Appendix D: Bulk vessel inspection

This document contains the following topics.

- Initiating a bulk vessel inspection ................................................................. 2
- Bulk vessel inspection page ............................................................................. 3
- Joining a bulk vessel inspection ................................................................. 4
- Changing the inspection level .................................................................. 5
- Recording reinspection of a bulk vessel ...................................................... 6
- Recording supplementary inspection of a bulk vessel ................................. 7
- Recording hold inspection results where goods only loaded to other parts of vessel ...... 12
- Navigating between hold inspection windows ............................................ 15
- Recording inspection results for additional areas ............................................ 15
- Navigating between additional areas inspection windows ....................... 17
- Recording marine surveyor certificate details ............................................ 17
- Issuing bulk vessel approval ....................................................................... 18
- Completing and submitting the inspection record ....................................... 21
- Expiration date for bulk vessel approval ....................................................... 22
Initiating a bulk vessel inspection

To initiate a bulk vessel inspection, click on the **Home** menu tab and then click the **Bulk vessel** button.

The *Create Bulk Vessel Inspection* window will display.

Enter the **IMO number** of the vessel. The IMO number must consist of the letters IMO followed by seven digits; for example, IMO1234567. Click **Search**. If an inspection record for the vessel has been recorded in PEMS previously, the name and number of holds will populate automatically. PEMS will allow you to update the name and number of holds. If the vessel’s IMO number is not in PEMS, you should manually enter the vessel’s **Name** and the **Number of holds**.

Enter the **Port** where the inspection is occurring from the auto-search list when it displays.

Where you deem an inspection to be a supplementary inspection, you must select **Supplementary Inspection** check box.

Click **Create**.
The bulk vessel inspection page will display by default.

The inspection record will remain **Active** until the record is withdrawn, submitted or cancelled.

> While the record is active, the date provided at the top of the bulk vessel inspection record is the date the inspection record was initiated.

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**Bulk vessel inspection page**

The bulk vessel inspection page will display the following key sections:

- **Inspection details** - displays general information relating to the inspection.
- **Marine surveyor details** – where the marine surveyor certificate details are recorded.
- **Vessel details** - read-only information populated based on data provided when the inspection record was created.
- **Results** – where the hold inspection results are recorded.
- **Additional areas** – where you add and record inspection results for additional areas of the vessel.
- **Comments** - where general comments regarding the inspection can be recorded (see Section 3.6 Adding comments to an inspection record).

Step-by-step instructions on how to record or change data in these sections is provided below.

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Joining a bulk vessel inspection

PEMS allows multiple AOs, with the required job function, to join an active bulk vessel inspection record. As a security requirement, any new AO wanting to join an active bulk vessel inspection record must know the AO number of an AO already assigned to the inspection record.

To join an existing bulk vessel inspection record, follow the step-by-step instructions provided above for ‘Initiating a bulk vessel inspection’. After clicking create on the create bulk vessel inspection window, the join bulk vessel inspection window will display.

Enter the number of an AO already assigned to the inspection record into the Existing authorised officer number field, and then click Join.

Where the wrong AO number is entered an error message will display. You will not be able to join the bulk vessel inspection until a correct existing AO number is entered.
If the existing AO number entered is correct, the bulk vessel inspection page will display.

Changing the inspection level

The default inspection level for a bulk vessel is consumable.

To change the inspection level of the bulk vessel, click the Inspection\(^1\) tab and then click Change\(^2\) under the inspection details section.

The inspection details window will display.

Select the appropriate inspection Level\(^1\) of consumable or non-consumable.

Click Save\(^2\).

\[\text{If the inspection level is set to consumable, the marine surveyor certificate details must be entered. For further information see ‘Recording marine surveyor certificate details’ below.}\]
The bulk vessel inspection page will display the updated inspection level information.

**Recording reinspection of a bulk vessel**

To record if the bulk vessel inspection is a reinspection, click the **Inspection** tab and then click **Reinspection** under the inspection details section.

The reinspection details window will display.

Select the **Reinspection** check box if the inspection is a reinspection, and then click **Save**.
The bulk vessel inspection page will display the **updated reinspection details**.

![Bulk Vessel Inspection page](image)

Reinspection of a hold or additional areas is an inspection following failure and treatment.

**Recording supplementary inspection of a bulk vessel**

To record if the bulk vessel inspection is a supplementary inspection, click the **Supplementary Inspection** checkbox while creating Bulk Vessel Inspection.

![Create Bulk Vessel Inspection](image)
The bulk vessel inspection page will display the **updated supplementary inspection details**.

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**Bulk Vessel Inspection**  
Active 09/10/2018

**Inspection details**

- **Port**: SYDNEY
- **Goods onto Vessel**
  - **Level**: Consumable
  - **Supplementary Inspection**: Yes
  - **Reinspection**: No
  - **Approval issued**: No

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1 Supplementary inspection is an inspection of a hold previously passed for cross contamination and is now being inspected for loading prescribed goods; for example, holds previously under ballast. This function is only available for vessels with a current bulk vessel approval.

