# In this document

This document contains the following topics.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant Exports Management System (PEMS) External Executive User Guide</td>
<td>1</td>
</tr>
<tr>
<td>Purpose of this document</td>
<td>3</td>
</tr>
<tr>
<td>External Executive roles</td>
<td>4</td>
</tr>
<tr>
<td>Establishment Executive</td>
<td>4</td>
</tr>
<tr>
<td>Exporters or EDI users</td>
<td>5</td>
</tr>
<tr>
<td>Acronyms and abbreviations</td>
<td>6</td>
</tr>
<tr>
<td>Plant Exports Management System Overview</td>
<td>6</td>
</tr>
<tr>
<td>What is PEMS and what does it do?</td>
<td>6</td>
</tr>
<tr>
<td>Interactions with EXDOC and ER</td>
<td>7</td>
</tr>
<tr>
<td>Conventions used in this user guide</td>
<td>7</td>
</tr>
<tr>
<td>Conventions used in PEMS</td>
<td>8</td>
</tr>
<tr>
<td>Abiding by instructional material</td>
<td>8</td>
</tr>
<tr>
<td>1 Getting Started</td>
<td>9</td>
</tr>
<tr>
<td>1.1 Accessing and registering for PEMS</td>
<td>9</td>
</tr>
<tr>
<td>1.2 Logging into PEMS</td>
<td>9</td>
</tr>
<tr>
<td>1.3 PEMS menu bar</td>
<td>11</td>
</tr>
<tr>
<td>1.4 Search functions</td>
<td>11</td>
</tr>
<tr>
<td>1.5 Managing your PEMS profile</td>
<td>12</td>
</tr>
<tr>
<td>2 Pre-inspection documentation</td>
<td>15</td>
</tr>
<tr>
<td>3 Viewing RFPs</td>
<td>17</td>
</tr>
<tr>
<td>3.1 RFP Search</td>
<td>17</td>
</tr>
<tr>
<td>Opening the RFP search page</td>
<td>17</td>
</tr>
<tr>
<td>Selecting RFP records from search results</td>
<td>18</td>
</tr>
<tr>
<td>3.2 Opening an RFP record</td>
<td>19</td>
</tr>
<tr>
<td>3.3 RFP Details</td>
<td>20</td>
</tr>
<tr>
<td>3.4 Refresh from EXDOC</td>
<td>21</td>
</tr>
<tr>
<td>3.5 RFP lines (view all containers)</td>
<td>21</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Viewing container approvals</td>
<td>21</td>
</tr>
<tr>
<td>3.6 View import permits</td>
<td>23</td>
</tr>
<tr>
<td>3.7 Inspections</td>
<td>24</td>
</tr>
<tr>
<td>3.8 Related calibration records</td>
<td>25</td>
</tr>
<tr>
<td>3.9 Time Entry</td>
<td>27</td>
</tr>
<tr>
<td>3.10 Downloading the RFP activity report (Establishment executive only)</td>
<td>29</td>
</tr>
<tr>
<td>Summary report</td>
<td>29</td>
</tr>
<tr>
<td>Detailed report (Establishment executive only)</td>
<td>30</td>
</tr>
<tr>
<td>3.11 Communications</td>
<td>33</td>
</tr>
<tr>
<td>Attachments</td>
<td>33</td>
</tr>
<tr>
<td>Correspondence</td>
<td>34</td>
</tr>
<tr>
<td>Attaching documents (Exporter/EDI executive users only)</td>
<td>34</td>
</tr>
<tr>
<td>3.12 Actions – Container Report (Establishment executive only)</td>
<td>37</td>
</tr>
<tr>
<td>3.13 View comments on an RFP record</td>
<td>39</td>
</tr>
<tr>
<td>4 Search Functions</td>
<td>42</td>
</tr>
<tr>
<td>4.1 Inspection Search - Establishment Executive only</td>
<td>43</td>
</tr>
<tr>
<td>Opening the inspection search page</td>
<td>43</td>
</tr>
<tr>
<td>Conducting a simple inspection search</td>
<td>43</td>
</tr>
<tr>
<td>Selecting inspection records from search results</td>
<td>45</td>
</tr>
<tr>
<td>4.2 Calibration Search – Establishment Executive only</td>
<td>46</td>
</tr>
<tr>
<td>Opening the Calibration search page</td>
<td>46</td>
</tr>
<tr>
<td>Selecting calibration records from search results</td>
<td>47</td>
</tr>
<tr>
<td>5 Viewing Inspection Records</td>
<td>48</td>
</tr>
<tr>
<td>5.1 Opening an inspection record</td>
<td>48</td>
</tr>
<tr>
<td>Download inspection report</td>
<td>50</td>
</tr>
<tr>
<td>5.2 Opening an inspection record from the RFP tab</td>
<td>52</td>
</tr>
<tr>
<td>5.3 Opening a calibration record</td>
<td>53</td>
</tr>
<tr>
<td>Download calibration certificate</td>
<td>55</td>
</tr>
<tr>
<td>China Calibration Certificates</td>
<td>56</td>
</tr>
<tr>
<td>Document information</td>
<td>57</td>
</tr>
<tr>
<td>Version history</td>
<td>57</td>
</tr>
</tbody>
</table>
Purpose of this document

