



REFERENCE

Plant Exports Management System (PEMS) Authorised officer user guide – In-transit Cold Treatment (ITCT) Calibration Records

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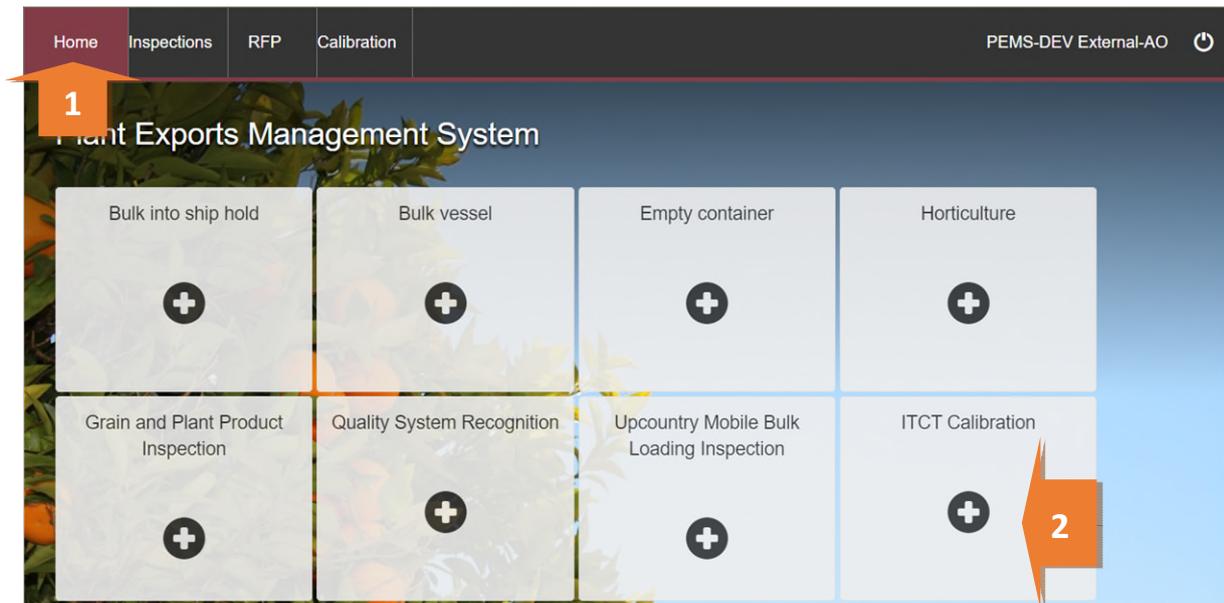
Purpose of this document

This reference outlines how to use PEMS to record in-transit cold treatment calibration records.

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 an onsite calibration record

To initiate an onsite calibration record, click the **Home**¹ PEMS menu tab and then click the **ITCT Calibration**² button.



The *Create Calibration* window will display (below).

Enter a **Container number**¹. The container number must be four letters and six or seven digits.

From the drop down select the **Container size**². This will be either 20 or 40 foot.

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

If known, enter the **RFP number**⁴. The RFP number should be seven digits long.

Click **Create**⁵.

The screenshot shows a 'Create Calibration' form with the following fields and callouts:

- 1**: Points to the 'Container number*' text input field.
- 2**: Points to the 'Container size*' dropdown menu.
- 3**: Points to the 'Establishment number*' text input field, which has a red border and the message 'An establishment number is required.' below it.
- 4**: Points to the 'RFP number' text input field.
- 5**: Points to the 'Create' button.

Other form elements include checkboxes for 'This container is calibrated offsite (Not applicable for Japan or Korea)' and 'Container calibrated for Taiwan', and 'Close' and 'Create' buttons at the bottom right.

PEMS will populate the *Container Calibration* page. The calibration record will remain **Active**¹ until the record is withdrawn, submitted, or cancelled.

The screenshot shows the 'Container Calibration' page with the following details:

- Navigation tabs: Home, Inspections, RFP, Calibration (selected).
- Page title: Container Calibration
- Status: Active 01/03/2021 (highlighted with callout **1**)
- Calibration ID: I506737
- Buttons: Calibration, Time Entry, Communication, Actions
- Link: RFP details Add

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

! Each container can only have one active calibration associated with it. The system will generate an error message if you try to create another calibration record with the **same container number or if the other calibration record is in an active status.**

Calibration page (without RFP)

Where a record is created before an RFP has been raised in EXDOC the *Container Calibration* page will display.

The *Container Calibration* page displays the following sections:

- **RFP details¹** – if the record is created before an RFP number has been raised in EXDOC, the RFP details will be blank. You will need to add the RFP number manually when the RFP number has been created, and the rest of the details in this field will be populated automatically.
- **Calibration details²** – allows you to confirm the container clock is set to GMT and to record the recorder serial number.
- **Readings³** – allows you to record the sensor readings.

Comments⁴ – allows you to record general comments regarding the calibration. See **Section 3.6 Adding comments to a record**, Reference: [PEMS AO user guide – Overview and General Functions](#).

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

Home Inspections RFP Calibration PEMS-DEV External-AO

Container Calibration Active 01/03/2021

Required fields denoted by *

Calibration ID - I506737

Calibration Time Entry Communication Actions

RFP details Add

Calibration details Change

Clock set to GMT	No
Establishment number	0088
Establishment name	EXDOC DAIRY TEST ESTABLISHMENT
Container number	LOOP1234567
Container size	20 foot
Recorder serial number	
Calibration AO	PEMS-DEV External-AO

Readings

Sensor	ID	First	Second	Correction	Actions
1	1	0.0	0.0	0.0	Open
2	2	0.0	0.0	0.0	Open
3	3	0.0	0.0	0.0	Open

Comments Change

No comment.

Calibration page (with RFP)

Where a record is created with an associated RFP, the *Generic calibration* page will display.

The *Generic Calibration* page displays the following sections:

- **RFP details¹** – populated based on the RFP information extracted from EXDOC. If the entire Exporter name does not appear in PEMS then you need to contact PEMS@awe.gov.au to have the name corrected in the PEMS reference table (see Edit Exporter name in the relevant inspection).
- **Calibration details²** – allows you to confirm the container clock is set to GMT and to record the recorder serial number (the recorder serial number can include letters, numbers, and special characters).
- **Loading details³**– allows you to record the pulp temperatures and seal details.
- **Readings⁴** – allows you to record the sensor readings.
- **Pre-cooling temperatures⁵** – allows you to record the pre-cooling temperatures (minimum requirement of five temperatures).
- **Comments⁶** – allows you to record general comments regarding the calibration. See **Section 3.6 Adding comments to a record**, Reference: [PEMS AO user guide – Overview and General Functions](#).

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

Generic Calibration Active 16/03/2019

Required fields denoted by *

- Calibration
- Time Entry
- Communication
- Actions

RFP details [Open](#)

RFP number 2195587 Establishment name ANTICO INTERNATIONAL PTY LTD
Establishment number 3815 Exporter name TESTING EXPORTER 0441B
Country CHINA

Calibration details [Change](#)

Clock set to GMT No
Establishment number 3815
Establishment name ANTICO INTERNATIONAL PTY LTD
Calibration Date 16/03/2019
Container number OIUE2323554
Container size 40 foot
Recorder serial number
Calibration AO Rajesh Iyer

Loading details

Establishment number 3815
Establishment name ANTICO INTERNATIONAL PTY LTD
Pulp temperature 1
Pulp temperature 2
Pulp temperature 3
Seal number
Sealed date and time
Loading AO

Readings

Sensor	ID	First	Second	Correction	Probe	Actions
1	1	0.0	0.0	0.0		<input type="button" value="Open"/>
2	2	0.0	0.0	0.0		<input type="button" value="Open"/>
3	3	0.0	0.0	0.0		<input type="button" value="Open"/>

Pre-cooling temperatures [Change](#)

No pre-cooling temperatures have been recorded.

Comments [Change](#)

No comment.

1

2

3

4

5

6

Opening the RFP details

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

The screenshot shows the 'Taiwan Calibration' page with a sub-header 'Calibrated 16/02/2019'. A navigation bar includes 'Calibration', 'Time Entry', 'Communication', and 'Actions'. Below this, the 'RFP details' section is highlighted with an orange arrow labeled '2'. The details include:

RFP number	2193526	Establishment name	ANTICO INTERNATIONAL PTY LTD
Establishment number	3815	Exporter name	TESTING EXPORTER 0441B
Country	TAIWAN		

The *Request For Permit* page will display.

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

Click **Open**⁴ beside any RFP line to view the details of that line. Select **View containers**⁵ to see the containers linked to the RFP.

For departmental AO's only, click **Change**⁶ beside *Comments* to record comments at the RFP level.

