Appendix G: In-transit cold treatment calibration records

This document contains the following topics

Initiating an onsite calibration record
Calibration page (without RFP)
Calibration page (with RFP)
Opening the RFP details
Returning to the calibration page from the RFP page
Recording the calibration details
Verifying the container clock is set to GMT
Recording the recorder serial number
Recording the calibration readings
Recording the pre-cooling temperatures
Recording the loading details
Completing and submitting the calibration record

Initiating an offsite calibration record
Calibration page (without RFP only)
Recording the calibration details
Recording the calibration readings
Completing and submitting the calibration record
Initiating an onsite calibration record

To initiate an onsite calibration record, click the Home menu tab and then click the Calibration button.

The Create Calibration window will display (below).
Enter a **Container number**. The container number must be four letters and six or seven digits.

From the drop down select the **Container size**. This will be either 20 or 40 foot.

If the destination country is Taiwan, check the box for **Container calibrated for Taiwan**.

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

If known, enter the **RFP number**. The RFP number should be seven digits long.

Click **Create**.

PEMS will populate the Container Calibration page. The calibration record will remain **Active** until the record is withdrawn, submitted or cancelled.

! While the calibration record is active, the date provided on the calibration record is the date the calibration record was initiated.
**Calibration page (without RFP)**

Where a record is created before an RFP has been raised in EXDOC the *Container Calibration* page will display.

The *Container Calibration* page displays the following sections:

- **RFP details**\(^1\) – if the record is created before an RFP number has been raised in EXDOC, the RFP details will be blank. You will need to add the RFP number manually when the RFP number has been created, and the rest of the details in this field will populate automatically.
- **Calibration details**\(^2\) – allows you to confirm the container clock is set to GMT and to record the recorder serial number.
- **Readings**\(^3\) – allows you to record the sensor readings.
- **Comments**\(^4\) – allows you to record general comments regarding the calibration (see Section 3.6 Adding comments to a record).

Step-by-step instruction on how to record or change data on this page is provided below.
Calibration page (with RFP)

Where a record is created with an associated *Generic calibration* page will display.

The *Generic Calibration* page displays the following sections:

- **RFP details**\(^1\) – populated based on the RFP information extracted from EXDOC.
- **Calibration details**\(^2\) – allows you to confirm the container clock is set to GMT and to record the recorder serial number.
- **Loading details**\(^3\) – allows you to record the pulp temperatures and seal details.
- **Readings**\(^4\) – allows you to record the sensor readings.
- **Pre-cooling temperatures**\(^5\) – allows you to record the pre-cooling temperatures (minimum requirement of five temperatures).
- **Comments**\(^6\) – allows you to record general comments regarding the calibration (see [Section 3.6 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 **Calibration** tab and then click **Open** under the RFP details section.

The **Request For Permit** page will display.

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.
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 RFP page.

**Returning to the calibration page from the RFP page**

To return to the Calibration page click the **Calibration** tab. The full list of calibrations relating to the RFP will display. Click **Open** beside the active calibration record.
Recording the calibration details

Generic, Japan, Indonesia and Thailand

To edit or record the Calibration details, click Change.

You can edit the Establishment number, select the Container size, confirm the Container clock set to GMT and enter the Recorder serial number.

Click Save.
The Calibration page will display the updated **Calibration details**.

![Calibration details](image)

<table>
<thead>
<tr>
<th>Calibration detail</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clock set to GMT</td>
<td>Yes</td>
</tr>
<tr>
<td>Establishment number</td>
<td>5867</td>
</tr>
<tr>
<td>Establishment name</td>
<td>JOSIP &amp; KATICA TOMIC</td>
</tr>
<tr>
<td>Calibration Date</td>
<td>21/03/2019</td>
</tr>
<tr>
<td>Container number</td>
<td>FD9A2587458</td>
</tr>
<tr>
<td>Container size</td>
<td>40 foot</td>
</tr>
<tr>
<td>Recorder serial number</td>
<td>WEDR45875</td>
</tr>
<tr>
<td>Calibration AO</td>
<td>Rajesh Iyer</td>
</tr>
</tbody>
</table>
Taiwan

If you selected ‘Container calibrated for Taiwan’ when creating the calibration record, select the appropriate checkbox for Are you the container technician?, enter name of Calibration technician, name of Calibration company and Address details of the calibration company.

Click Save.

! If you are the calibration technician, select Yes for Are you the calibration technician? PEMS will auto-populate all mandatory details (name, company and address).
The Container Calibration page will display the updated **calibration technician**\(^1\) information.

