



# REFERENCE

## **Plant Exports Management System (PEMS) Authorised officer user guide – Empty Container Inspections**

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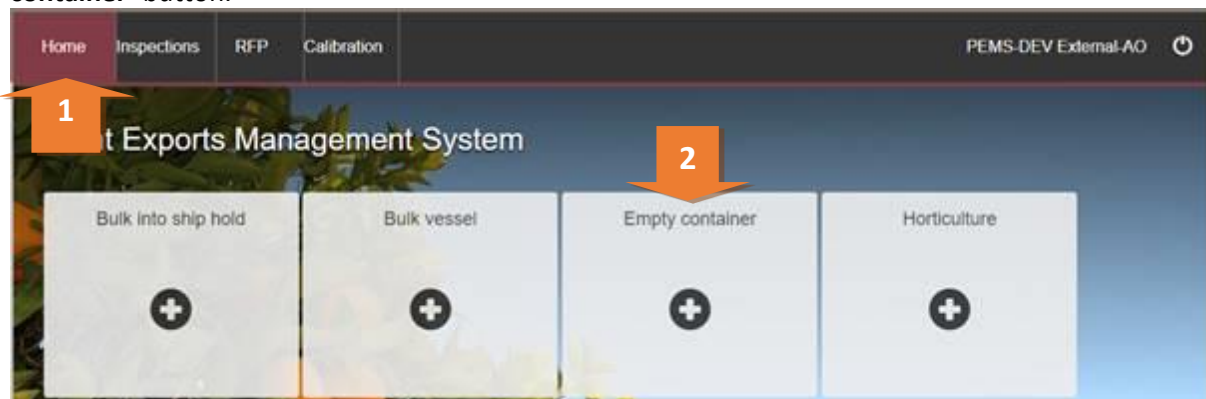
## Purpose of this document

This reference outlines how to use PEMS to record empty container inspections.

**Note:** An overview of PEMS and general functions can be found in the Reference: Plant Exports Management System (PEMS) Authorised Officer User Guide – Overview and general functions.

## Initiating the empty container inspection

To initiate an empty container inspection, click the **Home**<sup>1</sup> PEMS menu tab and then click the **Empty container**<sup>2</sup> button.

