



WORK INSTRUCTION

Completing plant export inspection and treatment records

Direction to staff

You must comply with this instructional material under the Practice Statement Framework.

Direction to authorised officers

Authorised officers must exercise powers and perform functions in accordance with any lawful directions or instructions issued by the department.

Summary of main points

This document outlines the policy and procedures for authorised officers (AOs) to follow when completing plant export inspection and treatment records manually and electronically. It includes:

- accessing the inspection or treatment record
- how to complete inspection records
- how to complete treatment records
- submitting the inspection or treatment record.

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Purpose of this document

This document details the policy and procedure for completing and submitting plant exports inspection and treatment records manually and electronically using the Plant Export Management System (PEMS), including systems that integrate with PEMS.

Definitions

The following table defines terms used in this document.

Term	Definition
Authorised officer (AO)	<p>A person authorised under section 291 of the <i>Export Control Act 2020</i> to be an authorised officer. The authorised officer may exercise powers and functions conferred on them through an instrument of authorisation.</p> <p>Note: An authorised officer may be a Commonwealth, State or Territory government officer, or third party individual. Examples of third party individuals include, but are not limited to:</p> <ul style="list-style-type: none"> • employees of registered establishments • employees of an exporter <p>self-employed individuals/sole traders.</p>
Export documentation system (EXDOC)	The department's electronic export documentation system in which export certification is produced. This includes export permits and phytosanitary certificates.
Inspection AO	An AO approved to inspect plants, plant products, empty containers or empty bulk vessels for export or supervise phytosanitary treatments.

Term	Definition
Inspection record	<p>The approved form for an authorised officer to record the findings and result of an inspection of plants and plant products for export.</p> <p>Note: Inspection records may be:</p> <ul style="list-style-type: none"> • printed and filled out by hand (manual record) • typed and printed (manual record) • computer generated.
Manual of Importing Country Requirements (Micor)	A database maintained by the department that outlines importing country requirements for a range of plants and plant products for export.
Plant Export Management System (PEMS)	The department's electronic system that contains records of the findings and results of phytosanitary inspections and treatments of plants and plant products, empty containers and ship holds used for export.
Plant Export Operations Manual (PEOM)	A webpage maintained by the department that outlines the policy and processes for exporting plants and plant products from Australia. It also lists instructional material, forms and user guides related to the export certification process.
Protocol	<p>A government-to-government document that specifies import requirements and is bilaterally agreed to by Australia and the importing country authority.</p> <p>Note: Countries in which Australia has an agreed protocol with are referred to as 'protocol markets'. For a list of protocol markets see the Reference: Table of plant export protocol markets.</p>
Request for permit (RFP)	A request submitted by an exporter to the department, containing information about goods they intend to export.
Signature	<p>A method used to identify a person and to indicate the person's intention with respect to the information being endorsed.</p> <p>Note: Signatures may be handwritten or electronic.</p>
Treatment record	<p>Record of the supervision of a phytosanitary treatment of plants and plant products, for export.</p> <p>Note: Treatment records may be:</p> <ul style="list-style-type: none"> • printed and filled out by hand (manual record) • typed and printed (manual record) • computer generated.

Policy statement

- This document must be used in conjunction with
 - the importing country requirements (ICRs) listed on [Micor Plants](#).
 - protocols and work plans under [Micor Plants Document section](#).

Note: this section is restricted and users are required to [register with Plant Exports](#) to access these documents.
 - [Work Instruction](#) for the inspection being recorded.
- The policy outlined in this document applies to completing inspection and treatment records

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- in PEMS
- using third party software
- manually

Legislative framework

The following list outlines the legislation that applies to plant export treatment, inspection, approval and running records:

- *Export Control Act 2020*
 - Section 277
 - Section 279.
- Export Control (Plants and Plant Products) Rules 2021
 - Part 2 of Chapter 9—Assessments
 - Part 5 of Chapter 9—Bulk vessel approvals
 - Part 6 of Chapter 9—Container approvals
- *Electronic Transactions Act 1999*
 - Part 2 – Application of legal requirements to electronic communications
 - Section 10 – Signature.

Roles and responsibilities

The following table outlines the roles and responsibilities undertaken in this work instruction.

Role	Responsibility
Inspection AO	<ul style="list-style-type: none"> • Use the current version of the record to document the findings of the inspection or treatment. • Record and submit the inspection or treatment record.

Work health and safety

Inspection AOs must comply with the work health and safety policies outlined in the [Work Instructions](#) that correspond with the specific inspection being recorded.

System requirements

Inspection AOs must have access to the following systems:

- department website
- [PEMS](#)
- [Micor](#)
- [Micor Plants Documents section](#) (username and password required) – protocol markets only.
- Electronic Export Documentation System (EXDOC) (for departmental AOs only).

Completing inspection and treatment records

- The record must be a true reflection of what was presented to the AO at the time of inspection or treatment.
- AOs must complete one inspection record for each 24-hour period (excluding the bulk into ship hold inspection record and bulk vessel loading running record).

Note: it is acceptable if the inspection period extends over midnight to account for AO shifts that run past midnight. For example, *Inspection Start Date and Time 7/08/2020 6:00 pm, Inspection End Date and Time 8/08/2020 6:00 am.*

- AOs must complete the record within 24 hours of completing their inspection.
- Fields marked with an asterisk * must be completed.
- Fields marked with double asterisks ** must be completed by departmental inspection AOs only.
- Fields marked with ^ are automatically populated in PEMS from EXDOC
- “Dittos” are permitted on manual records as long as the information is exactly the same and the dittos clearly communicate the required information.
- Temperatures must be recorded to one decimal place, for example 0.2.
- Positive temperatures do not require the plus symbol + in front of the number.
- Negative temperatures require the minus symbol - in front of the number.

Third party computer generated records

Records generated by third party software are acceptable if they provide the same information as the manual records available on the department’s website.

Striking out blank spaces on a manual inspection or treatment record

When all details have been completed, any blank space below the results must be ruled off or struck out in such a manner as to prevent the unauthorised addition of details to the record.

Amending an inspection or treatment record

- White-out must not be used on manual records.
- Amendments to manual records must be crossed out neatly, initialled and dated by the inspection AO who carried out the inspection or supervised the treatment.
- Amendments can be made to PEMS records until the record is withdrawn, submitted or cancelled.
- Only the AO who carried out the inspection or supervised the treatment can make changes to their record.

Amending an inspection or treatment record post-submission

- Once a PEMS record has been submitted to the department, it can only be recalled/reactivated to amend certain fields.

Important: if fields other than those specified need to be amended, a new record must be completed and submitted to the department. Core information cannot be amended as this may affect system validations and result in delays at authorisation. You must not add information under comments where the system prevents that change under reactivation, unless it is to correct an obvious typographical error.

- Permission must be sought from the [department](#) to make an amendment to a manual record post-submission.
- The AO must record a reason for the amendment(s) in the comments field. These comments should clearly explain why the record has been amended to prevent delays at authorisation.

The following table outlines the type of inspection or calibration and the field names that can be amended post-submission of a PEMS record.

Type of inspection or calibration	Field names that can be amended
Empty Container Inspection	Container number / Seal number
Horticulture Inspection	Product origin / Line ID
Grain and Plant Product Inspection	Container number / Source
Bulk into Ship Hold Inspection	Loading rate / Rejection limit / Source
Bulk Vessel Inspection	None. This inspection type cannot be reactivated. A new inspection record must be created.
ITCT Calibrations (generic)	Recorder serial number/ container seal number/ container Sealed date and time/ Local date / Local time/ Address (if calibration record is created using physical address and not Estab. Number) / Town / Postcode / Date of loading / Comments
ITCT Calibrations (Japan Only)	Treatment start date GMT / Treatment start time GMT
ITCT Calibrations (USA only)	Start loading time / Complete loading time
Offsite ITCT Calibrations	Recorder serial number / Local date and time / Container number
OSCT Calibrations	Phytosanitary number / Date (Calibration and Re-calibration) / Seal number / Seal date / Seal time / Seal number / Container number
Quality System Recognition Inspection	Container number / Source
Supervision of VHT	Country

Section 1: How do I access the inspection or treatment record?

- Inspections and treatments should be recorded in PEMS, where that record exists in PEMS.
- Manual records should only be used if PEMS is unavailable, for example during unplanned system outages and planned maintenance shutdowns.

The following table outlines how to access an inspection or treatment record.

Step	Action								
1.	Determine whether you are using a manual (hard-copy) record or PEMS.								
	<table border="1"> <thead> <tr> <th>If using...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>PEMS</td> <td>log into PEMS.</td> </tr> <tr> <td>manual record</td> <td> <ul style="list-style-type: none"> • go to the Plant Export Operations Manual (PEOM) on the department website • expand the <i>Documentation</i> heading in the PEOM web page to locate the appropriate record listed under <i>Forms</i>. </td> </tr> </tbody> </table>	If using...	Then...	PEMS	log into PEMS.	manual record	<ul style="list-style-type: none"> • go to the Plant Export Operations Manual (PEOM) on the department website • expand the <i>Documentation</i> heading in the PEOM web page to locate the appropriate record listed under <i>Forms</i>. 		
	If using...	Then...							
PEMS	log into PEMS.								
manual record	<ul style="list-style-type: none"> • go to the Plant Export Operations Manual (PEOM) on the department website • expand the <i>Documentation</i> heading in the PEOM web page to locate the appropriate record listed under <i>Forms</i>. 								
2.	Select the appropriate inspection or treatment record from the following options.								
	<table border="1"> <thead> <tr> <th>If the record is for documenting...</th> <th>Then use...</th> </tr> </thead> <tbody> <tr> <td> the inspection results of the following exported in packages or containers: <ul style="list-style-type: none"> • prescribed grain • seeds • nuts • hay and straw • baled cotton • forest products </td> <td> <ul style="list-style-type: none"> • grain and plant product inspection record • refer to Section 2: How do I complete a grain and plant product inspection record? </td> </tr> <tr> <td> the inspection results for plant products produced under Quality Systems Recognition (QSR) </td> <td> <ul style="list-style-type: none"> • PEMS <i>Quality System Recognition</i> record • refer to Section 3: How do I complete a PEMS Quality System Recognition record? or • manual grain and plant product inspection record • refer to Section 2: How do I complete a grain and plant product inspection record? </td> </tr> <tr> <td> the inspection results for consignments that contain both QSR-approved and non-QSR-approved plant products (mixed consignments) </td> <td> <ul style="list-style-type: none"> • grain and plant product inspection record • refer to Section 2: How do I complete a grain and plant product inspection record? </td> </tr> </tbody> </table>	If the record is for documenting...	Then use...	the inspection results of the following exported in packages or containers: <ul style="list-style-type: none"> • prescribed grain • seeds • nuts • hay and straw • baled cotton • forest products 	<ul style="list-style-type: none"> • grain and plant product inspection record • refer to Section 2: How do I complete a grain and plant product inspection record? 	the inspection results for plant products produced under Quality Systems Recognition (QSR)	<ul style="list-style-type: none"> • PEMS <i>Quality System Recognition</i> record • refer to Section 3: How do I complete a PEMS Quality System Recognition record? or • manual grain and plant product inspection record • refer to Section 2: How do I complete a grain and plant product inspection record? 	the inspection results for consignments that contain both QSR-approved and non-QSR-approved plant products (mixed consignments)	<ul style="list-style-type: none"> • grain and plant product inspection record • refer to Section 2: How do I complete a grain and plant product inspection record?
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the inspection results for consignments that contain both QSR-approved and non-QSR-approved plant products (mixed consignments)	<ul style="list-style-type: none"> • grain and plant product inspection record • refer to Section 2: How do I complete a grain and plant product inspection record? 								

