Appendix C: Horticulture inspection

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Initiating the horticulture inspection

To initiate a horticulture inspection, click on the Home tab in PEMS, and then click the Horticulture button.

The Create Horticulture Inspection window will display.

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

Enter the Establishment number (only 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 RFP and inspection record in PEMS. For more information see Section 4.1 Reload RFP from EXDOC of the PEMS AO user guide.
PEMS extracts RFP information from EXDOC to populate the *Horticulture Inspection* page. The inspection page will display by default.

The inspection record will remain **Active**\(^1\) until the record is withdrawn, submitted or cancelled.

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\(^1\) While the record is active, the date provided at the top of the horticulture inspection record is the date the inspection record was initiated.

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**Horticulture Inspection page**

The *Horticulture Inspection* page will display the following key sections:

- **RFP details**\(^1\) – populated based on RFP information extracted from EXDOC.
- **Flow path details**\(^2\) – allows you to record or change the flow path inspection result.
- **Outcome details**\(^3\) – allows you to select the inspection sampling rate and trade description results, and provides a summary of the inspection outcomes.
- **Results**\(^4\) – where you record the inspection results.
- **Comments**\(^5\) – where general comments, such as additional requirements for protocol markets, can be recorded (see Section 3.8 Adding comments to a record of the PEMS AO user guide.

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

To open the RFP details, click the Inspection\(^1\) tab and then click Open\(^2\) under the RFP details section.

The Request For Permit page will display.

The Request For Permit page will display a Summary\(^1\) 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) of the PEMS AO user guide.

Click Open\(^4\) beside any RFP line to view the details of that line.

Click Change\(^5\) beside Comments to record comments at the RFP level.
The RFP line window will display the details of the commodity line as provided on the RFP in EXDOC. Click Previous and Next to navigate between the RFP line windows.

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

Returning to the inspection page

To return to the Horticulture 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 of the PEMS AO user guide).

Click Open beside the ‘Active’ inspection record.
The *Horticulture Inspection* page will display.

**Recording Place of Origin and Additional declaration**

Place of Origin and Additional declaration (if applicable) information are to be recorded for the consignment.

To record the Place of Origin and Additional declaration for the consignment, click the **Inspection** tab and then click **Change** under the RFP details section.
The *Change Details* window will display.

If applicable, you must select the **Additional declaration Verified** checkbox in the *Change Details* window.

Enter the **Place of Origin** information and click **Save**.

![Change Details window](image)
The *Horticulture Inspection* page will display the updated **Place of Origin** information and **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 Horticulture Inspection page will display the updated reinspection details.

The reinspection details have been updated.
Verifying import permit details

Import permit details must be verified for the consignment. To verify the import permit details, click the Inspection\(^1\) tab and then click Change\(^2\) under the RFP details section.

The Change Details window will display.

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

Click Save\(^2\).

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Plant Exports Management System (PEMS) Authorised Officer user guide

Version no.: 4.0

Date published: 23/05/2019
Verifying treatment details

Treatment details must be verified for the consignment. To verify the treatment details, select the **Inspection** tab and click **Change** under the RFP details section.

The **Change Details** window will display.

You must verify **Treatment details** relevant to the consignment. Click **Save**.
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 flow path inspection results click the **Inspection** tab and then click **Change** 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 enter the Authorised Officer, Result date and Result time.

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**.

The flow path date/time must not be in 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.
The **Horticulture 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.
Selecting sampling rate

To select a sampling rate for the consignment, click the **Inspection** tab and then click **Change** under the Outcome details section.

The **Outcome Details** window will display.

Select an appropriate **Sampling rate** of 2% (two percent) per line, 2% (two percent), 600 units, 600 units per line, or Other (for more information see below). Click **Save**.
If the **Sampling rate** is set to Other the *Outcome Details* window will expand. You must specify the sampling rate used in **Sampling Description**. Click Save.

If there is at least one commodity on the RFP for a protocol market the **Compliance labelling verified** checkbox will be displayed. You will have to verify compliance labelling in the *Outcome Details* window before proceeding with inspecting the consignment.
When ‘Compliance labelling verified’ checkbox is selected, the Comments field becomes mandatory for you to enter the Pack house number.

After you click save, the Horticulture Inspection page will display the chosen Sampling rate.

Based on the sampling rate, PEMS will populate the Target quantity to be inspected. As inspection results are entered, PEMS will automatically keep a Progressive count of the numbers of units sampled and record the Total passed and Total failed for the consignment. If Compliance labelling is applicable to the record it will be indicated in this field.

<table>
<thead>
<tr>
<th>Trade description</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance labelling</td>
<td>Yes</td>
</tr>
<tr>
<td>Sampling rate</td>
<td>600 Units</td>
</tr>
<tr>
<td>Target quantity</td>
<td>600</td>
</tr>
<tr>
<td>Progressive count</td>
<td>600</td>
</tr>
<tr>
<td>Total quantity</td>
<td>10000</td>
</tr>
<tr>
<td>Total passed</td>
<td>10000</td>
</tr>
<tr>
<td>Total failed</td>
<td>0</td>
</tr>
</tbody>
</table>

If the Other sampling rate is selected you must manually enter the ‘Total passed’ and ‘Total failed’ into the inspection record, as shown in the screen shot above. ‘Total passed’ and ‘Total failed’ must be equal to the ‘Total quantity’.

