



REFERENCE

Plant Exports Management System (PEMS) Authorised officer user guide – Onshore Cold Treatment Calibration Records

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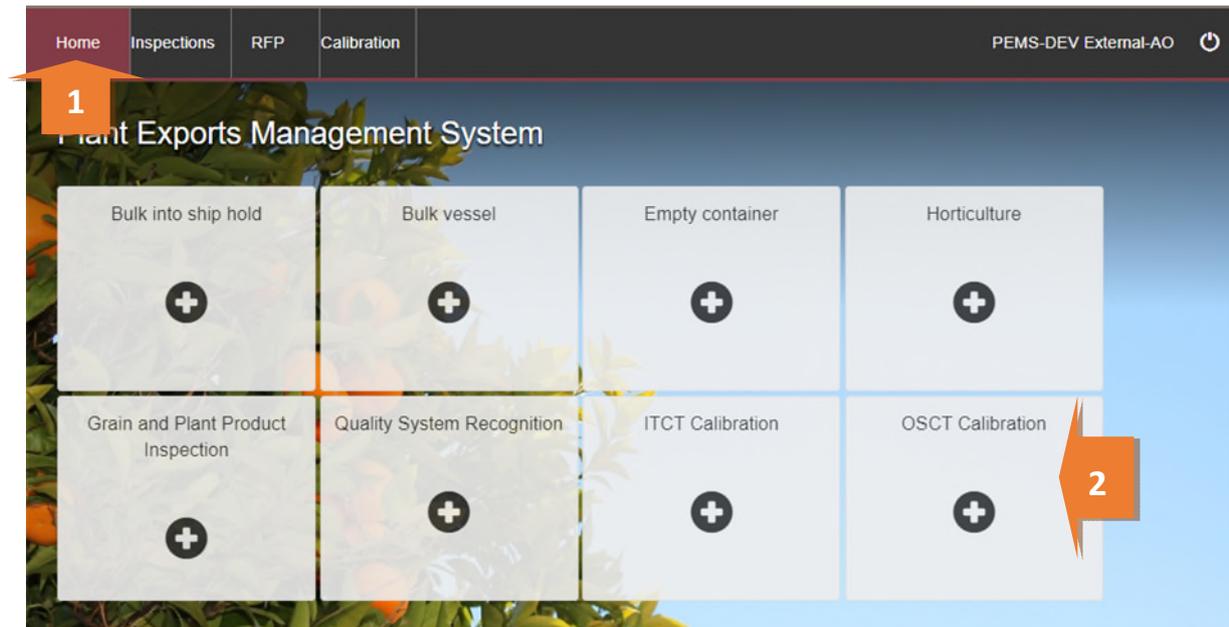
Purpose of this document

This reference outlines how to use PEMS to record Onshore Cold Treatment Calibration record.

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 onshore calibration record

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



The *Create Calibration* window will display.

If known, enter the **RFP number**¹. The RFP number should be seven digits long. If an RFP number is entered it will prepopulate the Establishment number and name, the country and the commodities listed on the RFP with the information from EXDOC.

! If the OSCT calibration is to take place at an establishment that is different to where the goods were inspected and packed, the establishment number for this location can be updated in this screen.

Where an RFP number is not provided, then you can enter the following details to the record:

Establishment number². The establishment number should be three to four digits long and click **Search**³. The Establishment Name will update.

Destination **Country**⁴.

Coolroom number⁵

Commodity⁶ and select **Add**⁷. The commodity will appear below. This step will need to be repeated if there are multiple commodities.

Click **Create**⁸.

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

- 1**: RFP number input field with a blue 'Search' button.
- 2**: Establishment Number* input field with a blue 'Search' button.
- 3**: Establishment Name input field (disabled).
- 4**: Country* input field.
- 5**: Coolroom number* input field.
- 6**: Commodity input field with a blue 'Add' button.
- 7**: A note below the commodity field: '* At least one commodity is required'.
- 8**: 'Close' and 'Create' buttons at the bottom right.

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 The calibration record will remain **Active**¹ until the record is withdrawn, submitted, or cancelled.

The screenshot shows a web interface for OSCT Calibration. At the top left, the text 'OSCT Calibration' is followed by 'Active 20/04/2020'. A red callout box with the number '1' points to the date '20/04/2020'. To the right of this, it says 'Required fields denoted by *'. Below this is a navigation bar with four items: 'Calibration' (with a list icon), 'Time Entry' (with a clock icon), 'Communication' (with a speech bubble icon), and 'Actions' (with a dropdown arrow icon). Below the navigation bar, there is a section for 'RFP details' with an 'Add' link. At the bottom of the screenshot, there is a section for 'Calibration Details'.

