMS-DEV Internal-AO

### Search Requests For Permit

RFP number  Est number

Est name  Exporter name

Status  Country

Date from  Date to

Simple search

Search results (1)

Number	Establishment (number) name	Start date	Exporter	Type	Status	Country	Actions
0039511	(4150) TESTING - GRAIN REGO	10/06/2018	AAA DEPARTMENTAL TEST EXPORTER	Grains	Open	UNITED STATES	<input type="button" value="Open"/>

! For a Bulk into Ship Hold inspection, if a user performs the search RFP function using an Associated RFP, PEMS will display the extracted details of the RFP from EXDOC.

When the user navigates through the inspection tab, PEMS will display the inspection record associated with that RFP.

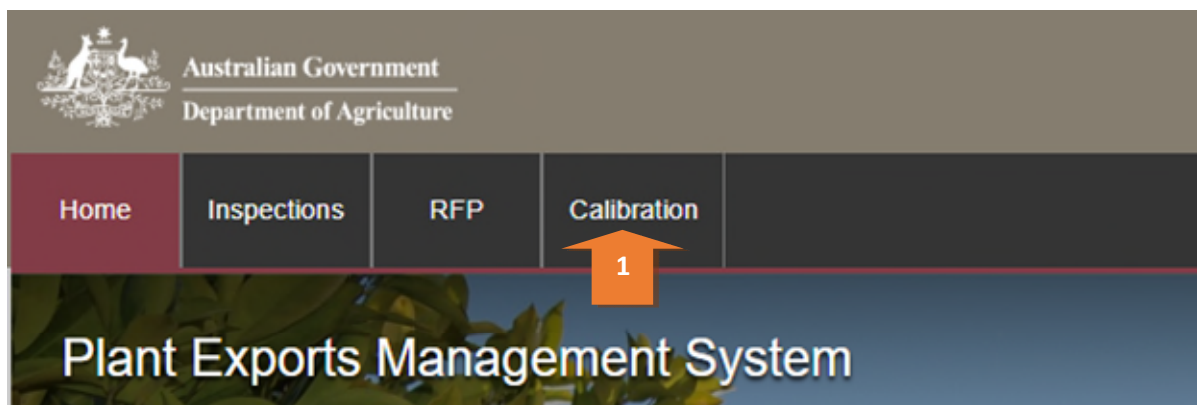
## 2.3 Calibration search

PEMS Calibration extract search allows you to search for calibration records.

External AOs can search for and view calibration records where at least one record was assigned to or initiated by the AO (whether the record is active, checked out, withdrawn, completed or created in error).

### Opening the Calibrations search page

To initiate a Calibration record search click the **Calibrations<sup>1</sup>** tab in the PEMS menu bar.

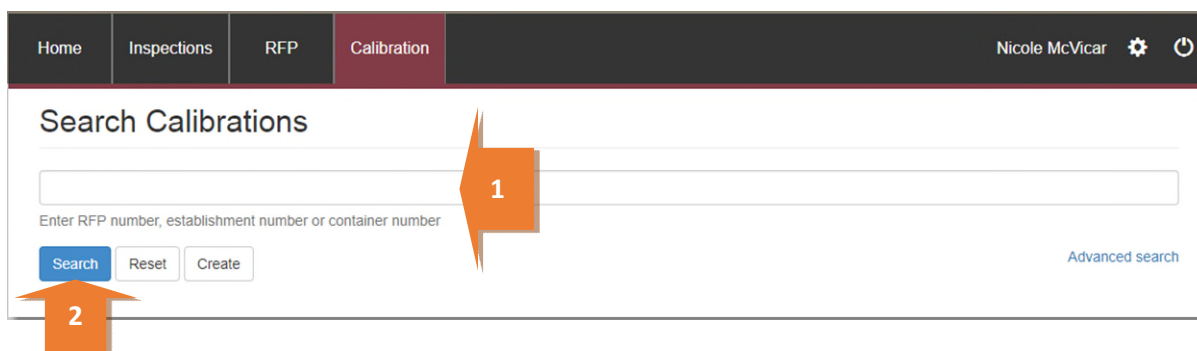


The *Search Calibrations* page will display.

You can perform a simple search or advanced search for the calibration record.

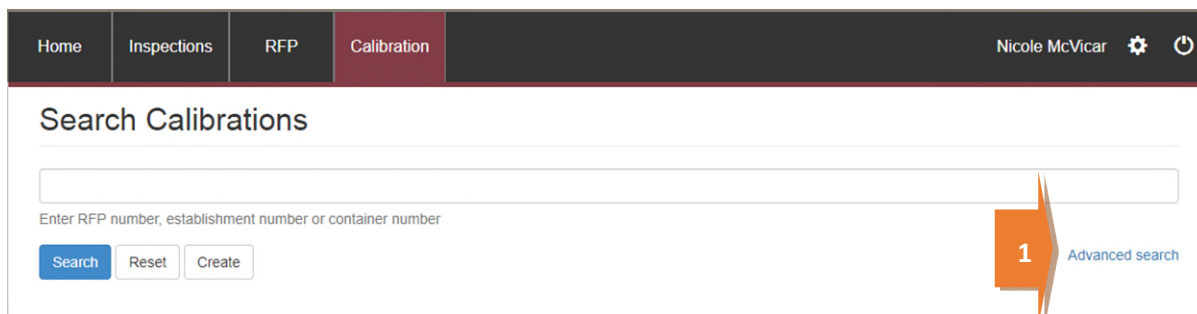
### Conducting a simple calibration search

Under the simple search mode you can search for a calibration record by entering the RFP number, establishment number or container number into the **search criteria field<sup>1</sup>** before clicking **Search<sup>2</sup>**.



### Conducting an advanced calibration search

Under the **Advanced search<sup>1</sup>** mode you can enter all search criteria, in any combination, to quickly locate a specific calibration record.



The *Search Calibrations* page will expand.

Enter data into the **search criteria fields**<sup>1</sup>, then click **Search**<sup>2</sup>.

The screenshot shows the 'Search Calibrations' page. At the top is a navigation bar with tabs: Home, Inspections, RFP, and Calibration (which is active). The user's name 'Nicole McVicar' and system icons are on the right. The main heading is 'Search Calibrations'. Below it, there are two columns of search criteria fields. The left column includes: Container number, Est. number, RFP number, Seal number, Type (a dropdown menu), and Date from (with a calendar icon). The right column includes: Authorised officer, Exporter name, Phytosanitary, Serial number, Status (a dropdown menu), and Date to (with a calendar icon). Two orange arrows labeled '1' point to these two columns of fields. At the bottom left, there are three buttons: 'Search' (highlighted in blue), 'Reset', and 'Create'. An orange arrow labeled '2' points to the 'Search' button. At the bottom right, there is a link that says 'Simple search'.

! You must provide at least one search criteria.

! If PEMS does not find records matching search criteria, it will display a message “No search results”

## Selecting a calibration record from search results

After a search has been entered, PEMS will display all calibration **records**<sup>1</sup> that meet the supplied search criteria, in order of newest to oldest, consistent with the user's permissions.

Click **Open**<sup>2</sup> beside the appropriate calibration record to view the record. If the search results is one record, that record will be opened automatically.

Click **Reset**<sup>3</sup> to clear or reset the search criteria.

Search Calibrations

Container number  Authorised officer

Est. number  Exporter name

RFP number  Phytosanitary

Seal number  Serial number

Type  Status

Date from  Date to

Simple search

Search results (3/1)

Container	RFP	Type	Status	Date	Authorised officer	Actions
VCDF4352532		Taiwan	Active	01/03/2019	Sricharan Erra	<input type="button" value="Open"/> <input type="button" value="Join"/>
GSGS4332141		Container	Active	01/03/2019	Sricharan Erra	<input type="button" value="Open"/> <input type="button" value="Join"/>
SDFS3453454	2194097	Taiwan	Active	28/02/2019	Sricharan Erra	<input type="button" value="Open"/> <input type="button" value="Join"/>

## 3 General PEMS functions

Once a record is initiated in PEMS, you can perform other activities relating to the record. These activities capture key information relating to the activities performed and the step-by-step instructions for completing these activities are the same, regardless of the inspection/calibration type you are performing.

This section provides step-by-step instructions for:

- assigning additional AOs to an inspection record
- joining an active inspection
- recording a result of 'passed after rectification'
- recording time entries, adding invoices and downloading an activity report
- attaching relevant supporting documentation
- recording correspondence relating to an inspection/calibration
- downloading an inspection/calibration report
- withdrawing or cancelling an inspection/calibration
- using the PEMS offline functionality
- using PEMS to refresh containers, import permits and treatment information from EXDOC
- adding comments to a record
- alternate ways to initiate an inspection/calibration record in PEMS

### 3.1 Assigning authorised officers (inspection records only)

#### Searching for authorised officers

Once an inspection is initiated (see Appendices A–E) it is possible to assign additional AOs with the required job function(s) to the inspection record. The process for assigning additional AOs is the same for all inspection types.

Click the **Authorised Officers**<sup>1</sup> tab. PEMS will automatically assign the **logged in user**<sup>2</sup> as the assigned AO for the inspection. PEMS will also display the list of **required job functions**<sup>3</sup> needed to complete the inspection. You can add internal or external AOs to the inspection.

Click **Add**<sup>4</sup> under the assigned authorised officers section to add an AO to the inspection.

! It is recommended that where an inspection will take place over multiple days/sessions, such as a bulk into ship hold inspection, that an existing assigned AO should ensure that at least one AO, who will be present for the next inspection session, is assigned to the inspection record so that inspection data can continue to be added to the inspection record.

Home Inspections RFP Calibration PEMS-DEV Intern

### Empty Container Inspection

Active 24/05/2016

Required fields de

Inspections 1 Authorised Officers Time Entry Communications Actions

Assigned authorised officers (1) Add 4

Number	First name	Last name	Actions
321231	PEMS-DEV	Internal-AO	2

3 Required job functions (1)

- Inspection of empty containers

The *Authorised officer's* window will display.

If you know the name or number of an AO you wish to assign, enter this information into the **simple search**<sup>1</sup> field and then click **Search**<sup>2</sup>. If you do not know the AO's name or number, you can create a shortlist of candidate AOs by clicking **advanced search**<sup>3</sup>.

Simple search window:

The screenshot shows a window titled "Authorised officers" with a search input field, a "Search" button, a "Reset" button, and a "Close" button. A link for "Advanced search" is also visible. Orange arrows with numbers 1, 2, and 3 indicate the search input field, the Search button, and the Advanced search link respectively.

### Advanced search window

The advanced search function allows you to enter data into any appropriate **search criteria**<sup>1</sup> field(s), in any combination, to create a shortlist of candidate AOs.

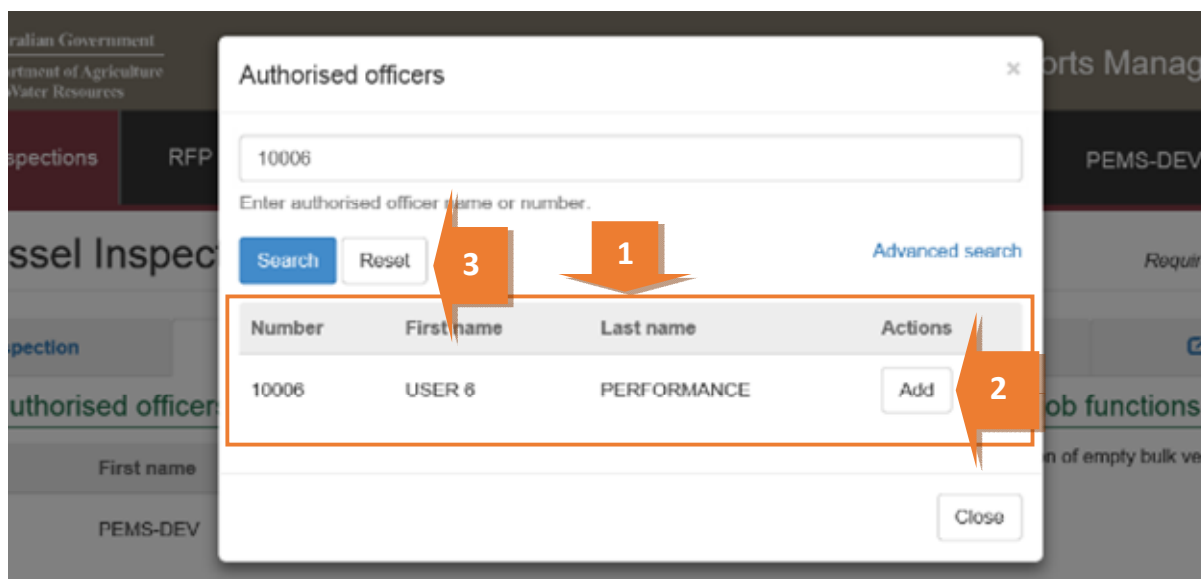
Once all the known search data is entered, click **Search**<sup>2</sup>.

The screenshot shows a window titled "Authorised officers" with a grid of search criteria fields: First name, Family name, Region, Office, Type, and State. Below the grid are "Search" and "Reset" buttons, and a "Close" button. A link for "Simple search" is also visible. Orange arrows with numbers 1 and 2 indicate the search criteria fields and the Search button respectively.

## Assigning authorised officers to the inspection

A **list of candidate AOs**<sup>1</sup> matching the search criteria data will display. Click **Add**<sup>2</sup> to add an applicable AO to the inspection record.

Click **Reset**<sup>3</sup> to reset the search criteria.

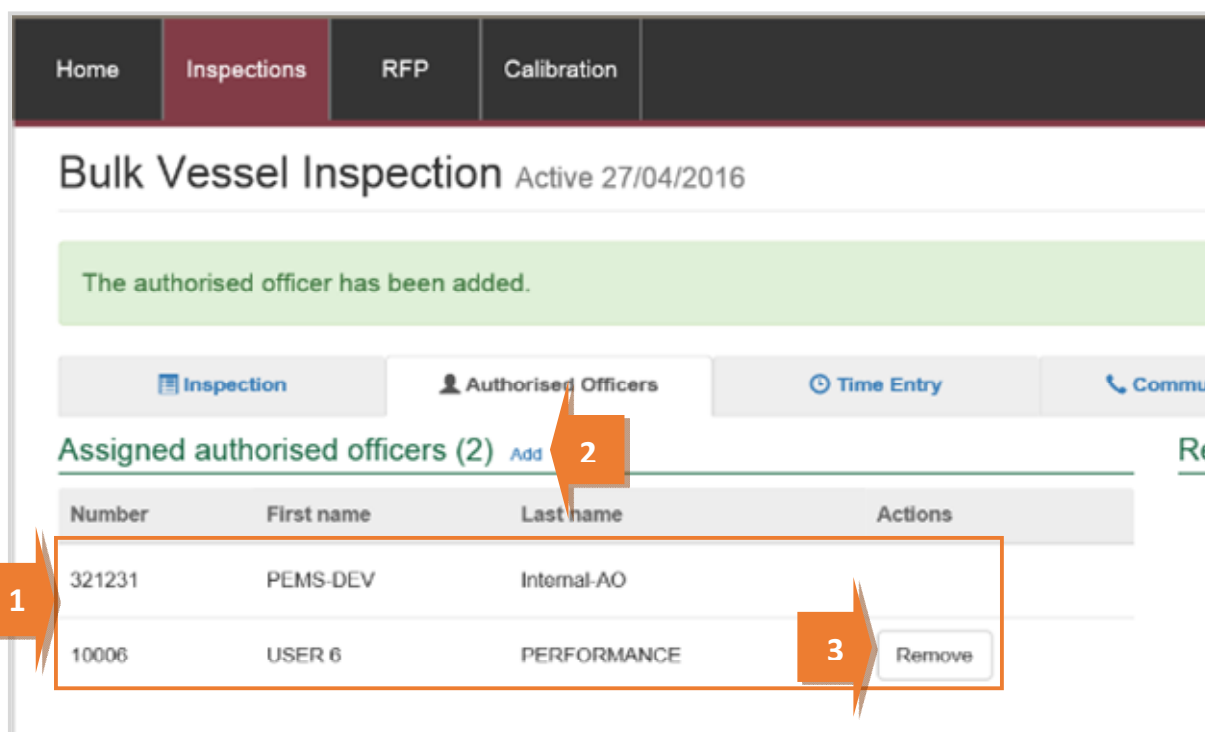


Once an AO is added to the inspection record, the authorised officer page will display the updated list of **assigned authorised officers**<sup>1</sup>.

An email notification will be sent to the Authorised Officer notifying them that they have been added to that particular inspection.

You can add more AOs to the inspection record by clicking **Add**<sup>2</sup> and repeating the steps above.

You can **Remove**<sup>3</sup> any assigned AO from the inspection record up until the record is submitted, withdrawn or cancelled, as long as the AO has not recorded an inspection result or flow path result or a time entry on the inspection record.



The **assigned AOs**<sup>1</sup> will be available to select when recording inspection results (see Appendices A–H). For example, the following screen shot displays the list of AOs that are assigned to an empty container inspection record.

The screenshot shows the 'Empty Container Inspection' form. The 'Authorised officer' dropdown menu is open, displaying a list of users. An orange box highlights the dropdown, and an orange arrow with the number '1' points to it.

Authorised officer
PEMS DEV Internal AO
USER 1 PERFORMANCE
USER 2 PERFORMANCE
USER 3 PERFORMANCE
USER 6 PERFORMANCE
USER 9 PERFORMANCE

### Opening an assigned inspection record

Where an AO with the required job function and attachments has been assigned to an inspection record by another AO, the inspection record will appear in the assigned AO's **My inspections**<sup>1</sup> list on the PEMS home page. The process for opening assigned inspection records is the same for all inspection types.

To open the assigned inspection record, click **Open**<sup>2</sup> beside the relevant inspection record.

The screenshot shows the 'My inspections (3)' table. An orange box highlights the first row, and an orange arrow with the number '1' points to the 'Location' column. Another orange arrow with the number '2' points to the 'Open' button in the 'Actions' column.

Type	Status	Start date	RFP	Location	Actions
Containerised Goods	Active	06/10/2018	2196866	AQIS GRAIN ESTABLISHMENT - DO NOT AMEND	Open
Horticulture	Active	04/10/2018	2196875	AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND	Open
Containerised Goods	Active	06/10/2018	2196869	AQIS GRAIN ESTABLISHMENT - DO NOT AMEND	Open

The inspection page will display. The inspection record may already include **inspection data**<sup>1</sup> that other AO's assigned to the inspection have recorded.

