Appendix F: Quality System Recognition Inspection

This document contains the following topics

- Quality System Recognition Inspection record ................................................................. 3
- Opening the Request for Permit (RFP) details ................................................................. 4
- Returning to the inspection record from the RFP page .................................................... 6
- Recording additional declarations .................................................................................... 6
- Verifying import permit details ....................................................................................... 8
- Recording reinspection of a consignment (if required) .................................................. 9
- Changing outcome details ............................................................................................. 11
- Splitting lines on the inspection record .......................................................................... 13
- Recording results for Quality System Recognition ....................................................... 13
- Navigating between line inspection windows ............................................................... 18
- Expiration date for Quality System Recognition inspection ......................................... 19
Initiating the Quality System Recognition (QSR) inspection

To initiate a QSR inspection, click on the Home PEMS menu tab and then click the Quality System Recognition button.

The Create Quality System Recognition Inspection window will display (below).

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

Enter the Establishment number. The establishment number should be three to four digits long.

Enter the QSR number for the establishment.

Enter the prefix QSR and the three or four digit number.

Where a change is made to the RFP in EXDOC, you can select the Reload RFP from EXDOC check box to update the relevant inspection record in PEMS. For more information see Section 4.1 Reload RFP from EXDOC.

Click Create.
The Quality System Recognition Inspection record will open. PEMS extracts RFP information from EXDOC to populate the inspection record automatically.

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

The inspection record will remain **Active** until the record is withdrawn, submitted or cancelled.

**Quality System Recognition Inspection record**

The inspection record (below) displays the following sections:

- **RFP details** – populated based on RFP information extracted from EXDOC.
- **Outcome details** – allows you to confirm the trade description and track the inspection outcomes, including total quantity.
- **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 3.6 Adding comments to an inspection record).
Step-by-step instructions on how to record or change data within the record is provided throughout this document.

### Opening the Request for Permit (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 (below).

The RFP page will display a **Summary** of the RFP, as well as the **Request for Permit lines** (for more information on the **RFP tabs** see Section 4 RFP functions in PEMS).

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

Click **Change** to record **Comments** at the RFP level.
When you click **Open** (above) beside any RFP line, the RFP line window will open (below) and display the details of the line as they were provided on the RFP in EXDOC.

If more than one line, click **Previous** and **Next** to navigate between the RFP line details window.

Click **Close** to exit the RFP line windows at any time and return to the RFP page.
Returning to the inspection record from the RFP page

To return to the inspection record, click the **Inspections** tab. The full list of inspections relating to the RFP will display (for more information see Section 4.3 Inspections).

Click **Open** beside the active inspection to view the record.

![Image of the interface](image)

**Recording additional declarations**

If there is additional declaration information for the consignment, it must be verified and recorded in PEMS.

Click the **Inspection** tab and then click **Change** under the RFP details section.

![Image of the interface](image)
The Change Details window will display (below).

You must select the **Additional Declaration Verified** check box under Change Details dialog box.

Click **Save**.

The inspection record will display the updated **Additional declaration** information.
Verifying import permit details

Import permit details must be verified for the consignment.

To verify import permit details, click the **Inspection** tab.

Click **Change** under the RFP details section.

The Change Details window will display (below).

You must verify that the **import permit** details relevant to the consignment in PEMS, match the details on the import permit provided by the client.

Click **Save**.
**Recording reinspection of a consignment (if required)**

To record that the inspection is a reinspection, click the **Inspection** tab and then click **Change** under the RFP details section.

**Note:** You can use this function to link the product to be reinspected under a new RFP, with the original RFP.

The Change Details window will display (below).

Select the **Reinspection** check box and the window 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**.
Change Details

Reinspection

- This is a Reinspection

Original RFP number

Additional declarations

- 1041 - The endorsement for forwarding certificate test 1
- 1041 - The endorsement for forwarding certificate test 1

Additional declaration Verified

Import Permit

43543654

[Buttons: Close, Save]
The inspection record will display the updated reinspection details.

Changing outcome details

To change the Outcome details, click the Inspection tab and then click Change under the Outcome details section.
The Outcome Details window will display (below).

Select the **Trade description matched** check box.

The **Total Quantity** is extracted from EXDOC and can be amended in PEMS if required.

Click **Save**.

