Appendix A: Empty container inspections

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Initiating the empty container inspection

To initiate an empty container inspection, click the **Home** PEMS menu tab and then click the **Empty container** button.

The **Create Empty Container Inspection** window will display.

You can create an empty container inspection record in PEMS by selecting either container yard ID or address from the **Create inspection using** drop down list.

If you choose to create inspection using the container yard ID, then the window will expand and you must enter the **Container yard ID** number. The container yard ID number must be three or four digits long; for example, 123 or 1234.

Click **Search**.
The window will expand and display the Location details\(^1\) of the container yard. Click Create\(^2\) if you wish to proceed.

If you choose to create inspection using the address, then the window will expand and you must enter the address the empty container inspection is taking place at in the Address line 1\(^1\), Postcode\(^2\) and Suburb\(^3\) fields, and select the relevant State\(^4\).

Click Create\(^5\).
The *Empty Container Inspection* page will display by default.

This empty container inspection record will remain **Active**\(^1\) until the inspection record is withdrawn, submitted or cancelled.

> ! While the record is active, the date provided at the top of the empty container inspection record is the date the inspection record was initiated.

**Recording inspection results for empty containers**

Each empty container that is inspected must have its own inspection result entered.

To add an empty container inspection result to the record, click the **Inspection**\(^4\) tab and then click **Add**\(^2\) under the results section.
The inspection result window will display.

For each empty container inspected:

- enter the **Container number** (must include four letters and six or seven digits; for example, ABCD1234567)
- select an **Inspection level** of consumable or non-consumable (default inspection level is consumable)
- select the appropriate **Result** of pass, fail or cancel
- if applicable, select one or more applicable **Remarks** check boxes (mandatory when the container fails or container inspection is cancelled)
- select the **Authorised officer** who inspected the container (see Section 3.1: Assigning authorised officers)

Click **Save**.
The empty container inspection page will display the container inspection result¹. You can **Open²** the inspection results to change the data or **Remove³** the inspection result up until the inspection record is submitted, cancelled or withdrawn.

Click **Add⁴** and repeat the instructions above to add additional container inspection results.

### Completing and submitting the inspection record
The empty container inspection record can only be submitted after:
- all empty container inspection results are entered
- if applicable, any general **Comments¹** regarding the inspection are provided (see [Section 3.6 Adding comments to an inspection record](#))
- a **Time Entry²** is provided for all AOs who recorded inspection results
- if applicable, all attachments and correspondence are added under the **Communications³** tab.

Details on the Time Entry and Communications tabs can be found in [Section 3: General PEMS inspections functions](#).

When you are ready to submit the inspection record, click the **Actions⁴** tab and then click **Submit⁵**.

For more information on **Downloading** the inspection report, **Cancelling** the inspection and **Withdrawing⁶** from the inspection, see [Section 3.4 Actions tab](#).

! Once the inspection record is submitted the inspection record will become read-only and you will be unable to make changes to the data provided.
Once submitted, the empty container inspection will appear as **Completed**.

Expiration date for empty container export compliance

An expiry date will be allocated to all export compliant containers on the completed inspection record. To see the expiration date for containers click the **Inspection** tab and an **Expiry date** will be listed beside the appropriate result records.

If the export compliance expiry date for a container is extended, the reason for the expiry date extension can be viewed by clicking **Expiry** and then clicking **History**.

If you click history, the expiry history window will display.

Click **Close** to exit the window.
Document information

The following table contains administrative metadata.

| Instructional material owner: | Director, Business Systems Program. |

Version history

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

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<td>New user guide.</td>
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<td>12/07/2016</td>
<td>Minor variations for accuracy and clarity.</td>
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