Step	Action
	<p>the inspection results of:</p> <ul style="list-style-type: none"> • fresh fruits • fresh vegetables • dried fruit • nursery stock • bulbs • tubers • cut flowers • foliage
	<ul style="list-style-type: none"> • horticulture inspection record • refer to Section 4: How do I complete a horticulture inspection record?
	<p>initiating an in-transit cold treatment</p> <ul style="list-style-type: none"> • PEMS ITCT Calibration record or • manual Reference: Certificate of loading and calibration record for an in-transit cold treatment • refer to Section 5: How do I complete a manual Certificate of loading and calibration record or PEMS ITCT Calibration record for an in-transit cold treatment?
	<p>supervising an onshore cold treatment</p> <ul style="list-style-type: none"> • PEMS OSCT Calibration record or • Reference: Onshore cold treatment record • refer to Section 6: How do I complete a manual onshore cold treatment record or PEMS OSCT Calibration record for an onshore cold treatment?
	<p>sensor calibrations for vapour heat treatment</p> <ul style="list-style-type: none"> • vapour heat treatment (VHT) calibration record • refer to Section 7: How do I complete a vapour heat treatment (VHT) sensor calibration record?
	<p>supervising a vapour heat treatment</p> <ul style="list-style-type: none"> • PEMS Supervision of VHT record or • Reference: Vapour heat treatment record • refer to Section 8: How do I complete a manual vapour heat treatment record or PEMS Supervision of VHT record?

Step	Action	
	<p>the inspection results of the following exported bulk in ship hold:</p> <ul style="list-style-type: none"> prescribed grain seeds nuts forest products 	<ul style="list-style-type: none"> bulk into ship hold inspection record refer to Section 9: How do I complete a bulk into ship hold inspection record?
	the inspection results for prescribed grain and plant products loaded under a Mobile Bulk Loading arrangement	<ul style="list-style-type: none"> bulk into ship hold inspection record refer to Section 9: How do I complete a bulk into ship hold inspection record?
	the inspection results of empty bulk vessels for loading	<ul style="list-style-type: none"> bulk vessel inspection record refer to Section 10: How do I complete a bulk vessel inspection record?
	the inspection results of empty containers for loading	<ul style="list-style-type: none"> empty container inspection record refer to Section 11: How do I complete an empty container inspection record?
	<ul style="list-style-type: none"> loading periods stoppages hatch numbers other remarks throughout inspections during bulk vessel loading 	<ul style="list-style-type: none"> bulk vessel loading running record refer to Section 12: How do I complete a PE105 Bulk Vessel Loading Running Records? <p>Note: the equivalent electronic record is not available in PEMS.</p>

Section 2: How do I complete a grain and plant product inspection?

The following table outlines the field names and the content that must be entered into a grain and plant product inspection record.

Field name	Content
<i>RFP Number</i> [^]	Unique number assigned to the RFP.
<i>AO Name</i> *	<p>Name of the AO conducting the inspection as it appears on the instrument of appointment.</p> <p>Important:</p> <ul style="list-style-type: none"> If multiple AOs conduct the inspection, then record <ul style="list-style-type: none"> the name of the supervising AO in this field the name and AO number of any other inspection AOs in the <i>Comments</i> field (manual records only). The AO whose name is recorded in this field will need to sign/submit the record after the completion of inspection.
<i>AO Number</i> *	Unique number assigned to the AO.

Field name	Content
<i>Establishment Name</i> *^	Name of the registered establishment where the goods are being inspected.
<i>Establishment Number</i> *^	Establishment's registration number.
<i>Exporter Name</i> *^	Name of the exporter.
<i>Original RFP No. (Re-inspection only)</i> ^	<ul style="list-style-type: none"> The RFP number under which the goods were initially inspected. If the goods are being inspected for the first time, record 'N/A'.
<i>Total Quantity</i> *^	Total quantity of goods in the consignment presented for inspection. Important: Where goods are packed and inspected over multiple days, and the results recorded on multiple records, make a note of this in the <i>Comments</i> field.
<i>Unit</i> *^	The unit type. For example, tonnes, cartons, bags, pieces, packets, bulk, bales, cubic volume.
<i>Estimated Net Metric Weight and Unit</i> ^ Note: PEMS record only	Note: This information is extracted into PEMS from EXDOC when the 'Outcome type' of Container is selected and the 'Package' is also Containers.
<i>Inspection Start Date and Time</i> *	Date and time inspection activity commenced. Note: This can be expressed as either am/pm or 24-hour time.
<i>Inspection End Date and Time</i> *	Date and time inspection activity was completed. Note: This can be expressed as either am/pm or 24-hour time.
<i>Destination Country</i> *^	Country the goods are being exported to.
<i>Import Permit No.</i> *^	<ul style="list-style-type: none"> The number of the import permit presented. If an import permit has not been supplied, record 'Not supplied'. Important: An import permit must be supplied where it is a mandatory requirement as specified in Micor. Note: This information can be extracted from EXDOC into PEMS by using the Refresh from EXDOC action
<i>Flow Path Result</i> *	<ul style="list-style-type: none"> The result of flow path inspection (Pass/Fail/Pass after rectification), including any comments. For goods exported under Quality Systems Recognition (QSR), record 'N/A'. Where the result is 'Pass after rectification', record the failed result, including the date and time of the failure, in the <i>Comments</i> field.
<i>Flow path Date and Time</i> *	The date and time the flow path was passed or failed.
<i>Outcome type</i> *	The basis on which the inspection outcome (total passed and total failed) is determined. Record 'Packaged/Container' or 'weight'.

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Field name	Content												
2.25 Litres/33.33 tonnes* [^]	If the sampling rate of the product inspection the AO is using is 2.25 Litres/33.33 tonnes write 'Yes'. Important: If the sampling rate is not 2.25 Litres/33.33 tonnes write 'No' and record the chosen sampling rate in the <i>Sampled</i> field.												
Expiry Date Note: PEMS record only	The date the on which the validity period for passed plants or plant products expires; 28 days from the date of inspection. Note: This automatically calculated by PEMS.												
RFP line No.* [^]	The line number of product that is listed on the RFP.												
Container number* [^]	<ul style="list-style-type: none"> Unique container number. Record 'N/A' if not applicable. For example, if less than container load (LCL), mail or air freight. 												
Source*	<ul style="list-style-type: none"> The source of the product presented, such as Silo Number, Bin Number, Stack Number, Lot Number, Batch number (for traceability). Record 'N/A' if not applicable. Important: Commercial descriptions, such as an invoice number, are not acceptable.												
Commodity* [^]	Name of the commodity presented for inspection.												
Package—Number* [^]	<p>Number of units.</p> <table border="1"> <thead> <tr> <th>If the consignment is...</th> <th>Then record...</th> </tr> </thead> <tbody> <tr> <td>bulk into container</td> <td>bulk</td> </tr> <tr> <td>packaged</td> <td>the number of packages</td> </tr> <tr> <td>hay, straw or cotton</td> <td>the number of bales</td> </tr> <tr> <td>logs</td> <td>the number of logs or volume Important: If the RFP refers to weight, record 'bulk'.</td> </tr> <tr> <td>timber</td> <td>the number of pieces, bundles or packs</td> </tr> </tbody> </table>	If the consignment is...	Then record...	bulk into container	bulk	packaged	the number of packages	hay, straw or cotton	the number of bales	logs	the number of logs or volume Important: If the RFP refers to weight, record 'bulk'.	timber	the number of pieces, bundles or packs
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timber	the number of pieces, bundles or packs												
Package—Type* [^]	The packaging type.												

