In this document

This document contains the following topics.

Purpose of this document .......................................................................................................................... 2
Initiating the Quality System Recognition (QSR) inspection ................................................................. 2
Quality System Recognition Inspection record ....................................................................................... 4
Opening the Request for Permit (RFP) details ......................................................................................... 5
Returning to the inspection record from the RFP page ........................................................................... 7
Recording additional declarations ........................................................................................................ 8
Verifying import permit details ........................................................................................................... 10
Edit Exporter name (if applicable) ..................................................................................................... 12
Recording reinspection of a consignment (if required) ........................................................................ 12
Changing outcome details .................................................................................................................. 14
Splitting lines on the inspection record ............................................................................................. 16
Recording results for Quality System Recognition ............................................................................ 16
Navigating between line inspection windows ..................................................................................... 20
Checking container approvals in PEMS ............................................................................................... 21
Revoking container approval status ................................................................................................... 22
Completing and submitting the inspection record ............................................................................... 24
Expiration date for Quality System Recognition inspection ............................................................. 26
Related material ..................................................................................................................................... 27
Contact information ........................................................................................................................... 27
Document information .......................................................................................................................... 28
Version history ......................................................................................................................................... 28
Purpose of this document

This reference outlines how to use PEMS to record a Quality System Recognition Inspection.

**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 Quality System Recognition (QSR) inspection

To initiate a QSR inspection, click on the **Home** PEMS menu tab and then click the **Quality System Recognition** button.
The Create Quality System Recognition Inspection window will display (below). Enter the RFP number\(^1\). The RFP number should be seven digits long.
Enter the Establishment number\(^2\). The establishment number should be three to four digits long.
Enter the QSR number\(^3\) for the establishment.
Enter the prefix QSR and the three or four digit number.
Click Create\(^4\).

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I Where a change is made to the RFP in EXDOC, you can select the Reload RFP from EXDOC\(^5\) check box 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.

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The Quality System Recognition Inspection record will open.
PEMS extracts RFP information from EXDOC to populate the inspection record automatically.

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I While the inspection record is active, the date provided on the inspection record is the date the inspection record was initiated.

The inspection record will remain Active\(^1\) until the record is withdrawn, submitted or cancelled.
Quality System Recognition Inspection record

The inspection record (below) displays the following sections:

- **RFP details**¹ – populated based on RFP information extracted from EXDOC.
- **Outcome details**² – allows you to confirm the trade description and track the inspection outcomes, including total quantity.
- **Results**³ – prepopulated with the consignment information based on the RFP. The inspection results are recorded here.
- **Comments**⁴ – general comments regarding the inspection can be recorded here (see Section 3.6 Adding comments to an inspection record, Reference: PEMS AO user guide – Overview and General Functions).

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

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

The Request For Permit (RFP) page will display (below).

The RFP page will display a **Summary** of the RFP, as well as the **Request for Permit lines**. For more information on the RFP tabs see Section 4 RFP functions in PEMS, Reference: *PEMS AO user guide – Overview and General Functions*.

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

Where relevant, the **Import Permits** are shown, click **open** to add comments regarding the import permit.

For departmental AO’s only: you can click **Change** beside **Comments** to record comments at the RFP level.
When you click **Open** (above) beside any RFP line, the *RFP Line* window will open (below) and display the details of the line as they were provided on the RFP in EXDOC.

If more than one line, click **Previous** and **Next** to navigate between the RFP line details window.

Click **Close** to exit the RFP line window at any time and return to the RFP page.
Returning to the inspection record from the RFP page

To return to the inspection record, click the Inspections\(^1\) tab.

The full list of inspections relating to the RFP will display. For more information see Section 4.3 Inspections, Reference: PEMS AO user guide – Overview and General Functions. Click Open\(^2\) beside the Active inspection to view the record.
Recording additional declarations

If there is additional declaration information for the consignment, it must be verified and recorded in PEMS.

To record additional declaration information, click the **Inspection** tab and then click **Change** under the RFP details section.

![PEMS screenshot](Image)
The *Change Details* window will display (below).

Where applicable, you must **View** the *Link to Micor*. This will open another window and link you to the 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 inspection record will display the updated Additional declaration information.

![Image of inspection record](image)

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

**Verifying import permit details**

Import permit details must be verified for the consignment.

To verify import permit details, click the Inspection tab.

Click Change under the RFP details section.

![Image of RFP details](image)
The *Change Details* window will display.

You must verify that the **import permit** details relevant to the consignment in PEMS, match the details on the import permit provided by the client.

Click **Save**.

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1. **Change Details** window.
2. Click **Save**.
**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 (if required)**

To record that the inspection is a reinspection, click the Inspection\(^1\) tab and then click Change\(^2\) under the RFP details section.

