



REFERENCE

Plant Exports Management System (PEMS) Authorised officer user guide – Grain and Plant Product Inspections

In this document

This document contains the following topics.

Purpose of this document.....	3
Initiating the Grain and Plant Product inspection	3
Grain and Plant Product Inspection page	5
Opening the Request for Permit (RFP) details.....	6
Returning to the inspection page	7
Recording additional declarations	8
Edit Exporter name (<i>if applicable</i>)	10
Recording reinspection of a consignment	11
Verifying import permit details.....	11
Verifying treatment details.....	12
Recording flow path inspection results	13
Changing outcome type details	17
Selecting sampling rate.....	20
Sampling type for hay and straw inspections	21
Splitting lines on the inspection record	22
Recording inspection results for Grain and Plant Products	24
Navigating between line inspection windows	27
Checking container approvals in PEMS.....	28
Revoking container approval status	30
Completing and submitting the inspection record	32
Expiration date of Grain and Plant Product inspection	35
Appendix 1: Logs	36
Completing and submitting the inspection record	41
Related material.....	42
Contact information.....	42
Document information	43
Version history	43

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.

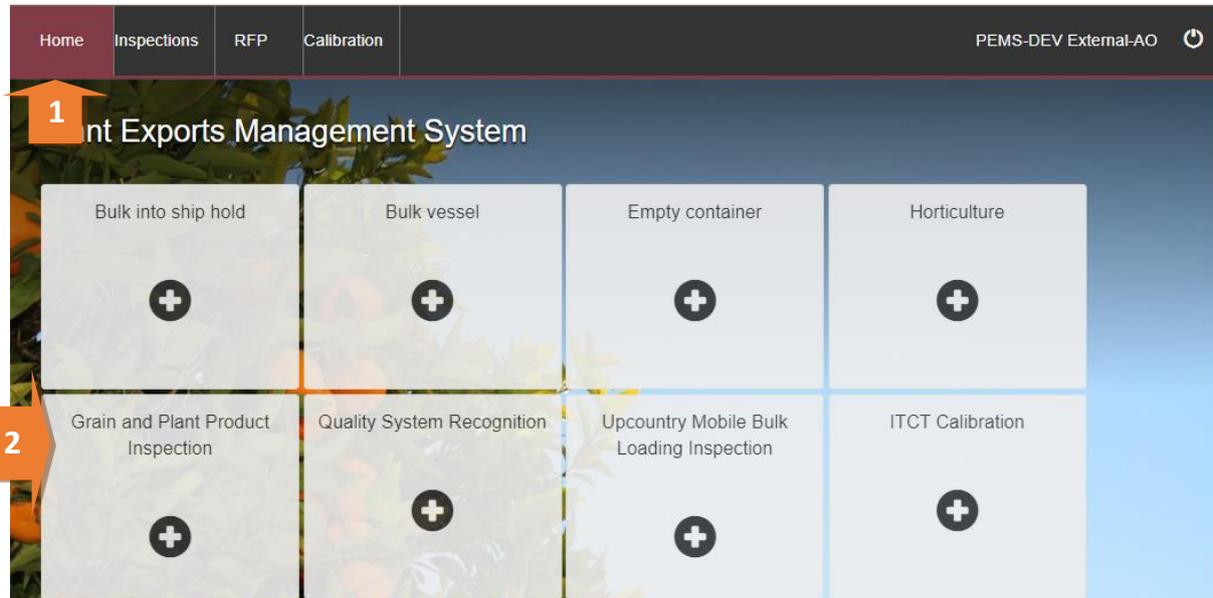
Purpose of this document

This reference outlines how to use PEMS to record Grain and Plant Product Inspections.

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

Initiating the Grain and Plant Product inspection

To initiate a Grain and Plant Product inspection, click on the **Home**¹ PEMS menu tab and then click the **Grain and Plant Product inspection**² button.

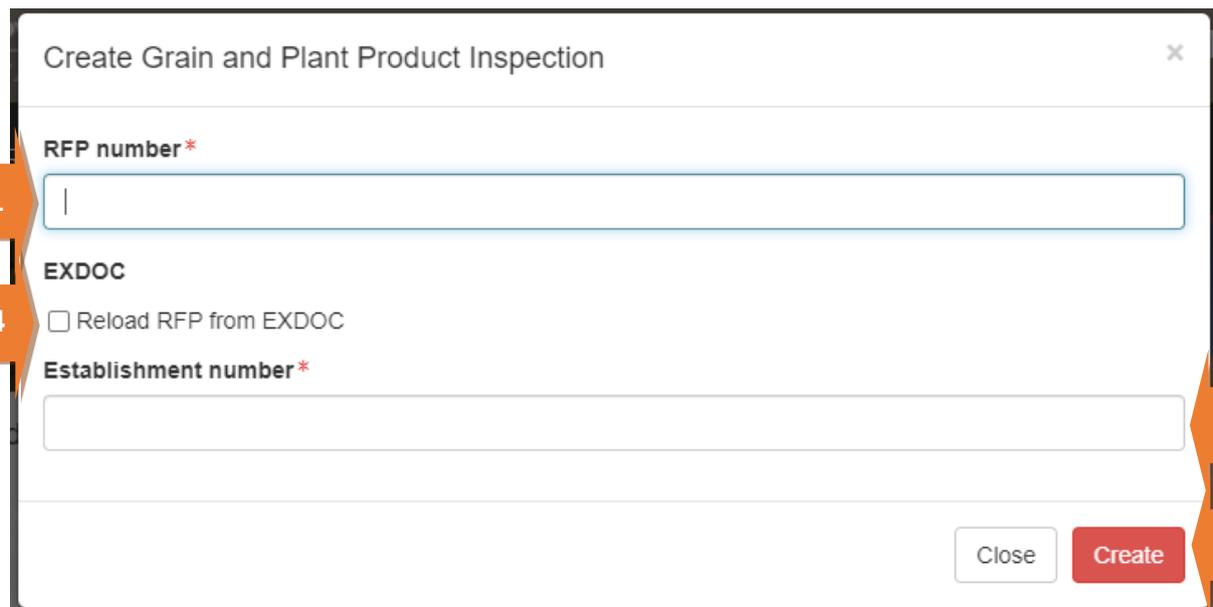


The *Create Grain and Plant Product Inspection* window will display.

Enter the **RFP number**¹. The RFP number should be 7 digits long.

Enter the **Establishment number**² (mandatory for third party AOs). The establishment number should be 3 to 4 digits long.

Click **Create**³.



The screenshot shows the 'Create Grain and Plant Product Inspection' form. It includes the following fields and controls:

- RFP number ***: A text input field with a blue border, highlighted by an orange arrow labeled '1'.
- EXDOC**: A section header.
- Reload RFP from EXDOC**: A checkbox, highlighted by an orange arrow labeled '4'.
- Establishment number ***: A text input field, highlighted by an orange arrow labeled '2'.
- Close** and **Create** buttons: Located at the bottom right, with the 'Create' button highlighted by an orange arrow labeled '3'.

Where a change is made to the RFP in EXDOC, you can select the **Reload RFP from EXDOC⁴** checkbox to update the relevant inspection record in PEMS. For more information see [Section 4.1 Reload RFP from EXDOC](#) of [Reference: PEMS AO user guide – Overview and General](#)

PEMS extracts RFP information from EXDOC to populate the *Grain and Plant Product Inspection* page. The inspection page will display by default.

The inspection record will remain **Active¹** until the record is withdrawn, submitted or cancelled.

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

Home Inspections RFP Calibration PEMS-DEV External-AO

Grain and Plant Product Inspection Active 03/05/2021 1 Required fields denoted by *

Inspection ID - G569602

Inspection Authorised Officers Time Entry Communications Actions -

RFP details Open | Change Flow path details Change

Grain and Plant Product Inspection page

The *Grain and Plant Product Inspection* page displays the following key sections:

- **RFP details**¹ – populated based on RFP information extracted from EXDOC
- **Flow path details**² – allows you to record or change the flow path inspection result
- **Outcome details**³ – allows you to select sampling rate and track the inspection outcomes
- **Results**⁴ – where you record the inspection results
- **Comments**⁵ – where general comments regarding the inspection can be recorded here (see [Section 3.8 Adding comments to a record](#) of Reference: [PEMS AO user guide – Overview and General Functions](#)).