This guide includes the following step-by-step instructions for external executive user roles when using PEMS, and:

- provides a brief overview of PEMS
- outlines how to get started in PEMS
- explains how to make changes to your profile
- explains how to search for inspections and calibration records in PEMS
- explains how to attach pre-inspection documentation
- explains how to view RFPs and associated tabs
- explains how to download inspection reports
- explains how to view attached communication to the record.

**NOTE:** Records created in PEMS are viewable by all users who have been associated to that record including exporters, establishments, EDI users and any AO that is part of or has joined the inspection.

Any documents attached in PEMS by an Authorised Officer or by an external executive are viewable by all parties, and by the department, for the purpose of completing and assessing the record for approval, export and audit.

All users are bound by the PEMS terms and conditions and must not use or disclose information, which is considered confidential, for any purpose other than for the purpose for which it was provided.
External Executive roles

Establishment Executive

If your business is a registered establishment then you should apply for the Establishment executive role in PEMS.

As an Establishment Executive, you can use PEMS to:

- search for and view any RFPs or inspections, and any related calibrations, completed at your establishment, that have been recorded in PEMS
- download container reports and activity reports for any inspections completed at your establishment, that have been recorded in PEMS
- access the calibration certificate; and download the approved electronic certificate with signature and stamp.

To apply for this role, you must be listed in department’s Establishment Register (ER) database as a person who manages and controls the export registered establishment.

If you are involved with a number of registered establishments, you can apply for PEMS access for one of these establishments and then email pems@awe.gov.au to request the PEMS admin to add any additional establishments to your profile.

This request will be approved provided appropriate evidence of the relationship between the individual and establishments is given. This email must contain documentation with the company’s letterhead stating the user is listed in management or in control of the company and therefore the company authorises this access to be given. The letter must also contain all the establishment names and numbers that need to be linked to the profile.

If you are eligible for an external executive role, but already have an Authorised officer (AO) profile in PEMS then you will have to provide a different email address as the two roles cannot overlap in PEMS.
Exporters or EDI users

Exporters or EDI users who send RFP authorisation requests to the department will need to select this as their role in PEMS.

The Exporter role should only be requested when you are associated to one entity only.

Where you operate across more than one entity you should request the EDI user role and provide your EDI number (provided when you signed up to use EXDOC).

As an Exporter or EDI user, you can use PEMS to:

- create an RFP extract to attach pre-and post-inspection documentation
- attach pre or post inspection documentation to an RFP
- view all inspections created including submitted, cancelled and withdrawn to have an oversight of AO performance
- access the calibration certificate; and download the approved electronic calibration certificate with signature and stamp.

