



REFERENCE

Plant Exports Management System (PEMS) External Executive User Guide

In this document

This document contains the following topics.

Plant Exports Management System (PEMS) External Executive User Guide.....	1
This document contains the following topics.	1
Purpose of this document.....	3
External Executive roles.....	4
Establishment Executive	4
Exporters or EDI users.....	5
Acronyms and abbreviations	5
Plant Exports Management System Overview.....	5
What is PEMS and what does it do?	5
Interactions with EXDOC and ER.....	7
Conventions used in this user guide	7
Conventions used in PEMS.....	8
Abiding by instructional material.....	8
1 Getting Started.....	9
1.1 Accessing and registering for PEMS.....	9
1.2 Logging into PEMS.....	9
1.3 PEMS menu bar.....	10
1.4 Search functions.....	11
1.5 Managing your PEMS profile	11
2 Pre-inspection documentation	14
3 Viewing RFPs	16
3.1 RFP Search.....	16
Opening the RFP search page	16
Selecting RFP records from search results	17
3.2 Opening an RFP record	18
3.3 RFP Details.....	20
3.4 Refresh from EXDOC	20

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.

3.5 RFP lines (view all containers).....	21
Viewing container approvals.....	21
3.6 Inspections	22
3.7 Related calibration records.....	23
3.8 Time Entry	25
3.9 Downloading the RFP activity report (Establishment executive only).....	27
Summary report	27
Detailed report (Establishment executive only)	28
3.10 View import permits	31
3.11 Communications	32
Attachments.....	32
Correspondence	32
Attaching documents	33
3.12 Service Request.....	37
Request to Authorise RFP.....	37
Service Request – Re-submission process for all request types	39
Issuance of EX188 Certificates	41
Issuance of ITCT Calibration Certificate	42
Withdraw RFP Authorisation Request	44
3.13 Actions – Container Report (Establishment executive only)	47
3.14 View comments on an RFP record.....	48
4 Search Functions	49
4.1 Inspection Search - Establishment Executive only.....	49
Opening the inspection search page.....	49
Conducting a simple inspection search.....	50
Selecting inspection records from search results	51
4.2 Calibration Search – Establishment Executive only	52
Opening the Calibration search page.....	52
Selecting calibration records from search results.....	53
5 Viewing Inspection Records	54
5.1 Opening an inspection record.....	54
Download inspection report	56
5.2 Opening an inspection record from the RFP tab	58
5.3 Opening a calibration record	59
Add/Remove RFP to Onshore Cold Treatment (OSCT) record (Establishment Executive only) ...	61
Download calibration certificate.....	62
China Calibration Certificates.....	64
Document information	65
Version history	65

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 request authorisation
- 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

AO	Authorised Officer
BVI	Bulk Vessel Inspection
ER	Establishment Register
EXDOC	Department of Agriculture, Fisheries and Forestry Electronic Documentation System
IMO	International Maritime Organisation
ITCT	In-transit cold treatment
Micor	Manual of Importing Country Requirements
OSCT	Onshore cold treatment
PEMS	Plant Exports Management System
QSR	Quality System Recognition
RFP	Request for Permit
VHT	Vapor Heat Treatment

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, 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 Name¹

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:



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.

The screenshot shows a window titled "Attachment" with a close button (X) in the top right corner. The window contains two required fields: "Outcome *" with a dropdown menu showing "Accepted", and "Comments *" with a text area containing "Valid". At the bottom right, there is a "Close" button. Two orange callout boxes with arrows point to the "Close" button (labeled "1") and the "X" button (labeled "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.

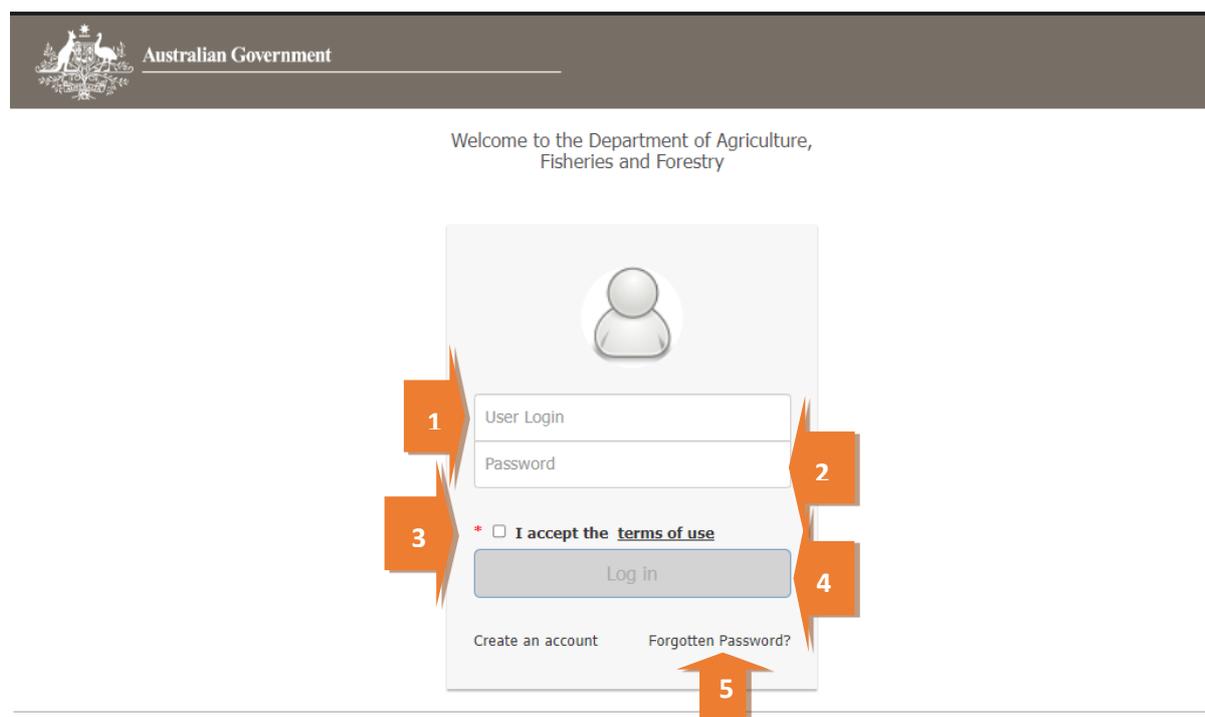
Once you have successfully registered as a PEMS user (see the [How to register for PEMS](#) factsheet), and the administrator has enabled your account, PEMS will automatically identify you and provide you with the appropriate level of access.

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 **Login**¹ and **Password**².

If you agree to the 'terms of use' select the I accept the **terms of use**³ checkbox. Click **Log in**⁴.

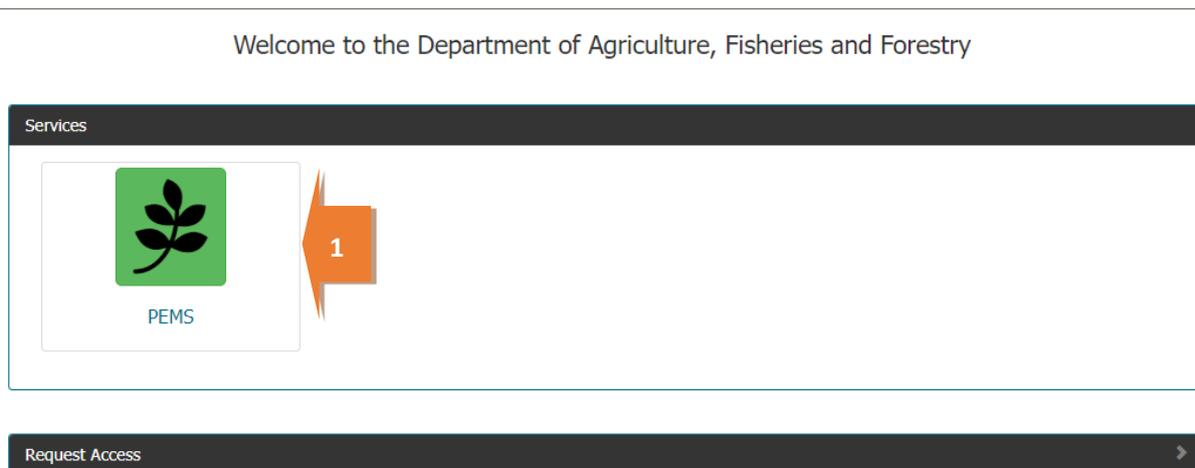


i If you forget your password, click **Forgotten Password?**⁵ link and follow the prompts.

i Remember you are responsible for maintaining the confidentiality of your PEMS user login and password.

The PEMS self-service page will display.

Click the **PEMS¹** button to enter the PEMS homepage.



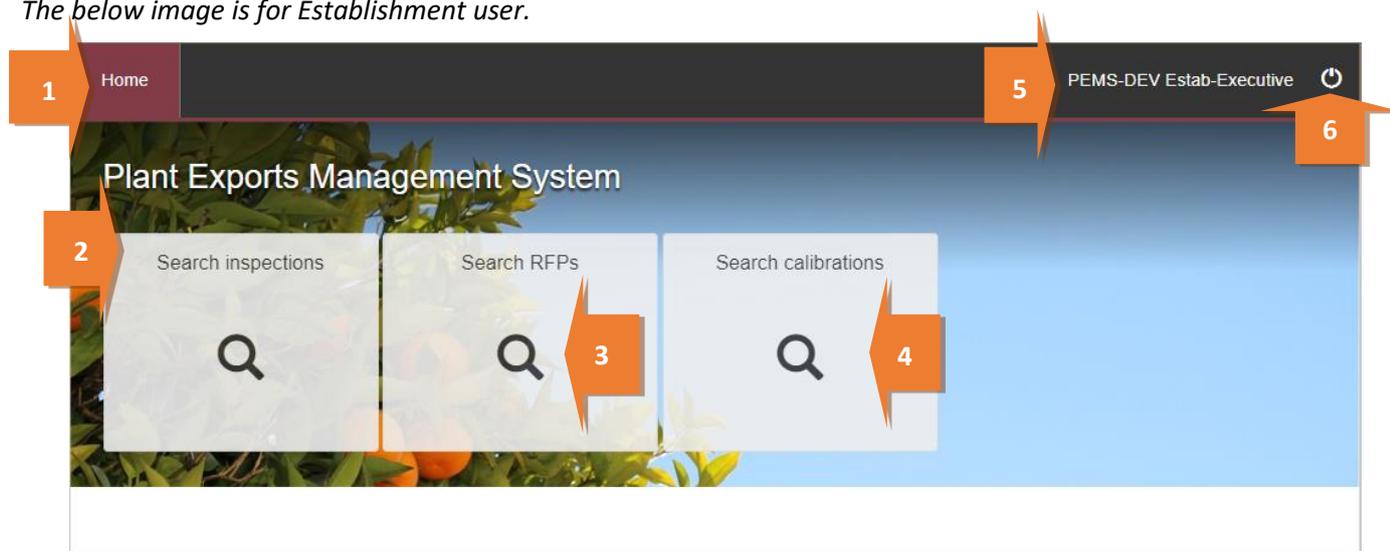
Once you have signed in, the PEMS homepage will display. On the homepage, you will see the PEMS menu bar.

1.3 PEMS menu bar

PEMS menu bar will display:

- **Home¹** – search inspections and RFPs
- **Search inspections²** – search for an inspection record (this tile and function is not available for Exporter and EDI profile users)
- **Search RFPs³** – search for an RFP
- **Search Calibrations⁴** – search for calibrations (this tile and function is not available for Exporter and EDI profile users)
- **User Profile⁵** – view or change your personal details
- **Log Out⁶** – log out of PEMS.

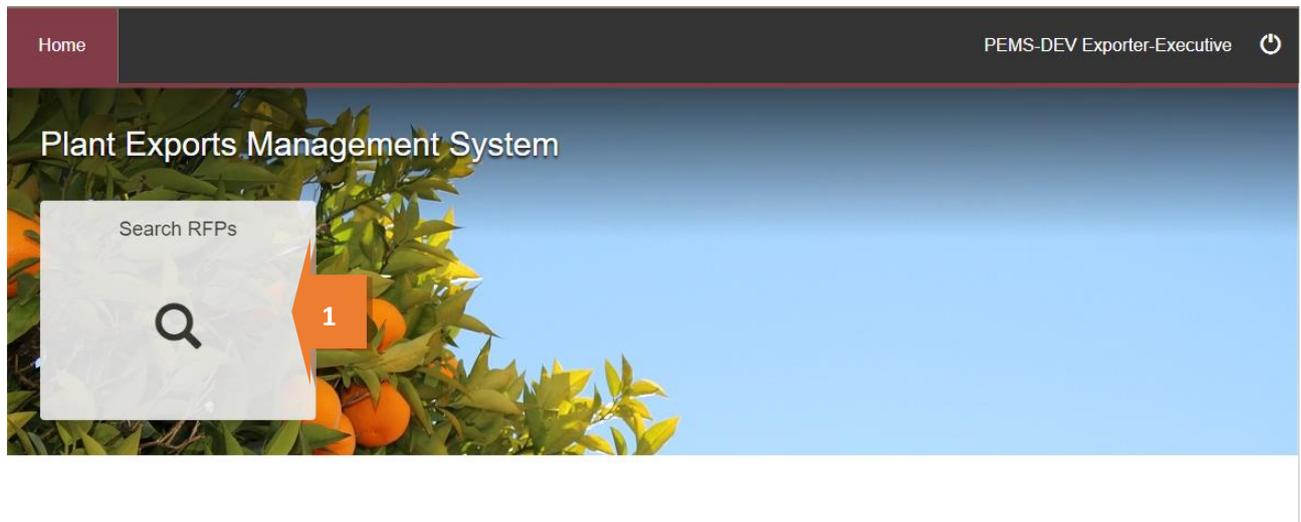
The below image is for Establishment user.



