In this document

This document contains the following topics.

Purpose of this document................................................................. 3
Initiating the Grain and Plant Product inspection .................................. 3
Grain and Plant Product Inspection page .............................................. 5
Opening the Request for Permit (RFP) details ...................................... 6
Returning to the inspection page ....................................................... 7
Recording additional declarations .................................................... 8
Edit Exporter name (if applicable) ..................................................... 11
Recording reinspection of a consignment .......................................... 12
Verifying import permit details ......................................................... 14
Verifying treatment details .............................................................. 15
Recording flow path inspection results ............................................. 16
Changing outcome type details ....................................................... 20
Selecting sampling rate ................................................................. 23
Splitting lines on the inspection record .......................................... 24
Recording inspection results for Grain and Plant Products ............... 25
Navigating between line inspection windows .................................. 28
Checking container approvals in PEMS ........................................... 29
Revoking container approval status .................................................. 31
Completing and submitting the inspection record ............................. 33
Expiration date of Grain and Plant Product inspection ....................... 36
Appendix 1: Logs ............................................................................ 37
Splitting lines on the inspection record .......................................... 38
Recording inspection results for Grain and Plant Product - Logs ... 38
Completing and submitting the inspection record ............................. 42
Reinspection ..................................................................................... 42
Related material .............................................................................. 45
Contact information ........................................................................ 45
Purpose of this document

This reference outlines how to use PEMS to record Grain and Plant Product Inspections.

Note: An overview of PEMS and general functions can be found in the Reference: Plant Exports Management System (PEMS) Authorised Officer User Guide – Overview and general functions.

Initiating the Grain and Plant Product inspection

To initiate a Grain and Plant Product inspection, click on the Home button and then click the Grain and Plant Product inspection button.

The Create Grain and Plant Product Inspection window will display.

Enter the RFP number. The RFP number should be seven digits long.

Enter the Establishment number (mandatory for third party AOs). The establishment number should be three to four digits long.

Click Create.
PEMS extracts RFP information from EXDOC to populate the *Grain and Plant Product Inspection* page. The inspection page will display by default.

The inspection record will remain **Active** until the record is withdrawn, submitted or cancelled.

> Where a change is made to the RFP in EXDOC, you can select the **Reload RFP from EXDOC** checkbox to update the relevant inspection record in PEMS. For more information see [Section 4.1 Reload RFP from EXDOC](#), Reference: [*PEMS AO user guide – Overview and General Functions*](#).

> While the inspection record is active, the date provided on the inspection record is the date the inspection record was initiated.
Grain and Plant Product Inspection page

The Grain and Plant Product Inspection page displays the following key sections:

- **RFP details¹** – populated based on RFP information extracted from EXDOC
- **Flow path details²** – allows you to record or change the flow path inspection result
- **Outcome details³** – allows you to select sampling rate and track the inspection outcomes
- **Results⁴** – where you record the inspection results

Comments⁵ – where general comments regarding the inspection can be recorded here (see Section 3.8 Adding comments to a record, Reference: PEMS AO user guide – Overview and General Functions).

Step-by-step instructions on how to record or change data on this page is provided below.
Opening the Request for Permit (RFP) details

To open the RFP record, click the **Inspection**¹ tab and then click **Open**² under the RFP details section.

The Request For Permit (RFP) page will display.

The Request For Permit page will display a **Summary**³ of the RFP from EXDOC, as well as the **Request for permit lines**² that make up the inspection record. For more information on the **RFP tabs**³ see Section 4: RFP functions in PEMS (commodity inspections), Reference: **PEMS AO user guide – Overview and General Functions**.

Click **Open**⁴ beside any RFP line to view the details of that line.

Click **View containers**⁵ to view containers linked to RFP.
The **RFP Line** window will display the details of the line as they were provided on the RFP in EXDOC. Click **Previous** and **Next**¹ to navigate between the **RFP line** windows.

Click **Close**² to exit the **RFP line** windows at any time and return to the **Request For Permit** page.

---

**Returning to the inspection page**

To return to the **Grain and Plant Product Inspection** page, click the **Inspections**³ tab. The full list of inspections relating to the RFP will display. For more information see **Section 4.3 Navigating to related inspections/calibrations from the RFP screen**, Reference: *PEMS AO user guide – Overview and General Functions.*

Click **Open**² beside the ‘Active’ inspection record.