**Note:** You can request more than one executive role. So, you can hold both an establishment executive and EDI user/Exporter roles in PEMS. Where we cannot readily establish the legitimacy of the role requested, we may request further evidence.
Acronyms and abbreviations

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AO</td>
<td>Authorised Officer</td>
</tr>
<tr>
<td>ER</td>
<td>Establishment Register</td>
</tr>
<tr>
<td>EXDOC</td>
<td>Department of Agriculture, Water, and the Environment’s Electronic Documentation System</td>
</tr>
<tr>
<td>IMO</td>
<td>International Maritime Organisation</td>
</tr>
<tr>
<td>ITCT</td>
<td>In-transit cold treatment</td>
</tr>
<tr>
<td>OSCT</td>
<td>Onshore cold treatment</td>
</tr>
<tr>
<td>PEMS</td>
<td>Plant Exports Management System</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for Permit</td>
</tr>
</tbody>
</table>

Plant Exports Management System Overview

What is PEMS and what does it do?

The Plant Exports Management System (PEMS) is a web-based IT system that:

- automatically extracts relevant details from the RFP in EXDOC and establishment details in the Establishment Register (ER)
- allows inspection AOs to enter and submit inspection results, ITCT/OSCT calibration records, and any supporting documentation to the department for the issuance of phytosanitary certification and other government documentation to exporters
- allows exporters and EDI users to view their RFPs in PEMS and upload supporting documentation directly into the system post inspection, for inspections recorded in PEMS
- allows export registered establishments to view and download inspection reports from all inspections that were conducted at their establishment and recorded in PEMS
- centralises and stores all plant export inspection records and supporting documentation, making record keeping easier and accessing these records faster
- automatically validates AO competencies and inspection data to improve the accuracy and quality of inspection and calibration records
- automatically calculates inspection expiration dates
- works on a range of devices including desktop computers, laptops, and mobile devices, such as mobile phones, a tablet or iPad
- includes an offline mode so AOs can record inspection data even when there is no internet / network connection at the inspection location
- is available 24 hours a day, seven days a week.
Interactions with EXDOC and ER

PEMS has been designed to improve efficiency and accuracy in completing inspection or calibration records by reducing manual transcription and eliminating data duplication. PEMS achieves this by automatically extracting relevant details from the RFP in EXDOC and establishment details in the Establishment Register (ER).

Conventions used in this user guide

This guide uses several conventions to explain how to use PEMS.

The guide uses a series of descriptions and screenshots to describe how to perform certain functions in PEMS. A description is positioned directly above the image/screenshot being described.

When discussing a specific field or button in PEMS, this user guide will write the field or button name in bold along with a number in superscript, for example:

Field Name\(^1\)

The number in superscript refers to a numbered arrow pointing to the button or field on the screenshot being discussed. The arrow will look like the following:

If a range of fields or columns are being discussed or referred to in the text, they will be identified on the screenshot by a box with a numbered arrow pointing at it, for example:

Key points will be presented in information boxes, for example:

Key information is presented here.

PEMS functions described in this user guide are only relevant to individuals requesting for Establishment Executive Role in PEMS.
Conventions used in PEMS

If you decide you would like to exit a window at any time, you can click Close\(^1\) or click Exit (X)\(^2\).

Abiding by instructional material

This user guide provides instructions for using the PEMS system. Establishment executives or Exporters or EDI users must perform their tasks consistent with all approved instructional material provided by the department.

All users are bound by the PEMS terms and conditions and must not use or disclose information, which is considered confidential information, for any purpose other than for the purpose for which it was provided.
1 Getting Started

To help you get started in using PEMS, this section provides information on:

- how to login
- the PEMS menu and homepage
- how to manage your PEMS user profile.

1.1 Accessing and registering for PEMS

Persons responsible for the management and control of export registered establishments, as listed in ER, can access PEMS to view RFPs associated with their establishment. PEMS can also be accessed by all exporters or EDI users who send RFP authorisation requests to the department.

Once you have successfully registered as a PEMS user (see the How to register for PEMS factsheet), and the administrator has enabled your account, PEMS will automatically identify you and provide you with the appropriate level of access.

1.2 Logging into PEMS

To access PEMS, go to: https://online.agriculture.gov.au/selfservice

When the PEMS login screen displays, enter your User Login¹ and Password².

If you agree to the ‘terms of use’ select the I accept the terms of use³ checkbox. Click Log in⁴.

If you forget your password, click Forgotten Password⁵ link and follow the prompts.

Remember you are responsible for maintaining the confidentiality of your PEMS user login and password.
The PEMS self-service page will display.