Home Inspections RFP Calibration PEMS-DEV External-AO

### Empty Container Inspection Active 29/06/2016

Required fields denoted by \*

Inspection Authorised Officers Time Entry Communications Actions

**Location details**

Container yard ID 1234  
Place of inspection CRAIG MICHAEL DEAN GLADSTONE ACT 4680

**Results (3)** Add

Container	Level	Result	Authorised officer	Actions
CONT1234567	Consumable	Pass	PEMS-DEV Internal-AO	Open Remove
CONT2345678	Consumable	Pass	PEMS-DEV Internal-AO	Open Remove
CONT2222222	Consumable	Pass	PEMS-DEV Internal-AO	Open Remove

**Comments** Change

No comment.

1

## 3.2 Joining an active record

### Joining an active inspection

PEMS allows multiple AOs, with the required job function, to join an active inspection record for all inspection types (except empty container inspections). For information about joining a bulk vessel inspection you should consult **Appendix D Bulk Vessel Inspection** as it has additional security requirements.

To join an active inspection record, follow the step-by-step instructions provided in the relevant appendices A–H for **'Initiating an inspection'**. After you click the relevant inspection button, the create inspection window will appear and you will need to enter the **RFP number**<sup>1</sup> and **Establishment number**<sup>2</sup>, and click **Create**<sup>3</sup>.

### Create Horticulture Inspection

RFP number\* 1

2186875

EXDOC

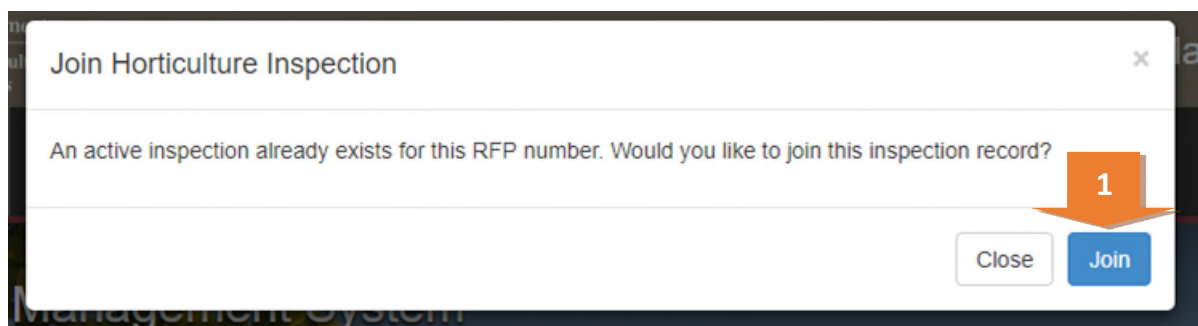
☐ Reload RFP from EXDOC

Establishment number 2

0098

Close Create 3

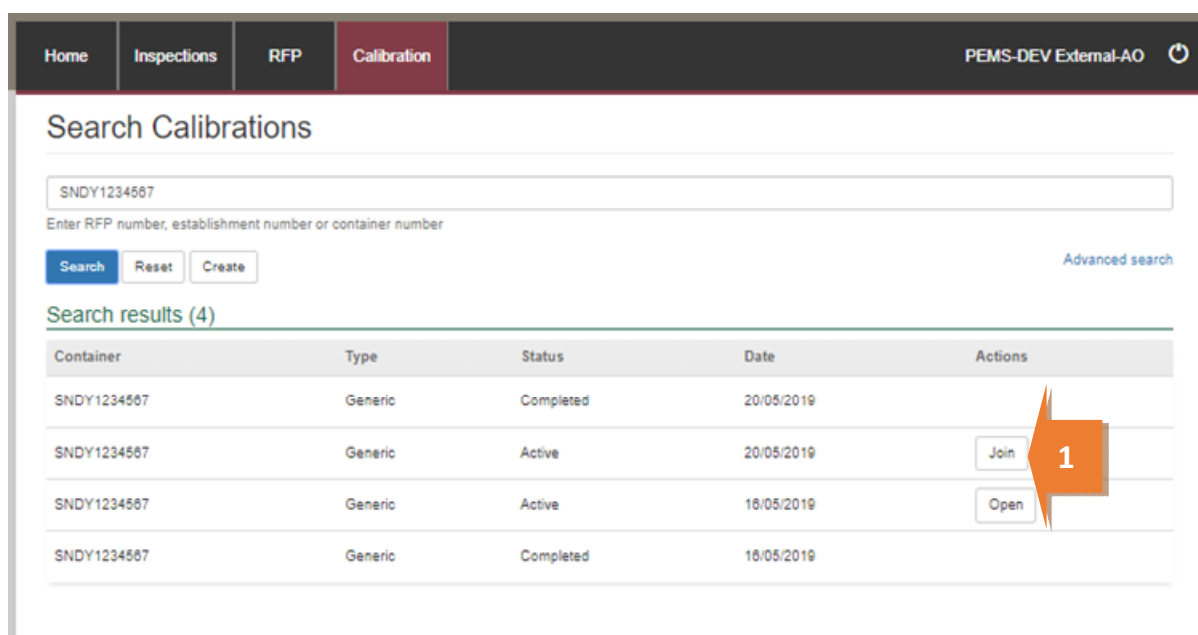
The join inspection window will display. Click **Join**<sup>1</sup>.



### Joining an active calibration

PEMS allows multiple AOs, with the required job function, to join an active calibration record. To join an active calibration, follow the step-by-step instructions provided in [Section 2.3 Calibration search](#) to locate the record.

The *Search Calibration* window will display. Click **Join**<sup>1</sup>\*(located under the Actions heading).



If you are an external AO there are extra validation steps.

To join an *onsite calibration* you will need to add the **RFP number**<sup>1</sup> and **Establishment number**<sup>2</sup>.

Join Calibration

RFP number \*

An RFP number is required.

Establishment number \*

Close Open

To join an *offsite calibration* you will need to add the **RFP number**<sup>1</sup>, **Establishment number**<sup>2</sup> and **Offsite calibration seal number**<sup>2</sup>, and click **Join**<sup>4</sup>.

Join Calibration

RFP number \*

An RFP number is required.

Establishment number \*

An establishment number is required.

Offsite calibration seal number \*

Close Join

### 3.3 Recording a passed after rectification flow path result

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

To record the flow path inspection result, click the **Inspection**<sup>1</sup> tab and then click **Change**<sup>2</sup> under the flow path details section.

Containerised Goods Inspection Active 07/09/2016 Required fields denoted by \*

1 Inspection Authorised Officers Time Entry Communications Actions

RFP details Open | Reinspection

RFP number 0036073  
Reinspection No  
Destination country UNITED STATES  
Establishment number 0088  
Establishment name EXDOC DAIRY TEST ESTABLISHMENT

Flow path details Change 2

Inspection result  
Officer  
Comments

Outcome details Change

The *Flow path details* window will display.

If the flow path is failed at any time, you will have the option to change the flow path inspection result to 'Passed after rectification'.

Select a flow path **Inspection result**<sup>1</sup> of 'Passed after rectification'. The flow path details window will expand and you must enter **Authorised Officer**<sup>2</sup>, **Result date**<sup>3</sup> and **Result time**<sup>4</sup>. **Failed date**<sup>5</sup> and **Failed time**<sup>6</sup> will automatically generate from the failed results entry but can be altered.

When inspection result is 'Passed after rectification' it is mandatory to provide **Comments**<sup>7</sup> to explain what has occurred in order to change the result from Failed.

Click **Save**<sup>8</sup>.

Flow path details

Inspection result\*  
Passed after rectification 1

Authorised officer\*  
Nicole McVicar 2

Failed date\*  
14/05/2019 5

Failed time\*  
10:05 6

Result date\*  
14/05/2019 3

Result time\*  
10:05 4

Comments\* 7

A comment is required.

8 Save

! The flow path date/time must not be in the future and must be within the start and end 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 fail 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 commodity inspection page will display the updated **flow path inspection result**<sup>1</sup> and PEMS will populate the name of the authorised **Officer**<sup>2</sup> who recorded the flow path inspection results in PEMS.

### 3.4 Time Entry

#### Open the Time Entry tab

The Time Entry tab is designed to record accurate data on the effort an AO spends on chargeable and non-chargeable activities. The process for recording time entry data is the same for all inspection/calibration types.

Once a record (see Appendices A–H) is initiated, you can add a time entry record for an AO by clicking the **Time Entry**<sup>1</sup> tab and then clicking **Add**<sup>2</sup> under the time entry section.

A time entry must be recorded for every AO who recorded an inspection/calibration result or flow path result for PEMS to allow submission of the record. This includes both internal and external AOs.

## Recording time entry data for an external AO

The *Time Entry* window will display. Select the applicable **Authorised officer**<sup>1</sup> for the time entry record. Select the relevant **Activity**<sup>2</sup> type from the list based on the task you have completed—you can select from inspection, calibration, calibration and loading, and loading.

Enter the **start time** and **end time**<sup>3</sup> for the inspection/calibration in 24-hour format (hh:mm). The time can be 15 minutes in the future from the current system time. Time entries for an AO cannot overlap.

For example, if one time entry for an AO is from 11:00 – 12:00 then the start time for the AO's next time entry could be from 12:01 onwards.

If applicable, enter **Comments**<sup>4</sup> relating to the AO's time entry record.

The screenshot shows the 'Time entry' window with the following fields and callouts:

- 1** points to the 'Authorised officer' dropdown menu, which is set to 'PEMS-DEV External-AO'.
- 2** points to the 'Activity' dropdown menu, which is set to 'Inspection'.
- 3** points to the 'Start time' and 'End time' input fields, which are both set to 'hh:mm'.
- 4** points to the 'Comments' text area.

The background shows the 'Australian Government Department of Agriculture Water Resources' and 'PEMS-DEV B'.

The activity date will default to the current date. To change the activity date select the **calendar icon**<sup>1</sup> and select the date from the pop-up **calendar**<sup>2</sup>. The activity date cannot be in the future.

Click **Save**<sup>3</sup>.

The screenshot shows a 'Time entry' form with the following fields and callouts:

- 1**: Points to the calendar icon next to the 'Activity date' field.
- 2**: Points to the date '09' in the calendar grid.
- 3**: Points to the 'Save' button at the bottom right of the form.

The form includes fields for 'Authorised officer' (PEMS-DEV External-AO), 'Activity' (Inspection), 'Activity date' (09/05/2016), and 'End time' (hh:mm). A calendar for May 2016 is displayed, showing the date 09 selected. At the bottom, there are 'Today', 'Clear', and 'Close' buttons.

The *Time Entry* page will display the new **time entry record**<sup>1</sup>.

Additional time entry records can be added to the record by clicking **Add**<sup>2</sup> and repeating the steps outlined above.

The screenshot shows the 'Empty Container Inspection' page with the following elements and callouts:

- 1**: Points to the 'Open' and 'Remove' buttons in the 'Actions' column of the time entry table.
- 2**: Points to the 'Add' button next to the 'Time entry (1)' header.

The page includes tabs for 'Inspection', 'Authorised Officers', 'Time Entry', and 'Communications'. The 'Time entry (1)' section shows a table with the following data:

Authorised officer	Date	Start - end time	Actions
PEMS-DEV Internal-AO	18/04/2016	13:15 - 13:45	Open Remove

## Recording time entry data for a departmental AO

The *Time entry* window will display.

Select the applicable **Authorised officer**<sup>1</sup>. Select the relevant **Activity**<sup>2</sup> type from the list based on the task you have completed—you can select from pre- inspection, inspection, calibration, calibration and loading, and loading.

Enter the **start time** and **end time**<sup>3</sup> for the inspection/calibration in 24-hour format (hh:mm). The time can be 15 minutes in the future from the current system time. Time entries for an AO cannot overlap. For example, if one time entry for an AO is from 11:00 – 12:00 then the start time that AO's next time entry could be from 12:01 onwards.

There are a range of entry option check boxes for departmental AO time entries. The **time entry is chargeable**<sup>4</sup> check box will be selected by default for all activities. The **time entry is overtime**<sup>5</sup> check box will auto-select if the start time or end time for the activity falls outside core business hours (06:30 to 18:30). The **apply minimum charge**<sup>6</sup> check box will appear when the time entered is less than 30 minutes (you should only select this check box where activities fall outside core business hours). You can select or deselect any of these entry options check boxes at any time.

If applicable, enter any **Comments**<sup>7</sup> relating to the time entry (mandatory if the entry option checkboxes are changed from their default setting).

The screenshot shows the 'Time entry' window with the following fields and callouts:

- 1** points to the **Authorised officer** dropdown menu, which is set to 'PEMS-DEV Internal-AO'.
- 2** points to the **Activity** dropdown menu, which is set to 'Inspection'.
- 3** points to the **Start time** and **End time** input fields. The start time is '11:30' and the end time is '11:55'.
- 4** points to the **Entry Options** section, which includes checkboxes for 'Time entry is chargeable' (checked), 'Time entry is overtime' (unchecked), and 'Apply minimum charge' (unchecked).
- 5** points to the 'Time entry is overtime' checkbox.
- 6** points to the 'Apply minimum charge' checkbox.
- 7** points to the **Comments** text area.

At the bottom of the window are 'Close' and 'Save' buttons.

The activity date will default to the current date. To change the activity date select the **calendar icon**<sup>1</sup> and then select the applicable date from the pop-up **calendar**<sup>2</sup>. The activity date cannot be in the future.

Click **Save**<sup>3</sup>.

The screenshot shows the 'Time entry' form. Callout 1 points to the calendar icon next to the 'Activity date' field. Callout 2 points to the calendar grid where a date is being selected. Callout 3 points to the 'Save' button at the bottom right of the form.

**Time entry**

Authorised officer \*  
PEMS-DEV Internal-AO

Activity \*  
Inspection

Activity date \*  
07/05/2016

End time \*  
11:55

☐ Time entry is overtime

Buttons: Today, Clear, Close, Save

The *Time Entry* page will display the new **time entry**<sup>1</sup>.

Additional time entry records can be created by clicking **Add**<sup>2</sup> and repeating the steps outlined above. PEMS will populate the **Time summary**<sup>3</sup> (*departmental AOs only*) as more time entries are added to the record.

The screenshot shows the 'Time entry' page. Callout 1 points to the 'Time Entry' tab. Callout 2 points to the 'Add' button next to 'Time entry (1)'. Callout 3 points to the 'Time summary' table.

The time entry has been added.

Inspection | Authorised Officers | **Time Entry** | Communications | Actions

**Time entry (1)** Add

Authorised officer	Date	Start - end time	Invoice	Actions
Rajesh Iyer	05/10/2018	14:00 - 15:00		Open Remove

**Time summary** Detailed report | Summary report

Authorised officer	Fee for service (FFS)	WDC	WDNC	WENC	Non-chargeable
Rajesh Iyer	1:00				
<b>Total</b>	<b>1:00</b>				

## Edit or remove time entry data

You can **Open**<sup>1</sup> a time entry to edit the record or **Remove**<sup>2</sup> the time entry up until the inspection/calibration is cancelled, withdrawn or submitted.

Containerised Goods Inspection Active 05/10/2018 Required fields denoted by \*

The time entry has been added.

Inspection | Authorised Officers | **Time Entry** | Communications | Actions -

Time entry (1) Add

Authorised officer	Date	Start - end time	Invoice	Actions
Rajesh Iyer	05/10/2016	14:00 - 15:00		<b>1</b> Open <b>2</b> Remove

## Invoicing (For departmental AOs only)

Commodity inspections only;

To see the Invoice details, select the **Time Entry**<sup>1</sup> tab.

Once the Time entry has been provided (see [section 3.4 Time Entry](#)), the **Invoice Details**<sup>2</sup> will automatically populate details for the client based on the exporter number which has been provided on the RFP.

Containerised Goods Inspection Active 01/07/2019 Required fields denoted by \*

Inspection | Authorised Officers | **Time Entry** | Communications | Actions -

Time entry (1) Add

Authorised officer	Date	Start - end time	Invoice	Actions
PEMS-DEV Internal-AO	01/07/2019	10:30 - 11:15		Open Remove

Time summary

Authorised officer	Fee for service (FFS)	WDC	WDNC	WENC	Non-chargeable
PEMS-DEV Internal-AO	00:45				
<b>Total</b>	<b>00:45</b>				

**2**

Invoice Details

Exporter Number	Exporter Name	URN	Actions
99999	AAA DEPARTMENTAL TEST EXPORTER	102012048850	

No invoices.

Once the inspection has been completed and submitted an **Invoice number** and **Status<sup>1</sup>** will appear.

Containerised Goods Inspection Completed 01/07/2019 Required fields denoted by \*

[Inspection](#)
[Authorised Officers](#)
[Time Entry](#)
[Communications](#)
[Actions](#)

**Time entry (1)**

Authorised officer	Date	Start - end time	Invoice	Actions
PEMS-DEV Internal-AO	01/07/2019	10:30 - 11:15		<a href="#">Open</a>

**Time summary**

Authorised officer	Fee for service (FFS)	WDC	WDNC	WENC	Non-chargeable
PEMS-DEV Internal-AO	00:45				
<b>Total</b>	<b>00:45</b>				

**Invoice Details**

Exporter Number	Exporter Name	URN	Actions
99999	AAA DEPARTMENTAL TEST EXPORTER	102012048850	

Invoice number	Status
	READY_FOR_INVOICING

The **Status<sup>1</sup>** options are:

*Ready for Invoicing* – display after submit

*Invoiced* – generated by system and delivered to exporter

*Failed* – system failed to generate an invoice

*Paid* – invoice paid by exporter and transaction completed

**!** If the invoice status is failed you do not need to take any further action as this will be managed by the PEMS administrators. Do not create a new invoice in an alternate system (ELSA) as this will lead to duplication of charges.

### Non-Commodity inspections

Select the **Time Entry<sup>1</sup>** tab then select **Add<sup>2</sup>** beside the Invoice Details.