1.4 Search functions

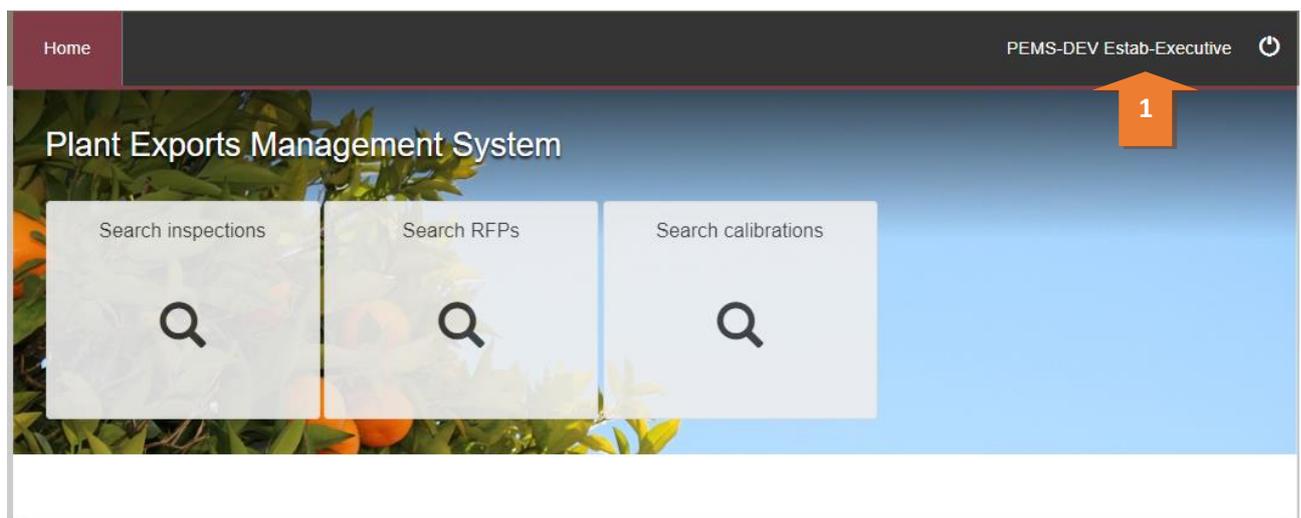
The PEMS homepage will display a **button**¹ for each search function you are accredited to perform.

The below image is for Exporter/EDI user.



1.5 Managing your PEMS profile

To view or edit your PEMS profile, click **User Profile**¹ on the PEMS menu bar.



The *My Profile* page will display.

Your **Personal details**¹, **Authorised officer details**² and **PEMS roles**³ will be displayed.

You can change your personal details by clicking **Change**⁴ under the personal details section. You cannot change information in the AO details and PEMS roles sections.

The **Establishments**⁵ show what establishment name and numbers are linked to your profile.

Click **Home**⁶ on the top menu bar to return to the PEMS homepage.

The screenshot shows the 'My Profile' page with a dark header bar. The header contains a 'Home' button (callout 6), the user's name 'PEMS-DEV Estab-Executive', and a power icon. The main content area is titled 'My Profile' and includes a 'Change' link (callout 4). The 'Personal details' section (callout 1) lists fields like User ID, Title, First name, Family name, Middle name/s, Preferred name, Date of Birth, Phone, Mobile, and Email. The 'Authorised officer details' section (callout 2) shows 'Not an authorised officer.' The 'PEMS roles' section (callout 3) lists 'PEMSUser, PEMSEstablishmentExecutive'. The 'Establishments (6)' section (callout 5) is a table with columns for Establishment Number and Establishment Name.

Establishment Number	Establishment Name
88	EXDOC DAIRY TEST ESTABLISHMENT
100	MARATHON FOOD INDUSTRIES PROPRIETARY LIMITED
254	THE BEGA CO-OPERATIVE SOCIETY LTD
100	MARATHON FOOD INDUSTRIES PROPRIETARY LIMITED
100	MARATHON FOOD INDUSTRIES PROPRIETARY LIMITED

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**¹, **Date of Birth**² and **Email**³ 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**⁴ to save any changes to your personal details.

Personal Details - PEMS-DEV Estab-Executive

Title *

Mrs

First name *

PEMS-DEV

Family name *

Estab-Executive

Middle name/s

Preferred name

Date Of Birth

Phone number

0444444444

Mobile number *

0444444444

Email *

eqweqwe1128@xyz.com

Address Line 1 *

18

Address Line 2

MARCUS CLARKE

Suburb *

CITY

State *

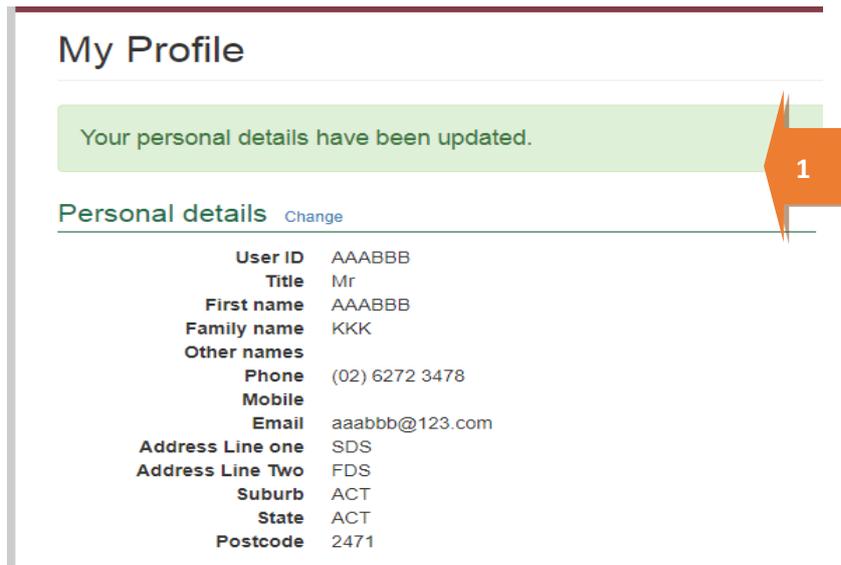
Australian Capital Territory

Postcode *

2601

Close Save

PEMS will display an acknowledgement message stating that **your personal details have been updated**¹.



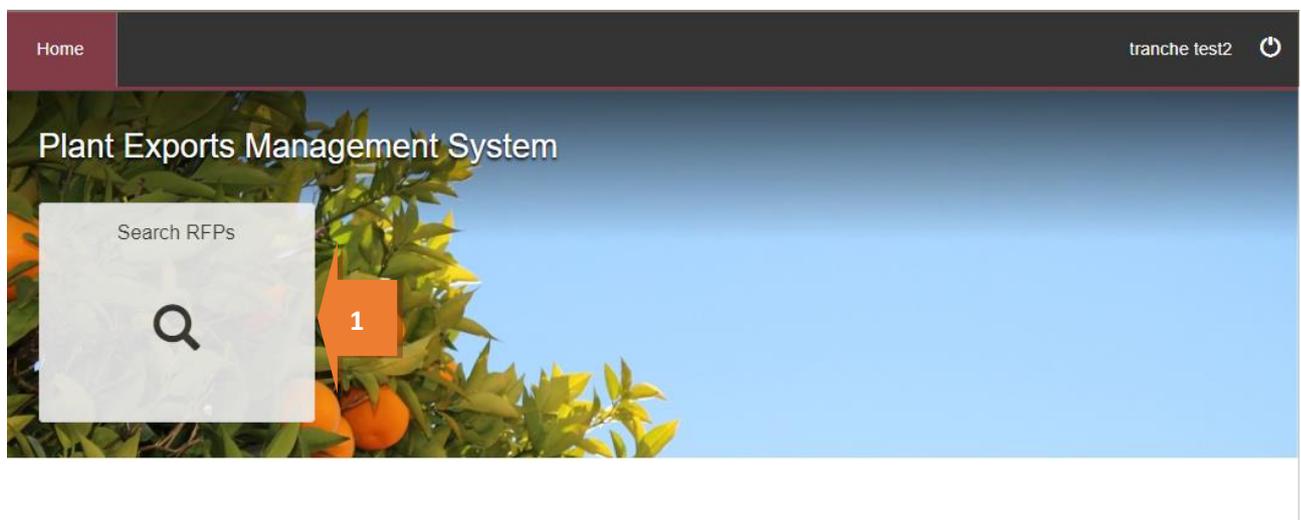
User ID	AAABBB
Title	Mr
First name	AAABBB
Family name	KKK
Other names	
Phone	(02) 6272 3478
Mobile	
Email	aaabbb@123.com
Address Line one	SDS
Address Line Two	FDS
Suburb	ACT
State	ACT
Postcode	2471

2 Pre-inspection documentation

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.

This process will also allow you to create an RFP extract in order to attach any manual inspection or calibration records, used only when an exception applies, so that you can request authorisation through the Communications Workflow ([see 3.12 Service Request](#))

Click **Search RFPs**¹.



Enter the **RFP number**¹ and click **Search**².

Home tranche test2

Search Requests For Permit

2203736 1

Enter RFP number.

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.

Home tranche test2

Request For Permit 2203736 (v1) Open Required fields denoted by *

RFP Import Permits Inspections Calibration Time Entry Communications Actions

Attachments Add 1

No attachments.

Correspondence

No correspondence.

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).

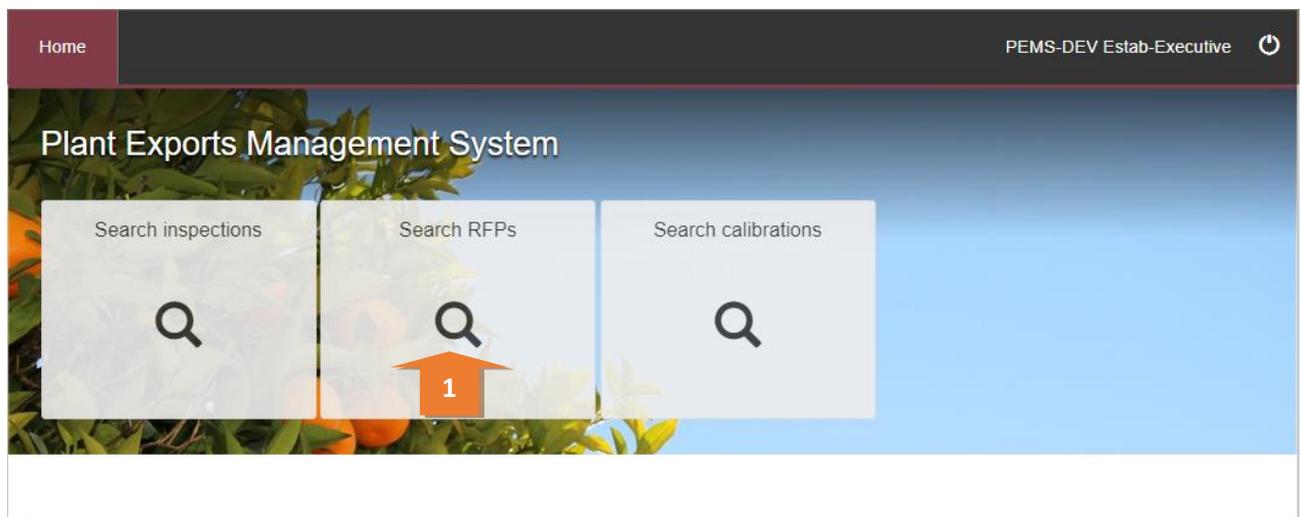
3.1 RFP Search

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**¹ 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**¹ and clicking **Search**².

Click **Reset**³ to clear or reset the search criteria.

