



## REFERENCE

# Plant Exports Management System (PEMS) Authorised officer user guide – Bulk into ship hold inspections

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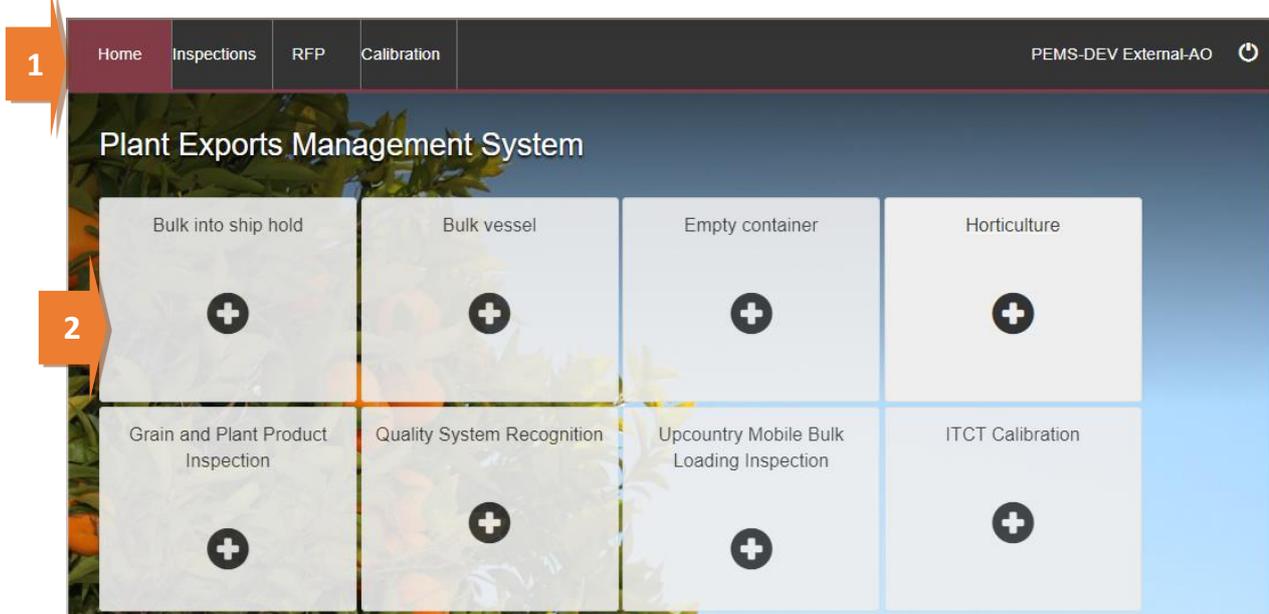
## Purpose of this document

This reference outlines how to use PEMS to record a Bulk into ship hold inspection.

**Note:** An overview of PEMS and general functions can be found in the Reference: [Plant Exports Management System \(PEMS\) Authorised Officer User Guide – Overview and general functions.](#)

## Initiating the bulk into ship hold inspection

To initiate the bulk into ship hold inspection, click on the **Home**<sup>1</sup> menu tab and then click the **Bulk into ship hold**<sup>2</sup> button.



The *Create Bulk into Ship Hold Inspection* window will display.

Create Bulk into Ship Hold Inspection

RFP number \*

Mobile Bulk Loader is used

EXDOC

Reload RFP from EXDOC

Establishment number \*

IMO number

IMO \_\_\_\_\_

Enter the **RFP number**<sup>1</sup>. The number should be 7 digits long.

**If a Mobile Bulk Loader**<sup>2</sup> is used, you must select the check box to confirm it as part of this inspection.

Enter the **Establishment number**<sup>3</sup> (only mandatory for third party AOs). The establishment number should be 3 to 4 digits long.

Enter the **IMO number**<sup>4</sup> for the bulk vessel (only mandatory for flowable goods inspected during vessel loading). The IMO number will consist of the letters 'IMO' followed by 7 digits; for example, IMO1234567. Click **Search**<sup>5</sup>.

The **Vessel details**<sup>6</sup> will display if the vessel meets the international standard and current bulk vessel approval exists in the PEMS database for the vessel.

Once the required information is entered, click **Create**<sup>7</sup>.

! If a change is made to the RFP in EXDOC, you can select the **Reload RFP from EXDOC**<sup>8</sup> checkbox to update the relevant RFP and inspection record in PEMS. For more information see [Section 4.1: Reload RFP from EXDOC](#) of Reference: [PEMS AO user guide – Overview and General Functions](#).

The screenshot shows a web form titled "Create Bulk into Ship Hold Inspection". The form contains the following fields and controls:

- 1**: RFP number \* (text input field)
- 2**:  Mobile Bulk Loader is used
- 8**:  Reload RFP from EXDOC
- 3**: Establishment number \* (text input field)
- 4**: IMO number (text input field containing "IMO1234567")
- 5**: Search button
- 6**: Vessel details section containing a table:

IMO number	IMO1234567
Name	Matey
Number of holds	5

- 7**: Close and Create buttons

PEMS extracts RFP information from EXDOC to populate the bulk into ship hold inspection record. The inspection page will display by default.