The screenshot shows the 'Request For Permit 0045336 (v1) Open' page. The navigation bar includes 'RFP', 'Import Permits', 'Inspections', 'Calibration', 'Time Entry', 'Communications', and 'Actions'. The 'Inspections' tab is active. The page is divided into three main sections:

- Summary** (Callout 1):

Establishment number	0100	Establishment name	MARATHON FOOD INDUSTRIES PROPRIETARY LIMITED 51-53 HOBSONS ROAD KENSINGTON VIC 3031
Destination country	JAPAN	Exporter name	Exporter Edit test1234
Commodity type	Horticulture	Total No. of Packages	150
Last refreshed	23/02/2021 11:22		
- Request for permit lines (2)** (Callout 2):

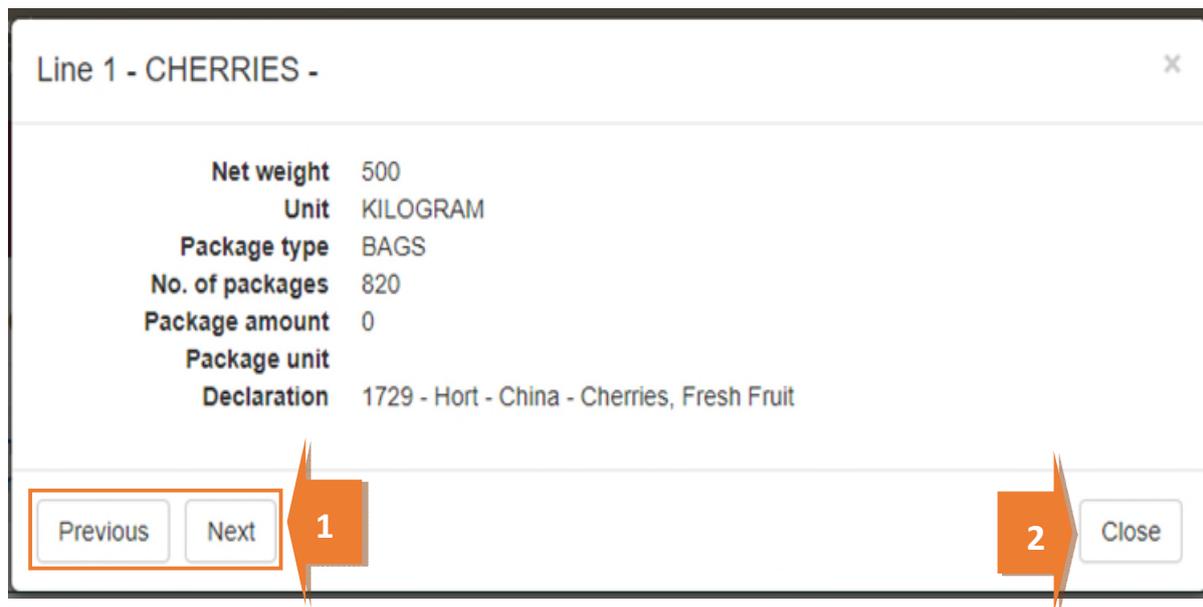
Line	Commodity	No. of packages	Package type	Net weight	Unit	Actions
1	CHERRIES	50	CARTONS	200	KILOGRAM	Open View containers
2	APPLES	100	BOX	0		Open View containers
- Comments** (Callout 6):

Change
No comment.

The RFP line window will display the details of the line that were provided on the RFP in EXDOC.

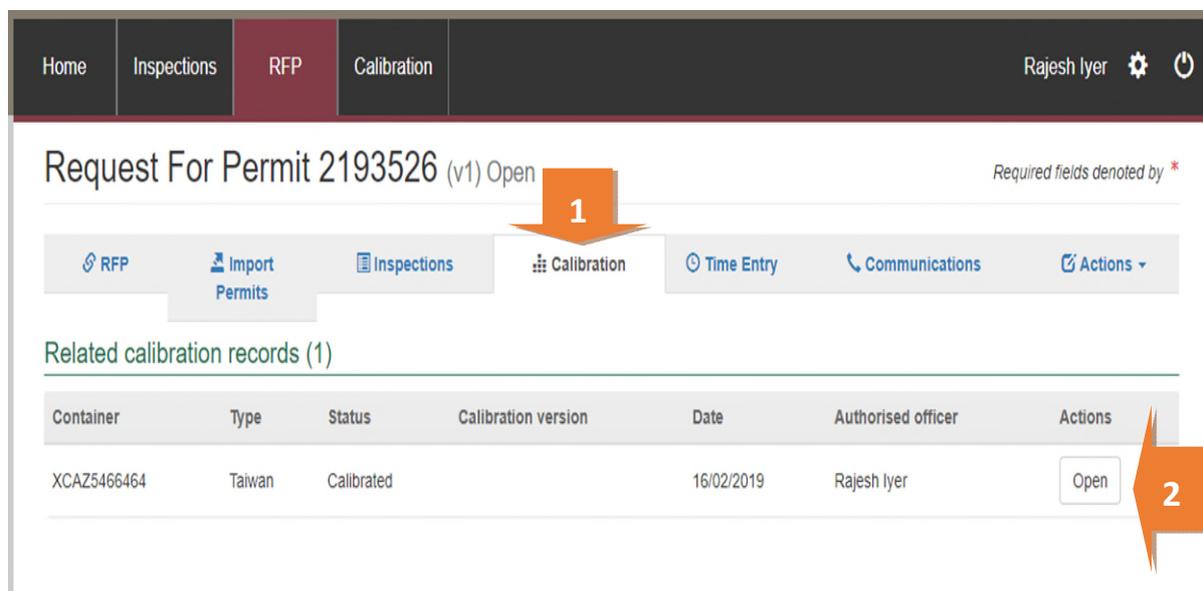
Click **Previous** and **Next**¹ to navigate between the RFP line windows.

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



Returning to the calibration page from the RFP page

To return to the Calibration page click the **Calibration**¹ tab. The full list of calibrations relating to the RFP will display. Click **Open**² beside the active calibration record.



Recording the onsite calibration details

Calibration details can be recorded on the *Container Calibration* page.

The information can be either generic that covers the requirements for multiple countries such as Japan, Indonesia, and Thailand, or specific to meet particular country requirements such as Taiwan and USA.

Generic, Japan, Indonesia, and Thailand

To edit or record the *Generic Calibration details*, click **Change**¹.

Calibration details	Change
Clock set to GMT	No
Establishment number	0098
Establishment name	AQIS HORTICULTURE ESTABLISHMENT AMEND
Container number	CONT000009
Container size	20 foot
Recorder serial number	
Calibration AO	UAT Testing

You can edit the **Establishment number**¹, select the **Container size**², **Local date**³, **Local time**⁴, confirm the **Container clock set to GMT**⁵ and enter the **Recorder serial number**⁶.

Click **Save**⁷.

! For Japan, you cannot change the Local date and time for consignments due to importing country requirements.

! The local date and time will appear as the calibration date and time, so if you have calibrated the container on another date or time then you need to update this field accordingly.

! When calibrating 1 probe only for Indonesia, the check box for **Container clock set to GMT** is not applicable. It is required when sensor 2 and 3 readings are applicable.

The screenshot shows a 'Calibration Details' form with the following fields and callouts:

- 1**: Points to the 'Establishment number' text input field containing '0000'.
- 2**: Points to the 'Container size' dropdown menu showing '20 foot'.
- 3**: Points to the 'Local date' date picker showing '09/03/2021'.
- 4**: Points to the 'Local time' time picker showing '13:45'.
- 5**: Points to the 'Container clock set to GMT' checkbox, which is checked.
- 6**: Points to the 'Recorder serial number' text input field containing 'SEAL0001213'.
- 7**: Points to the 'Save' button.

Other visible fields include 'GMT date and Time' showing 'Tue, 09 Mar 2021 02:45:54 GMT'.

The *Calibration* page will display the updated **Calibration details**¹.



Calibration details [Change](#)

Clock set to GMT	Yes
Establishment number	0098
Establishment name	AQIS HORTICULTURE ESTABLISHMENT AMEND
Calibration Date	09/03/2021
Calibration Time	13:45
Container number	CONT000009
Container size	20 foot
Recorder serial number	SEAL0001213
Calibration AO	UAT Testing

Taiwan

If you have selected 'Container calibrated for Taiwan' when creating the calibration record, select the appropriate checkbox for **Are you the container technician?**¹, enter name of **Calibration technician**², name of **Calibration company**³ and **Address details**⁴ of the calibration company.

Click **Save**⁵.

The screenshot shows a form titled "Taiwan Calibration Details" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Are you the container technician?** (1) A checkbox question with "No" selected and "Yes" as an option.
- Calibration technician *** (2) A text input field containing "John S".
- Calibration company *** (3) A text input field containing "AAA Pty Ltd".
- Address line 1 *** A text input field containing "AAA".
- Address line 2** A text input field containing "BBB".
- Postcode *** (4) A text input field containing "6666".
- State *** A dropdown menu showing "Australian Capital Territory".
- Suburb *** A text input field containing "ABC".
- At the bottom right, there are two buttons: "Close" and "Save" (5).

! If you are the calibration technician, select *Yes* for **Are you the calibration technician?**¹ PEMS will auto-populate all mandatory details (name, company, and address).

The *Container Calibration* page will display the updated **calibration technician**¹ information.

Calibration details

Clock set to GMT	Yes
Establishment number	5867
Establishment name	JOSIP & KATICA TOMIC
Calibration Date	21/03/2019
Calibration Time	16:47
Container number	LOED1258475
Container size	40 foot
Recorder serial number	ASDE4545454
Technician	John S
Company	AAA Pty Ltd
Address line 1	AAA
Address line 2	BBB
Suburb	ABC
Postcode	6666
State	ACT
Calibration AO	Rajesh Iyer



To edit or record the Calibration details, click **Change**¹.