Click the PEMS button to enter the PEMS homepage.

Once you have signed in, the PEMS homepage will display. On the homepage, you will see the PEMS menu bar.
1.3 PEMS menu bar

PEMS menu bar will display:

- **Home**¹ – search inspections and RFPs
- **Search inspections**² – search for an inspection record (this tile and function is not available for Exporter and EDI profile users)
- **Search RFPs**³ – search for an RFP
- **Search Calibrations**⁴ – search for calibrations (this tile and function is not available for Exporter and EDI profile users)
- **UserProfile**⁵ – view or change your personal details
- **Log Out**⁶ – log out of PEMS.

*The below image is for Establishment user.*

![PEMS menu bar image]

1.4 Search functions

The PEMS homepage will display a **button**¹ for each search function you are accredited to perform.

*The below image is for Exporter/EDI user.*

![Search functions image]
1.5 Managing your PEMS profile

To view or edit your PEMS profile, click User Profile on the PEMS menu bar.
The *My Profile* page will display.

Your **Personal details**, **Authorised officer details** and **PEMS roles** will be displayed.

You can change your personal details by clicking **Change** under the personal details section. You cannot change information in the AO details and PEMS roles sections.

The **Establishments** show what establishment name and numbers are linked to your profile.

Click **Home** on the top menu bar to return to the PEMS homepage.
If you choose to change your personal details, the *Personal Details* window will display.

You can edit all fields in this window, except the *Name*, *Date of Birth* and *Email* fields. To make changes to your personal details, select the applicable information from the drop-down lists or enter information into the appropriate free text fields.

Click *Save* to save any changes to your personal details.

![Personal Details window](image)
PEMS will display an acknowledgement message stating that your personal details have been updated.

### 2 Pre-inspection documentation

For Exporter and EDI profile users there is the ability to attach pre-inspection documents on the RFP attachments section. This allows for the AO to view this information when they create the inspection record in PEMS.

**Note:** This function is not available for Establishment executive profile users.

Click **Search RFPs**.
Enter the **RFP number**\(^1\) and click **Search**\(^2\).

PEMS will verify that the RFP is associated to your profile and automatically create an RFP extract from the information in EXDOC. As there is only one search result the record will automatically open.

Click on **Add**\(^1\) to open the Attachment section.
3 Viewing RFPs

This section guides you through the process for viewing RFPs in PEMS and provides step by step instructions for:

- Search RFP
- RFP tabs
- RFP details
- RFP lines (view all containers)
- import permit details
- inspection history
- viewing and recording attachments and correspondences under communications
- actions (view container report).

3.1 RFP Search

PEMS RFP search allows you to search for any RFP records associated with your establishment, where the inspection was recorded in PEMS. This section assumes that the inspection has been commenced or completed by the AO. All information is provided to External Executives in Read Only format.

Opening the RFP search page

To start an RFP record search, click on the Search RFPs button on the PEMS homepage.

The below image is for Establishment user. Exporter/EDI user profiles will only have the Search RFP tile.
The **Search Requests For Permit** page will display.

You can perform a search for the RFP record by entering **RFP number** and clicking **Search**.

Click **Reset** to clear or reset the search criteria.

If PEMS does not find records matching search criteria, it will display a message ‘No search results’.

### Selecting RFP records from search results

After a search has been entered, PEMS will display the **RFP record** that matches the supplied search criteria.

If the search result displays one record, that record will be opened automatically. Click **Open** beside the appropriate RFP record to view the record.

Click **Reset** to clear or reset the search criteria.
### 3.2 Opening an RFP record

To open an RFP record, first follow the instructions provided in Section 3.1 RFP search. From the search results, click **Open** beside the record you want to view.
Once an RFP record has been opened, it will display:

- summary details of the RFP extracted from EXDOC
- Import Permits extracted from EXDOC
- Inspections associated with the RFP
- Calibration associated with the RFP
- Time Entry time summary (carried from inspection record)
- attachments and correspondence for the RFP under Communications
- Actions to download the container report.

