



Australian Government
Department of Agriculture,
Fisheries and Forestry

Exports work instruction

Completing plant export inspection and treatment records

Direction to staff

This is official instructional material of the Department of Agriculture, Fisheries and Forestry (the department). Failure to comply with it may result in a breach of relevant legislation and/or the code of conduct under section 13(5) of the *Public Service Act 1999*.

Direction to authorised officers

Authorised officers must exercise powers and perform functions in accordance with any lawful directions or instructions issued by the department.

Purpose of this document

This document details the policy and procedure for completing and submitting plant exports inspection and treatment supervision records manually and electronically using the Plant Export Management System (PEMS), including systems that integrate with PEMS.

Contents

This document contains the following topics.

| | |
|--|----|
| Purpose of this document..... | 1 |
| Policy statement | 2 |
| Roles and responsibilities | 3 |
| Work health and safety..... | 3 |
| System requirements..... | 3 |
| Completing inspection and treatment records..... | 3 |
| Third-party computer-generated records | 4 |
| Striking out blank spaces on a manual inspection or treatment record | 4 |
| Amending an inspection or treatment record | 4 |
| Amending an inspection or treatment record post-submission..... | 4 |
| Section 1: How do I access the inspection or treatment record?..... | 6 |
| Section 2: How do I complete a grain and plant product inspection?..... | 8 |
| Section 3: How do I complete a PEMS <i>Quality System Recognition</i> record?..... | 15 |
| Section 4: How do I complete a horticulture inspection record? | 17 |

| | |
|---|----|
| Section 5: How do I complete a manual Certificate of loading and calibration record or PEMS ITCT Calibration record for an in-transit cold treatment? | 23 |
| Section 6: How do I complete a manual onshore cold treatment record or PEMS OSCT Calibration record for an onshore cold treatment? | 28 |
| Section 7: How do I complete a vapour heat treatment (VHT) sensor calibration record? | 34 |
| Section 8: How do I complete a manual vapour heat treatment record or PEMS Supervision of VHT record? | 36 |
| Section 9: How do I complete a Bulk vessel loading running record? | 39 |
| Section 10: How do I complete a bulk into ship hold inspection record? | 41 |
| Section 11: How do I complete a bulk vessel inspection record? | 46 |
| Section 12: How do I complete an Empty container inspection record? | 49 |
| Section 13: How do I submit a completed inspection or treatment record? | 51 |
| Record keeping..... | 53 |
| Contact information..... | 53 |
| Related material..... | 53 |
| Document information | 54 |
| Version history | 54 |
| Appendix A: Definitions | 56 |
| Appendix B: Legislation and related policy frameworks..... | 58 |
| Related Legislation | 58 |

Policy statement

- This document must be used in conjunction with
 - the importing country requirements (ICRs) listed on [Micor Plants](#)
 - protocols and work plans under [Micor Plants Document section](#)

Note: This section is restricted and users are required to [register with Plant Exports](#) to access these documents.
 - the [exports process instruction](#) and [work instruction](#) for the inspection or treatment supervision being recorded.
- The policy outlined in this document applies to completing inspection and treatment supervision records
 - in PEMS
 - using third party software
 - manually.

Roles and responsibilities

The following table outlines the roles and responsibilities undertaken in this work instruction.

| Role | Responsibility |
|--|--|
| Inspection Authorised Officer (AO) | <ul style="list-style-type: none">• Use the current version of the record to document the findings of the inspection or treatment.• Record and submit the inspection or treatment supervision record. |

Work health and safety

Inspection AOs must comply with the work health and safety policies outlined in the [exports process instruction](#) and [work instruction](#) that correspond with the specific inspection or treatment supervision being recorded.

System requirements

Inspection AOs must have access to the following systems:

- department website
- [PEMS](#)
- [Micor](#)
- [Micor plants documents section](#) (username and password required) – protocol markets only
- Electronic Export Documentation System (EXDOC) (for departmental AOs only).

Completing inspection and treatment records

- PEMS must be used to make a record of an inspection or treatment supervision, unless an exception applies. Exceptions are limited to
 - exceptional circumstances that affect an AO's ability to complete and submit a record through PEMS
 - an outage, either planned or unplanned, that renders PEMS unusable for a period of time
 - when the type of record the AO must complete is not available in PEMS
 - when the department has approved, in writing, an exception with the client and/or AO that allows records to be made in an approved way other than PEMS, and evidence of this is held by the department.

- The record must be a true reflection of what was presented to the AO at the time of inspection or treatment supervision.
- AOs must complete one inspection record for each 24-hour period (excluding the bulk into ship hold inspection record and bulk vessel loading running record).

Note: It is acceptable if the inspection period extends over midnight to account for AO shifts that run past midnight. For example, *Inspection Start Date and Time 7/08/2020 6:00 pm, Inspection End Date and Time 8/08/2020 6:00 am.*

- AOs must complete the record within 24-hours of completing their inspection or treatment supervision.
- Fields marked with an asterisk * must be completed.
- Fields marked with ^ are automatically populated in PEMS from EXDOC.
- "Dittos" are permitted on manual records as long as the information is exactly the same and the dittos clearly communicate the required information.

- Temperatures must be recorded to one decimal place, for example 0.2.
- Positive temperatures do not require the plus symbol + in front of the number.
- Negative temperatures require the minus symbol - in front of the number.

Third-party computer-generated records

Records generated by third party software are acceptable if they provide the same information as the manual records available on the department's website.

Striking out blank spaces on a manual inspection or treatment record

When all details have been completed, any blank spaces below the results must be ruled off or struck out in such a manner as to prevent the unauthorised addition of details to the record.

Amending an inspection or treatment record

- White-out must not be used on manual records.
- Amendments to manual records must be crossed out neatly, initialled and dated by the inspection AO who carried out the inspection or supervised the treatment.
- Amendments can be made to PEMS records until the record is withdrawn, submitted or cancelled.
- Only the AO who carried out the inspection or supervised the treatment can make changes to their record.

Amending an inspection or treatment record post-submission

- Once a PEMS record has been submitted to the department, it can only be recalled/reactivated to amend certain fields (refer to the table below).
- AOs must record a reason for the amendment(s) in the comments field. These comments must clearly explain why the record has been amended to prevent delays at authorisation.

Important: AOs must not use the comments field of an inspection or treatment supervision record to amend information that cannot be amended upon reactivation, unless it is to correct an obvious typographical error.

- Permission must be sought from the [Grain and Seed Exports Program](#) to make amendments to the following records post-submission
 - Empty Container Inspection
 - Grain and Plant Product Inspection
 - Bulk Vessel Inspection
 - Quality Systems Recognition Inspection.

Note: When requesting amendments you may be required to produce supporting evidence, such as timestamped photographs, that can attest to the amendment.

- If fields other than those specified in the below table need to be amended, a new inspection or treatment supervision record must be completed and submitted to the department.

Important: Core information must not be amended as this may affect system validations and result in delays at authorisation.

- Permission must be sought from the [department](#) to make an amendment to a manual record post-submission.

The following table outlines the type of record and the field names that can be amended upon reactivation in PEMS.

| Type of record | Field names that can be amended |
|--------------------------------|---|
| Horticulture Inspection | <ul style="list-style-type: none"> Product origin Line ID |
| Bulk into Ship Hold Inspection | Loading rate |
| ITCT Calibrations (generic) | <ul style="list-style-type: none"> 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 Estab. Number) Town Postcode Date of loading Comments |
| ITCT Calibrations (Japan Only) | <ul style="list-style-type: none"> Treatment start date GMT Treatment start time GMT |
| ITCT Calibrations (USA only) | <ul style="list-style-type: none"> Start loading time Complete loading time |
| Offsite ITCT Calibrations | <ul style="list-style-type: none"> Recorder serial number Local date and time Container number |
| OSCT Calibrations | <ul style="list-style-type: none"> Phytosanitary number Date (Calibration and Re-calibration) Seal number Seal date Seal time Seal number Container number |
| Supervision of VHT | Country |

Section 1: How do I access the inspection or treatment record?

The following table outlines how to access an inspection or treatment supervision record.

| Step | Action | | | | | | | | |
|--|--|-------------------------------------|-------------|--|---|---|--|--|---|
| 1. | <p>Determine whether you are using a manual (hard copy) record or PEMS.</p> <table> <tr> <th>If using...</th><th>Then...</th></tr> <tr> <td>PEMS</td><td>log into PEMS.</td></tr> <tr> <td>manual record</td><td> <ul style="list-style-type: none"> go to the Plant Export Operations Manual (PEOM) on the department website expand the <i>Documentation</i> heading in the PEOM web page to locate the appropriate record listed under <i>Inspection and treatment records</i>. </td></tr> </table> | If using... | Then... | PEMS | log into PEMS. | manual record | <ul style="list-style-type: none"> go to the Plant Export Operations Manual (PEOM) on the department website expand the <i>Documentation</i> heading in the PEOM web page to locate the appropriate record listed under <i>Inspection and treatment records</i>. | | |
| If using... | Then... | | | | | | | | |
| PEMS | log into PEMS. | | | | | | | | |
| manual record | <ul style="list-style-type: none"> go to the Plant Export Operations Manual (PEOM) on the department website expand the <i>Documentation</i> heading in the PEOM web page to locate the appropriate record listed under <i>Inspection and treatment records</i>. | | | | | | | | |
| 2. | <p>Select the appropriate inspection or treatment supervision record from the following options.</p> <table> <tr> <th>If the record is for documenting...</th><th>Then use...</th></tr> <tr> <td> <p>the inspection results of the following exported in packages or containers:</p> <ul style="list-style-type: none"> prescribed grain seeds nuts hay and straw baled cotton forest products </td><td> <ul style="list-style-type: none"> grain and plant product inspection record refer to Section 2: How do I complete a grain and plant product inspection record? </td></tr> <tr> <td> <p>the inspection results for plant products produced under Quality Systems Recognition (QSR)</p> </td><td> <ul style="list-style-type: none"> PEMS <i>Quality System Recognition</i> record refer to Section 3: How do I complete a PEMS Quality System Recognition record? or manual grain and plant product inspection record refer to Section 2: How do I complete a grain and plant product inspection record? </td></tr> <tr> <td> <p>the inspection results for consignments that contain both QSR-approved and non-QSR-approved plant products (mixed consignments)</p> </td><td> <ul style="list-style-type: none"> grain and plant product inspection record refer to Section 2: How do I complete a grain and plant product inspection record? </td></tr> </table> | If the record is for documenting... | Then use... | <p>the inspection results of the following exported in packages or containers:</p> <ul style="list-style-type: none"> prescribed grain seeds nuts hay and straw baled cotton forest products | <ul style="list-style-type: none"> grain and plant product inspection record refer to Section 2: How do I complete a grain and plant product inspection record? | <p>the inspection results for plant products produced under Quality Systems Recognition (QSR)</p> | <ul style="list-style-type: none"> PEMS <i>Quality System Recognition</i> record refer to Section 3: How do I complete a PEMS Quality System Recognition record? or manual grain and plant product inspection record refer to Section 2: How do I complete a grain and plant product inspection record? | <p>the inspection results for consignments that contain both QSR-approved and non-QSR-approved plant products (mixed consignments)</p> | <ul style="list-style-type: none"> grain and plant product inspection record refer to Section 2: How do I complete a grain and plant product inspection record? |
| If the record is for documenting... | Then use... | | | | | | | | |
| <p>the inspection results of the following exported in packages or containers:</p> <ul style="list-style-type: none"> prescribed grain seeds nuts hay and straw baled cotton forest products | <ul style="list-style-type: none"> grain and plant product inspection record refer to Section 2: How do I complete a grain and plant product inspection record? | | | | | | | | |
| <p>the inspection results for plant products produced under Quality Systems Recognition (QSR)</p> | <ul style="list-style-type: none"> PEMS <i>Quality System Recognition</i> record refer to Section 3: How do I complete a PEMS Quality System Recognition record? or manual grain and plant product inspection record refer to Section 2: How do I complete a grain and plant product inspection record? | | | | | | | | |
| <p>the inspection results for consignments that contain both QSR-approved and non-QSR-approved plant products (mixed consignments)</p> | <ul style="list-style-type: none"> grain and plant product inspection record refer to Section 2: How do I complete a grain and plant product inspection record? | | | | | | | | |

| Step | Action | |
|------|---|--|
| | the inspection results of: | <ul style="list-style-type: none"> horticulture inspection record refer to Section 4: How do I complete a horticulture inspection record? |
| | initiating an in-transit cold treatment | <ul style="list-style-type: none"> PEMS ITCT Calibration record or manual certificate of loading and calibration record for an in-transit cold treatment refer to Section 5: How do I complete a manual Certificate of loading and calibration record or PEMS ITCT Calibration record for an in-transit cold treatment? |
| | supervising an onshore cold treatment | <ul style="list-style-type: none"> PEMS OSCT Calibration record or manual onshore cold treatment record refer to Section 6: How do I complete a manual onshore cold treatment record or PEMS OSCT Calibration record for an onshore cold treatment? |
| | sensor calibrations for vapour heat treatment | <ul style="list-style-type: none"> vapour heat treatment (VHT) calibration record refer to Section 7: How do I complete a vapour heat treatment (VHT) sensor calibration record? |
| | supervising a vapour heat treatment | <ul style="list-style-type: none"> PEMS Supervision of VHT record or manual vapour heat treatment record refer to Section 8: How do I complete a manual vapour heat treatment record or PEMS Supervision of VHT record? |

| Step | Action |
|------|--|
| | <p>the inspection results of the following exported bulk in ship hold:</p> <ul style="list-style-type: none"> prescribed grain seeds nuts cotton forest products <ul style="list-style-type: none"> bulk vessel loading running record refer to Section 9: How do I complete a PE105 Bulk Vessel Loading Running Records? and bulk into ship hold inspection record refer to Section 10: How do I complete a bulk into ship hold inspection record? |
| | <p>the inspection results for prescribed grain and plant products loaded under a Mobile Bulk Loading arrangement</p> <ul style="list-style-type: none"> bulk into ship hold inspection record refer to Section 10: How do I complete a bulk into ship hold inspection record? |
| | <p>the inspection results of empty bulk vessels for loading</p> <ul style="list-style-type: none"> bulk vessel inspection record refer to Section 11: How do I complete a bulk vessel inspection record? |
| | <p>the inspection results of empty containers for loading</p> <ul style="list-style-type: none"> empty container inspection record refer to Section 12: How do I complete an empty container inspection record? |

Section 2: How do I complete a grain and plant product inspection?