The screenshot shows the 'Search Requests For Permit' page. At the top left is a 'Home' link, and at the top right is the user 'AAABBB KKK' with a power icon. The main heading is 'Search Requests For Permit'. Below it is a search input field with a callout '1' pointing to it. Underneath the input field is the text 'Enter RFP number.'. Below that are two buttons: 'Search' (callout '2') and 'Reset' (callout '3').



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**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.

The screenshot shows the 'Search Requests For Permit' page with search results. The search input field contains '40329'. Below it is the text 'Enter RFP number.'. Below that are two buttons: 'Search' and 'Reset' (callout '3'). Below the buttons is the heading 'Search results (1)'. Below that is a table with the following data:

Number	Establishment (number) name	Start date	Exporter	Type	Status	Country	Actions
0040329	(2011) BIOSTARCH PTY LTD		AAA DEPARTMENTAL TEST EXPORTER	Grains	Open	MALDIVES	Open

Callout '1' points to the first row of the table. Callout '2' points to the 'Open' button in the 'Actions' column of the first row.

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**¹ beside the record you want to view.

Home AAABBB KKK

Search Requests For Permit

40329

Enter RFP number.

Search Reset

Search results (1)

Number	Establishment (number) name	Start date	Exporter	Type	Status	Country	Actions
0040329	(2011) BIOSTARCH PTY LTD		AAA DEPARTMENTAL TEST EXPORTER	Grains	Open	MALDIVES	Open

Once an RFP record has been opened, it will display:

- summary details of the **RFP¹** extracted from EXDOC
- **Inspections²** associated with the RFP
- **Calibration³** associated with the RFP
- **Time Entry⁴** time summary (carried from inspection record)
- attachments and correspondence for the RFP under **Communications⁵**
- Service Request, to request authorisation for Requests For Permit (RFPs), and the issuance of in-transit cold treatment (ITCT) calibration certificates and declaration and certificate as to condition (EX188)
- **Actions⁷** to download the container report.

The screenshot shows the 'Request For Permit 2210682 (v2) Open' interface. At the top, there is a navigation bar with 'Home' and 'Establishment Executive2'. Below the title, there is a horizontal menu with tabs: 'RFP', 'Inspections', 'Calibration', 'Time Entry', 'Communications', 'Service Request', and 'Actions'. Numbered callouts point to these tabs: 1 points to the 'RFP' tab, 2 to 'Inspections', 3 to 'Calibration', 4 to 'Time Entry', 5 to 'Communications', 6 to 'Service Request', and 7 to 'Actions'. Below the menu is a 'Summary' section with fields: Establishment number (5462), Destination country (UNITED ARAB EMIRATES), Commodity type (Grains), Last refreshed (01/11/2021 14:27), Departing place, Departing date (20/10/2021 00:00), and Freight type (Sea). To the right, 'Establishment name' is EXPORT COMPANY PTY LTD 18 MAKER PLACE CASINO NSW 2346 and 'Exporter name' is PEMS TEAM. Below the summary is a table for 'Request for permit lines (1)'. The table has columns: Line, Commodity, End use, No. of packages, Package type, Net weight, Unit, and Actions. The first row shows Line 1, Commodity OATS, End use GC, No. of packages 854, Package type BAGS, Net weight 21.5, Unit METRIC TONNE, and Actions 'Open' and 'View containers'. Below the table are sections for 'Import permits' (No import permits.) and 'Comments' (No comment.).

3.3 RFP Details

The RFP tab displays a **Summary**¹ 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.

Home Establishment Executive2

Request For Permit 2198680 (v1) Open Required fields denoted by *

RFP Inspections Calibration Time Entry Communications Service Request Actions

Summary

Establishment number	5462	Establishment name	EXPORT COMPANY PTY LTD 18 MAKER PLACE CASINO NSW 2346
Destination country	CHINA	Exporter name	TESTING EXPORTER 0339 THIS SECTION
Commodity type	Grains		
Last refreshed	27/09/2019 14:58		
Departing place	FREMANTLE		
Departing date	15/08/2019 00:00		
Freight type	Sea		

3.4 Refresh from EXDOC

Once extracted into PEMS, the record can be updated by clicking on the **Refresh from EXDOC**¹ 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.

Home Establishment Executive2

Request For Permit 2210682 (v2) Open Required fields denoted by *

RFP Inspections Calibration Time Entry Communications Service Request Actions

Summary

Establishment number	5462	Establishment name	EXPORT COMPANY PTY LTD 18 MAKER PLACE CASINO NSW 2346
Destination country	UNITED ARAB EMIRATES	Exporter name	PEMS TEAM
Commodity type	Grains		
Last refreshed	01/11/2021 14:27		
Departing place			
Departing date	20/10/2021 00:00		
Freight type	Sea		

Request for permit lines (1) [View all containers](#)

Line	Commodity	End use	No. of packages	Package type	Net weight	Unit	Actions
1	OATS	GC	854	BAGS	21.5	METRIC TONNE	Open View containers

Import permits

No import permits.

Comments

No comment.

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**¹ under the RFP tab or **View containers**² for the RFP line. PEMS will display the containers and their results in a new window.

Request For Permit 0040329 (v1) Open Required fields denoted by *

RFP Import Permits Inspections Time Entry Communications Actions

Summary

Establishment number 2011 Establishment name BIOSTARCH PTY LTD 147-153 LEARMONTH STREET BALLARAT VIC 3350
Destination country MALDIVES
Commodity type Grains Exporter name AAA DEPARTMENTAL TEST EXPORTER
Last refreshed 17/10/2018 09:54

Request for permit lines (4) [View all containers](#)

Line	Commodity	End use	No. of packages	Package type	Net weight	Unit	Actions
1	OKRA SEED	GS	1	CARTONS	11	KILOGRAM	Open View containers
2	AGERATUM HOUSTONIANUM SEED	GS	1	CARTONS	12	KILOGRAM	Open View containers
3	ALCEA ROSEA SEED	GS	1	CARTONS	11	KILOGRAM	Open View containers
5	ANTHEMIS NOBILIS SEED	GS	1	CARTONS	11	KILOGRAM	Open View containers

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 **Show**¹ to view the details of any errors for containers highlighted in Red.

Click **Close**².

Containers

Filter containers Clear

Number	Inspection	Line	Level	Result	Expiry	Used	Calibration	Errors
CONT123456	Open	1, 5, 3	Consumable	Pass	13/12/2018	Yes		Show
CONT123457	Open	2	Consumable	Pass	18/11/2018	Yes		Show

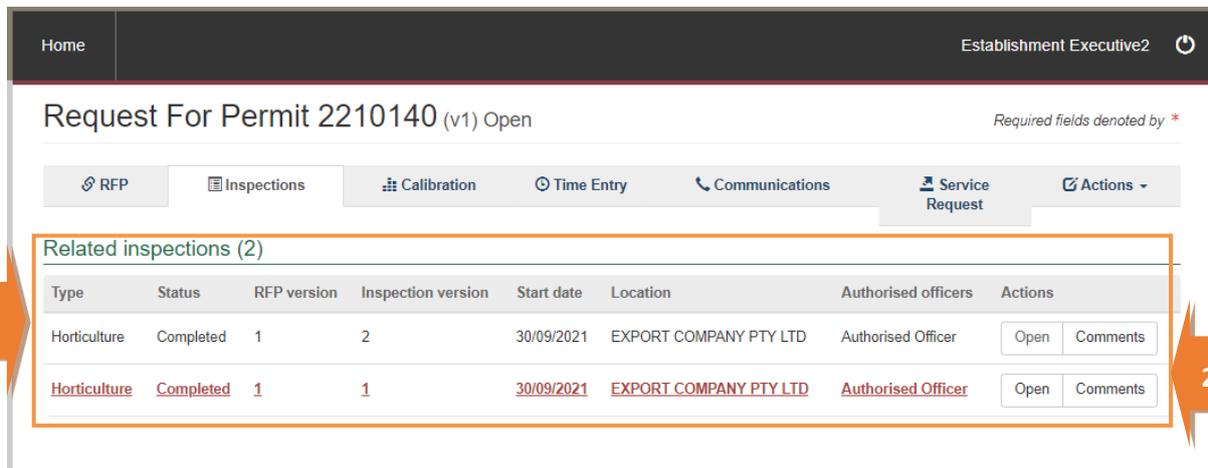
Close

-  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 Inspections

Each RFP extracted from EXDOC can have one or more **Related inspections**¹ 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**² any inspection record related to the RFP from this page.



Home Establishment Executive2

Request For Permit 2210140 (v1) Open Required fields denoted by *

RFP Inspections Calibration Time Entry Communications Service Request Actions

Related inspections (2)

Type	Status	RFP version	Inspection version	Start date	Location	Authorised officers	Actions
Horticulture	Completed	1	2	30/09/2021	EXPORT COMPANY PTY LTD	Authorised Officer	Open Comments
Horticulture	Completed	1	1	30/09/2021	EXPORT COMPANY PTY LTD	Authorised Officer	Open Comments

3.7 Related calibration records

Each RFP extracted from EXDOC can have one or more **Related calibration records**¹ listed under the Calibration tab.

You can **Open**² 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 screenshot shows the 'Request For Permit 2210140 (v1) Open' page. The 'Calibration' tab is selected, displaying a table of related calibration records. An orange box highlights the table, and an orange arrow points to the 'Open' button in the actions column.

Container	Type	Status	Calibration version	Date	Actions
NA	Supervision of VHT	Completed	2	30/09/2021	Open Comments
<u>NA</u>	<u>Supervision of VHT</u>	<u>Completed</u>	<u>1</u>	<u>30/09/2021</u>	Open Comments

The *Generic Calibration* page displays and show the following sections:

- **RFP details**¹ – populated based on the RFP information extracted from EXDOC.
- **Calibration details**² – 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**³ – allows you to view the pulp temperatures and seal details.
- **Readings**⁴ – allows you to view the sensor readings and sealed date and time.
- **Pre-cooling temperatures**⁵ – allows you to view the pre-cooling temperatures that were recorded.
- **Comments**⁶ – if applicable, allows you to view comments regarding the calibration.

Home
PEMS-DEV Estab-Executive

Generic Calibration Completed 13/05/2019

Required fields denoted by *

☰ Calibration
🕒 Time Entry
🗨 Communication
🔗 Actions ▾

RFP details

RFP number 0042307	Establishment name EXDOC DAIRY TEST ESTABLISHMENT
Establishment number 0088	Exporter name TESTING EXPORTER NUMBER
Country FRANCE	
Phytosanitary 1234567	

Calibration details

Clock set to GMT	Yes
Establishment number	0088
Establishment name	EXDOC DAIRY TEST ESTABLISHMENT
Calibration Date	13/05/2019
Container number	NHJY1321332
Container size	40 foot
Recorder serial number	369
Calibration AO	PEMS-DEV External-AO

Loading details

Establishment number	0088
Establishment name	EXDOC DAIRY TEST ESTABLISHMENT
Pulp temperature 1	2.2
Pulp temperature 2	2.3
Pulp temperature 3	2.4
Seal number	888
Sealed date and time	13/05/2019 16:35
Loading AO	PEMS-DEV External-AO

Readings

Sensor	ID	First	Second	Correction	Probe
1	1	0.0	0.0	0.0	
2	2	0.0	0.0	0.0	
3	3	0.0	0.0	0.0	

Pre-cooling temperatures

01: 1.2	02: 1.3	03: 1.1	04: 1.1	05: 1.2	06:	07:	08:	09:	10:	11:	12:	13:
14:	15:	16:	17:	18:	19:	20:	21:	22:				

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

Comments

No comment.

1
2
3
4
5
6

3.8 Time Entry

The RFP **Time Entry**¹ page will display a combined list of each **Time entry**² from all inspection records relating to the RFP. Click **Open**³ on the time entry you want to view.

The screenshot shows the 'Request For Permit 2210051 (v1) Closed' page. At the top right, it says 'Establishment Executive2'. Below the title bar, there are navigation tabs: RFP, Inspections, Calibration, Time Entry (highlighted with callout 1), Communications, Service Request, and Actions. Below the tabs, there is a table titled 'Time entry (2)'. The table has columns: User, Source, RFP version, Date, Start - end time, Invoice, and Actions. There are two rows of data. The first row has 'Authorised Officer' as the user, 'Calibration' as the source, '16/09/2021' as the date, and '11:00 - 11:57' as the start-end time. The second row has 'Authorised Officer' as the user, 'Inspection' as the source, '16/09/2021' as the date, and '11:00 - 11:55' as the start-end time. Each row has an 'Open' button in the Actions column (callout 3).

User	Source	RFP version	Date	Start - end time	Invoice	Actions
Authorised Officer	Calibration		16/09/2021	11:00 - 11:57		Open
Authorised Officer	Inspection		16/09/2021	11:00 - 11:55		Open

The *Time Entry* window will display.