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

The screenshot shows the 'Grain and Plant Product Inspection' page for inspection ID G725104, active on 27/06/2022. The page is divided into several sections, each highlighted with a numbered callout:

- 1. RFP details:** A table containing inspection metadata:

RFP number	2218502
Inspection reason	
Destination country	CHINA
Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	PEMS TEAM
Import permit	Yes
Treatment details	No
Additional declaration	Yes
- 2. Flow path details:** A form for recording the inspection result, including fields for 'Inspection result', 'Officer', and 'Comments'.
- 3. Outcome details:** A form for recording inspection outcomes, including 'Is a trade description re...', 'Has a trade description ...', 'Does the trade descripti...', 'Outcome type', '2.25L/33.33 tonnes', 'No', 'Total passed', 'Total failed', and 'Unit METRIC TONS'.
- 4. Results (1):** A table with the following data:

Line	Commodity	End use	Container	Line weight	Unit	Result	Authorised officers	Actions
1	BARLEY	GC	KING2546466		M/TONS			
- 5. Comments:** A section for recording general comments, currently showing 'No comment'.

Opening the Request for Permit (RFP) details

To open the RFP record, click the **Inspection**¹ tab and then click **Open**² under the RFP details section.

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

The *Request For Permit* page will display a **Summary**¹ of the RFP from EXDOC, as well as the **Request for permit lines**² that make up the inspection record. For more information on the **RFP tabs**³ see [Section 4: RFP functions in PEMS \(commodity inspections\)](#) of Reference: [PEMS AO user guide – Overview and General Functions](#).

Click **Open**⁴ beside any RFP line to view the details of that line.

Click **View containers**⁵ to view containers linked to RFP.

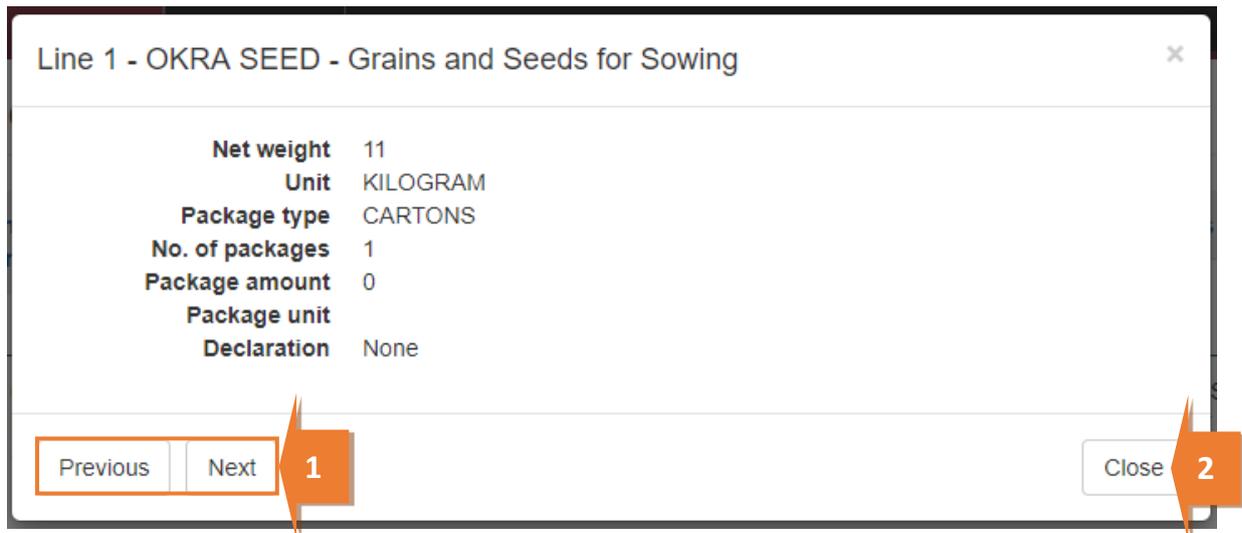
The **Import Permits**⁶ details will be displayed.

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

The *RFP Line* window will display the details of the line as they were provided on the RFP in EXDOC.

Click **Previous** and **Next**¹ to navigate between the *RFP line* windows.

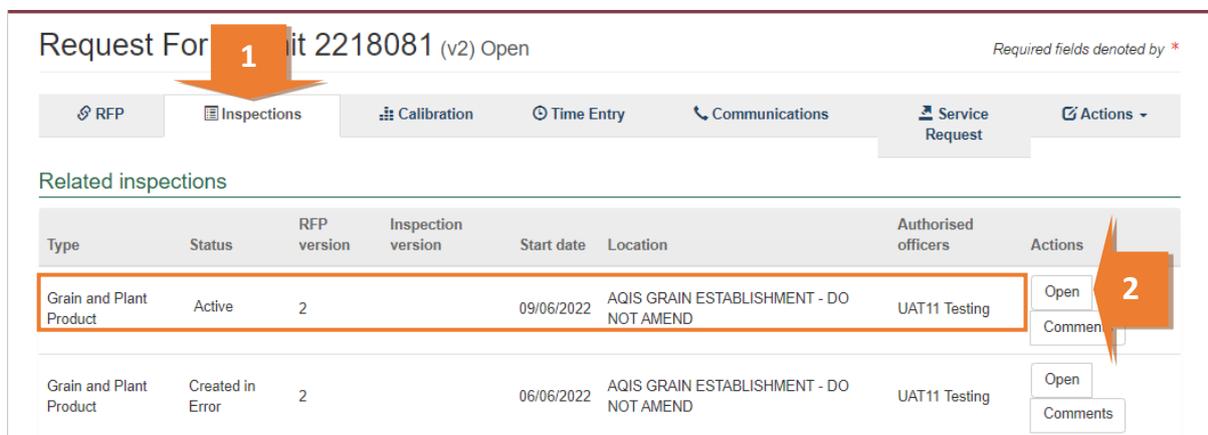
Click **Close**² to exit the *RFP line* windows at any time and return to the *Request For Permit* page.



Returning to the inspection page

To return to the *Grain and Plant Product Inspection* page, click the **Inspections**¹ tab. The full list of inspections relating to the RFP will display. For more information see [Section 4.3 Navigating to related inspections/calibrations from the RFP screen](#) of Reference: [PEMS AO user guide – Overview and General Functions](#).

Click **Open**² beside the 'Active' inspection record.



Recording additional declarations

Where applicable, additional declaration information will be extracted from EXDOC and should be recorded for the consignment. To record additional declaration information, click the **Inspection**¹ tab and then click **Change**² under the RFP details section.

Home Inspections RFP Calibration UAT11 Testing

Grain and Plant Product Inspection Active 27/06/2022 Required fields denoted by *

Inspection ID - G725104

Inspection Authorised Officers Time Entry Communications Actions

RFP details Open | Change Flow path details Change

RFP number 221850 Inspection result
Inspection reason CHINA Officer
Destination country CHINA Comments
Establishment number 5462
Establishment name EXPORT COMPANY PTY LTD
Exporter name PEMS TEAM
Importer permit Yes
Treatment details No
Additional declaration Yes

Inspection result
Officer
Comments

Outcome details Change

Is a trade description re...
Has a trade description ...
Does the trade descripti...

The *Change Details* window will display.

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

Click **Save**³.

Change Details

Exporter Name

TESTING - EXPORTER ALL COMMODITY 35 TESTING

Additional declarations

Additional declaration	Link to MICOR
5173 - Grain - China, Triticum & Hordeum protocol	View

Additional declaration Verified *

Additional Declaration has to be verified.

Close Save

The *Grain and Plant Product Inspection* page will display the updated **Additional declaration**¹ information.

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

Grain and Plant Product Inspection

The inspection details have been updated.

Inspection ID - G725104

Inspection

Authorised Officers

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

RFP number	2218502
Inspection reason	
Destination country	CHINA
Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	PEMS TEAM
Import permit	Yes
Treatment details	No
Additional declaration	VERIFIED

1

Edit Exporter name (*if applicable*)

There is a field length limitation of 35 characters when the exporter name is extracted into PEMS from EXDOC (system constraint). This means that in some instances the entire exporter name will not appear in PEMS. This change can no longer be made by the AO.

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

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

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

Recording reinspection of a consignment

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

Verifying import permit details

Where an import permit is required, the information will be extracted from EXDOC and should be verified for the consignment.

To verify import permit details, click the **Inspection**¹ tab and then click **Change**² under the RFP details section.

The screenshot displays the 'Grain and Plant Product Inspection' interface. The top navigation bar includes 'Home', 'Inspections', 'RFP', and 'Calibration'. The main header shows 'Grain and Plant Product Inspection Active 27/06/2022' and 'Required fields denoted by *'. Below the header, there are several tabs: 'Inspection', 'Authorised Officers', 'Time Entry', 'Communications', and 'Actions'. The 'Inspection' tab is selected. Underneath, there are three main sections: 'RFP details', 'Flow path details', and 'Outcome details'. The 'RFP details' section contains the following information:

RFP number	221850
Inspection reason	
Destination country	CHINA
Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	PEMS TEAM
Import permit	Yes
Treatment details	No
Additional declaration	Yes

The 'Flow path details' section includes 'Inspection result', 'Officer', and 'Comments'. The 'Outcome details' section includes 'Is a trade description re...', 'Has a trade description ...', and 'Does the trade descripti...'. Two orange arrows are overlaid on the image: arrow '1' points to the 'Inspection' tab, and arrow '2' points to the 'Change' link under the 'RFP details' section.