The Outcome details section will display the **updated trade description** and will reflect the **total quantity and unit (type)** selected.
Splitting lines on the inspection record

For Quality System Recognition Inspection records, you can split lines of the inspection record where key information regarding the inspected consignment is not provided on the RFP in EXDOC, or does not transfer from the RFP into PEMS, but is important for traceability of the goods.

RFP lines should be split on 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.

The inspection Results window for the new line will display (see the second screenshot in the ‘Recording results for Quality System Recognition’ section below and continue to record the results for each line).

Recording results for Quality System Recognition

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

The Inspection Result window for the particular line will display (below).
<table>
<thead>
<tr>
<th><strong>Container number</strong></th>
<th>PEMS123456</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Source</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Package</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Number</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>BAGS</td>
</tr>
<tr>
<td><strong>Weight</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Unit</strong></td>
<td>KILOGRAM</td>
</tr>
<tr>
<td><strong>Sub-Totals</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Line weight</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Unit</strong></td>
<td>KILOGRAM</td>
</tr>
<tr>
<td><strong>Remarks</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Authorised officers</strong></td>
<td>PEMS-DEV Intrans-AO</td>
</tr>
</tbody>
</table>

- Packaging is secure intact and has not been damaged
- Goods presented do not match documentation
- Packaging is no longer secure or > 1000 litres

Previous  Next  Close  Save
For each inspection result window:

- Enter the **Container number**\(^1\) (must be four letters followed by six or seven digits, for example: ABCD1234567)
- Enter the **Source**\(^2\) of the commodity being inspected (for example, silo, bin, stack, or lot number) and brand or commercial names of products

![Inspection Result Line 1 - MACADAMIA NUTS - Grains and Seeds for Consumption](image)

- enter the **Number**\(^3\) of packages presented if the information is not prepopulated (where lines have been split, you may need to amend the number of units specified in the parent RFP line)
- the packaging **Type**\(^4\) of the goods will be prepopulated from EXDOC (for example, container, bales, bags, bulk etc.)
- enter the package **Weight**\(^5\) of the unit(s)
- select appropriate package **Unit**\(^6\) of measurement, provided on RFP (the unit of measurement must be the same for all lines).
PEMS will populate sub-total **Line weight** from the information provided on the RFP in EXDOC. 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 (Number of packages x package weight).

---

Sub-total **line weight unit** and the package weight unit must be the same. Package weight unit can be amended and PEMS will default the subtotal line weight unit to the package weight unit.

---

For each inspection result window you should also:

- select the check box if the **packaging is secure intact and has not been damaged**.
- select a **Result** of pass or fail for the line
- select one or more **Remarks** check boxes, if applicable (mandatory if the line fails the inspection)
- select the check box of all **Authorised officers** who performed the inspection (see Section 3.1 Assigning Authorised Officers for more information).

Click **Save** to save the inspection result and exit the window.

---

The inspection record will display the **inspection result** (below).
Once the inspection result is saved, the Result page will display. Any new split line(s) will appear in the Results table. You can Remove the split line(s) up until the inspection is submitted, withdrawn or cancelled.

! 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.
Navigating between line inspection windows

You can navigate between line inspection result windows by clicking Previous or Next at the bottom of the inspection result window. Each line inspection result will automatically save when you navigate between the windows in this manner.

Completing and submitting the inspection record

The inspection can only be submitted after:

- all inspection results and data are recorded appropriately
- a Time Entry is provided for all AOs who recorded inspection results
- attachments and correspondence relating to the inspection are recorded under the Communications tab (if applicable).

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.
A message will appear requiring confirmation (below).

Once you have checked the appropriate box select OK.

The inspection record will display as Completed.

Expiration date for Quality System Recognition inspection

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

To view the expiration date, click Expiry date under the export compliance section.

If the export compliance expiry date is extended, you can view the reason for the expiry date extension by clicking History under the export compliance section.
If you click history, the expiry history window will display.

Click Close¹ to exit the window.

For more information on Downloading the inspection report, see Section 3.4 Actions tab.
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>
<tr>
<th>Version</th>
<th>Date</th>
<th>Amendment details</th>
</tr>
</thead>
<tbody>
<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>
</table>
| 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     | 23/05/2019 | • AO user guide updated with PEMS v3.1 and v3.2 enhancements |