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

OSCT Calibration page

The *OSCT Calibration* page displays the following sections:

- **RFP details**¹ – 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 populate automatically.
- **Calibration details**² – allows you to state if fumigation treatment has taken place, the calibration date and time, the coolroom number, and the commodity, packages and type.
- **Pulp Temperature**³ – allows you to record the temperature of the fruit.
- **Calibration Readings**⁴ – allows you to record the sensor readings and the air inlet and outlet probes.
- **Pre-cooling temperatures**⁵ – allows you to record the pre-cooling temperatures of the fruit/vegetable prior to it going into the cool room.
- **Comments**⁶ – allows you to record general comments regarding the calibration. See [Section 3.8 Adding comments to a record in](#) the 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.

The screenshot shows the 'OSCT Generic Calibration' page for record ID 'O506876', active on 23/03/2022. The page is divided into several sections, with numbered callouts indicating key areas:

- 1**: RFP details (Add)
- 2**: Calibration details (Change | Add Commodity)

Associated commodity	GRAPES
Country	CHINA
Establishment number	100
Establishment name	MARATHON FOOD INDUSTRIES PROPRIETARY LIMITE
Calibration Date	
Calibration Time	
Calibration AO	Vendor Test5
Treatment schedule °C	
Treatment Duration Days	
- 3**: Pulp temperature (Change)

Sensor 1	0.0
Sensor 2	0.0
Sensor 3	0.0
Sensor 4	0.0
Sealed date and time	
Seal Number	
- 4**: Calibration Readings table

ID	First	Second	Correction	Probe	Actions
1	0.0	0.0	0.0		Open
2	0.0	0.0	0.0		Open
3	0.0	0.0	0.0		Open
4	0.0	0.0	0.0		Open
Air inlet probe	0.0	0.0	0.0		Open
Air outlet probe	0.0	0.0	0.0		Open
- 5**: Pre-cooling temperatures (Change)

No pre-cooling temperatures have been recorded.
- 6**: Comments (Change)

No comment.

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.

Adding a commodity

To add a commodity to the Calibration details, click **Add Commodity**¹.

Calibration details	Change Add Commodity
Associated commodity	GRAPES
Country	CHINA
Establishment number	100
Establishment name	MARATHON FOOD INDUSTRIES PROPRIETARY LIMITE
Calibration Date	
Calibration Time	
Calibration AO	Vendor Test5
Treatment schedule °C	
Treatment Duration Days	

Enter the **commodity**¹, click **Add**² and then click **Save**³.

Add Commodity ×

Commodity

Add

Close **Save**

Recording the calibration details

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

Calibration details	Change Add Commodity
Associated commodity	GRAPES
Country	CHINA
Establishment number	100
Establishment name	MARATHON FOOD INDUSTRIES PROPRIETARY LIMITE
Calibration Date	
Calibration Time	
Calibration AO	Vendor Test5
Treatment schedule °C	
Treatment Duration Days	

If the country is China, a tick box will need to be selected on **Has the commodity been fumigated as part of a combination fumigation + cold treatment?**¹.

Enter the **Coolroom number**². The number must match exactly including any spaces or special characters as PEMS will validate this information.

Enter the **Treatment Schedule °C**³ and the **Treatment Duration Days**⁴.

Enter the **Calibration Date**⁵ and the **Calibration Time**⁶.

To record the Packages and Type, select the **Commodity**⁷ from the drop-down. Enter the **Number of Packages**⁸ and select **Type**⁹ from the drop-down list. Click **Add**¹⁰. Repeat steps for multiple commodities and pack types.

Once complete, select **Save**¹¹.

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

- 1**: Points to the question 'Has the commodity been fumigated as part of a combination fumigation + cold treatment?' with radio buttons for 'Yes' and 'No'.
- 2**: Points to the 'Coolroom number' field containing 'Test1'.
- 3**: Points to the 'Treatment Schedule °C' field.
- 4**: Points to the 'Treatment Duration Days' field.
- 5**: Points to the 'Calibration Date' field.
- 6**: Points to the 'Calibration Time' field with a placeholder 'hh:mm'.
- 7**: Points to the 'Commodity' dropdown menu.
- 8**: Points to the 'Number of Packages' input field.
- 9**: Points to the 'Type' dropdown menu.
- 10**: Points to the 'Add' button.
- 11**: Points to the 'Save' button.

Other visible text in the form includes: 'Country CHINA', 'Commodity GRAPES', 'Establishment Number 100', and 'Establishment Name MARATHON FOOD INDUSTRIES PROPRIETARY LIMITE'.