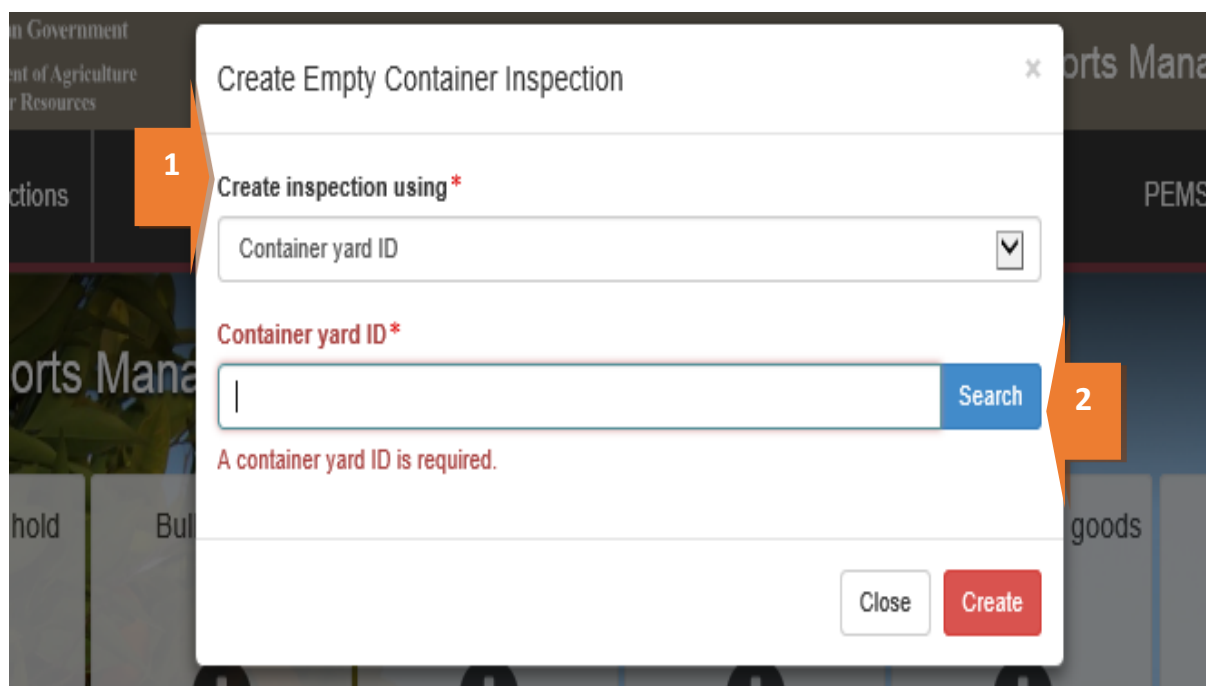


The *Create Empty Container Inspection* window will display.

You can create an empty container inspection record in PEMS by selecting either container yard ID or address from the **Create inspection using**<sup>1</sup> drop down list.

If you choose to create inspection using the container yard ID, then the window will expand and you must enter the **Container yard ID**<sup>1</sup> number. The container yard ID number must be three or four digits long; for example, 123 or 1234.

Click **Search**<sup>2</sup>.



The window will expand and display the **Location details**<sup>1</sup> of the container yard.

Click **Create**<sup>2</sup> if you wish to proceed.

The screenshot shows a dialog box titled "Create Empty Container Inspection". At the top, it says "Create inspection using \*". Below this is a dropdown menu set to "Container yard ID". Underneath is a text input field containing "1234" and a blue "Search" button. A section titled "Location details" is highlighted with an orange box and a callout "1". This section contains a table with two rows: "Container yard ID" with the value "1234" and "Place of inspection" with the value "CRAIG MICHAEL DEAN GLADSTONE ACT 4680". At the bottom of the dialog are "Close" and "Create" buttons, with the "Create" button highlighted by a callout "2".

If you choose to create inspection using the address, then the window will expand and you must enter the address of the location where the empty container inspection is taking place at in the **Address line 1**<sup>1</sup>, **Postcode**<sup>2</sup> and **Suburb**<sup>3</sup> fields, and select the relevant **State**<sup>4</sup>.

Click **Create**<sup>5</sup>.

The screenshot shows the same dialog box, but with the "Create inspection using \*" dropdown set to "Address". Below this are five input fields: "Address line 1\*" (empty), "Address line 2" (empty), "Postcode\*" (empty), "State\*" (empty dropdown), and "Suburb\*" (empty). A red error message "An address line is required." is visible below the "Address line 1\*" field. At the bottom are "Close" and "Create" buttons, with the "Create" button highlighted by a callout "5". Orange callouts "1" through "4" point to the "Address line 1\*", "Postcode\*", "State\*", and "Suburb\*" fields respectively.

The *Empty Container Inspection* page will display by default.

This empty container inspection record will remain **Active**<sup>1</sup> until the inspection record is withdrawn, submitted, or cancelled.

**! While the record is active, the date provided at the top of the empty container inspection record is the date the inspection record was initiated.**

The screenshot shows the 'Empty Container Inspection' page. At the top, there is a navigation bar with 'Home', 'Inspections', 'RFP', and 'Calibration'. The 'Inspections' tab is active. The page title is 'Empty Container Inspection' followed by 'Active 14/04/2016'. A callout box with the number '1' points to the date. Below the title, there are several tabs: 'Inspection', 'Authorised Officers', 'Time Entry', 'Communications', and 'Actions'. The 'Inspection' tab is selected. Underneath, there are sections for 'Location details', 'Results', and 'Comments'. The 'Location details' section shows 'Container yard ID 1234' and 'Place of inspection CRAIG MICHAEL DEAN GLADSTONE ACT 4680'. The 'Results' section shows 'No results.' and an 'Add' link. The 'Comments' section shows 'No comment.' and a 'Change' link. A note at the top right says 'Required fields denoted by \*'.

## Recording inspection results for empty containers

Each empty container that is inspected must have its own inspection result entered.

To add an empty container inspection result to the record, click the **Inspection**<sup>1</sup> tab and then click **Add**<sup>2</sup> under the results section.

This is a close-up screenshot of the 'Empty Container Inspection' page. The title is 'Empty Container Inspection Active 14/04/2016'. Below the title, there are three tabs: 'Inspection', 'Authorised Officers', and 'Time Entry'. The 'Inspection' tab is selected and highlighted with a callout box containing the number '1'. Below the tabs, there are sections for 'Location details', 'Results', and 'Comments'. The 'Location details' section shows 'Container yard ID 1234' and 'Place of inspection CRAIG MICHAEL DEAN GLADSTONE ACT 4680'. The 'Results' section shows 'No results.' and an 'Add' link. The 'Add' link is highlighted with a callout box containing the number '2'.