Empty Container Inspection Active 01/07/2019 **1**

Required fields denoted by \*

Inspection Authorised Officers Time Entry Communications Actions

Time entry (1) Add

Authorised officer	Date	Start - end time	Invoice	Actions
PEMS-DEV Internal-AO	01/07/2019	11:00 - 11:30		Open Remove

Time summary

Authorised officer	Fee for service (FFS)	WDC	WDNC	WENC	Non-chargeable
PEMS-DEV Internal-AO	00:30				
<b>Total</b>	<b>00:30</b>				

Invoice Details Add **2**

No invoices.

The *Invoicing Details* window appears.

There are two types of clients who can be invoiced:

- Exporter
- Other (Shipping Agent/Freight Forwarder)

If the client that needs to be invoiced is an Exporter then select **Client Type**<sup>1</sup> as Exporter and then enter the **Exporter Number**<sup>2</sup> and then click **Search**<sup>3</sup>. The **Client Name**<sup>4</sup> will appear and click **Save**<sup>5</sup>.

Invoicing Details

**Client Type** \*

Exporter

**Exporter Number** \*

0339 Search

**Client Name** \*

TESTING EXPORTER 0339

**URN**

102012047060

**ABN Number**

Close Save

**1** **2** **3** **4** **5**

If the client is a Freight Forwarder or a Shipping Agent, then select **Client Type**<sup>1</sup> as Other (Freight Forwarder/Shipping Agent), then enter the **ABN Number**<sup>2</sup> and then click **Search**<sup>3</sup>. The **Client Name**<sup>4</sup> would only appear if the client account details are available in PEMS and then click **Save**<sup>5</sup>.

The screenshot shows the 'Invoicing Details' form with the following fields and annotations:

- Client Type\***: A dropdown menu with 'Freight Forwarder' selected. An orange arrow labeled '1' points to this field.
- ABN\***: A text input field containing '54094386900'. An orange arrow labeled '2' points to this field.
- Search**: A blue button. An orange arrow labeled '3' points to this button.
- Client Name\***: A text input field containing 'ddadad'. An orange arrow labeled '4' points to this field.
- URN**: A text input field.
- Close** and **Save**: Buttons at the bottom right. An orange arrow labeled '5' points to the 'Save' button.

If the search details are not available in the PEMS database, you will receive a warning message saying '**No search results found**'.

The screenshot shows the 'Invoicing Details' form with the following fields and annotations:

- No search results found.**: A yellow warning message box at the top. An orange arrow labeled '1' points to this message.
- Client Type\***: A dropdown menu with 'Freight Forwarder' selected.
- ABN\***: A text input field containing '74104804793'.
- Search**: A blue button.
- Client Name\***: A text input field.
- URN**: A text input field.
- Close** and **Save**: Buttons at the bottom right.

You can then choose to select the **Client Type**<sup>1</sup>, enter a **Client Name**<sup>2</sup> and then **Save**<sup>3</sup> the Invoicing details dialog box.

The screenshot shows a dialog box titled "Invoicing Details" with a close button (X) in the top right corner. Inside the dialog, there is a yellow message box that says "No search results found." Below this, there are four input fields: "Client Type\*" (a dropdown menu showing "Freight Forwarder"), "ABN\*" (a text box containing "74104804793" with a blue "Search" button to its right), "Client Name\*" (an empty text box), and "URN" (an empty text box). At the bottom right of the dialog, there are two buttons: "Close" and "Save". Three orange callout boxes with numbers 1, 2, and 3 are overlaid on the image. Callout 1 points to the "Client Type" dropdown. Callout 2 points to the "Client Name" text box. Callout 3 points to the "Save" button.

The Time Entry page will display the **Exporter details**<sup>1</sup> have been added.

The invoice details can be **Removed**<sup>2</sup> from the inspection until the inspection record has been submitted and the invoicing details can be **Opened**<sup>3</sup> viewed.

Empty Container Inspection

Active 01/07/2019

Required fields denoted by \*

The Exporter details has been added.

1

Inspection

Authorised Officers

Time Entry

Communications

Actions

Time entry (1)

Add

Authorised officer	Date	Start - end time	Invoice	Actions
PEMS-DEV Internal-AO	01/07/2019	11:00 - 11:30		<div>Open</div> <div>Remove</div>

Time summary

Authorised officer	Fee for service (FFS)	WDC	WDNC	WENC	Non-chargeable
PEMS-DEV Internal-AO	00:30				
<b>Total</b>	<b>00:30</b>				

Invoice Details

Add

Exporter Number	Exporter Name	URN	Actions
0339	TESTING EXPORTER 0339		<div>Remove</div> <div>Open</div>

No invoices.

2

3

Once the inspection has been completed and submitted, the Invoice details will provide further information. The Invoice number and Status headings will appear. This will show the progress of the invoice.

### Types of invoice status.

Ready for Invoicing – display after submit

Invoiced – generated by system and delivered to exporter

Failed – system failed to generate an invoice

Paid – invoice paid by exporter and transaction completed

**!** If the invoice status is failed, you do not need to take any further action as this will be managed by the PEMS administrators.

**Do not** create a new invoice in an alternate system (ELSA) as this will lead to duplication of charges.

## Downloading an activity report (departmental AO)

Once an inspection/calibration has been initiated (see Appendices A–H) and time entries have been added to the record, you can download an activity report (PDF or RTF format) that captures the time effort recorded for the activities performed. Activity reports can be made available to the client along with the invoice.

The process for downloading activity reports is the same for all inspection/calibration types. PEMS allows you to download two types of activity reports: a summary report or a detailed activity report.

### Summary report

The summary report is an extract of the record's time summary and will display the overall effort recorded by all the assigned AOs for their activities.

To download a summary report click the **Time Entry**<sup>1</sup> tab and then click **Summary report**<sup>2</sup> under the time summary section.

The screenshot shows the PEMS interface with the 'Time Entry' tab selected. Below the tab, there is a table of time entries and a 'Time summary' section. An orange arrow labeled '1' points to the 'Time Entry' tab. Another orange arrow labeled '2' points to the 'Summary report' link in the 'Time summary' section.

Authorised officer	Date	Start - end	Invoice	Actions
PEMS-DEV Internal-AO	24/06/2016	10:00 - 14:00		<a href="#">Open</a> <a href="#">Remove</a>
PEMS-DEV Internal-AO	23/06/2016	12:00 - 13:30		<a href="#">Open</a> <a href="#">Remove</a>
PEMS-DEV Internal-AO	22/06/2016	09:00 - 11:15		<a href="#">Open</a> <a href="#">Remove</a>

**Time summary** [Detailed report](#) | [Summary report](#)


Authorised officer	Fee for service (FFS)	WDC	WDNC	WENC	Non-chargeable
PEMS-DEV Internal-AO	7:45				
<b>Total</b>	<b>7:45</b>				

A *Summary Report* window will display.

Select either PDF or RTF for the **Report format**<sup>1</sup> to download onto your device and then click **Download**<sup>2</sup>.

The screenshot shows a 'Summary Report' window. It has a 'Report format' dropdown menu with 'PDF' selected. Below the dropdown are 'Close' and 'Download' buttons. An orange arrow labeled '1' points to the 'Report format' dropdown, and another orange arrow labeled '2' points to the 'Download' button.

A document of the summary activity report will be downloaded onto your device. You can save or print the summary activity report for you or your client's records.

 <b>Australian Government</b>		<b>Activity Report</b> Department of Agriculture		Page: 1/1
RFP number		42565		
Establishment Name		EXDOC DAIRY TEST ESTABLISHMENT		
Establishment Number		88		

**Activity: Inspection**

User	FFS	WDC	WDNC	WENC	Non-Chargeable
PEMS-DEV Internal-AO	0:07	0:00	0:00	0:00	0:00

**Keys**

FFS-Fee For Service.

WDC-Week Day Continuous.

WDNC-Week Day Non-Continuous.

WENC-Week-End Non-Continuous.

Print Date : 20-08-2019 15:17

## Detailed activity report

The detailed activity report allows you to select parameters to display a report for specific activities performed. The detailed activity report can be used to provide a client with an itemised list of charges that have been applied on the invoice.

To download a detailed activity report click the **Time Entry<sup>1</sup>** tab and then click **Detailed report<sup>2</sup>** under the time summary section.

Inspection
Authorised Officers
**Time Entry**
Communications
Actions

**Time entry (3)** [Add](#)

Authorised officer	Date	Start - end time	Invoice	Actions
PEMS-DEV Internal-AO	24/06/2016	10:00 - 14:00		<input type="button" value="Open"/> <input type="button" value="Remove"/>
PEMS-DEV Internal-AO	23/06/2016	12:00 - 13:30		<input type="button" value="Open"/> <input type="button" value="Remove"/>
PEMS-DEV Internal-AO	22/06/2016	09:00 - 11:15		<input type="button" value="Open"/> <input type="button" value="Remove"/>

**Time summary** [Detailed report](#) | [Report](#)

Authorised officer	Fee for service (FFS)	WDC	WDNC	WENC	Non-chargeable
PEMS-DEV Internal-AO	7:45				

The *Activity Report* window will display.

You can choose to enter specific report parameters as necessary by:

- selecting a **Start date**<sup>1</sup> and/or **End date**<sup>2</sup>
- selecting an **Activity**<sup>3</sup> type
- selecting a **User**<sup>4</sup> (AO)
- entering an **Invoice number**<sup>5</sup>
- selecting one or more **Show these columns on the report**<sup>6</sup> checkboxes.

Alternatively, you can leave the report parameters blank.

Select a **Report format**<sup>7</sup> of either PDF or RTF.

Click **Download**<sup>8</sup>.

The screenshot shows the 'Activity Report' window overlaid on a background application. The window contains the following fields and controls:

- Start date** and **End date**: Text input fields with calendar icons. Callout 1 points to the Start date field, and callout 2 points to the End date field.
- Activity**: A dropdown menu. Callout 3 points to this dropdown.
- User**: A dropdown menu. Callout 4 points to this dropdown.
- Invoice number**: A text input field with a dropdown arrow. Callout 5 points to this field.
- Show these columns on the report**: A section with five checkboxes: ☒ User, ☒ Activity, ☒ Activity date, ☒ Start time, and ☒ End time. Below these is ☒ Fee for service. Callout 6 points to the checkboxes.
- Report format**: A dropdown menu showing 'PDF'. Callout 7 points to this dropdown.
- Close** and **Download** buttons: Located at the bottom right. Callout 8 points to the Download button.

A document of the detailed activity report will be downloaded onto your device. You can save or print the detailed activity report for you or your client's records.

Australian Government		Activity Report Department of Agriculture		Page: 1/1	
RFP number	42565				
Establishment Name	EXDOC DAIRY TEST ESTABLISHMENT				
Establishment Number	88				

User	Activity	Activity Date	Start Time	End Time	Invoice	FFS	WDC	WDNC	WENC	Non-Chargeable
PEMS-DEV Internal-AO	Inspection	19/08/2019	14:00	14:07		0:07	0:00	0:00	0:00	0:00
<b>TOTAL</b>						<b>0:07</b>	<b>0:00</b>	<b>0:00</b>	<b>0:00</b>	<b>0:00</b>

Keys

FFS-Fee For Service.

WDC-Week Day Continuous.

WDNC-Week Day Non-Continuous.

WENC-Week-End Non-Continuous.

Print Date : 20-08-2019 15:24

### 3.5 Communications

#### Attaching files to a record

Once an inspection/calibration is initiated (see Appendices A–H), you can attach any number of files relating to the record. The process for attaching files is the same for all inspection/calibration types.

To attach a file, click the **Communications**<sup>1</sup> tab and then clicking **Add**<sup>2</sup> under the attachments section.

Home Inspections RFP Calibration PE

## Empty Container Inspection Active 18/04/2016

Inspection
Authorised Officers
Time Entry

1
Communications

Attachments
Add
2

No attachments.

Correspondence
Add

No correspondence.

The *Attachment* window will display (below).

Click **Choose File**<sup>1</sup> and a file browser will display to allow you to search and select the relevant file from your device. You can attach Word, PDF and image files to the record. Emails will need to be saved as a PDF before attaching to the record.

The maximum file size permitted for each file is 9MB. Once selected, the file will appear in the **File input**<sup>2</sup> field.

Select the **Document type**<sup>3</sup> based on the check boxes provided. Where you have scanned more than one document into a single PDF you are able to tick as many check boxes as applicable.

Only documents that are required for the inspection or the RFP should be attached.

From the dropdown box select the **Outcome**<sup>4</sup> noting that the default is set as 'Accepted'.

If **Other** is selected as a Document type, then the **Other document**<sup>5</sup> line will appear. You will need to enter a description identifying the document.

You can provide additional **Comments**<sup>6</sup> regarding the attachments if required. Comments are mandatory if the 'Other' tick box is selected.

Click **Save**<sup>7</sup>.

The screenshot shows a web form titled "Attachment" with a close button (X) in the top right corner. The form contains the following elements:

- 1** **File input \***: A button labeled "Choose File" and the text "No file chosen".
- 2** A red error message: "A file is required. Valid file formats are PDF, DOC, DOCX, JPG, BMP, PNG, RTF, GIF or TIF. Max. size of a file that can be attached is 9MB."
- 3** **Document type \***: A group of checkboxes including "Area Freedom Certificate", "Export Delegate Certificate", "Import Permit", "Other" (which is checked), "Transfer Certificate", "Bulk vessel loading running record", "Grower / Packer Certificate", "Marine Surveyor Certificate", "Testing Certificate", and "Treatment Certificate".
- 4** **Outcome \***: A dropdown menu currently showing "Accepted".
- 5** **Other document \***: A text input field.
- 6** A red error message: "Other document is required." below the input field.
- Comments**: A large text area for additional comments.
- 7** At the bottom right, there are two buttons: "Close" and "Save".

The *Communications* page will display the **newly attached file**<sup>1</sup>.

You then have the option to click **Download**<sup>2</sup> to download and view any attached file. You can also click **Remove**<sup>3</sup> to remove the file from the record if you have attached something in error.

The attachment has been added.

Inspection Authorised Officers Time Entry Communications Actions

Attachments (2) Add

Name	Document Type	Source	Updated	Outcome	Reviewed by	Actions
Container Report 42183.pdf	Container doc	Inspection	11/06/2019 13:20	Accepted	PEMS-DEV AO	Open Download Remove
01_advance search_ao name or number.PNG	Area Freedom Certificate	Inspection	29/05/2019 09:25	Accepted	PEMS-DEV Internal-AO	Open Download Remove

Correspondence Add

No correspondence.

### Attaching files to an record post completion

Once an inspection/calibration is completed, you can attach any number of files relating to the inspection/calibration to the record. The process for attaching files is the same for all inspection/calibration types.

To attach a file, click the **Communications**<sup>1</sup> tab and then click **Add**<sup>2</sup> under the *Attachments* section.

Home Inspections RFP Calibration PEMS DEV Internal AO

Bulk Vessel Inspection Completed 08/08/2018

Inspection Authorised Officers Time Entry Communications Actions

Attachments Add

No attachments.

Correspondence Add

No correspondence.

The *Attachment* window will display.

Click **Choose File**<sup>1</sup> and a file browser will display to allow you to search and select the relevant file from your device. You can attach Microsoft Word, PDF and image files to the record. The maximum file size permitted for each file is 9MB. Once selected, the file will appear in the **File input**<sup>2</sup> field. Record an **Outcome**<sup>3</sup> by selecting *accepted*, *not required* or *rejected* from the drop down lists and provide **Comments**<sup>4</sup>

Click **Save**<sup>5</sup>.

The 'Attach File' dialog box contains the following elements:

- 1**: Title bar 'Attach File'.
- 2**: 'File Input' dropdown menu.
- 3**: 'Choose File' button.
- 4**: 'Outcome' dropdown menu, currently set to 'Accepted'.
- 5**: 'Comments' text area, containing the text 'Accepted'.

At the bottom right are 'Close' and 'Save' buttons.

The *Communications* page will display the **newly attached file**<sup>1</sup>.

You then have the option to click **Download**<sup>2</sup>, to download and view any attached file. You can also click **Remove**<sup>3</sup> to remove the file from the record.

The 'Communications' page shows a navigation bar with 'Inspection', 'Authorised Officers', 'Time Entry', 'Communications', and 'Actions'. Below the navigation bar is the 'Attachments (1)' section, which contains a table with the following data:

Name	Source	Updated	Outcome	Reviewed by	Actions
PEMSv2.1 AO User Guide.doc	Inspection	09/08/2018 15:47	Accepted	PEMS-DEV Internal-AO	Open Download Remove

Below the table is the 'Correspondence' section, which currently shows 'No correspondence.'.

Numbered callouts indicate:

- 1**: 'Correspondence' section header.
- 2**: 'Download' button in the Actions column.
- 3**: 'Remove' button in the Actions column.
- 4**: 'Open' button in the Actions column.
- 5**: 'Actions' dropdown menu.

! Documents attached to the record in Active status cannot be removed once the inspection/calibration is completed. You also won't be able to open the record and change the outcome. You will be able to download the document.

### Recording correspondence relating to an inspection/calibration

Once an inspection/calibration is initiated, you can make a record of correspondence relating to the inspection/calibration. The process for recording correspondence is the same for all inspection/calibration types.

To record correspondence relating to a record, click the **Communications**<sup>1</sup> tab and then click **Add**<sup>2</sup> under the correspondence section.

The screenshot shows the 'Empty Container Inspection' page with the 'Inspections' tab selected in the top navigation bar. Below the navigation bar, there are four tabs: 'Inspection', 'Authorised Officers', 'Time Entry', and 'Communications'. An orange arrow labeled '1' points to the 'Communications' tab. Below the tabs, there are two sections: 'Attachments' and 'Correspondence'. The 'Attachments' section has a link 'Add' and the text 'No attachments.'. The 'Correspondence' section has a link 'Add' and the text 'No correspondence.'. An orange arrow labeled '2' points to the 'Add' link in the 'Correspondence' section.

The *Correspondence* window will display.

Enter an appropriate **Subject**<sup>1</sup> for the correspondence and select the applicable correspondence **Type**<sup>2</sup> of mail, email, phone, on site or none from the drop down list.