Recording the calibration readings

To record the readings under sensor 1, 2, 3, 4 and Air inlet and outlet probe, click **Open**¹.

Calibration Readings

ID	First	Second	Correction	Probe	Actions
1	0.0	0.0	0.0		<input type="button" value="Open"/>
2	0.0	0.0	0.0		<input type="button" value="Open"/>
3	0.0	0.0	0.0		<input type="button" value="Open"/>
4	0.0	0.0	0.0		<input type="button" value="Open"/>
Air inlet probe	0.0	0.0	0.0		<input type="button" value="Open"/>
Air outlet probe	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, if applicable, enter the third reading.

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". A callout "1" points to this field.
- First reading***: A text input field containing the value "0.0". A callout "2" points to this field.
- Second reading***: A text input field containing the value "0.0". A callout "2" also points to this field.
- Correction factor**: A text input field containing the value "0.0". A callout "3" points to this field.
- Navigation buttons**: "Previous" and "Next" buttons. A callout "4" points to the "Next" button.
- Action buttons**: "Close" and "Save" buttons. A callout "5" points to the "Close" button, and a callout "6" points to the "Save" button.

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The *Calibration Readings* page will display the updated sensor readings.

Calibration Readings

ID	First	Second	Correction	Probe	Actions
1	0.2	0.2	-0.2		<input type="button" value="Open"/>
2	0.1	0.1	-0.1		<input type="button" value="Open"/>
3	-0.3	-0.3	0.3		<input type="button" value="Open"/>
4	-0.1	-0.1	0.1		<input type="button" value="Open"/>
Air inlet probe	0.2	0.2	-0.2		<input type="button" value="Open"/>
Air outlet probe	0.3	0.3	-0.3		<input type="button" value="Open"/>

Pre-cooling temperatures [Change](#)

No pre-cooling temperatures have been recorded.

- ! An Add Probe button will appear if the destination country is New Zealand, USA or Philippines.
- ! The first, second and third (if applicable) reading for every individual sensor must be identical.
- ! PEMS will accept reading between -0.0 to 0.3 degrees Celsius.
- ! For Indonesia, a reading for sensor 1 is mandatory.
- ! For USA, a first, second and third reading for each sensor is required.
- ! For Japan, probe placement image against every sensor can be viewed under probe.
- ! For the Philippines, PEMS will accept a reading of 0.0.

Recording the Pre-cooling temperatures

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

Pre-cooling temperatures [Change](#)

No pre-cooling temperatures have been recorded.

1

The *Pre-cooling Temperatures* window will display.

You can enter multiple comma-separated lists of readings under **Temperatures**¹ and click **Update**² to automatically populate **boxes 1–22**³. For example, 0.1, 0.1, 0.2.

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

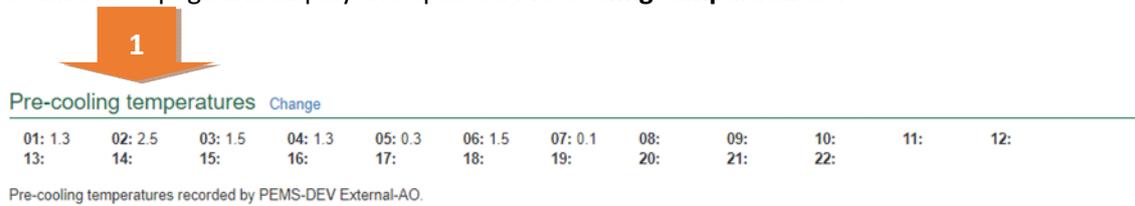
You can also record readings directly into the **boxes 1–22**³.

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 screenshot shows a window titled "Pre-cooling Temperatures" with a close button (X) in the top right corner. Below the title bar is a section labeled "Temperatures" with a text input field (callout 1). To the right of the input field are two buttons: "Update" (callout 2) and "Clear" (callout 4). Below the input field is the instruction "Enter a comma speared list of temperatures." (note the typo in the image). Below this instruction is a grid of 22 input boxes, numbered 01 through 22, arranged in two columns of 11 boxes each. A callout 3 points to the entire grid. At the bottom of the window are two buttons: "Close" (callout 5) and "Save" (callout 6).