---

¹ For more information on navigating between RFP lines, refer to the [PEMS AO user guide – Overview and General Functions](#).

² For more information on exiting RFP line windows, refer to the [PEMS AO user guide – Overview and General Functions](#).
Recording additional declarations

Where applicable, additional declaration information will be extracted from EXDOC and should be recorded for the consignment. To record additional declaration information, click the **Inspection** tab and then click **Change** under the RFP details section.
The *Change Details* window will display.

Where applicable, you must **View** the *Link to Micor*. This will open another window and link you to the relevant Micor case for the commodity and country. Select the **Additional declaration Verified** checkbox in the *Change Details* window. You will not be able to click the checkbox if you have not verified the Micor case.

Click **Save**.
The Grain and Plant Product Inspection page will display the updated Additional declaration information.

! Inspection results grid will be enabled only when the additional declaration is set either to 'No' or 'Verified'.

Grain and Plant Product Inspection

The inspection details have been updated.

Inspection ID - G569633

![Image showing updated Additional declaration set to 'VERIFIED']
**Edit Exporter name (if applicable)**

There is a field length limitation of 35 characters when the exporter name is extracted into PEMS from EXDOC (system constraint). This means that in some instances the entire exporter name will not appear in PEMS. This change can no longer be made by the AO.

You must check that the exporter name that appears in the inspection record in PEMS matches the exporter name on the RFP.

If the exporter name is not correct, you need to contact PEMS@awe.gov.au to have the name corrected in the PEMS reference table. Once this is corrected you will not need to request the change again for future inspections/calibrations, as PEMS will save the corrected version of the exporter name for all future records.

If the exporter name is different due to another reason (for example, legal change of entity name) then these changes must be made in EXDOC through the appropriate process.
Recording reinspection of a consignment

To record that the inspection is a reinspection, click the Inspection¹ tab and then click Change² under the RFP details section. You can use this function to link product to be inspected under a new RFP with the original RFP.
The *Change Details* window will display.

Select the **This is a Reinspection** checkbox, and the reinspection section will expand.

Enter the **Original RFP number**. The number must be seven digits long and can be the same as the current RFP number.

Click **Save**.
The Grain and Plant Product Inspection page will display the updated Reinspection details.

Verifying import permit details

Where an import permit is required, the information will be extracted from EXDOC and should be verified for the consignment.

To verify import permit details, click the Inspection tab and then click Change under the RFP details section.
The **Change Details** window will display.

You must verify the **Import Permit** details relevant to the consignment.

Click **Save**.

---

**Verifying treatment details**

Where treatment details are required, they will be extracted from EXDOC, and the treatment details should be verified for the consignment. To verify the treatment details, click the **Inspection** tab and then click **Change** under the RFP details section.
The Change Details window will display.

You must verify Treatment details\(^1\) relevant to the consignment.

Click Save\(^2\).

---

**Recording flow path inspection results**

Flow path inspection results must be recorded before entering the commodity inspection results and can be changed at any time until the record is submitted, cancelled or withdrawn.

To record the flow path inspection result, click the Inspection\(^1\) tab and then click Change\(^2\) under the flow path details section.
The Flow Path Details window will display (next screenshot).

Select a flow path Inspection result of ‘Passed’ or ‘Failed’. The Flow Path Details window will expand and you must select the Authorised Officer and record the Result date and Result time.

If the flow path is failed at any time, you will need to record the Failed date and Failed time in the result date and result time fields.

Click Save.

1 All AOs assigned to the inspection will be available to be chosen against a flow path result.

If the loading of containers takes place over multiple days for a single consignment consult the relevant work instruction.

! The flow path date/time must not be in the future and must be equal to or greater than the start time/date and equal to, or less than the end time/date of the inspection.

If you fail the flow path initially and then provide a ‘Passed after rectification’ result, rectification date/time must be after the flow path failed date/time.
If the flow path is failed, you then have the option to change the flow path inspection result to **Passed after rectification**¹, if applicable. If the flow path fails, you should not submit the inspection record. The flow path must be passed after rectification. See **Section 3.3 Recording a passed after rectification flow path result**, Reference: *PEMS AO user guide – Overview and General Functions*, before submitting the inspection.