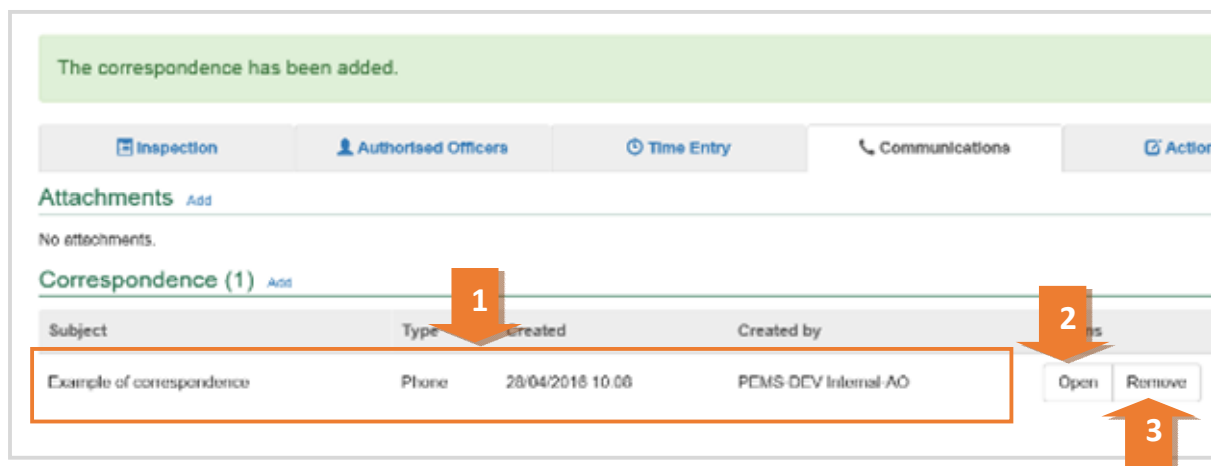
Add details of the correspondence in **Comments**<sup>3</sup>.

Click **Save**<sup>4</sup>.

The screenshot shows the 'Correspondence' modal form. It has three main input fields: 'Subject', 'Type', and 'Comments'. The 'Subject' field is a text input with a red asterisk. The 'Type' field is a dropdown menu with a red asterisk. The 'Comments' field is a text area with a red asterisk. At the bottom right, there are two buttons: 'Close' and 'Save'. Four orange arrows with numbers point to specific elements: '1' points to the 'Subject' field, '2' points to the 'Type' dropdown, '3' points to the 'Comments' text area, and '4' points to the 'Save' button.

The *Communications* page will display the **newly added record**<sup>1</sup>.

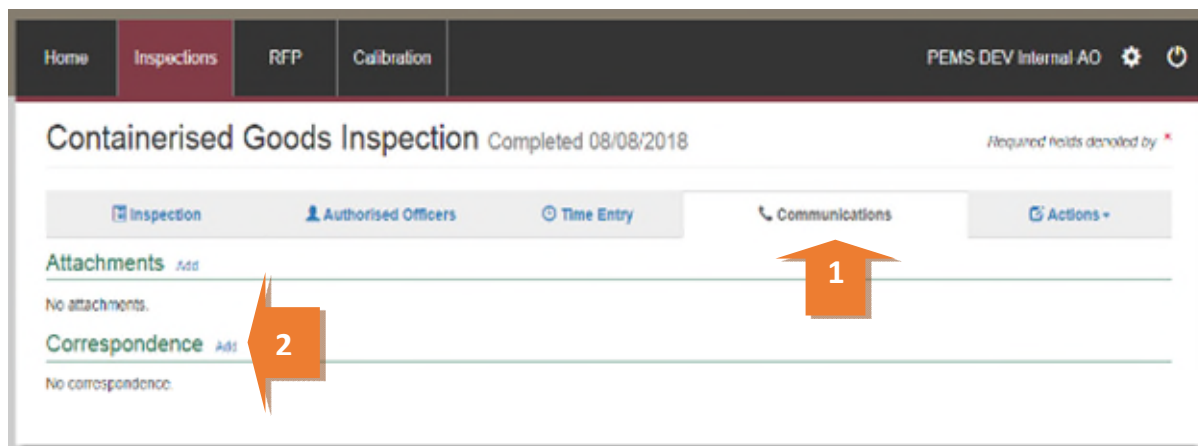
Click **Open**<sup>2</sup> to edit the correspondence or click **Remove**<sup>3</sup> to remove the correspondence at any time until the inspection/calibration record is cancelled, withdrawn or submitted.



### Recording correspondence post completion of an inspection/calibration

Once an inspection/calibration is completed, you can make a record of correspondence relating to the inspection/calibration. The process for recording correspondence is the same for all inspection/calibration types.

To record correspondence relating to a record, click the **Communications**<sup>1</sup> tab and then click **Add**<sup>2</sup> under the correspondence section.



The *Correspondence* window will display.

Enter an appropriate **Subject**<sup>1</sup> for the correspondence and select the applicable correspondence **Type**<sup>2</sup> of email, mail, none, on site, or phone, from the drop down list.

Add details or a summary of the correspondence in **Comments**<sup>3</sup>.

Click **Save**<sup>4</sup>.

The screenshot shows a 'Correspondence' form with the following fields and callouts:

- 1**: Points to the 'Subject\*' text input field.
- 2**: Points to the 'Type\*' dropdown menu, which is open showing options: Email, Mail, None, On site, Phone.
- 3**: Points to the 'Comments\*' text area.
- 4**: Points to the 'Save' button at the bottom right.

Other visible text includes 'A subject is required.' and 'Close' button.

The *Communications* page will display the **newly added record**<sup>1</sup>.

Click **Open**<sup>2</sup> to edit the correspondence or click **Remove**<sup>3</sup> to remove the correspondence at any time until the inspection/calibration record is cancelled, withdrawn or submitted.

The screenshot shows the 'Containerised Goods Inspection' page with a table of correspondence records. The table has columns: Subject, Type, Created, Created by, and Actions. A green message bar at the top states 'The correspondence has been added.'

Subject	Type	Created	Created by	Actions
Test	Email	13/08/2018 15:49	PEMS DEV Internal AO	<div> <b>1</b> (points to the row)</div> <div> <b>2</b> (points to the 'Open' button)</div> <div> <b>3</b> (points to the 'Remove' button) </div>

**!** Any correspondence added to the record in Active status cannot be removed once the inspection/calibration is completed. You will be allowed to open the record in Read Only mode.

### 3.6 Actions tab

#### Download inspection report

Before or after an inspection record is submitted you can download the inspection report. The process for downloading a report is the same for all inspection types.

To download the report click the **Actions**<sup>1</sup> tab and then select **Download report**<sup>2</sup>.

#### Inspection reports

A PDF document will be downloaded onto your device (next two screen shots). Once the document is opened the inspection report will display in the relevant ECR, BVAR or CAR format.

For inspection records downloaded after submission on PEMS, all inspection details will be included on the record. Where multiple AOs are assigned to an inspection, only the details of the **AO who submitted the record**<sup>1</sup> will display.

RFP Number		Establishment Number	Establishment Name	Destination Country	Original RFP (Reinspection Only)	Exporter Name
2197811		5462	EXPORT COMPANY PTY LTD	JAPAN	N/A	TESTING EXPORTER 0339

Start Date and Time	End Date and Time	Expiry Date	Flow Path Result	Flow Path Result Date and Time	Flow Path Comments	Import Permit No	Outcome Type	2.25 / 33.33 T	Total Quantity	Unit
01/08/2019 10:00	01/08/2019 14:00	29/08/2019	Passed	01/08/2019 10:19	N/A	TESTIMPOR T999	Packaged	Y	25885.44	METRIC TON

RFP Line No	Container Number	Source	Commodity	Number	Type	Package Weight	Unit	Line Weight	Sub-Totals Unit	Sampled	Result	Remarks
1	HASU1234567	N/A	BARLEY STRAW	1008	BALES	25.68	METRIC TON	25885.44	METRIC TON	Sampled 2 bales for sampled	Passed	N/A

Additional Declaration Comments		Net Metrics Weight and Unit	
N/A		N/A	
Comments		Total Passed	Unit
N/A		25885.44	METRIC TON
		Total Failed	Unit
		0.0	METRIC TON
AO Name		AO Number	
PemsExt207 TEST		8220	

**Note for exporters:** Under section 17 of the Export Control (Plants and Plant Products) Order 2011, where an authorised officer marks a consignment of prescribed goods as passed on this record, this means that they have been passed as export compliant. The goods passed remain export compliant for a period of 28 days from the date of issue. An authorised officer may specify one or more additional periods during which the goods may remain passed as export compliant. Under section 20 of the Export Control (Plants and Plant Products) Order 2011, where an authorised officer marks a consignment of prescribed goods as failed on this record, the goods may only be resubmitted for inspection if the exporter or packer advises the authorised officer in writing that the goods are being resubmitted. Where prescribed goods are being resubmitted the packer or exporter must comply with the additional requirements set out in section 20 of the Export Control (Plants and Plant Products) Order 2011.

**! Once the inspection records are downloaded they can be saved or printed for you or your client's records.**

If the inspection record is downloaded before the record has been submitted on PEMS, the inspection record will be a summary of inspection information provided to date and will not display:

- an end time or date for the inspection
- any AO details
- the department's logo and name
- the note for exporters regarding the Export Control (Plant and Plant Products) Order 2011.

Export Compliance Record							
Part 5 of Export Control (Plants and Plant Products) Order 2011 Importing Country Requirements							
RFP Number	Establishment Number	Establishment Name	Destination Country	Original RFP (Reinspection Only)	Trade Description Accurate	Exporter Name	
35607	253	AUSTRALIAN SERVICE COLD STORAGE NSW PTY LTD	THAILAND	35604	Y	AAA DEPARTMENTAL TEST EXPORTER	
Sampling Rate	Total Quantity	Expiry Date	Flow Path Result	Flow Path comments	Target Quantity	Start Date and Time	End Date and Time
2 % (two percent)			Passed	test	3	05/05/2016 10:50 AM	

RFP Line No	Line Identifier	Commodity	Packages	Packaging	Sampled	Target	Result	Remarks
12	T123	APPLES	1	CONTAINER	1		Pass	
10	T123	APPLES	1	CONTAINER	1		Pass	
11	T123	APPLES	1	CONTAINER	1		Pass	
4	T123	APPLES	1	CONTAINER	1		Pass	
13	T123	APPLES	1	CONTAINER	1		Pass	
8	T123	APPLES	1	CONTAINER	1		Pass	
3	T123	APPLES	1	CONTAINER	1		Pass	
9	T123	APPLES	1	CONTAINER	1		Pass	
1	T123	APPLES	0	CONTAINER	1		Pass	
2	T123	APPLES	1	CONTAINER	0			

Comments	Total Passed
test	9
	Total Failed
	0

### Download calibration certificate

Before or after a calibration record is submitted you can download the calibration certificate.

To download the report click the **Actions**<sup>1</sup> tab and then select Download **Certificate**<sup>2</sup>.

Container Calibration

Active 15/03/2019

Required field indicated by \*

Calibration

Time Entry

Communication

Actions

Download Certificate

Cancel

Withdraw

RFP details Add

Calibration details Change

This is a CONTROLLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.

## Calibration certificate

A PDF document will be downloaded onto your device. The certificate will be a summary of calibration information provided to date and will not display:

- the department's logo
- the signature block (including wet stamp)

**CERTIFICATE OF LOADING AND CALIBRATION FOR COLD TREATMENT IN SELF REFRIGERATED CONTAINERS**

**Exporter:**  
**Phytosanitary Number:**  
**Container Number:** KJDF8547596  
**Container Seal Number:**  
**Recorder Serial Number:**  
**Container Clock set to GMT:**  
**Date Calibrated:** 15/03/2019

**1. Calibration Results (at 0°C):**

	Sensor Identification	First Reading	Second Reading	Correction Factor
1	1	0.0	0.0	0.0
2	2	0.0	0.0	0.0
3	3	0.0	0.0	0.0

**2. Sensor Placement & Pulp Temperatures**

**Sensor Placement:**      **Pulp Temperature (°C)**

1  
2  
3

**3. Container Sealed:**

**Local Time:**      **Date:**

Calibration Form Multi.

! AOs are advised to preview the record by downloading the certificate before the calibration record is submitted on PEMS

## Download calibration certificate (Thailand)

Before or after a calibration record is submitted you can download the calibration certificate.

To download the report click the **Actions**<sup>1</sup> tab and then select **Download certificate**<sup>2</sup>.

Thailand Calibration Active 22/03/2019 Required fields denoted by \*

Calibration Time Entry Communication **Actions**

RFP details [Open](#)

RFP number 2194098 Establishment name ANTICO INTERNATIONAL  
Establishment number 3815 Exporter name TESTING EXPORTER 0441  
Country THAILAND

Download Certificate  
Submit

This is a CONTROLLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.

Download Thailand Certificate window will display. Select **commodity**<sup>1</sup> and click **download**<sup>2</sup>.

A PDF document will be downloaded onto your device. The certificate will be a summary of calibration information provided to date and will not display:

- the department's logo
- the signature block (including wet stamp)

**Certificate of Calibration for In-Transit Cold Disinfestation Treatment in Self-Refrigerated Container for Thailand**  
**Attached to the Notification of Department of Agriculture**  
**Re: Conditions for Import of CHERRIES Fruit from Australia B.E. 3214(2014)**

Exporter	TESTING EXPORTER 0441B		
Phytosanitary Number			
Container Number	QWGV5847589	Seal Number	LKJ454545
Recorder Serial Number	SD54456464	Date Calibrated	22/03/2019
Container Clock set to GMT	Yes		

**Calibration Results**

Sensor Identification	First Reading	Second Reading	Correction Factor
1	0.0	0.0	0.0
2	0.0	0.0	0.0
3	0.0	0.0	0.0

<b>Sensor Placement</b>	<b>Pulp Temperature (Degrees C)</b>
1 - at the mid-height of the stack, on the left side of the container, approximately 1.5 m from the far end of a 12 m (40 ft) container	1.1
2 - at the mid-height of the stack, in the centre of the container	1.2
3 - at the mid-height of the stack, on the right side of the container, approximately 1.5 m from the door end of a 12 m (40 ft) container	1.3

**Container sealed:**

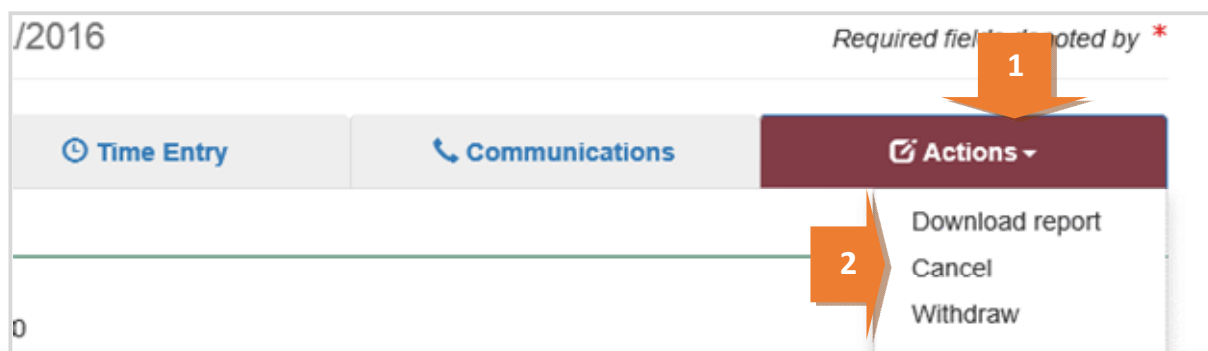
Time	11:57 AM	Date	22/03/2019
------	----------	------	------------

## Cancelling an active inspection/calibration

Situations may arise where you decide to cancel an inspection/calibration before completion. Once an inspection/calibration is initiated (see Appendices A–H) it can be cancelled. The process for cancelling a record in PEMS is the same for all inspection/calibration types.

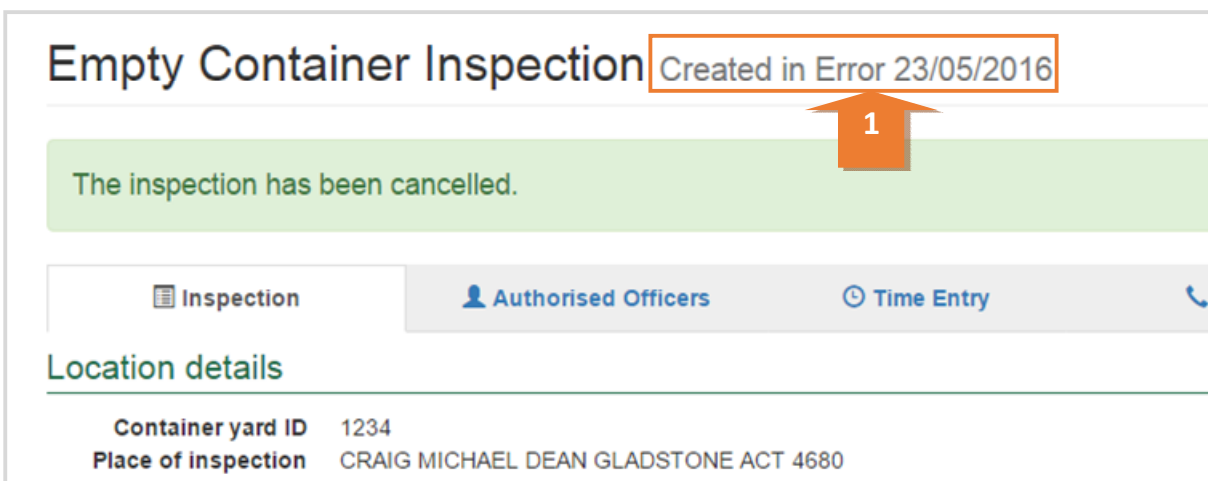
To cancel an active inspection/calibration, click the **Actions**<sup>1</sup> tab and then click **Cancel**<sup>2</sup>.

! For departmental AOs: when a record containing time entries for chargeable activities is cancelled, PEMS will exclude those time entries in calculations for total chargeable times.



The page will display a confirmation that the record was **created in error**<sup>1</sup> for the relevant inspection or calibration.

! Where a time entry was recorded on the record, the date(s) specified on the cancelled record will be the start date and end date for the inspection/calibration. The record date corresponds with the earliest and latest time entry across all AOs for the inspection/calibration.