The *Change Details* window will display.

You must verify the **Import Permit**¹ details relevant to the consignment.

Click **Save**².

Change Details

Import Permit

123
124
44

Treatment details

Line 1 - COLD - TESTING

Close Save

Verifying treatment details

Where treatment details are required, they will be extracted from EXDOC, and the treatment details should be verified for the consignment. To verify the treatment details, click the **Inspection**¹ tab and then click **Change**² under the RFP details section.

Grain and Plant Product Inspection Active 27/06/2022 Required fields denoted by *

The inspection details have been updated.

Inspection ID - G725104

Inspection Authorised Officers Time Entry Communications Actions

RFP details Open | Change

RFP number 2218502
Inspection reason
Destination country CHINA
Establishment number 5462
Establishment name EXPORT COMPANY PTY LTD
Exporter name PEMS TEAM
Import permit Yes
Treatment details Yes
Additional declaration VERIFIED

Flow path details Change

Inspection result
Officer
Comments

Outcome details Change

Is a trade description re...
Has a trade description ...
Does the trade descripti...
Outcome type
2.25L/33.33 tonnes No

The *Change Details* window will display.

You must verify **Treatment details**¹ relevant to the consignment.

Click **Save**².

Change Details

Import Permit

123
124
44

1

Treatment details

Line 1 - COLD - TESTING

Close Save

2

Recording flow path inspection results

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

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

Home Inspections RFP Calibration UAT11 Testing

Grain and Plant Product Inspection Active 27/06/2022 Required fields denoted by *

Inspection ID - G725104

Inspection Authorised Officers Time Entry Communications Actions

RFP details Open | Change

Flow path details Change

RFP number 2218502
Inspection reason
Destination country CHINA
Establishment number 5462
Establishment name EXPORT COMPANY PTY LTD
Exporter name PEMS TEAM
Import permit Yes
Treatment details No
Additional declaration VERIFIED

Inspection result
Officer
Comments

Outcome details Change

Is a trade description re...
Has a trade description ...
Does the trade descripti...
Outcome type 2.25L/33.33 tonnes No
Total passed
Total failed
Unit METRIC TONS

1

2

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

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

Select a flow path **Inspection result**¹ of 'Passed' or 'Failed'. The *Flow Path Details* window will expand, and you must select the **Authorised Officer**² and record the **Result date**³ and **Result time**⁴.

If the flow path is failed at any time, you will need to record the **Failed date** and **Failed time** in the result date and result time fields.

Click **Save**⁵.

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

! If the loading of containers takes place over multiple days for a single consignment consult the relevant work instruction.

The screenshot shows the 'Flow path details' window with the following fields and callouts:

- 1**: 'Inspection result *' dropdown menu showing 'Passed'.
- 2**: 'Authorised officer *' dropdown menu showing 'Vendor Test5'.
- 3**: 'Result date *' field with a calendar icon.
- 4**: 'Result time *' field with a placeholder 'hh:mm'.
- 5**: 'Save' button.

Additional elements in the window include a 'Comments' text area, a 'Note: Please enter flow path date/time; the flow path result's date and time must be before commodity inspection.', and 'Close' and 'Save' buttons at the bottom right.

! The flow path date/time must not be in the future and must be equal to or greater than the start time/date and equal to, or less than the end time/date of the inspection.

! If you fail the flow path initially and then provide a 'Passed after rectification' result, rectification date/time must be after the flow path failed date/time.

! The whole consignment presented for inspection will fail if the flow path receives a 'Failed' result. Do not continue with the commodity inspection as you will not be able to add results against RFP line. You must enter an appropriate time entry record. See [Section 3.4 Time Entry](#) of Reference: [PEMS AO user guide – Overview and General Functions](#).

If the flow path is failed, you then have the option to change the flow path inspection result to **Passed after rectification**¹, if applicable. If the flow path fails, you should not submit the inspection record. The flow path must be passed after rectification. See [Section 3.3 Recording a passed after rectification flow path result](#) of Reference: [PEMS AO user guide – Overview and General Functions](#), before submitting the inspection.

If 'Passed after rectification' is selected, the *Flow Path Details* window will expand, and you can select the **Authorised Officer**². It will also show the **Failed date**³ and **Failed time**⁴ from when it was failed. You must enter a **Result date**⁵ and **Result time**⁶.

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

Click **Save**⁸.

The screenshot shows a 'Flow path details' window with the following fields and callouts:

- 1**: Inspection result * (Dropdown menu showing 'Passed after rectification')
- 2**: Authorised officer * (Dropdown menu showing 'Vendor Test5')
- 3**: Failed date * (Date field showing '06/02/2022')
- 4**: Failed time * (Time field showing '12:00')
- 5**: Result date * (Date field showing '07/02/2022')
- 6**: Result time * (Time field showing '15:52')
- 7**: Comments * (Text area containing 'test')
- 8**: Save button

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

The *Grain and Plant Product Inspection* page will display the updated **flow path inspection result**¹ and PEMS will populate the name of the Authorised **Officer**² who recorded the flow path inspection results in PEMS.

Home Inspections RFP Calibration UAT11 Testing ⚙️ 🔌

Grain and Plant Product Inspection Active 27/06/2022

Required fields denoted by *

The flow path details have been updated.

Inspection ID - G725104

Inspection Authorised Officers Time Entry Communications Actions

RFP details Open | Change

RFP number	2218502
Inspection reason	
Destination country	CHINA
Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	PEMS TEAM
Import permit	Yes
Treatment details	No
Additional declaration	VERIFIED

Flow path details Change

Inspection result	Passed
Result time	26/06/2022 10:00
Officer	UAT11 Testing
Comments	Comments: PEMS Testing

Outcome details Change

Is a trade description re...	
Has a trade description ...	
Does the trade descripti...	
Outcome type	
2.25L/33.33 tonnes	No
Total passed	0
Total failed	0
Unit	METRIC TONS

Changing outcome type details

An exporter can describe the Grain and Plant Product consignment in EXDOC by either:

- number of containers and approximate net weight of the RFP line (mandatory requirement on EXDOC) where the goods will be loaded as bulk into container, or
- number of packages and package weight.

These descriptions are reflected respectively in PEMS as outcome types:

- container
- or
- packaged.

To change the outcome type, click the **Inspection**¹ tab and click **Change**² under the Outcome details section.

The flow path details have been updated.

Inspection ID - G725104

Inspection | Authorised Officers | Time Entry | Communications | Actions

RFP details Open | Change

RFP number	2218502
Inspection reason	
Destination country	CHINA
Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	PEMS TEAM
Import permit	Yes
Treatment details	No
Additional declaration	VERIFIED

Flow path details Change

Inspection result	Passed
Result time	26/06/2022 10:00
Officer	UAT11 Testing
Comments	Comments: PEMS Testing

Outcome details Change

Is a trade description re...	
Has a trade description ...	
Does the trade descripti...	
Outcome type	
2.25L/33.33 tonnes	No
Total passed	0
Total failed	0
Unit	METRIC TONS

The *Outcome Details* window will display.

Record whether a physically applied trade description complies with the policy in the relevant guideline and any specific importing-country requirements listed in Micor (and the protocol where applicable) in the comments (see [Section 3.8 Adding comments to a record](#) of Reference: [PEMS AO user guide – Overview and General Functions](#)).

Some **Trade description**¹ declarations need to be made. Where 'Yes' is selected, this will prompt the system to generate further declarations until all required declarations are complete.

Click **Outcome type**² and select 'Packaged' or bulk into 'Container'. Then click **Save**³

For Logs see [Appendix 1](#).

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

- Two radio button questions:
 - "Is a trade description required to be physically applied for the goods?" with options "Yes" and "No".
 - "Has a trade description been physically applied to the goods?" with options "Yes" and "No".
- A dropdown menu labeled "Outcome type*" with a downward arrow on the right side.
- A section titled "2.25L/33.33 tonnes sampling rate" with a checkbox labeled "2.25L/33.33 tonnes".
- At the bottom right, there are two buttons: "Close" and "Save".

Three orange callout boxes with white numbers are overlaid on the form:

- Callout 1 points to the two radio button questions.
- Callout 2 points to the "Outcome type*" dropdown menu.
- Callout 3 points to the "Save" button.