You can view the applicable **User**¹, **Activity**², **Activity date**³, **Activity time**⁴ and **Comments**⁵.

The screenshot shows a 'Time Entry' window with the following fields: 'User*' (PEMS-DEV Internal-AO, callout 1), 'Activity*' (Inspection, callout 2), 'Activity date*' (16/04/2019, callout 3), 'Start time*' (08:30, callout 4) and 'End time*' (09:00, callout 4), and 'Comments' (empty text area, callout 5). A 'Close' button is at the bottom right.

PEMS will update the RFP **Time summary**¹ 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.

Home
Establishment Executive2

Request For Permit 2210051 (v1) Closed with Export Required fields denoted by *

RFP
 Inspections
 Calibration
 Time Entry
 Communications
 Service Request
 Actions ▾

Time entry (2)

User	Source	RFP version	Date	Start - end time	Invoice	Actions
Authorised Officer	Calibration		16/09/2021	11:00 - 11:57		<input type="button" value="Open"/>
Authorised Officer	Inspection		16/09/2021	11:00 - 11:55		<input type="button" value="Open"/>

Time summary Detailed report | Summary report

Authorised officer	Fee for service (FFS)	WDC	WDNC	WENC	Non-chargeable
Authorised Officer					1:52
Total					1:52

1

3.9 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**¹ tab and then click **Summary report**² under the RFP Time summary section.

The screenshot shows the PEMS system interface for a Request For Permit (RFP) record. The top navigation bar includes 'Home' and 'Establishment Executive2'. The main header displays 'Request For Permit 2210051 (v1) Closed Report'. Below this is a tabbed interface with 'RFP', 'Inspections', 'Calibration', 'Time Entry', 'Communications', 'Service Request', and 'Actions'. The 'Time Entry' tab is active, showing a table of time entries. An orange arrow labeled '1' points to the 'Time Entry' tab. Below the table, there is a 'Time summary' section with options for 'Detailed report' and 'Summary report'. An orange arrow labeled '2' points to the 'Summary report' option. The 'Time summary' table shows columns for 'Authorised officer', 'Fee for service (FFS)', 'WDC', 'WDNC', 'WENC', and 'Non-chargeable'. The total time recorded is 1:52.

User	Source	RFP version	Date	Start - end time	Invoice	Actions
Authorised Officer	Calibration		16/09/2021	11:00 - 11:57		Open
Authorised Officer	Inspection		16/09/2021	11:00 - 11:55		Open

Authorised officer	Fee for service (FFS)	WDC	WDNC	WENC	Non-chargeable
Authorised Officer					1:52
Total					1:52

A *Summary Report* window will display.

Select either PDF or RTF for the **Report format**¹ and click **Download**².

The screenshot shows a 'Summary Report' dialog box. The 'Report format' dropdown menu is open, showing 'PDF' selected. An orange arrow labeled '1' points to the dropdown menu. The 'Download' button is highlighted with an orange arrow labeled '2'. The dialog box also contains a 'Close' button.

The *Activity Report* window will download onto your device. You can save or print the report for your records.

 Australian Government		Activity Report Department of Agriculture, Water and the Environment				Page: 1/1					
RFP number		2210878									
Establishment Name		EXPORT COMPANY PTY LTD									
Establishment Number		5462									
Activity: Inspection											
User	FFS	WDC	WDNC	WENC	Non-Chargeable						
Vendor Test3	0:00	0:00	0:00	0:00	1:00						
<table border="1"> <tr><th>Keys</th></tr> <tr><td>FFS-Fee For Service.</td></tr> <tr><td>WDC-Week Day Continuous.</td></tr> <tr><td>WDNC-Week Day Non-Continuous.</td></tr> <tr><td>WENC-Week-End Non-Continuous.</td></tr> </table>							Keys	FFS-Fee For Service.	WDC-Week Day Continuous.	WDNC-Week Day Non-Continuous.	WENC-Week-End Non-Continuous.
Keys											
FFS-Fee For Service.											
WDC-Week Day Continuous.											
WDNC-Week Day Non-Continuous.											
WENC-Week-End Non-Continuous.											
Print Date : 15-11-2021 13:51											

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 Entry¹ tab and then click Detailed report² under the RFP Time summary section.

Home
Establishment Executive2

Request For Permit 2210878 (v1) Open Required fields denoted by *

RFP
Inspections
Calibration
Time Entry
Communications
Service Request
Actions

Time entry (1)

User	Source	RFP version	Date	Start - end time	Invoice	Actions
Vendor Test3	Inspection		10/11/2021	12:30 - 13:30		Open

Time summary [Detailed report](#) | [Summary report](#)

Authorised officer	Fee for service (FFS)	WDC	WDNC	WENC	Non-chargeable
Vendor Test3					1:00
Total					1:00

The *Activity Report* window will display.

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

- selecting a **Start date and End date**¹
- selecting an **Activity**² type
- selecting a **User**³
- entering an **Invoice number**⁴
- selecting one or more Show these columns on the **report**⁵ checkboxes.

Alternatively, you can leave the report parameters blank. Select a **Report format**⁶ (either PDF or RTF).

Once all relevant parameters are entered, click **Download**⁷.

The screenshot shows the 'Activity Report' window with the following fields and callouts:

- 1**: A box around the 'Start date' and 'End date' input fields, each with a calendar icon.
- 2**: A callout pointing to the 'Activity' dropdown menu.
- 3**: A callout pointing to the 'User' dropdown menu.
- 4**: A callout pointing to the 'Invoice number' input field.
- 5**: A callout pointing to the 'Show these columns on the report' section, which includes checkboxes for 'User', 'Activity', 'Activity date', 'Start time', 'End time', and 'Fee for service'.
- 6**: A callout pointing to the 'Report format' dropdown menu, which is currently set to 'PDF'.
- 7**: A callout pointing to the 'Download' button.

An Activity Report will be downloaded onto your device.

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

 Australian Government		Activity Report Page: 1/1 Def Department of Agriculture, Water and the Environment								
		RFP number		2210878						
Establishment Name		EXPORT COMPANY PTY LTD								
Establishment Number		5462								
User	Activity	Activity Date	Start Time	End Time	Invoice	FFS	WDC	WDNC	WENC	Non-Chargeable
Vendor Test3	Inspection	10/11/2021	12:30	13:30		0:00	0:00	0:00	0:00	1:00
TOTAL						0:00	0:00	0:00	0:00	1:00

Keys

FFS-Fee For Service.
 WDC-Week Day Continuous.
 WDNC-Week Day Non-Continuous.
 WENC-Week-End Non-Continuous.

Print Date : 15-11-2021 13:46

3.10 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**¹ tab and click **Open**² to view detailed comments beside the relevant import permit listed.

Home Establishment Executive2

Request For Permit 2198680 (v1) Open Required fields denoted by *

RFP Inspections Calibration Time Entry Communications Service Request Actions

Summary

Establishment number	5462	Establishment name	EXPORT COMPANY PTY LTD 18 MAKER PLACE CASINO NSW 2346
Destination country	CHINA	Exporter name	TESTING EXPORTER 0339 THIS SECTION
Commodity type	Grains		
Last refreshed	27/09/2019 14:58		
Departing place	FREMANTLE		
Departing date	15/08/2019 00:00		
Freight type	Sea		

Request for permit lines (2) [View all containers](#)

Line	Commodity	End use	No. of packages	Package type	Net weight	Unit	Actions
1	WHEAT	GC	2	CONTAINERS	150	M/TONS	Open View containers
2	BARLEY	GC	2	CONTAINERS	150	M/TONS	Open View containers

1 Import permits (1)

Number	Issued	Comments	Actions
PB0018005555554	15/04/2019		Open

Comments

No comment.

2

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.

Home Establishment Executive2

Horticulture Inspection Completed 30/09/2021

Required fields denoted by *

Inspection ID - H621686

Inspection Authorised Officers Time Entry **Communications** Actions

Attachments (1) Add

Name	Document Type	Source	Updated	Outcome	Reviewed by	Actions
2018-10-03 11.30.47.jpg	Import Permit	Inspection	30/09/2021 22:18	Accepted	Authorised Office	Open Download

Correspondence

No correspondence.

Correspondence

To view the comments relating to the correspondence select **Communications**¹ and click **Open**² under the correspondence section.

Home UAT18 ESTB Exe Testing

Request For Permit 2197658 (v1) Closed without Export

Required fields denoted by *

RFP Inspections Calibration Time Entry **Communications** Service Request Actions

Attachments (1) Add

Name	Document Type	Source	RFP Version	Updated	Outcome	Reviewed by	Actions
IMG_8738.JPG	Area Freedom Certificate	Inspection		03/07/2019 13:29	Accepted	PemsExt200 TEST	Open Download

Correspondence (1)

Subject	Type	RFP Version	Created	Created by	Actions
TESTING	Email	1	19/06/2019 11:59	PEMS-DEV Internal-AO	Open

Attaching documents

The RFP **Communications**¹ 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**² under the attachments section.

Request For Permit 2210682 (v2) Open Required fields denoted by *

Home Establishment Executive2

RFP Inspections Calibration Time Entry Communications Service Request Actions

Attachments (1) Add

Name	Document Type	Source	RFP Version	Updated	Outcome	Reviewed by	Actions
container.pdf	TEST	Inspection		03/11/2021 13:15	Accepted	Vendor Test3	Open Download

Correspondence

No correspondence.

The *Attachment* window will display.

Click **Choose File**¹ 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 input**² field.

Select the **Document type**³ 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.

i Exporters and EDI users can select the document type as “Sensitive”. When marked as Sensitive the document is only viewable to Exporters and EDI and the National Documentation Hub (NDH).

From the dropdown box, select the **Outcome**⁴ noting that the default is set as ‘Accepted’.

If Other is selected as a Document type, then the **Other document**⁵ line will appear. You will need to enter a description identifying the document.

You can provide additional **Comments**⁶ regarding the attachments if required. Comments are mandatory if the ‘Other’ tick box is selected.

Click **Save**⁷.

Attachment
✕

File input *

Choose File
No file chosen

A file is required. Valid file formats are PDF, DOC, DOCX, JPG, JPEG, BMP, PNG, RTF, GIF, TIF, TIFF or MSG. Max. size of a file that can be attached is 9MB.

Document type *

<input type="checkbox"/> Area Freedom Certificate <input type="checkbox"/> Grower / Packer Certificate <input type="checkbox"/> Import Permit <input type="checkbox"/> Manual Inspection Record <input type="checkbox"/> Manual Vapour Heat Treatment Record <input type="checkbox"/> OSCT Data Logs <input type="checkbox"/> Testing Certificate <input type="checkbox"/> Treatment certificate <input type="checkbox"/> Vessel owner/agent's declaration <input type="checkbox"/> VHT treatment readings	<input type="checkbox"/> Bulk vessel loading running record <input type="checkbox"/> Export Delegate Certificate <input type="checkbox"/> Manual EX188 Form <input type="checkbox"/> Manual ITCT Calibration Record <input type="checkbox"/> Marine Surveyor Certificate <input type="checkbox"/> MIG thermometer NATA test certificate <input checked="" type="checkbox"/> Other <input type="checkbox"/> Readings VHT probe calibration <input type="checkbox"/> Take 5 Assessment checklist <input type="checkbox"/> Transfer Certificate <input type="checkbox"/> Vessel owner/agent's declaration test
---	---

Outcome *

Accepted
▼

Other document *

Comments

Cancel
Save

1

2

3

4

5

6

7

The *RFP Communications* page will display the newly **attached file**¹.

You then have the option to click

- **Open**² to change the outcome, document type or add/amend comments
- **Download**³ to download and view the attached file, or
- **Remove**⁴ to delete the document from the RFP record.

Name	Document Type	Source	RFP Version	Updated	Outcome	Reviewed by	Actions
Detailed Time Report.pdf	Import Permit	Local	1	30/04/2019 15:01	Accepted	PEMS-DEV Exporter-Executive	Open, Download, Remove
Container Report 42277.pdf	Treatment certificate	Local	1	30/04/2019 14:40	Accepted	PEMS-DEV Exporter-Executive	Open, Download, Remove
Container Report 42261.pdf	Area Freedom Certificate	Inspection		30/04/2019 14:28	Accepted	PEMS-DEV Internal-AO	Open, Download
Container Report 42183.pdf	Other	Inspection		30/04/2019 14:27	Accepted	PEMS-DEV Internal-AO	Open, Download



Documents 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.

Attaching manual documents in PEMS

When an exception applies an AO may need to create a manual record for an inspection or calibration. PEMS will allow you, or the AO, to upload these documents once the RFP extract is created. Listed below are the exceptions that apply.