Calibration details

[Change](#)

1

Clock set to GMT	Yes
Establishment number	5867
Establishment name	JOSIP & KATICA TOMIC
Calibration Date	21/03/2019
Calibration Time	16:47
Container number	LOED1258475
Container size	40 foot
Recorder serial number	ASDE4545454
Technician	John S
Company	AAA Pty Ltd
Address line 1	AAA
Address line 2	BBB
Suburb	ABC
Postcode	6666
State	ACT
Calibration AO	Rajesh Iyer



You can edit the **Establishment number**¹, select the **Container size**², **Local date**³, **Local time**⁴, confirm the **Container clock set to GMT**⁵, enter the **Recorder serial number**⁶ and if required, **Update Technician**⁷ details.

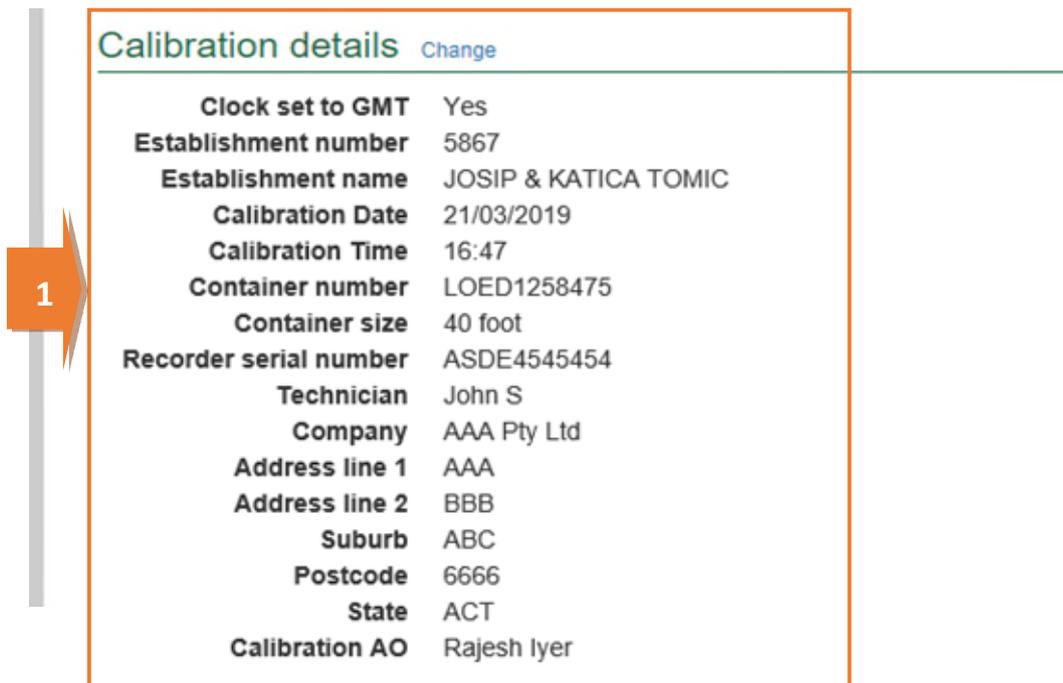
Click **Save**⁸.

! The local date and time will appear as the calibration date and time, so if you have calibrated the container on another date or time then you need to update this field accordingly.

The screenshot shows a 'Calibration Details' form with the following fields and controls:

- 1**: Establishment number* (text input: 5867)
- 2**: Container size* (dropdown menu: 40 foot)
- 3**: Local date* (calendar icon, text input: 21/03/2019)
- 4**: Local time* (text input: 16:41)
- 5**: GMT date and Time* (text input: Thu, 21 Mar 2019 05:41:28 GMT)
- 5**: Container clock set to GMT* (checkbox, unchecked; text below: The container clock set to GMT is required)
- 6**: Recorder serial number* (text input)
- 7**: Update Technician? (radio buttons: No (selected), Yes)
- 8**: Close and Save buttons at the bottom right.

The *Calibration* page will display the updated **Calibration details**¹.

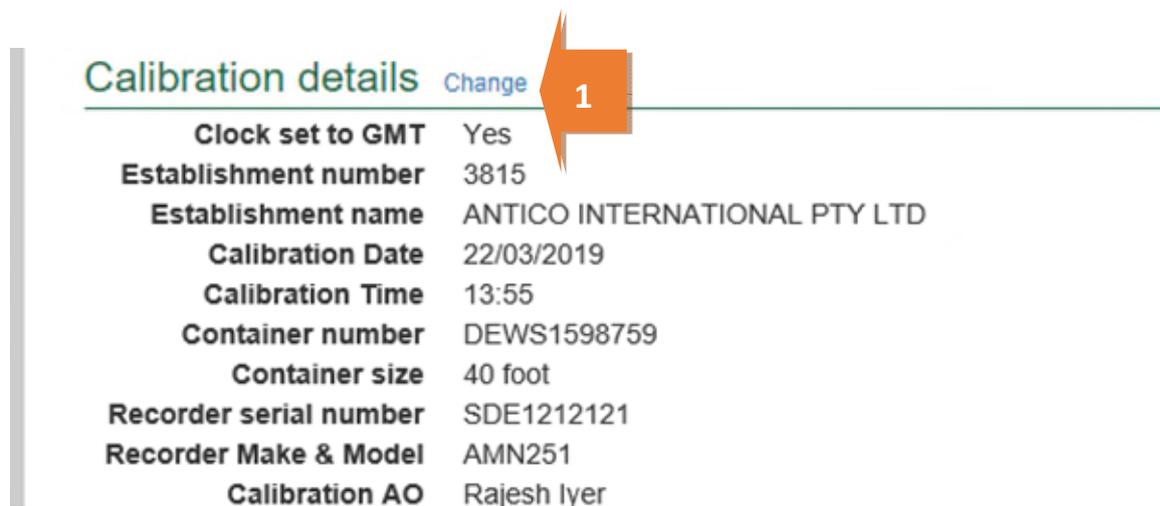


The screenshot shows a table of calibration details. An orange arrow with the number '1' points to the 'Change' link next to the title 'Calibration details'.

Calibration details Change	
Clock set to GMT	Yes
Establishment number	5867
Establishment name	JOSIP & KATICA TOMIC
Calibration Date	21/03/2019
Calibration Time	16:47
Container number	LOED1258475
Container size	40 foot
Recorder serial number	ASDE4545454
Technician	John S
Company	AAA Pty Ltd
Address line 1	AAA
Address line 2	BBB
Suburb	ABC
Postcode	6666
State	ACT
Calibration AO	Rajesh Iyer

United States of America

To edit or record the calibration details specific to the USA, click **change**¹ next to the Calibration details.



The screenshot shows a table of calibration details. An orange arrow with the number '1' points to the 'Change' link next to the title 'Calibration details'.

Calibration details Change	
Clock set to GMT	Yes
Establishment number	3815
Establishment name	ANTICO INTERNATIONAL PTY LTD
Calibration Date	22/03/2019
Calibration Time	13:55
Container number	DEWS1598759
Container size	40 foot
Recorder serial number	SDE1212121
Recorder Make & Model	AMN251
Calibration AO	Rajesh Iyer

The *Calibration details* dialog box will expand to show all the fields that can be edited or updated.

You can edit the **Establishment number**¹, select the **Container size**², **Local date**³, **Local time**⁴, confirm the **Container clock set to GMT**⁵, enter the **Recorder serial number**⁶ and the **Recorder Make & Model**⁷. Click **Save**⁸.

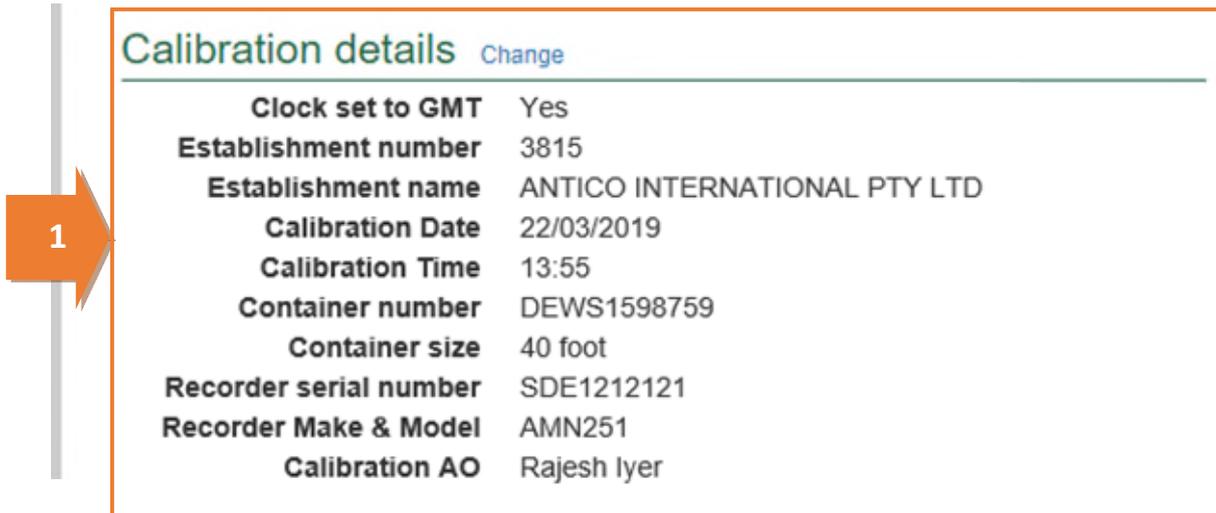
! The local date and time will appear as the calibration date and time, so if you have calibrated the container on another date or time then you will need to update this field accordingly.