If ‘Passed after rectification’ is selected, the **Flow Path Details** window will expand, and you can select the **Authorised Officer**². It will also show the **Failed date**³ and **Failed time**⁴ from when it was failed. You must enter a **Result date**⁵ and **Result time**⁶.

If applicable, provide **Comments**⁷ on the flow path inspection (mandatory when the flow path fails or is passed after rectification).

Click **Save**⁸.

---

¹ **Passed after rectification**
² **Authorised Officer**
³ **Failed date**
⁴ **Failed time**
⁵ **Result date**
⁶ **Result time**
⁷ **Comments**
⁸ **Save**
The *Grain and Plant Product Inspection* page will display the updated **flow path inspection result** and PEMS will populate the name of the Authorised **Officer** who recorded the flow path inspection results in PEMS.

![Grain and Plant Product Inspection page](image)

<table>
<thead>
<tr>
<th>Inspection ID</th>
<th>Inspection result</th>
<th>Authorised Officer</th>
<th>Time entry</th>
<th>Communications</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>0506927</td>
<td>Passed</td>
<td></td>
<td>04/05/2021</td>
<td>12:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PEMS-DEV External AO</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Outcome details**

- Trade description: Unknown
- Outcome type: No
- Total passed: 0
- Total failed: 0
- Unit: KILOGRAM

---

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.
Changing outcome type details

An exporter can describe the Grain and Plant Product consignment in EXDOC by either:

- number of containers and approximate net weight of the RFP line (mandatory requirement on EXDOC) where the goods will be loaded as bulk into container, or
- number of packages and package weight.

These descriptions are reflected respectively in PEMS as outcome types:

- container
- or
- packaged.

To change the outcome type, click the Inspection tab and click Change under the Outcome details section.

The Outcome Details window will display.

Record whether a physically applied trade description complies with the policy in the relevant guideline and any specific importing-country requirements listed in Micor (and the protocol where applicable) in the comments (see Section 3.8 Adding comments to a record, Reference: PEMS AO user guide – Overview and General Functions).

A number of Trade description declarations need to be made. Where 'Yes' is selected, this will prompt the system to generate further declarations until all required declarations are complete.
Click **Outcome type** and select ‘Packaged’ or bulk into ‘Container’. Then click **Save**.

For Logs see [Appendix 1](#).
The Outcome Details section will display the updated **Trade description and Outcome type** and PEMS will reflect the outcome type selected in the **Results** section columns on the **Grain and Plant Product Inspection** page.

> ! Inspection results grid will be enabled only when the trade description and outcome type is chosen by the AO.
Selecting sampling rate

The only sampling rate provided in PEMS for Grain and Plant Product inspections is 2.25L/33.33 tonnes. The sampling rate is not mandatory. If the sampling rate is not selected, a sampled number or sampling rate will need to be entered for each line when recording inspection results.

To select the 2.25L/33.33 tonnes sampling rate (including equivalent), click the Inspection tab and then click Change under the Outcome details section.

The Outcome Details window will display.

Select the 2.25L/33.33 tonnes sampling rate checkbox and then click Save.

The Grain and Plant Product Inspection page will display the updated sampling rate details.
Splitting lines on the inspection record

For Grain and Plant Product Inspection records, you can split lines of the record where key information regarding the inspected consignment is not provided on the RFP in EXDOC, or does not extract from the RFP into PEMS, but is important for the traceability of goods. There are different requirements for splitting lines on a Grain and Plant Product inspection record depending on the nature of the consignment.

Bulk into container

RFP lines for bulk into container should only be split on the Grain and Plant Product inspection record where an additional container needs to be added to the inspection record.

Packaged products into container

RFP lines for packaged products should be split on the Grain and Plant Product inspection records to identify, where applicable:

- each container that is being loaded (including any additional containers that must be added to the inspection record)
- each individual commodity source, such as by the silo, bin, stack, or lot number associated with the packages.

To split lines on the inspection record, click Split line beside the appropriate commodity line. Any line presented for inspection can be split any number of times.

The inspection Results window for the new line will display (see second screenshot in the Recording inspection results for Grain and Plant Products section below and continue to record the results for each line).
Recording inspection results for Grain and Plant Products

To enter or change inspection results, click Open\(^1\) beside the appropriate line.

The inspection Results window for the line will display (next two screen shots).