Field name	Content												
<i>Package—Weight</i> [^]	The weight of the individual unit/s.												
	<table border="1"> <thead> <tr> <th>If the consignment is...</th> <th>Then record...</th> </tr> </thead> <tbody> <tr> <td>bulk into container</td> <td>the weight of each container Note: for grains and logs, if accurate weights are not known at time of inspection this field can be left blank.</td> </tr> <tr> <td>packaged</td> <td>the weight as declared on the package</td> </tr> <tr> <td>hay, straw or cotton</td> <td>'N/A'</td> </tr> <tr> <td>logs</td> <td>'N/A'</td> </tr> <tr> <td>timber</td> <td>'N/A'</td> </tr> </tbody> </table>	If the consignment is...	Then record...	bulk into container	the weight of each container Note: for grains and logs, if accurate weights are not known at time of inspection this field can be left blank.	packaged	the weight as declared on the package	hay, straw or cotton	'N/A'	logs	'N/A'	timber	'N/A'
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	hay, straw or cotton	'N/A'											
logs	'N/A'												
timber	'N/A'												
<i>Package—Unit</i> [^]	The unit of measurement. For example, grams (gm), kilograms (kg), Tonnes (T).												
<i>Sub-Totals—Line Weight</i>	<ul style="list-style-type: none"> The number of units multiplied by the unit weight. Record the nett weight of the product if no <i>Package—Weight</i> has been recorded. Note: This automatically calculated by PEMS.												
<i>Sub-Totals—Unit</i>	<p>The unit of measurement. For example, grams (gm), kilograms (kg), Tonnes (T).</p> <p>Important: <i>Package—Unit</i> and <i>Sub-Totals—Line Weight</i> unit must be the same unit of measurement.</p> <p>Note: This automatically calculated by PEMS.</p>												
<i>Sampled</i>	Specify the chosen sampling rate, where it differs from the standard 2.25Lt/33.33 tonnes or equivalent.												
<i>Result (Pass/Fail)</i> [*]	<p>Specify 'Pass' or 'Fail'.</p> <p>Note: bulk containers can be passed or failed without <i>Package—weight</i> field being filled.</p>												

Field name	Content
<i>Remarks</i>	<ul style="list-style-type: none"> • For all commodities, include general comments, if required. For example, live pest identifications and contaminants, weed seeds. • For goods exported under Quality Systems Recognition (QSR), record <ul style="list-style-type: none"> ○ the specific packaging type ○ whether goods, packaging type and package size match the establishment's QSR-approval. • Where a container is partially loaded and subsequently filled on separate days, record 'partially filled'. • For packaged grain and plant product consignments less than or equal to 1kg, record which packages were sampled for inspection in the <i>remarks</i> or <i>comments</i> field in PEMS or on the manual inspection record. • For goods exported bulk in containers inspected without accurate weights, record either full container load 'FCL' or less than container load 'LCL', and that it was 'passed pending RFP being updated with accurate weights once known'. <p>Note: The consignment cannot be authorised until accurate weights are reflected on the RFP.</p> <ul style="list-style-type: none"> • When undertaking reduced sampling for logs, record <ul style="list-style-type: none"> ○ 'container sighted' for those containers not specifically sampled/inspected ○ 'container sampled' or similar text for those inspected
<i>Additional Declaration</i> *^	<p>Record the relevant EXDOC endorsement number(s) of any additional declarations if applicable.</p> <p>Note: Record 'N/A' if not applicable.</p>
<i>Comments</i>	<ul style="list-style-type: none"> • Any comments and supporting evidence related to the inspection. For example, treatment certificates/manufacturers declaration sighted, RFP being loaded over multiple days. • For bulk grains and logs where accurate weights are not known and all containers are passed the AO should record 'Passed consignment weight equals Total Quantity (insert weight and unit) as per RFP'. • For re-export consignments, the AO must record that the original or certified copy of the phytosanitary certificate from the importing country(ies) has been sighted at the time of inspection. • Details of any pending treatments or supporting documents required by Micor and permitted to be provided after inspection. <p>Important: For goods exported under QSR, record establishment QSR number, the inspection validity period of the goods and note whether the package type (material and size) matches QSR approval letter.</p>

Field name	Content						
<i>Total Passed</i>	Total quantity of goods that passed the inspection.						
	<table border="1"> <thead> <tr> <th>If the outcome type is...</th> <th>Then record...</th> </tr> </thead> <tbody> <tr> <td>package or container</td> <td>the total number of containers, packages or bales that have passed</td> </tr> <tr> <td>weight</td> <td>the sum of <i>Sub-Total Line Weight</i> for all RFP lines that have passed</td> </tr> </tbody> </table>	If the outcome type is...	Then record...	package or container	the total number of containers, packages or bales that have passed	weight	the sum of <i>Sub-Total Line Weight</i> for all RFP lines that have passed
	If the outcome type is...	Then record...					
package or container	the total number of containers, packages or bales that have passed						
weight	the sum of <i>Sub-Total Line Weight</i> for all RFP lines that have passed						
weight	the sum of <i>Sub-Total Line Weight</i> for all RFP lines that have passed						
<i>Total Failed</i>	Total quantity of goods that failed the inspection.						
	<table border="1"> <thead> <tr> <th>If the outcome type is...</th> <th>Then record...</th> </tr> </thead> <tbody> <tr> <td>package or container</td> <td>the total number of containers, packages or bales that have failed.</td> </tr> <tr> <td>weight</td> <td>the sum of <i>Sub-Total Line Weight</i> for all RFP lines that have failed.</td> </tr> </tbody> </table>	If the outcome type is...	Then record...	package or container	the total number of containers, packages or bales that have failed.	weight	the sum of <i>Sub-Total Line Weight</i> for all RFP lines that have failed.
	If the outcome type is...	Then record...					
package or container	the total number of containers, packages or bales that have failed.						
weight	the sum of <i>Sub-Total Line Weight</i> for all RFP lines that have failed.						
weight	the sum of <i>Sub-Total Line Weight</i> for all RFP lines that have failed.						
<i>Unit</i>	The unit of measurement of the passed or failed goods. For example, grams (gm), kilograms (kg), Tonnes (T).						
<i>Authorised Officer Signature and Date*</i> Note: Manual record only	The signature of the AO and the date.						

Go to: [Section 13: How do I submit a completed inspection record?](#)

Section 3: How do I complete a PEMS *Quality System Recognition* record?

The following table outlines the field names and the content that must be entered into a PEMS *Quality System Recognition* record.

Field name	Content
<i>RFP Number</i> *^	Unique number assigned to the RFP.
<i>Establishment Number</i> *^	Establishment's registration number.
<i>Establishment Name</i> *^	Name of the registered establishment where the goods are being inspected.
<i>QSR number</i> *^	Unique QSR number assigned to the establishment.
<i>Destination Country</i> *^	Country the goods are being exported to.
<i>Original RFP No. (Re-inspection only)</i> ^	<ul style="list-style-type: none"> The RFP number under which the goods were initially inspected. If the goods are being inspected for the first time, record 'N/A'.
<i>Exporter Name</i> *^	Name of the exporter.

Field name	Content
<i>Start Date and Time*</i>	Date and time inspection activity commenced. Note: This can be expressed as either am/pm or 24-hour time.
<i>End Date and Time*</i>	Date and time inspection activity was completed. Note: This can be expressed as either am/pm or 24-hour time.
<i>Expiry Date*^</i>	The date after which the goods will no longer be export compliant, as indicated on the QSR approval letter. Note: QSR products and packaging may have extended inspection validity periods beyond the standard 28 day inspection validity period.
<i>Import Permit No*^</i>	<ul style="list-style-type: none"> The number of the import permit presented. If an import permit has not been supplied, record 'Not supplied'. Important: An import permit must be supplied where it is a mandatory requirement as specified in Micor. Note: This information can be extracted from EXDOC into PEMS by using the Refresh from EXDOC action
<i>Total Quantity*^</i>	Total quantity of goods in the consignment presented for inspection. Important: Where goods are packed and inspected over multiple days, and the results recorded on multiple records, make a note of this in the <i>Comments</i> field.
<i>Type*^</i>	The packaging type.
<i>RFP line No.*^</i>	The line number of product that is listed on the RFP.
<i>Container number*^</i>	<ul style="list-style-type: none"> Unique container number. Record 'N/A' if not applicable. For example, if less than container load (LCL), mail or air freight.
<i>Source*</i>	<ul style="list-style-type: none"> The source of the product presented, such as Silo Number, Bin Number, Stack Number, Lot Number, Batch number (for traceability). Record 'N/A' if not applicable. Important: Commercial descriptions, such as an invoice number, are not acceptable.
<i>Commodity*^</i>	Name of the commodity.
<i>Package—Number*^</i>	Number of packages inspected.
<i>Package—Type*^</i>	The packaging type.
<i>Package—Weight*^</i>	The weight as declared on the individual package.
<i>Package—Unit*^</i>	The unit of measurement. For example, grams (gm), kilograms (kg), Tonnes (T).
<i>Sub-Totals—Line Weight*^</i>	<ul style="list-style-type: none"> The number of units multiplied by the unit weight. Record the nett weight of the product if no <i>Package—Weight</i> has been recorded.

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Field name	Content
<i>Sub-Totals—Unit*</i>	The unit of measurement. For example, grams (gm), kilograms (kg), Tonnes (T). Important: <i>Package—Unit</i> and <i>Sub-Totals—Line Weight</i> unit must be the same unit of measurement.
<i>Result (Pass/Fail)*</i>	Specify 'Passed' or 'Failed'.
<i>Remarks</i>	<ul style="list-style-type: none"> • Include general comments, if required. For example, live pest identifications and contaminants, weed seeds. • Record whether goods, packaging type and package size match the establishment's QSR-approval. • Where a container is partially loaded and subsequently filled on separate days, record 'partially filled'.
<i>Additional Declaration Comments*[^]</i>	<ul style="list-style-type: none"> • Record the relevant EXDOC endorsement numbers of any additional declarations if applicable. • Record 'N/A' if not applicable.
<i>Comments</i>	<ul style="list-style-type: none"> • If there are multiple product lines, record total weight passed. • Any comments and supporting evidence related to the inspection. For example, treatment certificates/manufacturers declaration sighted, RFP being loaded over multiple days. • Details of any pending treatments or supporting documents required by Micor and permitted to be provided after inspection.
<i>Total Passed*</i>	Total number of packages that passed the inspection.
<i>Total Failed*</i>	Total number of packages that failed the inspection.
<i>Authorised Officer (AO Name)*</i>	Name of the AO conducting the inspection as it appears on the instrument of appointment. Important: If multiple AOs conduct the inspection, then record: <ul style="list-style-type: none"> • the name of the supervising AO in this field • the name and AO number of any other inspection AOs in the <i>Comments</i> field (manual records only).
<i>AO Number*</i>	Unique number assigned to the AO.

Go to: [Section 13: How do I submit a completed inspection record?](#)

Section 4: How do I complete a horticulture inspection record?

The following table outlines the field name and the content that must be entered into a horticulture inspection record.