The *Inspection Result* window will display.

For each empty container inspected:

- enter the **Container number**<sup>1</sup> (must include four letters and six or seven digits; for example, ABCD1234567)
- check the container number you have entered is correct by clicking on **Check**<sup>2</sup>
- enter the alphanumeric **Seal number**<sup>3</sup> when applicable.
- select an **Inspection level**<sup>4</sup> of consumable or non-consumable (default inspection level is consumable)
- select the appropriate **Result**<sup>5</sup> of pass, fail or cancel  
if 'Pass' is selected as the result, a tick box will appear asking if the container has been Passed after rectification. Click this box if this is the case.
- **RFP number**<sup>6</sup> allows an RFP to be associated with a particular container number
- if applicable, select one or more applicable **Remarks**<sup>7</sup> check boxes (mandatory when the container fails or container inspection is cancelled)
- select the **Authorised officer**<sup>8</sup> who inspected the container. See Section 3.1: Assigning authorised officers in the PEMS AO user guide – Overview and general functions.
- click **Save**<sup>9</sup>.

**! Check**<sup>2</sup> performs a two-step validation process via a check digit algorithm and by checking if the container number recorded is available in the *BIC Global Container Database*. This database captures approximately 70% of all containers globally. If the container you have inspected is not captured in the database a warning message is generated encouraging you to double check the details on the container. You will still be able to submit the inspection.

Inspection Result
✕

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**Container number\***

Check

A container number is required.

**Seal number**

**Inspection level\***

Consumable
▼

**Result\***

Pass
▼

Passed After Rectification

**RFP number**

**Remarks**

<input type="checkbox"/> Infestible Residue	<input type="checkbox"/> Live Insects
<input type="checkbox"/> Live Rodents	<input type="checkbox"/> Non-infestible Material
<input type="checkbox"/> Structural Damage	<input type="checkbox"/> Water

**Authorised officer\***

Test3
▼

Close

Save

The empty container inspection page will display the **container inspection result**<sup>1</sup>.

You can **Open**<sup>2</sup> the inspection results to change the data or **Remove**<sup>3</sup> the inspection results up until the inspection record is submitted, cancelled, or withdrawn.

You can see if the container has been associated with an **RFP**<sup>4</sup>.

Click **Add**<sup>5</sup> and repeat the instructions above to add additional container inspection results.

The screenshot shows the 'Empty Container Inspection' page for an active inspection on 25/11/2020. The page includes a navigation bar with 'Home', 'Inspections', 'RFP', and 'Calibration' tabs. The main content area has tabs for 'Inspection', 'Authorised Officers', 'Time Entry', 'Communications', and 'Actions'. Below these is the 'Location details' section, which includes the container ID '100' and the location 'MARATHON FOOD INDUSTRIES PROPRIETARY LIMITED 51-53 HOBSONS ROAD WENNINGTON VIC 3031'. A 'Results (2)' section contains a table with two rows of inspection data. The 'Comments' section at the bottom shows 'No comment'. Five orange callout boxes with numbers 1 through 5 point to specific elements: 1 points to the 'Results (2)' header, 2 points to the 'Open' button in the first row, 3 points to the 'Remove' button in the first row, 4 points to the 'RFP' column header, and 5 points to the 'Add' button next to the 'Results (2)' header.

Container	Level	Result	Authorised officer	RFP	Actions
TDST3264532	Consumable	Pass	PEMS-DEV External-AO	0044474	Open Remove
DFDD3534543	Consumable	Pass	PEMS-DEV Internal-AO		Open Remove

## Completing and submitting the inspection record

The empty container inspection record can only be submitted after:

all empty container inspection results are entered

if applicable, any general **Comments**<sup>1</sup> regarding the inspection are provided (see Section 3.6 Adding comments to an inspection record in the PEMS AO user guide – Overview and general functions)

a **Time Entry**<sup>2</sup> is provided for all AOs who recorded inspection results

if applicable, all attachments and correspondence are added under the **Communications**<sup>3</sup> tab.