The Outcome Details section will display the updated **Trade description and Outcome type**¹ and PEMS will reflect the outcome type selected in the **Results**² section columns on the *Grain and Plant Product Inspection* page.

Grain and Plant Product Inspection Active 27/06/2022 Required fields denoted by *

The outcome details have been updated.

Inspection ID - G725104

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

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

RFP number: 2218502
 Inspection reason:
 Destination country: CHINA
 Establishment number: 5462
 Establishment name: EXPORT COMPANY PTY LTD
 Exporter name: PEMS TEAM
 Import permit: Yes
 Treatment details: No
 Additional declaration: VERIFIED

Flow path details [Change](#)

Inspection result: Passed
 Result time: 26/06/2022 10:00
 Officer: UAT11 Testing
 Comments: Comments: PEMS Testing

Outcome details [Change](#)

1 Is a trade description re... Yes
 Has a trade description ... Yes
 Does the trade descripti... Yes

Outcome type: Container
 2.25L/33.33 tonnes
 Total passed: 0
 Total failed: 0
 Package: CONTAINERS

Results (1) [Check Containers](#)

Line	Commodity	End use	Net Metric Weight	Unit	Container	Package number	Type	Result	Authorised officers	Actions
1	BARLEY	GC	80	M/TONS	KING2546466	1	CONTAINERS			Open Split line

Comments [Change](#)

No comment.

2

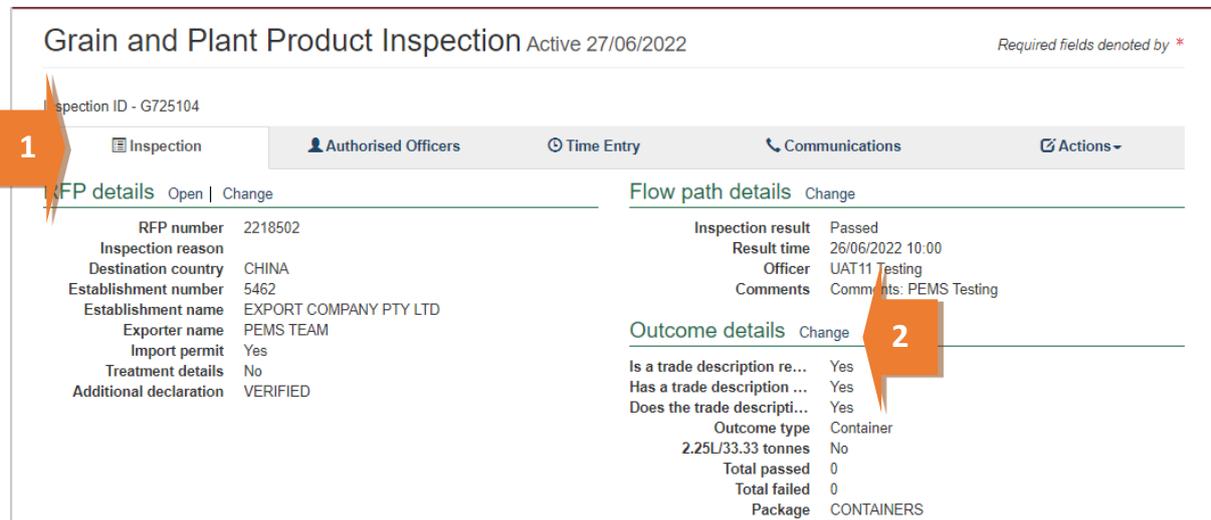
! Inspection results grid will be enabled only when the trade description and outcome type is chosen by the AO.

Selecting sampling rate

The only sampling rate provided in PEMS for Grain and Plant Product inspections is 2.25L/33.33 tonnes.

The sampling rate is not mandatory. If the sampling rate is not selected, a sampled number or sampling rate will need to be entered for each line when recording inspection results.

To select the 2.25L/33.33 tonnes sampling rate (including equivalent), click the **Inspection**¹ tab and then click **Change**² under the *Outcome details* section.



Grain and Plant Product Inspection Active 27/06/2022 Required fields denoted by *

Inspection ID - G725104

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

RFP details Open | Change

RFP number	2218502
Inspection reason	
Destination country	CHINA
Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	PEMS TEAM
Import permit	Yes
Treatment details	No
Additional declaration	VERIFIED

Flow path details Change

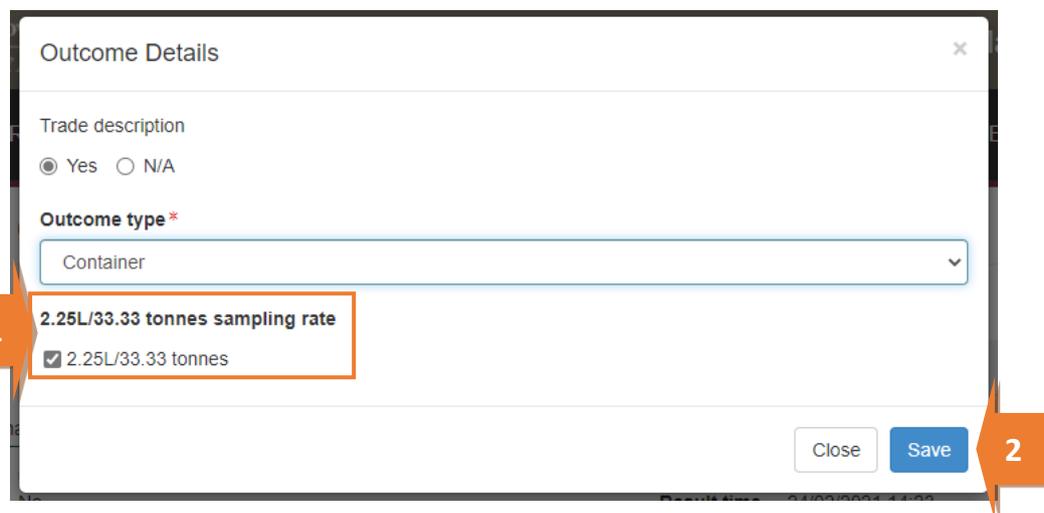
Inspection result	Passed
Result time	26/06/2022 10:00
Officer	UAT11 Testing
Comments	Comments: PEMS Testing

Outcome details Change 2

Is a trade description re...	Yes
Has a trade description ...	Yes
Does the trade descripti...	Yes
Outcome type	Container
2.25L/33.33 tonnes	No
Total passed	0
Total failed	0
Package	CONTAINERS

The *Outcome Details* window will display.

Select the **2.25L/33.33 tonnes sampling rate**¹ checkbox and then click **Save**².



Outcome Details

Trade description

Yes N/A

Outcome type*

Container

1 **2.25L/33.33 tonnes sampling rate**

2.25L/33.33 tonnes

Close Save 2

The *Grain and Plant Product Inspection* page will display the updated **sampling rate details**¹.

Outcome details Change	
Trade description	Yes
Outcome type	Container
2.25L/33.33 tonnes	Yes
Total passed	0
Total failed	0
Package	CONTAINER

Sampling type for hay and straw inspections

The sampling type will only be displayed for hay and straw inspections. The **Sampling Type**¹ field must be completed with details of the sampling method.

The screenshot shows a web form titled "Outcome Details" with a close button (x) in the top right corner. It contains two radio button questions: "Is a trade description required to be physically applied for the goods?" and "Has a trade description been physically applied to the goods?", both with "No" selected. Below these is a dropdown menu for "Outcome type*" with "Container" selected. An orange arrow labeled "1" points to this dropdown. Below that is another dropdown menu for "Sampling type*" which is open, showing "End point" and "In-line" as options. At the bottom right are "Close" and "Save" buttons.

If 'In-line' is selected as the **Sampling type**¹ another drop-down field titled **In-line Sampling Type**² will appear. This field must be completed with further details of the in-line sampling method used.

The screenshot shows the 'Outcome Details' form. It contains two radio button questions: 'Is a trade description required to be physically applied for the goods?' and 'Has a trade description been physically applied to the goods?', both with 'No' selected. Below these are two dropdown menus: 'Outcome type' (set to 'Container') and 'Sampling type' (set to 'In-line'). An orange arrow labeled '1' points to the 'Sampling type' dropdown. Below it is the 'Inline sampling type' dropdown, which is open, showing options: 'Automatic in-line loose', 'Bales in-line loose', and 'Manual in-line loose'. An orange arrow labeled '2' points to this dropdown. At the bottom right are 'Close' and 'Save' buttons.

There will no longer be the option to select the **2.25L/33.33 tonne sampling rate**¹ checkbox. Click **Save**².