For each inspection result window:

- If applicable, enter the **Container number\(^1\)** (must be four letters followed by six or seven digits, for example: ABCD1234567).
- Check the container number you have entered is correct by clicking on **Check\(^2\)**.
- Enter the **Source\(^3\)** of the commodity being inspected (for example, silo, bin, stack, or lot number) and brand or commercial names of products.
- Enter the package **Number\(^4\)** presented if the information is not prepopulated (where split lines is used, you may need to amend the number of units specified in the parent RFP line).
- the packaging **Type\(^5\)** of the goods will be prepopulated from EXDOC (for example, container, bales, bags, bulk etc.).
- enter the package **Weight\(^6\)** of the unit(s) and select appropriate package **Unit\(^7\)** of measurement, provided on RFP (the unit of measurement must be the same for all lines).
- enter the **Sampled\(^8\)** number or rate (only mandatory where the 2.25L/33.33 tonnes sampling rate has not been selected).
- PEMS will populate **sub-total Line weight\(^9\)** with the net weight provided on the RFP in EXDOC or, if the package weight is provided in EXDOC, PEMS will calculate the **sub-total Line weight\(^9\)** as the product of the package number and package weight.
- If applicable, amend the **Net Metric Weight\(^10\)** (weight is extracted from EXDOC in the parent RFP line only, and will be visible if the user chooses the packaged/container option under outcome details section).

\(^{1}\) **Check**\(^2\) performs a two-step validation process via a check digit algorithm and by checking if the container number recorded is available in the **BIC Global Container Database**. This database captures approximately 70% of all containers globally. If the container you have inspected is not captured in the database a warning message is generated, encouraging you to double check the details on the container. You will still be able to submit the inspection.  

---

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.

**PEMS Authorised Officer user guide** – **Grain and Plant Product Inspections**

Date published: 21/02/2022

Version no.: 15

25 of 47
Additional containers can be added to the PEMS inspection record by entering the additional container number into the container number field. Once additional containers are added to the inspection record, you must remind the exporter to update the RFP record in EXDOC to reflect the inclusion of the additional containers.

If the same container number is used on different container lines, PEMS will consider it as a distinct container for calculating total passed and total failed. For example, RFP line 1 and 2 has the same container number ABCD1234567 with a passed result, total passed will be 1 instead of 2.

The packaged weight and outcomes allow for four decimal values.

Subtotal line weight unit must be the same as that of the package weight unit. Package weight unit can be amended and PEMS will default the subtotal line weight unit to the package weight unit.
For each inspection Results window you should also:

- select a Result\(^1\) of ‘Pass’, ‘Fail’ or N/A for the line.
- if applicable, select one or more Remarks\(^2\) checkboxes (mandatory if the line fails the inspection).
- When a remark is selected the Tolerance Level\(^3\) drop down will appear, select the appropriate tolerance ‘above’ or ‘below’.
- A Comment\(^4\) becomes mandatory about the tolerance level.
- select the checkbox of all Authorised officers\(^5\) who performed the inspection. See Section 3.1, Assigning authorised officers (inspection records only), Reference: PEMS AO user guide – Overview and General Functions.\(^6\)

Click Save\(^6\) to save the inspection result and exit the window.
Once the inspection result is saved, the *Grain and Plant Product Inspection* page will display the new **split line(s)**. You can **Remove** the split line(s) up until the inspection is submitted, withdrawn, or cancelled.

---

1 Where split lines are entered on the inspection record you must manually amend the number of units or line weight specified in the parent RFP line to ensure the inspection record is consistent with the RFP in EXDOC.

---

1 At least one line in the inspection must be “Passed” or “Failed”.

---

**Navigating between line inspection windows**

You can navigate between line inspection *Results* windows by clicking **Previous** or **Next** at the bottom of the window. The inspection result for each line will automatically save when you navigate between the windows in this manner.

---

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.
Checking container approvals in PEMS

You can use the PEMS database to confirm whether containers selected for loading on the inspection record have the appropriate approvals recorded in PEMS. PEMS may not always include records of all current container approvals.

PEMS will not prevent you from submitting the grain and plant product inspection record where current inspection validity is not recorded for all containers on the inspection record. However, AOs must operate consistent with the approved work instructions for their appointed job functions when undertaking and submitting grain and plant product inspection records.