Field name	Content
<i>RFP Number</i> *^	Unique number assigned to the RFP.
<i>Authorised Officer (AO) Name</i> *	Name of the AO conducting the inspection as it appears on the instrument of appointment. Important: <ul style="list-style-type: none"> • If multiple AOs conduct the inspection, then record <ul style="list-style-type: none"> ○ the name of the supervising AO ○ the name and AO number of any other inspection AOs in the <i>Comments</i> field (manual records only). • The AO whose name is recorded in this field will need to sign/submit the record after the completion of inspection.
<i>AO Number</i> *	Unique number assigned to the AO.
<i>Establishment Name</i> *^	Name of the registered establishment where the goods are being inspected.
<i>Establishment Number</i> *^	Establishment's registration number.
<i>Exporter Name</i> *^	Name of the exporter.
<i>Original RFP No. (Re-inspection only)</i> ^ Note: Manual record only	<ul style="list-style-type: none"> • The RFP number under which the goods were initially inspected. • If the goods are being inspected for the first time, record 'N/A'.
<i>Sampling Rate</i> *	The rate at which samples are drawn from the consignment. The sampling rate can be: <ul style="list-style-type: none"> • 600 units • 2% of packages in a consignment • 600 units per line • 2% of packages per line • or 'other' as specified in a protocol/work plan. Important: Where the sampling rate is 'other', you must specify the sampling rate.
<i>Total Quantity</i> *^	Total quantity of goods in the consignment presented for inspection.

Field name	Content								
<i>Target Quantity</i> *^	<p>This field is completed when the selected sampling rate is being applied across the whole consignment.</p> <table border="1"> <thead> <tr> <th>If the sampling rate is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>600 units</td> <td>record the target quantity as '600'.</td> </tr> <tr> <td>2% of packages</td> <td> <p>calculate and enter the number of packages that must be sampled across the whole consignment.</p> <p>For example, for a consignment of 400 cartons, eight cartons must be inspected. The target quantity recorded is eight.</p> <p>Note: PEMS will calculate this value based on the sampling rate information entered by the AO.</p> </td> </tr> <tr> <td>being applied separately to every line on the RFP</td> <td>record 'N/A'.</td> </tr> </tbody> </table>	If the sampling rate is...	Then...	600 units	record the target quantity as '600'.	2% of packages	<p>calculate and enter the number of packages that must be sampled across the whole consignment.</p> <p>For example, for a consignment of 400 cartons, eight cartons must be inspected. The target quantity recorded is eight.</p> <p>Note: PEMS will calculate this value based on the sampling rate information entered by the AO.</p>	being applied separately to every line on the RFP	record 'N/A'.
If the sampling rate is...	Then...								
600 units	record the target quantity as '600'.								
2% of packages	<p>calculate and enter the number of packages that must be sampled across the whole consignment.</p> <p>For example, for a consignment of 400 cartons, eight cartons must be inspected. The target quantity recorded is eight.</p> <p>Note: PEMS will calculate this value based on the sampling rate information entered by the AO.</p>								
being applied separately to every line on the RFP	record 'N/A'.								
<i>Product Origin</i> * (<i>Place of Origin</i> *)	<p>Town or city (spelt out in full) where product was produced or packed or inspected. If the location is in a major city, the suburb does not need to be identified.</p> <table border="1"> <thead> <tr> <th>If the consignment...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>is produced or packed in the one region</td> <td> <p>product origin will be the region where the product was produced or packed.</p> <p>Note: in this scenario, either the production area or packhouse location is acceptable.</p> </td> </tr> <tr> <td>consists of several lines sourced from various regions and consolidated in one establishment</td> <td>product origin is the location of the inspecting establishment.</td> </tr> </tbody> </table>	If the consignment...	Then...	is produced or packed in the one region	<p>product origin will be the region where the product was produced or packed.</p> <p>Note: in this scenario, either the production area or packhouse location is acceptable.</p>	consists of several lines sourced from various regions and consolidated in one establishment	product origin is the location of the inspecting establishment.		
If the consignment...	Then...								
is produced or packed in the one region	<p>product origin will be the region where the product was produced or packed.</p> <p>Note: in this scenario, either the production area or packhouse location is acceptable.</p>								
consists of several lines sourced from various regions and consolidated in one establishment	product origin is the location of the inspecting establishment.								
<i>Destination Country</i> *^	Country the goods are being exported to.								
<i>Inspection Start Date and Time</i> *	<p>Date and time inspection activity commenced.</p> <p>Note: This can be expressed as either am/pm or 24-hour time.</p>								
<i>Inspection End Date and Time</i> *	<p>Date and time inspection activity was completed.</p> <p>Note: This can be expressed as either am/pm or 24-hour time.</p>								
<i>Import Permit No.</i> *^	<p>The number of the import permit presented.</p> <p>If a valid import permit is not presented, record 'Not supplied'.</p> <p>Important: An import permit must be supplied where it is a mandatory requirement as specified in Micor.</p> <p>Note: This information can be extracted from EXDOC into PEMS by using the Refresh from EXDOC action</p>								

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Field name	Content								
<i>Import Permit Date</i>	<ul style="list-style-type: none"> The date the permit was issued/valid from. If an import permit has not been supplied, record 'N/A'. 								
<i>Container Number</i> [^]	<ul style="list-style-type: none"> Unique container number. Record 'N/A' if not applicable. 								
<i>Trade Description</i> [*]	If a trade description has been provided that is consistent with the Export Control (Plants and Plant Products) Rules 2021 or protocol requirements, record 'Yes'. Otherwise, record 'No'.								
<i>Flow path Result (Pass/Fail/Passed after rectification)</i> [*]	The result of flow path inspection (Pass/Fail/Passed after rectification), including any comments. Where the flowpath has passed after rectification has occurred, record how and when the issues were rectified.								
<i>Flow path Date and Time</i> [*]	The date and time the flow path was passed or failed.								
<i>RFP Line No.</i> ^{*^}	The line number of product that is listed on the RFP.								
<i>Line Identification</i> [*]	Source of the product as advised by the exporter and/or Micor Plants. For example, grower identification, packer identification, accreditation number.								
<i>Commodity</i> ^{*^}	Name of the commodity.								
<i>No. of Packages</i> ^{*^}	Number of packages making up the consignment.								
<i>Packaging</i> ^{*^}	Type of packaging (for example, tray, carton, bag or bin).								
<i>Sampled No.</i> ^{*^}	<ul style="list-style-type: none"> The number of units sampled where the sampling rate is 600 units or 600 units per line or The number of packages sampled where the sampling rate is 2% of packages or 2% of packages per line or other. 								
<i>Target</i> ^{*^}	<p>This field is completed where the selected sampling rate is being applied separately to every line on the RFP.</p> <table border="1"> <thead> <tr> <th>If the sampling rate is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>600 units per line</td> <td>record the target as '600'.</td> </tr> <tr> <td>2% of packages per line</td> <td>calculate and enter the number of packages that must be sampled against each line on the RFP.</td> </tr> <tr> <td>being applied across the whole consignment</td> <td>record 'N/A'.</td> </tr> </tbody> </table>	If the sampling rate is...	Then...	600 units per line	record the target as '600'.	2% of packages per line	calculate and enter the number of packages that must be sampled against each line on the RFP.	being applied across the whole consignment	record 'N/A'.
If the sampling rate is...	Then...								
600 units per line	record the target as '600'.								
2% of packages per line	calculate and enter the number of packages that must be sampled against each line on the RFP.								
being applied across the whole consignment	record 'N/A'.								
<i>Result (Pass/Fail)</i> [*]	Specify Pass or Fail.								

Field name	Content								
<i>Remarks</i>	<p>Include general comments, if required. For example, number of fruit inspected for soil, or number of calyxes lifted and inspected.</p> <p>Indicate if one of the following is found.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then record...</th> </tr> </thead> <tbody> <tr> <td>live Insect</td> <td>'LI'</td> </tr> <tr> <td>soil</td> <td>'S'</td> </tr> <tr> <td>non-infestible material</td> <td>'NI'</td> </tr> </tbody> </table>	If...	Then record...	live Insect	'LI'	soil	'S'	non-infestible material	'NI'
If...	Then record...								
live Insect	'LI'								
soil	'S'								
non-infestible material	'NI'								
<i>Additional Declarations</i> *^	<ul style="list-style-type: none"> The relevant EXDOC endorsement numbers of any additional declarations if applicable. Record 'N/A' if not applicable. 								
<i>Comments</i>	<ul style="list-style-type: none"> Any comments and supporting evidence related to the inspection. For example, any certificates sighted, accredited property number and details of any amendments. For re-export consignments, the AO must record that the original or certified copy of the phytosanitary certificate from the importing country(ies) has been sighted at the time of inspection. If the consignment is for a protocol market, the accredited packhouse number must be recorded on the manual record. 								
<i>Total Passed</i> *	Total quantity of goods that passed the inspection, expressed as number of packages.								
<i>Total Failed</i>	Total quantity of goods that failed the inspection, expressed as number of packages.								
<i>Authorised Officer Signature and Date</i> * Note: Manual record only	The signature of the AO and the date.								
<i>Accredited Farm Block Number</i> Note: PEMS record only	The accredited farm number on carton and/or pallet labels								
<i>Accredited Packhouse number</i> Note: PEMS record only	The accredited packhouse number on carton and/or pallet labels.								
<i>Compliance Labelling</i> Note: PEMS record only	If a label has been applied that is consistent with the protocol requirements, record 'Yes'. Otherwise, record 'No'.								

Go to: [Section 13: How do I submit a completed inspection record?](#)

Section 5: How do I complete a manual Certificate of loading and calibration record or PEMS ITCT Calibration record for an in-transit cold treatment?

PEMS will select the correct ITCT template based on the destination country and will perform validations for temperatures to ensure they are within the defined importing country requirements.

The following table outlines the field name and the content that must be entered into a manual certificate of loading and calibration record or PEMS ITCT Calibration record for an in-transit cold treatment.