Details on the Time Entry and Communications tabs can be found in Section 3: General PEMS inspections functions [in the PEMS AO user guide – Overview and general functions](#).

When you are ready to submit the inspection record, click the **Actions**<sup>4</sup> tab and then click **Submit**<sup>5</sup>.

For more information on **Downloading** the inspection report, **Cancelling** the inspection and **Withdrawing**<sup>6</sup> from the inspection, see Section 3.4 Actions tab [in the PEMS AO user guide – Overview and general functions](#).

! Once the inspection record is submitted the inspection record will become read-only and you will be unable to make changes to the data provided.

The screenshot shows the 'Empty Container Inspection' interface for an active inspection on 01/06/2016. The interface includes a navigation bar with tabs for 'Inspection', 'Authorised Officers', 'Time Entry', 'Communications', and 'Actions'. The 'Actions' tab is highlighted with a red arrow labeled '4'. Below the navigation bar, there are three sections: 'Location details', 'Results', and 'Comments'. The 'Location details' section shows 'Container yard ID 1234' and 'Place of inspection CRAIG MICHAEL DEAN GLADSTONE QLD 4680', with an orange arrow labeled '2' pointing to the 'Time Entry' tab and another labeled '3' pointing to the 'Communications' tab. The 'Results' section shows 'No results.' and an orange arrow labeled '6' pointing to the 'Actions' tab. The 'Comments' section shows 'No comment.' and an orange arrow labeled '1' pointing to the 'Comments' tab. The 'Actions' dropdown menu is open, showing options: 'Download report', 'Cancel', 'Withdraw', 'Submit', and 'Checkout'. An orange arrow labeled '5' points to the 'Submit' option, and another labeled '6' points to the 'Withdraw' option.



A pop-up window will ask you to confirm that you want to **submit this inspection**<sup>1</sup>.

It will also ask if you want to **email the exporter/EDI user on the submission of the inspection**<sup>2</sup>.  
When selecting this option, the Inspection submit confirmation box will expand.

Enter the **email address**<sup>3</sup>, this can be multiple email addresses each separated by a comma.

Enter in any **Comments**<sup>4</sup> that are to be included in the email.

Click **Save**<sup>5</sup>.

Inspection submit confirmation

Are you sure you want to submit this inspection?

I want to email the exporter/EDI user on the submission of the inspection.

Email Address

Exporters.email@gmail.com

Comment

Dear Exporter

Please note I have submitted the inspection record for RFP1111111 in PEMS, please request Authorisation at your earliest convenience.

Kind Regards

IAO

Close Save

Once submitted, the empty container inspection will appear as **Completed**<sup>1</sup>.

Empty Container Inspection Completed 25/08/2021

Inspection ID - C570796

Inspection Authorised Officers Time Entry Communications Actions

Location details

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

## Expiration date for empty container inspection validity

An expiry date will be allocated to all containers which have passed assessment on the completed inspection record. The expiry date is automatically calculated as 90 days from the first date of the first-time entry. To see the expiration date for containers, click the **Inspection**<sup>1</sup> tab and an **Expiry date**<sup>2</sup> will be listed beside the appropriate result records.

If the expiry date for a container is extended, the reason for the expiry date extension can be viewed by clicking **Expiry**<sup>3</sup> and then clicking **History**<sup>4</sup>.

The screenshot shows the 'Empty Container Inspection' interface. At the top, it says 'Completed 02/05/2016' and 'Required fields'. Below this is a navigation bar with tabs: 'Inspection' (highlighted with an orange arrow and '1'), 'Authorised Officers', 'Time Entry', 'Communications', and 'Actions'. Under 'Inspection', there is a 'Location details' section with 'Container yard ID 1234' and 'Place of inspection CRAIG MICHAEL DEAN GLADSTONE ACT 4680'. Below that is a 'Results (2)' table:

Container	Level	Result	Authorised officer	Expiry date	Actions
TCKU1234567	Consumable	Fail	PEMS-DEV Internal-AO		Open
TCKU1134567	Consumable	Pass	PEMS-DEV Internal-AO	31/07/2016	Open Expiry History

Orange arrows point to the 'Inspection' tab (1), the 'Expiry date' column (2), the 'Expiry' dropdown menu (3), and the 'History' button (4).

If you click history, the *Expiry History* window will display.

Click **Close**<sup>1</sup> to exit the window.