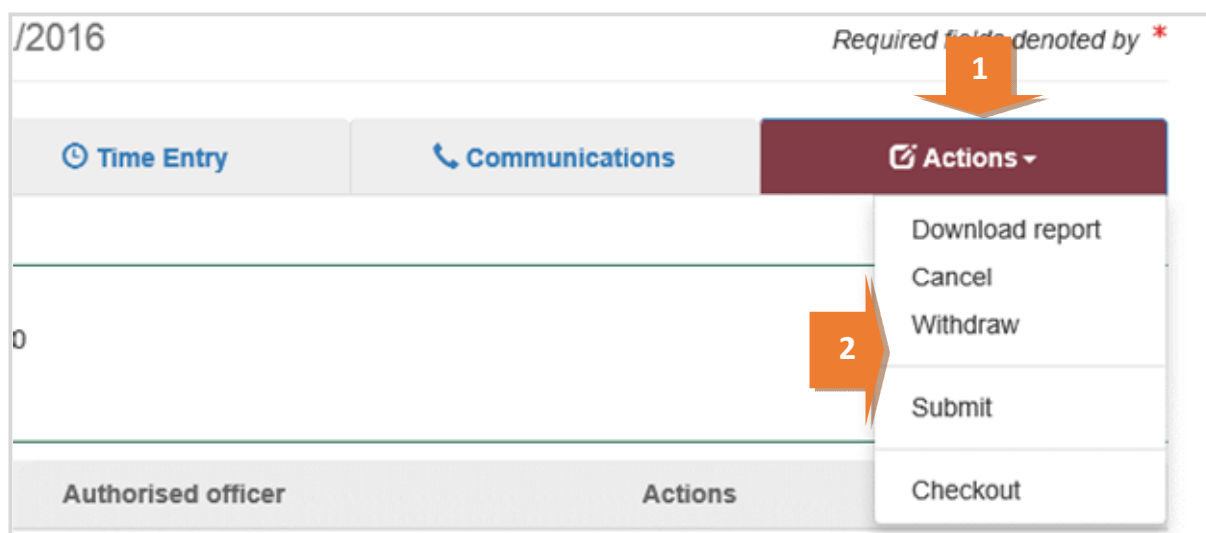


## Withdrawing an active inspection/calibration

Situations may arise where the client requests that you withdraw an inspection/calibration before completion. Once an inspection/calibration (see Appendices A–H) is initiated it can be withdrawn. The process for withdrawing a record on PEMS is the same for all inspection/calibration types.

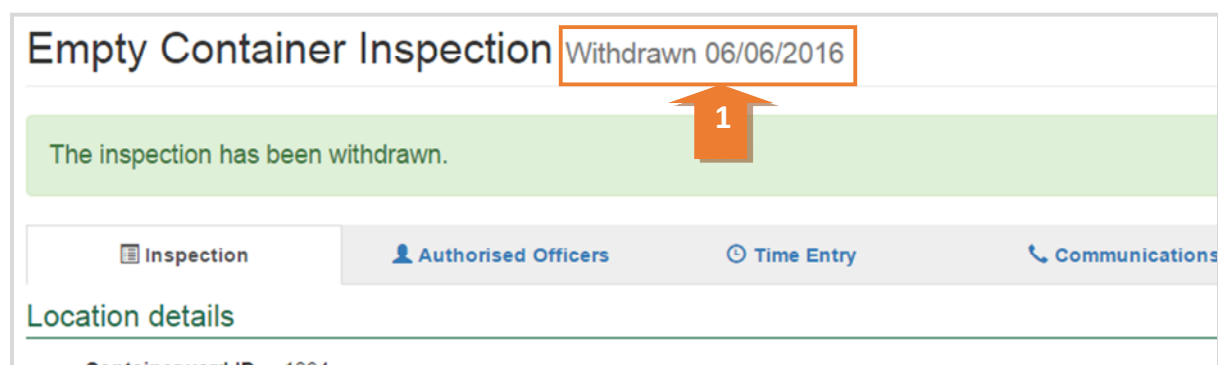
To withdraw an active inspection/calibration click the **Actions**<sup>1</sup> tab and select **Withdraw**<sup>2</sup>.

! For departmental AOs: where chargeable activities should be recorded against the record, the record should be withdrawn. PEMS will include the recorded time entries in calculations for total chargeable times.



The page will display a confirmation that the record has been **withdrawn**<sup>1</sup> for the relevant inspection or calibration.

! Where a time entry was recorded on the record, the date(s) specified on the withdrawn record will be the start date and end date for the inspection/calibration. The record date corresponds with the earliest and latest time entry across all AOs for the inspection/calibration.



## Reactivating a completed record

Once a record has been submitted in PEMS, it is locked and no changes can be made. However an inspection/calibration can be reactivated to correct minor errors or to correct an Exporter name where the complete name has not been extracted into PEMS from EXDOC (system constraint) see Edit Exporter name (if applicable) in the relevant commodity inspection Appendix

An AO is able to reactivate the record themselves, however rules exist in relation to which fields can be changed. The AO must record a reason for the reactivation in the comments field.

When reactivating an inspection/calibration, only the comments section and the following fields will be able to be changed:

Type of inspection	ONLY fields that can be changed when reactivating
Empty Container Inspection	Container number
Horticulture Inspection	Product origin / Line ID / Exporter name
Containerised Goods Inspection	Container number / Exporter name
Bulk into Ship Hold Inspection	Loading rate / Rejection limit / Exporter name
Bulk Vessel Inspection	None. This inspection type cannot be reactivated. A new inspection record must be created.
Calibrations (generic)	Recorder serial number/ container seal number/ container Sealed date and time/ Local date / Local time/ Address (if calibration record is created using physical address and not Est Number) / Town / Postcode / Date of loading / Comments
Calibrations (Japan Only)	Treatment start date GMT / Treatment start time GMT
Calibrations (USA only)	Start loading time / Complete loading time
Offsite Calibrations	Recorder serial number / Local date and time/ Container number
Quality System Recognition Inspection	Container number / Exporter name
Mobile Bulk Loading	Loading Rate / Rejection Limit / Exporter name

If the associated RFP has been authorised in EXDOC and the status in PEMS is 'closed with export', you cannot reactivate the record yourself. You will need to contact the AO Hotline to have this reopened, before the inspection/calibration can be reactivated.

! PEMS will capture the original record and the new record created and apply a version number to reactivated records (see: [Viewing the original inspection/calibration](#)).

For example, if you need to attach documents to an inspection in PEMS.

### A record can only be reactivated once.

If a record is reactivated and resubmitted, and subsequent errors are identified, then a new record must be created with the correct information. You will need to create the new inspection/calibration record by following the instructions for the relevant inspection/calibration type, in the appendices. The new inspection/calibrations will appear on top of the list of inspection/calibration records.

Type	Status	RFP version	Inspection version	Start date	Location	Authorised officers	Actions
Horticulture	Completed	1		02/04/2019	ANTICO INTERNATIONAL PTY LTD	Rajesh Iyer	Open Comments
Horticulture	Completed	1	2	02/04/2019	ANTICO INTERNATIONAL PTY LTD	Rajesh Iyer	Open Comments
Horticulture	Completed	1	1	02/04/2019	ANTICO INTERNATIONAL PTY LTD	Rajesh Iyer	Open Comments

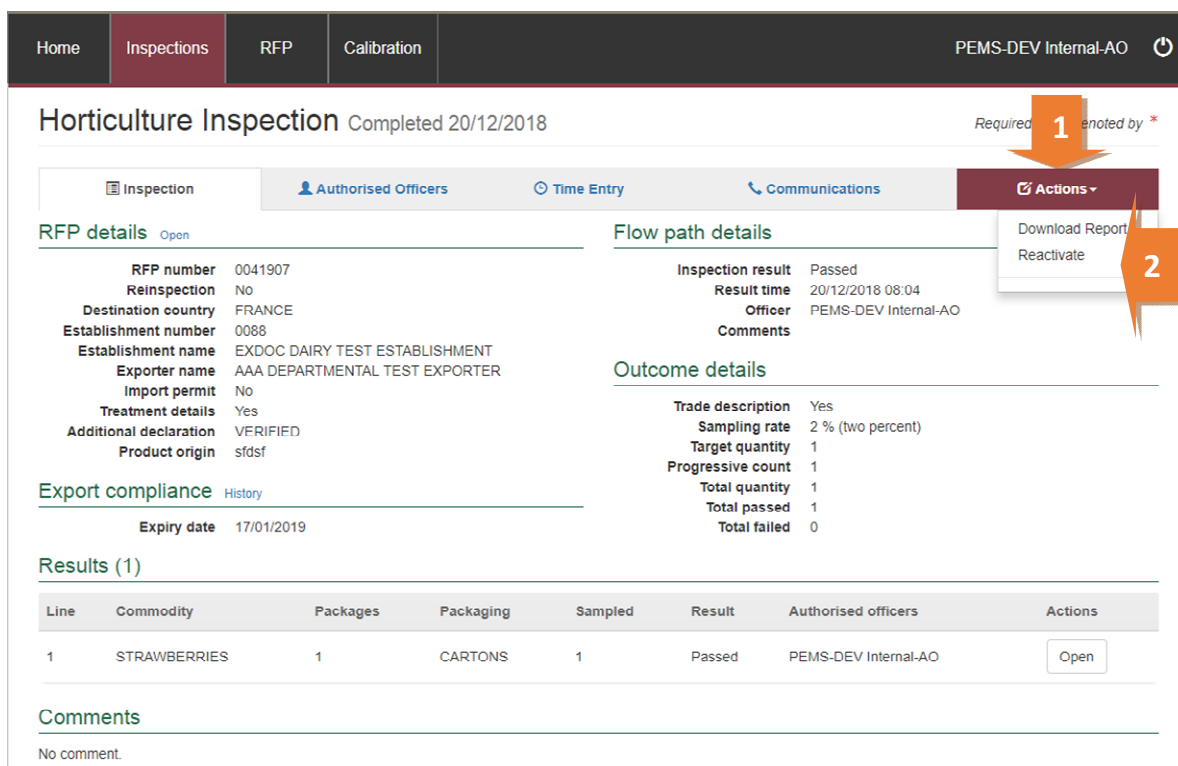
**Note:** To assist in the prevention of errors, PEMS has a ‘**download report**’ function located under the Actions tab, which should be used to view and check the record information prior to submission. All fields in the inspection/calibration can be corrected prior to submission.

### Reactivating a record and resubmitting

In order to reactivate a record, you will need to open the relevant inspection/calibration. If you are unsure how to locate the relevant inspection you should refer to the [Section 2: PEMS search functions](#).

**!** If a Mobile Bulk Loading inspection and the flow path at Upcountry has failed, you are unable to reactivate the inspection. The inspection will move to completed status and time entry becomes mandatory, refer to [Section 3.4 Time Entry](#).

To reactivate the record, click on the **Actions**<sup>1</sup> tab and select **Reactivate**<sup>2</sup>.

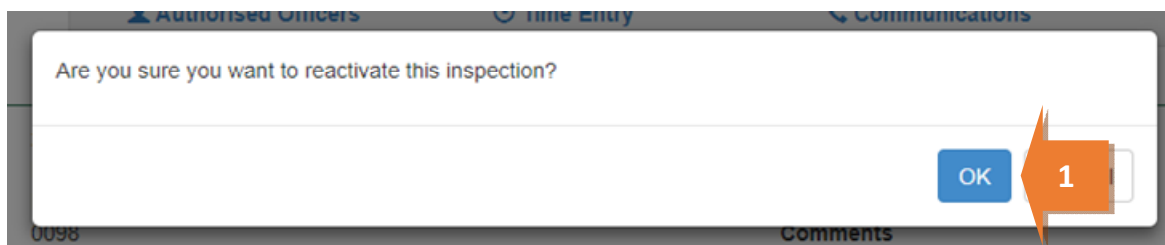


The screenshot shows the 'Horticulture Inspection' record for 'Completed 20/12/2018'. The 'Actions' tab is selected, and the 'Reactivate' option is highlighted. The record details include:

- RFP details:** RFP number 0041907, Reinspection No, Destination country FRANCE, Establishment number 0088, Establishment name EXDOC DAIRY TEST ESTABLISHMENT, Exporter name AAA DEPARTMENTAL TEST EXPORTER, Import permit No, Treatment details Yes, Additional declaration VERIFIED, Product origin sdsf.
- Flow path details:** Inspection result Passed, Result time 20/12/2018 08:04, Officer PEMS-DEV Internal-AO, Comments.
- Outcome details:** Trade description Yes, Sampling rate 2 % (two percent), Target quantity 1, Progressive count 1, Total quantity 1, Total passed 1, Total failed 0.
- Export compliance:** Expiry date 17/01/2019.
- Results (1):** A table with 8 columns: Line, Commodity, Packages, Packaging, Sampled, Result, Authorised officers, and Actions. The first row shows Line 1, Commodity STRAWBERRIES, Packages 1, Packaging CARTONS, Sampled 1, Result Passed, Authorised officers PEMS-DEV Internal-AO, and an 'Open' button.
- Comments:** No comment.

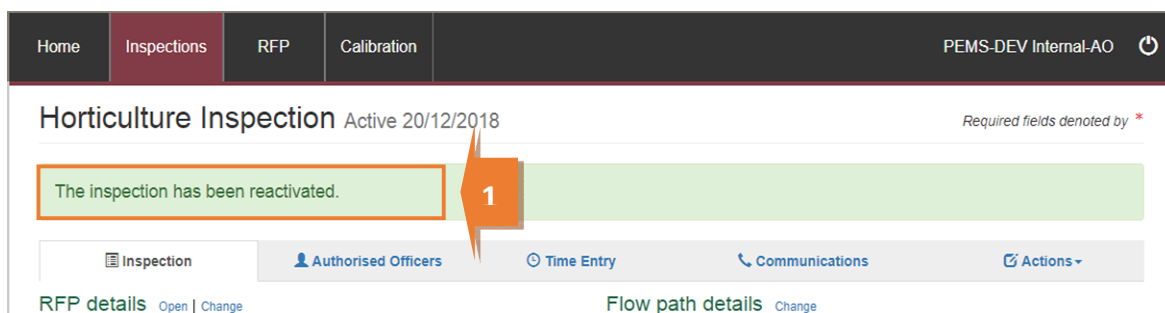
! If you are not associated with the inspection/calibration record, you will not be able to see the reactivate option.

A message will appear asking to confirm this action. Select **OK**<sup>1</sup>.



The screenshot shows a confirmation dialog box with the text 'Are you sure you want to reactivate this inspection?'. The 'OK' button is highlighted with an orange arrow labeled '1'.

**Confirmation**<sup>1</sup> of the inspection/calibration being reactivated will then appear on the record.



The screenshot shows the 'Horticulture Inspection' record for 'Active 20/12/2018'. A green confirmation message is displayed at the top: 'The inspection has been reactivated.' The message is highlighted with an orange box and an orange arrow labeled '1'. The record details are the same as in the previous screenshot.

You can now change the details in the record, noting that only certain fields can be altered. Fields that cannot be changed will be greyed out. Any changes made to the record will be **highlighted in red**<sup>1</sup>.

Inspection Result Line 1 - STRAWBERRIES - CARTONS - Target 3

Line ID

10

Number of packages \*

50

Sampled number

3

Result \*

Passed

Remarks

☐ Animal faeces
☐ Contaminant
☐ Dead rodent
☐ Eggs
☐ Fly
☐ Fungus
☐ Incorrect/unclean packaging
☐ Insect damage
☐ Lesions
☐ Live Insect
☐ Live pest
☐ Mites
☐ Mould
☐ Rot
☐ Soil
☐ Stings
☐ Weed seeds

☐ Ants
☐ Dead Insect
☐ Disease (discoloration)
☐ Ergots
☐ Frass
☐ Inadequate or inaccurate trade description
☐ Inert material
☐ Larvae
☐ Live field species
☐ Live insect pest
☐ Live rodent
☐ Moth
☐ Positive ARGV result
☐ Sample Remark
☐ Spider
☐ Thrips

Authorised officers \*

☒ PEMS-DEV Internal-AO

Once all changes have been made, select the **Actions**<sup>1</sup> tab and click on **Submit**<sup>2</sup>.

The screenshot shows the 'Empty Container Inspection' page in the PEMS system. The 'Actions' dropdown menu is open, showing options: Download Report, Submit, Checkout, and Actions. An orange arrow with the number 1 points to the 'Actions' dropdown. Another orange arrow with the number 2 points to the 'Submit' option within the dropdown.

The **Comments**<sup>1</sup> box will automatically appear and you must record comments as to why the inspection/calibration was reactivated.

Select **Save**<sup>2</sup>.

The screenshot shows the 'Comments' dialog box overlaid on the inspection page. The dialog box has a text area for comments and a 'Save' button. An orange arrow with the number 1 points to the 'Comments' dialog box. Another orange arrow with the number 2 points to the 'Save' button.

**! The comments entered are for audit purposes.**

A message will appear asking to confirm this action.

To confirm, select **OK**<sup>1</sup>.

The screenshot shows a confirmation dialog box with the text 'Are you sure you want to submit this inspection?'. There are 'OK' and 'Cancel' buttons. An orange arrow with the number 1 points to the 'OK' button.

## Viewing the original inspection

The **Inspections**<sup>1</sup> screen will show the number of related inspections. The version in red will be the original inspection and will state under the **Inspection version**<sup>2</sup> field that it is **Inspection version 1**<sup>3</sup>.

Click **Open**<sup>4</sup> to view inspection.

Request For Permit 0041 (v1) Open

Required fields denoted by \*

Inspections

Related inspections (2)

Type	Status	RFP version	Inspection version	Inspection date	Location	Authorised officers	Actions
Horticulture	Active	1	2	23/01/2019	EXDOC DAIRY TEST ESTABLISHMENT	PEMS-DEV Internal-AO	Open Comments
Horticulture	Completed	1	1	23/01/2019	EXDOC DAIRY TEST ESTABLISHMENT	PEMS-DEV Internal-AO	Open Comments

The inspection record will open. Select **Actions**<sup>1</sup> and **Download Report**<sup>2</sup>.

Horticulture Inspection Completed 23/01/2019

Required fields denoted by \*

Inspection

RFP details

Flow path details

Outcome details

Download Report

A copy of the report will appear and it will now state that it has been rescinded (cancelled).

This confirms the original record has been made null and void.