3.3 RFP Details

The RFP tab displays a Summary of the RFP information extracted from the RFP in EXDOC; subject to the following conditions:

1. the RFP must be in INIT or FINL status in EXDOC
2. the RFP must belong to a Grain or Horticulture consignment.
3.4 Refresh from EXDOC

Once extracted into PEMS, the record can be updated by clicking on the Refresh from EXDOC button.

The refresh will update containers, treatment information and import permits that may have been added/changed in EXDOC since the RFP was extracted into PEMS. Containers and import permits can be updated in PEMS anytime until the RFP is closed in PEMS.

3.5 RFP lines (view all containers)

Viewing container approvals

PEMS allows you to access empty container approvals associated with an RFP.

Once an RFP for Grain and Plant Product inspection is available in PEMS, you can view the approval status of the containers by clicking on View all containers under the RFP tab or View containers for the RFP line. PEMS will display the containers and their results in a new window.
The Containers pop-up window (below) will list all the containers from the Grain and Plant Product inspection record and the RFP, irrespective of their approval being recorded in PEMS. It will display the inspection Level (Consumable or Non-consumable), Result (Pass or Fail), Expiry date and whether the container has been Used for exporting the goods. You can click Show¹ to view the details of any errors for containers highlighted in Red.

Click Close²

PEMS will fetch the latest inspection result for each container. If a container inspection has not been recorded in PEMS, the container will be displayed in red with the message ‘The container has no inspection’.

The expiry date will only be populated for those containers where the result is ‘Pass’ and the inspection status is ‘Completed’.

If any of the values in the pop-up window do not satisfy the container approval requirements, those values will be highlighted in RED and appropriate messages can be seen by clicking the ‘Show’ button.
3.6 View import permits

Where an importing country requires an exporter to have an import permit, this will be reflected in EXDOC. Import permit numbers, which are provided by the exporter in EXDOC, will be transferred automatically into PEMS.

Import permit numbers will be listed under the Import Permits tab, where you can view the details of the import permit. The import permit number can also be viewed on the Inspections page of PEMS.

Select the Import Permits tab and click Open to view detailed comments beside the relevant import permit listed.
3.7 Inspections

Each RFP extracted from EXDOC can have one or more Related inspections listed under the Inspections tab. However, there can only be one active inspection record listed under an open RFP at any time. Each time the RFP is reloaded from EXDOC, the new inspection record will correspond with a new RFP version number.

You can Open any inspection record related to the RFP from this page.
3.8 Related calibration records

Each RFP extracted from EXDOC can have one or more Related calibration records listed under the Calibration tab.

You can Open any calibration record related to the RFP from this page. However, there can only be one active calibration record against the container number at any time.
The *Generic Calibration* page displays and show the following sections:

- **RFP details** – populated based on the RFP information extracted from EXDOC.
- ** Calibration details** – allows you to view the container clock has been set to GMT, the recorder serial number, calibration date, container details and AO who calibrated the container.
- **Loading details** – allows you to view the pulp temperatures and seal details.
- **Readings** – allows you to view the sensor readings and sealed date and time.
- **Pre-cooling temperatures** – allows you to view the pre-cooling temperatures that were recorded.
- **Comments** – if applicable, allows you to view comments regarding the calibration.
3.9 Time Entry

The RFP Time Entry page will display a combined list of each Time entry from all inspection records relating to the RFP. Click Open on the time entry you want to view.

The Time Entry window will display.

You can view the applicable User, Activity, Activity date, Activity time and Comments.

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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.

Plant Exports Management System (PEMS) External Executive User Guide

Version no.: 6.0

Date published: 7/06/2021
PEMS will update the RFP **Time summary** as more time entries are included on the RFP record. It will aggregate time entries from inspections and RFPs, and automatically calculate overtime to support invoicing activities for departmental AOs.
3.10 Downloading the RFP activity report (Establishment executive only)

Once time entries have been added to the RFP record, or related inspection records, you can download an RFP activity report (PDF or RTF format) that captures the time recorded for all activities undertaken in relation to the RFP. PEMS allows you to download two types of activity reports—a summary report or a detailed report.

Summary report

The summary report is an extract of the RFP record’s time summary section and will display the time recorded against each activity for all AOs assigned to the RFP record. To download a summary report, click the RFP Time Entry tab and then click Summary report under the RFP Time summary section.

