



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. 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).

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

The screenshot shows the PEMS interface for a 'Bulk Vessel Inspection' active on 25/01/2017. The interface includes a navigation bar with 'Home', 'Inspections', 'RFP', and 'Calibration'. The main content area has tabs for 'Inspection', 'Authorised Officers', 'Time Entry', 'Communications', and 'Actions'. Below the tabs, there are sections for 'Inspection details' and 'Marine surveyor details'. Numbered arrows point to specific elements: 1 points to the 'Home' button; 2 points to the 'Authorised Officers' tab; 3 points to the 'Inspection details' section; 4 points to the 'Marine surveyor details' section; 5 points to the 'Time Entry' tab; and 6 points to the 'Actions' tab.

Inspection details	Marine surveyor details
Port: SYDNEY	Certificate sighted
Goods: Vessel	Name
Level: Consumable	
Reinspection: No	

