# Appendix H: Mobile bulk loading

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Initiating Mobile bulk loading inspection

A mobile bulk loading (MBL) inspection can either take place at the wharf or upcountry.

Initiating a MBL inspection (wharf)

To initiate a MBL inspection at a wharf, click on the Home tab and then click on the create Bulk into Ship Hold button.

Refer to Appendix E: Bulk into ship hold inspection on how to create the inspection record.

Initiating a MBL Inspection (upcountry)

To initiate the MBL inspection upcountry, click on the Home tab and then click on the Mobile Bulk Loading button.
The `Create Mobile Bulk Loading Inspection` window will display.

Enter an **RFP number**\(^1\) associated with the MBL inspection. The number should be seven digits long. Enter the **Establishment number**\(^2\) (mandatory for external AOs). The establishment number should be three to four digits long.

Once the required information is entered, click **Create**\(^3\).

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**I**f a change is made to the RFP in EXDOC, you can **Reload RFP from EXDOC**\(^4\) to update the relevant Request for Permit (RFP) and inspection record in PEMS. For more information see **Section 4.1 Reload RFP from EXDOC** in the PEMS AO User Guide.

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PEMS extracts RFP information from EXDOC to populate the MBL Inspection record. The inspection page will display by default.

The inspection record will remain **Active**\(^1\) until the record is withdrawn, submitted or cancelled.

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**I** While the inspection record is active, the date provided on the inspection record is the date the inspection record was initiated.
MBL Inspection page

The Mobile Bulk Loading Inspection page will display the following key sections:

- **RFP details** — populated based on RFP information extracted from EXDOC.
- **Flow path details** — allows you to record or change the flow path inspection result. The ‘Flow path details (Upcountry)’ section must be recorded by the AO who does the commodity inspection. The ‘Flow path details (Wharf)’ section would only display for the AO who joins the inspection to record the flow path at the wharf.
- **Outcome details** — allows you to select the loading rate and rejection limit for the inspection, and provides a summary of the inspection outcomes.
- **Vessel details** — allows you to record the vessel information.
- **Results** — where you record the inspection results.
- **Comments** — where general comments regarding the inspection can be recorded (see Section 3.8 Adding comments to a record in the PEMS AO User Guide).

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

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

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

The **Request For Permit** page will display a **Summary** of the RFP, as well as the **Request for permit lines** (for more information on each of the **RFP tabs** see **Section 4 RFP functions in PEMS** in the PEMS AO User Guide).

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

For departmental AO’s only, click **Change** beside **Comments** to record comments at the RFP level.
The RFP Line window will display the details of the line as they were provided on the RFP in EXDOC. If there are multiple RFP lines, click Previous and Next to navigate between the RFP line windows. Click Close to exit the RFP line window at any time and return to the Request For Permit page.

![RFP Line window](image)

Returning to the inspection page

To return to the Mobile Bulk Loading Inspection page from the Request For Permit page, click the Inspections tab. The full list of inspections relating to the RFP will display (for more information see Section 4.3 Navigating to related inspections/calibrations from the RFP screen in the PEMS AO User Guide).

Click Open beside the active inspection record.

![Inspection window](image)
Recording additional declarations

Additional declaration information must be verified for the consignment if applicable. To verify additional declaration information, click the **Inspection** tab and then click **Change** under the RFP details section during the upcountry inspection.
The Change Details window will display.

Where applicable, you must View¹ the Link to MICOR. This will open another window and link you to the MICOR case for the commodity and country. Select the Additional declaration Verified² checkbox in the Change Details window. You will not be able to click the checkbox if you have not verified the MICOR case.

Click Save³.
The Mobile Bulk Loading Inspection page will display the updated Additional declarations information.

1 The inspection results grid will be enabled only when the additional declaration is set either to No or Verified.

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**Edit Exporter name (if applicable)**

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

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

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

You will need to edit the exporter name once in PEMS. You will not need to make the change again for future inspections/calibrations, as PEMS will save the corrected version of the exporter name for all future records.
To edit the Exporter name\(^1\), click the Inspection\(^2\) tab and then click Change\(^3\) under the RFP details section.

The Change Details window will display.

To update the exporters name click Edit\(^4\), this will make the Exporter Name field active.
Update the Exporter Name and select Save.
Recording reinspection of a consignment

To declare that the inspection is a reinspection, click the **Inspection**\(^1\) tab and then click **Change**\(^2\) under the RFP details section during the Upcountry inspection. You can use this function to link the product to be inspected under a new RFP with the original RFP.

![Mobile Bulk Loading Inspection](image)

**RFP details**

- **RFP number**: 2196810
- **Reinspection**: No
- **Destination country**: CHINA
- **Establishment number**: 0098
- **Establishment name**: AQIS GRAIN ESTABLISHMENT - DO NOT AMEND
- **Exporter name**: TESTING EXPORTER 0411R
- **Import permit**: Yes
- **Treatment details**: No
- **Additional declaration**: No
- **Associated RFPs**: No
The Change Details window will display.