The following table outlines the field names and the content that must be entered into a grain and plant product inspection record.

| Field name | Content |
|--|---|
| <i>RFP Number</i> * | Unique number assigned to the RFP. |
| <i>Inspection reason</i> [^] Note: PEMS record only | <ul style="list-style-type: none"> If completing an initial inspection this field will be left blank. If the inspection is not an initial inspection, this field will display 'Supplementary inspection'. |
| <i>Destination Country</i> * [^] | Country the goods are being exported to. |
| <i>Establishment Number</i> * [^] | Establishment's registration number. |
| <i>Establishment Name</i> * [^] | Name of the registered establishment where the goods are being inspected. |
| <i>Exporter Name</i> * [^] | Name of the exporter. |
| <i>Import permit</i> [^] Note: PEMS record only | This field will display as 'Yes' or 'No'. |

| Field name | Content |
|---|--|
| <i>Import Permit No.*^</i> | <ul style="list-style-type: none"> The number of the import permit presented. If an import permit has not been supplied, record 'Not supplied'. <p>Note: This information can be extracted from EXDOC into PEMS by using the Refresh from EXDOC action.</p> |
| <i>Treatment details</i> Note: PEMS record only | This field will display as 'Yes' or 'No'. |
| <i>Additional Declaration*^</i> | <ul style="list-style-type: none"> For PEMS records, the additional declaration will be extracted from EXDOC into PEMS. For manual records, record the relevant EXDOC endorsement number(s) of any additional declarations, if applicable, or record 'N/A'. |
| <i>RFP Net Met Weight^</i> Note: PEMS record only | This information is extracted from EXDOC. |
| <i>Estimated Net Metric Weight and Unit ^</i> Note: PEMS record only | This information is extracted from EXDOC when the 'Outcome type' of 'Container' is selected and the 'Package' is also 'Containers'. |
| <i>Certificate Template Code^</i> Note: PEMS record only | This information is extracted from EXDOC. |
| <i>Flow Path details - Inspection Result*</i> <i>(Flow Path Result)</i> | <ul style="list-style-type: none"> The result of flow path inspection (Passed/Failed/Passed after rectification). For goods exported under Quality Systems Recognition (QSR), record 'N/A'. Where the result is 'Passed after rectification', record the failed result, including the date and time of the failure, in the <i>Comments</i> field. |
| <i>Flow path details – Result time/Date and Time*</i> <i>(Flow path Date and Time)</i> | The date and time the flow path was passed or failed. |
| <i>Flow path details – Officer*</i> Note: PEMS record only | The name of the AO who completed the flowpath inspection. |
| <i>Flow path details – Comments</i> Note: PEMS record only | <p>Relevant comments about the flow path inspection.</p> <p>Note: If the flow path result is 'Failed', comments become mandatory.</p> |

| Field name | Content |
|---|--|
| <i>AO Name</i> *^ | <p>Name of the AO conducting the inspection as it appears on the instrument of appointment.</p> <p>Important:</p> <ul style="list-style-type: none"> If multiple AOs conduct the inspection (at the same time), then record <ul style="list-style-type: none"> the name of the supervising AO in this field the name and AO number of any other inspection AOs in the <i>Comments</i> field (manual records only). The AO whose name is recorded in this field will need to sign/submit the record after the completion of inspection. |
| <i>AO Number</i> *^ | Unique number assigned to the AO. |
| <i>Original RFP No. (Re-inspection only)</i> ^ | <ul style="list-style-type: none"> The RFP number under which the goods were initially inspected. If the goods are being inspected for the first time, record 'N/A'. |
| <i>Total Quantity</i> *^ | <p>Total quantity of goods in the consignment presented for inspection.</p> <p>Important: Where goods are packed and inspected over multiple days, and the results recorded on multiple records, make a note of this in the <i>Comments</i> field.</p> |
| <i>Unit</i> *^ | <p>The unit type.</p> <p>For example, tonnes, cartons, bags, pieces, packets, bulk, bales, cubic volume.</p> |
| <i>Inspection Start Date and Time</i> * | <p>Date and time inspection activity commenced.</p> <p>Note: This can be expressed as either am/pm or 24-hour time.</p> |
| <i>Inspection End Date and Time</i> * | <p>Date and time inspection activity was completed.</p> <p>Note: This can be expressed as either am/pm or 24-hour time.</p> |
| <i>Trade description</i> * Note: PEMS record only | <p>Record 'Yes' or 'No' for the following questions associated with the trade description:</p> <ul style="list-style-type: none"> is a trade description required to be physically applied for the goods? has a trade description been physically applied to the goods? does the trade description meet the requirements? |
| <i>Outcome type</i> * | <ul style="list-style-type: none"> The basis on which the inspection outcome (total passed and total failed) is determined, that is, 'packaged/container' or 'weight'. |
| <i>Sampling type</i> * Note: PEMS record only | <p>Select either 'end point' or 'inline' sampling type.</p> <p>Note: Only relevant for hay and straw inspections.</p> |

| Field name | Content | | | | | | | | | | | | |
|---|--|--------------------------|----------------|---------------------|------|----------|------------------------|----------------------|---------------------|------|---|--------|--|
| <i>Inline sampling type*</i> Note: PEMS record only | Select the appropriate inline sampling type from: <ul style="list-style-type: none"> Automatic in-line loose Bales in-line loose Manual in-line loose. Note: Only relevant for inline hay and straw inspections. | | | | | | | | | | | | |
| <i>2.25 Litres/33.33 tonnes*^</i> | <ul style="list-style-type: none"> If the sampling rate the AO is using is 2.25 Litres/33.33 tonnes, record 'Yes'. If the sampling rate is not 2.25 Litres/33.33 tonnes record 'No' and record the chosen sampling rate in the <i>Sampled</i> field. | | | | | | | | | | | | |
| <i>RFP line No.*^</i> | The line number of product that is listed on the RFP. | | | | | | | | | | | | |
| <i>Container number*^</i> | <ul style="list-style-type: none"> Unique container number. Record 'N/A' if not applicable. For example, if less than container load (LCL), mail or air freight. | | | | | | | | | | | | |
| <i>Source*</i> | <ul style="list-style-type: none"> The source of the product presented, such as Silo Number, Bin Number, Stack Number, Lot Number, Batch number (for traceability). Record 'N/A' if the source is unknown or the whole consignment comes from the same source. Important: Commercial descriptions, such as an invoice number, are not acceptable. | | | | | | | | | | | | |
| <i>Commodity*^</i> | Name of the commodity presented for inspection. | | | | | | | | | | | | |
| <i>Package—Number*^</i> | Number of units. <table border="1"> <thead> <tr> <th>If the consignment is...</th><th>Then record...</th></tr> </thead> <tbody> <tr> <td>bulk into container</td><td>bulk</td></tr> <tr> <td>packaged</td><td>the number of packages</td></tr> <tr> <td>hay, straw or cotton</td><td>the number of bales</td></tr> <tr> <td>logs</td><td>the number of logs or volume Important: If the RFP refers to weight, record 'bulk'.</td></tr> <tr> <td>timber</td><td>the number of pieces, bundles or packs</td></tr> </tbody> </table> | If the consignment is... | Then record... | bulk into container | bulk | packaged | the number of packages | hay, straw or cotton | the number of bales | logs | the number of logs or volume Important: If the RFP refers to weight, record 'bulk'. | timber | the number of pieces, bundles or packs |
| If the consignment is... | Then record... | | | | | | | | | | | | |
| bulk into container | bulk | | | | | | | | | | | | |
| packaged | the number of packages | | | | | | | | | | | | |
| hay, straw or cotton | the number of bales | | | | | | | | | | | | |
| logs | the number of logs or volume Important: If the RFP refers to weight, record 'bulk'. | | | | | | | | | | | | |
| timber | the number of pieces, bundles or packs | | | | | | | | | | | | |
| <i>Package—Type*^</i> | The packaging type. | | | | | | | | | | | | |

| Field name | Content | | | | | | | | | | | | |
|--|---|--------------------------|----------------|---------------------|--|----------|---------------------------------------|----------------------|-------|------|-------|--------|-------|
| <i>Package—Weight</i> [^] | <p>The weight of the individual unit/s.</p> <table> <tr> <th>If the consignment is...</th><th>Then record...</th></tr> <tr> <td>bulk into container</td><td> <p>the weight of each container</p> <p>Note: For grains and logs, if accurate weights are not known at time of inspection this field can be left blank.</p> </td></tr> <tr> <td>packaged</td><td>the weight as declared on the package</td></tr> <tr> <td>hay, straw or cotton</td><td>'N/A'</td></tr> <tr> <td>logs</td><td>'N/A'</td></tr> <tr> <td>timber</td><td>'N/A'</td></tr> </table> | If the consignment is... | Then record... | bulk into container | <p>the weight of each container</p> <p>Note: For grains and logs, if accurate weights are not known at time of inspection this field can be left blank.</p> | packaged | the weight as declared on the package | hay, straw or cotton | 'N/A' | logs | 'N/A' | timber | 'N/A' |
| If the consignment is... | Then record... | | | | | | | | | | | | |
| bulk into container | <p>the weight of each container</p> <p>Note: For grains and logs, if accurate weights are not known at time of inspection this field can be left blank.</p> | | | | | | | | | | | | |
| packaged | the weight as declared on the package | | | | | | | | | | | | |
| hay, straw or cotton | 'N/A' | | | | | | | | | | | | |
| logs | 'N/A' | | | | | | | | | | | | |
| timber | 'N/A' | | | | | | | | | | | | |
| <i>Package—Unit</i> [^] | The unit of measurement. For example, grams (gm), kilograms (kg), Tonnes (T). | | | | | | | | | | | | |
| <i>Sub-Totals—Line Weight</i> [^] | <ul style="list-style-type: none"> The number of units multiplied by the unit weight. Record the nett weight of the product if no <i>Package—Weight</i> has been recorded. <p>Note: This is automatically calculated by PEMS.</p> | | | | | | | | | | | | |
| <i>Sub-Totals—Unit</i> [^] | <p>The unit of measurement. For example, grams (gm), kilograms (kg), Tonnes (T).</p> <p>Important: <i>Package—Unit</i> and <i>Sub-Totals—Line Weight</i> unit must be the same unit of measurement.</p> <p>Note: This is automatically calculated by PEMS.</p> | | | | | | | | | | | | |
| <i>Sampled</i> | Specify the chosen sampling rate, where it differs from the standard 2.25Lt/33.33 tonnes or equivalent. | | | | | | | | | | | | |
| <i>Result (Passed/Failed)*</i> | <p>Specify 'Passed' or 'Failed'.</p> <p>Note: Bulk containers can be passed or failed without the <i>Package—weight</i> field being filled.</p> | | | | | | | | | | | | |

| Field name | Content |
|-----------------|---|
| <i>Remarks</i> | <ul style="list-style-type: none"> For all commodities, include general comments, if required. For example, live pest identifications and contaminants, weed seeds. For goods exported under Quality Systems Recognition (QSR), record <ul style="list-style-type: none"> the specific packaging type whether goods, packaging type and package size match the establishment's QSR-approval. Where a container is partially loaded and subsequently filled on separate days, record 'partially filled'. For packaged grain and plant product consignments less than or equal to 1kg, record which packages were sampled for inspection in the <i>remarks or comments</i> field. For goods exported bulk in containers inspected without accurate weights, record either full container load 'FCL' or less than container load 'LCL', and that it was 'passed pending RFP being updated with accurate weights once known'. <p>Note: The consignment cannot be authorised until accurate weights are reflected on the RFP.</p> <ul style="list-style-type: none"> When undertaking reduced sampling for logs, record <ul style="list-style-type: none"> 'container sighted' for those containers not specifically sampled/inspected 'container sampled' or similar text for those inspected. |
| <i>Comments</i> | <ul style="list-style-type: none"> Any comments and supporting evidence related to the inspection. For example, treatment certificates/manufacturers declaration sighted, RFP being loaded over multiple days. Commercial descriptions, including shipping marks and invoice numbers. For bulk grains and logs where accurate weights are not known and all containers are passed, the AO should record 'Passed consignment weight equals Total Quantity (insert weight and unit) as per RFP'. For re-export consignments, the AO must record that the original or certified copy of the phytosanitary certificate from the importing country(ies) has been sighted at the time of inspection. Details of any pending treatments or supporting documents required by Micor and permitted to be provided after inspection. For goods exported under QSR, record establishment QSR number, the inspection validity period of the goods and note whether the package type (material and size) matches QSR approval letter. |

| Field name | Content | | | | | | |
|---|---|---------------------------|----------------|----------------------|---|--------|---|
| <i>Total Passed</i> *^ | <p>Total quantity of goods that passed the inspection.</p> <table> <tr> <th>If the outcome type is...</th><th>Then record...</th></tr> <tr> <td>package or container</td><td>the total number of containers, packages or bales that have passed</td></tr> <tr> <td>weight</td><td>the sum of <i>Sub-Total Line Weight</i> for all RFP lines that have passed</td></tr> </table> | If the outcome type is... | Then record... | package or container | the total number of containers, packages or bales that have passed | weight | the sum of <i>Sub-Total Line Weight</i> for all RFP lines that have passed |
| If the outcome type is... | Then record... | | | | | | |
| package or container | the total number of containers, packages or bales that have passed | | | | | | |
| weight | the sum of <i>Sub-Total Line Weight</i> for all RFP lines that have passed | | | | | | |
| <i>Total Failed</i> *^ | <p>Total quantity of goods that failed the inspection.</p> <table> <tr> <th>If the outcome type is...</th><th>Then record...</th></tr> <tr> <td>package or container</td><td>the total number of containers, packages or bales that have failed.</td></tr> <tr> <td>weight</td><td>the sum of <i>Sub-Total Line Weight</i> for all RFP lines that have failed.</td></tr> </table> | If the outcome type is... | Then record... | package or container | the total number of containers, packages or bales that have failed. | weight | the sum of <i>Sub-Total Line Weight</i> for all RFP lines that have failed. |
| If the outcome type is... | Then record... | | | | | | |
| package or container | the total number of containers, packages or bales that have failed. | | | | | | |
| weight | the sum of <i>Sub-Total Line Weight</i> for all RFP lines that have failed. | | | | | | |
| <i>Unit</i> | The unit of measurement of the passed or failed goods. For example, grams (gm), kilograms (kg), Tonnes (T). | | | | | | |
| <i>Submitted AO Name</i> *^ Note: PEMS record only | The name of the AO submitting the inspection record. | | | | | | |
| <i>Submitted AO Number</i> *^ Note: PEMS record only | Unique number assigned to the AO submitting the record. | | | | | | |
| <i>Authorised Officer Signature and Date</i> * Note: Manual record only | The signature of the AO and the date. | | | | | | |

Go to: Section 13: [How do I submit a completed inspection record?](#)

Section 3: How do I complete a PEMS *Quality System Recognition* record?

