



# REFERENCE

## Plant Exports Management System (PEMS) Authorised officer user guide – Vapour Heat Treatment (VHT)

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## Purpose of this document

This reference outlines how to use PEMS to record vapour heat treatment (VHT) records.

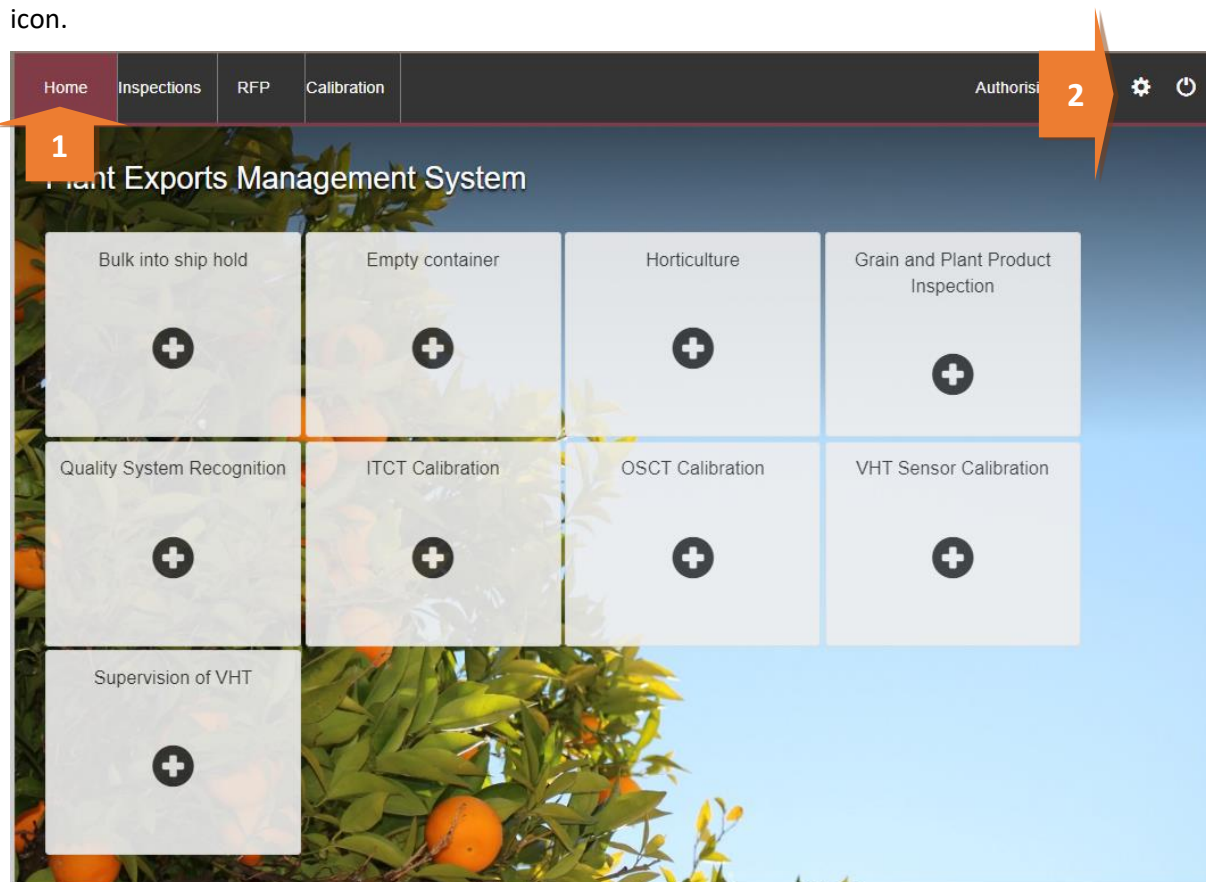
**Note:** An overview of PEMS and general functions can be found in the Reference: [Plant Exports Management System \(PEMS\) Authorised Officer User Guide – Overview and general functions.](#)

## Setting up establishment sensors

Prior to completing a VHT sensor calibration in PEMS, the sensors that are being used by the establishment will need to be set up, if they have not already been entered into the system. This will only need to be done the first time, or if a sensor is changed in the future.