RFP Number		Establishment Number		Establishment Name		Destination Country		Product Origin		Original RFP (Reinspection Only)		Exporter Name	
41985		88		EXDOC DAIRY TEST ESTABLISHMENT		UNITED STATES		Sydney		N/A		AAA DEPARTMENTAL TEST EXPORTER	
Start Date and Time		End Date and Time		Expiry Date		Flow Path Result		Flow Path Date and Time		Flow Path comments		Import Permit	
23/01/2019 10:45		23/01/2019 11:45		20/02/2019		Passed		23/01/2019 10:50		N/A		N/A	
Trade Description		Sampling Rate		Total Quantity		Target Quantity							
Y		2 % (two percent per line)		100		N/A							

RFP Line No	Line Identifier	Commodity	Packages	Packaging	Sampled	Target	Result	Remarks
1	1	STRAWBERRIES	50	CARTONS	3	3	Passed	N/A
3	1	STRAWBERRIES	50	CARTONS	3	3	Passed	N/A
Comments (Sampling Rate is Other)								
N/A								

Additional Declaration Comments	
1099	
Comments	
N/A	
Total Passed	
100	
Total Failed	
0	
AO Name	
PEMS-DEV Internal-AO	
AO Number	
321231	

Note for exporters: I declare section 47 of the Export Control (Plants and Plant Products) Order 2011, where an authorised officer makes a determination of non-compliance as noted on this report. This means that this has been

## Viewing the original calibration

The **Calibrations**<sup>1</sup> tab will show the number of related records. The version in red will be the original record and will state under the **Calibration version**<sup>2</sup> field that it is **Calibration version 1**<sup>3</sup>.

Click **Open**<sup>4</sup> to view the calibration.

Home
Inspections
RFP
Calibration
PEMS-DEV Internal-AO

Request For Permit 0042307 (v1) Open

RFP
Import Permits
Inspections
Calibration
Time Entry
Communications
Actions

Related calibration records (2)

Container	Type	Status	Calibration version	Authorised officer	Actions
NHJY1321332	Generic	Active	2	13/05/2019 PEMS-DEV External-AO, PEMS-DEV Internal-AO	Open Comments
NHJY1321332	Generic	Completed	1	13/05/2019 PEMS-DEV External-AO	Open

The calibration record will open. Select **Actions**<sup>1</sup> and **Download Certificate**<sup>2</sup>.

Home
Inspections
RFP
Calibration
PEMS-DEV Internal-AO

## Generic Calibration

Active 13/05/2019

The loading details have been updated.

Calibration
Time Entry
Communication
Actions

RFP details

RFP number0042307
Establishment number0088
CountryFRANCE

Establishment nameEXDOC DAIRY TEST ESTA
Exporter nameTESTING EXPORTER NUM

Calibration details

Clock set to GMTYes
Establishment number0088
Establishment nameEXDOC DAIRY TEST ESTABLISHMENT
Calibration Date13/05/2019
Container numberNHJY1321332
Container size40 foot
Recorder serial number369
Calibration AOPEMS-DEV External-AO

Loading details

Establishment number0088
Establishment nameEXDOC DAIRY TEST ESTABLISHMENT
Pulp temperature 12.2
Pulp temperature 22.3
Pulp temperature 32.4
Seal number888475
Sealed date and time13/05/2019 16:35
Loading AOPEMS-DEV Internal-AO

Readings

Sensor	ID	First	Second	Correction	Probe
--------	----	-------	--------	------------	-------

This is a CONTROLLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.

Plant Exports Management System (PEMS) Authorised Officer user guide

Version no.: 5.0

Date published: 4/11/2019

67 of 84

A copy of the certificate will appear and it will now state that it has been rescinded (cancelled).  
This confirms the original record has been made null and void.

CERTIFICATE OF LOADING AND CALIBRATION FOR COLD TREATMENT IN SELF REFRIGERATED CONTAINERS				
Exporter:	AAA DEPARTMENTAL TEST EXPORTER			
Phytosanitary Number:				
Container Number:	CONT1122334			
Container Seal Number:	1231312			
Recorder Serial Number:	khsdfhsdhf			
Container Clock set to GMT:	Yes			
Date Calibrated:	07/05/2019			
1. Calibration Results (at 0°C):				
	Sensor Identification	First Reading	Second Reading	Correction Factor
1	1	1.1	1.1	-1.1
2	2	1.2	1.2	-1.2
3	3	1.3	1.3	-1.3
2. Sensor Placement & Pulp Temperatures				
	Sensor Placement:	Pulp Temperature (°C)		
1		1.2		
2		1.2		
3		1.3		
3. Container Sealed:				
Local Time: 09:06 Date: 07/05/2019				
Calibration Form Multi.				

RESCINDED

### Refresh from EXDOC

Once extracted into PEMS, the record can be updated by clicking on the **Refresh from EXDOC<sup>1</sup>** button. The refresh will update containers, treatment information and import permits that may have been added/changed in EXDOC since the RFP was extracted into PEMS. Containers and import permits can be updated in PEMS anytime until the RFP is closed in PEMS.

Home Inspections RFP Calibration PEMS-DEV Internal-AO

## Horticulture Inspection Active 14/08/2018

Required fields denoted by \*

Inspection Authorised Officers Time Entry Communications Actions

### RFP details Open | Change

RFP number	0038616
Reinspection	No
Destination country	FRANCE
Establishment number	0088
Establishment name	EXDOC DAIRY TEST ESTABLISHMENT
Exporter name	AAA DEPARTMENTAL TEST EXPORTER
Import permit	No
Treatment details	Yes
Additional declaration	Yes
Product origin	

### Flow path details Change

Inspection result	Passed
Result time	14/08/2018 16:47
Officer	PEMS-DEV Internal-AO
Comments	

### Outcome details Change

Trade description	Yes
Sampling rate	Other
Progressive count	50
Total quantity	5
Total passed	5
Total failed	0
Comments	Idaf

Download Report  
Cancel  
Withdraw  
Submit  
Checkout  
Refresh from EXDOC

1

### 3.7 PEMS offline

PEMS offline allows you to “check out” an inspection or calibration record to a mobile device and continue to record certain data even where there is no internet/network connection.

In this checked out mode the data that you enter into the record will be stored in the internet browser storage on your chosen mobile device, until an internet connection becomes available and the record is checked back into PEMS online. You should not clear your cache while in offline mode or you will lose any PEMS data stored locally on your device at the time. In the checked out mode PEMS will not be able to validate any of the data entered and you will not be able to submit the record.

#### Locating your PEMS security PIN

Before checking out a record and using PEMS offline, you will need to identify your individual PEMS security PIN. You will need to remember and use this PIN to log in to PEMS offline.

Click on **PEMS profile**<sup>1</sup> to access your four to six digit AO security **PIN**<sup>2</sup> under the authorised officer details section.

Home Inspections RFP Calibration PEMS-DEV Internal-AO

## My Profile PEMS-DEV Internal-AO

Required fields denoted by \*

### Personal details Change

User ID	PEMS-DEV Internal-AO
Title	Miss
First name	PEMS-DEV
Family name	Internal-AO
Other names	
Phone	(07) 4764 8488
Mobile	
Email	ad@da.gov
Region	Central East
Office	Newcastle

### Authorised officer details

Number	321231
Status	Appointed
First aid expiry date	13/05/2019
Start date	01/01/2019
End date	30/07/2020
PIN	####

### PEMS roles

PEMSInternalAO

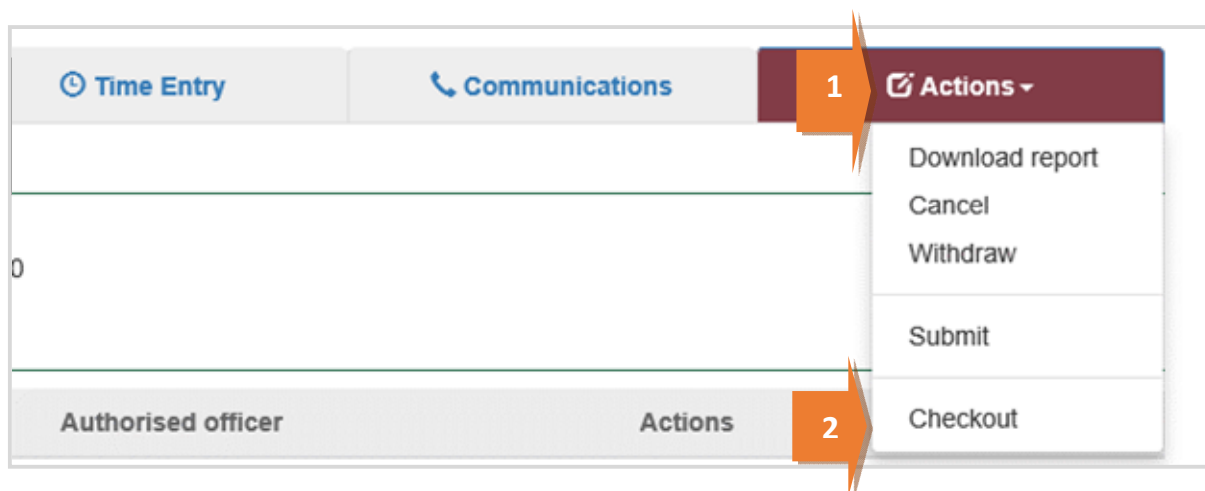
1

2

## Checkout a record

Once an inspection/calibration record is initiated (see Appendices A–H) you can check out the record. You must have an internet connection to check a record out of PEMS online. The process for checking out a record is the same for all inspection types and for onsite and offsite calibrations.

To check out the record, open the relevant record, click the **Actions**<sup>1</sup> tab and then click **Checkout**<sup>2</sup>.



! If a record that you are assigned to has been checked out by another assigned AO, contact the AO Hotline for assistance.

The **checked out inspection/calibration record**<sup>1</sup> will display under My inspections/My calibrations list on your PEMS online homepage. For demonstration purposes, the following screen shots relate to an inspection record in PEMS offline.

Checked out records that are highlighted in bold and red have been checked out of PEMS online in a different internet browser and/or different device from the one you are currently using. You can click **Errors**<sup>2</sup> beside the relevant record to confirm the error.

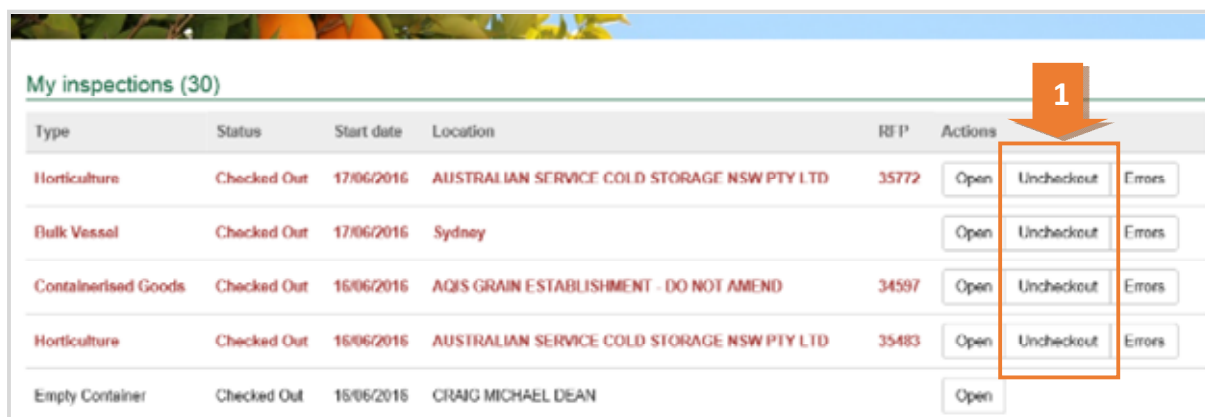
The screenshot shows the 'My inspections (30)' table in PEMS. The table has columns: Type, Status, Start date, Location, RFP, and Actions. Several records are highlighted in red and bold, indicating they are checked out. An orange arrow labeled '1' points to the 'Status' column, and another orange arrow labeled '2' points to the 'Errors' button in the 'Actions' column.

Type	Status	Start date	Location	RFP	Actions
Horticulture	Checked Out	17/06/2016	AUSTRALIAN SERVICE COLD STORAGE NSW PTY LTD	35772	Open Uncheckout Errors
Bulk Vessel	Checked Out	17/06/2016	Sydney		Open Uncheckout Errors
Containerised Goods	Checked Out	17/06/2016	AQIS GRAIN ESTABLISHMENT - DO NOT AMEND	34597	Open Uncheckout Errors
Horticulture	Checked Out	18/06/2016	AUSTRALIAN SERVICE COLD STORAGE NSW PTY LTD	35483	Open Uncheckout Errors
Empty Container	Checked Out	18/06/2016	CRAIG MICHAEL DEAN		Open

## Uncheckout

Where you accidentally check out a record it is possible to undo the check out. If you undo a checkout, any information you may have entered into the record in PEMS offline will not transfer into PEMS online.

To undo the check out, click **Uncheckout**<sup>1</sup> beside the relevant record.



The screenshot shows a table titled "My inspections (30)". The table has columns for Type, Status, Start date, Location, RFP, and Actions. The "Actions" column contains buttons for "Open", "Uncheckout", and "Errors". An orange arrow labeled "1" points to the "Uncheckout" button in the first row.

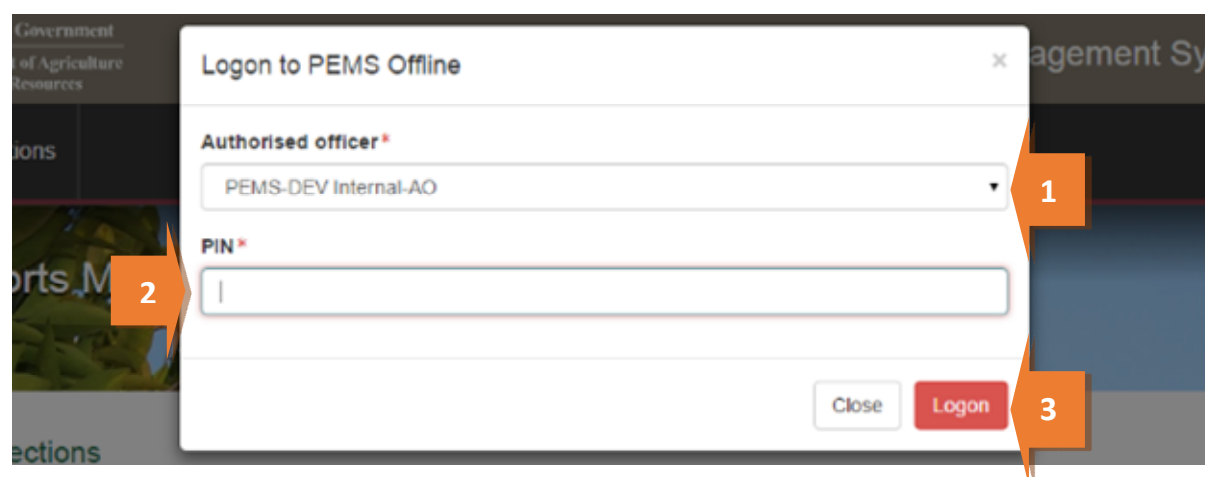
Type	Status	Start date	Location	RFP	Actions
Horticulture	Checked Out	17/06/2016	AUSTRALIAN SERVICE COLD STORAGE NSW PTY LTD	35772	Open Uncheckout Errors
Bulk Vessel	Checked Out	17/06/2016	Sydney		Open Uncheckout Errors
Containerised Goods	Checked Out	16/06/2016	AQIS GRAIN ESTABLISHMENT - DO NOT AMEND	34597	Open Uncheckout Errors
Horticulture	Checked Out	16/06/2016	AUSTRALIAN SERVICE COLD STORAGE NSW PTY LTD	35483	Open Uncheckout Errors
Empty Container	Checked Out	16/06/2016	CRAIG MICHAEL DEAN		Open

### Logging in to PEMS offline

When you no longer have an internet/network connection, you can refresh your PEMS homepage and the logon to PEMS offline window will display.

Select your **Authorised officer**<sup>1</sup> name. The AO that checked out the record will appear by default.

Enter your four to six digit PEMS security **PIN**<sup>2</sup>, and then click **Logon**<sup>3</sup>.

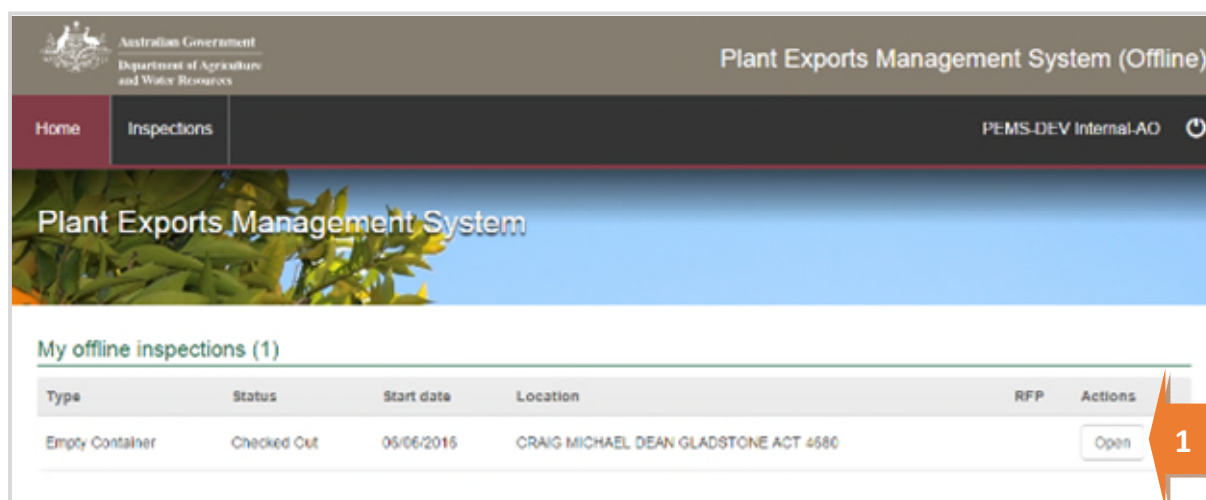


The screenshot shows a "Logon to PEMS Offline" window. It has a dropdown menu for "Authorised officer" with "PEMS-DEV Internal-AO" selected. Below it is a text input field for "PIN". At the bottom right are "Close" and "Logon" buttons. Three orange arrows point to the "Authorised officer" dropdown (labeled 1), the "PIN" input field (labeled 2), and the "Logon" button (labeled 3).