The following table outlines the field names and the content that must be entered into a PEMS *Quality System Recognition* record.

| Field name | Content |
|---------------------------------|--|
| <i>RFP Number*</i> | Unique number assigned to the RFP. |
| <i>Inspection reason^</i> | <ul style="list-style-type: none"> If completing an initial inspection this field will be left blank. If the inspection is not an initial inspection, this field will display 'Supplementary inspection'. |
| <i>Original RFP number*^</i> | <ul style="list-style-type: none"> The RFP number under which the goods were initially inspected. If the goods are being inspected for the first time, record 'N/A'. |
| <i>Destination Country*^</i> | Country the goods are being exported to. |
| <i>Establishment Number*^</i> | Establishment's registration number. |
| <i>QSR Number*^</i> | Unique QSR number assigned to the establishment. |
| <i>Establishment Name*^</i> | Name of the registered establishment where the goods are being inspected. |
| <i>Exporter Name*^</i> | Name of the exporter. |
| <i>Import permit^</i> | This field will display as 'Yes' or 'No'. |
| <i>Import Permit No.*^</i> | <ul style="list-style-type: none"> The number of the import permit presented. If an import permit has not been supplied, record 'Not supplied'. <p>Note: This information can be extracted from EXDOC into PEMS by using the Refresh from EXDOC action.</p> |
| <i>Additional Declaration*^</i> | The additional declaration is extracted from EXDOC into PEMS. |
| <i>Trade description*</i> | <p>Record 'Yes' or 'No' for the following questions associated with the trade description:</p> <ul style="list-style-type: none"> is a trade description required to be physically applied for the goods? has a trade description been physically applied to the goods? does the trade description meet the requirements? |
| <i>Total Quantity*^</i> | <p>Total quantity of goods in the consignment presented for inspection.</p> <p>Important: Where goods are packed and inspected over multiple days, and the results recorded on multiple records, make a note of this in the <i>Comments</i> field.</p> |
| <i>Total Passed*^</i> | Total number of packages that passed the inspection. |

| Field name | Content |
|---|--|
| <i>Total Failed</i> *^ | Total number of packages that failed the inspection. |
| <i>Inspection Start Date and Time</i> * | Date and time inspection activity commenced. Note: This can be expressed as either am/pm or 24-hour time. |
| <i>Inspection End Date and Time</i> * | Date and time inspection activity was completed. Note: This can be expressed as either am/pm or 24-hour time. |
| <i>RFP line No.</i> *^ | The line number of product that is listed on the RFP. |
| <i>Container number</i> *^ | <ul style="list-style-type: none"> Unique container number. Record 'N/A' if not applicable. For example, if less than container load (LCL), mail or air freight. |
| <i>Source</i> * | <ul style="list-style-type: none"> The source of the product presented, such as Silo Number, Bin Number, Stack Number, Lot Number, Batch number (for traceability). Record 'N/A' if the source is unknown or the whole consignment comes from the same source. Important: Commercial descriptions, such as an invoice number, are not acceptable. |
| <i>Package—Number</i> *^ | Number of packages inspected. |
| <i>Package—Type</i> *^ | The packaging type. |
| <i>Package—Weight</i> *^ | The weight as declared on the individual package. |
| <i>Package—Unit</i> *^ | The unit of measurement. For example, grams (gm), kilograms (kg), Tonnes (T). |
| <i>Sub Package Type</i> * | The sub package type. |
| <i>Sub-Totals—Line Weight</i> *^ | <ul style="list-style-type: none"> The number of units multiplied by the unit weight. Record the nett weight of the product if no <i>Package—Weight</i> has been recorded. |
| <i>Sub-Totals—Unit</i> * | The unit of measurement. For example, grams (gm), kilograms (kg), Tonnes (T). Important: <i>Package—Unit</i> and <i>Sub-Totals—Line Weight</i> unit must be the same unit of measurement. |
| <i>Result</i> * | Specify 'Passed' or 'Failed'. |
| <i>Packaging secure statement</i> | Check box to indicate packaging is secure, intact and not been damaged. |
| <i>Remarks</i> | Select from the pre-populated options: <ul style="list-style-type: none"> goods presented do not match documentation. packaging is no longer secure or > 1000 litres. |

| Field name | Content |
|---|---|
| <i>Authorised officer*</i> | Name of the AO conducting the inspection of the RFP line as it appears on the instrument of appointment. |
| <i>Submitted AO Name*^</i> Note: PEMS record only | The name of the AO submitting the inspection record. |
| <i>Submitted AO Number*^</i> Note: PEMS record only | Unique number assigned to the AO submitting the record. |
| <i>Comments</i> | <ul style="list-style-type: none"> • If there are multiple product lines, record total weight passed. • Any comments and supporting evidence related to the inspection. For example, treatment certificates/manufacturers declaration sighted, RFP being loaded over multiple days. • Commercial descriptions, including shipping marks and invoice numbers. • Details of any pending treatments or supporting documents required by Micor and permitted to be provided after inspection. |

Go to: Section 13: [How do I submit a completed inspection record?](#)

Section 4: How do I complete a horticulture inspection record?

The following table outlines the field name and the content that must be entered into a horticulture inspection record.

| Field name | Content |
|--|---|
| <i>RFP Number*</i> | Unique number assigned to the RFP. |
| <i>Inspection reason^</i> Note: PEMS record only | <ul style="list-style-type: none"> • If completing an initial inspection this field will be left blank. • If the inspection is not an initial inspection, this field will display 'Supplementary inspection'. |
| <i>Original RFP No. (Reinspection only)</i> Note: Manual record only | <ul style="list-style-type: none"> • The RFP number under which the goods were initially inspected. • If the goods are being inspected for the first time, record 'N/A'. |
| <i>Destination Country*^</i> | Country the goods are being exported to. |
| <i>Establishment Number*^</i> | Establishment's registration number. |
| <i>Establishment Name*^</i> | Name of the registered establishment where the goods are being inspected. |
| <i>Exporter Name*^</i> | Name of the exporter. |
| <i>Import permit^</i> Note: PEMS record only | This field will display as 'Yes' or 'No'. |

| Field name | Content | | | | | | |
|--|--|-----------------------|---------|---|---|--|---|
| <i>Import Permit No.*^</i> | <ul style="list-style-type: none"> The number of the import permit presented. If a valid import permit is not presented, record 'Not supplied'. <p>Note: This information can be extracted from EXDOC into PEMS by using the Refresh from EXDOC action</p> | | | | | | |
| <i>Import Permit Date</i> Note: Manual record only | <ul style="list-style-type: none"> The date the permit was issued/valid from. If an import permit has not been supplied, record 'N/A'. | | | | | | |
| <i>Treatment details^</i> Note: PEMS record only | This field will display as 'Yes' or 'No'. | | | | | | |
| <i>Additional Declarations*^</i> | <ul style="list-style-type: none"> For PEMS records, the additional declaration will be extracted from EXDOC into PEMS. For manual records, record the relevant EXDOC endorsement number(s) of any additional declarations, if applicable, or record 'N/A'. | | | | | | |
| <i>Certificate Template Code^</i> Note: PEMS record only | This information is extracted from EXDOC and denotes the certificate type. | | | | | | |
| <i>Place of Origin*</i> <i>(Product Origin)</i> | <p>Town or city (spelled out in full) where the product was produced or packed or inspected. If the location is in a major city, the suburb does not need to be identified.</p> <table border="1"> <thead> <tr> <th>If the consignment...</th><th>Then...</th></tr> </thead> <tbody> <tr> <td>is produced or packed in the one region</td><td> product origin will be the region where the product was produced or packed. Note: In this scenario, either the production area or packhouse location is acceptable. </td></tr> <tr> <td>consists of several lines sourced from various regions and consolidated at one establishment</td><td>product origin is the location of the inspecting establishment.</td></tr> </tbody> </table> | If the consignment... | Then... | is produced or packed in the one region | product origin will be the region where the product was produced or packed. Note: In this scenario, either the production area or packhouse location is acceptable. | consists of several lines sourced from various regions and consolidated at one establishment | product origin is the location of the inspecting establishment. |
| If the consignment... | Then... | | | | | | |
| is produced or packed in the one region | product origin will be the region where the product was produced or packed. Note: In this scenario, either the production area or packhouse location is acceptable. | | | | | | |
| consists of several lines sourced from various regions and consolidated at one establishment | product origin is the location of the inspecting establishment. | | | | | | |
| <i>Flow path details – Inspection result*</i> <i>(Flow path Result)</i> | <ul style="list-style-type: none"> The result of flow path inspection (Pass/Fail/Passed after rectification). Where the result is 'Passed after rectification', record the failed result, including the date and time of the failure, in the <i>Comments</i> field. | | | | | | |

| Field name | Content |
|---|---|
| <i>Flow path details – Result time*</i> <i>(Flow path Date and Time)</i> | The date and time the flow path was passed or failed. |
| <i>Flow path details – Officer*</i> Note: PEMS record only | The details of the AO who completed the flowpath inspection. |
| <i>Flow path details - Comments</i> Note: PEMS record only | Relevant comments about the flow path inspection. Note: If the flow path result is 'Failed', comments become mandatory. |
| <i>Trade Description*</i> | <ul style="list-style-type: none"> For PEMS records, select the check box to indicate the trade description matched. For manual records, record 'Yes' or 'No'. |
| <i>Compliance Labelling*</i> Note: PEMS record only | For protocol markets, if a label has been applied that is consistent with the protocol requirements, record 'Yes'. Otherwise, record 'No'. |
| <i>Sampling Rate*</i> | <p>The rate at which samples are drawn from the consignment. The sampling rate can be:</p> <ul style="list-style-type: none"> 600 units 2% of packages in a consignment 600 units per line 2% of packages per line or 'other' as specified in a protocol/work plan. <p>Important: Where the sampling rate is 'other', you must specify the sampling rate.</p> |

| Field name | Content | | | | | | | | |
|--|---|----------------------------|---------|-----------|--------------------------------------|----------------|---|---|---------------|
| <i>Target Quantity</i> *^ | <p>This field is completed when the selected sampling rate is being applied across the whole consignment.</p> <table> <tr> <th>If the sampling rate is...</th><th>Then...</th></tr> <tr> <td>600 units</td><td>record the target quantity as '600'.</td></tr> <tr> <td>2% of packages</td><td> <p>calculate and enter the number of packages that must be sampled across the whole consignment.</p> <p>For example, for a consignment of 400 cartons, eight cartons must be inspected. The target quantity recorded is eight.</p> <p>Note: PEMS will calculate this value based on the sampling rate information entered by the AO.</p> </td></tr> <tr> <td>being applied separately to every line on the RFP</td><td>record 'N/A'.</td></tr> </table> | If the sampling rate is... | Then... | 600 units | record the target quantity as '600'. | 2% of packages | <p>calculate and enter the number of packages that must be sampled across the whole consignment.</p> <p>For example, for a consignment of 400 cartons, eight cartons must be inspected. The target quantity recorded is eight.</p> <p>Note: PEMS will calculate this value based on the sampling rate information entered by the AO.</p> | being applied separately to every line on the RFP | record 'N/A'. |
| If the sampling rate is... | Then... | | | | | | | | |
| 600 units | record the target quantity as '600'. | | | | | | | | |
| 2% of packages | <p>calculate and enter the number of packages that must be sampled across the whole consignment.</p> <p>For example, for a consignment of 400 cartons, eight cartons must be inspected. The target quantity recorded is eight.</p> <p>Note: PEMS will calculate this value based on the sampling rate information entered by the AO.</p> | | | | | | | | |
| being applied separately to every line on the RFP | record 'N/A'. | | | | | | | | |
| <i>Progressive count</i> * Note: PEMS record only | <p>PEMS will automatically keep a progressive count of the number of samples as the inspection results are entered into PEMS.</p> <p>A warning message will be displayed if the progressive count does not meet the target quantity at time of submission.</p> | | | | | | | | |
| <i>Total Quantity</i> *^ | Total quantity of goods in the consignment presented for inspection. | | | | | | | | |
| <i>Total Passed</i> * | Total quantity of goods that passed the inspection, expressed as number of packages. | | | | | | | | |
| <i>Total Failed</i> | Total quantity of goods that failed the inspection, expressed as number of packages. | | | | | | | | |
| <i>Inspection Start Date and Time</i> * | <p>Date and time inspection activity commenced, inclusive of flow path inspection.</p> <p>Note: This can be expressed as either am/pm or 24-hour time.</p> | | | | | | | | |
| <i>Inspection End Date and Time</i> * | <p>Date and time inspection activity was completed.</p> <p>Note: This can be expressed as either am/pm or 24-hour time.</p> | | | | | | | | |
| <i>RFP Line No.</i> *^ | The line number of product that is listed on the RFP. | | | | | | | | |
| <i>Accredited Farm Block Number</i> * Note: PEMS record only | <p>The accredited farm number on carton and/or pallet labels, for applicable protocol markets only.</p> | | | | | | | | |

| Field name | Content | | | | | | | | |
|--|--|-------|----------------|-------------|------|------|-----|-------------------------|------|
| <i>Accredited Packhouse number*</i> Note: PEMS record only | <ul style="list-style-type: none"> The accredited packhouse number on carton and/or pallet labels, for applicable protocol markets only. Record 'N/A' if the consignment was packed in-field. | | | | | | | | |
| <i>Line ID*</i> <i>(Line identification)</i> | Source of the product as advised by the exporter and/or Micor Plants. For example, grower identification, packer identification, accreditation number. | | | | | | | | |
| <i>Number of packages*^</i> <i>(No. of Packages)</i> | Number of packages making up the line of the consignment. | | | | | | | | |
| <i>Sampled No.*</i> | The number of units or packages sampled for the line of the consignment. | | | | | | | | |
| <i>10% Calyces Lifted*</i> Note: PEMS record only | For citrus consignments to protocol markets only, confirm whether 10% of calyces on the sampled fruit were lifted for inspection. | | | | | | | | |
| <i>Result*</i> | Specify 'Passed' or 'Failed' for the line of the consignment. | | | | | | | | |
| <i>Remarks</i> | <p>Select the appropriate remarks from the pre-populated list.</p> <p>For manual records, indicate if one of the following is found.</p> <table border="1"> <thead> <tr> <th>If...</th><th>Then record...</th></tr> </thead> <tbody> <tr> <td>live Insect</td><td>'LI'</td></tr> <tr> <td>soil</td><td>'S'</td></tr> <tr> <td>non-infestible material</td><td>'NI'</td></tr> </tbody> </table> | If... | Then record... | live Insect | 'LI' | soil | 'S' | non-infestible material | 'NI' |
| If... | Then record... | | | | | | | | |
| live Insect | 'LI' | | | | | | | | |
| soil | 'S' | | | | | | | | |
| non-infestible material | 'NI' | | | | | | | | |
| <i>Inspection AO Name</i> <i>(Authorised officer)*</i> | Name of the AO conducting the inspection of the RFP line as it appears on the instrument of appointment. | | | | | | | | |
| <i>AO Number*^</i> Note: Manual record only | Unique number assigned to the AO. | | | | | | | | |
| <i>Container Number</i> Note: Manual record only | <ul style="list-style-type: none"> Unique container number. Record 'N/A' if not applicable. | | | | | | | | |
| <i>Commodity*^</i> | Name of the commodity. | | | | | | | | |
| <i>Packaging*^</i> | Type of packaging (for example, trays, cartons, bags or bins). | | | | | | | | |

| Field name | Content | | | | | | | | |
|---|--|----------------------------|---------|--------------------|-----------------------------|-------------------------|---|--|---------------|
| <i>Target</i> *^ | <p>This field is completed where the selected sampling rate is being applied separately to every line on the RFP.</p> <table> <tr> <th>If the sampling rate is...</th><th>Then...</th></tr> <tr> <td>600 units per line</td><td>record the target as '600'.</td></tr> <tr> <td>2% of packages per line</td><td>calculate and enter the number of packages that must be sampled against each line on the RFP.</td></tr> <tr> <td>being applied across the whole consignment</td><td>record 'N/A'.</td></tr> </table> | If the sampling rate is... | Then... | 600 units per line | record the target as '600'. | 2% of packages per line | calculate and enter the number of packages that must be sampled against each line on the RFP. | being applied across the whole consignment | record 'N/A'. |
| If the sampling rate is... | Then... | | | | | | | | |
| 600 units per line | record the target as '600'. | | | | | | | | |
| 2% of packages per line | calculate and enter the number of packages that must be sampled against each line on the RFP. | | | | | | | | |
| being applied across the whole consignment | record 'N/A'. | | | | | | | | |
| <i>Comments</i> | <ul style="list-style-type: none"> Any comments and supporting evidence related to the inspection. For example, any certificates sighted, accredited property number and details of any amendments. For re-export consignments, the AO must record that the original or certified copy of the phytosanitary certificate from the importing country(ies) has been sighted at the time of inspection. If the consignment is for a protocol market, the accredited packhouse number must be recorded on the manual record. | | | | | | | | |
| <i>Submitted AO Name</i> *^ Note: PEMS record only | The name of the AO submitting the inspection record. | | | | | | | | |
| <i>Submitted AO Number</i> *^ Note: PEMS record only | Unique number assigned to the AO submitting the record. | | | | | | | | |
| <i>Authorised Officer Signature and Date</i> * Note: Manual record only | The signature of the AO and the date. | | | | | | | | |

Go to: Section 13: [How do I submit a completed inspection record?](#)

Section 5: How do I complete a manual Certificate of loading and calibration record or PEMS ITCT Calibration record for an in-transit cold treatment?