The inspection record will remain **Active**<sup>1</sup> until the record is withdrawn, submitted or cancelled.



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

## Bulk into Ship Hold Inspection page

The *Bulk into Ship Hold Inspection* page will display the following key sections:

- **RFP details<sup>1</sup>** – populated based on RFP information extracted from EXDOC
- **Flow path details<sup>2</sup>** – allows you to record or change the flow path inspection result
- **Outcome details<sup>3</sup>** – allows you to select the loading rate and rejection limit for the inspection and provides a summary of the inspection outcomes
- **Vessel details<sup>4</sup>** – read-only information populated by PEMS where relevant to the inspection
- **Results<sup>5</sup>** – prepopulated with the consignment information based on the RFP. The inspection results are recorded here
- **Comments<sup>6</sup>** – general comments regarding the inspection can be recorded here (see [Section 3.8 Adding comments to an inspection record](#) of Reference: [PEMS AO user guide – Overview and General Functions](#)).

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

The screenshot shows the 'Bulk into Ship Hold Inspection' page for inspection ID B725085, active on 23/06/2022. The page is divided into several sections, each highlighted with a numbered callout:

- 1** RFP details: A table listing RFP number (2218500), inspection reason, destination country (INDIA), establishment number (5462), establishment name (EXPORT COMPANY PTY LTD), exporter name (TESTING EXPORTER 0339), import permit (Yes), treatment details (Yes), additional declaration (Yes), associated RFPs (No), and mobile bulk loader is used (No).
- 2** Flow path details: A section for recording or changing the inspection result, including fields for officer and comments.
- 3** Outcome details: A section for recording or changing the loading rate, rejection limit, total passed, and total action figure (Unit: METRIC TONS).
- 4** Vessel details: A section for recording or changing vessel information, including IMO number (IMO8877999), name (TESTING INSPECTION REASON), and number of holds (3).
- 5** Results (2): A table showing inspection results for two lines of commodity.
- 6** Comments: A section for recording or changing general comments regarding the inspection.

Line	Commodity	End use	Net metric weight	Hold	Passed	Action figure	Unit	Actions
1	WHEAT	GC	9700		0	0	METRIC TONS	
2	BARLEY	GC	5000		0	0	METRIC TONS	

## Opening the RFP details

To open the RFP details, click the **Inspection**<sup>1</sup> tab and then click **Open**<sup>2</sup> under the RFP details section.

# Bulk into Ship Hold Inspection Active 08/02/2022

Inspection ID - B622080

1 Inspection Authorised Officers Time Entry

RFP details Open 2 Flow path

The *Request For Permit (RFP)* page will display.

The RFP page will display a **Summary**<sup>1</sup> of the RFP, as well as the **Request for permit lines**<sup>2</sup>. For more information on each of the **RFP tabs**<sup>3</sup> see [Section 4: RFP functions in PEMS \(commodity inspections\)](#) of Reference: [PEMS AO user guide – Overview and General Functions](#).

Click **Open**<sup>4</sup> beside any RFP line to view the details of that line.

Home Inspections RFP Calibration Vendor Test5

### Request For Permit 2212734 (v1) Open

Required fields denoted by \*

RFP Inspections Calibration Time Entry Communications Service Request Actions

#### Summary

Establishment number	5462	Establishment name	EXPORT COMPANY PTY LTD 18 MAKER PLACE CASINO NSW 2346
Destination country	CHINA	Exporter name	PEMS TEAM
Commodity type	Grains		
Last refreshed	08/02/2022 09:29		
Departing place			
Departing date	15/11/2019 00:00		
Freight type	Sea		

#### Request for permit lines (1) View all containers

Line	Commodity	End use	No. of packages	Package type	Net weight	Unit	Actions
1	LOGS		0	BULK	500	M/TONS	Open

#### Import permits (2)

Number	Issued	Comments	Actions
GIMMETHINGS12345	15/04/2020		Open
PB00180055555555	15/04/2020		Open

#### Comments

No comment.

When you click **Open**<sup>4</sup> (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.

Click **Previous** and **Next**<sup>1</sup> to navigate between the RFP line details window.

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

Line 1 - WHEAT - Grains and Seeds for Consumption

Net weight 50  
Unit METRIC TONS  
Package type BULK  
No. of packages 0  
Package amount 0  
Package unit  
Declaration 3248 - Grain - India, Triticum, consumption

Previous Next 1 Close 2

## Returning to the inspection record from the RFP page

To return to the *Bulk into Ship Hold Inspection* page, click the **Inspections**<sup>1</sup> 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](#) of Reference: [PEMS AO user guide – Overview and General Functions](#).

Click **Open**<sup>2</sup> beside the Active inspection to view the record.

Request For Permit 2218500 (v1) Open Required fields denoted by \*

RFP Inspections 1 Calibration Time Entry Communications Service Request Actions

Related inspections (1)

Type	Status	RFP version	Inspection version	Start date	Location	Authorised officers	Actions
Bulk into Ship Hold	Active	1		23/06/2022	EXPORT COMPANY PTY LTD	UAT11 Testing	Open 2 Comments

## Recording additional declarations

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

To record additional declaration information, click the **Inspection**<sup>1</sup> tab and then click **Change**<sup>2</sup> under the RFP details section.