To check PEMS for a record of a container approvals, click the Actions tab and then click Check containers. Alternatively, you can select Check Containers beside the Results.
The Containers window will display the list of containers provided on the inspection record.

To search for a specific container, you can filter containers by entering all or part of a container number into the field. Select Clear to display the full list of containers on the inspection record.

If there is an issue with a particular listed container it will be highlighted in bold, and red. Click Show to display the error message.

If a container was approved but has since been revoked, it will show the Remarks that have been made on the container.

Hover on Show Reason and a box will appear. This will provide the details why the container was revoked, the revocation date and time and the details of the person who revoked the container.

If a container has been allocated as used on a different RFP with a completed inspection in PEMS, the Used flag status would display as Yes. If the container is available, then it should be reinspected again to allow the status of the Used flag to be reset to No.

![Image of Containers window with annotations]

1. Filter containers
2. Clear
3. Show
4. Show Reason
5. Used flag status
### Revoking container approval status

If the condition of an empty container has changed from when it was originally passed, and it no longer complies with the department’s requirements, the approval status of the container can be changed from Pass to Revoked. This action can be performed by any authorised officer that has the Grain and Plant Product inspection job function.

Select the container/s that need to be to have the approval status revoked and click **Revoke**.

![Container approval status revoking interface](image)

*Note: Image shows a table with container details, including approval status and options to revoke the status.]*
The **Revoke Details** will appear at the top of the window.

Select the appropriate **Remarks**.

Enter the **Reason for Revocation**. This reason will appear in the body of the email and can be up to 500 characters.

Enter the **Email Address** of the client to notify them that the container approval has been revoked. Multiple email addresses can be added to the email address field and each address should be separated by a comma and a space.

Click **Save**.

The containers that have been revoked will have the Result changed to **Revoked**.

This revocation cannot be removed until a new empty container inspection is completed.
Completing and submitting the inspection record

The inspection can only be submitted in PEMS after:

- all inspection results and data are recorded appropriately unless the flow path failed inspection.
- a Time Entry\(^1\) is provided for all AOs who recorded inspection results.
- if applicable, attachments and correspondence relating to the inspection are recorded under the Communications\(^2\) tab.

Details on the Time Entry and Communications tabs can be found in Section 3 General PEMS functions, Reference: PEMS AO user guide – Overview and General Functions.

When you are ready to submit the inspection record, click the Actions\(^3\) tab and then click Submit\(^4\).

For more information on Downloading, Cancelling or Withdrawing\(^5\) the inspection, see Section 3.6 Actions tab, Reference: PEMS AO user guide – Overview and General Functions.

PEMS will prompt to confirm you have estimated the net metric weight of the consignment and you want to submit the inspection?

! Once the inspection record is submitted the record will become read-only and you will be unable to make changes to the data provided. However, you will be able to attach a new document, and add invoice numbers (for departmental AOs).
A pop-up window will ask you to confirm that you want to **submit this inspection**\(^1\). It will also ask if you want to **email the exporter/EDI user on the submission of the inspection**\(^2\). When selecting this option, the Inspection submit confirmation box will expand.

Enter the **email address**\(^3\), this can be multiple email addresses each separated by a comma.

Enter in any **Comments**\(^4\) that are to be included in the email.

Click **Save**\(^5\).
The *Grain and Plant Product Inspection* record status will display as **Completed**.

! The date(s) specified on the completed inspection record will be the start date and end date for the inspection. The inspection record date corresponds with the earliest and latest time entry across all AOs for the inspection.
Expiration date of Grain and Plant Product inspection

Following the submission of the Grain and Plant Product inspection record, an expiry date will be allocated to all goods which have passed assessment. The expiry date is automatically calculated as 28 days from the first date of the first-time entry.

To view the expiration date, click the Inspection¹ tab and the Expiry date² will display under the inspection validity section.

If the Grain and Plant Product expiry date is extended, you can view the reason for the expiry date extension by clicking History³ under the inspection validity section.

The Expiry History window will display.

Click Close¹ to exit the window.
Appendix 1: Logs

This Appendix outlines how to complete the Logs flowpath when it deviates from the standard Grain and Plant Product Inspection format. Where the format is the same you will need to refer to the primary user guide.

Due to Logs being a raw product it is expected that contaminates will always be present, therefore the flow path will always include an initial failed inspection, fumigation, and a reinspection.