PEMS will select the correct ITCT template based on the destination country and will perform validations for temperatures to ensure they are within the defined importing country requirements.

The following table outlines the field name and the content that must be entered into a manual certificate of loading and calibration record or PEMS ITCT Calibration record for an in-transit cold treatment.

| Field name | Content |
|---|--|
| <i>RFP details - RFP number</i> [^] | Unique number assigned to the RFP. |
| <i>RFP details - Establishment number</i> ^{*^} | Unique number of the establishment where the goods are being loaded. |
| <i>RFP details - Establishment name</i> ^{*^} | Name of the establishment where the goods are being loaded. |
| <i>RFP details - Exporter name</i> ^{*^} | Name of the exporter. |
| <i>RFP details - Country</i> [^] (Destination country) | Country the goods are being exported to. |
| <i>RFP details - Phytosanitary</i> [Office use only] Note: PEMS record only | Phytosanitary certificate number issued against the RFP (added by Assessment Services Exports at the time of generating calibration certificates). |
| <i>Calibration details - Clock set to GMT</i> [*] | This field indicates whether the container has had the internal clock set to Greenwich Mean Time (GMT). Select 'Yes' or 'No' as applicable. |
| <i>Calibration details – Establishment number</i> [*] | Unique number of the establishment where the calibration is to occur. |
| <i>Calibration details – Establishment name</i> [*] | Name of the establishment where the calibration is to occur. |
| <i>Calibration details - Calibration Date</i> [*] | Local date the calibration is completed. |
| <i>Calibration details - Calibration Time</i> [*] | Local time the calibration is completed. |
| <i>Calibration details - Container number</i> ^{*^} | Unique container number. |

| Field name | Content |
|--|---|
| <i>Calibration details - Container size*</i> | Select the size of the container—'20 foot' or '40 foot'. |
| <i>Calibration details - Recorder serial number*</i> | Unique number attached to a temperature data recorder. |
| <i>Calibration details - Recorder make and model (USA only)</i> | Make and model of the temperature data recorder. Note: This is only required for consignments being exported to the USA. |
| <i>Calibration details - Calibration AO*^</i> | The name of the AO completing the calibration record. |
| <i>Calibration details - Commodity (Japan only)^</i> Note: PEMS record only | The commodity loaded into the container. Note: This is only required for consignments being exported to Japan. |
| <i>Calibration details – Technician (Taiwan only)</i> Note: PEMS record only | Name of the calibration technician. Note: This is only required for consignments being exported to Taiwan. |
| <i>Calibration details – Calibration company (Taiwan only)</i> (Company performing calibration) | Name of the company performing the calibration. Note: This is only required for consignments being exported to Taiwan. |
| <i>Calibration details – Address (Taiwan only)</i> | Physical address (street number and name) of the company performing the calibration. Note: This is only required for consignments being exported to Taiwan. |
| <i>Calibration details – State (Taiwan only)</i> Note: PEMS record only | Select the State where the company performing the calibration is located. Note: This is only required for consignments being exported to Taiwan. |
| <i>Calibration details – Suburb (Taiwan only)</i> (Town) | Town or suburb where the company performing the calibration is located. Note: This is only required for consignments being exported to Taiwan. |
| <i>Calibration details – Postcode (Taiwan only)</i> | Postcode where the company performing the calibration is located. Note: This is only required for consignments being exported to Taiwan. |
| <i>Loading details – Establishment number^</i> | Unique number of the establishment where the goods are being loaded. |
| <i>Loading details – Establishment name^</i> | Name of the establishment where the goods are being loaded. |

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.

| Field name | Content |
|--|--|
| <i>Loading details – Pulp temperature 1*</i> | Pulp temperature of the fruit at the time placement of sensors into fruit in the loaded pallets/containers. Note: Not required for Taiwan. |
| <i>Loading details – Pulp temperature 2*</i> | Pulp temperature of the fruit at the time of insertion into the carton. Notes: <ul style="list-style-type: none"> Not required for Taiwan. Not required if only one temperature sensor is used (Indonesia only). |
| <i>Loading details – Pulp temperature 3*</i> | Pulp temperature of the fruit at the time of insertion into the carton. Notes: <ul style="list-style-type: none"> Not required for Taiwan. Not required if only one temperature sensor is used (Indonesia only). |
| <i>Loading details - Seal number*</i> | Unique number of the seal used to seal the container. |
| <i>Loading details - Sealed date and time*</i> | Local date and time (24-hour time) the container was sealed. Note: Not required for Taiwan. |
| <i>Loading details – Start loading date (USA only)</i> | The local date loading of the product started. Note: This is only required for consignments being exported to the USA. |
| <i>Loading details – Start loading time (USA only)</i> | The local time (24-hour time) loading of the product started. Note: This is only required for consignments being exported to the USA. |
| <i>Loading details – Complete loading time (USA only)</i> | The local time (24-hour time) loading of the product finished. Note: This is only required for consignments being exported to the USA. |
| <i>Loading details – Loading date (Taiwan and USA only)</i> | Local date the container was loaded with pallets. |
| <i>Loading AO*^</i> | The name of the AO supervising the loading of the consignment. |
| <i>Container Approval - All drain holes and vents covered</i> Note: PEMS record only | Confirm whether all container drain holes and vents are covered or meshed. |
| <i>Container Approval - Container clean and secure</i> Note: PEMS record only | Confirm whether the container is clean and secure so that contamination by pests will not occur. |

| Field name | Content |
|---|--|
| <i>Container Approval – Container clock set to GMT</i> Note: PEMS record only | Confirm whether the container is set within 5 minutes of GMT. |
| <i>Container approved for loading*</i> Note: Manual record only | Select 'Yes' or 'No' as applicable. |
| <i>Off-site calibration seal number</i> | Number of the seal, if sensor calibration has been conducted at a different establishment. |
| <i>Pre-cooling temperatures</i> (<i>Pallet temperatures</i>) | Pulp temperature of the fruit prior to loading and treatment commencement. Note: This only needs to be verified if required by the importing country. |
| <i>Product at or below treatment temperature*</i> Note: Manual record only | Select 'Yes' or 'No' as applicable. |
| <i>Readings – Sensor 1 First reading*</i> | First temperature reading of sensor 1 at the time of calibration, while in the ice-slurry. |
| <i>Readings – Sensor 1 Second reading*</i> | Second temperature reading of sensor 1 after being removed and returned to the ice-slurry. |
| <i>Readings – Sensor 1 Third reading</i> | Third temperature reading of sensor 1 after being removed and returned to the ice-slurry. Note: This is only required for citrus being exported to the USA. |
| <i>Readings – Sensor 2 First reading*</i> | First temperature reading of sensor 2 at the time of calibration, while in the ice-slurry. Note: Not required if only one temperature sensor is used (Indonesia only). |
| <i>Readings – Sensor 2 Second reading*</i> | Second temperature reading of sensor 2 after being removed and returned to the ice-slurry. Note: Not required if only one temperature sensor is used (Indonesia only). |
| <i>Readings – Sensor 2 Third reading</i> | Third temperature reading of sensor 2 after being removed and returned to the ice-slurry. Notes: <ul style="list-style-type: none"> Not required if only one temperature sensor is used. This is only required for citrus being exported to the USA. |

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.

| Field name | Content |
|--|---|
| <i>Readings – Sensor 3 First reading*</i> | First temperature reading of sensor 3 at the time of calibration, while in the ice-slurry. Note: Not required if only one temperature sensor is used (Indonesia only). |
| <i>Readings – Sensor 3 Second reading*</i> | Second temperature reading of sensor 3 after being removed and returned to the ice-slurry. Note: Not required if only one temperature sensor is used (Indonesia only). |
| <i>Readings – Sensor 3 Third reading</i> | Third temperature reading of sensor 3 after being removed and returned to the ice-slurry. Notes: <ul style="list-style-type: none"> Not required if only one temperature sensor is used. This is only required for citrus being exported to the USA. |
| <i>Readings – Correction factor*</i> | The numerical adjustment (+ or -) required to adjust the reading on the temperature sensor to 0°C. Notes: <ul style="list-style-type: none"> Correction factor is recorded for each sensor being used. PEMS will calculate the correction factor for each sensor. |
| <i>Sensor position has been verified as complying with relevant work plan, protocol or Micor case*</i> | <ul style="list-style-type: none"> For PEMS records, select the radio button to confirm probes have been placed in accordance with importing country requirements. For manual records, select 'Yes', 'No, or 'N/A' as applicable. |
| <i>Treatment start date (Japan only)</i> | Date (in GMT) the treatment started. Note: This is only required for consignments being exported to Japan. |
| <i>Treatment start time (Japan only)</i> | Time (in GMT) the treatment started. Note: This is only required for consignments being exported to Japan. |
| <i>Sensor readings at container closure (Japan only) (Treatment start readings)</i> | Pulp temperature of sensors 1, 2 and 3 at the time the treatment commenced after sealing. Note: This is only required for consignments being exported to Japan. |
| <i>Container sealed with Aus. Gov. bolt seal (Japan only) (Australian Government seal applied)</i> | <ul style="list-style-type: none"> Select 'Y' (yes) or 'N' (no) as applicable. For PEMS records, select the radio button to confirm that an Australian Government seal has been applied appropriately. Note: This is only required for consignments being exported to Japan. |

| Field name | Content |
|--|---|
| <i>Seal No. (Japan only)</i> (Seal number) | The unique number of the Australian government bolt seal. No alpha letters are to be recorded, numerical digits only. Note: This is only required for consignments being exported to Japan. |
| <i>Comments</i> Note: PEMS record only | Any comments and supporting evidence related to the treatment supervision. |
| <i>Authorised Officer name and number*</i> | Name and unique number of the AO supervising the treatment. |
| <i>Signature*</i> Note: Manual record only | The signature of the AO. |
| <i>Date*</i> | The date the inspection AO signed the record. |
| <i>Start (local time)*</i> | The time (24-hour time) the procedure for initiating an in-transit cold treatment was started. |
| <i>Finish (local time)*</i> | The time (24-hour time) the procedure for initiating an in-transit cold treatment was finished. |

Go to Section 13: [How do I submit a completed inspection record?](#)

Section 6: How do I complete a manual onshore cold treatment record or PEMS OSCT Calibration record for an onshore cold treatment?

The following table outlines the field name and the content that must be entered into manual onshore cold treatment record or PEMS OSCT Calibration record.

| Field name | Content |
|---------------------------------|--|
| <i>RFP number/s (if known)*</i> | RFP/s (if known) or unique identification number/s (for example, lot number) to be used for traceability. |
| <i>Country*^</i> | <ul style="list-style-type: none"> Country the goods are being exported to associated with the specified RFP. If the RFP number is not known, this field will need to be populated manually. |
| <i>Commodity*^</i> | <ul style="list-style-type: none"> Name of the commodity associated with the specified RFP. If the RFP number is not known, this field will need to be populated manually. |
| <i>Exporter*^</i> | <ul style="list-style-type: none"> Name of the exporter associated with the specified RFP. If the RFP number is not known, this field will need to be populated manually. |

| Field name | Content |
|--|--|
| <i>Establishment name and number*</i> Note: Manual record only | Name and number of the establishment where the goods are being treated. |
| <i>Coolroom number</i> <i>(Treatment/cool room number)</i> | Identifier (number) of the room the treatment is being conducted in. |
| <i>Calibration details – Associated commodity*^</i> Note: PEMS record only | Name of the commodity. |
| <i>Calibration details - Country*^</i> Note: PEMS record only | Country the goods are being exported to. |
| <i>Calibration details – Establishment number*^</i> Note: PEMS record only | Unique number of the establishment where the calibration is being completed. |
| <i>Calibration details – Establishment name*^</i> Note: PEMS record only | Name of the establishment where the calibration is being completed. |
| <i>Calibration details - Calibration date*</i> | Date the sensors were calibrated. |
| <i>Calibration details - Calibration time*</i> | Time (24-hour time) the sensors were calibrated. |
| <i>Calibration details - Calibration AO*^</i> Note: PEMS record only | The name of the AO completing the calibration. |
| <i>Calibration details - Treatment schedule*</i> | Temperature of the selected treatment. |
| <i>Calibration details - Treatment Duration Days*</i> | Enter the targeted number of days the treatment is expected to go for. |

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.