The screenshot shows a 'Calibration Details' dialog box with the following fields and callouts:

- 1** points to the **Establishment number *** text input field containing '3815'.
- 2** points to the **Container size *** dropdown menu showing '40 foot'.
- 3** points to the **Local date *** date picker field showing '22/03/2019'.
- 4** points to the **Local time *** time picker field showing '13:55'.
- 5** points to the **GMT date and Time *** field showing 'Fri, 22 Mar 2019 02:55:29 GMT'.
- 6** points to the **Recorder serial number *** text input field containing 'SDE1212121'.
- 7** points to the **Recorder Make & Model *** text input field containing 'AMN251'.
- 8** points to the **Save** button.

Other visible elements include a 'Close' button, a 'Container clock set to GMT *' checkbox which is checked, and a close icon (X) in the top right corner of the dialog box.

The *Calibration* page will display the updated **Calibration details**¹.

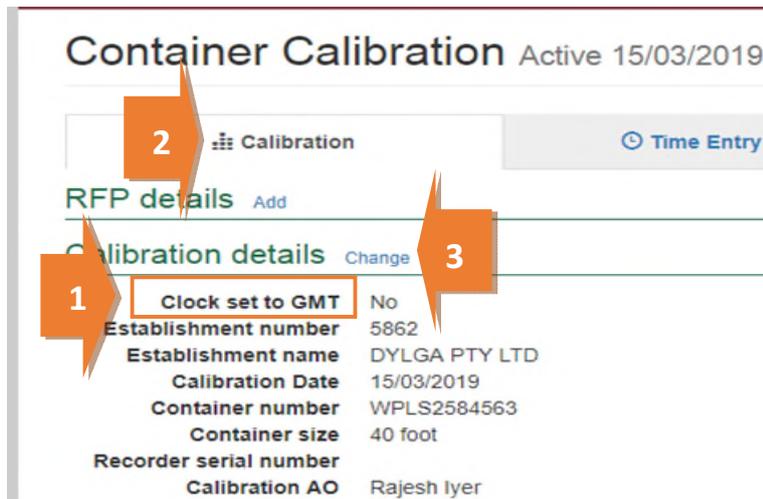


1

Calibration details Change	
Clock set to GMT	Yes
Establishment number	3815
Establishment name	ANTICO INTERNATIONAL PTY LTD
Calibration Date	22/03/2019
Calibration Time	13:55
Container number	DEWS1598759
Container size	40 foot
Recorder serial number	SDE1212121
Recorder Make & Model	AMN251
Calibration AO	Rajesh Iyer

Verifying the container clock is set to GMT

For all calibration records, the container **Clock set to GMT**¹ must be verified. To verify the GMT date and time, click the **Calibration**² tab and then click **Change**³ under the Calibration details section.



2

Calibration [Time Entry](#)

RFP details [Add](#)

1

3

Calibration details Change	
Clock set to GMT	No
Establishment number	5862
Establishment name	DYLGA PTY LTD
Calibration Date	15/03/2019
Container number	WPLS2584563
Container size	40 foot
Recorder serial number	
Calibration AO	Rajesh Iyer

The *Calibration Details* window will display (below).

You should edit the **Local date**¹ and **Local time**² for PEMS to automatically reflect the **GMT date and Time**³.

Confirm the **Container clock set to GMT**⁴, after verifying the GMT date and time from the back of the container is within the five minutes tolerance limit.

Click **Save**⁵.

The screenshot shows a 'Calibration Details' window with the following fields and callouts:

- Establishment number ***: 5862
- Container size ***: 40 foot
- Local date ***: 16/03/2019 (Callout 1)
- Local time ***: 22:07 (Callout 2)
- GMT date and Time ***: Sat, 16 Mar 2019 11:07:00 GMT (Callout 3)
- Container clock set to GMT *** (Callout 4)
- Recorder serial number ***: ABCD123456789
- Buttons**: Close, Save (Callout 5)

The *Calibration* page will display the updated **Clock set to GMT¹** information.

The screenshot shows the 'Container Calibration' page with a green notification bar at the top stating 'The calibration details have been updated.' Below this, there are two tabs: 'Calibration' (active) and 'Time Entry'. Under the 'Calibration' tab, there are sections for 'RFP details' and 'Calibration details'. The 'Calibration details' section is expanded, showing a list of fields and their values. An orange arrow with the number '1' points to the 'Clock set to GMT' field, which is set to 'Yes'.

Clock set to GMT	Yes
Establishment number	5862
Establishment name	DYLGA PT LTD
Calibration Date	15/03/2019
Container number	WPLS2584563
Container size	40 foot
Recorder serial number	ABCD123456789
Calibration AO	Rajesh Iyer

! You may choose to edit the local date and time to reflect the correct GMT date and time at the back of the container. The tolerance limit mentioned in the work plan must be adhered to.

Recording the recorder serial number

The **Recorder serial number¹** information must be recorded for the consignment.

To record the recorder serial number information, click the **Calibration²** tab and then click **Change³** under the Calibration details section.

The screenshot shows the 'Container Calibration' page with a notification bar at the top stating 'Active 10/03/2021'. Below this, there are two tabs: 'Calibration' (active) and 'Time Entry'. Under the 'Calibration' tab, there are sections for 'RFP details' and 'Calibration details'. The 'Calibration details' section is expanded, showing a list of fields and their values. An orange arrow with the number '1' points to the 'Recorder serial number' field, which is highlighted with a red box. Another orange arrow with the number '2' points to the 'Calibration' tab, and a third orange arrow with the number '3' points to the 'Change' link under the 'Calibration details' section.

Calibration ID - I514201

Clock set to GMT	No
Establishment number	0088
Establishment name	EXDOC DAIRY TEST ESTABLISHMENT CODES FOR TESTING XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Container number	CONT1234567
Container size	20 foot
Recorder serial number	
Calibration AO	UAT Testing

The *Calibration Details* window will display.

You must enter the **recorder serial number**¹ under calibration details dialog box.

Click **Save**².

The screenshot shows a 'Calibration Details' dialog box with the following fields and controls:

- Establishment number ***: Text input field containing '5862'.
- Container size ***: Dropdown menu showing '40 foot'.
- Local date ***: Text input field containing '16/03/2019' with a calendar icon to its right.
- Local time ***: Text input field containing '22:01'.
- GMT date and Time ***: Text input field containing 'Sat, 16 Mar 2019 11:01:44 GMT'.
- Container clock set to GMT ***: A checkbox that is currently unchecked.
- Recorder serial number ***: An empty text input field. An orange arrow with the number '1' points to this field.
- Close**: A white button with a grey border.
- Save**: A red button with white text. An orange arrow with the number '2' points to this button.

The Calibration page will display the updated **Recorder serial number**¹ information.

Container Calibration Active 10/03/2021

The calibration details have been updated.

Calibration ID - I514201

☰ Calibration ⌚ Time Entry

RFP details Add

Calibration details Change

Clock set to GMT	Yes
Establishment number	0088
Establishment name	EXDOC DAIRY TEST ESTABLISHMENT CODES FOR TESTING XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Calibration Date	10/03/2021
Calibration Time	08:56
Container number	CONT1234567
Container size	20 foot
Recorder serial number	SEAL00012144
Calibration AO	UAT Testing



! Calibration date is the date on the completed calibration record. The date is set to be the latest time entry record for the calibration activity.

Recording the calibration readings

To record the first and second reading under sensor 1, 2 and 3, click **Open**¹.

Readings

Sensor	ID	First	Second	Correction	Actions
1	1	0.0	0.0	0.0	<input type="button" value="Open"/>
2	2	0.0	0.0	0.0	<input type="button" value="Open"/>
3	3	0.0	0.0	0.0	<input type="button" value="Open"/>

The *Reading for Sensor 1* window will display.

Sensor ID¹ will be displayed by default.

Record the **First** and **second Reading**². The **Correction factor**³ will be auto calculated by PEMS.

Click **Previous** and **Next**⁴ to navigate between the Sensors.

Click **Close**⁵ to exit the Sensor window at any time and return to the Calibration page.

Click **Save**⁶ to record the readings.

The screenshot shows a window titled "Reading for Sensor 1" with a close button (X) in the top right corner. The window contains the following fields and controls:

- Sensor ID***: A text input field containing the value "1". Callout 1 points to this field.
- First reading***: A text input field containing the value "0.2". Callout 2 points to this field.
- Second reading***: A text input field containing the value "0.2". Callout 2 also points to this field.
- Correction factor**: A text input field containing the value "-0.2". Callout 3 points to this field.
- Navigation buttons**: "Previous" and "Next" buttons. Callout 4 points to the "Next" button.
- Action buttons**: "Close" and "Save" buttons. Callout 5 points to the "Close" button, and callout 6 points to the "Save" button.

The Calibration page will display the updated **Sensor 1 readings**¹.



Sensor	ID	First	Second	Correction	Actions
1	1	0.2	0.2	-0.2	<input type="button" value="Open"/>

- ! The first and second reading for every sensor must be identical.
- ! For Indonesia, a reading for sensor 1 is mandatory.
- ! For USA and Guam, a first, second and third reading for each sensor is required.
- ! For Japan, probe placement image against every sensor can be viewed under probe.
- ! PEMS will accept readings between -0.0 to 0.3 degrees Celsius.
- ! For Philippines, PEMS will accept a reading of 0.0.