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# Bulk into Ship Hold Inspection Active 23/06/2022

---

Inspection ID - B725085

**1**  Inspection  Authorised Officers  Time Ent

**RFP details** Open | Change **2**

RFP number	2218500
Inspection reason	
Destination country	INDIA
Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	TESTING EXPORTER 0339
Import permit	Yes
Treatment details	Yes
Additional declaration	Yes
Associated RFPs	No
Mobile Bulk Loader is used	No

The *Change Details* window will display.

Where applicable, you must **View**<sup>1</sup> 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**<sup>2</sup> 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**<sup>3</sup>.

The screenshot shows a 'Change Details' window with the following sections and callouts:

- Exporter Name:** PEMS TEAM
- Additional declarations:** A table with columns 'Additional declaration' and 'Link to MICOR'. The first row contains '5762 - test' and 'View'. An orange arrow labeled '1' points to the 'View' button.
- Additional declaration Verified \*:** An unchecked checkbox. An orange arrow labeled '2' points to the checkbox. Below it, the text 'Additional Declaration has to be verified.' is displayed in red.
- Import Permit:** GIMMETHINGS12345 - 15/04/2020, PB00180055555555 - 15/04/2020,
- Treatment details:** Line 1 - FUMIG - TEST FUMIGATION - Date - 01/06/2019 00:00
- Associated RFPs:** An empty input field with an 'Add' button.
- Buttons:** 'Close' and 'Save' buttons at the bottom right. An orange arrow labeled '3' points to the 'Save' button.

The *Bulk into Ship Hold Inspection* page will display the updated **Additional declarations**<sup>1</sup> information.

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

**Bulk into Ship Hold Inspection** Active

The inspection details have been updated.

Inspection ID - B725085

Inspection | Authorised Officers

RFP details [Open](#) | [Change](#)

RFP number	2218500
Inspection reason	
Destination country	INDIA
Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	TESTING EXPORTER 0339
Import permit	Yes
Treatment details	Yes
Additional declaration	VERIFIED
Associated RFPs	No
Mobile Bulk Loader is used	No

### 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. This change can no longer be made by the AO.

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 correct, you need to contact [PEMS@agriculture.gov.au](mailto:PEMS@agriculture.gov.au) to have the name corrected in the PEMS reference table. Once this is corrected you will not need to request the change again for future inspections/calibrations, as PEMS will save the corrected version of the exporter name for all future records.

If the exporter name is different due to another reason (for example, legal change of entity name) then these changes must be made in EXDOC through the appropriate process.

## Verifying import permit details

Import permit details must be verified for the consignment. To verify the import permit details, click the **Inspection**<sup>1</sup> tab and then click **Change**<sup>2</sup> under the RFP details section.

### Bulk into Ship Hold Inspection Active 23/06/2022

Inspection ID - B725085

1  Inspection  Authorised Officers  Time Ent

RFP details [Open](#) | [Change](#) 2

RFP number	2218500
Inspection reason	
Destination country	INDIA
Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	TESTING EXPORTER 0339
Import permit	Yes
Treatment details	Yes
Additional declaration	Yes
Associated RFPs	No
Mobile Bulk Loader is used	No

The *Change Details* window will display.

You must verify the **Import Permit**<sup>1</sup> details relevant to the consignment.

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

The screenshot shows a 'Change Details' window with the following sections:

- Exporter Name:** PEMS TEAM
- Additional declarations:** A table with columns 'Additional declaration' and 'Link to MICOR'. The first row contains '5762 - test' and 'View'.
- Additional declaration Verified \*:** An unchecked checkbox.
- Additional Declaration has to be verified.** A red error message.
- Import Permit:** A text area containing 'GIMMETHINGS12345 - 15/04/2020, PB00180055555555 - 15/04/2020,'. An orange arrow labeled '1' points to this field.
- Treatment details:** A text area containing 'Line 1 - FUMIG - TEST FUMIGATION - Date - 01/06/2019 00:00'.
- Associated RFPs:** A text input field with an 'Add' button.
- Buttons:** 'Close' and 'Save' buttons at the bottom right. An orange arrow labeled '2' points to the 'Save' button.

## Verifying treatment details

Treatment details must be verified for the consignment. To verify the treatment details, click the **Inspection**<sup>1</sup> tab and then click **Change**<sup>2</sup> under the RFP details section.

# Bulk into Ship Hold Inspection Active 23/06/2022

Inspection ID - B725085

1  Inspection  Authorised Officers  Time Ent

RFP details [Open](#) | [Change](#) 2

RFP number	2218500
Inspection reason	
Destination country	INDIA
Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	TESTING EXPORTER 0339
Import permit	Yes
Treatment details	Yes
Additional declaration	Yes
Associated RFPs	No
Mobile Bulk Loader is used	No

The *Change Details* window will display.

You must verify **Treatment details**<sup>1</sup> relevant to the consignment.