**Note:** You can use this function to link the product to be reinspected under a new RFP, with the original RFP.
The *Change Details* window will display.

Select the **This is a Reinspection** check box and the window 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 inspection record will display the updated reinspection details.

Changing outcome details

To change the Outcome details, click the Inspection tab and then click Change under the Outcome details section.
The Outcome Details window will display.

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.

The Total Quantity is extracted from EXDOC and can be amended in PEMS if required. Click Save.

The Outcome details section will display the updated Trade description and will reflect the Total quantity and unit (type) selected.
Splitting lines on the inspection record

For Quality System Recognition Inspection records, you can split lines of the inspection record where key information regarding the inspected consignment is not provided on the RFP in EXDOC, or does not transfer from the RFP into PEMS, but is important for traceability of the goods.

RFP lines should be split on 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 line² 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 the second screenshot in the ‘Recording results for Quality System Recognition’ section below and continue to record the results for each line).

Recording results for Quality System Recognition

To enter or change inspection results, click Open¹ beside the appropriate line presented for inspection.
The *Inspection Result* window for the particular line will display.
For each inspection result window:

- 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.

\[\text{Check}^2\] 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.

- enter the **Number**\(^4\) of packages presented if the information is not prepopulated (where lines have been split, 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)
- select appropriate package **Unit**\(^7\) of measurement, provided on RFP (the unit of measurement must be the same for all lines).
PEMS will populate sub-total Line weight⁸ from the information provided on the RFP in EXDOC. If the package weight is provided in EXDOC, PEMS will calculate the sub-total line weight as the product of the package number and package weight (Number of packages x package weight).

I Sub-total line weight unit⁹ and the package weight unit must be the same. Package weight unit can be amended and PEMS will default the subtotal line weight unit to the package weight unit.

For each inspection result window, you should also:

- select the check box if the packaging is secure intact and has not been damaged¹⁰.
- select a Result¹¹ of pass or fail for the line
- select one or more Remarks¹² check boxes, if applicable (mandatory if the line fails the inspection)
  - When a remark is selected the Tolerance Level¹³ drop down will appear, select the appropriate tolerance ‘above’ or ‘below’.
  - A Comment¹⁴ becomes mandatory about the tolerance level.
- select the check box of all Authorised officers¹⁵ who performed the inspection (see Section 3.1 Assigning Authorised Officers, Reference: PEMS AO user guide – Overview and General Functions).

Click Save¹⁶ to save the inspection result and exit the window.
The inspection record will display the **inspection result**.

![Image of inspection record]

Once the inspection result is saved, the Result page will display. Any **new split line(s)** will appear in the Results table. 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.

**Navigating between line inspection windows**

You can navigate between line inspection result windows by clicking **Previous** or **Next** at the bottom of the inspection result window. Each line inspection result will automatically save when you navigate between the windows in this manner.
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 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 approval, click the Actions tab and then click Check containers. Alternatively, you can select Check Containers.

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. This will be viewable under the Errors heading.

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.
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 quality system recognition inspection job function.

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

![Image of container approval status screen](image-url)
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 after:

- all inspection results and data are recorded appropriately.

   Notes:
   
   - Please ensure that the consolidated net metric weight is recorded in the comments section as the system does not capture this information. The system only captures the number of containers that have passed/failed.
   - If the number of packages presented during inspection are different to the number of packages provided on the RFP, you would need to mention the original RFP extracted quantity in the comments section.

- a Time Entry is provided for all AOs who recorded inspection results

- attachments and correspondence relating to the inspection are recorded under the Communications tab (if applicable).

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

When you are ready to submit the inspection record, click the Actions tab and then click Submit.
A message will appear requiring confirmation, select the **appropriate box**\(^1\).
You will need to confirm that you want to **submit this inspection**\(^2\).
It will ask if you want to email the exporter/EDI user on the submission of the inspection\(^3\). When selecting this option, the Inspection submit confirmation box will expand.

Enter the **email address**\(^4\), 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**\(^6\).
The inspection record will display as **Completed**.

Expiration date for Quality System Recognition inspection

Following the submission of the Quality System Recognition inspection record, an expiry date will be allocated to all goods which have passed assessment. The expiry date is automatically calculated from the first date of the first-time entry, and the length varies depending on the QSR parameters set for the commodity/packaging combination.

To view the expiration date, click **Expiry date** under the inspection validity section.

If the expiry date is extended, you can view the reason for the expiry date extension by clicking **History** under the inspection validity section.

If you click history, the **Expiry History** window will display.

Click **Close** to exit the window.
Related material

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

- Manual of Importing Country Requirements ([Micor](#)).
- [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](#)

The following related material is available on the department’s [Learnhub](#):

- Plant Export 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.

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Version history

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<td>New user guide.</td>
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<td>- Complete document restructure.</td>
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