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



Pre-cooling temperatures [Change](#)

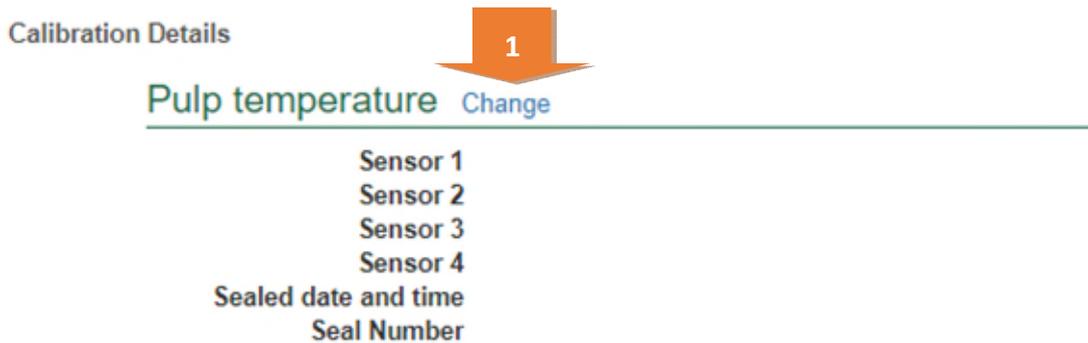
01: 1.3	02: 2.5	03: 1.5	04: 1.3	05: 0.3	06: 1.5	07: 0.1	08:	09:	10:	11:	12:
13:	14:	15:	16:	17:	18:	19:	20:	21:	22:		

Pre-cooling temperatures recorded by PEMS-DEV External-AO.

- ! Pre-cooling temperatures are mandatory for Japan, Korea and Vietnam.
- ! A minimum of five pre-cooling temperatures is mandatory.
- ! PEMS will display a warning message if pre-cooling temperatures are above 3.0 and less than 4.0 degrees Celsius.
- ! PEMS will not record pre-cooling temperatures greater than 4.0 degrees Celsius to meet with importing country requirements.
- ! Pre-cooling temperatures are not mandatory for some countries, such as China.

Recording the Pulp temperatures

To record Pulp temperatures, click **Change**¹.



Calibration Details

Pulp temperature [Change](#)

- Sensor 1
- Sensor 2
- Sensor 3
- Sensor 4
- Sealed date and time
- Seal Number

The *Pulp Temperatures* window will display.

Tick the box to confirm the **probes placed as per Importing Country's requirements**¹.

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

Seal the cool room and enter the **Seal number, Sealed date** and **Sealed time**³.

Click **Save**⁴ to record the readings.

The screenshot shows a web form titled "Pulp Temperature" with a close button (X) in the top right corner. The form contains the following elements:

- 1**: A checkbox labeled "Are the probes placed as per the Importing Country's requirement? *".
- 2**: Four temperature input fields, each labeled "Sensor 1 *", "Sensor 2 *", "Sensor 3 *", and "Sensor 4 *". Each field has a red border and a red error message below it: "Please enter a number between -9.9 and 9.9.".
- 3**: Three input fields for "Seal number", "Sealed date" (with a calendar icon and the value "20/04/2020"), and "Sealed time" (with a placeholder "hh:mm" and a red error message "A sealed time is required.").
- 4**: Two buttons at the bottom right: "Close" and "Save".

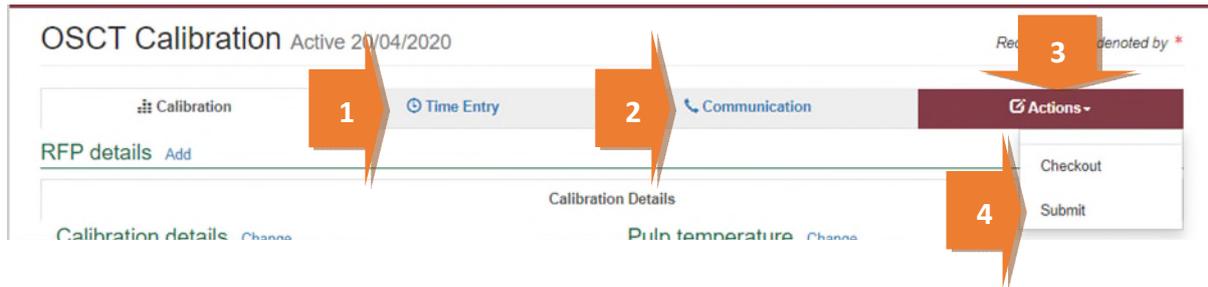
Submitting the OSCT calibration record

The OSCT 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 functions in the 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.



A pop-up window will ask you to confirm that you want to submit the calibration. Click **OK**¹.



