Appendix E: Bulk into ship hold inspection

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Initiating the bulk into ship hold inspection

To initiate the bulk into ship hold inspection, click on the **Home** menu tab and then click the **Bulk into ship hold** button.

The *Create Bulk into Ship Hold Inspection* window will display.

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

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

For log reinspections at the wharf, provide the number of the registered establishment where the original log inspection occurred.

Enter the **IMO number** for the bulk vessel (only mandatory for flowable goods inspected during vessel loading). The IMO number will consist of the letters IMO followed by seven digits; for example, IMO1234567. Click **Search**. The **Vessel details** will display if the vessel meets the international standard and current bulk vessel approval exists in the PEMS database for the vessel.

Once the required information is entered, click **Create**.

If 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 bulk into ship hold inspection record. The inspection page will display by default.

The inspection record will remain **Active** until the record is withdrawn, submitted or cancelled.

> While the inspection record is active, the date provided on the inspection record is the date the inspection record was initiated.

**Bulk into Ship Hold Inspection page**

The *Bulk into Ship Hold Inspection* page will display 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 the loading rate and rejection limit for the inspection, and provides a summary of the inspection outcomes.
- **Vessel details** – read-only information populated by PEMS where relevant to the inspection.
- **Results** – prepopulated with the consignment information based on the RFP. The inspection results are recorded here.
- **Comments** – general comments regarding the inspection can be recorded here (see Section 3.8 *Adding comments to an inspection 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\(^3\) of the RFP, as well as the Request for permit lines\(^4\) (for more information on each of 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.
### Request For Permit 2187732

#### Summary
- **Establishment number**: 0990
- **Destination country**: INDIA
- **Commodity type**: Grains
- **Last refreshed**: 28/09/2018 18:33

#### Request for permit lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Commodity</th>
<th>End use</th>
<th>No. of packages</th>
<th>Package type</th>
<th>Net weight</th>
<th>Unit</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WHEAT</td>
<td>GC</td>
<td>0</td>
<td>BULK</td>
<td>50</td>
<td>METRIC TONS</td>
<td>Open</td>
</tr>
<tr>
<td>2</td>
<td>BARLEY</td>
<td>GC</td>
<td>0</td>
<td>BULK</td>
<td>25</td>
<td>METRIC TONS</td>
<td>Open</td>
</tr>
</tbody>
</table>

#### Comments
- No comment.
The **RFP Line** window will display the details of the line as they were provided on the RFP in EXDOC. Click **Previous** and **Next**¹ to navigate between the RFP line windows.

Click **Close**² to exit the RFP line window at any time and return to the *Request For Permit* page.

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**Returning to the inspection page**

To return to the *Bulk into Ship Hold Inspection* page, click the **Inspections**³ 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 of the PEMS AO user guide).

Click **Open**² beside the Active inspection record.
Recording additional declarations

Additional declaration information must 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.

You must select the Additional declaration Verified checkbox in the Change Details window.

Click Save.

The Bulk into Ship Hold Inspection page will display the updated Additional declarations information.

1! The inspection results grid will be enabled only when the additional declaration is set either to ‘No’ or ‘Verified’.
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 *Bulk into Ship Hold Page* will display the updated *reinspection details*¹.

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¹ For vessel hold reinspections of logs at the wharf, where the wharf is not a registered establishment, record ‘vessel hold reinspection at wharf [insert name/address]’ in the Comments field of the inspection record. See [Section 3.8 Adding comments to a record](#) of the PEMS AO user guide for more information.

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**Verifying import permit details**

Import permit details must be verified for the consignment. To verify the import permit details, click the *Inspection*² tab and then click *Change*² under the RFP details section.
The *Change Details* window will display.

You must verify the **Import Permit** details relevant to the consignment.

Click **Save**.

Verifying treatment details

Treatment details must 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** relevant to the consignment.

Click **Save**.
Adding associated RFPs

To add RFPs to the Bulk into Ship Hold Inspection record, click the **Inspection** tab and then click the **Change** tab under the RFP details section.

Where there are multiple RFPs of the same exporter to be loaded into a vessel, a single inspection record may be generated in PEMS to record the inspection results for that loading event. A separate inspection record(s) must be generated in PEMS for the inspection for each exporter that will be loaded onto the vessel.
Insert the RFP number (which must be seven digits long) and click Add. PEMS will display all the RFPs added and will extract commodity and destination country information from EXDOC.

If you choose to remove any record, click Remove.

Click Save.
The **Bulk into Ship Hold Inspection** page will set the **Associated RFPs** to ‘Yes’.

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! The RFP number that is added must be for the same exporter. Multiple RFPs with the same commodity associated to the inspection record will be consolidated in one RFP line and will display a cumulative total of the net metric weight values. Multiple RFPs with different commodities associated to the inspection record will be displayed in multiple RFP lines and will display a cumulative total of the net metric weight values against their respective RFP line.

! RFPs cannot be added when the inspection is checked out and PEMS is accessed in offline mode.
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 **Authorised Officer**, **Result date** and **Result time**.

If the flow path is failed at any time, you will 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 must enter a **Rectification date** and **Rectification time**.

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

Click **Save**.

*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 of the PEMS AO user guide) before the inspection record is submitted in PEMS.*
The **Bulk into Ship Hold 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.