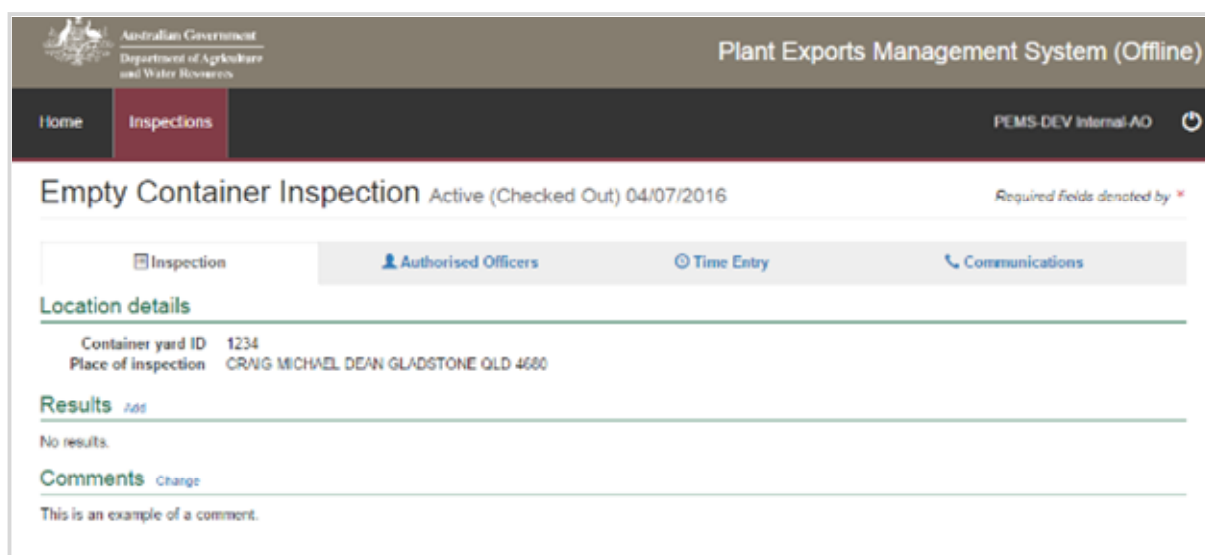
### Opening the checked out inspection record

Once you have logged on to PEMS offline, the PEMS offline homepage will display your offline (checked out) inspection records.

To open a checked out inspection record, click **Open**<sup>1</sup> beside the relevant inspection record under the *My offline inspections* section. The process for opening an offline record is the same for all inspection types. For demonstration purposes, the following screen shots relate to an empty container inspection record in PEMS offline.



For all inspection types the PEMS offline inspection page will display by default. The PEMS offline inspection page will have limited functionality compared with PEMS online.



### Entering inspection data in PEMS offline

In the PEMS offline mode, for each checked out inspection record, you will only be able to:

- record relevant inspection results (see Appendices A–H), including:
  - recording inspection results
  - recording reinspection status
  - if applicable, recording flow path inspection results
  - if applicable, changing outcome type
  - if applicable, selecting sampling rate
  - if applicable, record marine surveyor certificate details
  - if applicable, record results for additional areas of a bulk vessel.

- view assigned AOs
- add comments (see [Section 3.8](#))
- record time entry data (see [Section 3.4](#))
- record correspondence relating to the inspection (see [Section 3.5](#)).

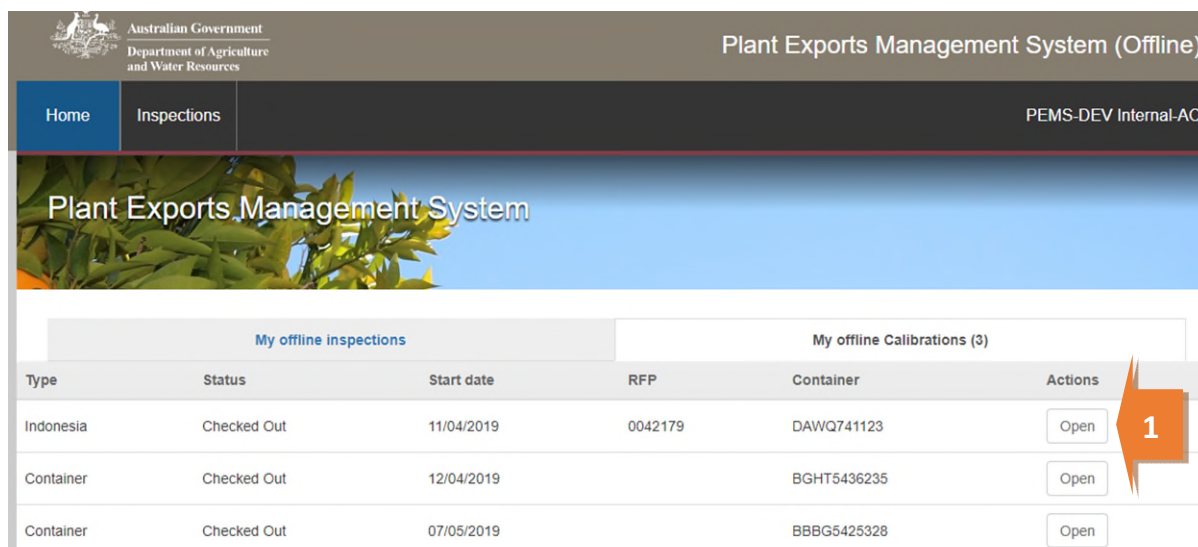
You will not be able to:

- assign additional AOs to the inspection record
- add attachments to the inspection record
- view time summary information or activity reports
- add invoices to the inspection record
- view any RFP details
- submit, cancel or withdrawn the inspection record
- download an inspection report (Export Compliance Report (ECR), Container Approval Record (CAR) or Bulk Vessel Approval Record (BVAR)).
- issue bulk vessel approval
- check empty container approvals.

### Opening the checked out calibration record


Once you have logged on to PEMS offline, the PEMS offline homepage will display your offline (checked out) calibration records.

To open a checked out calibration record, click **Open**<sup>1</sup> beside the relevant calibration record under the *My offline calibrations* section. The process for opening an offline calibration record is the same for all calibration types. For demonstration purposes, the following screen shots relate to an onsite calibration record in PEMS offline.



Australian Government Department of Agriculture and Water Resources		Plant Exports Management System (Offline)			
Home	Inspections	PEMS-DEV Internal-AO			
Plant Exports Management System					
My offline inspections			My offline Calibrations (3)		
Type	Status	Start date	RFP	Container	Actions
Indonesia	Checked Out	11/04/2019	0042179	DAWQ741123	Open
Container	Checked Out	12/04/2019		BGHT5436235	Open
Container	Checked Out	07/05/2019		BBBG5425328	Open

For all calibration types, the PEMS offline calibration page will display by default. The PEMS offline calibration page will have limited functionality compared with PEMS online.



Australian Government

Department of Agriculture and Water Resources

Plant Exports Management System (Offline)

Home

Inspections

PEMS-DEV Internal-AO

Indonesia Calibration Active (Checked Out) 11/04/2019 Required fields denoted by \*

Calibration

Time Entry

Communication

RFP details

RFP number

0042179

Establishment number

0088

Country

INDONESIA

Establishment name

EXDOC DAIRY TEST ESTABLISHMENT

Exporter name

AAA DEPARTMENTAL TEST EXPORTER

Calibration details

Change

Loading details

Change

Clock set to GMT

Yes

Establishment number

0088

Establishment name

EXDOC DAIRY TEST ESTABLISHMENT

Calibration Date

11/04/2019

Container number

DAWQ741123

Container size

20 foot

Recorder serial number

sqyZl42zfjhCnRM

Calibration AO

PEMS-DEV Internal-AO

Establishment number

0088

Establishment name

EXDOC DAIRY TEST ESTABLISHMENT

Pulp temperature 1

-3.8

Pulp temperature 2

-4.9

Pulp temperature 3

-7.4

Seal number

h7KH0K9r8JsH1yT

Sealed date and time

11/04/2019 13:00

Loading AO

PEMS-DEV Internal-AO

Readings

Sensor	ID	First	Second	Correction	Actions
1	1	-6.4	-6.4	6.4	Open
2	2			0.0	Open
3	3			0.0	Open

## Entering calibration data in PEMS offline

In the PEMS offline mode, for each checked out calibration record, you will only be able to:

- record calibration results including:
  - recording calibration details
  - recording sensor readings
  - recording pre-cooling temperatures
  - recording Loading details
- add comments (see [Section 3.8](#))
- record time entry data (see [Section 3.4](#))

You will not be able to:

- assign additional AOs to the calibration record
- add attachments to the calibration record
- record correspondence relating to the calibration
- view time summary information or activity reports
- add invoices to the calibration record
- view any RFP details
- submit, cancel or withdrawn the calibration record
- download a calibration report

! Once a record is checked out of PEMS, the PEMS online record will be read-only. Only the AO that checked the record out of PEMS will be able to access and add data to the record in PEMS offline and only using the device that they used to check the record out of PEMS.

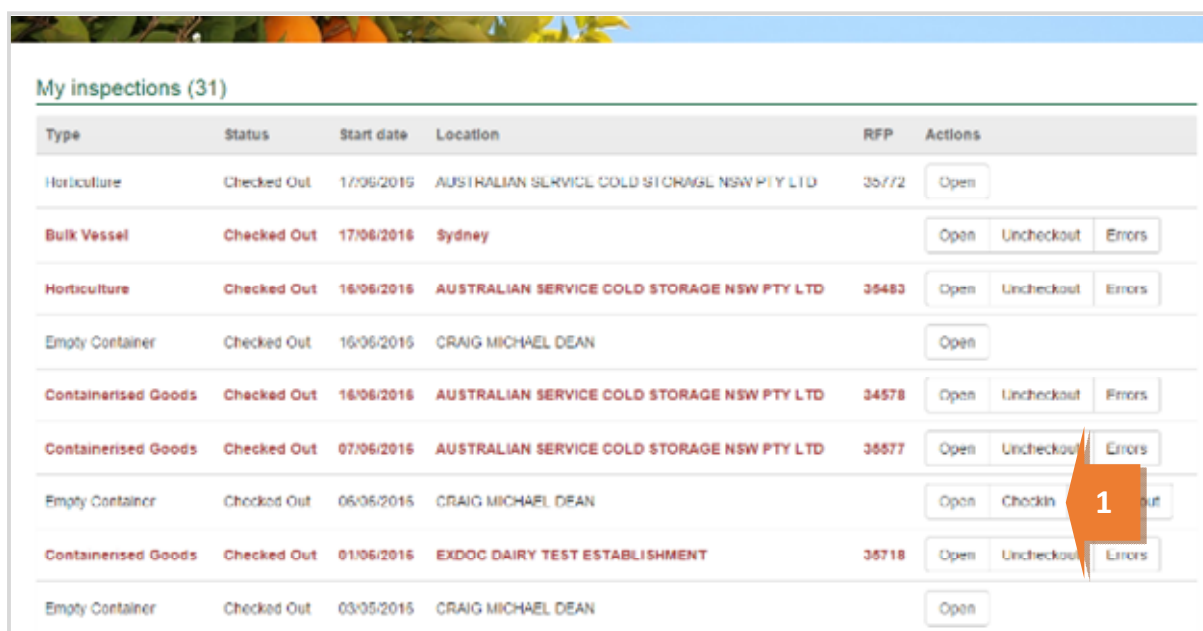
### Check in a record

Once an internet/network connection becomes available you can check a record back into PEMS online in order to complete and submit the record.

Before checking a record back into PEMS online ensure that you are checking the record back in using the same device and the same browser that you used to record data in PEMS offline.

To check a record back in to PEMS online, click **Check in**<sup>1</sup> beside the relevant record under the My inspections/My calibrations list on your PEMS online homepage.

! Checked out records that are highlighted in bold and red have been checked out of PEMS online in a different browser and/or different device from the one you are currently using.



Type	Status	Start date	Location	RFP	Actions
Horticulture	Checked Out	17/06/2016	AUSTRALIAN SERVICE COLD STORAGE NSW PTY LTD	35772	Open
<b>Bulk Vessel</b>	<b>Checked Out</b>	<b>17/06/2016</b>	<b>Sydney</b>		Open Uncheckout Errors
Horticulture	Checked Out	16/06/2016	AUSTRALIAN SERVICE COLD STORAGE NSW PTY LTD	35483	Open Uncheckout Errors
Empty Container	Checked Out	16/06/2016	CRAIG MICHAEL DEAN		Open
Containerised Goods	Checked Out	16/06/2016	AUSTRALIAN SERVICE COLD STORAGE NSW PTY LTD	34578	Open Uncheckout Errors
Containerised Goods	Checked Out	07/06/2016	AUSTRALIAN SERVICE COLD STORAGE NSW PTY LTD	36577	Open Uncheckout <b>Check in</b> Errors
Empty Container	Checked Out	06/06/2016	CRAIG MICHAEL DEAN		Open
Containerised Goods	Checked Out	01/06/2016	EXDOC DAIRY TEST ESTABLISHMENT	36718	Open Uncheckout Errors
Empty Container	Checked Out	03/06/2016	CRAIG MICHAEL DEAN		Open

PEMS will synchronise and validate the record when it is translated from PEMS offline to PEMS online.

Once the record has checked in you can open the record from the *My inspections/My calibrations* list on the PEMS online homepage. If no other data is required you can continue to complete and submit the record consistent with relevant inspection/calibration type instructions (see Appendices A–H).

### Remove stored data

PEMS will allow an AO to remove locally stored data from the *My inspections/My calibrations* list on the PEMS home page in certain circumstances.

Where two or more AOs are assigned to a record. AO 1 may check out the record but be unable to proceed with entering data, undo the check out, or otherwise check the record back into PEMS.

In these situations AO 2 may contact the AO Hotline to request that the record checkout be reversed. Once the record is active, AO 2 can then check the record out of PEMS.

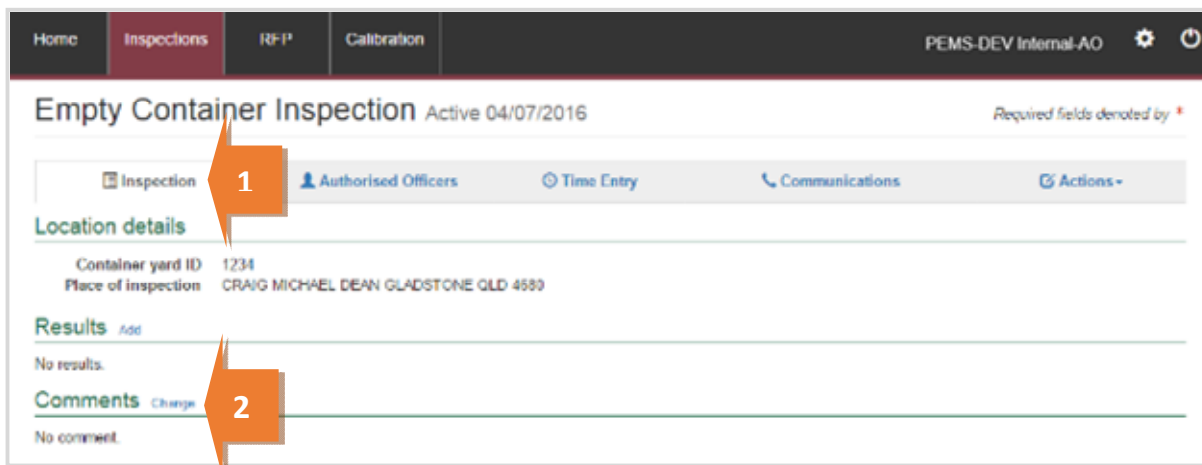
When AO 2 checks out the record, AO 1 will not be able to check in their offline data. As a result, PEMS will allow AO 1 to click **Remove**<sup>1</sup> to remove the locally stored data from AO 1's list. The remove function does not remove the record from PEMS.

Type	Status	Start date	Location	RFP	Actions
Empty Container	Checked Out	16/06/2016	CRAIG MICHAEL DEAN		Open
Empty Container	Checked Out	21/04/2016	CRAIG MICHAEL DEAN		Open
<b>Empty Container</b>	<b>Checked Out</b>	<b>19/04/2016</b>	<b>CRAIG MICHAEL DEAN GLADSTONE ACT 4680</b>		Open Remove Errors

### 3.8 Adding comments to a record

PEMS allows you to add general comments to all inspection and calibration records. The process for adding general comments is the same for all inspection/calibration types. The following screen shots are taken from an empty container inspection record for demonstration purposes.

To add comments to the record, click the **Inspection<sup>1</sup> (or Calibration)** tab and then click **Change<sup>2</sup>** under the comments section of the relevant inspection page.



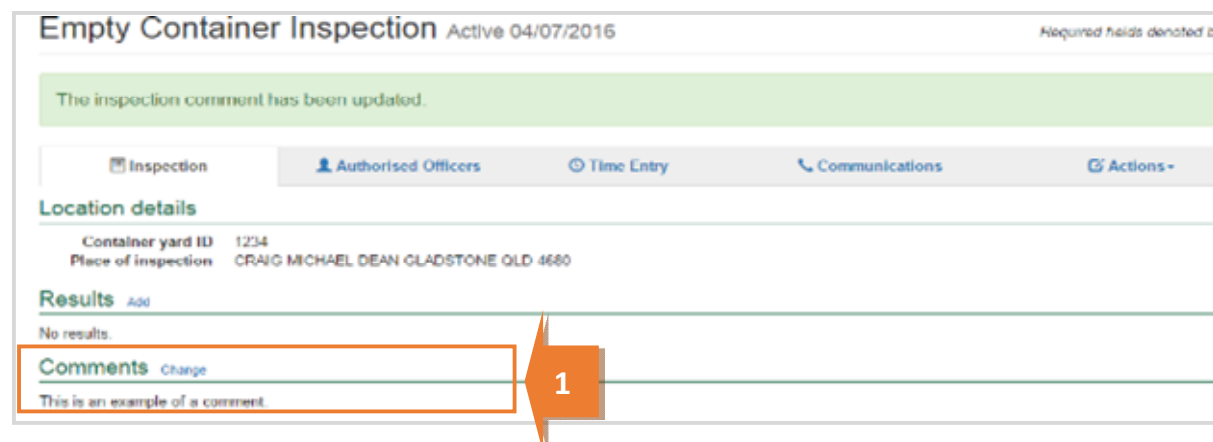
The *Comments* window will display.