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

The screenshot shows a 'Change Details' window with the following elements:

- Exporter Name:** A text field containing 'TESTING - EXPORTER ALL COMMODITY 35 TESTING'. An orange arrow labeled '1' points to this field.
- Treatment details:** A section containing a table with one row: 'Line 1 - FUMIG - TEST - Date - 20/03/2022 00:00'. This section is highlighted with an orange border.
- Associated RFPs:** A text input field with an 'Add' button to its right.
- Buttons:** 'Close' and 'Save' buttons are located at the bottom right. An orange arrow labeled '2' points to the 'Save' button.

## Adding associated RFPs

To add RFPs to the *Bulk into Ship Hold Inspection* record, click the **Inspection**<sup>1</sup> tab and then click the **Change**<sup>2</sup> tab under the RFP details section.

# Bulk into Ship Hold Inspection Active 23/06/2022

Inspection ID - B725085

1  Inspection  Authorised Officers  Time Ent

RFP details [Open](#) | [Change](#) 2

RFP number	2218500
Inspection reason	
Destination country	INDIA
Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	TESTING EXPORTER 0339
Import permit	Yes
Treatment details	Yes
Additional declaration	Yes
Associated RFPs	No
Mobile Bulk Loader is used	No

! If the destination country is the same, RFPs of the same exporter can be associated.

! Where there are multiple RFPs of 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.

Insert the RFP number (which must be 7 digits long) and click **Add**<sup>1</sup>. PEMS will display all the **RFPs added**<sup>2</sup> and will extract commodity and destination country information from **EXDOC**<sup>3</sup>.

If you choose to remove any record, click **Remove**<sup>4</sup>.

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

**Change Details** [Close]

**Exporter Name**  
PEMS TEAM

**Import Permit**  
16546 - 01/02/2019,

**Associated RFPs**  
[Add] 1

**RFPs added (1)**

RFP Number	Commodity	Country	Actions
2212734	LOGS	CHINA	[Remove] 4

[Close] [Save] 5

The *Bulk into Ship Hold Inspection* page will set the **Associated RFPs**<sup>1</sup> to 'Yes'.

## Bulk into Ship Hold Inspection Active 23/06/2022

Inspection ID - B725085

Inspection

Authorised Officers

Time Ent

RFP details [Open](#) | [Change](#)

RFP number	2218500
Inspection reason	
Destination country	INDIA
Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	TESTING EXPORTER 0339
Import permit	Yes
Treatment details	Yes
Additional declaration	Yes
Associated RFPs	Yes
Mobile Bulk Loader is used	No

1

! 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 in one RFP line and will display a cumulative total of the net metric weight values. Multiple RFPs with different commodities associated to 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.

## Recording flow path inspection results

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

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

Bulk into Ship Hold Inspection Active 23/06/2022 Required fields denoted by \*

Inspection ID - B725085

1 Inspection Authorised Officers Time Entry Communications Actions

RFP details Open | Change Flow path details Change 2

RFP number 2218500 Inspection result  
Inspection reason Officer  
Destination country INDIA Comments

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

Select a flow path **Inspection result**<sup>1</sup> of 'Passed' or 'Failed'. 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>.

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

! The flow path date/time must not be in 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.

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', if applicable. If the flow path fails, you should not submit the inspection record. The flow path must be passed after rectification (see [Section 3.3: Recording a passed after rectification flow path result](#) of Reference: [PEMS AO User Guide – Overview and General Functions](#)) before submitting the inspection.

If 'Passed after rectification' is selected, the *Flow Path Details* window will expand and you must enter a **Result date**<sup>5</sup> and **Result time**<sup>6</sup>.

If applicable, provide **Comments**<sup>7</sup> on the flow path inspection (mandatory when the flow path fails or is passed after rectification).

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

! 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](#) of Reference: [PEMS AO user guide – Overview and General Functions](#) before the inspection record is submitted in PEMS.

### Flow path details ✕

**Inspection result \***

Passed after rectification 1

**Authorised officer \*** Vendor Test5 2

**Failed date \*** 01/02/2022 5

**Failed time \*** 12:00 6

**Result date \*** 07/02/2022 3

**Result time \*** 16:35 4

**Comments \***

test 7

Note: Please enter flow path date/time; the flow path result's date and time must be before commodity inspection.

8

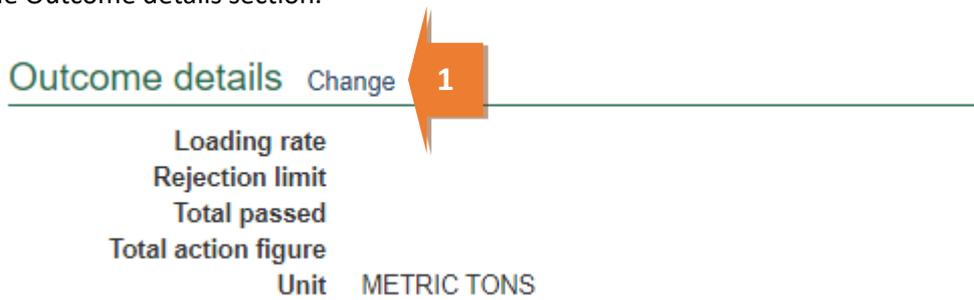
The *Bulk into Ship Hold Inspection* page will display the updated flow path **Inspection result**<sup>1</sup> and PEMS will populate the name of the **Authorised Officer**<sup>2</sup> who recorded the flow path inspection results in PEMS.