The screenshot shows the 'Outcome Details' form with the 'Outcome type' set to 'Container' and 'Sampling type' set to 'In-line'. The 'Inline sampling type' dropdown is set to 'Automatic in-line loose'. An orange arrow labeled '1' points to this dropdown. Below it is a section titled '2.25L/33.33 tonnes sampling rate' containing a checkbox labeled '2.25L/33.33 tonnes', which is unchecked. An orange arrow labeled '2' points to the 'Save' button at the bottom right.

Splitting lines on the inspection record

For *Grain and Plant Product Inspection* records, you can split lines of the record where key information regarding the inspected consignment is not provided on the RFP in EXDOC, or does not extract from the RFP into PEMS, but is important for the traceability of goods. There are different

requirements for splitting lines on a Grain and Plant Product inspection record depending on the nature of the consignment.

Bulk into container

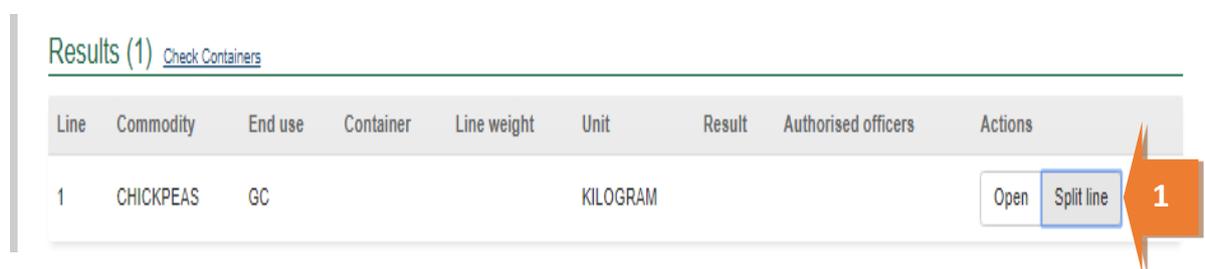
RFP lines for bulk into container should only be split on the Grain and Plant Product inspection record where an additional container needs to be added to the inspection record.

Packaged products into container

RFP lines for packaged products should be split on the Grain and Plant Product inspection records to identify, where applicable:

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

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



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

Recording inspection results for Grain and Plant Products

To enter or change inspection results, click **Open**¹ beside the appropriate line.

Results (2) [Check Containers](#)

Line	Commodity	End use	Net Metric Weight	Unit	Container	Package number	Type	Result	Authorised officers	Actions
1	CHICKPEAS	GC	1000	KILOGRAM	CUDJ123456	1	CONTAINERS	Passed	Rajesh Iyer	<input type="button" value="Open"/> <input type="button" value="Split line"/>
1	CHICKPEAS	GC			EDCF2587465	1	CONTAINERS	Passed	Rajesh Iyer	<input type="button" value="Open"/> <input type="button" value="Remove"/>



The inspection *Results* window for the line will display (next 2 screen shots).

For each inspection result window:

- If applicable, enter the **Container number**¹ (must be four letters followed by six or seven digits, for example: ABCD1234567).
- Check the container number you have entered is correct by clicking on **Check**².
- Enter the **Source**³ of the commodity being inspected (for example, silo, bin, stack, or lot number) and brand or commercial names of products.
- Enter the package **Number**⁴ presented if the information is not prepopulated (where split lines is used, you may need to amend the number of units specified in the parent RFP line).
- Packaging **Type**⁵ of the goods will be prepopulated from EXDOC (for example, container, bales, bags, bulk etc.).
- Enter the package **Weight**⁶ of the unit(s) and select appropriate package **Unit**⁷ of measurement, provided on RFP (the unit of measurement must be the same for all lines).
- Enter the **Sampled**⁸ number or rate (only mandatory where the 2.25L/33.33 tonnes sampling rate has not been selected).
- PEMS will populate **sub-total Line weight**⁹ with the net weight provided on the RFP in EXDOC or, if the package weight is provided in EXDOC, PEMS will calculate the **sub-total Line weight**⁹ as the product of the package number and package weight.
- If applicable, amend the **Net Metric Weight**¹⁰ (weight is extracted from EXDOC in the parent RFP line only, and will be visible if the user chooses the packaged/container option under outcome details section).

! **Check**² performs a 2-step validation process via a check digit algorithm and by checking if the container number recorded is available in the *BIC Global Container Database*. This database captures approximately 70% of all containers globally. If the container you have inspected is not captured in the database a warning message is generated, encouraging you to double check the details on the container. You will still be able to submit the inspection.

! You can check whether containers included in the inspection record have current container approval recorded on the PEMS database, see the [Checking container approvals in PEMS](#) section in this user guide.

! Additional containers can be added to the PEMS inspection record by entering the additional container number into the container number field. Once additional containers are added to the inspection record, you must remind the exporter to update the RFP record in EXDOC to reflect the inclusion of the additional containers.
If the same container number is used on different container lines, PEMS will consider it as a distinct container for calculating total passed and total failed. For example, RFP line 1 and 2 has the same container number ABCD1234567 with a passed result, total passed will be 1 instead of

! The packaged weight and outcomes allow for 4 decimal values.

! Subtotal line weight unit must be the same as that of the package weight unit. Package weight unit can be amended and PEMS will default the subtotal line weight unit to the package weight unit.

For each inspection *Results* window you should also:

- Select a **Result**¹ of 'Pass', 'Fail' or N/A for the line.
- If applicable, select one or more **Remarks**² checkboxes (mandatory if the line fails the inspection).
- When a remark is selected the **Tolerance Level**³ drop down will appear, select the appropriate tolerance 'above' or 'below'.
- **Comment**⁴ becomes mandatory about the tolerance level.
- Select the checkbox of all **Authorised officers**⁵ who performed the inspection.
See [Section 3.1: Assigning authorised officers \(inspection records only\)](#) of Reference: [PEMS AO user guide – Overview and General Functions.](#))

Click **Save**⁶ to save the inspection result and exit the window.

Result *

A result is required.

Remarks

<input type="checkbox"/> Animal faeces	<input type="checkbox"/> Ants
<input type="checkbox"/> Contaminant	<input type="checkbox"/> Contaminants - Datura spp
<input type="checkbox"/> Contaminants - Live or Dead rodents	<input type="checkbox"/> Contaminants - Rodent droppings
<input type="checkbox"/> Dead Insect	<input type="checkbox"/> Dead rodent
<input type="checkbox"/> Disease (discoloration)	<input type="checkbox"/> Eggs
<input type="checkbox"/> Ergots	<input type="checkbox"/> Fly
<input type="checkbox"/> Frass	<input type="checkbox"/> Fungus
<input type="checkbox"/> Inadequate or inaccurate trade description	<input type="checkbox"/> Incorrect/unclean packaging
<input type="checkbox"/> Inert material	<input type="checkbox"/> Insect damage
<input type="checkbox"/> Insects - Live injurious (Grain and seed inspections only)	<input type="checkbox"/> Insects - Live non-injurious (Grain and seed inspections only)
<input type="checkbox"/> Insects - Moths (Lepidoptera)	<input type="checkbox"/> Larvae
<input type="checkbox"/> Lesions	<input type="checkbox"/> Live field species
<input type="checkbox"/> Live Insect	<input type="checkbox"/> Live insect pest
<input type="checkbox"/> Live pest	<input type="checkbox"/> Live rodent
<input type="checkbox"/> Mites	<input type="checkbox"/> Moth
<input type="checkbox"/> Mould	<input type="checkbox"/> Positive ARG T result
<input type="checkbox"/> Rot	<input checked="" type="checkbox"/> Soil
<input type="checkbox"/> Spider	<input type="checkbox"/> Stings
<input type="checkbox"/> Thrips	<input type="checkbox"/> Weed seeds

Tolerance Level *

Tolerance level is required.

Comments *

A comment is required.

Authorised officers

PEMS-DEV External-AO

Close Save

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.

Once the inspection result is saved, the *Grain and Plant Product Inspection* page will display the **new split line(s)**¹. You can **Remove**² the split line(s) up until the inspection is submitted, withdrawn, or cancelled.

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

At least one line in the inspection must be “Passed” or “Failed”.

Results (3) Check Containers

Line	Commodity	End use	Net Metric Weight	Unit	Container	Package number	Type	Result	Authorised officers	Actions
1	WHEAT	GC	11	M/TONS	CONT123456	1	BAGS	Failed	PEMS-DEV External-AO	Open Split line
2	BARLEY	GC	11	M/TONS	CONT123456	1	BAGS	Passed	PEMS-DEV External-AO	Open Split line
2	BARLEY	GC			CONT123456	50	BAGS	N/A	PEMS-DEV External-AO	Open Remove

Navigating between line inspection windows

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

Authorised officers

PEMS-DEV Internal-AO

Previous Next **1** Close Save

Checking container approvals in PEMS

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

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

To check PEMS for a record of a container approvals, click the **Actions**¹ tab and then click **Check containers**². Alternatively, you can select **Check Containers**³ beside the Results.