**Flow path details**  

<table>
<thead>
<tr>
<th>Inspection result</th>
<th>Passed after rectification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failed time</td>
<td>05/10/2018 10:08</td>
</tr>
<tr>
<td>Result time</td>
<td>05/10/2018 10:09</td>
</tr>
<tr>
<td>Officer</td>
<td>Rajesh Iyer</td>
</tr>
<tr>
<td>Comments</td>
<td>Conveyor belt cleaned of contaminants</td>
</tr>
</tbody>
</table>
Recording loading rate

You have the option to record an average loading rate for the loading of goods onto the vessel. To record an average loading rate, or record that the loading rate is not applicable, click **Change** under the Outcome details section.

The *Outcome Details* window will display.

Enter the average **Loading rate** (including units) or enter not applicable (N/A), and then click **Save**.

The *Bulk into Ship Hold Inspection* page will display the updated **Loading rate** under the Outcome details section.
Recording rejection limit

You have the option to record a rejection limit for the Bulk into Ship Hold Inspection record.

To record a rejection limit, click Change\(^1\) under the Outcome details section.

The Outcome Details window will display.

Enter the appropriate Rejection limit\(^1\) (in tonnes) and then click Save\(^2\).

The Bulk into Ship Hold Inspection page will display the updated Rejection limit\(^1\) under the Outcome details section.
Splitting lines on the inspection record

For *Bulk into Ship Hold 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 into PEMS, but is important for the traceability of goods.

RFP lines should be split on the inspection record in order to identify:

- for each hold, all commodity sources used to load the hold (for example, all relevant silo numbers) and the total amount passed into the hold across the loading event.
- for each source or hold, the relevant rejection type used and amount rejected.

To split lines, click **Split line** beside the appropriate commodity line. Any 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 bulk into ship hold section below and continue to record the results for each line).
Recording inspection results for bulk into ship hold

It is recommended that the supervising AO records the bulk into ship hold inspection results into PEMS at the end of each inspection session using each inspecting AO’s *Bulk Vessel Loading Running Record* (form PE105).

To enter or change inspection results click **Open** beside the appropriate line presented for inspection.

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It is recommended that the supervising AO records the time entries for all AOs who performed inspections at the end of each inspection session. For more information see [Section 3.4 Time Entry](#) of the PEMS AO user guide.

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At the end of the inspection or inspection session, AO’s *Bulk Vessel Loading Running Record(s)* (form PE105) should be attached to the PEMS inspection record. For more information see [Section 3.5 Communications](#) of the PEMS AO user guide.
The inspection result window will display (next screenshot).

For each inspection result window:

- if available, enter a single **Source** for the goods being loaded into the hold, such as the silo number.

- the appropriate **Hold number** will be pre-selected (the hold number is only mandatory if an IMO number was provided when ***Initiating the bulk into ship hold inspection***).

- if applicable, amend the **Net Metric Weight**.

- enter the **Amount passed** into the hold.

- if applicable, select the **Rejection type** used from 50 tonne runoff, horizontal storage source, log stockpile, vertical storage source, or woodchip pile.

- if applicable, enter the **Amount failed** (mandatory if a rejection type is selected).

- select the appropriate weight **Unit** for the hold.

- if applicable, select one or more **Remarks** checkboxes (mandatory if rejection type and amount failed data is entered).

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! Only holds that have been approved for loading in the bulk vessel inspection will be displayed when the RFP is associated with the IMO. AO may choose to override and de-select the hold if the goods are not going to be loaded.
Click **Save** to save the inspection result and exit the inspection result window.
Once the inspection result is saved, the **Bulk into Ship Hold Inspection** page will display the **new split line**. You can **Remove** the split line(s) up until the inspection is submitted, withdrawn or cancelled.

PEMS will display the total **Passed/Failed** for each line inspected under the Results section. PEMS will summarise the **Total passed** and **Total failed** for the inspection record under the Outcome details section.

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### Navigating between line inspection windows

You can navigate quickly between 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.
Completing and submitting the inspection record

Any AO assigned to the inspection record can finalise and submit the inspection record in PEMS. It is recommended that the AO supervising the final inspection session performs this function.

The inspection record can only be submitted after:

- all inspection results are recorded appropriately, unless the flow path failed inspection
- if applicable, all comments relating to the inspection, such as additional RFP numbers or wharf address for log reinspections, are recorded (see Section 3.8 Adding comments to a record of the PEMS AO user guide).
- a Time Entry\(^4\) is provided for all AOs who recorded inspection results.
- attachments, including all AO Bulk Vessel Loading Running Record(s) (form PE105), and correspondence 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.

The Bulk into Ship Hold Inspection record will display as Completed\(^1\).

! 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 of the PEMS AO user guide.

! 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 into ship hold inspection

Following the submission of the Bulk into Ship Hold 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 bulk into ship hold 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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<th>Amendment details</th>
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<tr>
<td>1.0</td>
<td>08/07/2016</td>
<td>New user guide.</td>
</tr>
<tr>
<td>1.1</td>
<td>12/07/2016</td>
<td>Minor variations for accuracy and clarity.</td>
</tr>
</tbody>
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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 update with PEMS v3.1 and 3.2 enhancements                         |