Document type *

- | | |
|--|--|
| <input type="checkbox"/> Area Freedom Certificate | <input type="checkbox"/> Bulk vessel loading running record |
| <input type="checkbox"/> Grower / Packer Certificate | <input type="checkbox"/> Export Delegate Certificate |
| <input type="checkbox"/> Import Permit | <input type="checkbox"/> Manual EX188 Form |
| <input type="checkbox"/> Manual Inspection Record | <input type="checkbox"/> Manual ITCT Calibration Record |
| <input type="checkbox"/> Manual Vapour Heat Treatment Record | <input type="checkbox"/> Marine Surveyor Certificate |
| <input type="checkbox"/> OSCT Data Logs | <input type="checkbox"/> MIG thermometer NATA test certificate |
| <input type="checkbox"/> Testing Certificate | <input checked="" type="checkbox"/> Other |
| <input type="checkbox"/> Treatment certificate | <input type="checkbox"/> Readings VHT probe calibration |
| <input type="checkbox"/> Vessel owner/agent's declaration | <input type="checkbox"/> Take 5 Assessment checklist |
| <input type="checkbox"/> VHT treatment readings | <input type="checkbox"/> Transfer Certificate |
| | <input type="checkbox"/> Vessel owner/agent's declaration test |

You may attach a **Manual Inspection Record¹**, a **Manual Vapour Heat Treatment Record²**, **Manual EX188 Form³**, or **Manual ITCT Calibration Record⁴**.

By attaching all the required information in PEMS you will be able to submit a Service Request through PEMS for authorisation ([see 3.12 Service Request](#)).

The use of PEMS is mandatory unless an exception applies. The exceptions are limited to situations where:

- exceptional circumstances arise that affect a PEMS user's ability to complete and submit a record through PEMS
- a system outage, either planned or unplanned, renders PEMS unusable for a period of time
- the type of record the AO must complete is not available in PEMS
- we have approved, in writing, an individual exception with the client and/or AO that allows records to be made in an approved way other than PEMS, and evidence of this is held by us.



If you add a manual record and an exception does not apply, then your authorisation request will be refused.

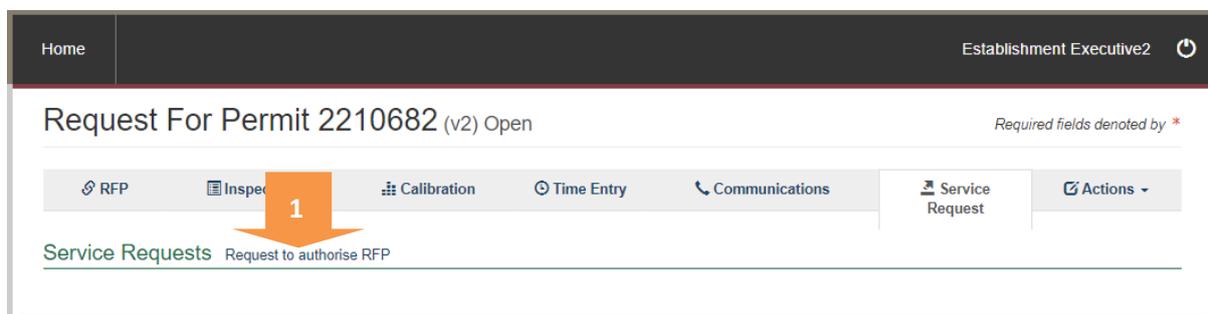
3.12 Service Request

The Service Request tab provides an alternative Communications Workflow for clients to communicate with the department in relation to plant exports. It can be used to request authorisation for Requests For Permit (RFPs), and the issuance of in-transit cold treatment (ITCT) calibration certificates and declaration and certificate as to condition (EX188).

You can use the Service Request for inspections and calibrations recorded in PEMS, or if there is a Manual inspection or calibration record attached to the relevant RFP.

Request to Authorise RFP

-  PEMS will validate that there is at least one Completed inspection for the RFP or a Manual Inspection Record in the Communications tab for the **Request to authorise RFP¹** to appear.
-  If any information is missing a warning will appear above the tabs, stating what is required.



The *RFP Authorisation* window displays.

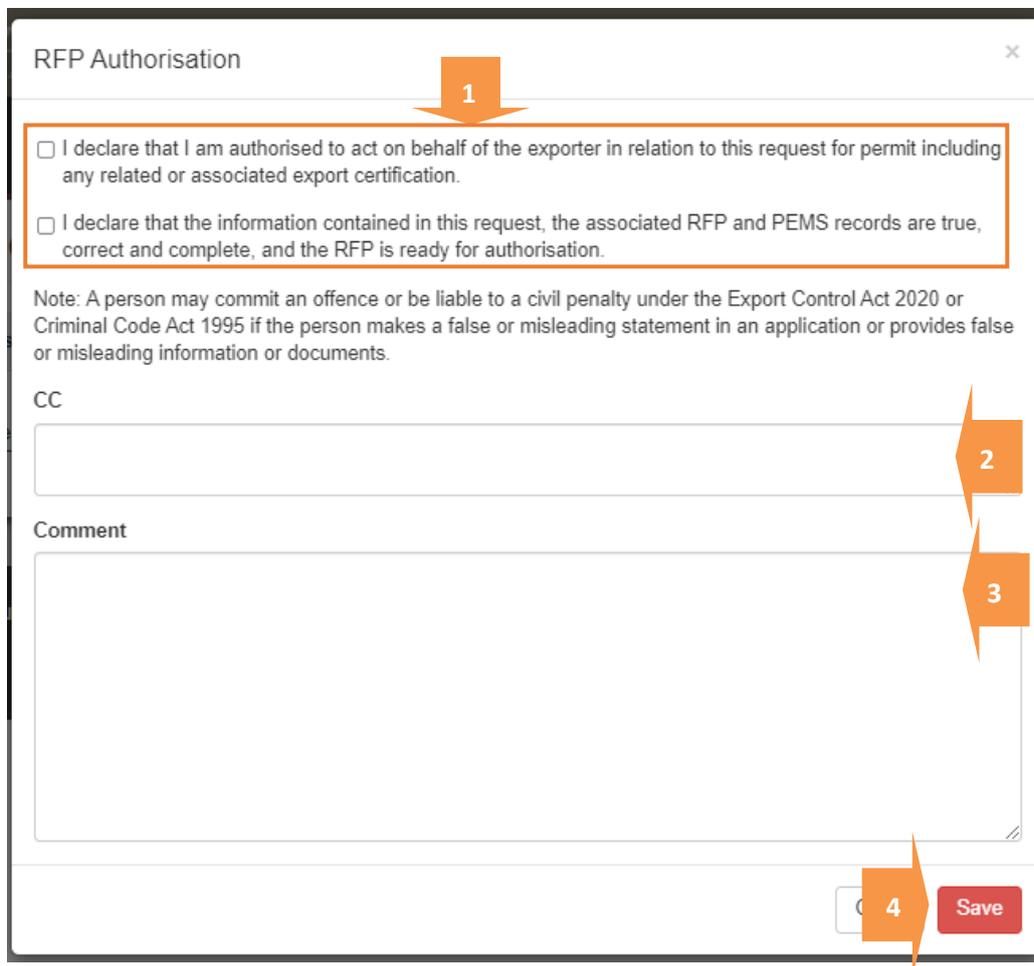
Read and confirm both **declarations**¹ by ticking the boxes.

If required, a copy of the request can be sent via email by entering an email address in the **CC field**². You can add multiple email addresses in this field, each separated by a comma.

Enter in any **Comments**³ that are to be included in the email.

Click **Save**⁴.

-  If your Service Request will contain any attachments that are Manual records, then please indicate this in the Comments section and confirm that an exception applies, if you fail to do this then your authorisation may be delayed.
-  Exporters and EDI users will only see one declaration.
-  When you click save an email will automatically be sent to Plant Exports National Documentation Hub.



The screenshot shows the 'RFP Authorisation' window. At the top, there is a close button (X). Below the title bar, there are two declaration checkboxes, both of which are highlighted with an orange box and labeled with a '1' in an orange arrow pointing down. The first declaration is: I declare that I am authorised to act on behalf of the exporter in relation to this request for permit including any related or associated export certification. The second declaration is: I declare that the information contained in this request, the associated RFP and PEMS records are true, correct and complete, and the RFP is ready for authorisation. Below the declarations is a note: 'Note: A person may commit an offence or be liable to a civil penalty under the Export Control Act 2020 or Criminal Code Act 1995 if the person makes a false or misleading statement in an application or provides false or misleading information or documents.' Underneath the note is a 'CC' field, which is an empty text box, highlighted with an orange arrow labeled '2'. Below the 'CC' field is a 'Comment' field, which is a larger text area, highlighted with an orange arrow labeled '3'. At the bottom right of the window, there is a 'Save' button, highlighted with an orange arrow labeled '4'.

The RFP Authorisation status will now change to **Requested**¹.

Depending on the inspection type, you will be able to request an issuance of certificates by selecting **Issuance of EX188 Certificate**² and/or **Issuance of ITCT Calibration Certificate**³.

Request For Permit 2210756 (v1) Open Required fields denoted by *

Navigation: RFP | Inspections | Calibration | Time | Communications | Service Request | Actions

Service Requests (1) Issuance of EX188 Certificate | Issuance of ITCT Calibration Certificate

Type	Status	Time Modified	Actions
RFP Authorisation	Requested	03/11/2021 19:22	Open



The ability to request these certificates will not be available prior to the Request to authorise RFP has been submitted.

Service Request – Re-submission process for all request types

If it is determined that you Service Request cannot be authorised than you will receive notification via PEMS, and by DoNotReply email that more information is required.

The Service Request status will change to **Awaiting info**¹. Click **Open**² to view the details of the email.

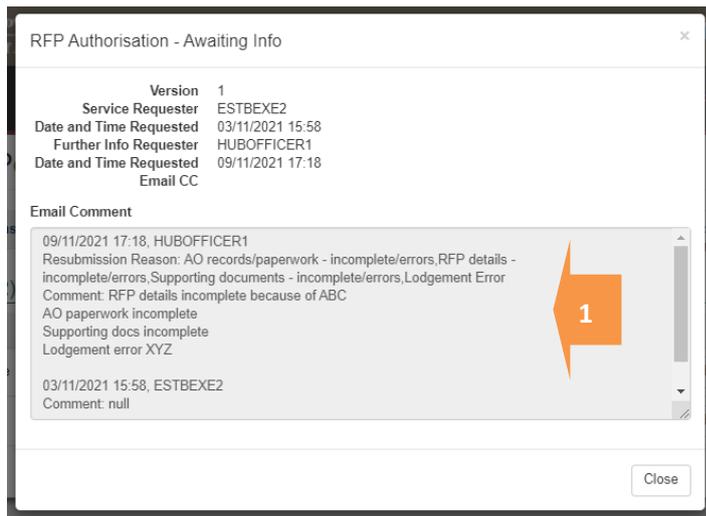
Request For Permit 2210682 (v2) Open Required fields denoted by *

Navigation: RFP | Inspections | Calibration | Time Entry | Communications | Service Request | Actions

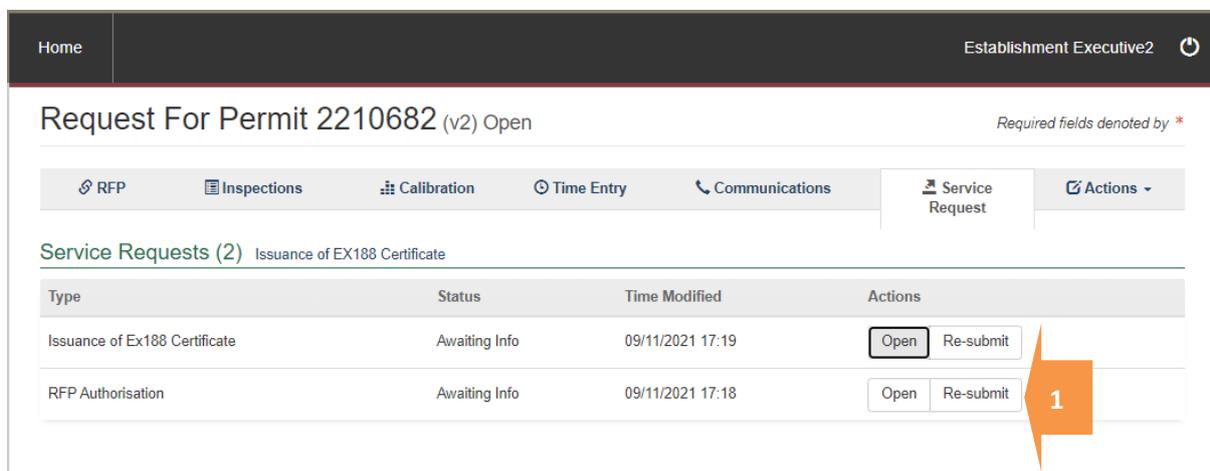
Service Requests (2) Issuance of EX188 Certificate