### Flow path details [Change](#)

1	<b>Inspection result</b>	Passed after rectification
	<b>Failed time</b>	01/02/2022 12:00
	<b>Result time</b>	07/02/2022 16:35
	<b>Officer</b>	Vendor Test5 <span style="float: right;">2</span>
	<b>Comments</b>	Contaminants cleaned

## Recording loading rate

You have the option to record an average loading rate for the loading of goods onto the vessel. To record an average loading rate, or record that the loading rate is not applicable, click **Change**<sup>1</sup> under the Outcome details section.

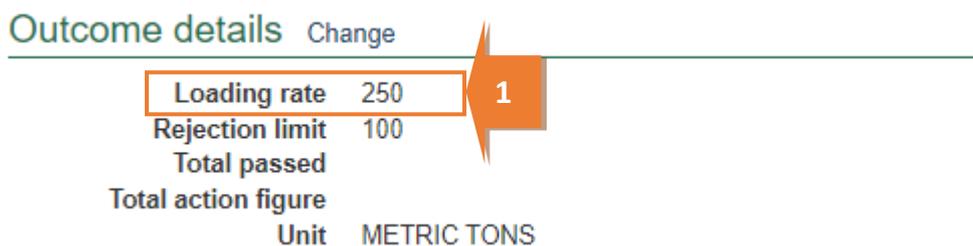


The *Outcome Details* window will display.

Enter the average **Loading rate**<sup>1</sup> (including units) or enter not applicable (N/A), and then click **Save**<sup>2</sup>.



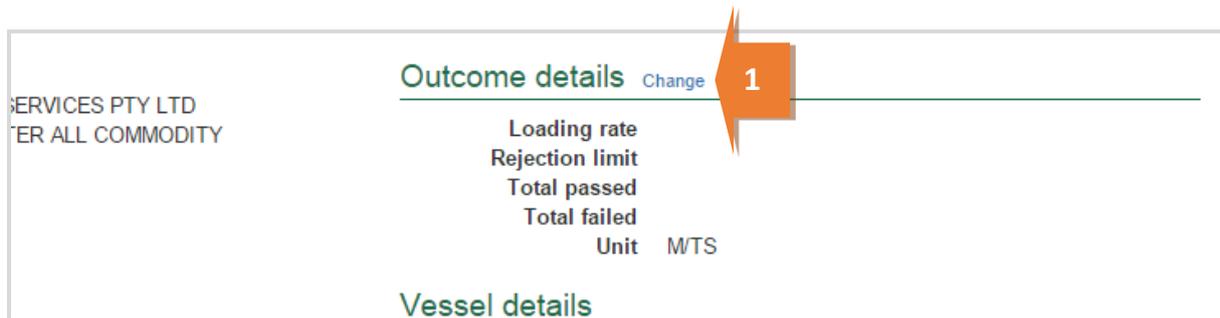
The *Bulk into Ship Hold Inspection* page will display the updated **Loading rate**<sup>1</sup> under the *Outcome details* section.



## Recording rejection limit

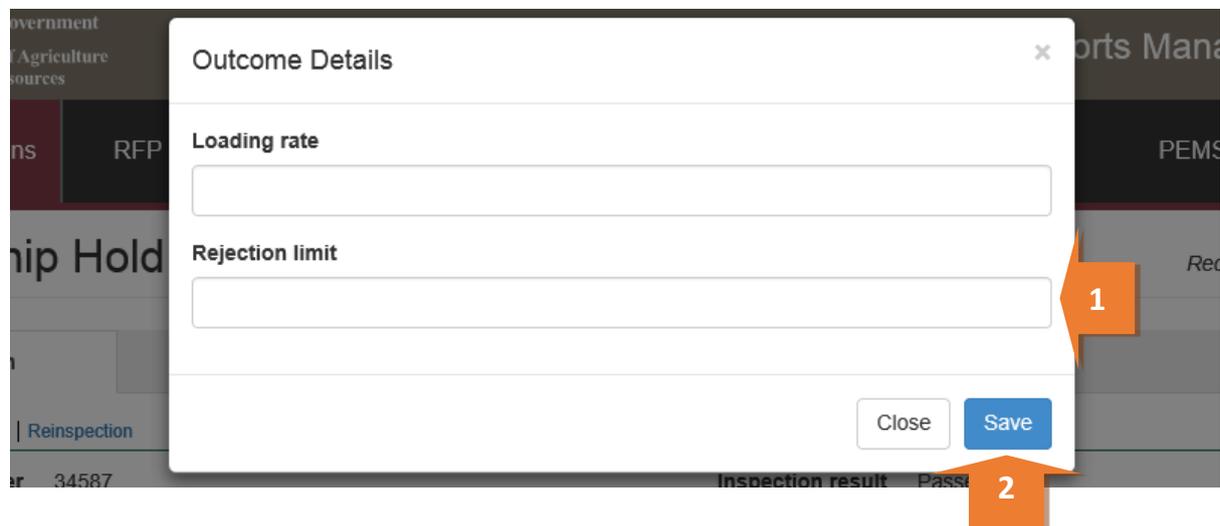
You have the option to record a rejection limit for the *Bulk into Ship Hold Inspection* record.