### Calibration details

<table>
<thead>
<tr>
<th>Details</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clock set to GMT</td>
<td>No</td>
</tr>
<tr>
<td>Establishment number</td>
<td>5867</td>
</tr>
<tr>
<td>Establishment name</td>
<td>JOSIP &amp; KATICA TOMIC</td>
</tr>
<tr>
<td>Calibration Date</td>
<td>21/03/2019</td>
</tr>
<tr>
<td>Container number</td>
<td>LOED1258475</td>
</tr>
<tr>
<td>Container size</td>
<td>40 foot</td>
</tr>
<tr>
<td>Recorder serial number</td>
<td></td>
</tr>
<tr>
<td>Technician</td>
<td>John S</td>
</tr>
<tr>
<td>Company</td>
<td>AAA Pty Ltd</td>
</tr>
<tr>
<td>Address line 1</td>
<td>AAA</td>
</tr>
<tr>
<td>Address line 2</td>
<td>BBB</td>
</tr>
<tr>
<td>Suburb</td>
<td>ABC</td>
</tr>
<tr>
<td>Postcode</td>
<td>6666</td>
</tr>
<tr>
<td>State</td>
<td>ACT</td>
</tr>
<tr>
<td>Calibration AO</td>
<td>Rajesh Iyer</td>
</tr>
</tbody>
</table>

To edit or record the Calibration details, click **Change**\(^1\).
You can edit the Establishment number\(^1\), select the Container size\(^2\), confirm the Container clock set to GMT\(^3\), enter the Recorder serial number\(^4\) and if required, Update Technician\(^5\) details.

Click Save\(^6\).

The Calibration page will display the updated Calibration details\(^1\).
United States of America

To edit or record the calibration details, click **change**.

![Calibration details](image)

You can edit the **Establishment number**, select the **Container size**, confirm the **Container clock set to GMT**, enter the **Recorder serial number** and the **Recorder Make & Model**.

Click **Save**.

![Calibration Details](image)
The Calibration page will display the updated Calibration details.

Verifying the container clock is set to GMT

For all calibration records, the container Clock set to GMT must be verified. To verify the GMT date and time, click the Calibration tab and then click Change under the Calibration details section.
The Calibration Details window will display (below).

You should edit the Local date\(^1\) and Local time\(^2\) for PEMS to automatically reflect the GMT date and Time\(^3\).

Confirm the Container clock set to GMT\(^4\), after verifying the GMT date and time from the back of the container is within the five minutes tolerance limit.

Click Save\(^5\).
The Calibration page will display the updated **Clock set to GMT** information.

You may choose to edit the local date and time to reflect the correct GMT date and time at the back of the container. The tolerance limit mentioned in the work plan must be adhered to.

**Recording the recorder serial number**

The **Recorder serial number** information must be recorded for the consignment.

To record the recorder serial number information, click the **Calibration** tab and then click **Change** under the Calibration details section.
The *Calibration Details* window will display (below).

You must enter the **recorder serial number**\(^1\) under calibration details dialog box.

Click **Save**\(^2\).

---

\(^1\) Enter the recorder serial number.

\(^2\) Click the Save button to save the calibration details.
The Calibration page will display the updated **Recorder serial number**¹ information.

![Container Calibration](image)

1 Calibration date is the date on the completed calibration record. The date is set to the latest time entry record for calibration activity.

**Recording the calibration readings**

To record the first and second reading under sensor 1, 2 and 3, click **Open**¹.
The *Reading for Sensor 1* window will display.

**Sensor ID** will be displayed by default.

Record the **First** and **second Reading**. The **Correction factor** will be auto calculated by PEMS.

Click **Previous** and **Next** to navigate between the Sensors.

Click **Close** to exit the Sensor window at any time and return to the Calibration page.

Click **Save** to record the readings.

The Calibration page will display the updated **Sensor 1 readings**.

! The first and second reading for every sensor must be identical.

! For Indonesia, a reading for sensor 1 is mandatory.

! For USA, first, second and third readings for each sensor are required. PEMS currently records first and second readings only. The third reading for sensor 1, 2 and 3 must be recorded in the comments field of the calibration record.

! For Japan, probe placement image against every sensor can be viewed under probe.

! PEMS will accept reading between -9.9 and 9.9 degrees Celsius.

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Recording the pre-cooling temperatures

To record pre-cooling temperatures, click **Change**

The *Pre-cooling Temperatures* window will display. You can enter multiple comma separated lists of readings under **Temperatures** and click **Update** to automatically get the reading into the **boxes 1–22**.

Click **Clear** if you wish to remove the readings.

You can also record readings directly into the **boxes 1–22**.

Click **Close** to exit the pre-cooling temperatures window at any time and return to the Calibration page.

Click **Save** to record the readings.