| Field name | Content |
|--|---|
| <i>Calibration details - Number of packages*</i> | Number of packages being treated. |
| <i>Calibration details - Package type</i> Note: PEMS record only | Select the type of packages, that is, trays, cartons, bags, bins. |
| <i>Calibration details - Cool room number*</i> | Identifier of the room the treatment is being conducted in. |
| <i>Calibration details - Treatment Duration Days</i> | The targeted number of days the treatment is expected to go for. |
| <i>Calibration details – Has the commodity been fumigated (China only)</i> | Indicate 'Yes' or 'No' whether the commodity has been fumigated as part of a combination fumigation plus cold treatment. Note: This is only required for consignments being exported to China. |
| <i>Sensor position has been verified as complying with relevant work plan, protocol or Micor case*</i> | <ul style="list-style-type: none"> For PEMS records, select the radio button to confirm probes have been placed in accordance with importing country requirements. For manual records, select 'Yes', 'No' or 'N/A' as applicable. |
| <i>Calibration/Re Calibration Readings - Sensor 1 First reading*</i> | First temperature reading of sensor 1 at the time of calibration, while in the ice-slurry. |
| <i>Calibration/Re Calibration Readings - Sensor 1 Second reading*</i> | Second temperature reading of sensor 1 after being removed and returned to the ice-slurry. |
| <i>Calibration/Re Calibration Readings - Sensor 2 First reading*</i> | First temperature reading of sensor 2 at the time of calibration, while in the ice-slurry. |
| <i>Calibration/Re Calibration Readings – Sensor 2 Second reading*</i> | Second temperature reading of sensor 2 after being removed and returned to the ice-slurry. |
| <i>Calibration/Re Calibration Readings – Sensor 3 First reading*</i> | First temperature reading of sensor 3 at the time of calibration, while in the ice-slurry. |

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.

| Field name | Content |
|--|--|
| <i>Calibration/Re Calibration Readings – Sensor 3 Second reading*</i> | Second temperature reading of sensor 3 after being removed and returned to the ice-slurry. |
| <i>Calibration/Re Calibration Readings - Sensor 4 First reading*</i> | First temperature reading of sensor 4 at the time of calibration, while in the ice-slurry. |
| <i>Calibration/Re Calibration Readings - Sensor 4 Second reading*</i> | Second temperature reading of sensor 4 after being removed and returned to the ice-slurry. |
| <i>Calibration/Re Calibration Readings - Air inlet probe First reading</i> | First temperature reading of the air inlet probe at the time of calibration, while in the ice-slurry. |
| <i>Calibration/Re Calibration Readings - Air inlet probe Second reading</i> | Second temperature reading of the air inlet probe after being removed and returned to the ice-slurry. |
| <i>Calibration/Re Calibration Readings – Air outlet probe First reading</i> | First temperature reading of the air outlet probe at the time of calibration, while in the ice-slurry. |
| <i>Calibration/Re Calibration Readings – Air outlet probe Second reading</i> | Second temperature reading of the air inlet probe after being removed and returned to the ice-slurry. |
| <i>Calibration/Re Calibration Readings – Correction factor*</i> | <p>The numerical adjustment (+ or -) required to adjust the reading on the temperature sensor to 0°C.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Correction factor is recorded for each sensor being used. • PEMS will calculate the correction factor for each sensor. |
| <i>Calibration/Re Calibration Readings – Add Probe</i> | <p>If necessary, additional probes can be added (for example, to increase measurement coverage for a larger cool room).</p> <p>Note: For New Zealand, USA and Philippines only.</p> |
| <i>Re Calibration details – Re-calibration Date*</i> | Date of re-calibration of the temperature sensors. |
| <i>Re Calibration details – Re-calibration Time*</i> | Time (24-hour time) of re-calibration of the temperature sensors. |

| Field name | Content | | | | | | |
|---|--|----------------------|--------------------|---------------------|--|------------------------|---|
| <i>Re Calibration details – Re-calibration Result*</i> | Result of the re-calibration of sensors, 'Pass' or 'Fail', as appropriate. | | | | | | |
| <i>Re Calibration details – Authorised Officer*^</i> | The name of the authorised officer who has completed the re-calibration of the sensors. | | | | | | |
| <i>Pre-cooling temperatures (Pallet temperatures)</i> | Pulp temperature of the fruit prior to treatment commencement. | | | | | | |
| <i>Pulp temperature - Sensor 1*</i> | Pulp temperature of the fruit for sensor 1 at the time of placement of sensors in fruit. | | | | | | |
| <i>Pulp temperature - Sensor 2*</i> | Pulp temperature of the fruit for sensor 2 at the time of placement of sensors in fruit. | | | | | | |
| <i>Pulp temperature - Sensor 3*</i> | Pulp temperature of the fruit for sensor 3 at the time of placement of sensors in fruit. | | | | | | |
| <i>Pulp temperature - Sensor 4*</i> | Pulp temperature of the fruit for sensor 4 at the time of placement of sensors in fruit. | | | | | | |
| <i>Seal number *</i> | Unique number of the seal used to seal the treatment room. | | | | | | |
| <i>Product at or below treatment temperature*^</i> Note: Manual record only | 'Yes' or 'No' as appropriate. | | | | | | |
| <i>Treatment start date and time*^</i> <i>(Sealed date and time)</i> | The date and time the treatment chamber/room is sealed in preparation for treatment. | | | | | | |
| <i>Confirm additional probes</i> Note: PEMS record only | Confirm you have verified whether additional probes are required for the cool room. | | | | | | |
| <i>Inspection Authorised Officer name and number*^</i> | <div> <div>Name and unique number of the AO.</div> <table border="1"> <thead> <tr> <th>If completing the...</th><th>Then record the...</th></tr> </thead> <tbody> <tr> <td>calibration results</td><td>name and unique number of the AO supervising the calibration of temperature sensors.</td></tr> <tr> <td>re-calibration results</td><td>name and unique number of the AO supervising the re-calibration of temperature sensors.</td></tr> </tbody> </table> </div> | If completing the... | Then record the... | calibration results | name and unique number of the AO supervising the calibration of temperature sensors. | re-calibration results | name and unique number of the AO supervising the re-calibration of temperature sensors. |
| If completing the... | Then record the... | | | | | | |
| calibration results | name and unique number of the AO supervising the calibration of temperature sensors. | | | | | | |
| re-calibration results | name and unique number of the AO supervising the re-calibration of temperature sensors. | | | | | | |

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.

| Field name | Content | | | | | | |
|--|--|----------------------|--------------------|---------------------|---|------------------------|--|
| <i>Treatment completed successfully*^</i> (Result) Note: Manual record only | Indicate 'YES' or 'NO' as appropriate. | | | | | | |
| <i>Treatment finish date and time*</i> Note: Manual record only | Date and time (24-hour time) the treatment was finished. | | | | | | |
| <i>Loading Details - Container loading</i> | Indicate 'YES' or 'NO' to whether the importing country requires supervision of loading. | | | | | | |
| <i>Loading Details - Container number</i> | If applicable, enter the unique container number. | | | | | | |
| <i>Loading Details – Container approval</i> | Indicate 'YES' or 'NO' to whether the container has been checked and approved for loading. | | | | | | |
| <i>Loading details - Seal number of container</i> | If applicable, enter the unique number of the seal used to seal the container. | | | | | | |
| <i>Loading AO*^</i> | The name of the AO who has supervised the loading of the consignment. | | | | | | |
| <i>OSCT Calibration – Container approval*</i> Note: PEMS record only | Complete the checkboxes to indicate the following has been completed: <ul style="list-style-type: none"> • 'Container has all drain holes and vents covered or meshed (mesh must have gaps <1.6mm)'. • 'Container is clean and secure so that contamination by pests will not occur'. | | | | | | |
| <i>Signature*</i> Note: Manual record only | <p>The signature of the AO.</p> <table border="1"> <thead> <tr> <th>If completing the...</th><th>Then record the...</th></tr> </thead> <tbody> <tr> <td>calibration results</td><td>signature of the AO supervising the calibration of temperature sensors.</td></tr> <tr> <td>re-calibration results</td><td>signature of the AO supervising the re-calibration of temperature sensors.</td></tr> </tbody> </table> | If completing the... | Then record the... | calibration results | signature of the AO supervising the calibration of temperature sensors. | re-calibration results | signature of the AO supervising the re-calibration of temperature sensors. |
| If completing the... | Then record the... | | | | | | |
| calibration results | signature of the AO supervising the calibration of temperature sensors. | | | | | | |
| re-calibration results | signature of the AO supervising the re-calibration of temperature sensors. | | | | | | |
| <i>Date*</i> Note: Manual record only | The date the inspection AO supervising the re-calibration of temperature sensors signed the record. | | | | | | |

Go to: Section 13: [How do I submit a completed inspection record?](#)

Section 7: How do I complete a vapour heat treatment (VHT) sensor calibration record?

The following table outlines the field name and the content that must be entered into a vapour heat treatment (VHT) sensor calibration record.

| Field name | Content |
|---|---|
| <i>NATA certified Mercury in Glass (MiG) thermometer*</i> | <ul style="list-style-type: none"> Select the check box if a NATA certified Mercury in Glass (MiG) thermometer has been used. If checked, record the 'Accredited date'. |
| <i>Establishment number*</i> | Number of the establishment where the goods are being treated. |
| <i>Establishment name*^</i> | Name of the establishment where the goods are being treated. |
| <i>Calibration details - Calibration date*</i> Note: PEMS record only | Date the sensors were calibrated. |
| <i>Calibration details - Calibration time*</i> Note: PEMS record only | Time (24-hour time) the sensors were calibrated. |
| <i>Calibration details - Calibration AO*^</i> Note: PEMS record only | The name of the AO completing the calibration. |
| <i>Readings – Sensor number*</i> Note: PEMS record only | All sensor numbers for calibration. |
| <i>Readings - First calibration all probes met requirements*</i> | <ul style="list-style-type: none"> For PEMS records, record the sensor numbers that passed or failed. Note: Responses of 'Yes' or 'No' will be auto populated on the PEMS record. For manual records, indicate 'Yes' or 'No' to whether all probes met the requirements. |
| <i>Readings - Second calibration all probes met requirements*</i> | <ul style="list-style-type: none"> For PEMS records, record the sensor numbers that passed or failed. Note: Responses of 'Yes' or 'No' will be auto populated on the PEMS record. For manual records, indicate 'Yes' or 'No' to whether all probes met the requirements. |

| Field name | Content |
|--|---|
| <i>Readings - Third calibration all probes met requirements*</i> | <ul style="list-style-type: none"> For PEMS records, record the sensor numbers that passed or failed. Note: Responses of 'Yes' or 'No' will be auto populated on the PEMS record. For manual records, indicate 'Yes' or 'No' to whether all probes met the requirements. |
| <i>Probe/s that do not meet the requirements are listed below and cannot be used for VHT treatment*^</i> | All probe numbers that have not met the requirements and cannot be used for VHT or 'N/A'. |
| <i>Comments/corrective action*</i> Note: Manual record only | Any comments or corrective actions or 'N/A'. |
| <i>Authorised Officer name and number*^</i> | Name and unique number of the AO. |
| <i>Signature*</i> Note: Manual record only | The signature of the AO. |
| <i>Calibrated Date *^</i> | Date of temperature sensor calibration. |

Go to: Section 13: [How do I submit a completed inspection record?](#)

Section 8: How do I complete a manual vapour heat treatment record or PEMS Supervision of VHT record?

The following table outlines the field name and the content that must be entered into a manual VHT record or PEMS Supervision of VHT record.

| Field name | Content |
|---|---|
| <i>Treatment details - RFP/batch number*</i> | Unique RFP or batch identification number. |
| <i>Treatment schedule*</i> | <ul style="list-style-type: none"> • Temperature • Treatment duration in minutes • Relative humidity (%) of the selected treatment |
| <i>Treatment details - Establishment number*</i> | Unique number of the establishment where the goods are being treated. |
| <i>Treatment details - Establishment name*^</i> | Name of the establishment where the goods are being treated. |
| <i>Treatment details - Country</i> | Country the goods are being exported to. <ul style="list-style-type: none"> • For manual records, record 'Generic' if the destination country is not known. • For PEMS records, leave the field blank if the country is not known. |
| <i>Sensor number*</i> Note: PEMS record only | Unique number of the sensor. |
| <i>Verification of sensor calibration*</i> | <ul style="list-style-type: none"> • Indicate whether the monthly calibration has been completed within 31 days—select 'YES' or 'NO' as appropriate. • If 'YES' is selected, record the <i>Date of sensor calibration</i> (manual record only). |
| <i>Exporter*</i> | Name of the exporter or 'N/A'. |
| <i>Treatment details - Farm block no. *</i> Note: PEMS record only | The unique number for the accredited farm block the commodity was sourced from. |
| <i>Treatment details - Packhouse no. *</i> Note: PEMS record only | The unique number for the accredited packhouse the commodity was packaged in. |
| <i>Loading Details - Seal No. for the exit of the chamber/Seal number of treatment room exit*</i> | Unique number of the seal on the treatment room exit. |

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.

| Field name | Content |
|--|---|
| <i>Loading Details - Date on the exit chamber seal*</i> Note: PEMS record only | Date on the seal on the treatment room exit. |
| <i>Loading Details - Time on the exit chamber seal *</i> Note: PEMS record only | Time on the seal on the treatment room exit. |
| <i>Loading Details - Seal No. for the entrance of the chamber/Seal number of treatment room entry*</i> | Unique number of the seal on the treatment room entry. |
| <i>Loading Details - Date on the entrance chamber seal*</i> Note: PEMS record only | Date on the seal on the treatment room entrance. |
| <i>Loading Details - Time on the entrance chamber seal*</i> Note: PEMS record only | Time on the seal on the treatment room entrance. |
| <i>Time entry door sealed*</i> Note: Manual record only | Date and time (24-hour time) the door is sealed. |
| <i>Loading Details – Sensor placement</i> Note: PEMS record only | Confirm whether the sensors are placed as per the placement plan. |
| <i>Number of bins*</i> Note: PEMS record only | Number of bins being treated. |
| <i>Loading details – Treatment start date</i> | The date the treatment started. |
| <i>Loading details – Treatment start time</i> | The time the treatment started. |

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.

| Field name | Content |
|--|--|
| <i>Outcome details*</i> Note: PEMS record only | Select the checkboxes for the following statements, as appropriate: <ul style="list-style-type: none"> • 'Temperature of all sensors have reached and maintained the prescribed treatment temperature for the nominated treatment schedule'. • 'Humidity level has been reached and maintained at nominated scheduled for prescribed temperature before treatment commenced'. • 'Has the treatment process lasted for at least two hours'. • 'Exit seal number matches to the Loading details'. • 'Entrance seal number matches the Loading details'. |
| <i>Outcome details – Treatment temp reading</i> Note: PEMS record only | The minimum temperature reading reached and maintained by all sensors during the critical kill time. |
| <i>Outcome details – Treatment duration</i> Note: PEMS record only | The recorded duration of the critical kill time. |
| <i>Outcome details – Relative humidity</i> Note: PEMS record only | The minimum relative humidity reading reached and maintained during the hold time and critical kill time. |
| <i>Outcome details – Outcome*</i> Note: PEMS record only | 'Pass' or 'Fail', as appropriate. |
| <i>Outcome details – Treatment End/Finish Date</i> | The date the cooldown finished. |
| <i>Outcome details – Treatment End/Finish Time</i> | The time the cooldown finished. |

| Field name | Content | | | | | | |
|---|---|-------|---------|-----|--|----|--|
| <i>Treatment completed successfully*</i> Note: Manual record only | Record if the treatment was completed successfully—select 'YES' or 'NO' as appropriate. <table border="1"> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>Yes</td><td> record the: <ul style="list-style-type: none"> <i>Treatment start date and time</i> (24-hour time) <i>Treatment finish date and time</i> (24-hour time). </td></tr> <tr> <td>No</td><td>Complete the 'Reason for treatment failure' table.</td></tr> </table> | If... | Then... | Yes | record the: <ul style="list-style-type: none"> <i>Treatment start date and time</i> (24-hour time) <i>Treatment finish date and time</i> (24-hour time). | No | Complete the 'Reason for treatment failure' table. |
| If... | Then... | | | | | | |
| Yes | record the: <ul style="list-style-type: none"> <i>Treatment start date and time</i> (24-hour time) <i>Treatment finish date and time</i> (24-hour time). | | | | | | |
| No | Complete the 'Reason for treatment failure' table. | | | | | | |
| <i>Reason for treatment failure</i> Note: Manual record only | Tick the relevant reason for failure from the options of: <ul style="list-style-type: none"> 'Temperature of at least one sensor did not meet the prescribed temperature for the nominated schedule'. 'Humidity level was not reached'. 'Whole treatment process lasted less than two hours'. 'Other – provide comments'. | | | | | | |
| <i>Comments</i> | Any relevant comments or details regarding the supervision of the treatment. | | | | | | |
| <i>Authorised Officer name and number*^</i> | Name and unique number of the AO. | | | | | | |
| <i>Signature*</i> Note: Manual record only | The signature of the AO. | | | | | | |
| <i>Date *</i> Note: Manual record only | The date the AO supervising the start of the treatment signed the record. | | | | | | |

Go to: Section 13: [How do I submit a completed inspection record?](#)

Section 9: How do I complete a Bulk vessel loading running record?

