Appendix H: Mobile bulk loading

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Appendix H: Mobile bulk loading

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- Completing and submitting the inspection record
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Document information

Version history
Initiating Mobile bulk loading inspection
A mobile bulk loading (MBL) inspection can either take place at the wharf or upcountry.

Initiating a MBL inspection (wharf)
To initiate a MBL inspection at a wharf, click on the Home\(^1\) tab and then click on the create Bulk into Ship Hold button.
Refer to Appendix E: Bulk into ship hold inspection on how to create the inspection record.

Initiating a MBL Inspection (upcountry)
To initiate the MBL inspection upcountry, click on the Home\(^1\) tab and then click on the Mobile Bulk Loading\(^2\) button.

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1. Home
2. Mobile Bulk Loading

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This is a CONTROLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.
The Create Mobile Bulk Loading Inspection window will display.

Enter an **RFP number**¹ associated with the MBL inspection. The number should be seven digits long. Enter the **Establishment number**² (mandatory for external AOs). The establishment number should be three to four digits long.

Once the required information is entered, click **Create**³.

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**Important:**

If a change is made to the RFP in EXDOC, you can **Reload RFP from EXDOC**⁴ to update the relevant Request for Permit (RFP) and inspection record in PEMS. For more information see **Section 4.1 Reload RFP from EXDOC** in the PEMS AO User Guide.

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PEMS extracts RFP information from EXDOC to populate the MBL Inspection record. The inspection page will display by default.

The inspection record will remain **Active**¹ until the record is withdrawn, submitted or cancelled.

**Important:**

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

The Mobile Bulk Loading 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. The ‘Flow path details (Upcountry)’ section must be recorded by the AO who does the commodity inspection. The ‘Flow path details (Wharf)’ section would only display for the AO who joins the inspection to record the flow path at the wharf.
- **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** — allows you to record the vessel information.
- **Results** — where you record the inspection results.
- **Comments** — where general comments regarding the inspection can be recorded (see Section 3.8 Adding comments to a record in 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 tab and then click Open under the RFP details section.
The Request For Permit page will display.

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

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. If there are multiple RFP lines, 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 Mobile Bulk Loading Inspection page from the Request For Permit 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 screen in the PEMS AO User Guide).

Click Open beside the active inspection record.
**Recording additional declarations**

Additional declaration information must be verified for the consignment if applicable. To verify additional declaration information, click the **Inspection** tab and then click **Change** under the RFP details section during the upcountry inspection.
The Change Details window will display.

You must select the Additional declaration Verified checkbox.

Click Save.
The Mobile Bulk Loading Inspection page will display the updated Additional declarations¹ 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 declare that the inspection is a reinspection, click the Inspection tab and then click Change under the RFP details section during the Upcountry inspection. You can use this function to link the 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 *Mobile Bulk Loading Inspection* page will display the updated **reinspection details**.

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**Mobile Bulk Loading Inspection** Active 06/05/20

The inspection details have been updated.

<table>
<thead>
<tr>
<th>RFP details</th>
<th>Open</th>
<th>Change</th>
</tr>
</thead>
</table>

- **RFP number**: 2196842
- **Reinspection**: Yes
- **Original RFP number**: 2196810
- **Destination country**: CHINA
- **Establishment number**: 0090
- **Establishment name**: AQIS GRAIN ESTABLISHMENT - DO NOT AMEND
- **Exporter name**: TESTING EXPORTER 0441B
- **Import permit**: Yes
- **Treatment details**: No
- **Additional declaration**: VERIFIED
- **Associated RFPs**: No
Verifying import permit details

Import permit details must be verified for the consignment during the Upcountry commodity inspection 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\(^2\).
Adding associated RFPs

Where there are multiple RFPs for 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.

To add RFPs to the inspection record during an Upcountry inspection, click the Inspection\(^1\) tab and then click Change\(^2\) under the RFP details section.
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** from EXDOC.

If you choose to remove any record, click **Remove** next to the relevant record.

Click **Save**.
The *Mobile Bulk Loading Inspection* page will set the **Associated RFPs**\(^1\) to Yes.

> 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 into one RFP line and will display a cumulative total of the net metric weight values. Multiple RFPs with different commodities associated with 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.

> A MBL inspection can only be checked-out when the inspection is in ‘Active’ status. When it progresses to Inspected status it can no longer be checked-out by the wharf AO.
Recording flow path inspection results (Upcountry)

Flow path upcountry inspection results must be recorded before entering commodity inspection results and can be changed at any time until the record is submitted, cancelled or withdrawn.

To record the flow path inspection results, click the Inspection\(^1\) tab and then click Change\(^3\) under the Flow path details (Upcountry) section.
The Flow path details (Upcountry) window will display.

Ensure the Trucks have been inspected for flow path¹, then select the checkbox.

Select a flow path Inspection result² of ‘Passed’ or ‘Failed’. The window will expand and you must enter the Authorised officer³, Result date⁴ and Result time⁵.

If applicable, provide Comments⁶ on the flow path inspection (mandatory when the flow path fails or is passed after rectification).

Click Save⁷.

! 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 in the PEMS AO User Guide) before the inspection record is submitted on PEMS.
The *Mobile Bulk Loading Inspection* page will display the updated **Flow path details (Upcountry)** result and PEMS will populate the name of the authorised **Officer** who recorded the flow path inspection results in PEMS.