Recording the pre-cooling temperatures

To record pre-cooling temperatures, click **Change**¹



The *Pre-cooling Temperatures* window will display.

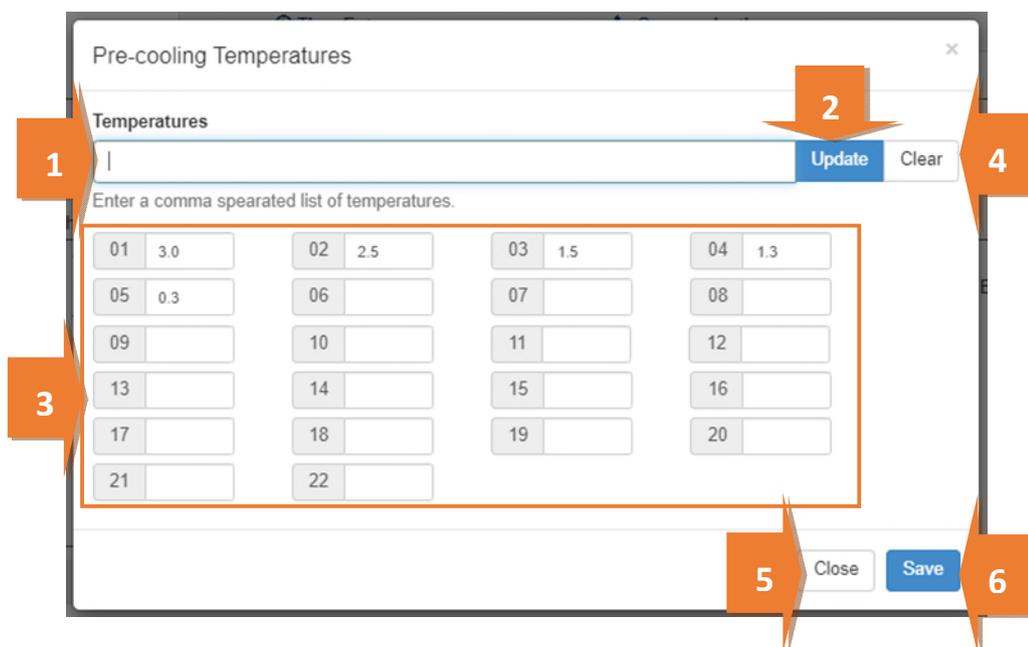
You can enter multiple commas to separate the lists of readings under **Temperatures**¹ and click **Update**² to automatically get the reading into the **boxes 1–22**³.

Click **Clear**⁴ if you wish to remove the readings.

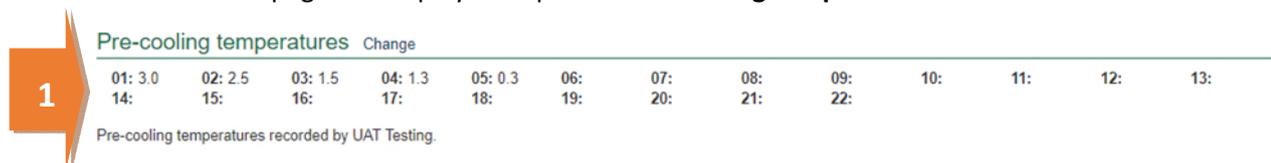
You can also record readings directly into the **boxes 1–22**³.

Click **Close**⁵ to exit the pre-cooling temperatures window at any time and return to the Calibration page.

Click **Save**⁶ to record the readings.



The Calibration page will display the updated **Pre-cooling temperatures**¹.



! A minimum of five pre-cooling temperatures is mandatory.

! PEMS will display a warning message if pre-cooling temperatures are above 3 and less than 4 degrees Celsius.

! PEMS will not record pre-cooling temperatures greater than 4 degrees Celsius to meet the importing country requirements.

Recording the loading details

Generic

To record *Generic Loading details*, click **Change**¹.

Calibration details	Change	Loading details	Change
Clock set to GMT	Yes	Establishment number	0098
Establishment number	0098	Establishment name	AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND
Establishment name	AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND	Pulp temperature 1	
Calibration Date	09/03/2021	Pulp temperature 2	
Calibration Time	13:45	Pulp temperature 3	
Container number	CONT000009	Seal number	
Container size	20 foot	Sealed date and time	
Recorder serial number	SEAL0001213	Loading AO	
Calibration AO	UAT Testing		

Loading Details window will display.

You can edit the **Establishment number**¹, confirm **Probes Placed**² and record the **Pulp temperature**³ for sensors 1, 2 and 3.

Seal the container and enter the **Seal number**⁴.

Record the **Sealed date**⁵ and **Sealed time**⁶.

Click **Close**⁷ to exit the Loading Details window at any time and return to the Calibration page.

Click **Save**⁸ to record the readings.

The screenshot shows a 'Loading Details' window with the following fields and callouts:

- 1**: Establishment number (0098)
- 2**: Probes Placed (checkbox: Are the probes placed as per the importing country requirements?)
- 3**: Pulp temperature (Sensor 1, Sensor 2, Sensor 3)
- 4**: Seal number
- 5**: Sealed date (10/03/2021)
- 6**: Sealed time (09:14)
- 7**: Close button
- 8**: Save button

! The pulp temperature for each sensor can be entered and saved as the inspection progresses. There is no longer a requirement that all three must be entered at the same time.
! All pulp temperatures must be entered prior to submitting the calibration record.

The Calibration page will display the updated **Loading details**¹.

Calibration details Change	
Clock set to GMT	Yes
Establishment number	5862
Establishment name	DYLG A PTY LTD
Calibration Date	19/03/2019
Container number	NBXC4151313
Container size	40 foot
Recorder serial number	ADES49746464
Calibration AO	Rajesh Iyer



Loading details Change	
Establishment number	3815
Establishment name	ANTICO INTERNATIONAL PTY LTD
Pulp temperature 1	1.2
Pulp temperature 2	1.3
Pulp temperature 3	1.4
Seal number	ASE56465413136
Sealed date and time	21/03/2019 14:01
Loading AO	Rajesh Iyer

- ! For Indonesia, readings for sensor 1 is mandatory.
- ! PEMS will display a warning message if pulp temperatures, for every sensor, is greater than 3.1 degrees Celsius.
- ! PEMS will accept reading between -0.0 to 0.3 degrees Celsius.
- ! For Philippines, PEMS will accept a reading of 0.0.
- ! The sealed time/date must be equal to or greater than the start time/date and equal to or less than the end time /date of the calibration record.

Taiwan

To record loading details specific to Taiwan, click **Change**¹.

Calibration details Change	
Clock set to GMT	Yes
Establishment number	5867
Establishment name	JOSIP & KATICA TOMIC
Calibration Date	21/03/2019
Container number	LOED1258475
Container size	40 foot
Recorder serial number	ASDE4545454
Technician	John S
Company	AAA Pty Ltd
Address line 1	AAA
Address line 2	BBB
Suburb	ABC
Postcode	6666
State	ACT
Calibration AO	Rajesh Iyer



Loading details Change	
Establishment number	3815
Establishment name	ANTICO INTERNATIONAL PTY LTD
Loading date	
Seal number	
Loading AO	

The *Loading Details* window will display.

You can edit the **Establishment number**¹, confirm the **Probes Placed**² and record the **Loading date**³. Seal the container and enter the **Seal number**⁴. Click **Save**⁵ to record the readings.

The screenshot shows a 'Loading Details' form with the following fields and callouts:

- 1**: Points to the 'Establishment number' input field containing '3815'.
- 2**: Points to the 'Probes Placed' checkbox, which is currently unchecked.
- 3**: Points to the 'Loading date' input field, which is empty.
- 4**: Points to the 'Seal number' input field, which is empty.
- 5**: Points to the 'Save' button.

At the bottom of the form are 'Close' and 'Save' buttons.

The Calibration page will display the updated **Loading details**¹.

The screenshot shows the 'Calibration details' page. A callout **1** points to the 'Loading details' section, which is highlighted with an orange border. The 'Loading details' section contains the following information:

Loading details Change	
Establishment number	3815
Establishment name	ANTICO INTERNATIONAL PTY LTD
Loading date	22/03/2019
Seal number	AVDS656565
Loading AO	Rajesh Iyer

United States of America

To record loading details specific to USA, click **Change**¹.

Calibration details [Change](#)

Clock set to GMT	Yes
Establishment number	3815
Establishment name	ANTICO INTERNATIONAL PTY LTD
Calibration Date	22/03/2019
Container number	DEWS1598759
Container size	40 foot
Recorder serial number	SDE1212121
Recorder Make & Model	AMN251
Calibration AO	Rajesh Iyer

Loading details [Change](#)

Establishment number	3815
Establishment name	ANTICO INTERNATIONAL PTY LTD
Loading date	
Pulp temperature 1	
Pulp temperature 2	
Pulp temperature 3	
Seal number	
Start Loading time	
Complete Loading time	
Sealed date and time	
Loading AO	

1

The *Loading Details* window will display.

You can edit the **Establishment number**¹, confirm the **Probes Placed**²; and record the **Loading date**, **Start loading time** and **Complete Loading time**³.

Enter the **Pulp temperature** for **Sensor 1, 2 and 3**⁴.

Seal the container and enter the **Seal number**, **Sealed date** and **Sealed time**⁵.