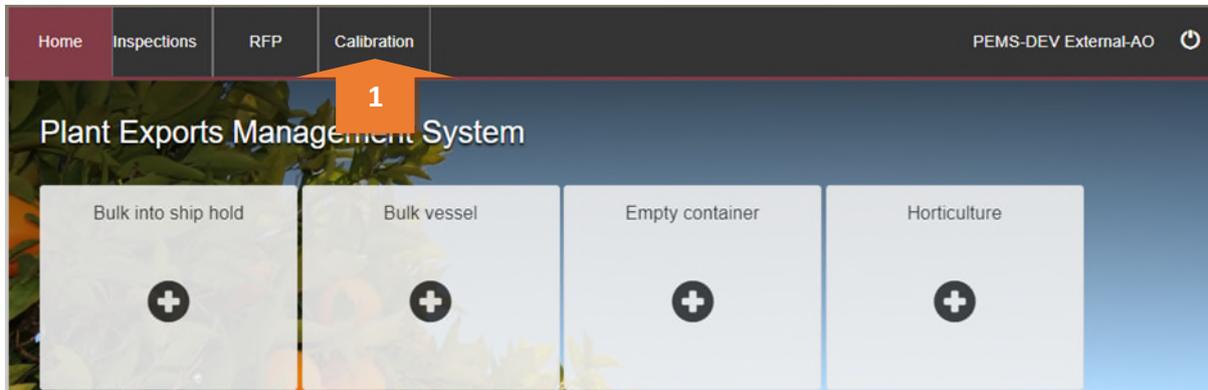
Joining the re-calibration

Calibration of the cool room occurs twice, once prior to the cold treatment, and once post the cold treatment after the minimum required time period. The second calibration is called the re-calibration.

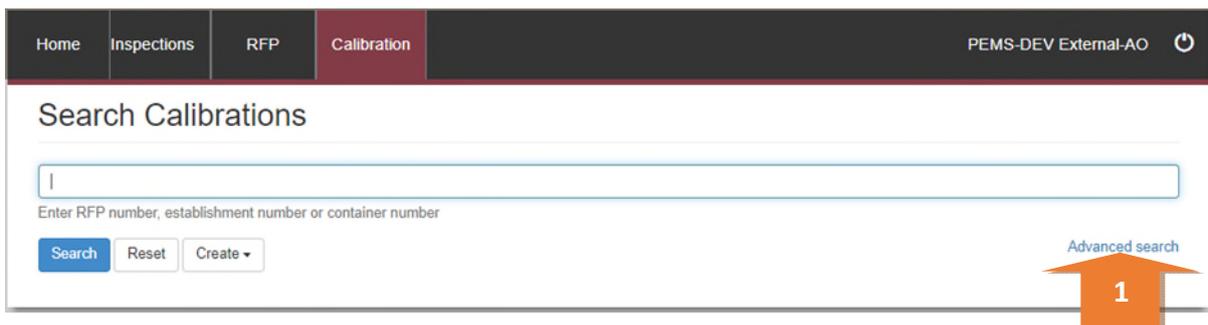
On completion of the onshore cold treatment an Authorised Officer will join the existing calibration record to record the re-calibration details.

Join the re-calibration record

To join the recalibration, from the home page click on **Calibration**¹.



The *Search Calibrations* page opens. Click on **Advanced Search**¹.



The *Advanced Search* page opens.

Enter the **Est. number**¹.

For **Calibration Type**², select OSCT from the drop-down box.

For the **Status**³ select Calibrated from the drop-down.

Click **Search**⁴.

The screenshot shows the 'Search Calibrations' form in a web application. The navigation bar includes 'Home', 'Inspections', 'RFP', and 'Calibration' (highlighted in red), with 'PEMS-DEV External-AO' and a refresh icon on the right. The form contains several input fields: 'Container number', 'Est. number' (with '100' entered), 'Seal number', 'Calibration Type' (dropdown menu with 'OSCT' selected), 'Date from', and 'Date to'. On the right side, there are fields for 'Exporter name', 'Phytosanitary', 'Serial number', 'Cert Type', and 'Status' (dropdown menu with 'Calibrated' selected). At the bottom left are 'Search', 'Reset', and 'Create' buttons. A 'Simple search' link is at the bottom right. Four orange callout boxes with numbers 1, 2, 3, and 4 point to the 'Est. number' field, the 'Calibration Type' dropdown, the 'Status' dropdown, and the 'Search' button respectively.

From the *Search Results*, locate the Calibrated record and click on **Join**¹.