Select the **This is a Reinspection**\(^1\) checkbox and the reinspection section will expand.

Enter the **Original RFP number**\(^2\). The number must be seven digits long and can be the same as the current RFP number.

Click **Save**\(^3\).
The Mobile Bulk Loading Inspection page will display the updated reinspection details.
Verifying import permit details

Import permit details must be verified for the consignment during the Upcountry commodity inspection to verify the import permit details, click the **Inspection** tab and then click **Change** under the RFP details section.

The **Change Details** window will display.

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

Click **Save**.
Adding associated RFPs

Where there are multiple RFPs for the same exporter, to be loaded into a vessel, a single inspection record may be generated in PEMS to record the inspection results for that loading event. A separate inspection record(s) must be generated in PEMS for the inspection for each exporter that will be loaded onto the vessel.

To add RFPs to the inspection record during an Upcountry inspection, click the Inspection tab and then click Change under the RFP details section.
Insert the RFP number, which must be seven digits long and click Add¹. PEMS will display all the RFPs added² and will extract Commodity and destination Country³ from EXDOC.

If you choose to remove any record, click Remove⁴ next to the relevant record.

Click Save⁵.
The Mobile Bulk Loading Inspection page will set the Associated RFPs to Yes.

- The RFP number that is added must be for the same exporter. Multiple RFPs with the same commodity associated to the inspection record will be consolidated into one RFP line and will display a cumulative total of the net metric weight values. Multiple RFPs with different commodities associated with the inspection record will be displayed in multiple RFP lines and will display a cumulative total of the net metric weight values against their respective RFP line.

- RFPs cannot be added when the inspection is checked out and PEMS is accessed in offline mode.

- A MBL inspection can only be checked-out when the inspection is in ‘Active’ status. When it progresses to Inspected status it can no longer be checked-out by the wharf AO.
Recording flow path inspection results (Upcountry)

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

To record the flow path inspection results, click the **Inspection** tab and then click **Change** under the Flow path details (Upcountry) section.
The **Flow path details (Upcountry)** window will display.

Ensure the **Trucks have been inspected for flow path¹**, then select the checkbox.

I If the Trucks have been inspected as part of the flow path by a different AO, their name must be entered into the flow path comments field and the time taken recorded in the Time Entry (see [Section 3.4: Time Entry](#) in the PEMS AO User Guide)

Select a flow path **Inspection result²** of ‘Passed’ or ‘Failed’. The window will expand and you must enter the **Authorised officer³**, **Result date⁴** and **Result time⁵**.

If applicable, provide **Comments⁶** on the flow path inspection (mandatory when the flow path fails or is passed after rectification).

Click **Save⁷**.

I The whole consignment presented for inspection will fail if the flow path receives a ‘Failed’ result. Do not continue with the commodity inspection, as you will not be able to add results against RFP line. You must enter an appropriate time entry record (see [Section 3.4: Time Entry](#) in the PEMS AO User Guide) before the inspection record is submitted on PEMS.

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¹ **Trucks have been inspected for flow path**
² **Inspection result**
³ **Authorised officer**
⁴ **Result date**
⁵ **Result time**
⁶ **Comments**
⁷ **Save**
The Mobile Bulk Loading Inspection page will display the updated Flow path details (Upcountry)\(^1\) result and PEMS will populate the name of the authorised Officer\(^2\) who recorded the flow path inspection results in PEMS.

Recording Outcome details

You have the option to record an average loading rate for the loading of goods onto the vessel when conducting the commodity inspection at Upcountry.

To record an average loading rate or record that the loading rate is not applicable, click Change\(^4\) under the Outcome details section.

The Outcome Details window will display.

Check that the Trade description matched\(^3\), then select the checkbox.

Enter the average Loading rate\(^2\) (including units) or leave it as blank if it is not applicable. Enter the Rejection limit\(^1\) (in tonnes) and click Save\(^3\) only if applicable.
The Mobile Bulk Loading Inspection page will display the updated Loading rate and Rejection limit\(^1\) under the Outcome details section.

Recording vessel details

The vessel details can be added during the upcountry inspection or during the wharf inspection.

To add vessel details to the inspection record, click Change\(^2\) under the Vessel details section.
The Vessel Details window will display.

Enter the IMO number\(^1\), the IMO number will consist of the letters IMO followed by seven digits; for example, IMO1234567.

Click Search\(^2\). The vessel details\(^3\) – which consists of the vessel name and the number of holds - will display if the vessel meets the international standard and current BVAR exists in the PEMS database for the vessel and then click Save\(^4\).