Trade description

Record whether a physically applied trade description complies with the policy in the relevant guideline and any specific importing-country requirements listed in Micor (and the protocol where applicable) in the comments (see Section 3.8 Adding comments to a record, Reference: PEMS AO user guide – Overview and General Functions).

Several Trade description declarations need to be made. Where 'Yes' is selected, this will prompt the system to generate further declarations until all required declarations are complete.

Outcome Details

PEMS will recognise the commodity and by default, Logs will be selected as the Outcome type, and no other option will be available from the drop down.

Then select Save.

![Outcome Details](image)
The Outcome Details section will display the updated **Trade description and Outcome type** and PEMS will reflect the outcome type selected in the **Results** section columns on the *Grain and Plant Product Inspection* page.

**Splitting lines on the inspection record**

For information on how to split lines see *Splitting lines on the inspection record* section in this user guide.

**Recording inspection results for Grain and Plant Product - Logs**

To enter or change inspection results, click **Open** beside the appropriate line.

The inspection **Results** window for the line will display (next two screen shots).

For each inspection result window:

- If applicable, enter the **Container number** (must be four letters followed by six or seven digits, for example: ABCD1234567).
- Check the container number you have entered is correct by clicking on **Check**.
- Enter the **Source** of the commodity being inspected (for example, stack or lot number) and brand or commercial names of products.
• enter the package Number\(^4\) presented if the information is not prepopulated (where split lines is used, you may need to amend the number of units specified in the parent RFP line). If Bulk is selected as the ‘type’ the number will appear as N/A

• the packaging Type\(^5\) of the goods will be prepopulated from EXDOC (for example bulk).

• enter the package Weight/Volume\(^6\) of the unit(s) and then select appropriate package Unit\(^7\) of measurement, provided on RFP (the unit of measurement must be the same for all lines).

• enter the Sampled\(^8\) number or rate (mandatory when the 2.25L/33.33 tonnes sampling rate has not been selected).

• PEMS will populate sub-total Line weight\(^9\) with the net weight provided on the RFP in EXDOC or, if the package weight is provided in EXDOC, PEMS will calculate the sub-total Line weight\(^9\) as the product of the package number and/or package Weight/Volume.

• If applicable, amend the Net Metric Weight\(^10\) (weight is extracted from EXDOC in the parent RFP line only, and will be visible if the user chooses the packaged/container option under outcome details section).

! Check\(^2\) performs a two-step validation process via a check digit algorithm and by checking if the container number recorded is available in the BIC Global Container Database. This database captures approximately 70% of all containers globally. If the container you have inspected is not captured in the database a warning message is generated, encouraging you to double check the details on the container. You will still be able to submit the inspection.
Additional containers can be added to the PEMS inspection record by entering the additional container number into the container number field. Once additional containers are added to the inspection record, you must remind the exporter to update the RFP record in EXDOC to reflect the inclusion of the additional containers.

If the same container number is used on different container lines, PEMS will consider it as a distinct container for calculating total passed and total failed. For example, RFP line 1 and 2 has the same container number ABCD1234567 with a passed result, total passed will be 1 instead of 2.

You can check whether containers included in the inspection record have current container approval recorded on the PEMS database, see the [Checking container approvals in PEMS](#) section in this user guide.
For each inspection Results window:

- select a Result\(^1\) of ‘N/A’, ‘Pass’ or ‘Fail’ for the line.
- if applicable, select one or more Remarks\(^2\) checkboxes (mandatory if the line fails the inspection).
- When a remark is selected the Tolerance Level\(^3\) drop down will appear, select the appropriate tolerance ‘above’ or ‘below’.
- A Comment\(^4\) becomes mandatory about the tolerance level.

select the checkbox of all Authorised officers\(^5\) who performed the inspection.

See Section 3.1, Assigning authorised officers (inspection records only), Reference: PEMS AO user guide – Overview and General Functions for more information.

Click Save\(^6\) to save the inspection result and exit the window.
Once the inspection result is saved, the *Grain and Plant Product Inspection* page will display the **new split line(s)**. You can **Remove** the split line(s) up until the inspection is submitted, withdrawn, or cancelled.

### Completing and submitting the inspection record

To complete the log inspection record, follow the instruction stated in the ‘**Completing and submitting the inspection record**’ section in this user guide.