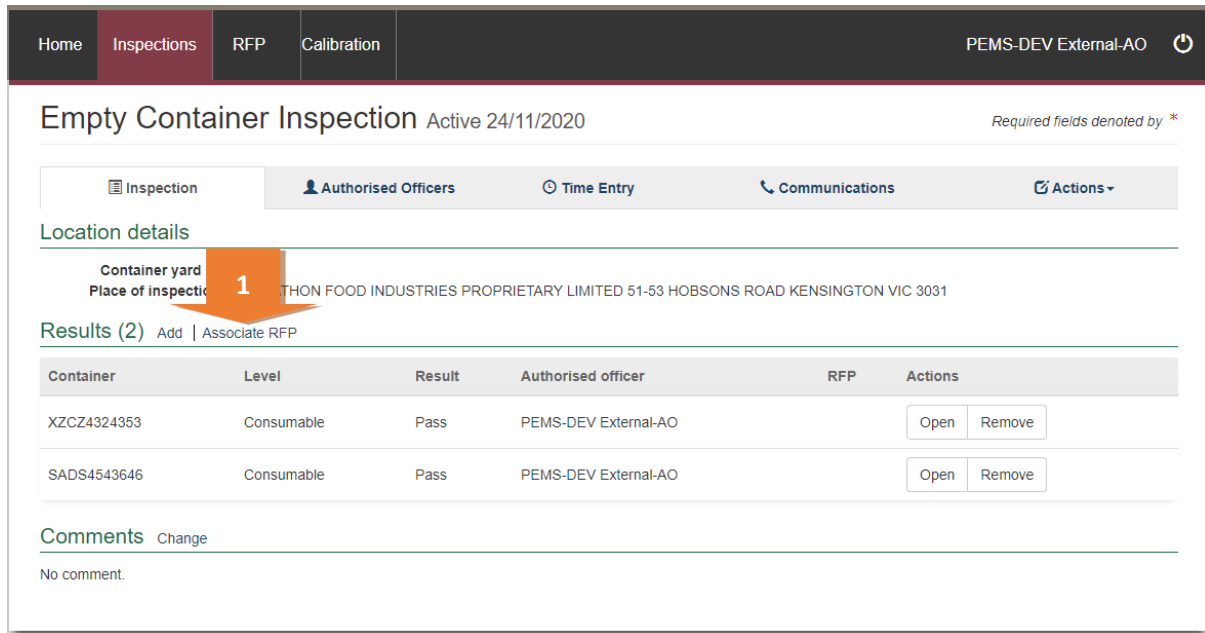
The screenshot shows the 'Expiry History' window. It has a table with the following data:

Expiry date	Reason	Extended on	Extended by	Comment
03/10/2016	Logistics	29/08/2016 12:14	PEMS-DEV Hub-Officer	

An orange arrow points to the 'Close' button (1) at the bottom right of the window.

## Associating an RFP

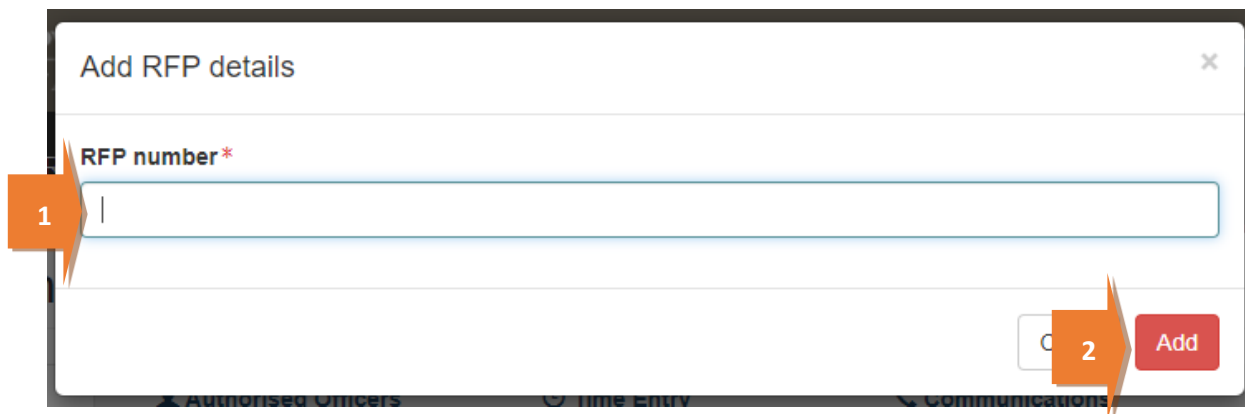
An RFP can be associated to the container approval records. Select **Associate RFP**<sup>1</sup>.