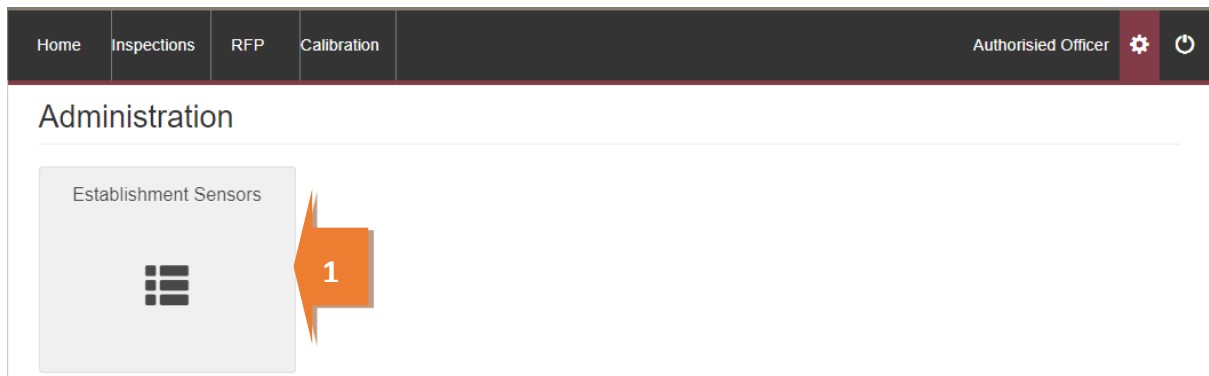
If the sensors have already been set up, you can progress straight to commencing the VHT Sensor Calibration.

To set up the establishment sensors, click the **Home**<sup>1</sup> PEMS menu tab and then click the **Settings**<sup>2</sup> icon.



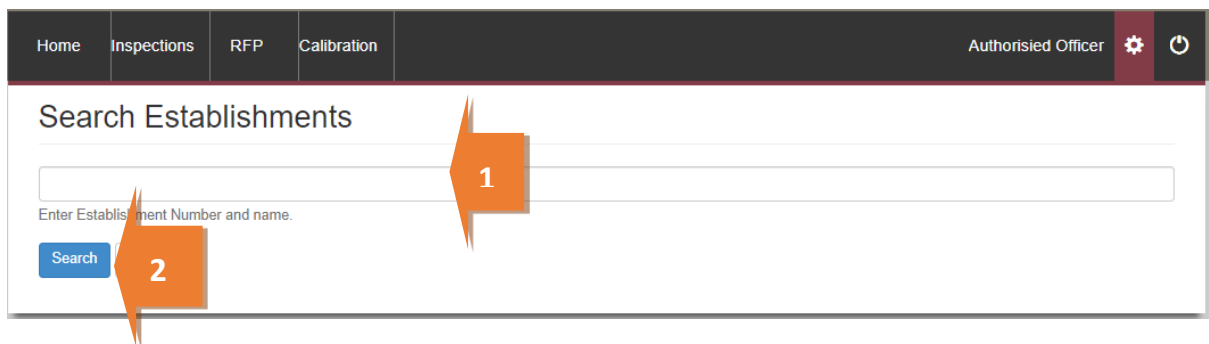
The *Administration* window will display.

Select **Establishment Sensors**<sup>1</sup>.



The *Search Establishments* window will display.