Inspection results grid will be enabled only when a sampling rate is chosen for the inspection.

The inspection record can be submitted in PEMS when the progressive count does not meet the target quantity. However, PEMS will display a warning message and confirm that you wish to proceed with the submission where the target quantity is not met.

Warning message for 600 units or 2% sampling rates.

Progressive Count is less than Target Quantity, do you wish to pass the inspection?

OK  Cancel
Warning message\(^1\) for per line sampling rates.

Splitting lines on the inspection record

For *Horticulture Inspection* records, you can split the parent RFP lines of the record where key information regarding the inspected consignment is not provided on the RFP in EXDOC, or does not extract into PEMS, but is important for the traceability of goods.

RFP lines should be split where it is possible to differentiate between a unique and identifiable source of the goods for the RFP line, such as:

- grower
- lot
- packhouse.

To split lines in the inspection record, click **Split line\(^1\)** beside the appropriate parent RFP line. Any parent RFP 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 horticulture** section below and continue to record the results for each line).

**Recording inspection results for horticulture**

PEMS will provide different **sample guide columns**¹ to assist you with tracking the number of units sampled from each RFP line during inspection (next three screen shots). The sample guide provided will depend on the sampling rate you originally selected.

PEMS requires that certain inspection data is entered before an inspection record can be successfully submitted:

- For ‘600 units per line’ and ‘2% (two per cent) per line’ sampling rates, an inspection result must be entered against every RFP line.
- For ‘600 units’ and ‘2% (two per cent)’ sampling rates, an inspection result does not have to be entered against every RFP line.
- For Other sampling rates a result does not have to be entered against every RFP line.

To enter or change inspection results on PEMS click **Open**² beside the appropriate RFP line.

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¹ The sample guide columns will vary depending on the sampling rate selected.

² To enter or change inspection results on PEMS, click **Open** beside the appropriate RFP line.
Sampling rates for 600 units per line or 2% (two percent) per line:

The *Inspection Result Line* window will display.

For each line inspected:

- if applicable, enter the source of the product into the **Line ID**\(^1\), such as grower line, packhouse number and/or lot number.
- enter the **Number of packages**\(^2\) presented for inspection if the information is not prepopulated (where split line is used, you will need to amend the number of packages specified in the parent RFP line).
- enter the **Sampled number**\(^3\) of units during the inspection (sampled number must be entered before a result can be selected).
- select a **Result**\(^4\) of either ‘Pass’ or ‘Fail’ for the line.
- if applicable, select one or more **Remarks**\(^5\) checkboxes (mandatory if the line fails the inspection).
- select the checkbox(es) of all **Authorised officers**\(^6\) who inspected the line (see **Section 3.1 Assigning authorised officers (inspection records only)** of the PEMS AO user guide for more information).
- Click **Save**\(^7\) to save the inspection record and exit the Inspection Result Line window.

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\(^1\) Additional remarks for protocol markets must be entered into general comments (see **Section 3.8 Adding comments to a record** of the PEMS AO user guide).

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Once the inspection result is saved, the *Horticulture Inspection* page will display the **new split lines**. You can **Remove** the split line(s) up until the inspection is submitted, withdrawn or cancelled.
Setting the line ID for the inspection results

Where the line ID for all RFP lines for the consignment will be same, you can set the line ID across all the RFP lines. Click Set line ID

The Line ID window will display.

Enter the appropriate Line ID. Click Save.

The Line ID will display in the Inspection Result Line window for each RFP line.

Navigating between line inspection windows

You can navigate between the line inspection 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 windows in this manner.
Recording trade description result

You can enter the trade description results for the inspected consignment by clicking the Inspection\(^1\) tab and then click Change\(^2\) under the Outcome details section.

The Outcome Details window will display.

The trade description result field is mandatory. Select the Trade description matched\(^1\) checkbox and then click Save\(^2\) (the trade description and sampling rate must be entered before saving the Outcome Details window).

The Horticulture Inspection page will display the Trade description\(^1\) result.
Completing and submitting the inspection record

The inspection record 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 added under the Communications\(^2\) tab.

Details on the Time Entry and Communications tabs can be found in Section 3 General PEMS functions of the PEMS AO user guide.

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 of the PEMS AO user guide.

! Once the inspection record is submitted, the record will become read-only and you will be unable to make changes to the data provided. If you need to make changes to the record, see Section 3.6. Actions tab – Reactivating a completed record.

A pop-up window will ask you to confirm that you want to submit the inspection. Click OK\(^1\).

The Horticulture Inspection record status will display as Completed\(^1\).

! 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 for horticulture inspection

Following the submission of the Horticulture Inspection record, an expiry date will be allocated to the export compliant goods.

To view the expiration date, click the Inspection\(^1\) tab and the Expiry date\(^2\) will display under the export compliance section.

If the horticulture consignment export compliance expiry date is extended, you can view the reason for the expiry date extension by clicking History\(^3\) under the export compliance section.

The Expiry History window will display.

Click Close\(^4\) 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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<thead>
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<tr>
<td>1.0</td>
<td>08/07/2016</td>
<td>New user guide.</td>
</tr>
<tr>
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<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 | • AO user guide updated with PEMS v3.1 and 3.2 enhancements |