The screenshot shows the 'Empty Container Inspection' page for an active inspection on 24/11/2020. The page has a navigation bar with 'Home', 'Inspections', 'RFP', and 'Calibration'. The 'Inspections' tab is selected. Below the navigation bar, there are tabs for 'Inspection', 'Authorised Officers', 'Time Entry', 'Communications', and 'Actions'. The 'Inspection' tab is active. Under 'Location details', the 'Container yard' and 'Place of inspection' are listed. An orange arrow labeled '1' points to the 'Associate RFP' button in the 'Results (2)' section. The 'Results' table has columns for 'Container', 'Level', 'Result', 'Authorised officer', 'RFP', and 'Actions'. Two containers are listed: XZCZ4324353 and SADS4543646, both with a 'Consumable' level and 'Pass' result. The 'Comments' section is empty.

The *Add RFP details* window will appear.

Enter the **RFP number**<sup>1</sup> that is associated with all the containers listed and select **Add**<sup>2</sup>.



The screenshot shows the 'Add RFP details' dialog box. It has a title bar with 'Add RFP details' and a close button. The main content area has a label 'RFP number\*' above a text input field. An orange arrow labeled '1' points to the input field. Below the input field, there is a 'Cancel' button and an 'Add' button. An orange arrow labeled '2' points to the 'Add' button.

The **RFP<sup>1</sup>** number will appear for all the containers listed on the *Empty Container Inspection* page.

Home Inspections RFP Calibration PEMS-DEV External-AO

### Empty Container Inspection Active 24/11/2020

The inspection result has been added.

Inspection Authorised Officers Time Entry Communications Actions

**Location details**

Container yard ID 100  
Place of inspection MARATHON FOOD INDUSTRIES PROPRIETARY LIMITED 51-53 HOBSONS ROAD MANTON VIC 3031

**Results (4)** Add | Associate RFP

Container	Level	Result	Authorised officer	RFP	Actions
XZCZ4324353	Consumable	Pass	PEMS-DEV External-AO	0044460	Open Remove
SADS4543646	Consumable	Pass	PEMS-DEV External-AO	0044460	Open Remove
LOOP1234567	Consumable	Fail	PEMS-DEV External-AO	0044460	Open Remove
CONT987654	Consumable	Pass	PEMS-DEV External-AO	0044460	Open Remove

**Comments** Change

No comment.

!. This will extract all the containers associated to that RFP with a pass result ONLY. The failed containers will not be extracted to the inspection, despite of their association with the empty containers inspection and they cannot be used.

!. When the Empty container inspection has multiple container numbers, containers can be assigned to different RFPs on the provision that all RFPs are from the same exporter number.

## Revoking an empty container approval status

If the condition of an empty container has changed from when it was originally passed, and it no longer complies with the department's requirements, the approval status of the container can be changed from Pass to Revoked. This action can be performed by any authorised officer that has the empty container job function.

See [Section 2.1 Inspection search](#) of the *PEMS AO user guide – Overview and General Functions* on how to search for a container number. The empty container inspection must be in *completed* status.

All container numbers completed on the Empty Container Inspection will be shown.

Select the container/s that need to be to have the approval status revoked and click **Revoke**<sup>1</sup>.

Empty Container Inspection Completed 15/02/2021 Required fields denoted by \*

Inspection ID - C568603


Inspection   Authorised Officers   Time Entry   Communications   Actions

Location details

Container yard ID 999  
Place of inspection AQIS DEMONSTRATION ESTABLISHMENT EDMUND BARTON BUILDING BROUGHTON STREET BARTON ACT 2600

Results (8)

Container	Level	Result	Authorised officer	Expiry date	RFP	Actions
TEST1234567	Consumable	Pass	PEMS-DEV External-AO	15/03/2021		Open   Expiry ▾   Revoke
TEST1234568	Consumable	Pass	PEMS-DEV External-AO	15/03/2021		Open   Expiry ▾   Revoke
TEST1234569	Consumable	Pass	PEMS-DEV External-AO	15/03/2021		Open   Expiry ▾   Revoke
TEST1234561	Consumable	Pass	PEMS-DEV External-AO	15/03/2021		Open   Expiry ▾   Revoke
TEST1234562	Consumable	Pass	PEMS-DEV External-AO	15/03/2021		Open   Expiry ▾   Revoke
TEST1234563	Consumable	Pass	PEMS-DEV External-AO	15/03/2021		Open   Expiry ▾   Revoke



The *Revoke Container* window opens.