A Summary Report window will display.

Select either PDF or RTF for the Report format and click Download.
The Activity Report window will download onto your device. You can save or print the report for your records.

**Detailed report (Establishment executive only)**

The detailed report function allows you to select report parameters to be displayed on the report for specific activities performed in relation to the RFP. To download a detailed report, click the RFP Time Entry tab and then click Detailed report under the RFP Time summary section.
The Activity Report window will display.

You can choose to enter specific report parameters as necessary by:

- selecting a Start date and End date¹
- selecting an Activity² type
- selecting a User³
- entering an Invoice number⁴
- selecting one or more Show these columns on the report⁵ checkboxes.

Alternatively, you can leave the report parameters blank. Select a Report format⁶ (either PDF or RTF). Once all relevant parameters are entered, click Download⁷.
An Activity Report will be downloaded onto your device.

You can save or print the detailed activity report for your records.
3.11 Communications

The RFP Communications page will display a combined list of all attached files relating to the RFP. This includes all files attached under the related inspection and calibration records.

Where a new version of an RFP is created, all files attached against the previous version of the RFP will be retained in the new version of the RFP.

Attachments

To view the outcome and comments relating to an attachment select Communications$^1$ and click Open$^2$.

Click Download$^3$ to view the attached document.
Correspondence

To view the comments relating to the correspondence select **Communications** and click **Open** under the correspondence section.

Attaching documents (Exporter/EDI executive users only)

The RFP **Communications** tab will display a list of all attached files relating to the RFP. This includes all files attached under the related inspection records.

You can attach files to the RFP by clicking **Add** under the attachments section.
The Attachment window will display.

Click Choose File¹ and a file browser will display to allow you to search and select the relevant file from your device. You can attach Microsoft Word, PDF and image files to the RFP. Emails will need to be saved as a PDF before attaching to the RFP. The maximum file size permitted for each file is 9MB.

Once selected, the file will appear in the File input² field.

Select the Document type³ based on the check boxes provided. Where you have scanned more than one document into a single PDF, you are able to tick as many check boxes as applicable.

From the dropdown box, select the Outcome⁴ noting that the default is set as ‘Accepted’.

You can provide additional Comments⁵ regarding the attachments if required. Comments are mandatory if the ‘Other’ tick box is selected.

Click Save⁶.
The *RFP Communications* page will display the newly **attached file**.

You then have the option to click

- **Open** to change the outcome, document type or add/amend comments
- **Download** to download and view the attached file, or
- **Remove** to delete the document from the RFP record.

![RFP Communications page](image)

**Document attached by other users cannot be removed.**

You will also not be able to open the record and change the outcome. If required, you will be able to download the document.
3.12 Actions – Container Report (Establishment executive only)

You can generate a container report based on:

- container numbers
- RFP line
- inspection level
- empty container inspection result
- expiry date for empty container inspection
- grain and plant product inspection result
- expiry date for grain and plant product inspection
- used flag.

The report can be selected from the RFP or all inspections associated with the RFP or both.

To select the container report, go to actions and click Container Report\(^1\).

The Container Report page will display. You can select either one or both checkboxes\(^2\) and click Download\(^2\).
The Container Report will be downloaded in PDF format onto your device. You can save or print the report for your records.

<table>
<thead>
<tr>
<th>Container Number</th>
<th>RFP Line</th>
<th>Level</th>
<th>Empty container Inspection Result</th>
<th>Expiry date</th>
<th>Grain and Plant Product Inspection Result</th>
<th>Expiry Date</th>
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<tbody>
<tr>
<td>GOATX454506</td>
<td>2</td>
<td></td>
<td>Passed</td>
<td>03/02/2021</td>
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<td>GJ0738545406</td>
<td>1</td>
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<td>01/02/2021</td>
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<td></td>
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<tr>
<td>KMPU26949506</td>
<td>2</td>
<td></td>
<td>Passed</td>
<td>01/02/2021</td>
<td></td>
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</tr>
</tbody>
</table>
3.13 View comments on an RFP record

PEMS allows you to view general comments on all RFP records. The process for viewing general comments is the same for all commodity types. The following screen shots are taken from a Grain and Plant Product inspection record for demonstration purposes.