Type	Status	Time Modified	Actions
Issuance of Ex188 Certificate	Awaiting Info	09/11/2021 17:19	Open Re-submit
RFP Authorisation	Awaiting Info	09/11/2021 17:18	Open Re-submit

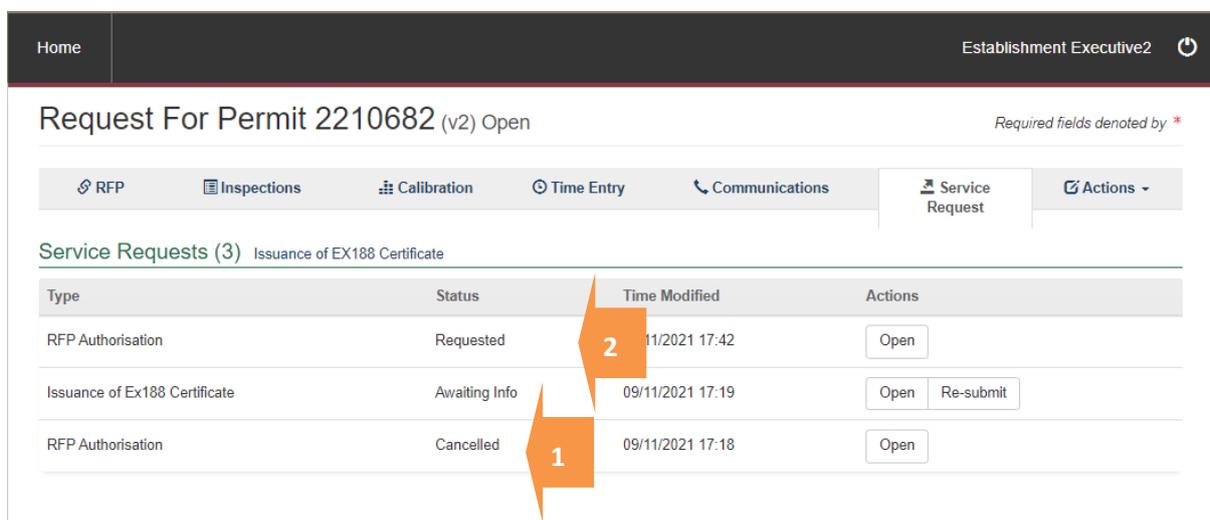
The below window will appear with the details of what needs to be resubmitted under **Email Comment**¹.



Provide all additional information and/or attachments and then click **Re-submit**¹. Add any additional information to the Comments box.



The original request status changes to **Cancelled**¹, and a new **request**² will appear at the top of the list.

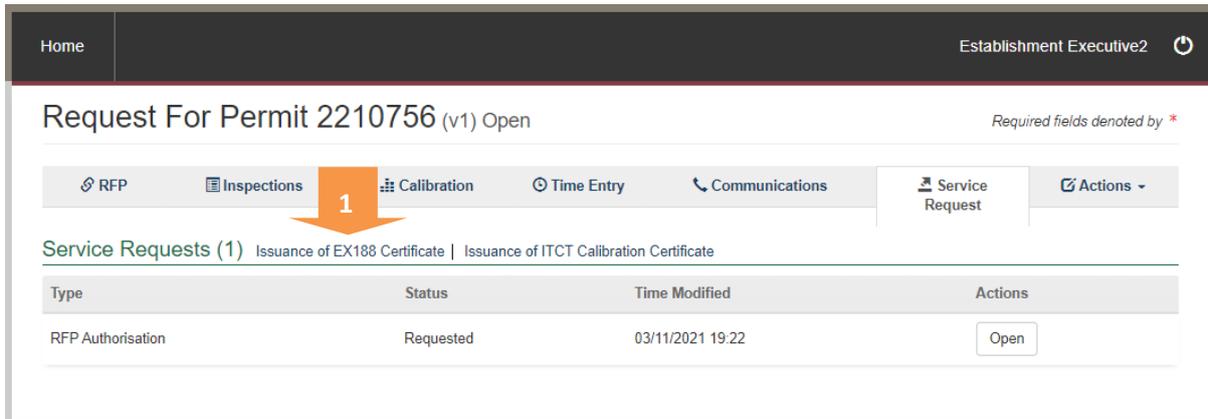


This process will repeat for each resubmission until authorisation is granted.

Issuance of EX188 Certificates

PEMS will validate that a Manual EX188 Certificate template is attached in the Communications tab to proceed.

Select **Issuance of EX188 Certificate**¹.



The issuance of Ex188 Certificate screen displays.

If required, a copy of the request can be sent via email by entering an email address in the **CC field**¹. You can add multiple email addresses in this field, each separated by a comma.

Enter in any **Comments**² that are to be included in the email.

Click **Save**³.

i Once you click save an email will automatically be sent to Plant Exports National Documentation Hub.



The Issuance of EX188 Certificate status will now change to **Requested**¹.

Request For Permit 2210682 (v2) Open Required fields denoted by *

RFP Inspections Calibration Time Entry Communications Service Request Actions -

Service Requests (2) Issuance of EX188 Certificate

Type	Status	Time Modified	Actions
Issuance of Ex188 Certificate	Requested	09/11/2021 16:36	Open
RFP Authorisation	Requested	03/11/2021 15:58	Open

Issuance of ITCT Calibration Certificate

Select **Issuance of ITCT Calibration Certificate**¹.

Request For Permit 2210756 (v1) Open Required fields denoted by *

RFP Inspections Calibration Time Communications Service Request Actions -

Service Requests (1) Issuance of EX188 Certificate | Issuance of ITCT Calibration Certificate

Type	Status	Time Modified	Actions
RFP Authorisation	Requested	03/11/2021 19:22	Open

The *Issuance of ITCT Calibration Certificate* screen will display.

Some calibrations may relate to several containers, tick the required **containers**¹, there is no limit to the number of containers that can appear in the certificate.

Add the **Phytosanitary No**² and select **Add**³. You can add up to six phytosanitary numbers for each certificate by pressing the Add button after each entry.

If required, an email copy can be sent to anyone you wish to advise that the request has been sent by entering an email address in the **CC field**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 **Save**⁶.



At least one container with at least one valid phytosanitary number must be provided.



Once you click save an email will automatically be sent to Plant Exports National Documentation Hub. Do NOT add this address in the CC field.

The screenshot shows a web form titled "Issuance of ITCT Calibration Certificate". It features a table with columns for "Container" and "Phytosanitary No.". The first row has a checkbox next to "LOOP1234567" and an empty input field. An "Add" button is to the right. Below the table is a "CC" field, a "Comment" text area, and a "Save" button. Six orange callout boxes with numbers 1 through 6 point to the checkbox, the input field, the "Add" button, the "CC" field, the "Comment" area, and the "Save" button respectively.

The Issuance of ITCT Calibration Certificate status will now change to **Requested**¹.

Request For Permit 2210756 (v1) Open Required fields denoted by *

RFP Inspections Calibration Time Entry Communications Service Request Actions

Service Requests (2) Issuance of EX188 Certificate | Issuance of ITCT Calibration Certificate

Type	Status	Time Modified	Actions
Issuance of ITCT Calibration Certificate	Requested	09/11/2021 16:05	Open
RFP Authorisation	Requested	03/11/2021 19:22	Open

Withdraw RFP Authorisation Request

If a service request has been submitted and it is no longer required, the authorisation can be withdrawn. To withdraw a service request, click on **Withdraw**¹.

Request For Permit 2214287 (v2) Open Required fields denoted by *

RFP Inspections Calibration Time Entry Communications Service Request Actions

Service Requests (1) Issuance of EX188 Certificate | Issuance of ITCT Calibration Certificate

Type	Status	Time Modified	Actions
RFP Authorisation	Requested	04/04/2022 13:56	Open Withdraw

The Withdrawal information window displays.

If required, a copy of the request can be sent via email by entering an email address in the **CC field**¹. You can add multiple email addresses in this field, each separated by a comma.

Enter the reason/s for withdrawal in the **Withdraw Reason**²; this is a mandatory field.

Read and confirm the **declaration**³ by ticking the box.

Click **Save**⁴.

The screenshot shows a window titled "Withdraw information" with a close button in the top right corner. It contains the following elements:

- CC**: A text input field for email addresses, with callout 1 pointing to it.
- Withdraw Reason***: A larger text area for the withdrawal reason, with callout 2 pointing to it.
- Declaration**: A checkbox with the text "I agree by withdrawing RFP authorisation request, any other request for certificates will be withdrawn. A new request has to be raised again after the RFP authorisation request is placed." Callout 3 points to the checkbox.
- Buttons**: A "Cancel" button and a red "Save" button, with callout 4 pointing to the "Save" button.

- i** If you have completed a service request for the Issuance of an EX188 certificate and/or Issuance of an ITCT Calibration certificate and request to withdraw the RFP authorisation
- i** When you click save an email will automatically be sent to Plant Exports NDH.

The service request will now display a withdrawn status.

The screenshot shows a web application interface. At the top, there is a dark header with 'Home' on the left and 'UAT17 Exporter Exe Testing' with a refresh icon on the right. Below the header, the main content area has a title 'Request For Permit 2214287 (v2) Open' and a note 'Required fields denoted by *'. A navigation bar contains several tabs: 'RFP', 'Inspections', 'Calibration', 'Time Entry', 'Communications', 'Service Request', and 'Actions'. The 'Service Request' tab is active. Below the navigation bar, there is a section titled 'Service Requests (1) Request to authorise RFP'. This section contains a table with the following data:

Type	Status	Time Modified	Actions
RFP Authorisation	Withdrawn	04/04/2022 14:00	Open

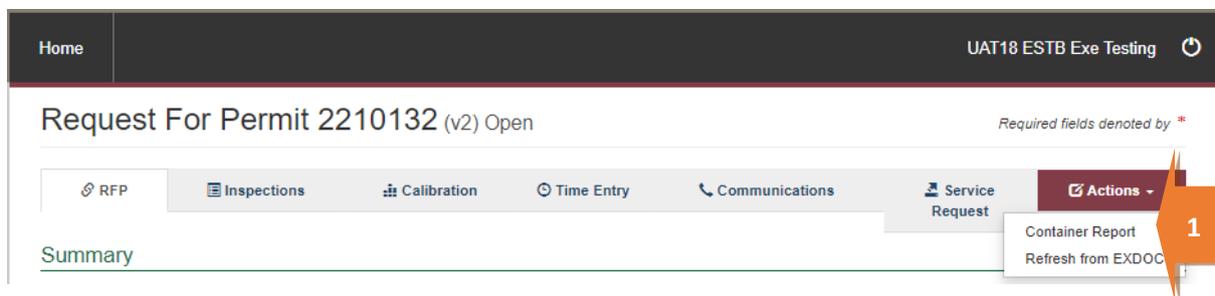
3.13 Actions – Container Report (Establishment executive only)

You can generate a container report based on:

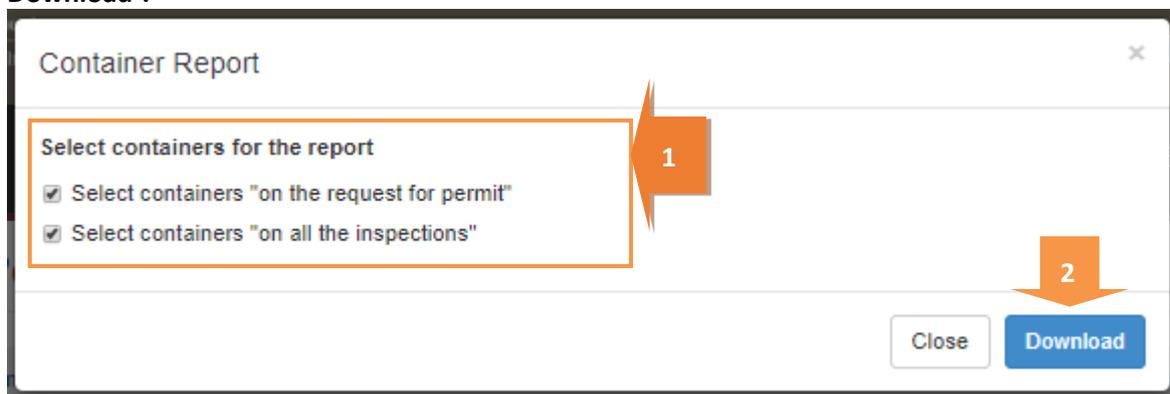
- container numbers
- RFP line
- inspection level
- empty container inspection result
- expiry date for empty container inspection
- grain and plant product inspection result
- expiry date for grain and plant product inspection
- used flag.

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**¹ 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.

Date		RFP No.	Container List			
15-11-2021		2210132	Inspection And RFP Containers			
Container Number	RFP Line	Level	Empty container inspection Result	Expiry date	Grain and Plant Product Inspection Result	Expiry Date
KING4654321	1	Consumable	Pass	20/01/2022	Passed	09/12/2021
KING2546466	1	Consumable	Pass	20/09/2021	Passed	09/12/2021
KING2546656	1				Passed	09/12/2021

3.14 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 **RFP¹** tab and view **Comments²**.