Enter general comments about the inspection/calibration into the **free text field<sup>1</sup>**. There is a limit of 500 characters for the field.

Click **Save<sup>2</sup>**.



The inspection/calibration record page will display the **comment<sup>1</sup>**.

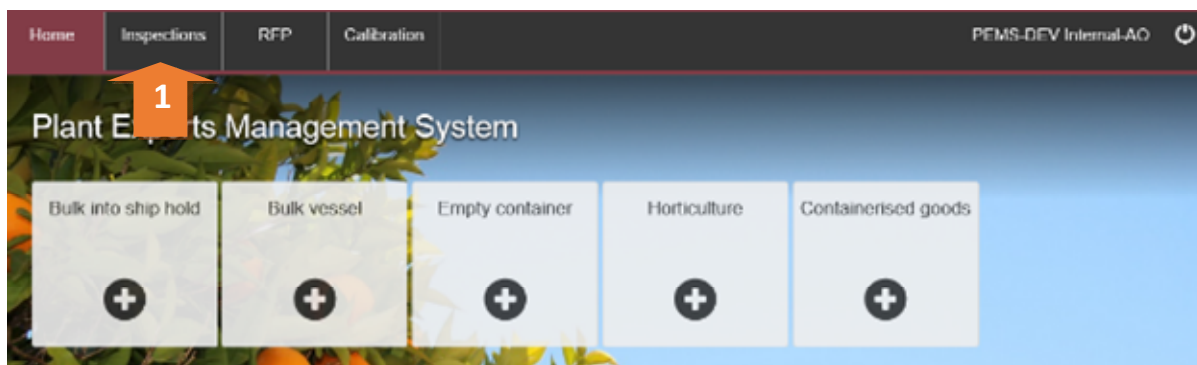


### 3.9 Alternate way to initiate an inspection or calibration

There is an alternate way to initiate a record on PEMS in addition to the process outlined under Appendices A–H.

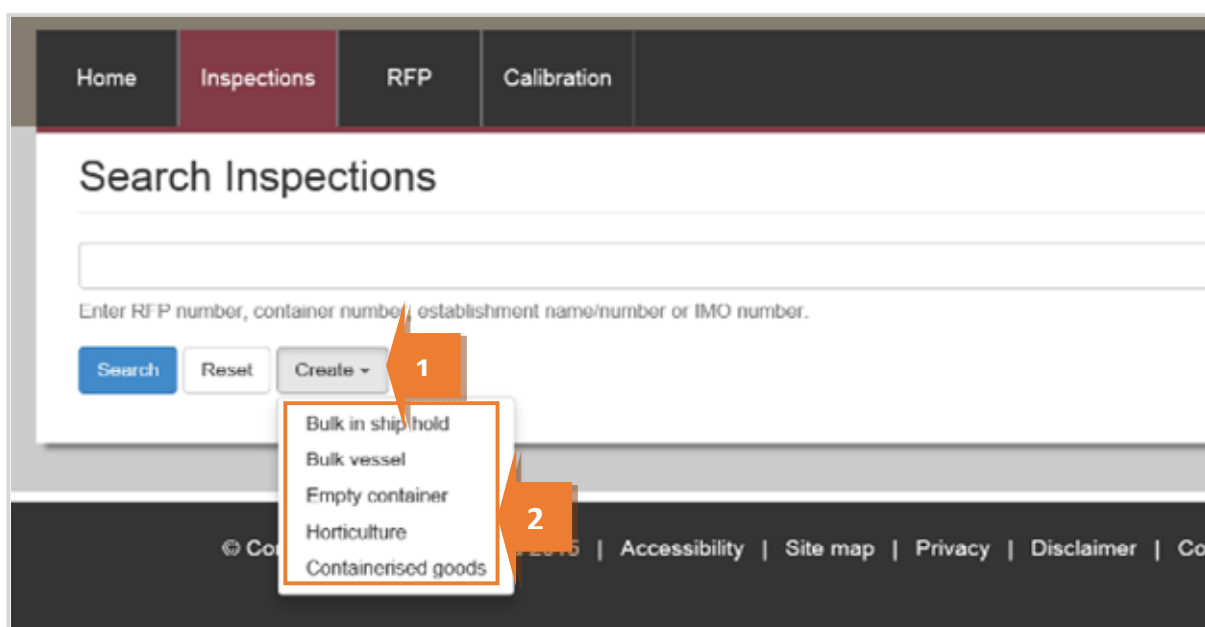
#### Initiating an inspection record

Click the **Inspections**<sup>1</sup> PEMS menu tab on the PEMS home page.



The search inspections page will display.

Click **Create**<sup>1</sup>, and then select the relevant **inspection type**<sup>2</sup> from the drop down list.

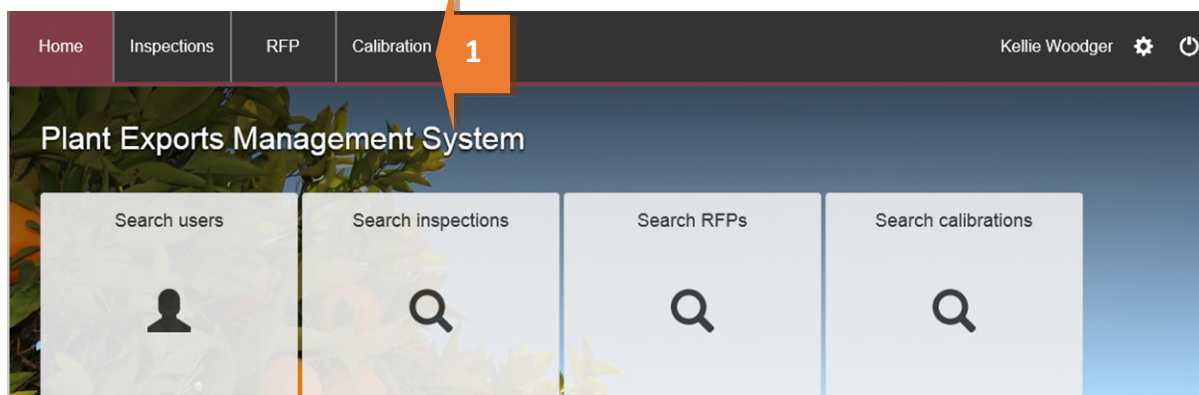


The relevant create inspection window will display.

Continue by following the step-by-step instructions provided in Appendices A–H to complete the process for initiating an inspection record on PEMS.

## Initiating a calibration record

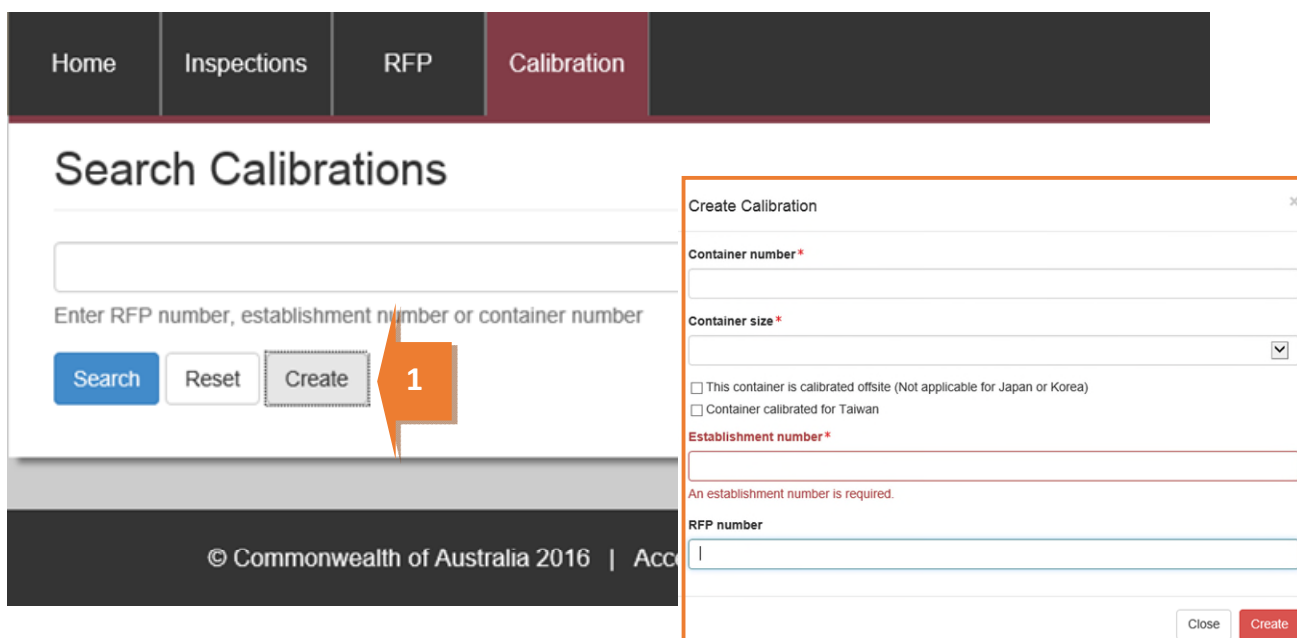
Click the **Calibrations**<sup>1</sup> PEMS menu tab on the PEMS home page



The *Search Calibrations* page will display.

Click **Create**<sup>1</sup>, and the relevant create calibration window will display.

Continue by following the step-by-step instructions provided in Appendices A–H to complete the process for initiating a calibration record on PEMS.



## 4 RFP functions in PEMS (commodity inspections)

This section provides step-by-step instructions for creating and completing various activities that are related to the RFP record in PEMS.

This section assumes that as an AO, you are skilled in using MCoR to determine the importing country requirements pertaining to the RFP. PEMS will assist this process by displaying a summary of the RFP details extracted from EXDOC and inspection history for an RFP. This section is organised into the following sections:

- reloading an RFP from EXDOC
- import permits
- navigating to related inspections/calibrations from the RFP screen.

While PEMS contains other RFP sections, this section only covers those functions that are relevant to an AO completing their inspection job functions.

### 4.1 Reload RFP from EXDOC

During an inspection an exporter may make changes to the RFP in EXDOC, such as add or remove commodity lines or change the net weight of the consignment. PEMS allows you to reload the RFP from EXDOC and preserve data that was translated from the inspection record onto the RFP recording PEMS, such as time entries, attachments or correspondence.

Where an RFP is reloaded from EXDOC inspection results will need to be re-entered into the inspection record in PEMS. Inspection results entered before the exporter made changes to their RFP in EXDOC, can be viewed in previous versions of the RFP (see [Section 4.3 Inspections](#)).

The process for reloading an RFP for EXDOC is the same for all commodity inspection types. The following screen shots are based on a containerised goods inspection record and are for demonstration purposes only.

**! Do not reload an RFP from EXDOC where additional containers are added to a containerised goods inspection record. The AO must ask the exporter to update their RFP record in EXDOC to reflect the additional containers**

**! Once an inspection has been submitted for the RFP you cannot reactivate this inspection and reload RFP from EXDOC.**

To reload an RFP from EXDOC:

- Withdraw the current active commodity inspection from PEMS (see [Section 3.6 Actions tab](#))
- Go to the PEMS home page and initiate a new inspection record (see Appendices B, C or E).

The relevant create inspection window will display. You should then:

- as required for the relevant inspection, enter the required information (such as **RFP number**<sup>1</sup>, **Establishment number**<sup>2</sup> (mandatory for external AOs) and IMO number for bulk into ship hold inspections (see Appendices B, C or E)
- select the **Reload RFP from EXDOC**<sup>3</sup> checkbox
- click **Create**<sup>4</sup>.

The screenshot shows a modal window titled "Create containerised goods inspection". It contains the following fields and controls:

- RFP number \***: A text input field with a blue border. An orange arrow labeled "1" points to it.
- Exdoc**: A section containing a checkbox labeled "Reload RFP from Exdoc". An orange arrow labeled "3" points to this checkbox.
- Establishment number**: A text input field with a blue border. An orange arrow labeled "2" points to it.
- Buttons**: "Close" and "Create" buttons at the bottom right. An orange arrow labeled "4" points to the "Create" button.

The relevant inspection page will display.

! A new version number will be allocated to the RFP record when the RFP is reloaded from EXDOC into PEMS. RFP cannot be re-loaded into PEMS if there is one active or completed inspection for the RFP.

## 4.2 Recording import permit details

Where an importing country requires that an exporter has an import permit this will be reflected in EXDOC. Import permit details which have been provided by the exporter in EXDOC will translate automatically into PEMS and will be listed under the Import Permits tab. The Import Permits tab allows you to record the details of the import permit after it has been sighted.

To record the import permit details, click the **Import Permits**<sup>1</sup> tab and then click **Open**<sup>2</sup> beside the relevant import permit listed.

The screenshot shows the PEMS interface with the "Import Permits" tab selected. The tab bar includes "RFP", "Import Permits", "Inspections", "Time Entry", "Communications", and "Actions". Below the tabs, the heading "Import permits (1)" is shown. A table lists the permits:

Number	Issued	Comments	Actions
123	30/06/2017		Open

An orange arrow labeled "1" points to the "Import Permits" tab. Another orange arrow labeled "2" points to the "Open" button in the Actions column of the table.

The *Import Permit* window will display.

If applicable, enter **Comments**<sup>1</sup> relating to the import permit.

Click **Save**<sup>2</sup>.

Import Permit 123

Comments

Accepted

1

Close Save

2

The *Import Permits* page will display the **newly added import permit details**<sup>1</sup>.

Home Inspections RFP Calibration

PEMS DEV Internal AO

Request For Permit 0038600 (v1) Open

Required fields denoted by \*

RFP Import Permits Inspections Time Entry Communications Actions

Import permits (1)

Number	Issued	Comments	Actions
123	30/05/2017	Accepted	Open

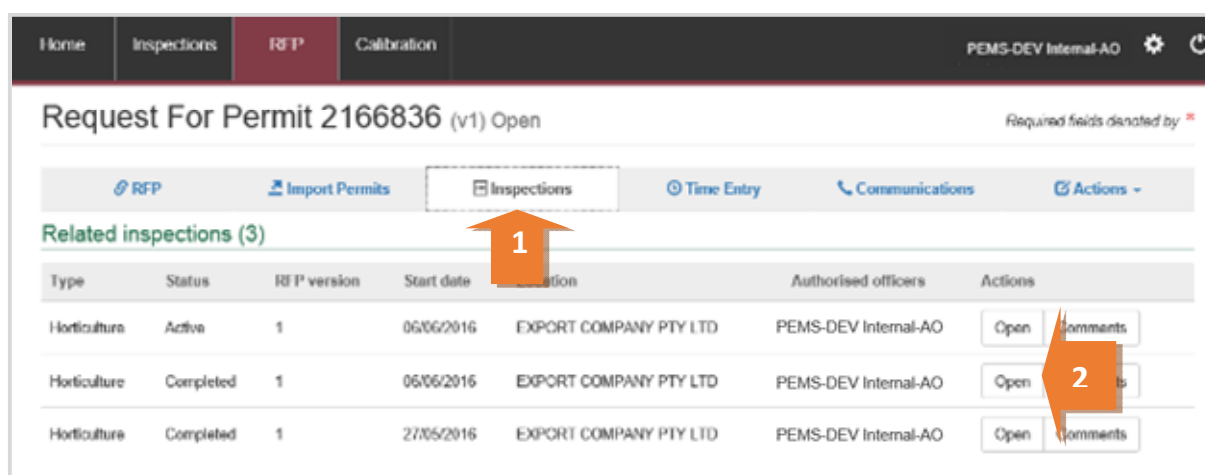
1

### 4.3 Navigating to related inspections/calibrations from the RFP screen

To view the list of inspections/calibrations related to an RFP select the **Inspections<sup>1</sup>**/Calibrations tab.

Each RFP extracted from EXDOC can have multiple inspection/calibration records listed under the related inspections/calibrations section. However, there can only be one active inspection record listed at any one time. Each time an RFP is reloaded from EXDOC the new active inspection record will correspond with a new RFP version number.

You can **Open<sup>2</sup>** any inspection record related to the RFP from this page to view the inspection record data. All inspection records other than the current active inspection record will be read-only.



Request For Permit 2166836 (v1) Open

Required fields denoted by \*

RFP Import Permits **Inspections** Time Entry Communications Actions

Related inspections (3)

Type	Status	RFP version	Start date	Location	Authorised officers	Actions
Horticulture	Active	1	06/06/2016	EXPORT COMPANY PTY LTD	PEMS-DEV Internal-AO	Open Comments
Horticulture	Completed	1	06/06/2016	EXPORT COMPANY PTY LTD	PEMS-DEV Internal-AO	Open Comments
Horticulture	Completed	1	27/05/2016	EXPORT COMPANY PTY LTD	PEMS-DEV Internal-AO	Open Comments

## Document information

The following table contains administrative metadata.

<b>Instructional material owner:</b>	Director, Business Systems Program.
--------------------------------------	-------------------------------------

## Version history

The following table details the published date and amendment details for this document.

Version	Date	Amendment details
1.0	08/07/2016	New user guide.
1.1	12/07/2016	Minor variations for accuracy and clarity.
2.0	30/09/2016	Complete document restructure Addition of sections on: <ul style="list-style-type: none"><li>• Logging into PEMS</li><li>• Calibration records</li><li>• Calibration search</li></ul>
2.1	16/12/2016	<ul style="list-style-type: none"><li>• Minor variations for accuracy and clarity</li><li>• Removal of Appendix F – Calibrations and loading</li><li>• Removal of Section 2.3 – Calibration search</li></ul>
3.0	09/10/2018	<ul style="list-style-type: none"><li>• AO user guide updated with PEMS v2.1 enhancements</li></ul>
4.0	21/05/2019	<ul style="list-style-type: none"><li>• AO user guide updated with PEMS v3.1 and v3.2 enhancements</li></ul>
5.0	4/11/2019	<ul style="list-style-type: none"><li>• Updated with PEMS v3.3 and 3.4 enhancements</li></ul>