To record a rejection limit, click **Change**<sup>1</sup> under the *Outcome details* section.

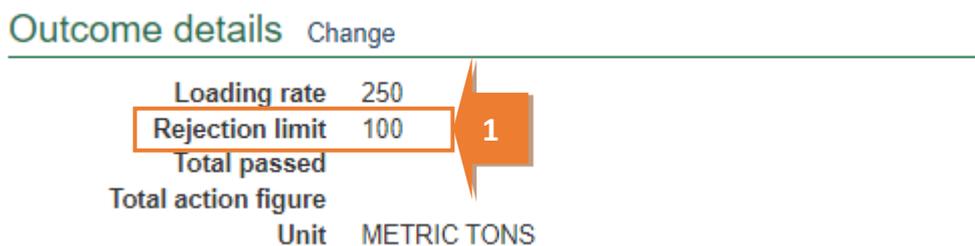


The *Outcome Details* window will display.

Enter the appropriate **Rejection limit**<sup>1</sup> (in tonnes) and then click **Save**<sup>2</sup>.



The *Bulk into Ship Hold Inspection* page will display the updated **Rejection limit**<sup>1</sup> under the *Outcome details* section.



## Splitting lines on the inspection record

For *Bulk into Ship Hold Inspection* records, 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 the traceability of goods.

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

- 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 lines on the inspection record, click **Split line**<sup>1</sup> beside the appropriate commodity line. Any line presented for inspection can be split any number of times.

Vessel details

IMO number IM00124548  
Name TEST  
Number of holds 2

Results (2)

Line	Commodity	End use	Net metric weight	Hold	Passed	Failed	Unit	Actions
1	WHEAT	GC	150		0	0	METRIC TONS	Open Split line
2	BARLEY	GC	75		0	0	METRIC TONS	Open Split line

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

## Recording inspection results for bulk into ship hold

It is recommended that the supervising AO records the bulk into ship hold inspection results into PEMS at the end of each inspection session using each inspecting AO's *Bulk Vessel Loading Running Record*.

To enter or change inspection results click **Open**<sup>1</sup> beside the appropriate line presented for inspection.

Vessel details

IMO number IM00124548  
Name TEST  
Number of holds 2

Results (2)

Line	Commodity	End use	Net metric weight	Hold	Passed	Failed	Unit	Actions
1	WHEAT	GC	50	1	50	0	METRIC TONS	Open
2	BARLEY	GC	25		0	0	METRIC TONS	Open Split line



It is recommended that the supervising AO records the time entries for all AOs who performed inspections at the end of each inspection session. For more information see [Section 3.4: Time Entry](#) of Reference: [PEMS AO user guide – Overview and General Functions](#).

At the end of the inspection or inspection session, AO's *Bulk Vessel Loading Running Record(s)* should be attached to the PEMS inspection record. For more information see [Section 3.5: Communications](#) of Reference: [PEMS AO user guide – Overview and General Functions](#).

The *inspection result* window will display.

For each inspection result window:

- If available, enter a single **Source**<sup>1</sup> for the goods being loaded into the hold, such as the silo number
- The appropriate **Hold number**<sup>2</sup> will be pre-selected (the hold number is only mandatory if an IMO number was provided when **Initiating the bulk into ship hold inspection**)
- If applicable, amend the **Net Metric Weight**<sup>3</sup>
- Enter the **Amount passed**<sup>4</sup> into the hold
- If applicable, select the **Rejection type**<sup>5</sup> used from 50 tonne runoff, horizontal storage source, log stockpile, vertical storage source, or woodchip pile
- If applicable, enter the **Action figure**<sup>6</sup> (mandatory if a rejection type is selected)
- Select the appropriate weight **Unit**<sup>7</sup> for the hold.

! Only holds that have been approved for loading in the bulk vessel inspection will be displayed when the RFP is associated with the IMO. AO may choose to override and de-select the hold if the goods are not going to be loaded.

The screenshot shows a form titled "Inspection Result Line 1 - WHEAT" with a close button (X) in the top right corner. The form contains the following fields and callouts:

- 1**: Points to the "Source" text input field.
- 2**: Points to the "Holds \*" section, which includes radio buttons for "1" and "2". Below this is a red error message: "A hold number is required."
- 3**: Points to the "Net metric weight \*" text input field, which contains the value "9700".
- 4**: Points to the "Amount passed \*" text input field.
- 5**: Points to the "Rejection type" dropdown menu.
- 6**: Points to the "Action figure" text input field.
- 7**: Points to the "Unit \*" dropdown menu, which is currently set to "METRIC TONS".

For each *Inspection Results* window you should also:

- If applicable, select one or more **Remarks**<sup>1</sup> checkboxes.
  - When a remark is selected the **Tolerance Level**<sup>2</sup> drop down will appear, select the appropriate tolerance 'above' or 'below'.
  - A **Comment**<sup>3</sup> becomes mandatory about the tolerance level.

Click **Save**<sup>4</sup> to save the inspection result and exit the window.