The screenshot shows the 'Search Results' section of the application. It features the same search filters as the previous screenshot. Below the filters, there is a table with 48 results. The table has columns for 'Container', 'Cal Type', 'Cert Type', 'Status', 'Date', and 'Actions'. Two rows are visible, both with 'NA' in the 'Container' column, 'OSCT' in 'Cal Type', 'Generic' in 'Cert Type', and 'Calibrated' in 'Status'. The 'Date' column shows '08/05/2020' and '07/05/2020'. The 'Actions' column contains a 'Join' button for each row. An orange callout box with the number '1' points to the 'Join' button of the second row.

Container	Cal Type	Cert Type	Status	Date	Actions
NA	OSCT	Generic	Calibrated	08/05/2020	Join
NA	OSCT	Generic	Calibrated	07/05/2020	Join

The *Join Calibration* window opens.

To join the calibration, you need to enter the **Seal number**¹.

Enter the **Treatment start date** and **Treatment start time**². The treatment start time must be later than the Calibration End Time provided for the relevant calibration.

Enter the **Treatment end date** and the **Treatment End time**³.

Then click **Join**⁴.

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

- 1**: Points to the 'Seal number*' text input field. Below it is the error message 'A seal number is required.'
- 2**: Points to the 'Treatment start date' and 'Treatment start time' fields. The date field has a calendar icon and the error message 'Treatment start date is required'. The time field has a placeholder 'hh:mm' and the error message 'Treatment start time is required'.
- 3**: Points to the 'Treatment end date' and 'Treatment End time' fields. The date field has a calendar icon and the error message 'Treatment end date is required'. The time field has a placeholder 'hh:mm' and the error message 'Treatment end time is required'.
- 4**: Points to the 'Join' button at the bottom right, next to a 'Close' button.

The system will validate the treatment duration and, providing this information meets the minimum time required, it will automatically open the original calibration record.

If the information provided is not valid an error will be shown.

Re-calibration

Click on the **Re-Calibration Details**¹ tab.

OSCT Generic Calibration Calibrated 05/10/2021 Required fields denoted by *

Calibration ID - 0506837

Calibration Time Entry Communication Actions -

RFP details Add

Calibration Details **1** Re-Calibration Details

Calibration details

Associated commodity	ORANGES, MANDARIN - CLEMENTINE
Country	CHINA
Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Calibration Date	05/10/2021
Calibration Time	10:50
Calibration AO	Authorised Officer
Treatment schedule °C	1.0
Treatment Duration Days	10

Pulp temperature

Sensor 1	0.4
Sensor 2	1.3
Sensor 3	2.5
Sensor 4	0.6
Sealed date and time	05/10/2021 10:00
Seal Number	SEAL12323

Calibration Readings

Re-Calibration page

The *OSCT Calibration* page displays the following sections:

- **RFP details**¹ – The RFP details will be blank. You will need to add the RFP number when the RFP number has been created, and the rest of the details in this field will populate automatically.
- **Re-Calibration details**² – allows you to record the recalibration date and time and the result.
- **Loading details**³ –Is only applicable if the commodity is to be exported by sea freight.
- **Re-Calibration Readings**⁴ –records the sensor readings and the air inlet and outlet probes.
- **Comments**⁵ – allows you to record general comments regarding the calibration. For more information see [Section 3.8 Adding comments to a record](#) in the 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.

OSCT Generic Calibration Calibrated 05/10/2021

Required fields denoted by *

Calibration ID - Q506837

Calibration
Time Entry
Communication
Actions

RFP details Add

Re-Calibration Details

Re Calibration details Change

Re-Calibration Date	
Re-Calibration Time	
Result	
Authorised Officer	Authorised Officer

Loading details Change

Container loading	No
-------------------	----

Re-Calibration Readings

ID	First	Second	Correction	Probe	Actions
1	0.0	0.0	0.0		Open
2	0.0	0.0	0.0		Open
3	0.0	0.0	0.0		Open
4	0.0	0.0	0.0		Open
Air inlet probe	0.0	0.0	0.0		Open
Air outlet probe	0.0	0.0	0.0		Open

Comments Change

No comment.

Record the Re-Calibration Readings

To record the readings under sensor 1, 2, 3, 4 and Air Inlet and Outlet probe, click **Open**¹.

Re-Calibration Readings

ID	First	Second	Correction	Probe	Actions
1	0.0	0.0	0.0		Open ¹
2	0.0	0.0	0.0		Open
3	0.0	0.0	0.0		Open
4	0.0	0.0	0.0		Open
Air inlet probe	0.0	0.0	0.0		Open
Air outlet probe	0.0	0.0	0.0		Open

The *Reading for Sensor 1* window will display.

Sensor ID¹ will be displayed by default.