The Calibration page will display the updated *Pre-cooling temperatures*.

! A minimum of five pre-cooling temperatures is mandatory.

! PEMS will display a warning message if pre-cooling temperatures are above 3 and less than 4 degrees Celsius.

! PEMS will not record pre-cooling temperatures greater than 4 degrees Celsius to meet with importing country requirements.
Recording the loading details

Generic

To record loading details, click Change. The Loading Details window will display.

You can edit the Establishment number, confirm Probes Placed and record the Pulp temperature for sensors 1, 2 and 3.

Seal the container and enter the Seal number.

Record the Sealed date and Sealed time.

Click Close to exit the Loading Details window at any time and return to the Calibration page.

Click Save to record the readings.
The Calibration page will display the updated Loading details.

For Indonesia, readings for sensor 1 is mandatory.

PEMS will display a warning message if pulp temperatures, for every sensor, is greater than 3.1 degrees Celsius.

PEMS will accept readings between -9.9 and 9.9 degrees Celsius.

The sealed date must be within the start / end date of the calibration record.

The sealed time must be within the start / end time of the calibration record.

Taiwan

To record loading details, click Change.

1
The **Loading Details** window will display.

You can edit the **Establishment number**\(^1\), confirm the **Probes Placed**\(^2\) and record the **Loading date**\(^3\).

Seal the container and enter the **Seal number**\(^4\). Click **Save**\(^5\) to record the readings.

The Calibration page will display the updated **Loading details**\(^1\).

---

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**United States of America**

To record loading details, click **Change**.

<table>
<thead>
<tr>
<th>Calibration details</th>
<th>Loading details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Establishment number</strong></td>
<td><strong>Establishment name</strong></td>
</tr>
<tr>
<td>3819</td>
<td>ANTICO INTERNATIONAL Pty Ltd</td>
</tr>
<tr>
<td><strong>Calibration Date</strong></td>
<td><strong>Loading date</strong></td>
</tr>
<tr>
<td>20/03/2019</td>
<td></td>
</tr>
<tr>
<td><strong>Container number</strong></td>
<td><strong>Pulp temperature 1</strong></td>
</tr>
<tr>
<td>DEWS1636769</td>
<td></td>
</tr>
<tr>
<td><strong>Container size</strong></td>
<td><strong>Pulp temperature 2</strong></td>
</tr>
<tr>
<td>40 ton</td>
<td></td>
</tr>
<tr>
<td><strong>Recorder serial number</strong></td>
<td><strong>Pulp temperature 3</strong></td>
</tr>
<tr>
<td>SDE1212121</td>
<td></td>
</tr>
<tr>
<td><strong>Recorder Make &amp; Model</strong></td>
<td><strong>Seal number</strong></td>
</tr>
<tr>
<td>AINZ51</td>
<td></td>
</tr>
<tr>
<td><strong>Calibration AO</strong></td>
<td><strong>Start Loading time</strong></td>
</tr>
<tr>
<td>Rajesh Iyer</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Complete Loading time</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Sealed date and time</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Loading AO</strong></td>
</tr>
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*Plant Exports Management System (PEMS) Authorised Officer user guide*  
Version no.: 4.0

Date published: 23/05/2019  
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The *Loading Details* window will display. You can edit the **Establishment number**\(^1\), confirm the **Probes Placed**\(^2\); and record the **Loading date**, **Start loading time** and **Complete Loading time**\(^3\).

Enter the **Pulp temperature** for Sensor 1, 2 and 3\(^4\).

Seal the container and enter the **Sealed number**, **Sealed date** and **Sealed time**\(^5\).

Click **Save**\(^6\) to record the readings.
The Calibration page will display the updated **Loading details**.

Japan

To record loading details, click **Change**.

---

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**Plant Exports Management System (PEMS) Authorised Officer user guide**

Version no.: 4.0

Date published: 23/05/2019
The Loading Details window will display. You can edit the Establishment number, confirm the Probes Placed, and enter the Pulp temperature for Sensor 1, 2 and 3.

After the treatment is complete, record the Treatment start readings for Sensor 1, 2 and 3 and the Treatment start date GMT and Treatment start time GMT.

Seal the container and enter the Seal number and confirm the Australian Government seal applied.

Click Save to record the readings.
The Calibration page will display the updated **Loading details**

![Calibration details](image)

**Completing and submitting the calibration record**

The onsite calibration record can only be submitted after:

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

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

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

For more information on downloading the calibration certificate, cancelling or withdrawing a calibration, see Section 3.4 Actions tab.

---

1 Once the calibration record is submitted the record will become read-only and you will be unable to make changes to the data provided. However, you will be able to attach a new document, and add invoice numbers (for departmental AOs).
The *Container Approval* window will display.