Enter the **Email Address**<sup>1</sup> of the client to notify them that the container approval has been revoked. Multiple email addresses can be added to the email address field and each address should be separated by a comma and a space.

Select the appropriate **Remarks**<sup>2</sup>.

Enter the **Reason for Revocation**<sup>3</sup>. This reason will appear in the body of the email and can be up to 500 characters.

Click **Save**<sup>4</sup>.

The screenshot shows the 'Revoke Container' form with the following fields and callouts:

- 1**: Points to the 'Email Address \*' text input field containing 'abc@gmail.com, Exporter@gmail.com, EDI@yahoo.com'.
- 2**: Points to the 'Remarks' section containing five checkboxes: 'Infestible Residue', 'Live Insects', 'Live Rodents', 'Non-Infestible Material', and 'Structural Damage', 'Water'.
- 3**: Points to the 'Reason for Revocation' text input field.
- 4**: Points to the 'Save' button.

Other visible elements include 'Previous' and 'Next' buttons at the bottom left.

Confirmation the empty container inspection result has been updated will appear.

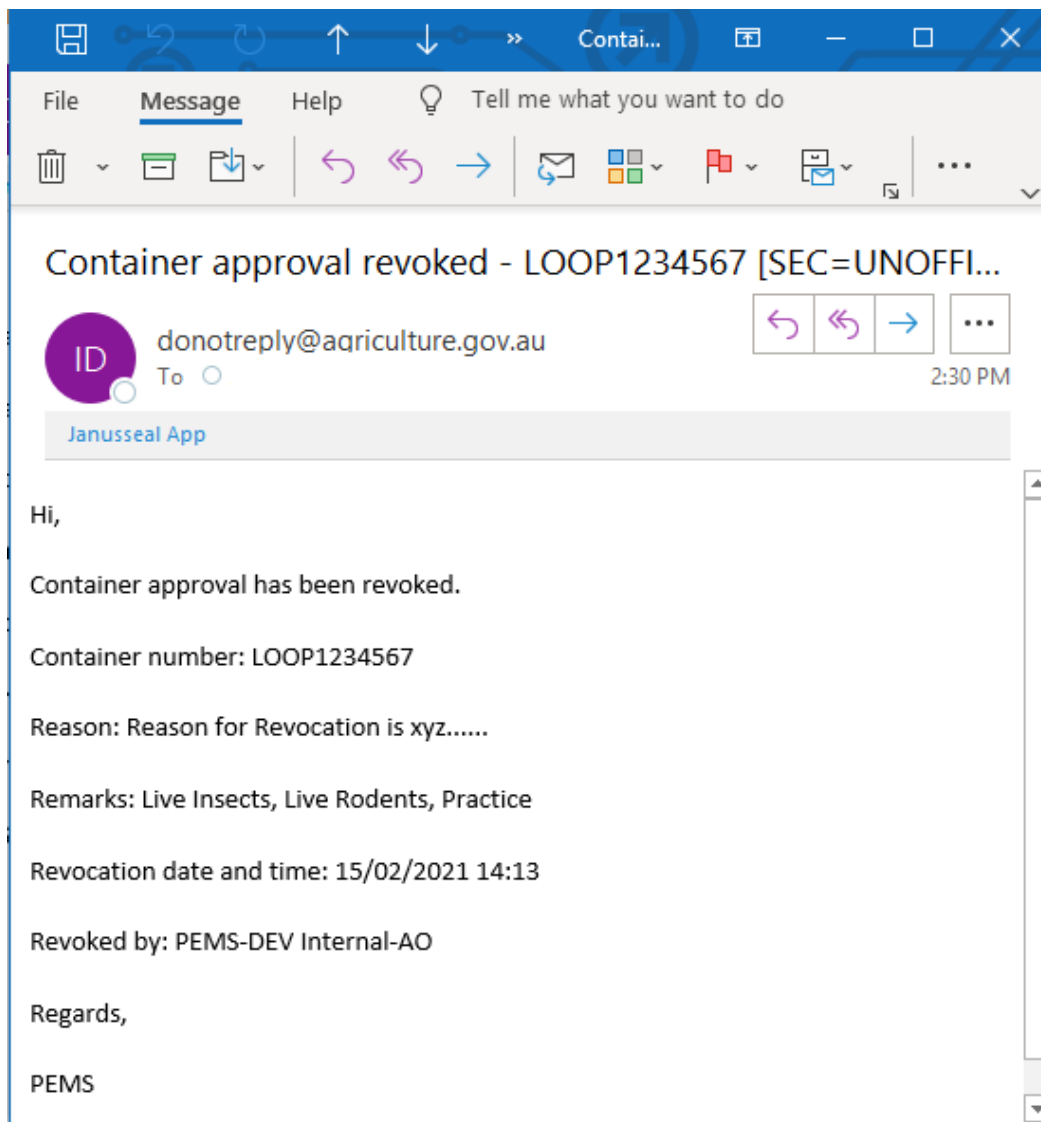
The containers that have been revoked will have the Result changed to **Revoked**<sup>1</sup>. This revocation cannot be removed until a new empty container inspection is completed.