Record the **First** and **Second reading**² and, if applicable, the third reading. 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 in the top right corner. The window contains the following fields and controls:

- Sensor ID***: A text input field containing "1". Callout 1 points to this field.
- First reading***: A text input field containing "0.0". Callout 2 points to this field.
- Second reading***: A text input field containing "0.0". Callout 2 also points to this field.
- Correction factor**: A text input field containing "0.0". 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.

! For the Philippines the readings must be within +/- 0.3 of the original reading.

! A third reading is required for the USA.

Record the Re-Calibration details

To record the re-calibration details, click **Change**¹.

OSCT Generic Calibration Calibrated 05/10/2021 Required fields denoted by *

Calibration ID - 0506837

Calibration Time Entry Communication Actions

RFP details Add

Calibration Details Re-Calibration Details

Re Calibration details Change **1** Loading details Change

Re-Calibration Date
Re-Calibration Time
Result
Authorised Officer Authorised Officer

Container loading No

The *Re-Calibration Details* window opens.

From the drop-down box, select a **Result**¹. Enter the **Re-calibration date** and **time**².

If applicable, enter **Comments**³, then select **Save**⁴.

Re Calibration Details

Result *

1

2 Re-Calibration date Re-Calibration time

Re-Calibration date is required. Re-Calibration time is required.

3

4 Save

Record the Loading details

This section is only applicable if the commodity is being exported via sea freight. To record the loading details, select **Change**¹.

The screenshot shows the 'OSCT Generic Calibration' interface. At the top, it says 'Calibrated 05/10/2021' and 'Required fields denoted by *'. Below this, there's a navigation bar with 'Calibration', 'Time Entry', 'Communication', and 'Actions'. Underneath, there's a section for 'RFP details' with an 'Add' button. The main content area is divided into two tabs: 'Calibration Details' and 'Re-Calibration Details'. The 'Re-Calibration Details' tab is active, showing a table with columns for 'Re-Calibration Date', 'Re-Calibration Time', 'Result', and 'Authorised Officer'. The 'Loading details' tab is also visible, with a 'Change' button next to it, indicated by an orange arrow labeled '1'. The 'Container loading' field is set to 'No'.

The *Loading Details* window opens.

Select the relevant answer to *Does the importing country require supervision of loading?*

If the answer is **No**¹, Select **Save**².

The screenshot shows a 'Loading Details' dialog box. It contains the question 'Does the importing country require supervision of loading?' with two radio button options: 'Yes' and 'No'. The 'No' option is selected, indicated by an orange arrow labeled '1'. At the bottom right of the dialog, there are two buttons: 'Close' and 'Save'. The 'Save' button is highlighted with an orange arrow labeled '2'.

If selected **Yes**¹, enter the **Container number**².

Decide if the **Container Approval**³ is Yes or No.

Enter the **Seal number**⁴.

Click **Save**⁵.

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

- Question: "Does the importing country require supervision of loading?" with radio buttons for "Yes" (selected) and "No". Callout 1 points to the "Yes" radio button.
- Text input field: "Container number". Callout 2 points to this field.
- Text: "Container Approval" with radio buttons for "Yes" and "No" (selected). Callout 3 points to the "No" radio button.
- Text input field: "Seal number". Callout 4 points to this field.
- Text: "Loading Officer" and "Authorised Officer" (partially visible).
- Buttons: A "Cancel" button (partially visible) and a red "Save" button. Callout 5 points to the "Save" button.

Completing and submitting the calibration record

The OSCT record can only be submitted after:

- the re-calibration results and data are recorded appropriately
- a **Time Entry**¹ is provided for all AOs who recorded OSCT calibration results
- OSCT Data Logs need to be attached and any other 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](#) the PEMS AO User Guide – Overview and General Functions.

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

OSCT Generic Calibration Calibrated 15/10/2021

Required fields denoted by *

Calibration ID - O506840

Calibration
Time Entry
Communication
Actions -

RFP details [Add](#)

RFP Number	Country	Commodity	Exporter	Actions
2210312	JAPAN	MANDARINS, ORANGES	PEMS TEAM	<input type="button" value="Open"/> <input type="button" value="Remove"/>

4

-
-
-
-

Calibration Details

Calibration details

Associated commodity	MANDARINS, ORANGES
Country	JAPAN
Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Calibration Date	15/10/2021
Calibration Time	10:30
Calibration AO	Authorised Officer
Treatment schedule °C	3
Treatment Duration Days	10

Re-Calibration Details

Pulp temperature

Sensor 1	0.1
Sensor 2	0.5
Sensor 3	2.1
Sensor 4	1.3
Sealed date and time	15/10/2021 10:00
Seal Number	SEAL123123

Calibration Readings

ID	First	Second	Correction	Probe	Actions

If Loading details have been entered, the *OSCT Calibration* 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 OSCT calibration 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 **Submit**⁵.

