This factsheet explains how to use the Plant Exports Management Systems (PEMS) offline function to complete inspection and calibration records.

By following these simple steps, you can record inspection/calibration data in PEMS when you have no internet access or network connectivity.

**Prepare for your inspections/calibrations in advance**

*internet needed*

2. Enter your **User Login** and **Password**, click the 'I accept the terms of use' check box and then click **Log in** (right).
3. Open your PEMS **My Profile** page to access your PEMS offline **PIN** (below). You will need this PIN to log in to PEMS offline. You should keep this PIN secure at all times.
Initiate and checkout your inspection/calibration records (internet needed)

- Initiate all of your relevant inspection/calibration records in PEMS online (as per the PEMS Authorised Officer User Guide under the ‘Systems’ tab on the Plant Export Operations Manual (PEOM) at www.agriculture.gov.au/plantexportmanual.

- For EACH initiated record that you wish to access offline, click Actions¹ and then Checkout² (below).

- A confirmation message will display in green to confirm your checkout was successful.

Access PEMS offline and record data (no internet needed)

- Open the following link https://online.agriculture.gov.au/pems in a browser when you’re ready to perform your inspection/calibration.

- Log in to PEMS offline and, when prompted, enter your PEMS offline PIN.

- Access your checked-out record in your My offline inspections¹ or My offline calibrations list to record data offline (bottom left).

- Be sure to “check-in” your records when you have internet connectivity so you can finalise the record and submit it to the department.

For more information

- For more information on PEMS offline see the PEMS Authorised Officer User Guide under the ‘Systems’ tab on the PEOM: www.agriculture.gov.au/plantexportmanual.

- For more information on PEMS visit agriculture.gov.au/pems.

- For PEMS registration or job function enquiries contact PlantExportTraining@agriculture.gov.au.

- For general PEMS enquiries and technical support contact PEMS@agriculture.gov.au.