To view comments on the RFP record, select the RFP tab and view Comments.
The *Attachment* window will display.

Click **Choose File** and a file browser will display to allow you to search and select the relevant file from your device. You can attach Microsoft Word, PDF, and image files to the record. Emails will need to be saved as a PDF before attaching to the record.

The maximum file size permitted for each file is 9MB. Once selected, the file will appear in the **File input** field.

Select the **Document type** based on the check boxes provided. Where you have scanned more than one document into a single PDF you are able to tick as many check boxes as applicable.

Only documents that are required for the inspection or the RFP should be attached.

From the dropdown box select the **Outcome** noting that the default is set as ‘Accepted’.

If Other is selected as a Document type, then the **Other document** line will appear. You will need to enter a description identifying the document.

You can provide additional **Comments** regarding the attachments if required. Comments are mandatory if the ‘Other’ tick box is selected.

Click **Save**.
The *Communications* page will display the **newly attached file**.

You then have the option to click **Download** to download and view any attached file. You can also click **Remove** to remove the file from the record if you have attached something in error.

The documents will now be available to the AO when they initiate the inspection record in PEMS.
4 Search Functions

As PEMS captures and records information relating to inspections and calibrations, it is important to be able to search for the record you are looking for.

This section guides you through the process for searching for the following information associated with your establishment:

- Inspection records
- Calibration records

You will only be able to search for and view information that your permissions allow.
4.1 Inspection Search - Establishment Executive only

This function is only for Establishment Executive user profiles

PEMS inspection search allows you to search for inspection records associated with your establishment.

Opening the inspection search page

Click on the **Search inspections** button on the PEMS homepage.

The **Search Inspections** page will display.

Conducting a simple inspection search

Under the simple search mode you can perform a search for the inspection record by entering the RFP number, container number or International Maritime Organisation (IMO) number, an establishment name or number, or AO name or number into the search criteria field and click **Search**.

Click **Reset** to clear or reset the search criteria.

If PEMS does not find records matching search criteria, it will display a message ‘No search results’.
Under the Advanced search\(^1\) mode you can enter all search criteria in any combination to quickly locate a specific inspection record.

Enter data into the search criteria fields\(^1\), and then click Search\(^2\).
Selecting inspection records from search results

After a search has been entered, PEMS will display all inspection records that match the supplied search criteria, in order of newest to oldest.

Click Open beside the appropriate inspection record to view the record. If the search result displays one record, that record will be opened automatically.

Click Reset to clear or reset the search criteria and the results.
4.2 Calibration Search – Establishment Executive only

This function is only for Establishment Executive user profiles.

PEMS Calibration search allows you to search for any calibration records associated with your establishment, where the inspection was recorded in PEMS.

Opening the Calibration search page

To initiate a calibration record search, click on the Search Calibrations button on the PEMS homepage.

The Search Calibrations page will display.

You can perform a search for the calibration by entering the RFP number, an establishment number, or container number into the search criteria field before clicking Search.

Click Reset to clear or reset the search criteria.

If PEMS does not find records matching search criteria, it will display a message ‘No search results’.
Selecting calibration records from search results

After a search has been performed, PEMS will display the Calibration record\(^1\) that matches the supplied search criteria.

If the search result displays one record, that record will be opened automatically. Click Open\(^2\) beside the appropriate RFP record to view the record.

Click Reset\(^3\) to clear or reset the search criteria.
5 Viewing Inspection Records

This section guides you through the process for opening PEMS inspection records, associated with your establishment, in ‘Read only’ mode.

This section provides step-by-step instructions for:

- opening an inspection record
- opening an inspection record from the RFP tab
- opening a calibration record.

5.1 Opening an inspection record

To open an inspection record, first follow the instructions provided in Section 4.1 Inspection search to locate the record. From the search results, select the record you want to view, and click Open.