Home
Establishment Executive2

Request For Permit 2210682 (v2) Open

Required fields denoted by *

1

RFP
 Inspections
 Calibration
 Time Entry
 Communications
 Service Request
 Actions

Summary

Establishment number: 5462	Establishment name: EXPORT COMPANY PTY LTD 18 MAKER PLACE
Destination country: UNITED ARAB EMIRATES	CASINO NSW 2346
Commodity type: Grains	Exporter name: PEMS TEAM
Last refreshed: 01/11/2021 14:27	
Departing place: MELBOURNE	
Departing date: 20/10/2021 00:00	
Freight type: Sea	

Request for permit lines (1) [View all containers](#)

Line	Commodity	End use	No. of packages	Package type	Net weight	Unit	Actions
1	OATS	GC	854	BAGS	21.5	METRIC TONNE	Open View containers

Import permits

No import permits.

2

Comments

No comment.

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

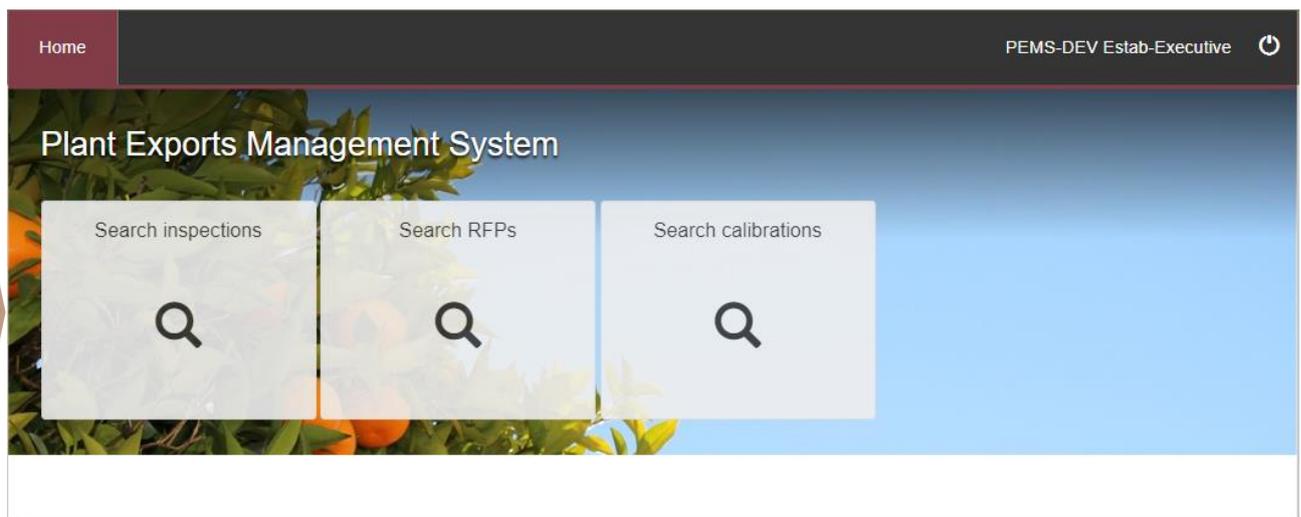


This function is only for Establishment Executive user profiles

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

Opening the inspection search page

Click on the **Search inspections¹** 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**¹ and **click Search**².

Click **Reset**³ to clear or reset the search criteria.

Home PEMS-DEV Estab-Executive

Search Inspections

1 |

Enter RFP number, container number, establishment name/number, IMO number or Authorised Officer name/number.

2 Search Reset 3

Advanced search

i 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.

Home Inspections RFP Calibration Rajesh Iyer

Search Inspections

Enter RFP number, container number, establishment name/number, IMO number or Authorised Officer name/number.

Search Reset Create

1 Advanced search

Enter data into the **search criteria fields**¹, and then click **Search**².

Home PEMS-DEV Estab-Executive

Search Inspections

1

RFP number | Container number

Est/yard number | IMO number

Type | Status

Date from | Date to

Authorised officer

2 Search Reset

Simple search

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.

Selecting inspection records from search results

After a search has been entered, PEMS will display all **inspection records**¹ that match the supplied search criteria, in order of newest to oldest.

Click **Open**² beside the appropriate inspection record to view the record. If the search result displays one record, that record will be opened automatically.

Click **Reset**³ to clear or reset the search criteria and the results.

The screenshot shows the 'Search Inspections' page in the PEMS system. At the top, there is a navigation bar with 'Home' on the left and 'AAABBB KKK' with a power icon on the right. Below the navigation bar, the page title 'Search Inspections' is displayed. A search input field contains the number '2011'. Below the input field, there is a prompt: 'Enter RFP number, container number, establishment name/number, IMO number or Authorised Officer name/number.' There are two buttons: 'Search' (blue) and 'Reset' (white). An orange arrow labeled '3' points to the 'Reset' button. Below the buttons, the search results are shown as 'Search results (1)'. A table with the following columns is displayed: Type, Status, Start date, RFP, Location, Authorised officers, and Actions. The table contains one row: 'Containerised Goods', 'Completed', '17/10/2018', '0040329', 'BIOSTARCH PTY LTD', 'PEMS-DEV Internal-AO', and 'Open'. An orange arrow labeled '1' points to the table header, and another orange arrow labeled '2' points to the 'Open' button in the Actions column.

Type	Status	Start date	RFP	Location	Authorised officers	Actions
Containerised Goods	Completed	17/10/2018	0040329	BIOSTARCH PTY LTD	PEMS-DEV Internal-AO	Open

4.2 Calibration Search – Establishment Executive only

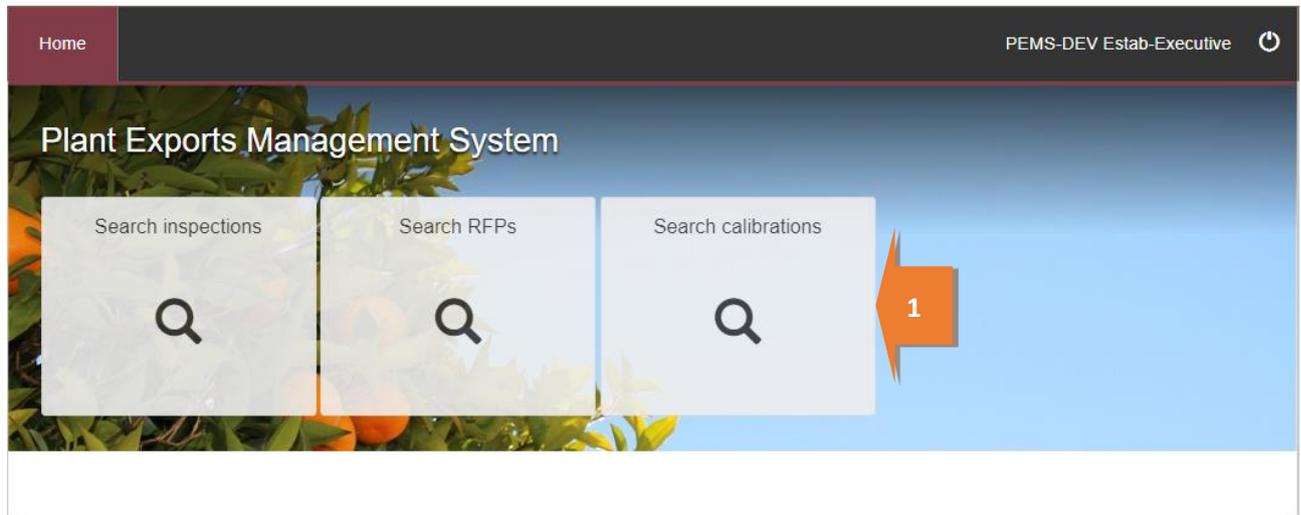


This function is only for Establishment Executive user profiles.

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**¹ 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**¹ before clicking **Search**².

Click **Reset**³ 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.

Home PEMS-DEV Estab-Executive

Search Calibrations

42403

Enter RFP number, establishment number or container number

Search Reset

Search results (7)

Container	Type	Status	Date	Actions
TEST6534325	Generic	Active	14/06/2019	Open
TEST6534325	Generic	Completed	14/06/2019	Open
TEST7632487	Generic	Completed	13/06/2019	Open
TEST7632487	Generic	Active	13/06/2019	Open
SSSS5234624	Generic	Completed	12/06/2019	Open
SNDY6235424	Generic	Completed	11/06/2019	Open
SNDY6235425	Generic	Completed	11/06/2019	Open

5 Viewing Inspection Records

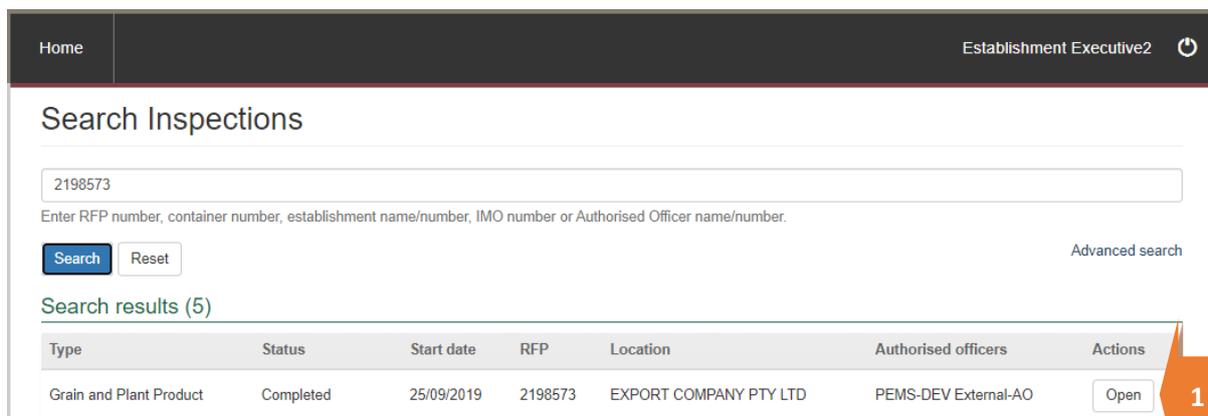
This section guides you through the process for opening PEMS inspection records, associated with your establishment, in 'Read only' mode.

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**¹.



The screenshot shows the 'Search Inspections' interface. At the top, there is a navigation bar with 'Home' on the left and 'Establishment Executive2' with a refresh icon on the right. Below the navigation bar, the title 'Search Inspections' is displayed. A search input field contains the text '2198573'. Below the input field, a small text prompt reads 'Enter RFP number, container number, establishment name/number, IMO number or Authorised Officer name/number.' To the left of the input field are 'Search' and 'Reset' buttons. To the right is a link for 'Advanced search'. Below the search area, the text 'Search results (5)' is shown. A table displays the search results with the following columns: Type, Status, Start date, RFP, Location, Authorised officers, and Actions. The first row of data shows: Type: Grain and Plant Product, Status: Completed, Start date: 25/09/2019, RFP: 2198573, Location: EXPORT COMPANY PTY LTD, Authorised officers: PEMS-DEV External-AO, and Actions: Open. A red arrow points to the 'Open' button in the Actions column, with the number '1' inside the arrow's tail.

Type	Status	Start date	RFP	Location	Authorised officers	Actions
Grain and Plant Product	Completed	25/09/2019	2198573	EXPORT COMPANY PTY LTD	PEMS-DEV External-AO	Open

Once the inspection has been opened it will display in 'Read only' mode:

- the **Inspection¹** page for the record
- **Authorised Officers²** assigned to the inspection
- **Time Entry³** time summary
- attachments and correspondence for the RFP under **Communications⁴**
- **Actions⁵** to download a copy of the inspection record in PDF format.

Grain and Plant Product Inspection Completed 27/05/2021 Required fields denoted by *

Inspection ID - G569892

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

RFP details Open | Change

RFP number	0046145
Reinspection	No
Destination country	CHINA
Establishment number	0100
Establishment name	MARATHON FOOD INDUSTRIES PROPRIETARY LIMITED
Exporter name	AAA DEPARTMENTAL TEST EXPORTER
Import permit	Yes
Treatment details	Yes
Additional declaration	No

Inspection validity | History

Expiry date 24/06/2021

Flow path details

Inspection result	Passed
Result time	27/05/2021 13:37
Officer	PEMS-DEV External-AO
Comments	

Outcome details

Trade description	Not Applicable
Outcome type	Container
2.25L/33.33 tonnes	No
Total passed	1
Total failed	0
Package	BAGS

Results (1) Check Containers

Line	Commodity	End use	Net Metric Weight	Unit	Container	Package number	Type	Result	Authorised officers	Actions
1	WHEAT	GC	25000	KILOGRAM	CONT123456	1	BAGS	Passed	PEMS-DEV External-AO	Open

Comments

No comment.