The screenshot displays the PEMS system interface for a Grain and Plant Product Inspection. The top navigation bar includes 'Home', 'Inspections', 'RFP', and 'Calibration'. The current page is titled 'Grain and Plant Product Inspection Active 27/06/2022'. The inspection ID is G725104. The interface is divided into several sections: 'RFP details', 'Flow path details', 'Outcome details', 'Results (1)', and 'Comments'. The 'Actions' menu is open, showing options like 'Download Report', 'Cancel', 'Withdraw', 'Submit', 'Check Containers', 'Checkout', and 'Refresh from EXDOC'. The 'Results (1)' section shows a table with one row for 'BARLEY' with a net weight of 80 MTONS and a container number of KING2546466. The 'Comments' section is empty.

Required fields denoted by *

Inspection ID - G725104

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

RFP details Open | Change

RFP number 2218502
Inspection reason
Destination country CHINA
Establishment number 5462
Establishment name EXPORT COMPANY PTY LTD
Exporter name PEMS TEAM
Import permit Yes
Treatment details No
Additional declaration VERIFIED

Flow path details Change

Inspection result Passed
Result time 26/06/2022 10:00
Officer UAT11 Testing
Comments Comments: PEMS Testing

Outcome details Change

Is a trade description re... Yes
Has a trade description ... Yes
Does the trade descripti... Yes
Outcome type Container
2.25L/33.33 tonnes No
Total passed 0
Total failed 0
Package CONTAINERS

Results (1) Check Containers

Line	Commodity	End use	Net metric weight	Unit	Container	Package number	Type	Result	Authorised officers	Actions
1	BARLEY	GC	80	MTONS	KING2546466	1	CONTAINERS			Open Split line

Comments Change

No comment.

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

To search for a specific container, you can **Filter containers**¹ by entering all or part of a container number into the field. Select **Clear**² to display the full list of containers on the inspection record.

If there is an issue with a particular listed container it will be highlighted in bold, and red. Click **Show**³ to display the error message.

If a container was approved but has since been revoked, it will show the **Remarks** that have been made on the container.

Hover on **Show Reason**⁴ and a box will appear. This will provide the details why the container was revoked, the revocation date and time and the details of the person who revoked the container.

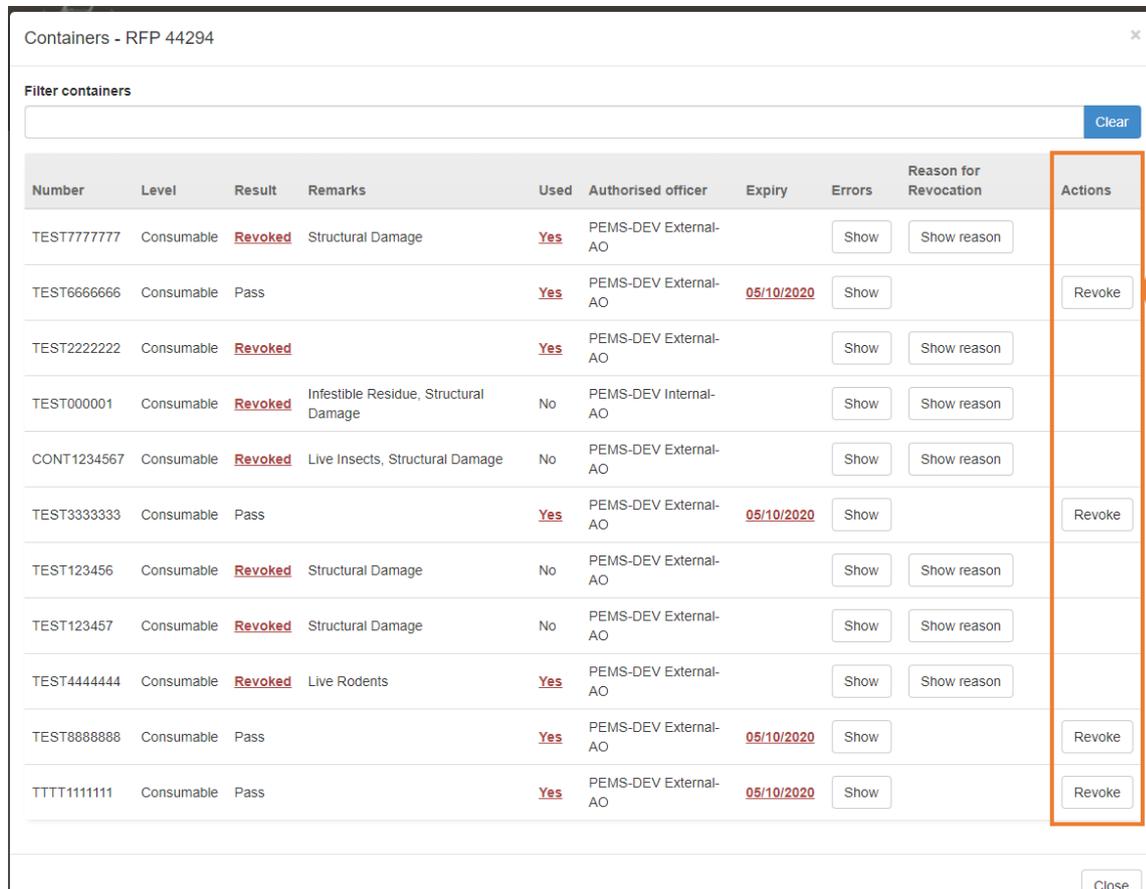
If a container has been allocated as used on a different RFP with a completed inspection in PEMS, the **Used**⁵ flag status would display as Yes. If the container is available, then it should be reinspected again to allow the status of the **Used**⁵ flag to be reset to No.

Number	Level	Result	Remarks	Used	Authorised officer	Expiry	Reason for revocation	Actions
TEST7777777	Consumable	Revoked	Structural Damage	Yes	PEMS-DEV External-AO		Show Show reason	
TEST6666666	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show	Revoke
TEST2222222	Consumable	Revoked		Yes	PEMS-DEV External-AO		Show Show reason	
TEST000001	Consumable	Revoked	Infestible Residue, Structural Damage	No	PEMS-DEV Internal-AO		Show Show reason	
CONT1234567	Consumable	Revoked	Live Insects, Structural Damage	No	PEMS-DEV External-AO		Show Show reason	
TEST3333333	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show	Revoke
TEST123456	Consumable	Revoked	Structural Damage	No	PEMS-DEV External-AO		Show Show reason	
TEST123457	Consumable	Revoked	Structural Damage	No	PEMS-DEV External-AO		Show Show reason	
TEST4444444	Consumable	Revoked	Live Rodents	Yes	PEMS-DEV External-AO		Show Show reason	
TEST8888888	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show	Revoke
TTTT1111111	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show	Revoke

Revoking container approval status

If the condition of an empty container has changed from when it was originally passed, and it no longer complies with the department's requirements, the approval status of the container can be changed from Pass to Revoked. This action can be performed by any authorised officer that has the Grain and Plant Product inspection job function.

Select the container/s that need to be to have the approval status revoked and click **Revoke**¹.



The screenshot shows a web application window titled "Containers - RFP 44294". At the top, there is a search bar labeled "Filter containers" with a "Clear" button. Below the search bar is a table with the following columns: Number, Level, Result, Remarks, Used, Authorised officer, Expiry, Errors, Reason for Revocation, and Actions. The table contains 11 rows of data. The "Actions" column for the second row (TEST6666666) has a "Revoke" button highlighted with an orange box and a callout bubble containing the number "1".

Number	Level	Result	Remarks	Used	Authorised officer	Expiry	Errors	Reason for Revocation	Actions
TEST7777777	Consumable	Revoked	Structural Damage	Yes	PEMS-DEV External-AO		Show	Show reason	
TEST6666666	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show		Revoke
TEST2222222	Consumable	Revoked		Yes	PEMS-DEV External-AO		Show	Show reason	
TEST000001	Consumable	Revoked	Infestible Residue, Structural Damage	No	PEMS-DEV Internal-AO		Show	Show reason	
CONT1234567	Consumable	Revoked	Live Insects, Structural Damage	No	PEMS-DEV External-AO		Show	Show reason	
TEST3333333	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show		Revoke
TEST123456	Consumable	Revoked	Structural Damage	No	PEMS-DEV External-AO		Show	Show reason	
TEST123457	Consumable	Revoked	Structural Damage	No	PEMS-DEV External-AO		Show	Show reason	
TEST4444444	Consumable	Revoked	Live Rodents	Yes	PEMS-DEV External-AO		Show	Show reason	
TEST8888888	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show		Revoke
TTTT1111111	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show		Revoke

The *Revoke Details* will appear at the top of the window.