### Recording Outcome details

You have the option to record an average loading rate for the loading of goods onto the vessel when conducting the commodity inspection at Upcountry.

To record an average loading rate or record that the loading rate is not applicable, click **Change** under the Outcome details section.

1. The **Outcome Details** window will display.
2. Check that the **Trade description matched**, then select the checkbox.
3. Enter the average **Loading rate** (including units) or leave it as blank if it is not applicable. Enter the **Rejection limit** (in tonnes) and click **Save** only if applicable.
The Mobile Bulk Loading Inspection page will display the updated Loading rate and Rejection limit\(^1\) under the Outcome details section.

**Recording vessel details**

The vessel details can be added during the upcountry inspection or during the wharf inspection.

To add vessel details to the inspection record, click **Change**\(^1\) under the Vessel details section.
The **Vessel Details** window will display.

Enter the **IMO number**\(^1\), the IMO number will consist of the letters IMO followed by seven digits; for example, IMO1234567.

Click **Search**\(^2\). The **vessel details**\(^3\) – which consists of the vessel name and the number of holds - will display if the vessel meets the international standard and current BVAR exists in the PEMS database for the vessel and then click **Save**\(^4\).

The **Mobile Bulk Loading Inspection** page will display the updated **Vessel details**\(^1\).
Splitting lines on the inspection record

For MBL inspection records, when the commodity is inspected at upcountry, 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 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 inspection 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 MBL** section below and continue to record the results for each line).
Recording inspection results for MBL

It is recommended that the supervising AO record the MBL inspection results into PEMS at the end of each Upcountry inspection session.

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

The inspection Results window for the particular line will display.

For each inspection result window:

- if available, enter a single Source for the goods that are to be loaded into the hold, such as the silo number
- select the appropriate Hold number if an IMO number is provided in the Vessel details section during the commodity inspection. Multiple hold numbers can be selected by an AO for an inspection line
- 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).

Click Save to save the inspection result and exit the inspection result window.
### Inspection Result Line 1 - WHEAT

<table>
<thead>
<tr>
<th>Source</th>
</tr>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Holds**

- 1
- 2
- 3

**Net metric weight**

- 500

**Amount passed**

- 

**Rejection type**

- 

**Amount failed**

- 

**Unit**

- METRIC TONS

**Remarks**

- Animal faeces
- Contaminant
- Dead rodent
- Eggs
- Fly
- Fungus
- Incorrect/unclean packaging
- Insect damage
- Lesions
- Live insect
- Live pest
- Mites
- Mould
- Rot
- Spider
- Thrips
- Ants
- Dead insect
- Disease (discoloration)
- Ergots
- Frass
- Inadequate or inaccurate trade description
- Inert material
- Larvae
- Live field species
- Live insect pest
- Live rodent
- Moth
- Positive ARGRT result
- Soil
- Stings
- Weed seeds

[Close] [Save]
Once the inspection result is saved, the *Mobile Bulk Loading Inspection* page will display the new split line(s) and their inspection results. You can **Remove** the split line(s) up until the inspection is submitted, withdrawn or cancelled.

The inspection page will also display the total **Passed/Failed** of each line inspected under the results section. PEMS will summarise the Total passed and Total failed for the inspection under the Outcome details section.

### Navigating between line inspection windows

You can navigate quickly between inspection result 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.

### 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 moves into the ‘Inspected’ status when the Upcountry AO submits an inspection record.
The inspection record can only be submitted after:

- all inspection results are recorded appropriately, unless the flow path fails 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 an inspection record of the PEMS AO User Guide)
- a Time Entry is provided for all AOs who recorded inspection results
- 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 inspections functions of the PEMS AO User Guide.

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 3.6 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.

The MBL inspection status will display as Inspected (below).

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.
**Recording flow path inspection results (wharf)**

When the inspection is at ‘Inspected’ status, and an AO joins the record to record the flow path at the wharf, they will have to associate a vessel IMO number to the inspection record. When the vessel details are populated, the Flow path details (Wharf) section will be displayed.

If the flow path at wharf 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.

To add flow path details to the inspection record, click **Change** under the Flow path details (Wharf) section.
The *Flow Path Details (Wharf)* window will display.

Select a flow path *Inspection result* of ‘Passed’ or ‘Failed’. The window will expand and you must enter the *Authorised Officer*, *Result date* and *Result time*.

Enter the *Establishment Number*, which is the location on the wharf.

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

Click *Save*.

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**Completing and submitting the inspection record**

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
- if applicable, all comments relating to the inspection, such as additional RFP numbers are recorded (see [Section 3.8 Adding comments to a record](#) of the PEMS AO User Guide)
- a *Time Entry* is provided for all AOs who recorded inspection results
- 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 functions](#) of the PEMS AO User Guide.
When you are ready to submit the inspection record, click the Actions tab and then click Submit.

**Warning:** If the flow path at wharf fails do not submit the inspection record. The flow path must be passed after rectification before submitting the inspection.

A pop-up window will ask you to confirm that you want to submit the inspection. Click OK.
The *Mobile Bulk Loading Inspection* status will display as **Completed**.

Expiration date for MBL inspection

Following the submission of the MBL 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 MBL 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>
<tr>
<th>Version</th>
<th>Date</th>
<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>
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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     | 23/05/2019| AO user guide updated with PEMS v3.1 and v3.2 enhancements |