The screenshot shows the 'Empty Container Inspection' results page for inspection ID C568577, completed on 10/02/2021. A green notification bar at the top states 'The inspection result has been updated.' Below this, there are navigation tabs for 'Inspection', 'Authorised Officers', 'Time Entry', 'Communications', and 'Actions'. The 'Location details' section shows 'Container yard ID 9999' and 'Place of inspection TEST MEAT ESTAB 2 HOPE STREET CANBERRAACT 2600'. The 'Results (5)' section contains a table with the following data:

Container	Level	Result	Authorised officer	Expiry date	RFP	Actions
LOOP1234567	Consumable	Revoked	External-AO			Open
CONT1234567	Consumable	Revoked	External-AO			Open
CONT000003	Consumable	Pass	PEMS-DEV External-AO	10/03/2021		Open Expiry Revoke
CONT987654	Consumable	Pass	PEMS-DEV External-AO	10/03/2021		Open Expiry Revoke
CONT000001	Consumable	Pass	PEMS-DEV External-AO	10/03/2021		Open Expiry Revoke

**1**: Points to the 'Revoked' result in the table.

Example of the email that is sent to the nominated email address/es.



## Related material

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

- Manual of Importing Country Requirements ([Micor](#)).
- [Micor Plants](#) (importing country requirements, protocols and work plans)
- [Protocols, work plans](#)
- [Plant Export Operations Manual](#)
- Reference: *PEMS AO user guide – Overview and General Functions*
  - *Grain and Plant Product Inspection*
  - *Horticulture inspections*
  - *Bulk vessel inspections*
  - *Bulk into ship hold inspections*
  - *Quality systems recognition inspection*
  - *In-transit cold treatment calibration records*

The following related material is available on the department's [Learnhub](#):

- Plant Export Management System (PEMS) video tutorials.

## Contact information

- Authorised Officer Hotline: 1800 851 305
- Authorised Officer Program: [PlantExportTraining@awe.gov.au](mailto:PlantExportTraining@awe.gov.au)
- PEMS Administration: [PEMS@awe.gov.au](mailto:PEMS@awe.gov.au).



## Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-9-7601	Director, Congestion Busting Program

## Version history

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

Version	Date	Amendment details
1.0	08/07/2016	New user guide.
1.1	12/07/2016	Minor variations for accuracy and clarity.
2.0	30/09/2016	Complete document restructure. Addition of sections on: <ul style="list-style-type: none"><li>○ Logging into PEMS</li><li>○ Calibration records</li><li>○ Calibration search.</li></ul>
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.
5.0	4/11/2019	Updated with PEMS v.3.3 and 3.4 enhancements.
6.0	3/06/2020	Updated with PEMS 3.5 enhancements.
7.0	28/08/2020	Removal of appendices from Plant Exports Management System (PEMS) Authorised Officer user guide to make each its own user guide.
8.0	10/12/2020	Updated with PEMS v3.9a enhancements.
9.0	28/03/2021	Updated for commencement of the <i>Export Control Act 2020</i> and associated Plant Rules.
10	7/06/2021	Removed CGI reference.
11	13/09/2021	Updated with PEMS September 2021 release.
12	4/04/2022	Updated with PEMS release in April 2022.

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