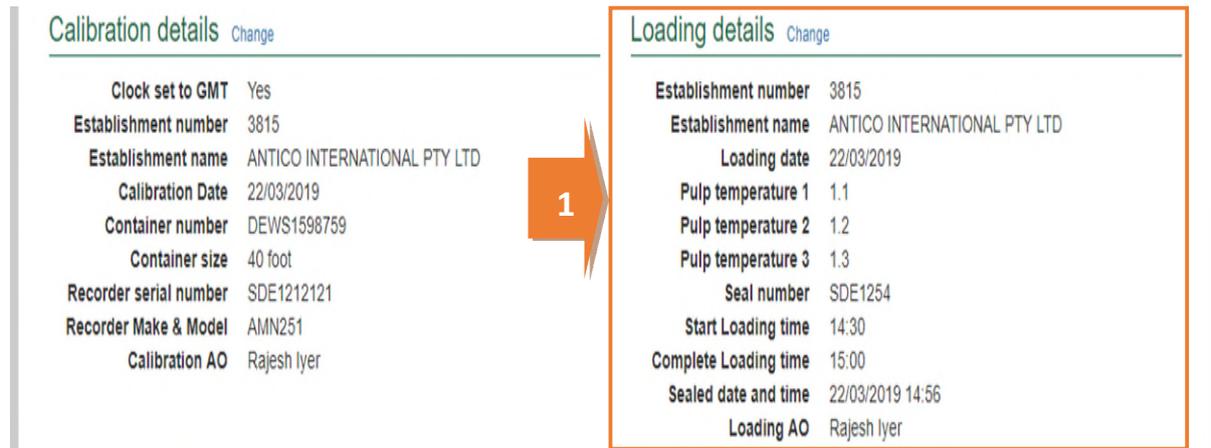
Click **Save**⁶ to record the readings.

The screenshot shows a 'Loading Details' form with the following fields and callouts:

- 1**: Callout pointing to the 'Establishment number' field containing '3815'.
- 2**: Callout pointing to the 'Probes Placed' checkbox and its label 'Are the probes placed as per the importing country requirements?'.
- 3**: Callout pointing to a box containing 'Loading date', 'Start Loading time', and 'Complete Loading time' fields.
- 4**: Callout pointing to a box containing 'Pulp temperature' fields for 'Sensor 1', 'Sensor 2', and 'Sensor 3'.
- 5**: Callout pointing to a box containing 'Seal number', 'Sealed date' (with value '22/03/2019'), and 'Sealed time' (with value '14:56') fields.
- 6**: Callout pointing to the 'Save' button at the bottom right.

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 Calibration page will display the updated **Loading details**¹.



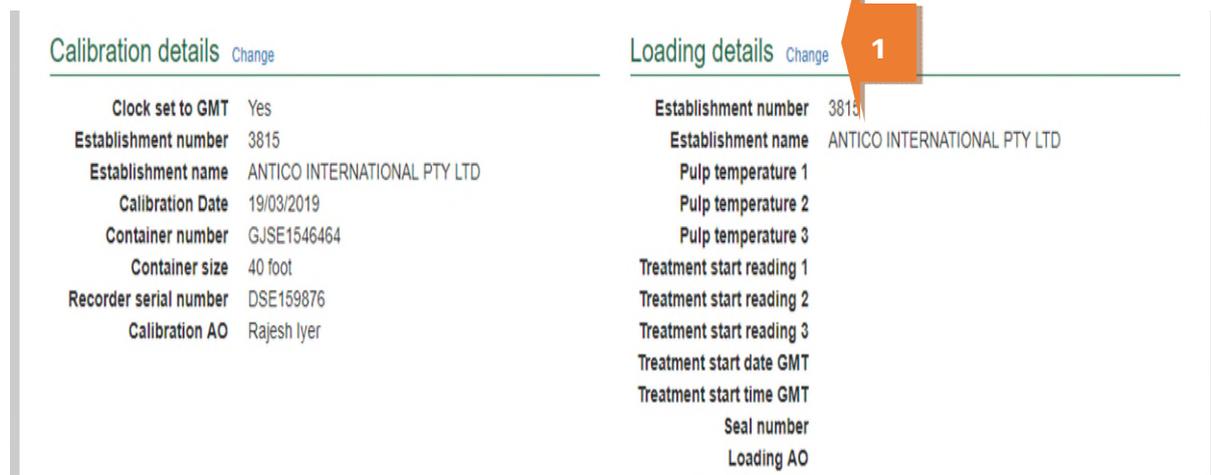
The screenshot shows two side-by-side panels. The left panel is titled 'Calibration details' and the right panel is titled 'Loading details'. An orange arrow with the number '1' points from the 'Calibration details' panel to the 'Loading details' panel.

Calibration details Change	
Clock set to GMT	Yes
Establishment number	3815
Establishment name	ANTICO INTERNATIONAL PTY LTD
Calibration Date	22/03/2019
Container number	DEWS1598759
Container size	40 foot
Recorder serial number	SDE1212121
Recorder Make & Model	AMN251
Calibration AO	Rajesh Iyer

Loading details Change	
Establishment number	3815
Establishment name	ANTICO INTERNATIONAL PTY LTD
Loading date	22/03/2019
Pulp temperature 1	1.1
Pulp temperature 2	1.2
Pulp temperature 3	1.3
Seal number	SDE1254
Start Loading time	14:30
Complete Loading time	15:00
Sealed date and time	22/03/2019 14:56
Loading AO	Rajesh Iyer

Japan

To record loading details, click **Change**¹.



The screenshot shows two side-by-side panels. The left panel is titled 'Calibration details' and the right panel is titled 'Loading details'. An orange arrow with the number '1' points to the 'Change' link in the 'Loading details' panel.

Calibration details Change	
Clock set to GMT	Yes
Establishment number	3815
Establishment name	ANTICO INTERNATIONAL PTY LTD
Calibration Date	19/03/2019
Container number	GJSE1546464
Container size	40 foot
Recorder serial number	DSE159876
Calibration AO	Rajesh Iyer

Loading details Change	
Establishment number	3815
Establishment name	ANTICO INTERNATIONAL PTY LTD
Pulp temperature 1	
Pulp temperature 2	
Pulp temperature 3	
Treatment start reading 1	
Treatment start reading 2	
Treatment start reading 3	
Treatment start date GMT	
Treatment start time GMT	
Seal number	
Loading AO	

The *Loading Details* window will display. You can edit the **Establishment number**¹, confirm the **Probes Placed**², and enter the **Pulp temperature** for **Sensor 1, 2 and 3**³.

After the treatment is complete, record the **Treatment start readings** for **Sensor 1, 2 and 3**⁴ and the **Treatment start date GMT** and **Treatment start time GMT**⁵.

Seal the container and enter the **Seal number**⁶ and confirm the **Australian Government seal applied**⁷.

Click **Save**⁸ to record the readings.

The screenshot shows a 'Loading Details' form with the following fields and callouts:

- 1**: Establishment number* (text input, value: 3815)
- 2**: Probes Placed* (checkbox, label: Are the probes placed as per the importing country requirements?)
- 3**: Pulp temperature section containing three text inputs for Sensor 1*, Sensor 2*, and Sensor 3*
- 7**: Australian Government seal applied (checkbox)
- 4**: Treatment start readings section containing three text inputs for Sensor 1, Sensor 2, and Sensor 3
- 5**: Treatment start date GMT (text input) and Treatment start time GMT (text input, value: hh:mm)
- 6**: Seal number (text input)
- 8**: Save button (red)

The Calibration page will display the updated **Loading details**¹.

Calibration details Change		Loading details Change	
Clock set to GMT	Yes	Establishment number	3815
Establishment number	3815	Establishment name	ANTICO INTERNATIONAL PTY LTD
Establishment name	ANTICO INTERNATIONAL PTY LTD	Pulp temperature 1	1.1
Calibration Date	19/03/2019	Pulp temperature 2	1.2
Container number	GJSE1546464	Pulp temperature 3	1.3
Container size	40 foot	Treatment start reading 1	1.1
Recorder serial number	DSE159876	Treatment start reading 2	1.2
Calibration AO	Rajesh Iyer	Treatment start reading 3	1.3
		Treatment start date GMT	22/03/2019
		Treatment start time GMT	15:30
		Seal number	ASD2518
		Loading AO	Rajesh Iyer



Completing and submitting the calibration record

The onsite calibration record can only be submitted after:

- all calibration results and data are recorded appropriately
- a **Time Entry**¹ is provided for all AOs who recorded calibration results
- if applicable, attachments and correspondence relating to the calibration are recorded under the **Communications**² tab.

Details on the **Time Entry**¹ and **Communications**² tabs can be found in **Section 3: General PEMS calibration functions**, Reference: [PEMS AO user guide – Overview and General Functions](#).

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

For more information on **downloading** the calibration certificate, **cancelling** or **withdrawing**⁵ a calibration, see **Section 3.4 Actions tab**, Reference: [PEMS AO user guide – Overview and General Functions](#).

! The local date and time will appear as the calibration date and time, so if you have calibrated the container on another date or time then you will need to update this field accordingly.

! All dates and times that are entered in a calibration record including Calibration date and time, Loading date and time, Sealed date and time must be equal to or greater than the time entry start and equal to, or less than the finish times.

! Once the calibration 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).

The *Container Approval* window will display.

- Confirm that the container meets all three requirements displayed as **checkboxes**¹.
- Select 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 **Approve**⁵.