Select the appropriate **Remarks**¹.

Enter the **Reason for Revocation**². This reason will appear in the body of the email and can be up to 500 characters.

Enter the **Email Address**³ of the client to notify them that the container approval has been revoked. Multiple email addresses can be added to the email address field and each address should be separated by a comma and a space.

Click **Save**⁴.

Containers - RFP 44294

Filter containers

Clear

Revocation Details

1 Remarks

Infestible Residue Live Insects
 Live Rodents Non-infestible Material
 Structural Damage Water

2 Reason for Revocation *

3 Email Address *

4 Save

Number	Level	Result	Remarks	Used	Authorised officer	Expiry	Errors	Reason for Revocation	Actions
TEST7777777	Consumable	Revoked	Structural Damage	Yes	PEMS-DEV External-AO		Show	Show reason	
TEST6666666	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show		Revoke
TEST2222222	Consumable	Revoked		Yes	PEMS-DEV External-AO		Show	Show reason	

The containers that have been revoked will have the Result changed to **Revoked**¹.

This revocation cannot be removed until a new empty container inspection is completed.

Containers - RFP 44294

Filter containers

Clear

Number	Level	Result	Remarks	Used	Authorised officer	Expiry	Errors	Reason for Revocation	Actions
TEST7777777	Consumable	Revoked	Structural Damage	Yes	PEMS-DEV External-AO		Show	Show reason	
TEST6666666	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show		Revoke

Completing and submitting the inspection record

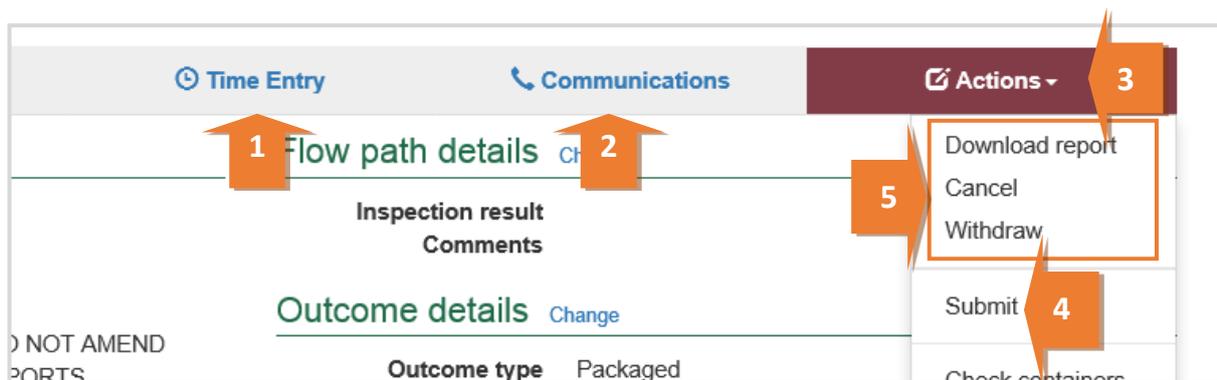
The inspection can only be submitted in PEMS after:

- All inspection results and data are recorded appropriately unless the flow path failed inspection
- **Time Entry**¹ is provided for all AOs who recorded inspection results
- If applicable, attachments and correspondence relating to the inspection are recorded under the **Communications**² tab.

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

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

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



! Once the inspection record is submitted the record will become read-only and you will be unable to make changes to the data provided. However, you will be able to attach a new document, and add invoice numbers (for departmental AOs).

PEMS will prompt to confirm you have estimated the net metric weight of the consignment and you want to submit the inspection.

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

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

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

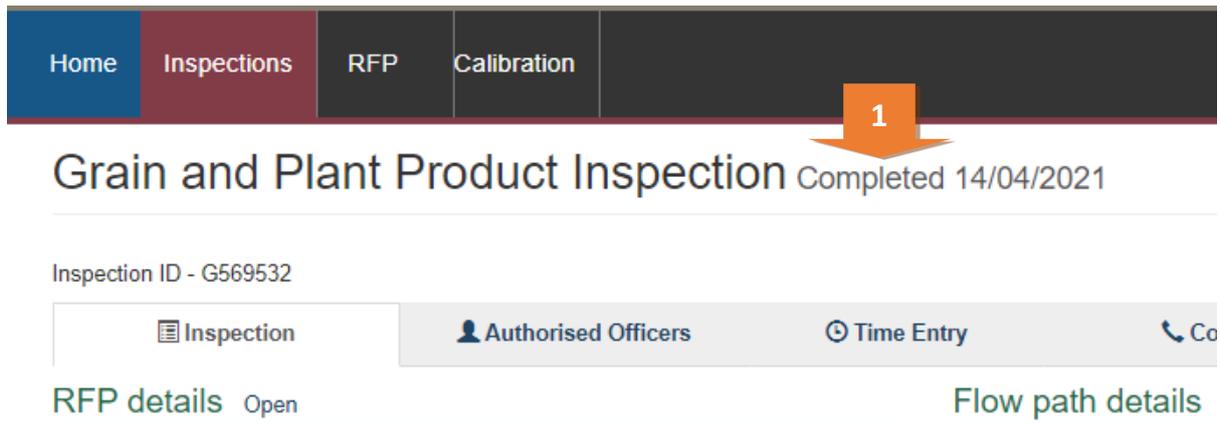
Enter in any **Comments**⁴ that are to be included in the email.

Click **Save**⁵.

The screenshot shows a dialog box titled "Inspection submit confirmation" with a close button (X) in the top right corner. The dialog contains the following elements:

- 1**: A checkbox labeled "Are you sure you want to submit this inspection?" which is checked.
- 2**: A checkbox labeled "I want to email the exporter/EDI user on the submission of the inspection." which is checked.
- 3**: An "Email Address" input field containing the text "Exporters.email@gmail.com".
- 4**: A "Comment" text area containing the text: "Dear Exporter", "Please note I have submitted the inspection record for RFP1111111 in PEMS, please request Authorisation at your earliest convenience.", "Kind Regards", and "AO".
- 5**: A "Save" button (highlighted in blue) and a "Close" button at the bottom right of the dialog.

The *Grain and Plant Product Inspection* record status will display as **Completed**¹.



The screenshot shows a navigation menu with 'Home', 'Inspections', 'RFP', and 'Calibration'. An orange arrow with the number '1' points to the 'Completed' status in the title 'Grain and Plant Product Inspection Completed 14/04/2021'. Below the title, the 'Inspection ID - G569532' is displayed. A toolbar contains 'Inspection', 'Authorised Officers', 'Time Entry', and 'Co'. At the bottom, there are links for 'RFP details Open' and 'Flow path details'.

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

Expiration date of Grain and Plant Product inspection

Following the submission of the Grain and Plant Product inspection record, an expiry date will be allocated to all goods which have passed assessment. The expiry date is automatically calculated as 28 days from the first date of the first-time entry.

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

If the Grain and Plant Product expiry date is extended, you can view the reason for the expiry date extension by clicking **History**³ under the inspection validity section.

The screenshot shows the 'Grain and Plant Product Inspection' interface for a completed inspection on 26/06/2022. The 'Inspection' tab is selected, indicated by a red arrow labeled '1'. The 'Inspection validity' section is expanded, showing the 'Expiry date' as 24/07/2022, indicated by a red arrow labeled '2'. The 'History' link is highlighted with a red box and a red arrow labeled '3'. The interface also displays 'RFP details', 'Flow path details', 'Outcome details', and a table of 'Results (1)' for BARLEY.

Line	Commodity	End use	Net Metric Weight	Unit	Container	Package number	Type	Result	Authorised officers	Actions
1	BARLEY	GC	80	M/TONS	KING2546466	1	CONTAINERS	Passed	UAT11 Testing	Open

The *Expiry History* window will display.

Click **Close**¹ to exit the window.

The 'Expiry History' window displays a table with the following data:

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

A red arrow labeled '1' points to the 'Close' button in the bottom right corner of the window.

Appendix 1: Logs

This Appendix outlines how to complete the Logs flowpath when it deviates from the standard Grain and Plant Product Inspection format. Where the format is the same you will need to refer to the primary user guide.

Due to Logs being a raw product it is expected that contaminants will always be present, therefore the flow path will always include an initial failed inspection, fumigation, and a reinspection.

