Appendix F: Quality System Recognition Inspection

This document contains the following topics

- Quality System Recognition Inspection record ......................................................... 3
- Opening the Request for Permit (RFP) details ............................................................. 4
- Returning to the inspection record from the RFP page ............................................... 6
- Recording additional declarations ............................................................................... 6
- Verifying import permit details .................................................................................. 8
- Recording reinspection of a consignment (if required) ............................................... 11
- Changing outcome details .......................................................................................... 13
- Splitting lines on the inspection record ....................................................................... 15
- Recording results for Quality System Recognition ..................................................... 15
- Navigating between line inspection windows ............................................................. 20
- Checking container approvals in PEMS ..................................................................... 20
- Expiration date for Quality System Recognition inspection ........................................ 22
- Document information ................................................................................................. 24
- Version history ................................................................................................................ 24
Initiating the Quality System Recognition (QSR) inspection

To initiate a QSR inspection, click on the Home² PEMS menu tab and then click the Quality System Recognition² button.

The Create Quality System Recognition Inspection window will display (below).

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

Enter the Establishment number². The establishment number should be three to four digits long.

Enter the QSR number³ for the establishment.

Enter the prefix QSR and the three or four digit number.

Click Create⁴.

1 Where a change is made to the RFP in EXDOC, you can select the Reload RFP from EXDOC⁵ check box to update the relevant inspection record in PEMS. For more information see Section 4.1 Reload RFP from EXDOC.
The Quality System Recognition Inspection record will open.

PEMS extracts RFP information from EXDOC to populate the inspection record automatically.

! While the inspection record is active, the date provided on the inspection record is the date the inspection record was initiated.

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

Quality System Recognition Inspection record

The inspection record (below) displays the following sections:

- **RFP details** – populated based on RFP information extracted from EXDOC.
- **Outcome details** – allows you to confirm the trade description and track the inspection outcomes, including total quantity.
- **Results** – prepopulated with the consignment information based on the RFP. The inspection results are recorded here.
- **Comments** – general comments regarding the inspection can be recorded here (see Section 3.6 Adding comments to an inspection record).

Step-by-step instructions on how to record or change data within the record is provided throughout this document.
Opening the Request for Permit (RFP) details

To open the RFP record, click the Inspection\(^1\) tab and then click Open\(^2\) under the RFP details section.

The Request For Permit page will display (below).

The RFP page will display a Summary\(^1\) of the RFP, as well as the Request for Permit lines\(^2\) (for more information on the RFP tabs\(^3\) see [Section 4 RFP functions in PEMS](#)).

Click Open\(^4\) beside any RFP line to view the details of that line.

For departmental AO’s only, click Change\(^5\) beside Comments to record comments at the RFP level.
When you click **Open** (above) beside any RFP line, the RFP line window will open (below) and display the details of the line as they were provided on the RFP in EXDOC.

If more than one line, click **Previous** and **Next** to navigate between the RFP line details window.

Click **Close** to exit the RFP line windows at any time and return to the RFP page.
Returning to the inspection record from the RFP page

To return to the inspection record, click the **Inspections** tab.

The full list of inspections relating to the RFP will display (for more information see Section 4.3 Inspections).

Click **Open** beside the active inspection to view the record.

---

Recording additional declarations

If there is additional declaration information for the consignment, it must be verified and recorded in PEMS.

Click the **Inspection** tab and then click **Change** under the RFP details section.
The Change Details window will display (below).

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

Click Save\(^3\).
The inspection record will display the updated **Additional declaration** information.

![Image](image-url)

**Inspection results grid will be enabled only when the additional declaration is set either to No or Verified.**

**Verifying import permit details**

Import permit details must be verified for the consignment.

To verify import permit details, click the **Inspection** tab.

Click **Change** under the RFP details section.
The Change Details window will display.

You must verify that the import permit\(^1\) details relevant to the consignment in PEMS, match the details on the import permit provided by the client.

Click Save\(^2\).

---

**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\(^1\) 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\(^1\) 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.

---

! The edited exporter name and the original exporter name that was extracted from EXDOC will be associated with the identifying Exporter Number, which cannot be edited. The edited exporter name will overwrite all future versions of the exporter name in PEMS, therefore it is imperative that it is entered correctly.
To edit the **Exporter name**, click the **Inspection** tab and then click **Change** under the RFP details section.

The **Change Details** window will display.

To update the exporters name click **Edit**, this will make the Exporter Name field active.

Update the **Exporter Name** and select **Save**.
Recording reinspection of a consignment (if required)

To record that the inspection is a reinspection, click the **Inspection** tab and then click **Change** under the RFP details section.

**Note:** You can use this function to link the product to be reinspected under a new RFP, with the original RFP.
The *Change Details* window will display.

Select the *Reinspection* check box and the window will expand.

Enter the *Original RFP number*. The number must be seven digits long and can be the same as the current RFP number.

Click *Save*.
The inspection record will display the updated reinspection details.

Changing outcome details

To change the Outcome details, click the Inspection tab and then click Change under the Outcome details section.
The **Outcome Details** window will display.

Select the **Trade description matched** check box.

The **Total Quantity** is extracted from EXDOC and can be amended in PEMS if required.

Click **Save**.

The Outcome details section will display the updated **Trade description** and will reflect the **Total quantity and unit (type)** selected.

![Image of Outcome Details window](image1)

![Image of Quality System Recognition Inspection](image2)
Splitting lines on the inspection record

For Quality System Recognition Inspection records, you can split lines of the inspection record where key information regarding the inspected consignment is not provided on the RFP in EXDOC, or does not transfer from the RFP into PEMS, but is important for traceability of the goods.