The Mobile Bulk Loading Inspection page will display the updated Vessel details\(^1\).
Splitting lines on the inspection record

For MBL inspection records, when the commodity is inspected at upcountry, you can split lines of the record where key information regarding the inspected consignment is not provided on the RFP in EXDOC, or does not extract into PEMS, but is important for traceability of goods.

RFP lines should be split on the inspection record in order to identify:

- for each hold, all commodity sources used to load the hold (for example, all relevant silo numbers) and the total amount passed into the hold across the loading event
- for each source or hold, the relevant rejection type used and amount rejected.

To split inspection lines, click **Split line** beside the appropriate commodity line. Any line presented for inspection can be split any number of times.

The inspection **Results** window for the new line will display (see second screenshot in the Recording inspection results for MBL section below and continue to record the results for each line).
Recording inspection results for MBL

It is recommended that the supervising AO record the MBL inspection results into PEMS at the end of each Upcountry inspection session.

To enter or change inspection results, click Open beside the appropriate line presented for inspection.

The inspection Results window for the particular line will display.

For each inspection result window:

- if available, enter a single Source for the goods that are to be loaded into the hold, such as the silo number
- select the appropriate Hold number if an IMO number is provided in the Vessel details section during the commodity inspection. Multiple hold numbers can be selected by an AO for an inspection line
- if applicable, amend the Net Metric Weight
- enter the Amount passed into the hold
- if applicable, select the Rejection type used from 50 tonne runoff, horizontal storage source, log stockpile, vertical storage source, or woodchip pile
- if applicable, enter the Amount failed (mandatory if a rejection type is selected)
- select the appropriate weight Unit for the hold
- if applicable, select one or more Remarks checkboxes (mandatory if rejection type and amount failed data is entered).

Click Save to save the inspection result and exit the inspection result window.
### Inspection Result Line 1 - WHEAT

<table>
<thead>
<tr>
<th>Source</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Holds</td>
<td></td>
</tr>
<tr>
<td>✔️ 1</td>
<td>✔️ 2</td>
</tr>
<tr>
<td>Net metric weight</td>
<td>500</td>
</tr>
<tr>
<td>Amount passed</td>
<td></td>
</tr>
<tr>
<td>Rejection type</td>
<td></td>
</tr>
<tr>
<td>Amount failed</td>
<td></td>
</tr>
<tr>
<td>Unit</td>
<td>METRIC TONS</td>
</tr>
<tr>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>Animal faeces</td>
<td></td>
</tr>
<tr>
<td>Contaminant</td>
<td></td>
</tr>
<tr>
<td>Dead rodent</td>
<td></td>
</tr>
<tr>
<td>Eggs</td>
<td></td>
</tr>
<tr>
<td>Fly</td>
<td></td>
</tr>
<tr>
<td>Fungus</td>
<td></td>
</tr>
<tr>
<td>Incorrect/unclean packaging</td>
<td></td>
</tr>
<tr>
<td>Insect damage</td>
<td></td>
</tr>
<tr>
<td>Lesions</td>
<td></td>
</tr>
<tr>
<td>Live Insect</td>
<td></td>
</tr>
<tr>
<td>Live pest</td>
<td></td>
</tr>
<tr>
<td>Mites</td>
<td></td>
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<tr>
<td>Mould</td>
<td></td>
</tr>
<tr>
<td>Rot</td>
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<td>Thrips</td>
<td></td>
</tr>
<tr>
<td>Ants</td>
<td></td>
</tr>
<tr>
<td>Dead Insect</td>
<td></td>
</tr>
<tr>
<td>Disease (discoloration)</td>
<td></td>
</tr>
<tr>
<td>Ergots</td>
<td></td>
</tr>
<tr>
<td>Frass</td>
<td></td>
</tr>
<tr>
<td>Inadequate or inaccurate trade description</td>
<td></td>
</tr>
<tr>
<td>Inert material</td>
<td></td>
</tr>
<tr>
<td>Larvae</td>
<td></td>
</tr>
<tr>
<td>Live field species</td>
<td></td>
</tr>
<tr>
<td>Live insect pest</td>
<td></td>
</tr>
<tr>
<td>Live rodent</td>
<td></td>
</tr>
<tr>
<td>Moth</td>
<td></td>
</tr>
<tr>
<td>Positive ARG result</td>
<td></td>
</tr>
<tr>
<td>Soil</td>
<td></td>
</tr>
<tr>
<td>Stings</td>
<td></td>
</tr>
<tr>
<td>Weed seeds</td>
<td></td>
</tr>
</tbody>
</table>
Once the inspection result is saved, the *Mobile Bulk Loading Inspection* page will display the **new split line(s)** and their inspection results. You can **Remove** the split line(s) up until the inspection is submitted, withdrawn or cancelled.