The screenshot shows the 'Inspection Results' window with the following elements and callouts:

- 1**: Points to the 'Remarks' section, which contains two columns of checkboxes. The 'Soil' checkbox is selected.
- 2**: Points to the 'Tolerance Level' dropdown menu.
- 3**: Points to the 'Comments' text area, which is empty and has a red error message below it: 'A comment is required.'
- 4**: Points to the 'Save' button at the bottom right of the window.

At the bottom of the window, there are buttons for 'Previous', 'Next', 'Close', and 'Save'.

Once the inspection result is saved, the *Bulk into Ship Hold Inspection* page will display the **new split line**<sup>1</sup>. You can **Remove**<sup>2</sup> the split line(s) up until the inspection is submitted, withdrawn or cancelled.

#### Results (3)

Line	Commodity	End use	Net metric weight	Hold	Passed	Action figure	Unit	Actions
1	WHEAT	GC	9700	1	1000	0	METRIC TONS	Open Split line
1	WHEAT	GC		1, 2	2500	0	METRIC TONS	Open Remove
2	BARLEY	GC	5000	2	950	10	METRIC TONS	Open Split line

PEMS will summarise the **Total passed** and **Total action figure**<sup>1</sup> for the inspection record under the Outcome details section.

Exporter name TESTING EXPORTER 0339  
 Import permit Yes  
 Treatment details Yes  
 Additional declaration VERIFIED  
 Associated RFPs No  
 Mobile Bulk Loader is used No

#### Outcome details Change

Loading rate	250
Rejection limit	100
<b>Total passed</b>	<b>4450.00</b>
<b>Total action figure</b>	<b>10.00</b>
Unit	METRIC TONS

#### Vessel details

IMO number	IMO8877999
Name	TESTING INSPECTION REASON
Number of holds	3

#### Results (3)

Line	Commodity	End use	Net metric weight	Hold	Passed	Action figure	Unit	Actions
1	WHEAT	GC	9700	1	1000	0	METRIC TONS	Open Split line
1	WHEAT	GC		1, 2	2500	0	METRIC TONS	Open Remove
2	BARLEY	GC	5000	2	950	10	METRIC TONS	Open Split line

Comments Change

## Navigating between line inspection windows

You can navigate quickly between inspection *Results* windows by clicking **Previous** or **Next**<sup>1</sup> at the bottom of the inspection result window. The inspection result for each line will automatically save when you navigate between the windows in this manner.

Weed seeds
 Thrips

Previous
Next

1

Close
Save

## Completing and 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.

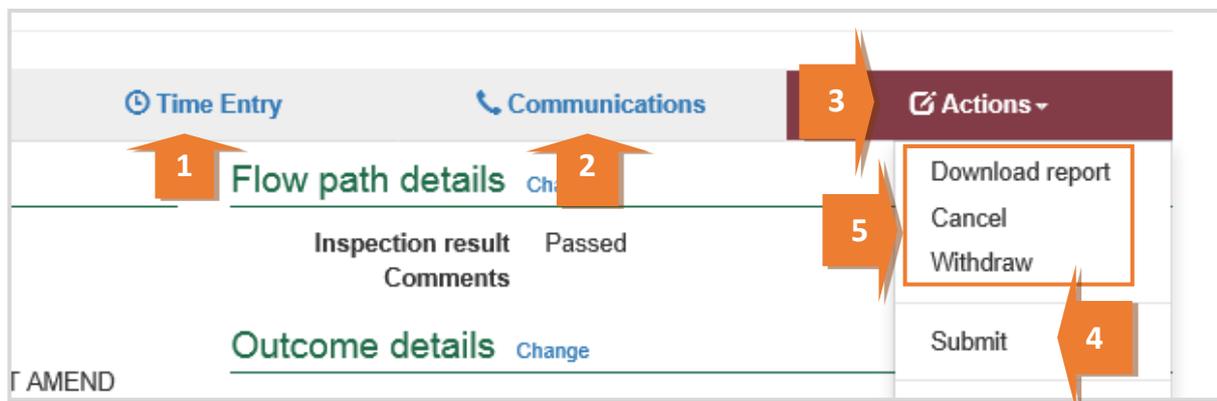
The inspection record can only be submitted after:

- All inspection results are recorded appropriately, unless the flow path failed inspection
- If applicable, all comments relating to the inspection, such as additional RFP numbers or wharf address for log re-inspections, are recorded, see [Section 3.8: Adding comments to a record](#) of Reference: [PEMS AO user guide – Overview and General Functions](#)
- **Time Entry**<sup>1</sup> is provided for all AOs who recorded inspection results
- Attachments, including all AO *Bulk Vessel Loading Running Record(s)*, and correspondence are added under the **Communications**<sup>2</sup> tab.

Details on the Time Entry and Communications tabs can be found in [Section 3: General PEMS functions](#) of Reference: [PEMS AO user guide – Overview and General Functions](#).

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

For more information on **Downloading, Cancelling** or **Withdrawing**<sup>5</sup> the inspection, see [Section 3.6 Actions tab](#) of Reference: [PEMS AO user guide – Overview and General Functions](#).



A pop-up window will ask you to confirm that you want to **submit this inspection**<sup>1</sup>.