### Reinspection

To reinspect the log inspection record, initiate a Grain and Plant Product inspection, click on the **Home** PEMS menu tab and then click the **Grain and Plant Product inspection** button.

The *Create Grain and Plant Product Inspection* window will display.

Enter the **RFP number**. The RFP number should be seven digits long.

Enter the **Establishment number**. The establishment number can be a different number to the establishment where the original logs
inspection occurred if the commodity has been moved. PEMS will validate that the exporter has entered the new establishment number into EXDOC, otherwise an error will appear.

Select the tick box stating **This is a Reinspection**.

Enter in the **Original RFP Number** and select click **Create**.
The **Grain and Plant Product Inspection** page will display the updated **Reinspection** details.
Related material

The following related material is available on the department’s website:

- Micor Plants (importing country requirements, protocols and work plans)
- Protocols, work plans
- Plant Export Operations Manual
  - Reference: PEMS AO user guide – Overview and General Functions
    - Empty container inspections

The following related material is available on the department’s Learnhub:

- Plant Exports Management System (PEMS) video tutorials.

Contact information

- Authorised Officer Hotline: 1800 851 305
- Authorised Officer Program: PlantExportTraining@awe.gov.au
- PEMS Administration: PEMS@awe.gov.au.
Document information
The following table contains administrative metadata.

<table>
<thead>
<tr>
<th>Instructional Material Library document ID</th>
<th>Instructional material owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMLS-9-7600</td>
<td>Director, Congestion Busting Program</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Amendment details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>08/07/2016</td>
<td>New user guide.</td>
</tr>
<tr>
<td>1.1</td>
<td>12/07/2016</td>
<td>Minor variations for accuracy and clarity.</td>
</tr>
<tr>
<td>2.0</td>
<td>30/09/2016</td>
<td>• Complete document restructure.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Addition of sections on:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Logging into PEMS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Calibration records</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Calibration search.</td>
</tr>
<tr>
<td>2.1</td>
<td>16/12/2016</td>
<td>• Minor variations for accuracy and clarity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Removal of Appendix F – Calibrations and loading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Removal of Section 2.3 – Calibration search.</td>
</tr>
<tr>
<td>3.0</td>
<td>09/10/2018</td>
<td>AO user guide updated with PEMS v2.1 enhancements.</td>
</tr>
<tr>
<td>4.0</td>
<td>23/05/2019</td>
<td>AO user guide updated with PEMS v3.1 and v3.2 enhancements.</td>
</tr>
<tr>
<td>5.0</td>
<td>04/11/2019</td>
<td>Updated with PEMS v3.3 and 3.4 enhancements.</td>
</tr>
<tr>
<td>6.0</td>
<td>03/06/2020</td>
<td>Updated with PEMS 3.5 enhancements.</td>
</tr>
<tr>
<td>7.0</td>
<td>28/08/2020</td>
<td>Removal of appendices from Plant Exports Management System (PEMS) Authorised Officer user guide to make each its own user guide.</td>
</tr>
<tr>
<td>8.0</td>
<td>30/10/2020</td>
<td>Updated with PEMS v3.8 enhancements.</td>
</tr>
<tr>
<td>9.0</td>
<td>18/01/2021</td>
<td>Minor wording change request by GESP.</td>
</tr>
<tr>
<td>10</td>
<td>28/03/2021</td>
<td>Updated for commencement of the Export Control Act 2020 and associated Plant Rules.</td>
</tr>
<tr>
<td>11</td>
<td>07/06/2021</td>
<td>Updated with PEMS May 2021 Release – name changed from CGI.</td>
</tr>
<tr>
<td>12</td>
<td>05/07/2021</td>
<td>Updated ‘edit exporter name’ section in line with July 2021 PEMS release.</td>
</tr>
<tr>
<td>13</td>
<td>13/09/2021</td>
<td>Updated email notification on submission in line with September 2021 release.</td>
</tr>
<tr>
<td>14</td>
<td>20/12/2021</td>
<td>Updated in line with PEMS December 2021 release.</td>
</tr>
<tr>
<td>Version</td>
<td>Date</td>
<td>Amendment details</td>
</tr>
<tr>
<td>---------</td>
<td>------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>15</td>
<td>21/02/2022</td>
<td>Updated in line with PEMS February 2022 release.</td>
</tr>
</tbody>
</table>