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**¹ tab and then select **Download report**².



Grain and Plant Product Inspection Completed 27/05/2021

Required fields denoted by *

Inspection ID - G569892

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

RFP details | Open | Change | Flow path details

RFP number	0046145	Inspection result	Passed
Reinspection	No	Result time	27/05/2021 13:37
Destination country	CHINA	Officer	PEMS-DEV External-AO

Download Report ² | Check Containers

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**¹ will display.

RFP Number		Establishment Name		Establishment Number		Exporter Name							
46145	MARATHON FOOD INDUSTRIES PROPRIETARY LIMITED	100	AAA DEPARTMENTAL TEST EXPORTER										
Original RFP No.	Total Quantity	Unit	Estimated Net Metric Weight and Unit	Inspection Start Date and Time	Inspection End Date and Time								
N/A	1,0000	BAGS	WHEAT - 25000 KILOGRAM	27/05/2021 09:00	27/05/2021 13:40								
Destination Country	Import Permit No.	Flow Path Result	Flow path Date and Time	Outcome type	2.25 L / 33.33 T	Expiry Date							
CHINA	123, 44, 124	Passed	27/05/2021 13:37	Container	N/A	24/06/2021							
RFP Line No	Container Number	Source	Commodity	Number	Package Type	Weight	Unit	Line Weight	Unit	Sub-Totals	Sampled	Result	Remarks
1	CONT123456	N/A	WHEAT	1	BAGS	N/A	N/A	N/A	N/A		53	Passed	



AO Name		AO Number	
PEMS-DEV External-AO		07002	
Additional Destination	Total Passed	Unit	
N/A	1,0000	BAGS	
Comments	Total Failed	Unit	
N/A	0.0	BAGS	
Note for Exporters			
Where an authorised officer records a consignment of plants or plant products as passed on this record, the plants or plant products are taken to have passed an assessment of goods under Chapter 9 Part 2 of the Export Control (Plants and Plant Products) Rules 2021 (Plant Rules 2021). Under section 9-12 of the Plant Rules 2021, the validity period for passed plants or plant products is 28 days from the date of inspection or as otherwise approved by the Secretary. If an authorised officer records a consignment of plants or plant products as failed on this record, the client must advise an authorised officer if the goods are being resubmitted and must have complied with the additional requirements set out in section 9-11 of the Plant Rules 2021. This record is the approved record for an assessment of goods under section 9-14 of the Plant Rules 2021.			

RFP - 46145

Page: 1/1

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.

Date		RFP No.	Container List			
03-06-2021		2207529	Inspection And RFP Containers			
Container Number	RFP Line	Level	Empty container inspection Result	Expiry date	Grain and Plant Product Inspection Result	Expiry Date
FISH1234567	1, 2				Passed	28/05/2021
FISH1234567	1, 2	Consumable	Pass	07/07/2021		
CATS1234567	1, 2	Consumable	Pass	07/07/2021	Passed	13/05/2021
MICE1234567	1, 2	Consumable	Pass	07/07/2021	Passed	28/05/2021



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**¹ tab—this will list all the **related inspections**² for the RFP.

Select an inspection record, then click **Open**⁴ to view details of the inspection.



The latest inspection record must have an inspection status of **Completed**³, and the consignment must be export compliant before the RFP can be authorised in EXDOC and automatically closed with export in PEMS.

Home PEMS-DEV Estab-Executive

Request For Permit 00461 Open Required fields denoted by *

RFP Import Permits Inspections Calibration Time Entry Communications Actions

Related inspections (2)

Type	Status	RFP version	Inspection version	Start date	Location	Authorised officers	Actions
Grain and Plant Product	Completed	1	2	27/05/2021	MARATHON FOOD INDUSTRIES PROPRIETARY LIMITED	PEMS-DEV External-AO	Open Comments
<u>Grain and Plant Product</u>	<u>C</u>	<u>1</u>	<u>1</u>	<u>27/05/2021</u>	<u>MARATHON FOOD INDUSTRIES PROPRIETARY LIMITED</u>	<u>PEMS-DEV External-AO</u>	Open Comments

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**¹.

Home PEMS-DEV Estab-Executive

Search Calibrations

42403

Enter RFP number, establishment number or container number

Search Reset

Search results (7)

Container	Type	Status	Date	Actions
TEST6534325	Generic	Active	14/06/2019	Open
TEST6534325	Generic	Completed	14/06/2019	Open
TEST7632487	Generic	Completed	13/06/2019	Open
TEST7632487	Generic	Active	13/06/2019	Open
SSSS5234624	Generic	Completed	12/06/2019	Open
SNDY6235424	Generic	Completed	11/06/2019	Open
SNDY6235425	Generic	Completed	11/06/2019	Open

Once the calibration has been opened it will display in 'Read only' mode:

Note:

- the **Calibration¹** page for the record
- **Time Entry²** time summary
- attachments and correspondence for the RFP under **Communications³**
- **Actions⁴** to download a copy of the certificate in PDF format.

Home
PEMS-DEV Estab-Executive

Generic Calibration Completed 12/06/2019

1 Calibration

2 Time Entry

3 Communication

4 Actions

RFP details

RFP number 0042403 Establishment number 0088 Country FRANCE Phytosanitary	Establishment name EXDOC DAIRY TEST ESTABLISHMENT Exporter name TESTING EXPORTER NUMBER
--	--

Calibration details

Clock set to GMT	Yes
Establishment number	0088
Establishment name	EXDOC DAIRY TEST ESTABLISHMENT
Calibration Date	12/06/2019
Container number	SSSS5234624
Container size	40 foot
Recorder serial number	123
Calibration AO	PEMS-DEV Internal-AO

Loading details

Establishment number	0088
Establishment name	EXDOC DAIRY TEST ESTABLISHMENT
Pulp temperature 1	2.0
Pulp temperature 2	1.0
Pulp temperature 3	1.0
Seal number	123
Sealed date and time	12/06/2019 13:56
Loading AO	PEMS-DEV Internal-AO

Readings

Sensor	ID	First	Second	Correction	Probe
1	1	0.0	0.0	0.0	
2	2	0.0	0.0	0.0	
3	3	0.0	0.0	0.0	

Pre-cooling temperatures

01: 1.0	02: 2.0	03: 1.0	04: 2.0	05: 1.0	06:	07:	08:	09:	10:	11:	12:	13:
14:	15:	16:	17:	18:	19:	20:	21:	22:				

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

Comments

No comment.

Add/Remove RFP to Onshore Cold Treatment (OSCT) record (Establishment Executive only)

Establishment Executives have the option to add or remove an RFP from a OSCT record by selecting **Add**¹.

OSCT Generic Calibration Completed 05/10/2021 - 16/10/2021 Required fields denoted by *

Calibration ID - 0506841

Calibration Time Entry Communication Actions

RFP details Add **1**

RFP Number	Country	Commodity	Exporter	Actions
2210312	JAPAN	MANDARINS, ORANGES	PEMS TEAM	

Calibration Details Re-Calibration Details

Calibration details Pulp temperature

Associated commodity MANDARINS, ORANGES
Country JAPAN
Establishment number 5462
Establishment name EXPORT COMPANY PTY LTD
Calibration Date 05/10/2021
Calibration Time 10:30
Calibration AO Authorised Officer
Treatment schedule °C 3
Treatment Duration Days 10

Sensor 1 1.1
Sensor 2 1.0
Sensor 3 0.5
Sensor 4 0.2
Sealed date and time 05/10/2021 10:00
Seal Number SEAL0439

The Add RFP details window will appear.

Enter the **RFP number**¹ in and select **Add**². To remove an RFP, select **Remove**³.

To keep the changes made click **Save**⁴.

Add RFP details

RFP number **1**

2 Add

RFPs added (1)

RFP Number	Country	Commodity	Exporter	Actions
2210312	JAPAN	MANDARINS, ORANGES	PEMS TEAM	Remove 3

4 Save

The RFP details will be updated.

OSCT Generic Calibration Completed 05/10/2021 - 16/10/2021 Required fields denoted by *

The RFP details have been updated.

Calibration ID - 0506841

Calibration | Time Entry | Communication | Actions

RFP details Add

RFP Number	Country	Commodity	Exporter	Actions
2212839	JAPAN	ORANGES, MANDARINS	PEMS TEAM	
2212840	JAPAN	ORANGES, MANDARINS	PEMS TEAM	

Calibration Details		Re-Calibration Details	
Calibration details		Pulp temperature	
Associated commodity	MANDARINS, ORANGES	Sensor 1	1.1
Country	JAPAN	Sensor 2	1.0
Establishment number	5462	Sensor 3	0.5
Establishment name	EXPORT COMPANY PTY LTD	Sensor 4	0.2
Calibration Date	05/10/2021	Sealed date and time	05/10/2021 10:00
Calibration Time	10:30	Seal Number	SEAL0439
Calibration AO	Authorised Officer		
Treatment schedule °C	3		
Treatment Duration Days	10		

Download calibration certificate

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

To download the Calibration Certificate, click the **Actions**¹ tab and then select **Download certificate**².

Home PEMS-DEV Estab-Executive

Generic Calibration Completed 12/06/2019 Required fields denoted by *

Calibration | Time Entry | Communication | **Actions**

RFP details Download Certificate

RFP number	0042403	Establishment name	EXDOC DAIRY TEST ESTABLISHMENT
Establishment number	0088	Exporter name	TESTING EXPORTER NUMBER
Country	FRANCE		
Phyosanitary			

Calibration details		Loading details	
Clock set to GMT	Yes	Establishment number	0088
Establishment number	0088	Establishment name	EXDOC DAIRY TEST ESTABLISHMENT

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.

CERTIFICATE OF LOADING AND CALIBRATION FOR COLD TREATMENT IN SELF REFRIGERATED CONTAINERS

Exporter: TESTING EXPORTER NUMBER
Phytosanitary Number:
Container Number: SSSS5234624
Container Seal Number: 123
Recorder Serial Number: 123
Container Clock set to GMT: Yes
Date Calibrated: 12/06/2019

1. Calibration Results (at 0°C):

Sensor Identification	First Reading	Second Reading	Correction Factor
1	0.0	0.0	0.0
2	0.0	0.0	0.0
3	0.0	0.0	0.0

2. Sensor Placement & Pulp Temperatures

Sensor Placement:	Pulp Temperature (°C)
1	2.0
2	1.0
3	1.0

3. Container Sealed:

Local Time: 13:56 Date: 12/06/2019
Calibration Form Multi.

Once the calibration certificate has been approved by the Assessment and Client Contact Group and an email has been sent to the person who requested it to be issued, the certificate will be downloadable 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.



Australian Government

In-transit cold disinfestation calibration record for Japan

Exporter	Exporter Edit test1234		
Phytosanitary Number	1223451		
Container Number	DFDG4545454	Seal Number	1234
Recorder Serial Number	13	Date Calibrated	12/05/2021
Container Clock set to GMT	Yes		

Calibration Results

Sensor Identification	First Reading	Second Reading	Correction Factor
1	0.0	0.0	0.0
2	0.0	0.0	0.0
3	0.0	0.0	0.0

Sensor Placement	Pulp Temperature (Degrees C)
1 - 1 st row, 0.5 metres down from top of the pallet, 0.5 metres in from right hand side	0.0
2 - middle row, carton closest to centre of the container	0.0
3 - 2 nd last row, 0.5 metres up from base of the pallet, 0.5 metres in from left hand side	0.0

Treatment Started

Time 14:16 GMT. Date 12/05/2021

Sensor Readings(°C): Sensor 1 0.0 Sensor 2 0.0 Sensor 3 0.0

Australian Government Delegate: PEMS-DEV Hub-Officer



Signature: 

Date 12/05/2021 Time: 17:40

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.

Instructional Material Library document ID	Instructional material owner
IMLS-9-7863	Director, Change Management, Digital Clearance Service, Digital Trade Initiative

Version history

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

Version	Date	Amendment details
1.0	26/10/2018	First publication of this document.
2.0	22/05/2019	Updated to include v3.1 and v3.2 enhancements.
3.0	13/07/2019	Update to include v3.3 enhancements.
4.0	25/11/2020	Merge Executive user guide with Exporter/EDI user guide as per enhancements from PEMS v3.8.
5.0	28/05/2021	Updated with changes to PEMS in May 2021 release.
6.0	7/06/2021	Further updates to PEMS in May 2021 release.
7.0	22/11/2021	Comms Workflow – Service Request functionality added.
8.0	2/03/2022	Updated to align with PEMS February 2022 release.
9.0	7/04/2022	Updated to align with PEMS April 2022 release.
9.0	9/08/2022	Updated department branding.