Appendix B: Containerised goods inspections

This document contains the following topics.

Appendix B: Containerised goods inspections

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Initiating the containerised goods inspection

To initiate a containerised goods inspection, click on the Home button PEMS menu tab and then click the Containerised goods button.

The Create Containerised Goods Inspection window will display.

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

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

Click Create.

! 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.
PEMS extracts RFP information from EXDOC to populate the Containerised Goods Inspection page. The inspection page will display by default.

The inspection record will remain Active until the record is withdrawn, submitted or cancelled.

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The inspection record will remain Active until the record is withdrawn, submitted or cancelled.

Containerised Goods Inspection page

The Containerised Goods Inspection page displays the following key sections:

- **RFP details** – populated based on RFP information extracted from EXDOC
- **Flow path details** – allows you to record or change the flow path inspection result
- **Outcome details** – allows you to select sampling rate and track the inspection outcomes
- **Results** – where you record the inspection results
- **Comments** – where general comments regarding the inspection can be recorded here (see Section 3.8 Adding comments to a record).

Step-by-step instruction on how to record or change data on this page is provided below.
Opening the RFP details

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

The Request For Permit page will display. The Request For Permit page will display a Summary of the RFP from EXDOC, as well as the Request for permit lines that make up the inspection record (for more information on the RFP tabs see Section 4: RFP functions in PEMS (commodity inspections)).

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

Click View containers to view containers linked to RFP.

Click Change beside Comments to record comments at the RFP level.

The RFP Line window will display the details of the line as they were provided on the RFP in EXDOC.

Click Previous and Next to navigate between the RFP line windows.

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

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Returning to the inspection page

To return to the Containerised Goods Inspection page, click the **Inspections** 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).

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

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 select the **Additional declaration Verified** checkbox in the **Change Details** window.

Click **Save**.

The **Containerised Goods Inspection** page will display the updated **Additional declaration** information.
Recording reinspection of a consignment

To record that the inspection is a reinspection, click the **Inspection** tab and then click **Change** 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 *Containerised Goods 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.
## Containerised Goods Inspection

### RFP details

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<tr>
<th>Field</th>
<th>Value</th>
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<td>EXODC DAIRY TEST ESTABLISHMENT</td>
</tr>
<tr>
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<td>AAA DEPARTMENTAL TEST EXPORTER</td>
</tr>
<tr>
<td>Import permit</td>
<td>Yes</td>
</tr>
<tr>
<td>Treatment details</td>
<td>Yes</td>
</tr>
<tr>
<td>Additional declaration</td>
<td>No</td>
</tr>
</tbody>
</table>

### Flow path details

- Inspection result: [Details]
- Officer: [Details]
- Comments: [Details]

### Outcome details

- **Outcome type**: 2.29L/33.33 tonnes
- **Total passed**: No
- **Total failed**: No
- **Unit**: KILLOGRAM
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\(^3\) of ‘Passed’ or ‘Failed’. The Flow Path Details window will expand and you must select the Authorised Officer\(^2\) and record the Result date\(^3\) and Result time\(^4\).

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

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\(^8\).

If the loading of containers takes place over multiple days for a single consignment, a flow path result must be recorded in PEMS for each day loading event. That is, a containerised goods inspection must be submitted in PEMS by the AO each day to be able to create a new record the next day by the same or a different AO.
The flow path date/time must not be in the future and must be within the start and end 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.

The whole consignment presented for inspection will fail if the flow path receives a ‘Failed’ result. Do not continue with the commodity inspection as you will not be able to add results against RFP line. You must enter an appropriate time entry record (see Section 3.4 Time Entry) before the inspection record is submitted on PEMS.
If the flow path is failed, you then have the option to change the flow path inspection result to **Passed after rectification**, 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](#) of the PEMS AO User Guide) before submitting the inspection.

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

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

Click **Save**.

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The Containerised Goods 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.

