



# How to use PEMS to complete an inspection: Step-by-step checklist



The following checklist is to assist Authorised Officers (AO) to complete an inspection record in PEMS.

For more information on how to use PEMS, see the *PEMS Authorised Officer User Guide* under the 'Systems' tab on the Plant Export Operations Manual (PEOM) [www.agriculture.gov.au/plantexportmanual](http://www.agriculture.gov.au/plantexportmanual). Always follow the relevant plant export inspection instructional material available through the PEOM.

## 1. Initiate your PEMS inspection record

- Go to the PEMS homepage at <https://online.agriculture.gov.au/selfservice> and initiate the PEMS inspection record.

## 2. Assign Authorised Officers

- Add other accredited AOs who performed the inspection with you to the PEMS inspection record to ensure time entries can be recorded and inspection results documented accurately.

**Note:** If any of the accredited AOs do not have a PEMS user profile, record the accredited AO's name and number in the comments field of the inspection record.

## 3. Record inspection results in PEMS

- Record all inspection results in PEMS consistent with the relevant plant export inspection instructional material.
- You can record results when you have no internet connectivity using the PEMS offline function after you "checkout" the inspection record (see the *How to use PEMS offline* factsheet at [www.agriculture.gov.au/pems](http://www.agriculture.gov.au/pems)).

## 4. Attach supporting documentation

- Attach all supporting documentation provided by the exporter and record an outcome.

## 5. Add time entries for all AOs associated with the inspection

- Enter a time entry for your inspection activities and ensure a time entry has been recorded for all AOs associated with the inspection prior to submission.

## 6. Submit the inspection record in PEMS