Field name	Content
<i>RFP number</i> [^]	Unique number assigned to the RFP.
<i>Destination country</i> [^]	Country the goods are being exported to.
<i>Registered Establishment name or number</i> ^{*^}	Name or registration number of the establishment where the goods are being loaded.
<i>Exporter</i> [^]	Name of the exporter.
<i>Container number</i> ^{*^}	Unique container number.
<i>Recorder make and model (USA only)</i>	Make and model of the temperature data recorder. Note: This is only required for consignments being exported to the USA.
<i>Recorder serial number</i> [*]	Unique number attached to a temperature data recorder.
<i>Date and time calibrated (local time)</i> [*]	Date and time (24-hour time) the container was calibrated.
<i>Date and time sealed</i> [*]	Date and time (24-hour time) the container was sealed.
<i>Off-site calibration seal number</i>	Number of the seal, if sensor calibration has been conducted at a different establishment.
<i>Seal number</i> [*]	Unique number of the client seal used to seal the container.
<i>Container size</i> [*]	Select the size of the container— <i>20 foot</i> or <i>40 foot</i> .
<i>Container clock set to GMT</i>	Select <i>YES</i> or <i>NO</i> as applicable.
<i>Container approved for loading</i> [*]	Select <i>YES</i> or <i>NO</i> as applicable.
<i>Taiwan only calibration technician</i> Note: PEMS record only	Name of the calibration technician. Note: This is only required for consignments being exported to Taiwan.
<i>Taiwan only company performing calibration (Calibration company)</i>	Name of the company performing the calibration. Note: This is only required for consignments being exported to Taiwan.

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Field name	Content
Taiwan only Address	Physical address (street number and name) of the company performing calibration, performing the calibration. Note: This is only required for consignments being exported to Taiwan.
Taiwan only State Note: PEMS record only	Select the State where the company performing the calibration is located. Note: This is only required for consignments being exported to Taiwan.
Taiwan only Town (Suburb)	Physical town or suburb of the company performing calibration. Note: This is only required for consignments being exported to Taiwan.
Taiwan only Postcode	Physical postcode of the company performing calibration. Note: This is only required for consignments being exported to Taiwan.
Pre-cooling Pallet temperatures	Pulp temperature of the fruit.
Product at or below treatment temperature* Note: Manual record only	Select YES or NO as applicable.
Sensor 1 1 st reading*	Temperature of sensor 1.
Sensor 1 2 nd reading*	Temperature of sensor 1.
Sensor 1 3 rd reading Note: Manual record only	Temperature of sensor 1. Note: This is only required for citrus being exported to the USA.
Sensor 2 1 st reading*	<ul style="list-style-type: none"> • Temperature of sensor 2. • Record 'N/A' if only one sensor is being used.
Sensor 2 2 nd reading*	<ul style="list-style-type: none"> • Temperature of sensor 2. • Record 'N/A' if only one sensor is being used.
Sensor 2 3 rd reading Note: Manual record only	<ul style="list-style-type: none"> • Temperature of sensor 2. • Record 'N/A' if only one sensor is being used. Note: This is only required for citrus being exported to the USA.
Sensor 3 1 st reading*	<ul style="list-style-type: none"> • Temperature of sensor 3. • Record 'N/A' if only one sensor is being used.
Sensor 3 2 nd reading*	<ul style="list-style-type: none"> • Temperature of sensor 3. • Record 'N/A' if only one sensor is being used.
Sensor 3 3 rd reading Note: Manual record only	<ul style="list-style-type: none"> • Temperature of sensor 3. • Record 'N/A' if only one sensor is being used. Note: This is only required for citrus being exported to the USA.

Field name	Content
<i>Correction factor*</i>	The numerical adjustment (+ or -) required to adjust the reading on the temperature sensor to 0°C. Notes: <ul style="list-style-type: none"> • Correction factor is recorded for each sensor being used. • PEMS will calculate the correction factor for each sensor.
<i>Sensor 1 pulp temperature*</i>	Pulp temperature of the fruit at the time of insertion into the carton.
<i>Sensor 2 pulp temperature*</i>	Pulp temperature of the fruit at the time of insertion into the carton.
<i>Sensor 3 pulp temperature*</i>	Pulp temperature of the fruit at the time of insertion into the carton.
<i>Sensor position has been verified as complying with relevant work plan, protocol or Micor case* (Probes placed)</i>	Select YES, NO or N/A as applicable.
USA only <i>Start loading time</i>	The time (24-hour time) loading of the product starts. Note: This is only required for consignments being exported to the USA.
USA only <i>Complete loading time</i>	The time (24-hour time) loading of the product finishes. Note: This is only required for consignments being exported to the USA.
Japan only <i>Treatment started date</i>	Date the treatment started. Note: This is only required for consignments being exported to Japan.
Japan only <i>Treatment started time (GMT)</i>	Time (in GMT) the treatment starts. Note: This is only required for consignments being exported to Japan.
Japan only <i>Sensor readings at container closure (Treatment start readings)</i>	Pulp temperature of sensors 1, 2 and 3 at the time the treatment commences. Note: This is only required for consignments being exported to Japan.
Japan only <i>Container sealed with Aus. Gov. bolt seal</i> Note: Manual record only	Select Y (yes) or N (no) as applicable. Note: This is only required for consignments being exported to Japan.
Japan only <i>Seal No. (Seal number)</i>	Record the unique number of the Australian government bolt seal. Notes: <ul style="list-style-type: none"> • No alpha letters are to be recorded, numerical digits only. • This is only required for consignments being exported to Japan.

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Field name	Content
<i>Comments</i> Note: PEMS record only	Any comments and supporting evidence related to the inspection.
<i>Authorised Officer name and number*</i>	Name and unique number of the AO supervising the treatment.
<i>Signature*</i>	The signature of the AO.
<i>Date*</i>	The date the inspection AO signed the record.
<i>Start (local time)*</i>	The time (24-hour time) the procedure for initiating an in-transit cold treatment was started.
<i>Finish (local time)*</i>	The time (24-hour time) the procedure for initiating an in-transit cold treatment was finished.

Go to [Section 13: How do I submit a completed inspection record?](#)

Section 6: How do I complete a manual onshore cold treatment record or PEMS OSCT Calibration record for an onshore cold treatment?

The following table outlines the field name and the content that must be entered into manual onshore cold treatment record or PEMS OSCT Calibration record.

Field name	Content
<i>Exporter*</i>	Name of the exporter.
<i>Establishment name and number*^</i>	Name and number of the establishment where the goods are being treated.
<i>RFP number (if known)*</i>	RFP (if known) or unique identification number (e.g. lot number) to be used for traceability.
<i>Destination country*^</i>	Country the goods are being exported to.
<i>Commodity*</i>	Name of the commodity.
<i>Number of packages*</i>	Number of packages being treated.
<i>Type</i> Note: PEMS record only	Type of packages being treated.
<i>Treatment/cool room identifier*</i>	Identifier of the room the treatment is being conducted in.
<i>Treatment schedule*</i>	Temperature and number of days of the selected treatment.
<i>Treatment Duration Days</i>	Enter the targeted number of days the treatment is expected to go for.
Pre-cooling <i>Pallet temperatures</i>	Pulp temperature of the fruit.

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Field name	Content
<i>Product at or below treatment temperature</i> Note: Manual record only	Circle <i>YES</i> or <i>NO</i> as appropriate.
<i>Date of calibration*</i>	Date the sensors are calibrated.
<i>Time of calibration*</i>	Time (24-hour time) the sensors are calibrated.
<i>Sensor 1 1st reading*</i>	Temperature of sensor 1.
<i>Sensor 1 2nd reading*</i>	Temperature of sensor 1.
<i>Sensor 2 1st reading*</i>	Temperature of sensor 2.
<i>Sensor 2 2nd reading*</i>	Temperature of sensor 2.
<i>Sensor 3 1st reading*</i>	Temperature of sensor 3.
<i>Sensor 3 2nd reading*</i>	Temperature of sensor 3.
<i>Sensor 4 1st reading*</i>	Temperature of sensor 4.
<i>Sensor 4 2nd reading*</i>	Temperature of sensor 4.
<i>Air inlet probe 1st reading</i>	Temperature of the air inlet probe.
<i>Air inlet probe 2nd reading</i>	Temperature of the air inlet probe.
<i>Air outlet probe 1st reading</i>	Temperature of the air outlet probe.
<i>Air outlet probe 2nd reading</i>	Temperature of the air outlet probe.
<i>Correction factor*</i>	The numerical adjustment (+ or -) required to adjust the reading on the temperature sensor to 0°C. Notes: <ul style="list-style-type: none"> • Correction factor is recorded for each sensor being used. • PEMS will calculate the correction factor for each sensor.
<i>Sensor 1 pulp temperature*</i>	Pulp temperature of the fruit.
<i>Sensor 2 pulp temperature*</i>	Pulp temperature of the fruit.
<i>Sensor 3 pulp temperature*</i>	Pulp temperature of the fruit.

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Field name	Content						
<i>Sensor 4 pulp temperature*</i>	Pulp temperature of the fruit.						
<i>Sensor position has been verified as complying with relevant work plan, protocol or Micor case* (Probes placed)</i>	Circle <i>YES</i> , <i>NO</i> or write <i>N/A</i> as applicable.						
<i>Seal number(s) of treatment room*</i>	Unique number of the seal used to seal the treatment room.						
<i>Treatment start date and time* (Sealed date and time)</i>	Date and time (24-hour time) the treatment started.						
<i>Inspection Authorised Officer name and number*</i>	Name and unique number of the AO. <table border="1"> <thead> <tr> <th>If completing the...</th> <th>Then record the...</th> </tr> </thead> <tbody> <tr> <td>calibration results</td> <td>name and unique number of the AO supervising the calibration of temperature sensors.</td> </tr> <tr> <td>re-calibration results</td> <td>name and unique number of the AO supervising the re-calibration of temperature sensors.</td> </tr> </tbody> </table>	If completing the...	Then record the...	calibration results	name and unique number of the AO supervising the calibration of temperature sensors.	re-calibration results	name and unique number of the AO supervising the re-calibration of temperature sensors.
If completing the...	Then record the...						
calibration results	name and unique number of the AO supervising the calibration of temperature sensors.						
re-calibration results	name and unique number of the AO supervising the re-calibration of temperature sensors.						
<i>Signature*</i>	The signature of the AO. <table border="1"> <thead> <tr> <th>If completing the...</th> <th>Then record the...</th> </tr> </thead> <tbody> <tr> <td>calibration results</td> <td>signature of the AO supervising the calibration of temperature sensors.</td> </tr> <tr> <td>re-calibration results</td> <td>signature of the AO supervising the re-calibration of temperature sensors.</td> </tr> </tbody> </table>	If completing the...	Then record the...	calibration results	signature of the AO supervising the calibration of temperature sensors.	re-calibration results	signature of the AO supervising the re-calibration of temperature sensors.
If completing the...	Then record the...						
calibration results	signature of the AO supervising the calibration of temperature sensors.						
re-calibration results	signature of the AO supervising the re-calibration of temperature sensors.						
<i>Date of re-calibration*</i>	Date of re-calibration of the temperature sensors.						
<i>Time of re-calibration*</i>	Time (24-hour time) of re-calibration of the temperature sensors.						
<i>Treatment completed successfully* (Result)</i>	<i>YES</i> or <i>NO</i> as appropriate.						
<i>Treatment finish date and time*</i>	Date and time (24-hour time) the treatment was finished.						
<i>Container approved for loading</i>	<i>YES</i> , <i>NO</i> or <i>N/A</i> as appropriate.						
<i>Container number</i>	Unique container number.						
<i>Seal number of container</i>	Unique number of the seal used to seal the container.						