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

- 1**: Points to a box containing three checked requirements: '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 'I want to email the exporter/EDI user on the submission of the inspection.'
- 2**: Points to the third checkbox option.
- 3**: Points to the 'Email Address' input field containing 'Exporters.email@gl.com'.
- 4**: Points to the 'Comment' text area containing the text: 'Dear Exporter', 'OSCT for xyz has been calibrated.', 'Kind regards,', and 'AO |'.
- 5**: Points to the 'Submit' button.

Download OSCT report

You can download the OSCT record report after a calibration record is submitted in PEMS.

To download the calibration report, click the **Actions**¹ tab and then select **Download Report**².

OSCT Generic Calibration Completed 12/10/2021 - 23/10/2021 Required fields denoted by *

The calibration has been submitted.

Calibration ID - O514379

Calibration Time Entry Communication **Actions**

RFP details Add

Calibration Details Re-Calibration Details

Re Calibration details Loading details ^

Re-Calibration Date	23/10/2021	Container loading	Yes
Re-Calibration Time	10:00	Container number	LOOP1234567

A PDF document will be downloaded onto your device (next two screen shots).

Once the document is opened, it will display the relevant OSCT record.



Australian Government
Department of Agriculture,
Water and the Environment

Onshore cold treatment record

Exporter:
Establishment name and number: EXPORT COMPANY PTY LTD 5462

RFP number (if known): Destination country: CHINA

Commodity: Number of packages: Treatment/cool room number:
CHERRIES 200 1

Treatment schedule: 3 °C or below for duration of 10 days

Pre-cooling:

Pallet temperatures (°C) (minimum of 5 pallets to be checked)									
0.2	0.3	-0.1	0.0	-0.2					

Product at or below treatment temperature: YES

Calibration Results:

Date of calibration: 12/10/2021 Time of calibration: 09:00

Sensor Identification	First Reading (°C)	Second Reading (°C)	Correction Factor (°C)
Sensor 1	0.1	0.1	-0.1
Sensor 2	0.2	0.2	-0.2
Sensor 3	0.3	0.3	-0.3
Sensor 4	0.0	0.0	0.0
Air inlet probe	0.1	0.1	-0.1
Air outlet probe	0.0	0.0	0.0

Sensor placement:

(Refer to relevant Micor case, work plan, protocol or cold treatment standard for sensor position)

Sensor Identification	Pulp Temperature (°C)	Sensor position has been verified as complying with relevant work plan, protocol, Micor case or cold treatment standard
Sensor 1	0.1	Yes
Sensor 2	0.4	Yes
Sensor 3	0.3	Yes
Sensor 4	1.3	Yes

Seal number(s) of treatment room: SEAL12345
Treatment start date and time: 12/10/2021 09:00

Inspection Authorised Officer name and number: UAT11 Testing 60899

Signature:

Re-calibration results:

Date of Re-calibration: 23/10/2021 Time of Re-calibration: 10:00

Sensor Identification	First Reading (°C)	Second Reading (°C)	Correction Factor (°C)
Sensor 1	0.3	0.3	-0.3
Sensor 2	0.2	0.2	-0.2
Sensor 3	0.1	0.1	-0.1
Sensor 4	0.2	0.2	-0.2
Air inlet probe	-0.2	-0.2	0.2
Air outlet probe	0.0	0.0	0.0

Treatment completed successfully: Yes

Treatment finish date and time: 23/10/2021 10:00

Container approved for loading: Yes

Container number: LOOP1234567

Seal number of container: SEAL123333

Inspection Authorised Officer name and number: UAT11 Testing 60899

Signature:

Date:

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 Export Management System (PEMS) Authorised officer user guide*
 - *Empty container inspections*
 - *Grain and Plant Product inspections*
 - *Horticulture inspections*
 - *Bulk vessel inspections*
 - *Bulk into ship hold inspections*
 - *Quality systems recognition inspection*
 - *In-transit cold treatment calibration records*
- 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-9-7593	Director, [Section]

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	<ul style="list-style-type: none">• Removal of appendices from Plant Exports Management System (PEMS) Authorised Officer user guide to make each its own user guide.• Update to OSCT calibration records.
8	28/03/2021	Updated for commencement of the <i>Export Control Act 2020</i> and associated Plant Rules.
9	11/11/2021	Updated to include Horticulture Export Program team feedback
10	4/04/2022	Update for PEMS April 2022 release.

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