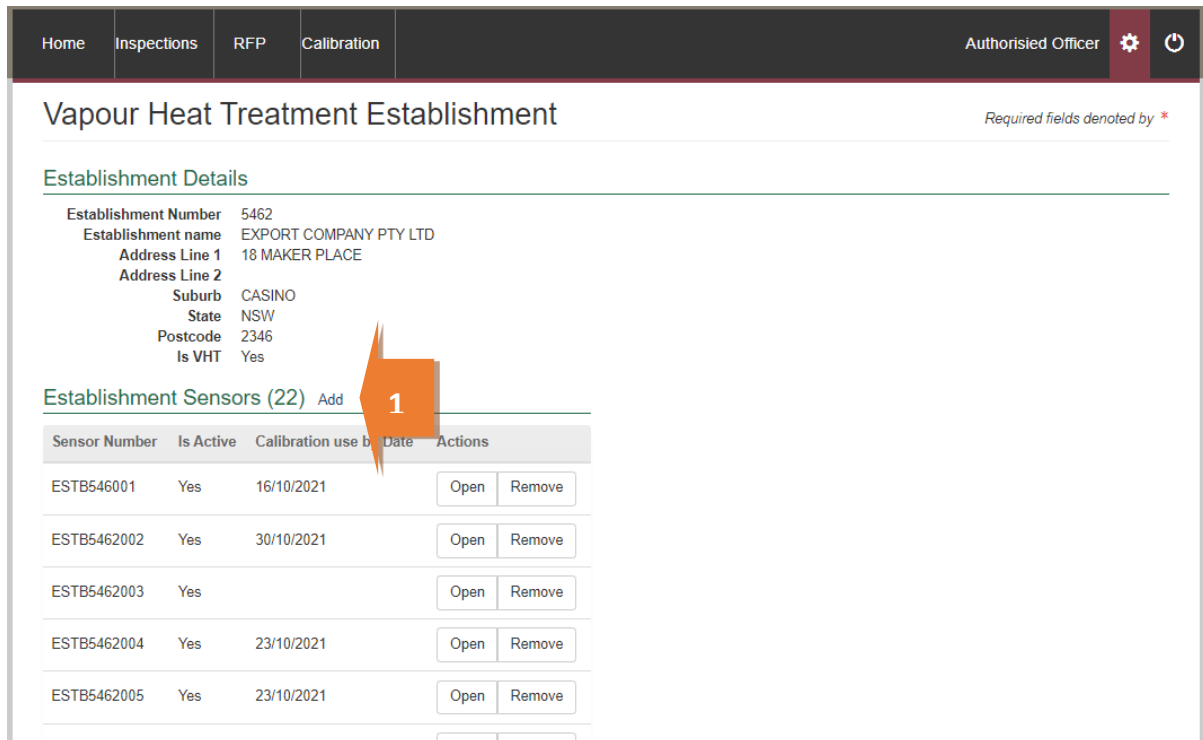
Enter the **Establishment number**<sup>1</sup> and click **Search**<sup>2</sup>.



The *Vapour Heat Treatment Establishment* window will display.

To add a sensor, click **Add**<sup>1</sup>.

! If no sensors have previously been added for the establishment, the Establishment Sensors field will appear blank.



Home Inspections RFP Calibration Authorised Officer

## Vapour Heat Treatment Establishment

Required fields denoted by \*

### Establishment Details

Establishment Number 5462  
Establishment name EXPORT COMPANY PTY LTD  
Address Line 1 18 MAKER PLACE  
Address Line 2  
Suburb CASINO  
State NSW  
Postcode 2346  
Is VHT Yes

### Establishment Sensors (22) Add <sup>1</sup>

Sensor Number	Is Active	Calibration use by	Date	Actions
ESTB546001	Yes	16/10/2021		Open Remove
ESTB5462002	Yes	30/10/2021		Open Remove
ESTB5462003	Yes			Open Remove
ESTB5462004	Yes	23/10/2021		Open Remove
ESTB5462005	Yes	23/10/2021		Open Remove
ESTB5462006	Yes	23/10/2021		Open Remove

The *Sensor Details* window will display.