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Field name	Content
<i>Date*</i>	The date the inspection AO supervising the re-calibration of temperature sensors signed the record.

Go to: [Section 13: How do I submit a completed inspection record?](#)

Section 7: How do I complete a vapour heat treatment (VHT) sensor calibration record?

The following table outlines the field name and the content that must be entered into a vapour heat treatment (VHT) sensor calibration record.

Field name	Content
<i>Establishment name*</i>	Name of the establishment where the goods are being treated.
<i>Establishment number*</i>	Number of the establishment where the goods are being treated.
<i>NATA certified Mercury in Glass (MiG) thermometer*</i>	Record if a NATA certified Mercury in Glass (MiG) thermometer has been used—check <i>Yes</i> or <i>No</i> . If <i>Yes</i> is checked, record the <i>Date of NATA certification</i> .
<i>First calibration all probes met requirements*</i>	Check <i>Yes</i> or <i>No</i> .
<i>Second calibration all probes met requirements*</i>	Check <i>Yes</i> or <i>No</i> .
<i>Third calibration all probes met requirements*</i>	Check <i>Yes</i> or <i>No</i> .
<i>Probe/s that do not meet the requirements are listed below and cannot be used for VHT treatment*</i>	Record all probe numbers that have not met the requirements and cannot be used for VHT.
<i>Comments/corrective action:*</i>	Record any comments or corrective actions.
<i>Authorised Officer name and number*</i>	Name and unique number of the AO.
<i>Signature*</i>	The signature of the AO.
<i>Date *</i>	Date of temperature sensor calibration.

Go to: [Section 13: How do I submit a completed inspection record?](#)

Section 8: How do I complete a manual vapour heat treatment record or PEMS Supervision of VHT record?

The following table outlines the field name and the content that must be entered into a manual VHT record or PEMS Supervision of VHT record.

Field name	Content						
<i>Exporter*</i>	Name of the exporter.						
<i>Establishment name and number*</i>	Name and number of the establishment where the goods are being treated.						
<i>RFP/batch number*</i>	Unique RFP or batch identification number.						
<i>Destination country*</i>	<ul style="list-style-type: none"> Country the goods are being exported to. Record 'Generic' if the destination country is not known. 						
<i>Commodity*</i>	Name of the commodity.						
<i>Number of bins*</i>	Number of bins being treated.						
<i>Treatment schedule*</i>	<ul style="list-style-type: none"> Temperature Treatment duration in minutes Relative humidity (%) of the selected treatment 						
<i>Verification of sensor calibration*</i>	Record if the monthly calibration has been completed within 31 days—circle YES or NO as appropriate. If YES is circled, record the <i>Date of sensor calibration</i> .						
<i>Seal number of treatment room exit*</i>	Unique number of the seal on the treatment room exit						
<i>Seal number of treatment room entry*</i>	Unique number of the seal on the treatment room entry						
<i>Time entry door sealed*</i>	Date and time (24-hour time) the door is sealed						
<i>Authorised Officer name and number*</i>	Name and unique number of the AO.						
<i>Signature*</i>	The signature of the AO.						
<i>Date *</i>	The date the AO supervising the start of the treatment signed the record.						
<i>Treatment completed successfully*</i>	Record if the treatment was completed successfully—circle YES or NO as appropriate. <table border="1" data-bbox="518 1724 1385 1982"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>record the <ul style="list-style-type: none"> <i>Treatment start date and time</i> (24-hour time) <i>Treatment finish date and time</i> (24-hour time) </td> </tr> <tr> <td>No</td> <td>Complete the 'Reason for treatment failure' table</td> </tr> </tbody> </table>	If...	Then...	Yes	record the <ul style="list-style-type: none"> <i>Treatment start date and time</i> (24-hour time) <i>Treatment finish date and time</i> (24-hour time) 	No	Complete the 'Reason for treatment failure' table
If...	Then...						
Yes	record the <ul style="list-style-type: none"> <i>Treatment start date and time</i> (24-hour time) <i>Treatment finish date and time</i> (24-hour time) 						
No	Complete the 'Reason for treatment failure' table						

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Field name	Content
<i>Reason for treatment failure</i>	Tick the relevant reason for failure from the options of: <ul style="list-style-type: none"> • <i>Temperature of at least one sensor did not meet the prescribed temperature for the nominated schedule</i> • <i>Humidity level was not reached</i> • <i>Whole treatment process lasted less than two hours</i>
<i>Authorised Officer name and number*</i>	Name and unique number of the AO.
<i>Signature*</i>	The signature of the AO.
<i>Date*</i>	The date the AO supervising the end of the treatment signed the record.

Go to: [Section 13: How do I submit a completed inspection record?](#)

Section 9: How do I complete a bulk into ship hold inspection record?

- A bulk into ship hold inspection record must be completed by the supervising AO.
- A bulk into ship hold inspection record must be completed by collating relevant details from the bulk vessel loading running records.

The following table outlines the field name and the content that must be entered into a bulk into ship hold inspection record.

Field name	Content
<i>RFP Number*^</i>	Unique number assigned to the RFP.
<i>AO Name*</i>	Name of the AO conducting the inspection as it appears on the instrument of appointment. Important: <ul style="list-style-type: none"> • If multiple AOs conduct the inspection, then record <ul style="list-style-type: none"> ○ the name of the supervising AO ○ the name and AO number of any other inspection AOs in the <i>Comments</i> field (manual records only). • The AO whose name is recorded here must sign/submit the record after the completion of inspection.
<i>AO Number*</i>	Unique number assigned to the AO.
<i>Port Name</i>	If conducting a vessel hold re-inspection of logs at the wharf and the wharf is not a registered establishment, enter the port name.

Field name	Content
<i>Establishment Name</i> *^	<ul style="list-style-type: none"> Name of the registered establishment where the goods are being inspected. For mobile bulk loading, record both the upcountry registered establishment and registered wharf where the goods are being inspected. If conducting a vessel hold re-inspection of logs at the wharf and the wharf is not a registered establishment, then record establishment name as N/A. If conducting a vessel hold re-inspection of logs at the wharf and the wharf is a registered establishment then record the name of the registered establishment.
<i>Establishment number</i> *^	<ul style="list-style-type: none"> Establishment's registration number. For mobile bulk loading, record both the upcountry registered establishment and registered wharf numbers where the goods are being inspected. If conducting a vessel hold re-inspection of logs at the wharf, and the wharf is not a registered establishment, then record the establishment number as N/A. If conducting a vessel hold re-inspection of logs at the wharf and the wharf is a registered establishment, then record the establishment's registration number.
<i>Exporter Name</i> *^	Name of the exporter.
<i>Import Permit No</i> *	<ul style="list-style-type: none"> The number of the import permit presented. If an import permit has not been supplied, record 'Not supplied'. <p>Important: An import permit must be supplied where it is a mandatory requirement as specified in Micor.</p> <p>Note: This information can be extracted from EXDOC into PEMS by using the Refresh from EXDOC action</p>
<i>Original RFP No. (Re-inspection only)</i> ^	<ul style="list-style-type: none"> The RFP number under which the goods were initially inspected. If the goods are being inspected for the first time, record 'N/A'.
<i>IMO Number</i> ^	International Maritime Organisation Number (Lloyd's Number) of the vessel. Note: This field is mandatory for all inspections, except the initial inspection of log stockpiles when vessel details are not known. It must be completed for re-inspections of logs at the wharf.
<i>Vessel Name</i> ^	Name of the vessel goods are being loaded into.
<i>No. of holds</i> *^	Total number of holds on the vessel. Note: PEMS will only allow loading of holds which have been passed as part of the bulk vessel inspection
<i>Destination Country</i> *^	Country the goods are being exported to.
<i>Associated RFP/s</i> ^	Any additional RFP numbers

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Field name	Content
<i>Inspection Start Date and Time*</i>	Date and time inspection activity commenced. Note: This can be expressed as either am/pm or 24-hour time.
<i>Inspection End Date and Time*</i>	Date and time inspection activity was completed. Note: This can be expressed as either am/pm or 24-hour time.
<i>Loading Rate (Tonnes/hour)</i>	The average hourly rate at which goods have been loaded onto the vessel. Note: This can be calculated as total quantity loaded divided by loading time.
<i>Flow path Result*</i>	<ul style="list-style-type: none"> The result of flow path inspection (Pass/Fail/Pass after rectification), including any comments. For mobile bulk loading, record the results of both the upcountry and wharf flow path inspection/s. Where the result is 'Pass after rectification', record the failed result, including the date and time of the failure, in the <i>Comments</i> field.
<i>Flow path Date and Time*</i>	<ul style="list-style-type: none"> The date and time the flow path was passed or failed. For mobile bulk loading, record both the upcountry and wharf flow path inspection time/s.
<i>Rejection Limit</i>	<ul style="list-style-type: none"> For prescribed grain, record the cumulative rejection limit; that is, 20 % of the total ships load. If the goods are not prescribed grain, record 'N/A'.
<i>RFP Line No.*^</i>	The line number of product that is listed on the RFP.
<i>Hold Numbers*^</i>	The hold number the commodity is being loaded into. Note: Hold numbers are not required when logs are sampled and inspected from a log stockpile/stack.
<i>Source*</i>	<ul style="list-style-type: none"> The source of the product presented, such as Silo Number, Bin Number, Stack Number, Lot Number (for traceability). Record 'N/A' if not applicable. Important: Commercial descriptions, such as an invoice number, are not acceptable.
<i>Commodity*^</i>	Name of the commodity.
<i>Amount Passed*</i>	Quantity of goods that passed the inspection. Note: This figure can be more than the quantity shown on the RFP to allow for cases where exact quantity or weights are not known until after inspection and loading.
<i>Amount Failed*</i>	Quantity of goods that failed the inspection.
<i>Unit*^</i>	The unit of measurement. For example, grams (gm), kilograms (kg), Tonnes (T).
<i>Rejection type*</i>	Reasons for the failure.