The screenshot shows a 'Container Approval' window with the following elements and callouts:

- 1**: A box highlighting three checkboxes: '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 *', and 'Container is set within 5 minutes of Greenwich Mean Time (GMT) *'.
- 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 'Exporters.email@gmail.com'.
- 4**: A 'Comment' text area containing the text: 'Dear Exporter', 'Please note I have submitted the calibration record for RFP 1111111 in PEMS, please request authorisation at your earliest convenience.', 'Kind regards,', and 'AO Name|'.
- 5**: A red 'Approve' button at the bottom right.

The calibration record will display as **Completed**¹.

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

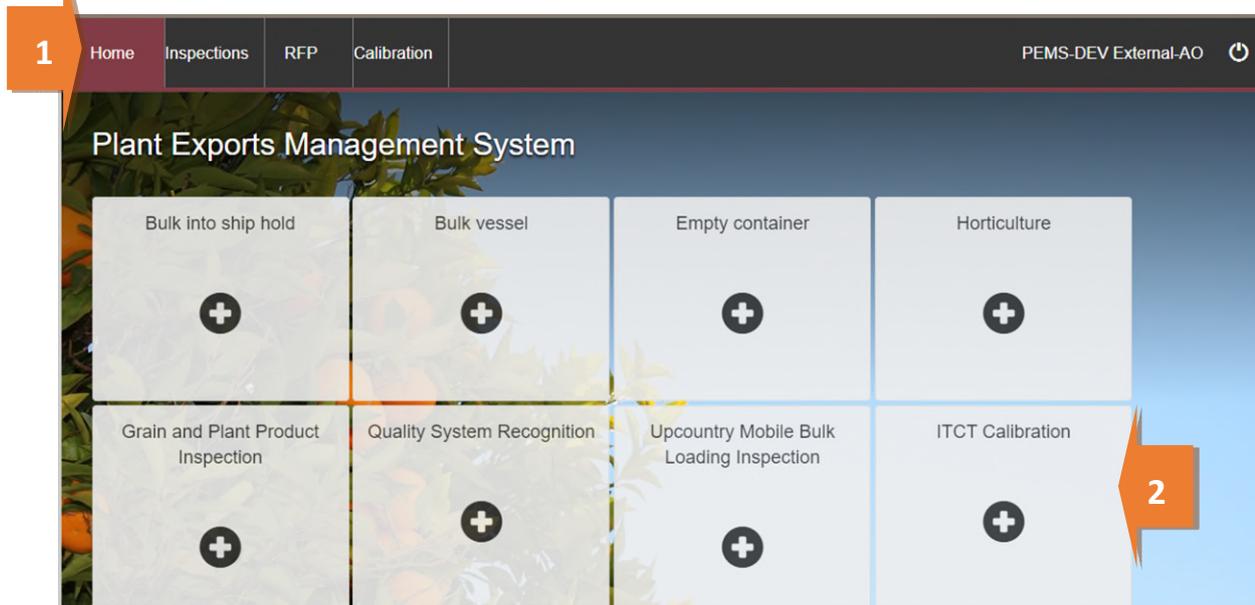
Home Inspections RFP Calibration Rajesh Iyer ⚙️ 🔌

Generic Calibration Completed 21/03/2019 **1** Required fields denoted by *

The calibration has been submitted.

Initiating an offsite calibration record

To initiate an offsite calibration record, click the **Home**¹ PEMS menu tab and then click the **ITCT Calibration**² button.



The *Create Calibration* window will display. You can create an offsite calibration record in PEMS by selecting either the establishment number or the establishment address in the *Create Calibration* window.

If you choose to create the calibration record using the establishment number, follow the below steps:

Enter a **Container number**¹. The container number must be four letters and six or seven digits.

From the drop down select the **Container size**². This will be either 20 or 40 foot.

Confirm **This container is calibrated offsite**³.

If the destination country is Taiwan, select **Container calibrated for Taiwan**⁴.

Select the **Location**⁵ as establishment number. Enter the **Establishment number**⁶. The establishment number should be three to four digits long.

Click **Create**⁷.

The screenshot shows the 'Create Calibration' window with the following fields and callouts:

- 1**: Points to the 'Container number' text input field containing 'KJHD0987654'.
- 2**: Points to the 'Container size' dropdown menu showing '40 foot'.
- 3**: Points to the checked checkbox 'This container is calibrated offsite (Not applicable for Japan or Korea)'.
- 4**: Points to the unchecked checkbox 'Container calibrated for Taiwan'.
- 5**: Points to the 'Location' dropdown menu showing 'Establishment Number'.
- 6**: Points to the 'Establishment number' text input field containing '5862'.
- 7**: Points to the blue 'Create' button.

At the bottom right of the window are 'Close' and 'Create' buttons.

If you choose to create the calibration record using the location as **Address**¹, then the window will expand and you must enter the establishment address that the calibration is taking place at, in the **Address line 1**², **Postcode**³ and **State**⁴ fields.

Select the relevant **Suburb**⁵.

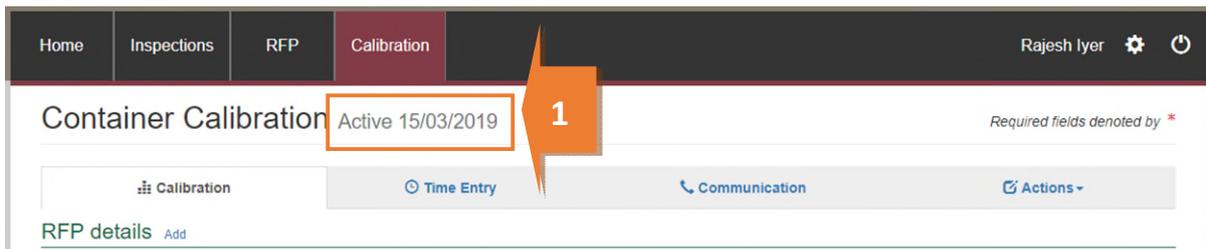
Select **Create**⁶.

The screenshot shows a 'Create Calibration' form with the following fields and callouts:

- Container number ***: Input field containing 'WERD9876543'.
- Container size ***: Dropdown menu with '40 foot' selected.
- This container is calibrated offsite (Not applicable for Japan or Korea)
- Container calibrated for Taiwan
- Location ***: Dropdown menu with 'Address' selected. Callout 1 points to this dropdown.
- Address line 1 ***: Input field containing 'ABCD'. Callout 2 points to this field.
- Address line 2**: Input field containing 'DFRG'.
- Postcode ***: Input field containing '1111'. Callout 3 points to this field.
- State ***: Dropdown menu with 'Australian Capital Territory' selected. Callout 4 points to this dropdown.
- Suburb ***: Input field containing 'FDEW'. Callout 5 points to this field.
- At the bottom right, there are 'Close' and 'Create' buttons. Callout 6 points to the 'Create' button.

PEMS will populate the *Container Calibration* page.

The calibration record will remain **Active**¹ until the record is withdrawn, submitted, or cancelled.



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

Calibration page (without RFP only)

The calibration page displays the following sections:

- **RFP details**¹ – not applicable for offsite calibration.
- **Calibration details**² – allows you to confirm the container clock to GMT and record recorder serial number.
- **Readings**³ – allows you to record sensor readings.
- **Comments**⁴ – general comments regarding the calibration can be recorded here. See **Section 3.6 Adding comments to a record**, Reference: [PEMS AO user guide – Overview and General Functions](#).

Container Calibration Active 23/03/2019 Required fields denoted by *

Calibration Time Entry Communication Actions

1 RFP details

2 Calibration details [Change](#)

Clock set to GMT No
Calibration Date 23/03/2019
Container number ZXSD5627363
Container size 40 foot
Recorder serial number
Calibration AO Rajesh Iyer
Location AAAA, BBBB, SSSS, ACT, 1111

3 Readings

Sensor	ID	First	Second	Correction	Actions
1	1	0.0	0.0	0.0	<input type="button" value="Open"/>
2	2	0.0	0.0	0.0	<input type="button" value="Open"/>
3	3	0.0	0.0	0.0	<input type="button" value="Open"/>

4 Comments [Change](#)

Recording the offsite calibration details

Generic, Japan, Indonesia and Thailand

Refer to the [onsite steps](#)

Taiwan

Refer to the [onsite steps](#)

United States of America

Not Applicable. Instead, enter Make and Model details in the comments section of Container Calibration page.

! If the location under create calibration is chosen as address, you cannot edit the establishment number in Calibration Details window.

Recording the calibration readings

Refer to the [onsite steps](#)

Completing and submitting the calibration record

The offsite calibration record can only be submitted after:

- all calibration results and data are recorded appropriately
- a **Time Entry**¹ is provided for all AOs who recorded calibration results
- if applicable, attachments and correspondence relating to the calibration are recorded under the **Communications**² tab.

Details on the **Time Entry**¹ and **Communications**² tabs can be found in **Section 3: General PEMS calibration functions**, Reference: [PEMS AO user guide – Overview and General Functions](#).

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

For more information on **Downloading** the calibration certificate, **cancelling** or **withdrawing**⁵ the calibration record, see **Section 3.4 Actions tab**, Reference: [PEMS AO user guide – Overview and General Functions](#).

! Once the calibration 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).



The *Container Approval* window will display.