Enter the **Sensor Number**<sup>1</sup>, select **Yes**<sup>2</sup> for 'Is Active' and the select **Save**<sup>3</sup>.

The screenshot shows a 'Sensor Details' window with the following fields and controls:

- Sensor Number \***: A text input field with a callout '1' pointing to it.
- Is Active**: Radio buttons for 'Yes' and 'No', with a callout '2' pointing to the 'Yes' option.
- Calibration use by Date**: A date picker field with a callout '3' pointing to the 'Save' button.
- Save**: A red button at the bottom right.

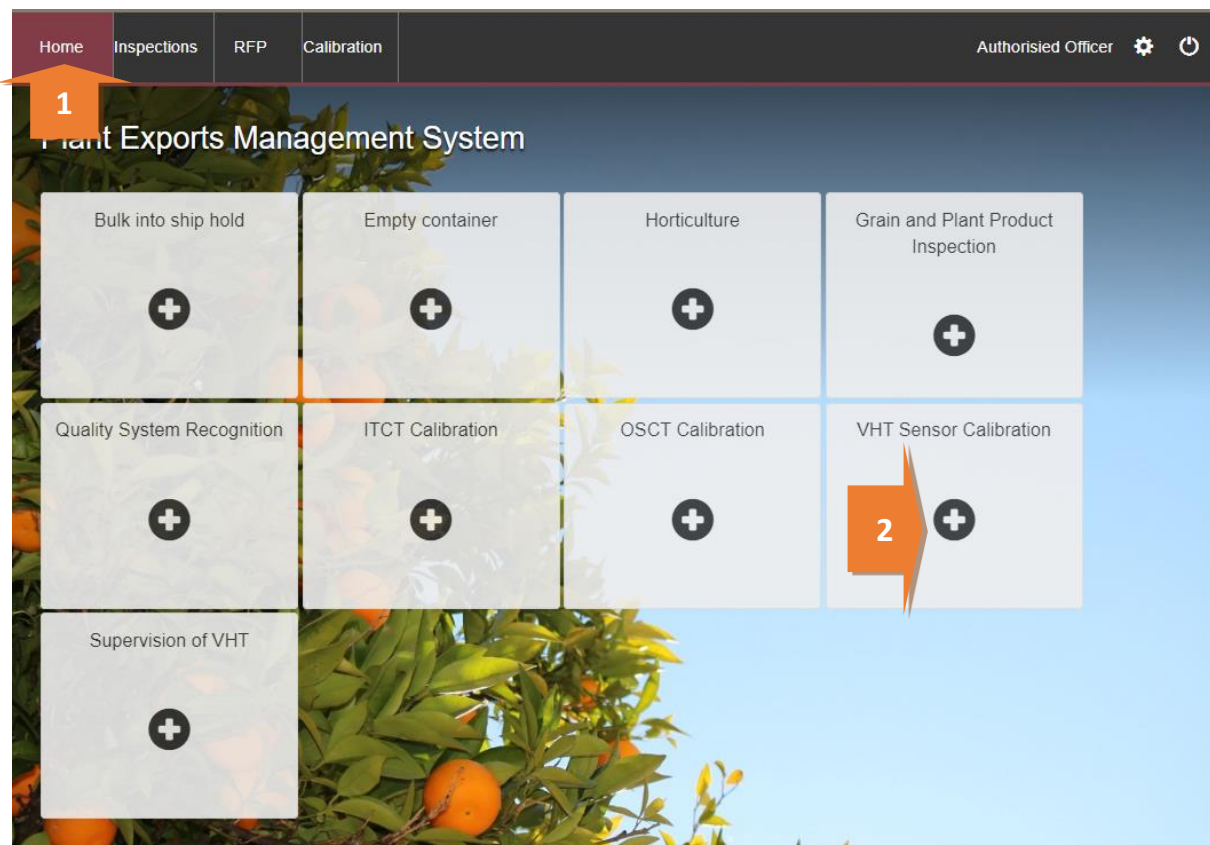
! No would only be selected when the sensor is no longer working.