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Field name	Content
<i>Remarks</i>	<ul style="list-style-type: none"> • Include general comments, if required. For example, live pest identifications and contaminants, weed seeds. • If a source was rejected, record the weight of goods already loaded into the vessel from the rejected source.
<i>Additional Declarations[^]</i>	<ul style="list-style-type: none"> • Record the relevant EXDOC endorsement number(s) of any additional declarations if applicable. • Record 'N/A' if not applicable.
<i>Comments</i>	<ul style="list-style-type: none"> • Any comments and supporting evidence related to the inspection. For example, treatment certificates sighted. • Details of any pending treatments or supporting documents required by Micor and permitted to be provided after inspection. • Details of any associated RFPs of the same commodity being inspected at the same establishment and loaded into the same vessel. • Indicate whether the inspection is a reinspection.
<i>Total Passed*</i>	Total quantity of goods that has been passed and loaded into the vessel.
<i>Total Failed*</i>	Total quantity of goods that failed the inspection.
<i>Unit*[^]</i>	The unit of measurement of the passed or failed goods. For example, grams (gm), kilograms (kg), Tonnes (T).
<i>Authorised Officer Signature and Date*</i> Note: Manual record only	The signature of the AO and the date.

Go to: [Section 13: How do I submit a completed inspection record?](#)

Section 10: How do I complete a bulk vessel inspection record?

The following table outlines the field name and the content that must be entered into a bulk vessel inspection record.

Field name	Content
<i>AO 1 Name*</i>	<p>Name of the AO conducting the inspection as it appears on the instrument of appointment.</p> <p>Important:</p> <ul style="list-style-type: none"> • If multiple AOs conduct the inspection, then record <ul style="list-style-type: none"> ○ the name of the supervising AO in this field ○ the name and AO number of any other inspection AOs in the <i>Comments</i> field (manual records only). • The AO whose name is recorded here must sign/submit the record after completion of the inspection.
<i>AO 1 Number*</i>	Unique number assigned to the AO.

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Field name	Content
<i>AO 2 Name*</i>	Name of the inspection AO who remains outside the vessel hold and performs inspection tasks from above and supervises AO 1 in the hold. Note: If more than two AOs conduct the inspection record, then record the names and AO numbers of all additional AOs in the <i>Comments</i> field.
<i>AO 2 Number*</i>	Unique number assigned to the AO.
<i>IMO Number*</i>	International Maritime Organisation Number (Lloyd's Number) of the vessel.
<i>Vessel Name*</i>	Name of the vessel being inspected.
<i>Inspection Port*</i>	<ul style="list-style-type: none"> Port where the vessel is inspected at berth or Protected anchorage location where the vessel is inspected at mooring.
<i>No. of Holds*</i>	Total number of holds on the vessel. Note: This number may differ from the number of holds being inspected.
<i>Re-inspection (Yes/No)</i>	If the ship is being reinspected after an earlier failure, record 'Yes'. Otherwise, record 'No'.
<i>Marine Surveyor certificate sighted (Yes/No)*</i>	If a copy of the Certificate of Fitness To Load issued by a valid Marine Surveyor has been sighted, then record 'Yes'. Otherwise, record 'No'. Important: The Certificate of Fitness to Load must be sighted for the issuance of vessel approval for prescribed goods for consumption.
<i>Marine Surveyor Name*</i>	Name of the marine surveyor, as per the Marine Surveyor's certificate.
<i>Supplementary Inspection</i>	For holds that require an additional inspection. For example, as a result of ballast being added or removed after the original inspection.
<i>Inspection Level*</i>	'Consumable' or 'non-consumable'.
<i>Inspection Start Date and Time*</i>	Date and time the inspection commenced. Important: A separate record must be completed for each inspection date. Note: <ul style="list-style-type: none"> Commencement time of inspection includes arrival and sign in on vessel. This can be expressed as either am/pm or 24-hour time.
<i>Inspection End Date and Time*</i>	Date and time the inspection was completed. Note: This can be expressed as either am/pm or 24-hour time.
<i>Hold #*</i>	For each hold (1–9) proposed to be loaded, record at least one result from the key against each inspection site.
<i>Total infestation</i>	For each hold (1–9) proposed to be loaded, record if the infestation, residue or contamination was 'heavy' or 'light'. Where no infestation, residues or contaminants were recorded, record 'nil'.

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Field name	Content						
<i>Total No. of Insects</i>	For each hold (1–9) proposed to be loaded, record the number of insects found. Important: If the number of insects exceeds 50, record the number as '50+'.						
<i>Result*</i>	Record 'Pass/Fail/Passed for Cross Contamination (PCC)' or 'N/A' against each hold (1–9) proposed to be loaded.						
<i>Additional areas</i>	Record any additional areas inspected in the rows provided.						
<i>Result*</i>	Record a result against each of the <i>Additional Areas</i> . <table border="1" data-bbox="523 555 1374 792"> <thead> <tr> <th>If goods to be loaded are...</th> <th>Then record...</th> </tr> </thead> <tbody> <tr> <td>non-consumable</td> <td>'Pass/Fail/Passed for Cross Contamination (PCC)' or 'N/A'</td> </tr> <tr> <td>consumable</td> <td>'Fail/Passed for Cross Contamination (PCC)' or 'N/A'</td> </tr> </tbody> </table>	If goods to be loaded are...	Then record...	non-consumable	'Pass/Fail/Passed for Cross Contamination (PCC)' or 'N/A'	consumable	'Fail/Passed for Cross Contamination (PCC)' or 'N/A'
If goods to be loaded are...	Then record...						
non-consumable	'Pass/Fail/Passed for Cross Contamination (PCC)' or 'N/A'						
consumable	'Fail/Passed for Cross Contamination (PCC)' or 'N/A'						
<i>Approved for loading*</i>	Record 'Yes' for those holds and additional areas that are approved to be loaded; or 'No' for those holds and additional areas that are not approved for loading Important: When non-consumable goods are to be loaded onto a vessel; for example, logs, the vessel approval can only be issued when the additional area/s onto which the goods will be loaded are passed and 'Approved for loading' is recorded as 'Yes'.						
<i>Remarks</i>	The details of any non-compliance and the treatment actions. Important: The remarks section becomes mandatory if 'Fail' is selected for an inspection site.						
<i>Comments</i>	Any comments and supporting evidence related to the inspection. For example, any certificates sighted.						
<i>Vessel Approval Issued (Yes/No)*</i>	Select the <i>Yes</i> box provided if at least one hold is passed to load and there is no risk of cross-infestation or cross-contamination from other holds or additional areas.						
<i>Vessel Approval Date and Time*</i>	Record date and time the vessel approval was issued. Note: This is the time that the inspection was finished and the responsible vessel officer was informed in writing.						
<i>Authorised Officer Signature and Date*</i> Note: Manual record only	The signature of the AO and the date.						

Go to [Section 13: How do I submit a completed inspection record?](#)

Section 11: How do I complete an Empty container inspection record?

- An empty container inspection record must only be used by a single inspection AO.

- An empty container inspection record must only be used for recording the results of inspections conducted in a single day.

Note: An empty container inspection record can be used to record the results of multiple container inspections.

The following table outlines the field name and the content that must be entered into an empty container inspection record.

Field name	Content
<i>AO Name*</i>	Name of the AO conducting the inspection as it appears on the instrument of appointment. Important: <ul style="list-style-type: none"> • If multiple AOs conduct the inspection, then record <ul style="list-style-type: none"> ○ the name of the supervising AO in this field ○ the name and AO number of any other inspection AOs in the <i>Comments</i> field (manual records only). • The AO whose name is recorded in this field will need to sign/submit the record after the completion of inspection.
<i>AO Number*</i>	Unique number assigned to the AO.
<i>Place of Inspection*</i>	Name of the establishment or container yard where the container is being inspected.
<i>Inspection Start Date and Time*</i>	Date and time inspection activity commenced. Note: This can be expressed as either am/pm or 24-hour time.
<i>Inspection End Time*</i>	Date and time inspection activity was completed. Note: This can be expressed as either am/pm or 24-hour time.
<i>RFP Number*</i>	<ul style="list-style-type: none"> • Unique number assigned to the RFP. • Record 'N/A' if not known.
<i>Container Number*</i>	<ul style="list-style-type: none"> • Unique container number. • Record 'N/A' if not applicable.
<i>Inspection Level*</i>	Purpose the container was inspected for – Consumable (C) or Non-Consumable (NC).
<i>Seal Number</i>	<ul style="list-style-type: none"> • Unique number on the seal. • Record 'N/A' if not known.
<i>RFP Number</i>	<ul style="list-style-type: none"> • Unique number assigned to the RFP. • Record 'N/A' if not known.
<i>Result (Pass/Fail/Revoke)*</i>	Specify 'Pass', 'Fail' or 'Revoke'.

Field name	Content												
<i>Remarks</i>	<p>Include general comments, if required.</p> <p>Indicate if one of the following is found.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then record...</th> </tr> </thead> <tbody> <tr> <td>live Insect</td> <td>'LI'</td> </tr> <tr> <td>live rodents</td> <td>'LR'</td> </tr> <tr> <td>infestible residue</td> <td>'IR'</td> </tr> <tr> <td>structural damage</td> <td>'SD'</td> </tr> <tr> <td>non-infestible material</td> <td>'NI'</td> </tr> </tbody> </table>	If...	Then record...	live Insect	'LI'	live rodents	'LR'	infestible residue	'IR'	structural damage	'SD'	non-infestible material	'NI'
If...	Then record...												
live Insect	'LI'												
live rodents	'LR'												
infestible residue	'IR'												
structural damage	'SD'												
non-infestible material	'NI'												
<i>Comments</i>	Any comments and supporting evidence related to the inspection. For example, any certificates sighted.												
<i>Authorised Officer Signature and Date*</i>	The signature of the AO and the date.												