Select all the three checkboxes¹ and click *Approve²*.

![Container Approval window]

The calibration record will display as *Completed³*.

*The date(s) specified on the completed calibration record will be the start date and end date for the calibration. The calibration record date corresponds with the earliest and latest time entry across all AOs for the calibration.*
**Initiating an offsite calibration record**

To initiate an offsite calibration record, click the **Home** menu tab and then click the **Calibration** button.

![PEMS Interface](image)

The Create Calibration window will display below.

You can create an offsite calibration record in PEMS by selecting either the establishment number or the establishment address in the Create Calibration window.

If you choose to create the calibration record using the establishment number, follow the below steps:
Enter a **Container number**. The container number must be four letters and six or seven digits. From the drop down select the **Container size**. This will be either 20 or 40 foot. Confirm **This container is calibrated offsite**.

If the destination country is Taiwan, select **Container calibrated for Taiwan**.

Select the **Location** as establishment number. Enter the **Establishment number**. The establishment number should be three to four digits long.

Click **Create**.
If you choose to create the calibration record using the location as **Address**¹, then the window will expand and you must enter the establishment address that the calibration is taking place at, in the **Address line 1**², **Postcode**³ and **State**⁴ fields.

Select the relevant **Suburb**⁵.
PEMS will populate the Container Calibration page. The calibration record will remain **Active** until the record is withdrawn, submitted or cancelled.

| RFP details 1 – not applicable for offsite calibration. |
| Calibration details 2 – allows you to confirm the container clock to GMT and record recorder serial number. |
| Readings 3 – allows you to record sensor readings. |
| Comments 4 – general comments regarding the calibration can be recorded here (see Section 3.6 Adding comments to a record). |

---

While the calibration record is active, the date provided on the calibration record is the date the calibration record was initiated.
Recording the calibration details

Generic, Japan, Indonesia and Thailand
Refer to the onsite steps

Taiwan
Refer to the onsite steps

United States of America
Not Applicable. Instead, enter Make and Model details in the comments section of Container Calibration page.

Recording the calibration readings

Refer to the onsite steps

Completing and submitting the calibration record

The offsite calibration record can only be submitted after:

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

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

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

For more information on Downloading the calibration certificate, cancelling or withdrawing the calibration record see Section 3.4 Actions tab.

Once the calibration record is submitted the record will become read-only and you will be unable to make changes to the data provided. However, you will be able to attach a new document, and add invoice numbers (for departmental AOs).

---

This is a CONTROLLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.
The Container Approval window will display.
Select all the three checkboxes, provide an Offsite seal number and click Approve.

The calibration record will display as Calibrated.

! The date(s) specified on the calibrated record will be the start date and end date for the calibration. The calibration record date corresponds with the earliest and latest time entry across all AOs for the calibration.
The calibrated container record will have two additional details—the **Container Expiry date**\(^1\) and the **Offsite seal Number**\(^2\).

---

**Calibration details**

<table>
<thead>
<tr>
<th>Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clock set to GMT</td>
<td>Yes</td>
</tr>
<tr>
<td>Establishment number</td>
<td>5867</td>
</tr>
<tr>
<td>Establishment name</td>
<td>JOSIP &amp; KATICA TOMIC</td>
</tr>
<tr>
<td>Calibration Date</td>
<td>24/03/2019</td>
</tr>
<tr>
<td>Container number</td>
<td>YTRE5654321</td>
</tr>
<tr>
<td>Container size</td>
<td>40 foot</td>
</tr>
<tr>
<td>Recorder serial number</td>
<td>gtre9876</td>
</tr>
<tr>
<td>Container Expiry date</td>
<td>23/04/2019</td>
</tr>
<tr>
<td>Calibration AO</td>
<td>Rajesh lyer</td>
</tr>
<tr>
<td>Offsite seal Number</td>
<td>ASDE5436</td>
</tr>
</tbody>
</table>

\(^1\) The calibrated container is valid for 30 days.

\(^2\) External AOs will be required to enter the offsite seal number to join the calibration record.
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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<td>08/07/2016</td>
<td>New user guide.</td>
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<td>1.1</td>
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<td>Minor variations for accuracy and clarity.</td>
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<td>2.0</td>
<td>30/09/2016</td>
<td>Complete document restructure</td>
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<td></td>
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<td>Addition of sections on:</td>
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<td></td>
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<td>• Logging into PEMS</td>
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<td>• Removal of Appendix F – Calibrations and loading</td>
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<td>4.0</td>
<td>23/05/2019</td>
<td>• AO user guide updated with PEMS v3.1 and v3.2 enhancements</td>
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