![Search Inspections](image)
Once the inspection has been opened it will display in ‘Read only’ mode:

- the Inspection\(^1\) page for the record
- Authorised Officers\(^2\) assigned to the inspection
- Time Entry\(^3\) time summary
- attachments and correspondence for the RFP under Communications\(^4\)
- Actions\(^5\) to download a copy of the inspection record in PDF format.
Download inspection report

You can download the inspection report before or after an inspection record is submitted in PEMS. The process for downloading an inspection report is the same for all inspection types.

To download the inspection report, click the Actions tab and then select Download report.

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

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

For inspection reports downloaded after submission in PEMS, all inspection details will be included on the record. Where multiple AOs are assigned to an inspection, only the details of the AO who submitted the record will display.
If the inspection report is downloaded before the record has been submitted in PEMS, the inspection report will be a summary of inspection information provided to date and will not display:

- an end time or date for the inspection
- any AO details
- any inspection approval information
- the note for exporters regarding the Export Control (Plant and Plant Products) Rules 2021.

Once the inspection reports are downloaded, they can be saved, emailed, or printed.
5.2 Opening an inspection record from the RFP tab

To open an RFP record, first follow the instructions provided in Section 3.1 RFP search to locate the record.

Once the RFP has been opened, select the Inspections tab—this will list all the related inspections for the RFP.

Select an inspection record, then click Open to view details of the inspection.

The latest inspection record must have an inspection status of Completed and the consignment must be export compliant, before the RFP can be authorised in EXDOC and automatically closed with export in PEMS.
5.3 Opening a calibration record

To open a calibration record, first follow the instructions provided in Section 4.2 Calibration search to locate the record. From the search results, select the record you want to view, and click Open.

![Screenshot of PEMS interface showing Search Calibrations and search results with one record highlighted for Open action]
Once the calibration has been opened it will display in ‘Read only’ mode:

- the Calibration page for the record
- Time Entry time summary
- attachments and correspondence for the RFP under Communications
- Actions to download a copy of the certificate in PDF format.
Download calibration certificate

Before or after a calibration is submitted, you can download the certificate.

To download the Calibration Certificate, click the **Actions** tab and then select **Download certificate**.

If the calibration certificate is downloaded before it is issued it will be a summary of inspection information provided to date and will not display:

- the department’s logo and name
- any AO details
- any inspection approval information.
Once the calibration certificate has been approved by the Assessment and Client Contact Group, the certificate will download with all the required information including an electronic signature and stamp. These certificates will no longer include an ‘original’ or ‘copy’ stamp, excluding for China.

China Calibration Certificates

Calibration certificates issued by PEMS for China will continue to include ‘original’ or ‘copy’ stamp. The completed certificate will not be downloadable, however it will be saved and accessed via the communications tab. For more information on how to view this certificate see section 3.11 Communications.

When more than one Calibration Certificate is required per RFP or where multiple Calibration Certificates are required for a single container

On occasion, there may be a need to request more than one calibration certificate for a single RFP/container, as more than one phytosanitary number may exist for that request. In this situation the completed certificate will not be downloadable, however it will be saved and accessed via the communications tab. For more information on how to view this certificate see section 3.11 Communications.
Document information

The following table contains administrative metadata.

<table>
<thead>
<tr>
<th>Instructional Material Library document ID</th>
<th>Instructional material owner</th>
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<tr>
<td>IMLS-9-7863</td>
<td>Director, Congestion Busting Program</td>
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Version history

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

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<thead>
<tr>
<th>Version</th>
<th>Date</th>
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<tr>
<td>1.0</td>
<td>26/10/2018</td>
<td>First publication of this document</td>
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<tr>
<td>2.0</td>
<td>22/05/2019</td>
<td>Updated to include v3.1 and v3.2 enhancements</td>
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<tr>
<td>3.0</td>
<td>13/07/2019</td>
<td>Update to include v3.3 enhancements</td>
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<tr>
<td>4.0</td>
<td>25/11/2020</td>
<td>Merge Executive user guide with Exporter/EDI user guide as per PEMS v3.8</td>
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<tr>
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<td>28/05/2021</td>
<td>Updated with changes to PEMS in May 2021 release.</td>
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<tr>
<td>6.0</td>
<td>7/06/2021</td>
<td>Further updates to PEMS in May 2021 release.</td>
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