- A bulk vessel loading running record is not required for wharf log re-inspections.
- A bulk vessel loading running record is used to record
 - loading periods
 - stoppages
 - hatch numbers
 - other remarks throughout inspections during bulk vessel loading.

The following table outlines the field name and the content that must be entered into a manual bulk vessel loading running record.

| Field name | Content |
|---------------------|---|
| <i>Vessel Name*</i> | Name of the vessel goods are being loaded into. |

| Field name | Content |
|------------------------------|--|
| <i>RFP Number*</i> | Unique number assigned to the RFP. |
| <i>Commodity*</i> | Name of the commodity presented for inspection. |
| <i>IMO Number*</i> | International Maritime Organisation (IMO) Number (Lloyd's Number) of the vessel. |
| <i>Establishment Number*</i> | Establishment's registration number. |
| <i>Inspection Date*</i> | Date of the inspection. |
| <i>Start Time*</i> | Time inspection activity commenced. Note: This can be expressed as either am/pm or 24-hour time. |
| <i>Stop Time*</i> | Time inspection activity was either paused or completed. Note: This can be expressed as either am/pm or 24-hour time. |
| <i>Source*</i> | <ul style="list-style-type: none"> Unique number of the silo/bunker from where the product is being loaded onto the vessel on that inspection line. Record 'N/A' if the source is unknown or the whole consignment comes from the same source. |
| <i>Hatch Number*</i> | Unique hatch or hold number on the vessel the product is being loaded into. |
| <i>Shipping System</i> | Belt or elevator number where applicable. |
| <i>Delays (HH:MM)*</i> | Time elapsed between loading either due to rest breaks taken by the AO or due to other reasons such as rain, machinery breakdown and the like. |
| <i>Remarks</i> | <ul style="list-style-type: none"> Include general comments, if required. For example, cell change, hatch change, pest, weed seed/contaminant identifications, as per the relevant Export work instruction. Record the number and type of pests/contaminants found. Where pests, weed seeds or contaminants are detected record <ul style="list-style-type: none"> 'UT' when the pests, weed seeds or contaminants are under tolerance 'OT' when the pests, weed seeds or contaminants are over tolerance. |
| <i>AO Number*</i> | Unique number assigned to the AO. |
| <i>Total Delays</i> | Sum of all the delays on the record. |

Go to: Section 10: [How do I complete a bulk into ship hold inspection record?](#)

Section 10: How do I complete a bulk into ship hold inspection record?

- A bulk into ship hold inspection record must be completed by the supervising AO.
- A bulk into ship hold inspection record must be completed by collating relevant details from the bulk vessel loading running records.

The following table outlines the field name and the content that must be entered into a bulk into ship hold inspection record.

| Field name | Content | | | | | | | | |
|---|---|-------|----------------|---|--|--|--|---|----------------------------------|
| <i>RFP Number*</i> | Unique number assigned to the RFP. | | | | | | | | |
| <i>Inspection reason^</i> Note: PEMS record only | <ul style="list-style-type: none"> • If completing an initial inspection this field will be left blank. • If the inspection is not an initial inspection, this field will display 'Supplementary inspection'. | | | | | | | | |
| <i>Destination Country*^</i> | Country the goods are being exported to. | | | | | | | | |
| <i>Establishment number*^</i> | <div>Establishment's registration number.</div> <table> <tr> <th>If...</th><th>Then record...</th></tr> <tr> <td>the product is being loaded using a mobile loader</td><td> <ul style="list-style-type: none"> • the upcountry registered establishment number and • the registered wharf numbers where the goods are being inspected. </td></tr> <tr> <td> <ul style="list-style-type: none"> • conducting a vessel hold re-inspection of logs at the wharf and • the wharf is a registered establishment </td><td>the establishment's registration number.</td></tr> <tr> <td> <ul style="list-style-type: none"> • conducting a vessel hold re-inspection of logs at the wharf and • the wharf is <u>not</u> a registered establishment </td><td>the establishment number as N/A.</td></tr> </table> | If... | Then record... | the product is being loaded using a mobile loader | <ul style="list-style-type: none"> • the upcountry registered establishment number and • the registered wharf numbers where the goods are being inspected. | <ul style="list-style-type: none"> • conducting a vessel hold re-inspection of logs at the wharf and • the wharf is a registered establishment | the establishment's registration number. | <ul style="list-style-type: none"> • conducting a vessel hold re-inspection of logs at the wharf and • the wharf is <u>not</u> a registered establishment | the establishment number as N/A. |
| If... | Then record... | | | | | | | | |
| the product is being loaded using a mobile loader | <ul style="list-style-type: none"> • the upcountry registered establishment number and • the registered wharf numbers where the goods are being inspected. | | | | | | | | |
| <ul style="list-style-type: none"> • conducting a vessel hold re-inspection of logs at the wharf and • the wharf is a registered establishment | the establishment's registration number. | | | | | | | | |
| <ul style="list-style-type: none"> • conducting a vessel hold re-inspection of logs at the wharf and • the wharf is <u>not</u> a registered establishment | the establishment number as N/A. | | | | | | | | |

| Field name | Content | | | | | | | | |
|---|---|-------|----------------|---|--|--|---|---|--------------------------------|
| <i>Establishment Name</i> *^ | <p>Name of the registered establishment where the goods are being inspected.</p> <table> <tr> <th>If...</th><th>Then record...</th></tr> <tr> <td>the product is being loaded using a mobile loader</td><td> <ul style="list-style-type: none"> the upcountry registered establishment name and the name of the registered wharf where the goods are being inspected. </td></tr> <tr> <td> <ul style="list-style-type: none"> conducting a vessel hold re-inspection of logs at the wharf and the wharf is a registered establishment </td><td>the name of the registered establishment where the goods are being inspected.</td></tr> <tr> <td> <ul style="list-style-type: none"> conducting a vessel hold re-inspection of logs at the wharf and the wharf is <u>not</u> a registered establishment </td><td>the establishment name as N/A.</td></tr> </table> | If... | Then record... | the product is being loaded using a mobile loader | <ul style="list-style-type: none"> the upcountry registered establishment name and the name of the registered wharf where the goods are being inspected. | <ul style="list-style-type: none"> conducting a vessel hold re-inspection of logs at the wharf and the wharf is a registered establishment | the name of the registered establishment where the goods are being inspected. | <ul style="list-style-type: none"> conducting a vessel hold re-inspection of logs at the wharf and the wharf is <u>not</u> a registered establishment | the establishment name as N/A. |
| If... | Then record... | | | | | | | | |
| the product is being loaded using a mobile loader | <ul style="list-style-type: none"> the upcountry registered establishment name and the name of the registered wharf where the goods are being inspected. | | | | | | | | |
| <ul style="list-style-type: none"> conducting a vessel hold re-inspection of logs at the wharf and the wharf is a registered establishment | the name of the registered establishment where the goods are being inspected. | | | | | | | | |
| <ul style="list-style-type: none"> conducting a vessel hold re-inspection of logs at the wharf and the wharf is <u>not</u> a registered establishment | the establishment name as N/A. | | | | | | | | |
| <i>Exporter Name</i> *^ | Name of the exporter. | | | | | | | | |
| <i>Import permit</i> ^ Note: PEMS record only | This field will display as 'Yes' or 'No'. | | | | | | | | |
| <i>Import Permit No</i> *^ | <ul style="list-style-type: none"> The number of the import permit presented. If an import permit has not been supplied, record 'Not supplied'. Note: This information can be extracted from EXDOC into PEMS by using the Refresh from EXDOC action | | | | | | | | |
| <i>Treatment details</i> ^ Note: PEMS record only | This field will display as 'Yes' or 'No'. | | | | | | | | |
| <i>Additional Declaration</i> *^ | <ul style="list-style-type: none"> For PEMS, the additional declaration is extracted from EXDOC into PEMS. For manual records, record the relevant EXDOC endorsement number(s) of any additional declarations, if applicable, or record 'N/A'. | | | | | | | | |
| <i>Associated RFP/s</i> ^ | Any additional RFP numbers | | | | | | | | |

| Field name | Content |
|--|---|
| <i>Mobile Bulk Loader is used[^]</i> Note: PEMS record only | This field will display as 'Yes' or 'No'. |
| <i>Flow Path details – Inspection Result*</i> <i>(Flow path Result)</i> | <ul style="list-style-type: none"> The result of flow path inspection (Pass/Fail/Pass after rectification), including any comments. For mobile bulk loading, record the results of both the upcountry and wharf flow path inspection/s. Where the result is 'Pass after rectification', record the failed result, including the date and time of the failure, in the <i>Comments</i> field. |
| <i>Flow path details – Result time/ Date and Time*</i> <i>(Flow path Date and Time)</i> | <ul style="list-style-type: none"> The date and time the flow path was passed or failed. For mobile bulk loading, record both the upcountry and wharf flow path inspection time/s. |
| <i>Flow path details – Officer*</i> Note: PEMS record only | The details of the AO who has completed the flowpath inspection. |
| <i>Flow path details – Comments</i> Note: PEMS record only | Record any relevant comments about the flow path inspection. Note: If the flow path result is 'Failed', comments become mandatory. |
| <i>AO Name*</i> Note: Manual record only | Name of the AO conducting the inspection as it appears on the instrument of appointment. Important: <ul style="list-style-type: none"> If multiple AOs conduct the inspection (at the same time), then record <ul style="list-style-type: none"> the name of the supervising AO in this field the name and AO number of any other inspection AOs in the <i>Comments</i> field (manual records only). The AO whose name is recorded in this field will need to sign/submit the record after the completion of inspection. |
| <i>AO Number*</i> Note: Manual record only | Unique number assigned to the AO. |
| <i>Port Name</i> | If conducting a vessel hold re-inspection of logs at the wharf and the wharf is not a registered establishment, enter the port name. |
| <i>Original RFP No. (Re-inspection only)[^]</i> | <ul style="list-style-type: none"> The RFP number under which the goods were initially inspected. If the goods are being inspected for the first time, record 'N/A'. |

| Field name | Content |
|---|--|
| <i>IMO Number</i> [^] | International Maritime Organisation (IMO) Number (Lloyd's Number) of the vessel. Note: This field is mandatory for all inspections, except the initial inspection of log stockpiles when vessel details are not known. It must be completed for re-inspections of logs at the wharf. |
| <i>Vessel Name</i> [^] | Name of the vessel goods are being loaded into. |
| <i>Number of holds</i> ^{*^} | Total number of holds on the vessel. Note: PEMS will only allow loading of holds that have been passed as part of the bulk vessel inspection. |
| <i>Inspection Start Date and Time</i> [*] | Date and time inspection activity commenced. Note: This can be expressed as either am/pm or 24-hour time. |
| <i>Inspection End Date and Time</i> [*] | Date and time inspection activity was completed. Note: This can be expressed as either am/pm or 24-hour time. |
| <i>Loading Rate (Tonnes/hour)</i> | The average hourly rate at which goods have been loaded onto the vessel. Note: This can be calculated as total quantity loaded divided by loading time. |
| <i>Rejection Limit</i> | <ul style="list-style-type: none"> For prescribed grain, record the cumulative rejection limit; that is, 20 % of the total ships load. If the goods are not prescribed grain, record 'N/A'. |
| <i>RFP Line No.</i> ^{*^} | The line number of product that is listed on the RFP. |
| <i>Hold Numbers</i> ^{*^} | The hold number the commodity is being loaded into. Note: Hold numbers are not required when logs are sampled and inspected from a log stockpile/stack. |
| <i>Source</i> [*] | <ul style="list-style-type: none"> The source of the product presented, such as Silo Number, Bin Number, Stack Number, Lot Number (for traceability). Record 'N/A' if the source is unknown or the whole consignment comes from the same source. Important: Commercial descriptions, such as an invoice number, are not acceptable. |
| <i>Commodity</i> ^{*^} | Name of the commodity. |
| <i>RFP Net Met Weight</i> [^] Note: PEMS record only | The net metric weight is extracted from EXDOC into PEMS. |
| <i>Amount Passed</i> [*] | Quantity of goods that passed the inspection. Note: This figure can be more than the quantity shown on the RFP to allow for cases where exact quantity or weights are not known until after inspection and loading. |

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.

| Field name | Content |
|--|---|
| <i>Action Figure</i> Note: PEMS record only | Quantity of goods loaded into the vessel from the rejected source. |
| <i>Amount Failed*</i> Note: Manual record only | Quantity of goods that failed the inspection. |
| <i>Rejection type*</i> | Reasons for the failure. |
| <i>Remarks</i> | <ul style="list-style-type: none"> Record the number and type of pests/contaminants found. Include general comments, if required. For example, live pest identifications and contaminants, weed seeds. If a source was rejected, record the weight of goods remaining in the source at the time of rejection (Rejection Figure – RF) in the comments. |
| <i>Tolerance level</i> Note: PEMS record only | Indicate whether the live pest, contaminants or weed seeds are 'over tolerance' (OT) or 'under tolerance' (UT). |
| <i>Comments</i> | <ul style="list-style-type: none"> Any comments and supporting evidence related to the inspection. For example, treatment certificates sighted. Details of any pending treatments or supporting documents required by Micor and permitted to be provided after inspection. Details of any associated RFPs of the same commodity being inspected at the same establishment and loaded into the same vessel. Indicate whether the inspection is a reinspection. |
| <i>Total Passed*</i> | Total quantity of goods that has been passed and loaded into the vessel. |
| <i>Total action figure*</i> (Total Failed) | Total quantity of goods loaded into the vessel from the rejected source(s). |
| <i>Unit**^</i> | The unit of measurement of the passed or failed goods. For example, grams (gm), kilograms (kg), Tonnes (T). |
| <i>Authorised Officer Signature and Date*</i> Note: Manual record only | The signature of the AO and the date. |
| <i>Submitted AO Name**^</i> Note: PEMS record only | Name of the AO who is submitting the record. |
| <i>Submitted AO Number**^</i> Note: PEMS record only | Unique number assigned to the AO submitting the record. |

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.