Trade description

Record whether a physically applied trade description complies with the policy in the relevant guideline and any specific importing-country requirements listed in Micor (and the protocol where applicable) in the comments (see [Section 3.8 Adding comments to a record](#) of Reference: [PEMS AO user guide – Overview and General Functions](#)).

Several **Trade description**¹ declarations need to be made. Where 'Yes' is selected, this will prompt the system to generate further declarations until all required declarations are complete.

Outcome Details

PEMS will recognise the commodity and by default, *Logs* will be selected as the **Outcome type**², and no other option will be available from the drop down.

Then select **Save**³.

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

- Two radio button questions, both with "Yes" and "No" options:
 - "Is a trade description required to be physically applied for the goods?"
 - "Has a trade description been physically applied to the goods?"Callout 1 is a blue arrow pointing to the first question.
- An "Outcome type*" dropdown menu with "Logs" selected. Callout 2 is a blue arrow pointing to the dropdown.
- A section titled "2.25L/33.33 tonnes sampling rate" with a checkbox labeled "2.25L/33.33 tonnes".
- At the bottom right, there are two buttons: "Close" and "Save". Callout 3 is a blue arrow pointing to the "Save" button.

The Outcome Details section will display the updated **Trade description and Outcome type**¹ and PEMS will reflect the outcome type selected in the **Results**² section columns on the *Grain and Plant Product Inspection* page.

Splitting lines on the inspection record

For information on how to split lines see [Splitting lines on the inspection record](#) section in this user guide.

Recording inspection results for Grain and Plant Product - Logs

To enter or change inspection results, click **Open**¹ beside the appropriate line.

The inspection *Results* window for the line will display (next 2 screen shots).

For each inspection result window:

- If applicable, enter the **Container number**¹ (must be 4 letters followed by 6 or 7 digits, for example: ABCD1234567)
- Check the container number you have entered is correct by clicking on **Check**².
- Enter the **Source**³ of the commodity being inspected (for example, stack or lot number) and brand or commercial names of products

- Enter the package **Number**⁴ presented if the information is not prepopulated (where split lines is used, you may need to amend the number of units specified in the parent RFP line). If Bulk is selected as the 'type' the number will appear as N/A
- Packaging **Type**⁵ of the goods will be prepopulated from EXDOC (for example bulk)
- Enter the package **Weight/Volume**⁶ of the unit(s) and then select appropriate package **Unit**⁷ of measurement, provided on RFP (the unit of measurement must be the same for all lines)
- Enter the **Sampled**⁸ number or rate (mandatory when the 2.25L/33.33 tonnes sampling rate has not been selected)
- PEMS will populate **sub-total Line weight**⁹ with the net weight provided on the RFP in EXDOC or, if the package weight is provided in EXDOC, PEMS will calculate the **sub-total Line weight**⁹ as the product of the package number and/or package Weight/Volume
- If applicable, amend the **Net Metric Weight**¹⁰ (weight is extracted from EXDOC in the parent RFP line only, and will be visible if the user chooses the packaged/container option under outcome details section).

! **Check**² performs a 2-step validation process via a check digit algorithm and by checking if the container number recorded is available in the *BIC Global Container Database*. This database captures approximately 70% of all containers globally. If the container you have inspected is not captured in the database a warning message is generated, encouraging you to double check the details on the container. You will still be able to submit the inspection.

Inspection Result Line 1 - LOGS - ✕

Container number

1 Check 2

Source

3

Package

Number	<input type="text" value="N/A"/>	Type	<input type="text" value="BULK"/>
Weight/Volume*	<input type="text"/>	Unit	<input type="text"/>

4 5

6 7

Sub-Totals

Line weight*	<input type="text"/>	Unit*	<input type="text"/>
---------------------	----------------------	--------------	----------------------

9 10

A line weight is required. A sub-total unit is required.

Sampled*

8

! Additional containers can be added to the PEMS inspection record by entering the additional container number into the container number field. Once additional containers are added to the inspection record, you must remind the exporter to update the RFP record in EXDOC to reflect the inclusion of the additional containers.

If the same container number is used on different container lines, PEMS will consider it as a distinct container for calculating total passed and total failed. For example, RFP line 1 and 2 has the same container number ABCD1234567 with a passed result, total passed will be 1 instead of

! You can check whether containers included in the inspection record have current container approval recorded on the PEMS database, see the [Checking container approvals in PEMS](#) section in this user guide.

For each inspection *Results* window:

- Select a **Result**¹ of 'N/A', 'Pass' or 'Fail' for the line
- If applicable, select one or more **Remarks**² checkboxes (mandatory if the line fails the inspection)
- When a remark is selected the **Tolerance Level**³ drop down will appear, select the appropriate tolerance 'above' or 'below'
- **Comment**⁴ becomes mandatory about the tolerance level
- select the checkbox of all **Authorised officers**⁵ who performed the inspection.
See [Section 3.1: Assigning authorised officers \(inspection records only\)](#) of Reference: [PEMS AO user guide – Overview and General Functions](#) for more information.

Click **Save**⁶ to save the inspection result and exit the window.

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

- 1**: Points to the 'Result' dropdown menu.
- 2**: Points to the 'Remarks' section, which includes a list of checkboxes and a red error message 'It is required.' below it.
- 3**: Points to the 'Tolerance Level' dropdown menu.
- 4**: Points to the 'Comments' text area, which has a red error message 'A comment is required.' below it.
- 5**: Points to the 'Authorised officers' section, where the checkbox for 'PEMS-DEV External-AO' is checked.
- 6**: Points to the 'Save' button at the bottom right of the window.

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.

Once the inspection result is saved, the *Grain and Plant Product Inspection* page will display the **new split line(s)**¹. You can **Remove**² the split line(s) up until the inspection is submitted, withdrawn, or cancelled.

Results (3) Check Containers

Line	Commodity	End use	Container	Line weight	Unit	Result	Authorised officers	Actions
1	LOGS		CONT123456	123456	M/TS	Passed	PEMS-DEV External-AO	Open Split line
1	LOGS		TEST3456781	12345	M/TONS	Passed	PEMS-DEV External-AO	Open Remove
1	LOGS		TEST2345678	12345	M/TONS	Passed	PEMS-DEV External-AO	Open Remove

Completing and submitting the inspection record

To complete the log inspection record, refer to section [Completing and submitting the inspection record](#) in this user guide.

Related material

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

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

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

- Plant Exports Management System (PEMS) video tutorials

Contact information

- Authorised Officer Hotline: 1800 851 305
- Authorised Officer Program: PlantExportTraining@agriculture.gov.au
- PEMS Administration: PEMS@agriculture.gov.au.

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-9-7600	Director, Congestion Busting Program Change Management , Digital Clearance Service, Digital Trade Initiative

Version history

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

Version	Date	Amendment details
1.0	08/07/2016	New user guide.
1.1	12/07/2016	Minor variations for accuracy and clarity.
2.0	30/09/2016	<ul style="list-style-type: none"> • Complete document restructure. • Addition of sections on: <ul style="list-style-type: none"> ○ Logging into PEMS ○ Calibration records ○ Calibration search.
2.1	16/12/2016	<ul style="list-style-type: none"> • Minor variations for accuracy and clarity • Removal of Appendix F – Calibrations and loading • Removal of Section 2.3 – Calibration search.
3.0	09/10/2018	AO user guide updated with PEMS v2.1 enhancements.
4.0	23/05/2019	AO user guide updated with PEMS v3.1 and v3.2 enhancements.
5.0	4/11/2019	Updated with PEMS v.3.3 and 3.4 enhancements.
6.0	3/06/2020	Updated with PEMS 3.5 enhancements.
7.0	28/08/2020	Removal of appendices from Plant Exports Management System (PEMS) Authorised Officer user guide to make each its own user guide.
8.0	30/10/2020	Updated with PEMS v3.8 enhancements.
9.0	18/01/2021	Minor wording change request by GESP.
10	28/03/2021	Updated for commencement of the <i>Export Control Act 2020</i> and associated Plant Rules.
11	7/06/2021	Updated with PEMS May 2021 Release – name changed from CGI.
12	5/07/2021	Updated 'edit exporter name' section in line with July 2021 PEMS release.
13	13/09/2021	Updated email notification on submission in line with September 2021 release.
14	20/12/2021	Updated in line with PEMS December 2021 release.

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.

Version	Date	Amendment details
15	21/02/2022	Updated in line with PEMS February 2022 release.
16	04/04/2022	Updated in line with PEMS April 2022 release.
17	26/07/2022	Updated in line with PEMS June 2022 release.
18	4/10/2022	Updated in line with PEMS September 2022 release.

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.