RFP lines should be split on inspection records to identify, where applicable:

- each container that is being loaded (including any additional containers that must be added to the inspection record)
- each individual commodity source, such as by the silo, bin, stack or lot number associated with the packages.

To split lines on the inspection record, 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 the second screenshot in the ‘Recording results for Quality System Recognition’ section below and continue to record the results for each line).

Recording results for Quality System Recognition

To enter or change inspection results, click Open beside the appropriate line.
The *Inspection Result* window for the particular line will display.
For each inspection result window:

- Enter the **Container number** (must be four letters followed by six or seven digits, for example: ABCD1234567).
- Check the container number you have entered is correct by clicking on **Check**.
- Enter the **Source** of the commodity being inspected (for example, silo, bin, stack, or lot number) and brand or commercial names of products.

! Check performs a two-step validation process via a check digit algorithm and by checking if the container number recorded is available in the BIC Global Container Database. This database captures approximately 70% of all containers globally. If the container you have inspected is not captured in the database a warning message is generated encouraging you to double check the details on the container. You will still be able to submit the inspection.

- enter the **Number** of packages presented if the information is not prepopulated (where lines have been split, you may need to amend the number of units specified in the parent RFP line)
- the packaging **Type** of the goods will be prepopulated from EXDOC (for example, container, bales, bags, bulk etc.)
- enter the package **Weight** of the unit(s)
- select appropriate package **Unit** of measurement, provided on RFP (the unit of measurement must be the same for all lines).
PEMS will populate sub-total **Line weight**\(^8\) from the information provided on the RFP in EXDOC. If the package weight is provided in EXDOC, PEMS will calculate the sub-total line weight as the product of the package number and package weight (Number of packages \(\times\) package weight).

Sub-total **line weight unit**\(^9\) and the package weight unit must be the same. Package weight unit can be amended and PEMS will default the subtotal line weight unit to the package weight unit.

For each inspection result window you should also:

- select the check box if the **packaging is secure intact and has not been damaged**\(^{10}\).
- select a **Result**\(^{11}\) of pass or fail for the line
- select one or more **Remarks**\(^{12}\) check boxes, if applicable (mandatory if the line fails the inspection)
- select the check box of all **Authorised officers**\(^{13}\) who performed the inspection (see Section 3.1 Assigning Authorised Officers for more information).

Click **Save**\(^{14}\) to save the inspection result and exit the window.

The inspection record will display the **inspection result**\(^1\).
Once the inspection result is saved, the Result page will display. Any new split line(s) will appear in the Results table. You can Remove the split line(s) up until the inspection is submitted, withdrawn or cancelled.

> Where split lines are entered on the inspection record you must manually amend the number of units or line weight specified in the parent RFP line to ensure the inspection record is consistent with the RFP in EXDOC.
Navigating between line inspection windows

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

Checking container approvals in PEMS

You can use the PEMS database to confirm whether containers selected for loading on the inspection record have the appropriate approvals recorded in PEMS. PEMS may not include records of all current container approvals.

! PEMS will not prevent you from submitting the containerised goods inspection record where current export compliance is not recorded for all containers on the inspection record. However, AOs must operate consistent with the approved work instructions for their appointed job functions when undertaking and submitting containerised goods inspection records.

To check PEMS for a record of a container approval, click the Actions tab and then click Check containers. Alternatively you can select Check Containers.

The Containers window will display the list of containers provided on the inspection record.

To search for a specific container, you can Filter containers by entering all or part of a container number into the field. Select Clear to display the full list of containers on the inspection record.

If there is an issue with a particular listed container it will be highlighted in bold and red. This will be viewable under the Errors heading.
If a container has been allocated as used on a different RFP with a completed inspection in PEMS, the **Used** flag status would display as Yes. If the container is actually available then it should be reinspected again to allow the status of the **Used** flag to be reset to No.

Completing and submitting the inspection record

The inspection can only be submitted after:

- all inspection results and data are recorded appropriately
- a **Time Entry** is provided for all AOs who recorded inspection results
- attachments and correspondence relating to the inspection are recorded under the **Communications** tab (if applicable).

Details on the Time Entry and Communications tabs can be found in [Section 3 General PEMS inspection functions](#).

When you are ready to submit the inspection record, click the **Actions** tab and then click **Submit**.
A message will appear requiring confirmation (below).

Once you have checked the appropriate box select OK.

The inspection record will display as Completed.

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

Expiration date for Quality System Recognition inspection

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

To view the expiration date, click Expiry date under the export compliance section.

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

If you click history, the Expiry History window will display.
Click **Close** to exit the window.
Document information
The following table contains administrative metadata.

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

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

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Amendment details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>08/07/2016</td>
<td>New user guide.</td>
</tr>
<tr>
<td>1.1</td>
<td>12/07/2016</td>
<td>Minor variations for accuracy and clarity.</td>
</tr>
<tr>
<td>2.0</td>
<td>30/09/2016</td>
<td>Complete document restructure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Addition of sections on:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Logging into PEMS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Calibration records</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Calibration search</td>
</tr>
<tr>
<td>2.1</td>
<td>16/12/2016</td>
<td>• Minor variations for accuracy and clarity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Removal of Appendix F – Calibrations and loading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Removal of Section 2.3 – Calibration search</td>
</tr>
<tr>
<td>3.0</td>
<td>09/10/2018</td>
<td>• AO user guide updated with PEMS v2.1 enhancements</td>
</tr>
<tr>
<td>4.0</td>
<td>23/05/2019</td>
<td>• AO user guide updated with PEMS v3.1 and v3.2 enhancements</td>
</tr>
<tr>
<td>5.0</td>
<td>4/11/2019</td>
<td>• Updated with PEMS v3.3 and 3.4 enhancements</td>
</tr>
</tbody>
</table>