Go to: Section 13: [How do I submit a completed inspection record?](#)

Section 11: How do I complete a bulk vessel inspection record?

The following table outlines the field name and the content that must be entered into a bulk vessel inspection record.

| Field name | Content |
|--|---|
| <i>Inspection AO(s) Name and Number</i> Note: PEMS record only | Names of the AOs conducting the inspection as they appear on the instrument of appointment and unique numbers assigned to the AOs. |
| <i>AO 1 Name*</i> Note: Manual record only | Name of the AO conducting the inspection as it appears on the instrument of appointment. Important: <ul style="list-style-type: none"> If multiple AOs conduct the inspection, then record <ul style="list-style-type: none"> the name of the supervising AO in this field the name and AO number of any other inspection AOs in the <i>Comments</i> field (manual records only). The AO whose name is recorded here must sign/submit the record after completion of the inspection. |
| <i>AO 1 Number*</i> Note: Manual record only | Unique number assigned to the AO. |
| <i>AO 2 Name*</i> Note: Manual record only | Name of the inspection AO who remains outside the vessel hold and performs inspection tasks from above and supervises AO 1 in the hold. Note: If more than two AOs conduct the inspection record, then record the names and AO numbers of all additional AOs in the <i>Comments</i> field. |
| <i>AO 2 Number*</i> Note: Manual record only | Unique number assigned to the AO. |
| <i>IMO Number*</i> | International Maritime Organisation (IMO) Number (Lloyd's Number) of the vessel. |
| <i>Vessel Name*</i> | Name of the vessel being inspected. |
| <i>Inspection Port*</i> | <ul style="list-style-type: none"> Port where the vessel is inspected at berth or Protected anchorage location where the vessel is inspected at mooring. |
| <i>No. of Holds*</i> | Total number of holds on the vessel. Note: This number may differ from the number of holds being inspected. |

| Field name | Content |
|---|--|
| <i>Inspection reason[^]</i> Note: PEMS record only | <ul style="list-style-type: none"> • If completing an initial inspection this field will be left blank. • If the inspection is not an initial inspection, this field will display 'Supplementary inspection'. |
| <i>Marine Surveyor certificate sighted (Yes/No)*</i> | <p>If a copy of the 'Certificate of Fitness To Load' issued by a valid Marine Surveyor has been sighted, then record 'Yes'. Otherwise, record 'No'.</p> <p>Important: The Certificate of Fitness to Load must be sighted for the issuance of vessel approval for prescribed goods for consumption.</p> |
| <i>Marine Surveyor Name*</i> | Name of the marine surveyor, as per the Marine Surveyor's certificate. |
| <i>Supplementary Inspection</i> Note: Manual record only | <ul style="list-style-type: none"> • If the inspection is a supplementary inspection, record 'Yes'. For example, as a result of ballast being added or removed after the original inspection. • If the inspection is an initial inspection, record 'No'. |
| <i>Inspection Level*</i> | 'Consumable' or 'non-consumable'. |
| <i>Inspection Start Date and Time*</i> | <p>Date and time the inspection commenced.</p> <p>Important: A separate record must be completed for each inspection date.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Commencement time of inspection includes arrival and sign in on vessel. • This can be expressed as either am/pm or 24-hour time. |
| <i>Inspection End Date and Time*</i> | <p>Date and time the inspection was completed.</p> <p>Note: This can be expressed as either am/pm or 24-hour time.</p> |
| <i>Hold #*</i> | For each hold (1–9) proposed to be loaded, record at least one result from the key against each inspection site. |
| <i>Total infestation</i> | <ul style="list-style-type: none"> • For each hold (1–9) proposed to be loaded, record if the infestation, residue or contamination was 'heavy' or 'light'. • Where no infestation, residues or contaminants were recorded, record 'nil'. |
| <i>Total No. of Insects</i> | <p>For each hold (1–9) proposed to be loaded, record the number of insects found.</p> <p>Important: If the number of insects exceeds 50, record the number as '50+'.</p> |
| <i>Result*</i> | Specify 'Pass/Fail/Passed for Cross Contamination (PCC)' or 'N/A' against each hold (1–9) proposed to be loaded. |
| <i>Additional areas</i> | Record any additional areas inspected in the rows provided. |

| Field name | Content | | | | | | |
|--|--|------------------------------|----------------|----------------|---|------------|--|
| <i>Result*</i> | Record a result against each of the <i>Additional Areas</i> . <table border="1"> <thead> <tr> <th>If goods to be loaded are...</th><th>Then record...</th></tr> </thead> <tbody> <tr> <td>non-consumable</td><td>'Pass/Fail/Passed for Cross Contamination (PCC)' or 'N/A'</td></tr> <tr> <td>consumable</td><td>'Fail/Passed for Cross Contamination (PCC)' or 'N/A'</td></tr> </tbody> </table> | If goods to be loaded are... | Then record... | non-consumable | 'Pass/Fail/Passed for Cross Contamination (PCC)' or 'N/A' | consumable | 'Fail/Passed for Cross Contamination (PCC)' or 'N/A' |
| If goods to be loaded are... | Then record... | | | | | | |
| non-consumable | 'Pass/Fail/Passed for Cross Contamination (PCC)' or 'N/A' | | | | | | |
| consumable | 'Fail/Passed for Cross Contamination (PCC)' or 'N/A' | | | | | | |
| <i>Result Comments</i> Note: PEMS record only | Add result comments if applicable. | | | | | | |
| <i>Approved for loading*</i> | Record 'Yes' for those holds and additional areas that are approved to be loaded; or 'No' for those holds and additional areas that are not approved for loading. Important: When non-consumable goods are to be loaded onto a vessel; for example, logs, the vessel approval can only be issued when the additional area/s onto which the goods will be loaded are passed and ' <i>Approved for loading</i> ' is recorded as 'Yes'. | | | | | | |
| <i>Remarks</i> | The details of any non-compliance and the treatment actions. Important: The remarks section becomes mandatory if 'Fail' is selected for an inspection site. | | | | | | |
| <i>Comments</i> | Any comments and supporting evidence related to the inspection. For example, any certificates sighted. | | | | | | |
| <i>Vessel Approval Issued (Yes/No)*</i> | Select the 'Yes' box provided if at least one hold is passed to load and there is no risk of cross-infestation or cross-contamination from other holds or additional areas. | | | | | | |
| <i>Vessel Approval Date and Time*</i> | Date and time vessel approval was issued. Note: This is the time that the inspection was finished, and the responsible vessel officer was informed in writing. | | | | | | |
| <i>Submitted AO Name*^</i> Note: PEMS record only | The name of the AO submitting the inspection record. | | | | | | |
| <i>Submitted AO Number*^</i> Note: PEMS record only | Unique number assigned to the AO submitting the record. | | | | | | |
| <i>Authorised Officer Signature and Date*</i> Note: Manual record only | The signature of the AO and the date. | | | | | | |

Go to Section 13: [How do I submit a completed inspection record?](#)

Section 12: How do I complete an Empty container inspection record?

- An empty container inspection record may be used to record the results of multiple empty container inspections.
- An empty container inspection record must only be used
 - by a single inspection AO
 - for recording the results of inspections conducted in a single day.

The following table outlines the field name and the content that must be entered into an empty container inspection record.

| Field name | Content |
|--|---|
| <i>AO Name*</i> | Name of the AO conducting the inspection as it appears on the instrument of appointment. |
| <i>AO Number*</i> Note: Manual record only | Unique number assigned to the AO conducting the inspection. |
| <i>Container Yard ID*</i> Note: PEMS record only | Number of the establishment or container yard where the container is being inspected. |
| <i>Place of Inspection*</i> | Name of the establishment or container yard where the container is being inspected. |
| <i>Inspection Start Date and Time*</i> | Date and time inspection activity commenced. Note: This can be expressed as either am/pm or 24-hour time. |
| <i>Inspection End Date and Time*</i> | Date and time inspection activity was completed. Note: This can be expressed as either am/pm or 24-hour time. |
| <i>Container Number*</i> | Unique container number. |
| <i>Inspection Level*</i> | Purpose the container was inspected for – Consumable I or Non-Consumable (NC). |
| <i>Seal Number</i> | <ul style="list-style-type: none"> • Unique number on the seal. • Record 'N/A' if not known. |
| <i>Expiry Date</i> Note: PEMS record only | PEMS will allocate an expiry date to containers that have passed. The expiry date is automatically calculated as 90 days from the first date of the first-time entry. |
| <i>RFP Number</i> | <ul style="list-style-type: none"> • Unique number assigned to the RFP. • Record 'N/A' if not known. |
| <i>Result (Pass/Fail/Cancel)*</i> | Specify 'Pass', 'Fail' or 'Cancel'. |

| Field name | Content | | | | | | | | | | | | | | |
|--|---|-------|----------------|-------------|------|--------------|------|--------------------|------|-------------------|------|-------------------------|------|-------|-----|
| <i>Remarks</i> | <ul style="list-style-type: none"> • Include general comments, if required. • Indicate if one of the following is found. <table border="1"> <thead> <tr> <th>If...</th><th>Then record...</th></tr> </thead> <tbody> <tr> <td>live Insect</td><td>'LI'</td></tr> <tr> <td>live rodents</td><td>'LR'</td></tr> <tr> <td>infestible residue</td><td>'IR'</td></tr> <tr> <td>structural damage</td><td>'SD'</td></tr> <tr> <td>non-infestible material</td><td>'NI'</td></tr> <tr> <td>water</td><td>'W'</td></tr> </tbody> </table> | If... | Then record... | live Insect | 'LI' | live rodents | 'LR' | infestible residue | 'IR' | structural damage | 'SD' | non-infestible material | 'NI' | water | 'W' |
| If... | Then record... | | | | | | | | | | | | | | |
| live Insect | 'LI' | | | | | | | | | | | | | | |
| live rodents | 'LR' | | | | | | | | | | | | | | |
| infestible residue | 'IR' | | | | | | | | | | | | | | |
| structural damage | 'SD' | | | | | | | | | | | | | | |
| non-infestible material | 'NI' | | | | | | | | | | | | | | |
| water | 'W' | | | | | | | | | | | | | | |
| <i>Comments</i> | Any comments and supporting evidence related to the inspection. For example, any certificates sighted. | | | | | | | | | | | | | | |
| <i>Submitted AO Name*^</i> Note: PEMS record only | Name of the AO who is submitting the record. | | | | | | | | | | | | | | |
| <i>Submitted AO Number*^</i> Note: PEMS record only | Unique number assigned to the AO who is submitting the record. | | | | | | | | | | | | | | |
| <i>Authorised Officer Signature and Date*</i> Note: Manual record only | The signature of the AO and the date. | | | | | | | | | | | | | | |

Go to: Section 13: [How do I submit a completed inspection record?](#)

Section 13: How do I submit a completed inspection or treatment record?

Where inspections have been recorded in PEMS, follow the instructions for submitting your record in the Exports Reference: [Plant Exports Management System Authorised Officer User Guide](#).

Important: There is no requirement to email copies of the PEMS record to the Assessment Services Exports.

The following table outlines how to submit a manual inspection or treatment supervision record.

| Step | Action | | | | | | | | |
|---|---|---------------------|---------|---|---|-------------------------------|---|------------------------------------|---|
| 1. | <p>Take a copy (or copies) of the original, signed inspection record and provide it to the appropriate person(s).</p> <table> <tr> <th>If the record is...</th><th>Then...</th></tr> <tr> <td> one of the following: <ul style="list-style-type: none"> grain and plant product inspection record or horticulture inspection record or bulk into ship hold inspection record or empty container inspection record or certificate of loading and calibration record for an in-transit cold treatment or onshore cold treatment record or vapour heat treatment sensor calibration record or vapour heat treatment record </td><td> <ul style="list-style-type: none"> provide a copy of the record to the exporter or agent go to Step 2. </td></tr> <tr> <td>Bulk vessel inspection record</td><td> <ul style="list-style-type: none"> provide a copy of the record to the ship owner or agent go to Step 2. </td></tr> <tr> <td>Bulk vessel loading running record</td><td> <ul style="list-style-type: none"> provide a copy of the record to the supervising AO no further action. </td></tr> </table> | If the record is... | Then... | one of the following: <ul style="list-style-type: none"> grain and plant product inspection record or horticulture inspection record or bulk into ship hold inspection record or empty container inspection record or certificate of loading and calibration record for an in-transit cold treatment or onshore cold treatment record or vapour heat treatment sensor calibration record or vapour heat treatment record | <ul style="list-style-type: none"> provide a copy of the record to the exporter or agent go to Step 2. | Bulk vessel inspection record | <ul style="list-style-type: none"> provide a copy of the record to the ship owner or agent go to Step 2. | Bulk vessel loading running record | <ul style="list-style-type: none"> provide a copy of the record to the supervising AO no further action. |
| If the record is... | Then... | | | | | | | | |
| one of the following: <ul style="list-style-type: none"> grain and plant product inspection record or horticulture inspection record or bulk into ship hold inspection record or empty container inspection record or certificate of loading and calibration record for an in-transit cold treatment or onshore cold treatment record or vapour heat treatment sensor calibration record or vapour heat treatment record | <ul style="list-style-type: none"> provide a copy of the record to the exporter or agent go to Step 2. | | | | | | | | |
| Bulk vessel inspection record | <ul style="list-style-type: none"> provide a copy of the record to the ship owner or agent go to Step 2. | | | | | | | | |
| Bulk vessel loading running record | <ul style="list-style-type: none"> provide a copy of the record to the supervising AO no further action. | | | | | | | | |