Go to: [Section 13: How do I submit a completed inspection record?](#)

Section 12: How do I complete a Bulk vessel loading running record?

A bulk vessel loading running record is not required for bulk logs into ships hold.

The following table outlines the field name and the content that must be entered into a bulk vessel loading running record.

Field name	Content
<i>Vessel Name*</i>	Name of the vessel goods are being loaded into.
<i>RFP Number*</i>	Unique number assigned to the RFP.
<i>Commodity*</i>	Name of the commodity.
<i>IMO Number*</i>	International Maritime Organisation Number (Lloyd's Number) of the vessel.
<i>Establishment Number.*</i>	Establishment's registration number.
<i>Inspection Date*</i>	Date of the inspection.
<i>Start Time*</i>	Time inspection activity commenced. Note: This can be expressed as either am/pm or 24-hour time.
<i>Stop Time*</i>	Time inspection activity was either paused or completed. Note: This can be expressed as either am/pm or 24-hour time.
<i>Source*</i>	Unique number of the silo/bunker from where the product is being loaded onto the vessel on that inspection line.
<i>Hatch Number*</i>	Unique hatch or hold number on the vessel the product is being loaded into.

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Field name	Content
<i>Shipping System</i>	Belt or elevator number where applicable.
<i>Delays (Hh:mm)*</i>	Time elapsed between loading either due to rest breaks taken by the AO or due to other reasons such as rain, machinery breakdown and the like.
<i>Remarks</i>	Include general comments, if required. For example, cell change, hatch change, pest, weed seed/contaminant identifications as per the relevant work instruction.
<i>AO Number*</i>	Unique number assigned to the AO.
<i>Total Delays</i>	Sum of all the delays on the record.

Go to: [Section 13: How do I submit a completed inspection record?](#)

Section 13: How do I submit a completed inspection or treatment record?

Where inspections have been recorded in PEMS, follow the instructions for submitting your record in the Reference: [Plant Export Management System Authorised Officer User Guide](#).

Important: There is no requirement to email copies of the PEMS record to the Assessment Services Exports.

The following table outlines how to submit a manual inspection or treatment record.

Step	Action								
1.	Take a copy (or copies) of the original, signed inspection record and provide it to the appropriate person(s).								
	<table border="1"> <thead> <tr> <th>If the record is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td> one of the following: <ul style="list-style-type: none"> • grain and plant product inspection record or • horticulture inspection record or • bulk into ship hold inspection record or • empty container inspection record or • Certificate of loading and calibration record for an in-transit cold treatment or • Onshore cold treatment record or • Vapour heat treatment sensor calibration record or • Vapour heat treatment record </td> <td> <ul style="list-style-type: none"> • provide a copy of the record to the exporter or agent • go to Step 2. </td> </tr> <tr> <td>Bulk vessel inspection record</td> <td> <ul style="list-style-type: none"> • provide a copy of the record to the ship owner or agent • go to Step 2. </td> </tr> <tr> <td>Bulk vessel loading running record</td> <td> <ul style="list-style-type: none"> • provide a copy of the record to the supervising AO • no further action. </td> </tr> </tbody> </table>	If the record is...	Then...	one of the following: <ul style="list-style-type: none"> • grain and plant product inspection record or • horticulture inspection record or • bulk into ship hold inspection record or • empty container inspection record or • Certificate of loading and calibration record for an in-transit cold treatment or • Onshore cold treatment record or • Vapour heat treatment sensor calibration record or • Vapour heat treatment record 	<ul style="list-style-type: none"> • provide a copy of the record to the exporter or agent • go to Step 2. 	Bulk vessel inspection record	<ul style="list-style-type: none"> • provide a copy of the record to the ship owner or agent • go to Step 2. 	Bulk vessel loading running record	<ul style="list-style-type: none"> • provide a copy of the record to the supervising AO • no further action.
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2. Email a copy of the original, signed inspection record to the [Assessment Services Exports](#).

If the record is a...	Then the subject line of the email must be...
<ul style="list-style-type: none"> • grain and plant product inspection record or • horticulture inspection record 	<p>AO Inspection: AO Name - AO Number - RFP number - Exporter - Date of Departure.</p> <p>For example: 'AO Inspection: John Smith - AO 1234 - RFP 1234567 - Top Exports - DoD 11.05.17'.</p>
<p>bulk into ship hold inspection record</p>	<p>AO Inspection: AO Name - AO Number - RFP number - Exporter - Date of Departure</p> <p>Important: If multiple RFP numbers are listed, a minimum of one RFP number must be listed in the subject of the email and the remaining RFP numbers listed in the email body.</p> <p>For example: 'AO Inspection: John Smith - AO 1234 - RFP 1234567 - Top Exports - DoD 11.05.17'.</p>
<p>bulk vessel inspection record</p>	<p>AO Inspection: AO Name - AO Number - IMO Number</p> <p>Example: 'AO Inspection: John Smith - AO 1234 - IMO 1234567'.</p>
<p>empty container inspection record</p>	<p>AO Inspection: AO Name - AO Number - Container number/RFP number</p> <p>Important:</p> <ul style="list-style-type: none"> • If the RFP number(s) is known at the time of inspection, use this instead of the container number. • If the RFP number(s) is not known and there are multiple containers listed on the record, list one container in the subject line and the remaining container numbers in the email body. <p>For example: 'AO Inspection: John Smith - AO 1234 - Container ABCD1234567/RFP1234567'.</p>
<p>Certificate of loading and calibration record for an in-transit cold treatment</p>	<p>AO Treatment: AO Name - AO Number - RFP number - Exporter - Date of departure - ITCT record</p> <p>For example: 'AO Treatment: John Smith - AO 1234 - RFP 1234567 - Top Exports - DoD 11.05.17 - ITCT record'.</p>
<p>Onshore cold treatment record</p>	<p>AO Treatment: AO Name - AO Number - RFP number - Exporter - Date of departure - OSCT record</p> <p>For example: 'AO Treatment: John Smith - AO 1234 - RFP 1234567 - Top Exports - DoD 11.05.17 - OSCT record'.</p>
<p>Vapour heat treatment sensor calibration record</p>	<p>AO Treatment: AO Name - AO Number - RFP number - Exporter - Date of departure - VHT sensor calibration record</p> <p>For example: 'AO Treatment: John Smith - AO 1234 - RFP 1234567 - Top Exports - DoD 11.05.17 - VHT sensor calibration record'.</p>
<p>Vapour heat treatment record</p>	<p>AO Treatment: AO Name - AO Number - RFP number - Exporter - Date of departure - VHT record</p>

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.

Step	Action
	For example: 'AO Treatment: John Smith - AO 1234 - RFP 1234567 - Top Exports - DoD 11.05.17 - VHT record'.

Record keeping

- AOs must retain original manual inspection records for at least two years.
- AOs do not need to print and retain PEMS records, or keep copies of supporting documents uploaded into PEMS.

Contact information

- Authorised Officer Program: PlantExportTraining@awe.gov.au
- Horticulture Exports Program: HorticultureExports@awe.gov.au
- Grain and Seed Exports Program: Grain.Export@awe.gov.au
- Assessment Services Exports: plantexportsNDH@awe.gov.au
- Plant Export Authorised Officer Hotline: 1800 851 305

Related material

The following related material is available on the department's website:

- [Micor](#)
- [Micor Plants Documents section](#) (protocols and work plans)
- [Plant Export Operations Manual](#)
 - Work Instruction: *Inspecting prescribed grain and plant products*
 - Work Instruction: *Inspecting bagged chaff and hay for export*
 - Work Instruction: *Inspecting loose hay or straw for export in-line*
 - Work Instruction: *Inspecting hay and straw bales for export in-line and end-point*
 - Work Instruction: *Inspecting cotton for export*
 - Work Instruction: *Inspecting forest products for export*
 - Work Instruction: *Inspecting horticulture for export using end-point sampling*
 - Work Instruction: *Inspecting horticulture for export using in-line sampling*
 - Work Instruction: *Inspecting empty bulk vessels for export*
 - Work Instruction: *Inspecting empty containers for export*
 - Reference: *Plant Export Management System Authorised Officer User Guide*
 - Reference: *Grain and Plant Product inspection Record*
 - Reference: *Horticulture inspection record*
 - Reference: *Bulk into ship hold inspection record*
 - Reference: *Bulk vessel inspection record*
 - Reference: *Empty container inspection record*
 - Reference: *Onshore cold treatment record*
 - Reference: *Certificate of loading and calibration record for an in-transit cold treatment*
 - Reference: *Vapour heat treatment sensor calibration record*
 - Reference: *Vapour heat treatment record*
 - Reference: *Table of plant export protocol markets*

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-9-4095	Director, Authorised Officer Program

Version history

The following table details the published date and amendment details for this document.

Version	Date	Amendment details
1	7/06/2018	First publication of this work instruction.
2	24/09/2018	Added certificate of loading and calibration record for an in transit cold treatment and onshore cold treatment record. Title changed from <i>Completing plant export compliance, approval and running records</i> .
3	24/04/2020	<ul style="list-style-type: none">• Amendments to the existing records.• Addition of new records for documenting QSR and MBL inspections in PEMS.• Addition of policy regarding completing records in PEMS.
4	3/06/2020	<ul style="list-style-type: none">• Removal of mandatory field makers (*) for Vessel Name and IMO Number in Section 7: How do I complete a manual PE102 Export Compliance Record or PEMS Bulk into ship hold record?• Added the requirement to record the 'specific packaging type' for goods produced under QSR.
5	12/08/2020	<ul style="list-style-type: none">• Removal of categories for hay and straw inspections.• Removal of the requirement to record the temperature of sensor 3 in the comments field of the PEMS calibration record for citrus being exported to the USA.
6	28/03/2021	Amendments for compliance with the <i>Export Control Act 2020</i> .
7	16/12/2021	<ul style="list-style-type: none">• Amended to remove Mobile Bulk Loading inspection record instructions as currently there are no approvals for mobile bulk loading upcountry.• Amendments for compliance with the revised Export Control (Plants and Plant Products) Rules 2021.