- Confirm that the container meets all three requirements displayed as **checkboxes**¹.
- Enter the **Offsite seal number**².
- It will also ask if you want to **email the exporter/EDI user on the submission of the inspection**³. When selecting this option, the Inspection submit confirmation box will expand.
- Enter the **email address**⁴, this can be multiple email addresses each separated by a comma.
- Enter in any **Comments**⁵ that are to be included in the email.
- Click **Approve**⁶.

Container Approval

- 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 *
- Container is set within 5 minutes of Greenwich Mean Time (GMT) *

Offsite container seal number *

TEST9999978

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

Email Address

Exporters.email@gl.com

Comment

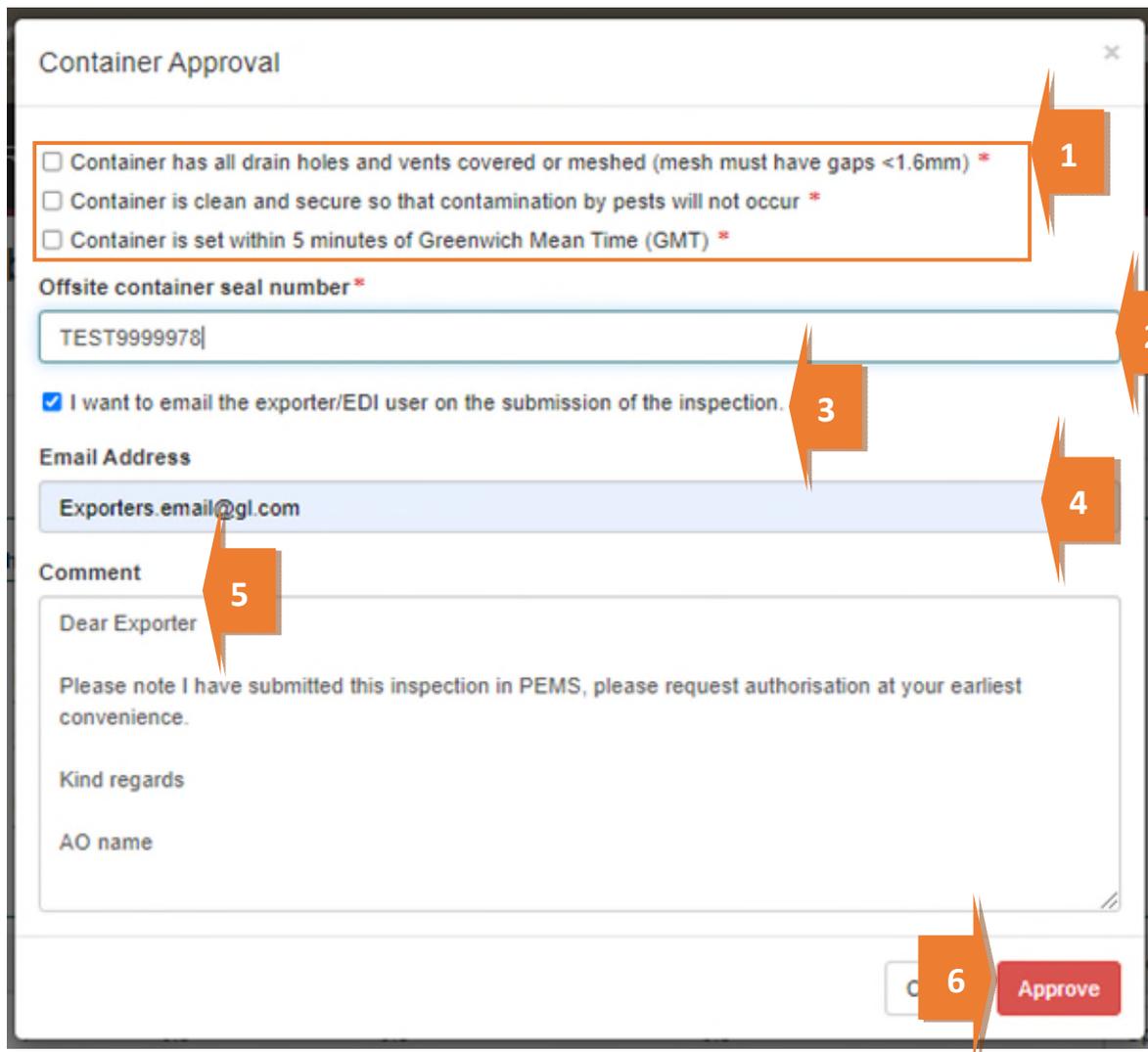
Dear Exporter

Please note I have submitted this inspection in PEMS, please request authorisation at your earliest convenience.

Kind regards

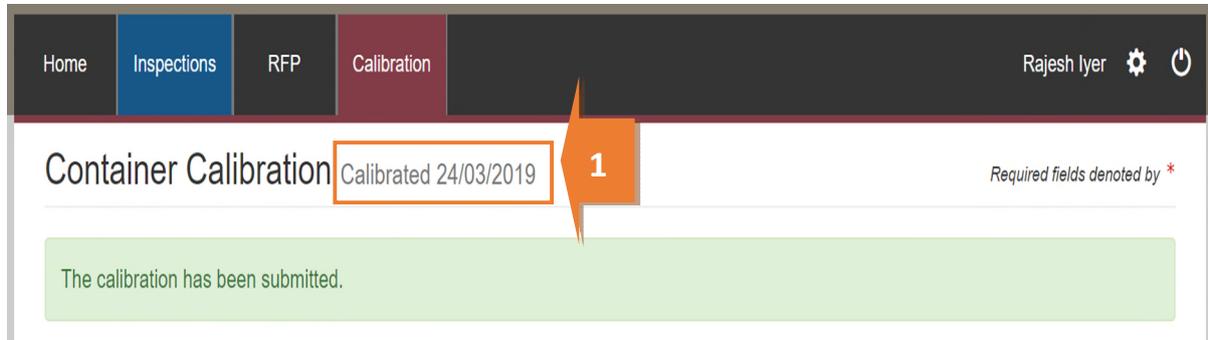
AO name

6 Approve

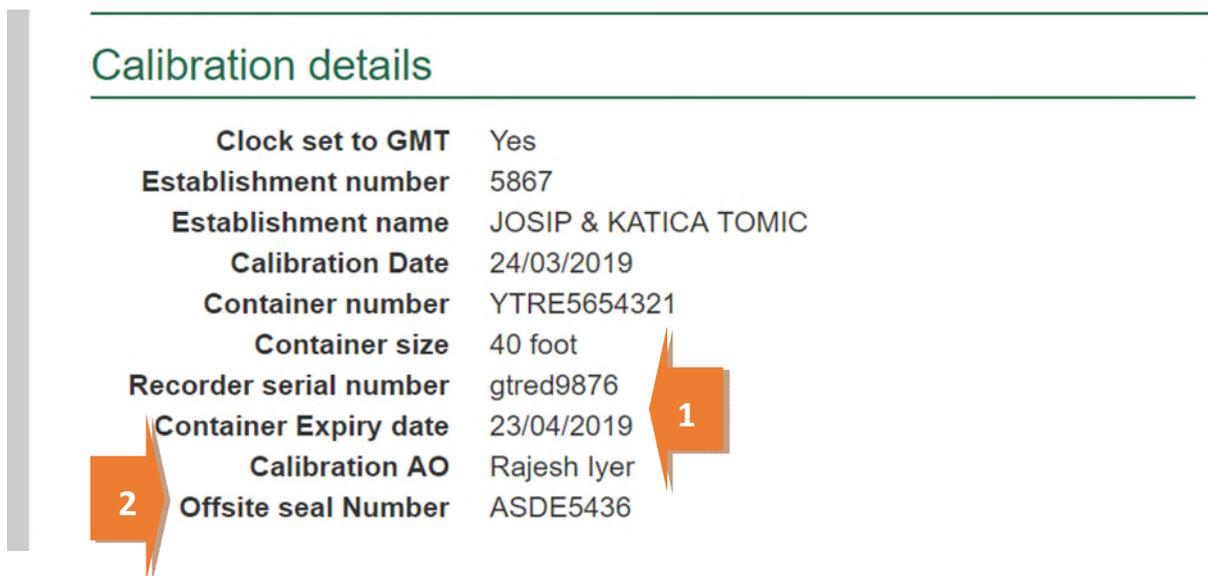


The calibration record will display as **Calibrated**¹.

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



The calibrated container record will have two additional details—the **Container Expiry date**¹ and the **Offsite seal Number**².



! The calibrated container is valid for 30 days.

! Third party AOs will be required to enter the offsite seal number to join the calibration record.

Related material

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

- Manual of Importing Country Requirements ([Micor](#)).
- [Micor Plants](#) (importing country requirements, protocols and work plans)
- [Protocols, work plans](#)
- [Plant Export Operations Manual](#)
 - Reference: *Plant Exports Management System (PEMS) Authorised Officer User Guide – Overview and general functions*
 - *Horticulture inspections*
- The following related material is available on the department's [Learnhub](#):
 - Plant Export Management System (PEMS) video tutorials

Contact information

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

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-9-7595	Director, Congestion Busting Program

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	10/12/2020	Updated with PEMS v3.9a enhancements.
9.0	28/03/2021	Updated for commencement of the <i>Export Control Act 2020</i> and associated Plant Rules.
10	7/06/2021	Removal of CGI references.
11	5/07/2021	Updated with PEMS July 2021 release.
12	13/09/2021	Updated email notification on submission in line with PEMS September 2021 release.
13	17/12/2021	Updated with PEMS December 2021 release.

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