![Image of Mobile Bulk Loading Inspection page](image)

The inspection page will also display the total **Passed/Failed** of each line inspected under the results section. PEMS will summarise the **Total passed** and **Total failed** for the inspection under the Outcome details section.

![Image of Outcome details](image)

**Navigating between line inspection windows**

You can navigate quickly between inspection result windows by clicking **Previous** or **Next** at the bottom of the window. The inspection result for each line will automatically save when you navigate between the windows in this manner.

![Image of navigation options](image)

**Submitting the inspection record**

Any AO assigned to the inspection record can finalise and submit the inspection record in PEMS. It is recommended that the AO supervising the final inspection session performs this function. The inspection moves into the ‘Inspected’ status when the Upcountry AO submits an inspection record.
The inspection record can only be submitted after:

- all inspection results are recorded appropriately, unless the flow path fails inspection
- if applicable, all comments relating to the inspection, such as additional RFP numbers or wharf address for log reinspections, are recorded (see Section 3.8 Adding comments to an inspection record of the PEMS AO User Guide)
- a Time Entry\(^1\) is provided for all AOs who recorded inspection results
- attachments and correspondence are added under the Communications\(^2\) tab.

Details on the Time Entry and Communications tabs can be found in Section 3: General PEMS inspections functions of the PEMS AO User Guide.

When you are ready to submit the inspection record, click the Actions\(^3\) tab and then click Submit\(^4\).

For more information on Downloading the inspection report, Cancelling the inspection and Withdrawing\(^5\) from the inspection, see Section 3.6 Actions tab of the PEMS AO User Guide.

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\(^1\) Once the inspection record is submitted, the record will become read-only and you will be unable to make changes to the data provided.

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The MBL inspection status will display as **Inspected**\(^1\).

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\(^1\) The inspection progresses to Inspected status when the commodity inspection is submitted upcountry. The inspection record will only progress to Completed status once the flow path inspection is completed at the wharf.

---

\(^5\) The date(s) specified on the completed inspection record will be the start date and end date for the inspection. The inspection record date corresponds with the earliest and latest time entry across all AOs for the inspection.
Recording flow path inspection results (wharf)

When the inspection is at ‘Inspected’ status, and an AO joins the record to record the flow path at the wharf, they will have to associate a vessel IMO number to the inspection record. When the vessel details are populated, the Flow path details (Wharf) section will be displayed.

If the flow path at wharf fails you should not submit the inspection record. The flow path must be passed after rectification (see Section 3.3 Recording a passed after rectification flow path result of the PEMS AO User Guide) before submitting the inspection.

To add flow path details to the inspection record, click Change under the Flow path details (Wharf) section.
The Flow Path Details (Wharf) window will display.

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

Enter the Establishment Number which is the location on the wharf.

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

Click Save.

Completing and submitting the inspection record

It is recommended that the AO supervising the final inspection session performs this function.

The inspection record can only be submitted after:

- all inspection results are recorded appropriately
- if applicable, all comments relating to the inspection, such as additional RFP numbers are recorded (see Section 3.8 Adding comments to a record of the PEMS AO User Guide)
- a Time Entry is provided for all AOs who recorded inspection results
- attachments and correspondence are added under the Communications tab

Details on the Time Entry and Communications tabs can be found in Section 3: General PEMS functions of the PEMS AO User Guide.
When you are ready to submit the inspection record, click the Actions tab and then click Submit.

If the flow path at wharf fails do not submit the inspection record. The flow path must be passed after rectification before submitting the inspection.

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

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.
The **Mobile Bulk Loading Inspection** status will display as **Completed**.

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

**Expiration date for MBL inspection**

Following the submission of the MBL inspection record, an expiry date will be allocated to all export compliant goods.

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

If the MBL export compliance expiry date is extended, you can view the reason for the expiry date extension by clicking **History** under the Export compliance section.
The *Expiry History* window will display.

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

The following table contains administrative metadata.

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

Version history

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

<table>
<thead>
<tr>
<th>Version</th>
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<tr>
<td>1.0</td>
<td>08/07/2016</td>
<td>New user guide.</td>
</tr>
<tr>
<td>1.1</td>
<td>12/07/2016</td>
<td>Minor variations for accuracy and clarity.</td>
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| 2.0     | 30/09/2016 | Complete document restructure  
Addition of sections on:  
• Logging into PEMS  
• Calibration records  
• Calibration search |
| 2.1     | 16/12/2016 | • Minor variations for accuracy and clarity  
• Removal of Appendix F – Calibrations and loading  
• Removal of Section 2.3 – Calibration search |
| 3.0     | 09/10/2018 | • AO user guide updated with PEMS v2.1 enhancements                               |
| 4.0     | 23/05/2019 | • AO user guide updated with PEMS v3.1 and v3.2 enhancements                     |
| 5.0     | 4/11/2019  | • Updated with PEMS v3.3 enhancements                                              |