Changing outcome type details
An exporter can describe the containerised goods 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 then click Change under the Outcome details section.

The Outcome Details window will display.

Click Outcome type and select ‘Packaged’ or bulk into ‘Container’.
Click **Save**.

The Outcome Details section will display the updated **Outcome type** and PEMS will reflect the outcome type selected in the Results section columns on the Containerised Goods Inspection page.

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1. Inspection results grid will be enabled only when the outcome type is chosen by the AO.

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Selecting sampling rate

The only sampling rate provided in PEMS for containerised goods inspections is 2.25L/33.33 tonnes (this includes equivalent sampling rates). 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 Containerised Goods Inspection page will display the updated sampling rate details.
Splitting lines on the inspection record

For *Containerised Goods 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 containerised goods inspection record depending on the nature of the consignment.

**Bulk into container**

RFP lines for bulk into container should only be split on the containerised goods 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 containerised goods 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.

![Split line](image)

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

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).

- Enter the **Source** of the commodity being inspected (for example, silo, bin, stack, or lot number) and brand or commercial names of products.

- Enter the package **Number** 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** of the goods will be prepopulated from EXDOC (for example, container, bales, bags, bulk etc.).

- Enter the package **Weight** of the unit(s) and select the appropriate package **Unit** of measurement, provided on RFP (the unit of measurement must be the same for all lines).

- Enter the **Sampled** 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** 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** as the product of the package number and package weight.

- If applicable, amend the **Net Metric Weight** (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).

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.
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<table>
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<tr>
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<td></td>
<td>KILOGRAM</td>
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</table>
For each inspection *Results* window you should also:

- select a **Result** of ‘Pass’ or ‘Fail’ for the line
- if applicable, select one or more **Remarks** checkboxes (mandatory if the line fails the inspection)
- select the checkbox of all **Authorised officers** who performed the inspection (see [Section 3.1 Assigning authorised officers (inspection records only)](#) for more information).

Click **Save** to save the inspection result and exit the window.
Once the inspection result is saved, the Containerised Goods 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.

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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.

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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.
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 containerised goods inspection record where current export compliance 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 containerised goods inspection records.

To check PEMS for a record of a container approvals, click the Actions\(^1\) tab and then click Check containers\(^2\).
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 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 actually available then it should be reinspected again to allow the status of the **Used** flag to be reset to No.
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** is provided for all AOs who recorded inspection results.
- if applicable, attachments and correspondence relating to the inspection are recorded under the **Communications** tab.

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

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

For more information on **Downloading**, ** Cancelling** or **Withdrawing** the inspection see [Section 3.6 Actions tab](#).

PEMS will prompt to confirm you have estimated the net metric weight of the consignment and you want to submit the inspection? Click **OK** to submit the inspection record.

The **Containerised Goods 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 containerised goods inspection

Following the submission of the containerised goods inspection record, an expiry date will be allocated to all export compliant goods.

To view the expiration date, click the **Inspection** tab and the **Expiry date** will display under the export compliance section.

If the containerised goods export compliance expiry date is extended, you can view the reason for the expiry date extension by clicking **History** under the export compliance section.

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.

<table>
<thead>
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<tr>
<td>1.0</td>
<td>08/07/2016</td>
<td>New user guide.</td>
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<tr>
<td>1.1</td>
<td>12/07/2016</td>
<td>Minor variations for accuracy and clarity.</td>
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| 2.0     | 30/09/2016 | Complete document restructure
Addition of sections on:
- Logging into PEMS
- Calibration records
- Calibration search |
| 2.1     | 16/12/2016 | • Minor variations for accuracy and clarity
• Removal of Appendix F – Calibrations and loading
• Removal of Section 2.3 – Calibration search |
| 3.0     | 09/10/2018 | • AO user guide updated with PEMS v2.1 enhancements                                |
| 4.0     | 25/05/2019 | • Updated with to include PEMS v3.1 and 3.2 enhancements                           |