| Step | Action | | | | | | | | | | | | | | |
|---|--|-----------------------|---|---|--|---------------------------------------|---|-------------------------------|---|-----------------------------------|--|--|---|-------------------------------|---|
| 2. | <p>Email a copy of the original, signed inspection record to the Assessment Services Exports.</p> <table> <tr> <th>If the record is a...</th><th>Then the subject line of the email must be...</th></tr> <tr> <td> <ul style="list-style-type: none"> grain and plant product inspection record or horticulture inspection record </td><td> <p>AO Inspection: AO Name – AO Number – RFP number – Exporter – Date of Departure.</p> <p>For example: 'AO Inspection: John Smith – AO 1234 – RFP 1234567 – Top Exports – DoD 11.05.17'.</p> </td></tr> <tr> <td>bulk into ship hold inspection record</td><td> <p>AO Inspection: AO Name – AO Number – RFP number – Exporter – Date of Departure</p> <p>Important: If multiple RFP numbers are listed, a minimum of one RFP number must be listed in the subject of the email and the remaining RFP numbers listed in the email body.</p> <p>For example: 'AO Inspection: John Smith – AO 1234 – RFP 1234567 – Top Exports – DoD 11.05.17'.</p> </td></tr> <tr> <td>bulk vessel inspection record</td><td> <p>AO Inspection: AO Name – AO Number – IMO Number</p> <p>Example: 'AO Inspection: John Smith – AO 1234 – IMO 1234567'.</p> </td></tr> <tr> <td>empty container inspection record</td><td> <p>AO Inspection: AO Name – AO Number – Container number/RFP number</p> <p>Important:</p> <ul style="list-style-type: none"> If the RFP number(s) is known at the time of inspection, use this instead of the container number. If the RFP number(s) is not known and there are multiple containers listed on the record, list one container in the subject line and the remaining container numbers in the email body. <p>For example: 'AO Inspection: John Smith – AO 1234 – Container ABCD1234567/RFP1234567'.</p> </td></tr> <tr> <td>certificate of loading and calibration record for an in-transit cold treatment</td><td> <p>AO Treatment: AO Name – AO Number – RFP number – Exporter - Date of departure – ITCT record</p> <p>For example: 'AO Treatment: John Smith – AO 1234 – RFP 1234567 – Top Exports – DoD 11.05.17 – ITCT record'.</p> </td></tr> <tr> <td>onshore cold treatment record</td><td> <p>AO Treatment: AO Name – AO Number – RFP number – Exporter – Date of departure – OSCT record</p> <p>For example: 'AO Treatment: John Smith – AO 1234 – RFP 1234567 – Top Exports – DoD 11.05.17 – OSCT record'.</p> </td></tr> </table> | If the record is a... | Then the subject line of the email must be... | <ul style="list-style-type: none"> grain and plant product inspection record or horticulture inspection record | <p>AO Inspection: AO Name – AO Number – RFP number – Exporter – Date of Departure.</p> <p>For example: 'AO Inspection: John Smith – AO 1234 – RFP 1234567 – Top Exports – DoD 11.05.17'.</p> | bulk into ship hold inspection record | <p>AO Inspection: AO Name – AO Number – RFP number – Exporter – Date of Departure</p> <p>Important: If multiple RFP numbers are listed, a minimum of one RFP number must be listed in the subject of the email and the remaining RFP numbers listed in the email body.</p> <p>For example: 'AO Inspection: John Smith – AO 1234 – RFP 1234567 – Top Exports – DoD 11.05.17'.</p> | bulk vessel inspection record | <p>AO Inspection: AO Name – AO Number – IMO Number</p> <p>Example: 'AO Inspection: John Smith – AO 1234 – IMO 1234567'.</p> | empty container inspection record | <p>AO Inspection: AO Name – AO Number – Container number/RFP number</p> <p>Important:</p> <ul style="list-style-type: none"> If the RFP number(s) is known at the time of inspection, use this instead of the container number. If the RFP number(s) is not known and there are multiple containers listed on the record, list one container in the subject line and the remaining container numbers in the email body. <p>For example: 'AO Inspection: John Smith – AO 1234 – Container ABCD1234567/RFP1234567'.</p> | certificate of loading and calibration record for an in-transit cold treatment | <p>AO Treatment: AO Name – AO Number – RFP number – Exporter - Date of departure – ITCT record</p> <p>For example: 'AO Treatment: John Smith – AO 1234 – RFP 1234567 – Top Exports – DoD 11.05.17 – ITCT record'.</p> | onshore cold treatment record | <p>AO Treatment: AO Name – AO Number – RFP number – Exporter – Date of departure – OSCT record</p> <p>For example: 'AO Treatment: John Smith – AO 1234 – RFP 1234567 – Top Exports – DoD 11.05.17 – OSCT record'.</p> |
| If the record is a... | Then the subject line of the email must be... | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> grain and plant product inspection record or horticulture inspection record | <p>AO Inspection: AO Name – AO Number – RFP number – Exporter – Date of Departure.</p> <p>For example: 'AO Inspection: John Smith – AO 1234 – RFP 1234567 – Top Exports – DoD 11.05.17'.</p> | | | | | | | | | | | | | | |
| bulk into ship hold inspection record | <p>AO Inspection: AO Name – AO Number – RFP number – Exporter – Date of Departure</p> <p>Important: If multiple RFP numbers are listed, a minimum of one RFP number must be listed in the subject of the email and the remaining RFP numbers listed in the email body.</p> <p>For example: 'AO Inspection: John Smith – AO 1234 – RFP 1234567 – Top Exports – DoD 11.05.17'.</p> | | | | | | | | | | | | | | |
| bulk vessel inspection record | <p>AO Inspection: AO Name – AO Number – IMO Number</p> <p>Example: 'AO Inspection: John Smith – AO 1234 – IMO 1234567'.</p> | | | | | | | | | | | | | | |
| empty container inspection record | <p>AO Inspection: AO Name – AO Number – Container number/RFP number</p> <p>Important:</p> <ul style="list-style-type: none"> If the RFP number(s) is known at the time of inspection, use this instead of the container number. If the RFP number(s) is not known and there are multiple containers listed on the record, list one container in the subject line and the remaining container numbers in the email body. <p>For example: 'AO Inspection: John Smith – AO 1234 – Container ABCD1234567/RFP1234567'.</p> | | | | | | | | | | | | | | |
| certificate of loading and calibration record for an in-transit cold treatment | <p>AO Treatment: AO Name – AO Number – RFP number – Exporter - Date of departure – ITCT record</p> <p>For example: 'AO Treatment: John Smith – AO 1234 – RFP 1234567 – Top Exports – DoD 11.05.17 – ITCT record'.</p> | | | | | | | | | | | | | | |
| onshore cold treatment record | <p>AO Treatment: AO Name – AO Number – RFP number – Exporter – Date of departure – OSCT record</p> <p>For example: 'AO Treatment: John Smith – AO 1234 – RFP 1234567 – Top Exports – DoD 11.05.17 – OSCT record'.</p> | | | | | | | | | | | | | | |

| Step | Action | |
|------|---|--|
| | vapour heat treatment sensor calibration record | AO Treatment: AO Name – AO Number – RFP number – Exporter – Date of departure – VHT sensor calibration record For example: 'AO Treatment: John Smith – AO 1234 – RFP 1234567 – Top Exports – DoD 11.05.17 – VHT sensor calibration record'. |
| | vapour heat treatment record | AO Treatment: AO Name – AO Number – RFP number – Exporter – Date of departure – VHT record For example: 'AO Treatment: John Smith – AO 1234 – RFP 1234567 – Top Exports – DoD 11.05.17 – VHT record'. |

Record keeping

- AOs must retain original manual inspection records for at least 2 years.
- AOs do not need to print and retain PEMS records or keep copies of supporting documents uploaded into PEMS.

Contact information

- Authorised Officer Program: PlantExportTraining@aff.gov.au
- Horticulture Exports Program: HorticultureExports@aff.gov.au
- Grain and Seed Exports Program: Grain.Export@aff.gov.au
- Assessment Services Exports: plantexportsNDH@aff.gov.au
- Plant Export Authorised Officer Hotline: 1800 851 305

Related material

The following related material is available on the department's website:

- [Micor](#)
- [Micor Plants Documents section](#) (protocols and work plans)
- [Plant Export Operations Manual](#)
 - Exports Work Instruction: *Inspecting prescribed grain and plant products*
 - Exports Work Instruction: *Inspecting bagged chaff and hay for export*
 - Exports Work Instruction: *Inspecting loose hay or straw for export in-line*
 - Exports Work Instruction: *Inspecting hay and straw bales for export in-line and end-point*
 - Exports Work Instruction: *Inspecting cotton for export*
 - Exports Work Instruction: *Inspecting forest products for export*
 - Exports Work Instruction: *Inspecting horticulture for export using end-point sampling*
 - Exports Work Instruction: *Inspecting horticulture for export using in-line sampling*
 - Exports Work Instruction: *Inspecting empty bulk vessels for export*
 - Exports Work Instruction: *Inspecting empty containers for export*
 - Exports Reference: *Plant Export Management System Authorised Officer User Guide*
 - Exports Reference: *Grain and Plant Product inspection Record*
 - Exports Reference: *Horticulture inspection record*
 - Exports Reference: *Bulk into ship hold inspection record*

- Exports Reference: *Bulk vessel inspection record*
- Exports Reference: *Empty container inspection record*
- Exports Reference: *Onshore cold treatment record*
- Exports Reference: *Certificate of loading and calibration record for an in-transit cold treatment*
- Exports Reference: *Vapour heat treatment sensor calibration record*
- Exports Reference: *Vapour heat treatment record*
- Exports Reference: *Table of plant export protocol markets*

Document information

The following table contains administrative metadata.

| | |
|---|---|
| Instructional Material Library document ID | IMLS-9-4095 |
| Instructional material owner | Director, Authorised Officer Program |
| Risk rating | Medium |
| Review period | Due for review within 3 years of the most recent approved date. |

Version history

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

| Version | Date published | Date last approved | Review type | Summary of review |
|---------|----------------|--------------------|---------------|--|
| 1.0 | 07/06/2018 | 07/06/2018 | New Document | First publication of this work |
| 2.0 | 24/09/2018 | 24/09/2018 | Major Changes | <ul style="list-style-type: none"> Added certificate of loading and calibration record for an in transit cold treatment and onshore cold treatment record. Title changed from <i>Completing plant export compliance, approval and running records</i>. |
| 3.0 | 24/04/2020 | 24/04/2020 | Major Changes | <ul style="list-style-type: none"> Amendments to the existing records. Addition of new records for documenting QSR and MBL inspections in PEMS. Addition of policy regarding completing records in PEMS. |
| 4.0 | 03/06/2020 | 03/06/2020 | Major Changes | <ul style="list-style-type: none"> Removal of mandatory field makers (*) for Vessel Name and IMO Number in Section 7: How do I complete a manual PE102 Export |

| Version | Date published | Date last approved | Review type | Summary of review |
|---------|----------------|--------------------|---------------|--|
| | | | | <p>Compliance Record or PEMS Bulk into ship hold record?</p> <ul style="list-style-type: none"> Added the requirement to record the 'specific packaging type' for goods produced under QSR. |
| 5.0 | 12/08/2020 | 12/08/2020 | Major Changes | <ul style="list-style-type: none"> Removal of categories for hay and straw inspections. Removal of the requirement to record the temperature of sensor 3 in the comments field of the PEMS calibration record for citrus being exported to the USA. |
| 6.0 | 28/03/2021 | 28/03/2021 | Major Changes | Amendments for compliance with the <i>Export Control Act 2020</i> . |
| 7.0 | 16/12/2021 | 16/12/2021 | Major Changes | <ul style="list-style-type: none"> Amended to remove Mobile Bulk Loading inspection record instructions as currently there are no approvals for mobile bulk loading upcountry. Amendments for compliance with the revised Export Control (Plants and Plant Products) Rules 2021. |
| 8.0 | 08/08/2023 | 08/08/2023 | Major Changes | Updated department branding and formatting. |
| 10.0 | 24/03/2025 | 24/03/2025 | Major Changes | <ul style="list-style-type: none"> Includes comments relating to pest and contaminant tolerance levels in bulk vessel loading running record. Reflect changes to PEMS. New export instructional material template. |

Appendix A: Definitions

The following table defines terms used in this document.

| Term | Definition |
|--|--|
| Authorised officer (AO) | <p>A person authorised under section 291 of the <i>Export Control Act 2020</i> to be an authorised officer. The authorised officer may exercise powers and functions conferred on them through an instrument of authorisation.</p> <p>Note: An authorised officer may be a Commonwealth, State or Territory government officer, or third-party individual. Examples of third-party individuals include, but are not limited to:</p> <ul style="list-style-type: none"> employees of registered establishments employees of an exporter self-employed individuals/sole traders. |
| Export documentation system (EXDOC) | The department's electronic export documentation system in which export certification is produced. This includes export permits and phytosanitary certificates. |
| Inspection AO | An AO approved to inspect plants, plant products, empty containers or empty bulk vessels for export or supervise phytosanitary treatments. |
| Inspection record | <p>The approved form for an authorised officer to record the findings and result of an inspection of plants and plant products for export.</p> <p>Note: Inspection records may be:</p> <ul style="list-style-type: none"> printed and filled out by hand (manual record) typed and printed (manual record) in PEMS computer generated. |
| Manual of Importing Country Requirements (Micor) | A database maintained by the department that outlines importing country requirements for a range of plants and plant products for export. |
| Plant Exports Management System (PEMS) | The department's electronic system that contains records of the findings and results of phytosanitary inspections and treatments of plants and plant products, empty containers and ship holds used for export. |
| Plant Export Operations Manual (PEOM) | A webpage maintained by the department that outlines the policy and processes for exporting plants and plant products from Australia. It also lists instructional material, forms and user guides related to the export certification process. |
| Protocol | <p>A government-to-government document that specifies import requirements and is bilaterally agreed to by Australia and the importing country authority.</p> <p>Note: Countries in which Australia has an agreed protocol with are referred to as 'protocol markets'. For a list of protocol markets see the Exports Reference: Table of plant export protocol markets.</p> |

| Term | Definition |
|--------------------------|--|
| Request for permit (RFP) | A request submitted by an exporter to the department, containing information about goods they intend to export. |
| Signature | <p>A method used to identify a person and to indicate the person's intention with respect to the information being endorsed.</p> <p>Note: Signatures may be handwritten or electronic.</p> |
| Treatment record | <p>Record of the supervision of a phytosanitary treatment of plants and plant products, for export.</p> <p>Note: Treatment records may be:</p> <ul style="list-style-type: none">• printed and filled out by hand (manual record)• typed and printed (manual record)• in PEMS• computer generated. |

Appendix B: Legislation and related policy frameworks

Related Legislation

The following list outlines the legislation that applies to plant export treatment, inspection, approval and running records:

- *Export Control Act 2020*
 - Section 277
 - Section 279.
- Export Control (Plants and Plant Products) Rules 2021
 - Part 2 of Chapter 9—Assessments
 - Part 5 of Chapter 9—Bulk vessel approvals
 - Part 6 of Chapter 9—Container approvals
- *Electronic Transactions Act 1999*
 - Part 2 – Application of legal requirements to electronic communications
 - Section 10 – Signature.