On checking supplementary inspection, PEMS will extract results for holds and additional areas in read only mode from the previous inspection. The result for the holds that are passed for cross contamination will be left blank for the AO to record the result. If applicable, AO can add the new marine surveyor’s name.

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**Recording hold inspection results**

1 Where goods are only going to be loaded into the holds of the bulk vessel, at least one hold must have a result of passed and all remaining holds (including additional areas) must be passed or passed for cross contamination or N/A. The hold that is going to be loaded must be identified by selecting the **Approved for loading** checkbox for bulk vessel approval to be issued. If any hold (including additional areas) receives a result of failed, the bulk vessel approval cannot be issued and the AO can complete the inspection record without providing results for other holds or additional areas. Time entry will be mandatory for completing the inspection.

To record or change hold inspection results click **Open** beside the relevant hold.

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The inspection result hold window will display (next three screen shots).

The inspection result window will display the nine possible sites that must be inspected during a hold inspection (next screen shot). The inspection sites are:

- hatch covers
- bulkheads
- deck beams
- exposed metal surfaces
- cable casings
- tank top ceilings
- pipe casings
- bilges
- ventilation trunking.

If all nine sites have been cleared for loading, select **clear all hold sites**. Once the checkbox is selected all nine sites will be cleared and the default result for the hold will be passed for loading.

When the AO selects some other remarks along with **clear** for a particular hold site, the result will still default to passed. However, the user will be required to select one of the remarks.

If any site is not applicable to the hold being inspected, select the **N/A** check box under the relevant heading. Once the N/A check box is selected you will be unable to select other check boxes relating to that inspection site.

For each hold proposed to be loaded, the **clear** or **N/A** check box for each inspection site will need to be selected in order for that hold to pass inspection for loading. If any other check box is selected for an inspection site the result for the hold can be failed; or passed for risk of cross contamination.
For each hold proposed to be loaded, results should also be recorded or edited as applicable by:

- selecting a **Total infestation** level of heavy or light or Nil
- selecting the **Number of insects** detected from one to fifty, or fifty plus insects
- selecting a **Result** of passed or failed for the hold
- adding **Result comments** if applicable (Note: there is a limit of 500 characters for the field)
- selecting one or more **Remarks** checkbox for the hold (Important: this is mandatory if the hold is failed or any other checkbox other than Clear or N/A or in addition to Clear or N/A is selected for hold sites)
- selecting check boxes for all **Authorised officers** who inspected the hold (see Section 3.1 Assigning authorised officers for more information).

For all remaining holds inspected for risk of cross contamination, results should be recorded or edited by:

- selecting a **Result** of passed for cross contamination or failed
- as applicable, selecting one or more **Remarks** check box (mandatory if the hold is failed or any other checkbox other than Clear or N/A or in addition to Clear or N/A is selected for hold sites)
• selecting check boxes for all Authorised officer\textsuperscript{10} who inspected the hold (see Section 3.1 Assigning authorised officers for more information).

To record that a hold is under ballast water, the inspection result can be recorded as passed for cross contamination and the hold under ballast water remark checkbox selected.

Once the inspection results have been entered appropriately, click Save\textsuperscript{1} to save the record and exit the inspection result window.

The bulk vessel inspection page will display the hold inspection results\textsuperscript{1}. 
Recording hold inspection results where goods only loaded to other parts of vessel

To record or change hold inspection results for holds inspections where goods are only going to be loaded on to other parts of the vessel, click **Open** beside the relevant hold.

1 Where goods are going to be loaded onto other parts of the bulk vessel, at least one additional area must have a result of passed and all other additional areas (including holds) must be passed for risk of cross contamination or N/A. The additional area that is going to be loaded must be identified by selecting Approved for loading check box for bulk vessel approval to be issued. If any hold or additional area receives a result of failed, bulk vessel approval cannot be issued and the AO can complete the inspection record without providing results for other holds or additional areas. Time entry will be mandatory for completing the inspection.
The inspection result hold window will display.

The only site of the hold(s) that must be inspected is the hatch cover. Select the **Clear** check box if the hatch cover is clear and to record that a hold has passed for risk of cross contamination. If applicable, you can select any **other** hatch cover checkbox.

Hold inspection results should also be recorded or edited as applicable by:

- selecting a **Total infestation** level of nil, light or heavy and the **Number of insects** detected from one to fifty, or fifty plus insects
- selecting a **Result** of passed for cross contamination or failed for cross contamination
- adding **Result comments** if applicable (there is a limit of 500 characters for the field)
- as applicable, selecting one or more **Remarks** check box (mandatory if the hold is failed or any other checkbox other than Clear or in addition to Clear is selected for hold sites)
- selecting check boxes for all **Authorised officer** who inspected the hold (see [Section 3.1 Assigning authorised officers](#) for more information)
- Click **Save**
The bulk vessel inspection page will display the hold inspection results. Click Open¹ to make changes to any hold inspection results.