It will also ask if you want to **email the exporter/EDI user on the submission of the inspection**<sup>2</sup>.  
When selecting this option, the Inspection submit confirmation box will expand.

Enter the **email address**<sup>3</sup>, this can be multiple email addresses each separated by a comma.

Enter in any **Comments**<sup>4</sup> that are to be included in the email.

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

Inspection submit confirmation

Are you sure you want to submit this inspection?

I want to email the exporter/EDI user on the submission of the inspection.

Email Address

Exporters.email@gmail.com

Comment

Dear Exporter

Please note I have submitted the inspection record for RFP1111111 in PEMS, please request Authorisation at your earliest convenience.

Kind Regards

AO

Close Save

The *Bulk into Ship Hold Inspection* record will display as **Completed**<sup>1</sup>.

Home Inspections RFP Calibration

Bulk into Ship Hold Inspection Completed 24/05/2016 - 26/05/2016

The inspection has been submitted.

! 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.

Once the inspection record is submitted the record will become read-only and you will be unable to make changes to the data provided. If you need to make changes to the record, see [Section 3.6: Actions tab – Reactivating a completed record](#) of Reference: [PEMS AO user guide – Overview and General Functions](#).

## Recording reinspection of a consignment (if required)

For more information see [Section 4.4 Creating inspection records where a record already exists for an RFP](#) of Reference: [PEMS AO user guide – Overview and General Functions](#).

## Expiration date for bulk into ship hold inspection

Following the submission of the *Bulk into Ship Hold Inspection* record, an expiry date will be allocated to all goods which have passed assessment. The expiry date is automatically calculated as 28 days from the first date of the first-time entry.

To view the expiration date, click the **Inspection**<sup>1</sup> tab and the **Expiry date**<sup>2</sup> will display under the inspection validity section.

If the bulk into ship hold expiry date is extended, you can view the reason for the expiry date extension by clicking **History**<sup>3</sup> under the inspection validity section.

**Bulk into Ship Hold Inspection** Completed 23/06/2022 Required fields denoted by \*

Inspection ID - B725085

Inspection | Authorised Officers | Time Entry | Communications | Actions

**RFP details** Open

RFP number	2218500
Inspection reason	
Destination country	INDIA
Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	TESTING EXPORTER 0339
Import permit	Yes
Treatment details	Yes
Additional declaration	VERIFIED
Associated RFPs	
Mobile Bulk Loader is used	

**Flow path details**

Inspection result	Passed
Result time	23/06/2022 09:00
Officer	UAT11 Testing
Comments	

**Outcome details**

Loading rate	250
Rejection limit	100
Total passed	1950.00
Total action figure	10.00
Unit	METRIC TONS

**Vessel details**

IMO number	IMO8877999
Name	TESTING INSPECTION REASON
Number of holds	3

**Inspection validity** | History

Expiry date	21/07/2022
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**Results (2)**

The *Expiry History* window will display.

Click **Close**<sup>1</sup> to exit the window.

**Expiry History**

Expiry date	Reason	Extended on	Extended by	Comment
03/10/2016	Logistics	29/08/2016 12:14	PEMS-DEV Hub-Officer	

Close

## Related material

The following related material is available on the [website](#):

- Manual of Importing Country Requirements (Micor)
- Protocols and Work Plans
- [Plant Export Operations Manual](#)
  - Reference: *PEMS AO user guide – Overview and General Functions*
    - *Empty container inspections*

The following related material is available on [Learnhub](#):

- Plant Exports Management System (PEMS) video tutorials

## Contact information

- Authorised Officer Hotline: 1800 851 305
- Authorised Officer Program: [PlantExportTraining@agriculture.gov.au](mailto:PlantExportTraining@agriculture.gov.au)
- PEMS Administration: [PEMS@agriculture.gov.au](mailto:PEMS@agriculture.gov.au).

## Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-9-7597	Director, Digital Clearance Service, Digital Trade Initiative

## 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	<ul style="list-style-type: none"><li>• Complete document restructure.</li><li>• Addition of sections on:<ul style="list-style-type: none"><li>○ Logging into PEMS</li><li>○ Calibration records</li><li>○ Calibration search.</li></ul></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	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 v.3.3 and 3.4 enhancements.
6.0	3/06/2020	Updated with PEMS 3.5 enhancements.
7.0	28/08/2020	Removal of appendices from <i>Plant Exports Management System (PEMS) Authorised Officer user guide</i> to make each its own user guide.
8.0	30/10/2020	Updated with PEMS v3.8 enhancements.
9.0	28/03/2021	Updated for commencement of the <i>Export Control Act 2020</i> and associated Plant Rules.
10	7/06/2021	Updated with PEMS May 2021 release and added notes for workarounds.
11	5/07/2021	<ul style="list-style-type: none"><li>• Import permit work around is corrected</li><li>• Updated with PEMS July 2021 release.</li></ul>
12	13/09/2021	Updated with PEMS September 2021 release.
13	16/12/2021	Updated with PEMS December 2021 release.
14	21/02/2022	Update with PEMS February 2022 release.

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Version	Date	Amendment details
15	04/04/2022	Updated with PEMS April 2022 release.
16	26/07/2022	Updated with PEMS June 2022 release.

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