Click Approved for Loading² check box for the hold that will be loaded with prescribed goods.

¹ To record that a hold is under ballast water, the inspection result can be recorded as passed for cross contamination and the ‘hold under ballast water’ remarks check box selected.
Navigating between hold inspection windows

Click Previous or Next at the bottom of the hold inspection windows to navigate quickly between each hold inspection. The inspection results will automatically save when you navigate between the hold inspection windows in this manner.

Recording inspection results for additional areas

The five areas that are mandatorily inspected in addition to the holds on a bulk vessel are:

- FO’c’s’le Lockers
- Weather deck
- Mast houses
- Provision stores
- Dunnage.

PEMS allows further additional areas to be added to the bulk vessel inspection records to accommodate variations in the make of vessels. To add an additional area to the inspection record click Add under the additional areas section.

To enter or edit results for any additional area click Open beside the additional area.

The additional area window will display.

The relevant Area name will be populated for all mandatorily inspected additional areas. For any new additional area, you must manually enter the name of the Area being inspected, for example hatch covers where goods will be loaded onto the vessel).

Select a Result of passed, failed, N/A or passed for cross contamination, and one or more applicable Remarks check boxes (mandatory if the additional area has a failed result).

Select the check box of all Authorised officers who inspected the additional area (see Section 3.1 Assigning authorised officers for more information).

Click Save.
The bulk vessel inspection page will display the additional area inspection results. Click **Remove**¹ to remove any new additional area from the inspection record. Click **Open**² to make changes to any additional area inspection results.

Click **Approved for Loading**³ check box for the additional area that will be loaded with goods.
Navigating between additional areas inspection windows

Click Previous or Next at the bottom of the additional area inspection window to navigate quickly between each additional area inspection. The inspection results will automatically save when you navigate between the additional area inspection windows in this manner.

Recording marine surveyor certificate details

When the bulk vessel inspection level is set to consumable, marine surveyor certificate must be sighted before Approved for Loading is checked for holds that will be loaded with prescribed goods. If any hold or additional area receives a result of failed, the AO can complete the inspection record without recording marine surveyor certificate details.

To record that the details of marine surveyor certificate that has been sighted, click Change under the marine surveyor details section.

The marine surveyor details window will display.

Select the Certificate sighted check box and enter the Name of the marine surveyor who issued the certificate. Click Save.
The bulk vessel inspection page will display the **updated marine surveyor details**.

**Issuing bulk vessel approval**

Bulk vessel approval cannot be issued until the following requirements are met:

- for bulk vessels where goods will only be loaded into the holds of the vessel, one or more holds must have passed inspection and all other holds must be passed for risk of cross contamination. For the holds that have passed, at least one of the holds must be approved for loading.

- for bulk vessels where goods will be loaded onto other parts of the vessel other than the holds, holds must be passed for risk of cross contamination and one or more additional areas must have passed inspection. For the additional areas that have passed, the area must be approved for loading. All other additional areas must have passed the risk of cross contamination or N/A.

To issue an approval for the bulk vessel click on the **Inspection** tab and then click **Change** under the inspection details section.
The inspection details window will display.

Click the Approval issued check box and the inspection details window will expand requiring an approval date and time. The current date and time will be provided by default.

To change the Approval time enter the appropriate time in 24-hour format (hh:mm). Approval time must be within the first and the last time entry recorded by the AO.

To change the approval date, click on the calendar icon and select the approval date from the calendar. The approval date cannot be in the future.

Once all approval data is recorded, click Save.
The bulk vessel inspection page will display the **updated approval details**.

If any one of the holds or additional areas receives the result of failed after the vessel approval is issued, the vessel approval is revoked and PEMS will acknowledge with a message “Bulk vessel approval has been cancelled”.

Vessel approval time must not be in future and be within the start and end time of the inspection record.
Completing and submitting the inspection record

The inspection record can only be submitted on PEMS after:

- all inspection results are recorded
- if applicable, marine surveyor certificate details are recorded
- if applicable, bulk vessel approval is issued
- a Time Entry is provided for all AOs who recorded inspection results
- if applicable, all attachments and correspondence are added under the Communications tab.

Details on the Time Entry and Communications tabs can be found in Section 3: General PEMS inspection functions.

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

For more information on Downloading the inspection report, Cancelling the inspection and Withdrawing from the inspection see Section 3.4 Actions tab.

Once the inspection record is submitted the record will become read-only and you will be unable to make changes to the data provided.

The bulk vessel inspection record 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 for bulk vessel approval

After approval has been issued and the inspection record has been submitted the bulk vessel will be assigned an export compliance expiration date. To view the expiry date click the Inspection¹ tab and the Expiry date² will display under the export compliance section.

If the bulk vessel’s export compliance expiration date is extended the reason for the expiry date extension can be viewed by clicking History³ under the export compliance section.

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

Click Close¹ to exit the window.
Document information
The following table contains administrative metadata.

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Version history
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