The sensor will now appear in the Establishment Sensors list. Repeat this process to add each sensor. Once all the sensors have been added you can proceed to the VHT Sensor Calibration step.

! The sensors that are added will not show a "Calibration used by date" until they have been calibrated and ready to use.

# VHT Sensor Calibration

To calibrate the VHT sensors, click the **Home**<sup>1</sup> PEMS menu tab and then click the **VHT Sensor Calibration**<sup>2</sup> tile.



The *Vapour Heat Treatment Sensor Calibration* window will appear.

Tick the checkbox if the **Reference Thermometer is NATA Accredited certified within the last 3 years**<sup>1</sup>. Enter the **Accredited date**<sup>2</sup>.

Enter the **Establishment Number**<sup>3</sup> and click **Search**<sup>4</sup>. The **Establishment Name**<sup>5</sup> will appear.

Click **Create**<sup>6</sup>.

The screenshot shows a web form titled "Vapour Heat Treatment Sensor Calibration" with a close button (X) in the top right corner. The form contains the following elements:

- 1**: A checkbox labeled "Reference Thermometer is NATA Accredited and certified within the last 3 years \*". Below it, a red error message states: "Reference Thermometer is NATA Accredited and certified within the last 3 years is required."
- 2**: A text input field for "Accredited date \*", followed by a calendar icon.
- 3**: A text input field for "Establishment Number \*".
- 4**: A blue "Search" button located to the right of the Establishment Number field.
- 5**: A text input field for "Establishment Name", which is currently empty and greyed out.
- 6**: A red "Create" button located at the bottom right of the form.

! If the Accredited date is not within the last 3 years, you will not be able to proceed.

The *VHT Sensor Calibration* window will display.

Beside the Calibration Details, select **Change**<sup>1</sup>.

The screenshot shows the 'VHT Sensor Calibration' window with the 'Calibration' tab selected. The 'Calibration details' section has a 'Change' button highlighted with an orange arrow and the number '1'. The details include: Establishment number 5462, Establishment name EXPORT COMPANY PTY LTD, Calibration Date, Calibration Time, and Calibration AO Authorised Officer. Below this is a 'Readings' table with three rows, each with an 'Open' button. At the bottom, there is a 'Comments' section with a 'Change' button and the text 'No comment.'

The *Calibration Details* window will display.

The **Calibration date**<sup>1</sup> will automatically populate with today's date, if required change the calibration date, and enter the **Calibration Time**<sup>2</sup>, which is the time you commence the calibration process, then select **Save**<sup>3</sup>.

The screenshot shows the 'Calibration Details' window with the following fields: Establishment number (5462), Establishment name (EXPORT COMPANY PTY LTD), Calibration date (12/10/2021) with a calendar icon, and Calibration time (14:02). At the bottom right, there is a 'Save' button. Three orange arrows with numbers 1, 2, and 3 point to the date field, the time field, and the save button respectively.



To add the sensors that are being calibrated, select **Add**<sup>1</sup>.

Home Inspections RFP Calibration Authorised Officer [Settings] [Refresh]

### VHT Sensor Calibration Active undefined Required fields denoted by \*

The calibration details have been updated.

Calibration ID - V506826

Calibration [Time Entry] [Communication] [Actions]

#### Calibration details Change


Establishment number 5462  
Establishment name EXPORT COMPANY PTY LTD  
Calibration Date 12/10/2021  
Calibration Time 09:00  
Calibration Officer Authorised Officer

#### Readings Add

Reading	Passed sensors	Failed sensors	To be Calibrated	Actions
1				<input type="button" value="Open"/>
2				<input type="button" value="Open"/>
3				<input type="button" value="Open"/>

#### Comments Change

No comment.

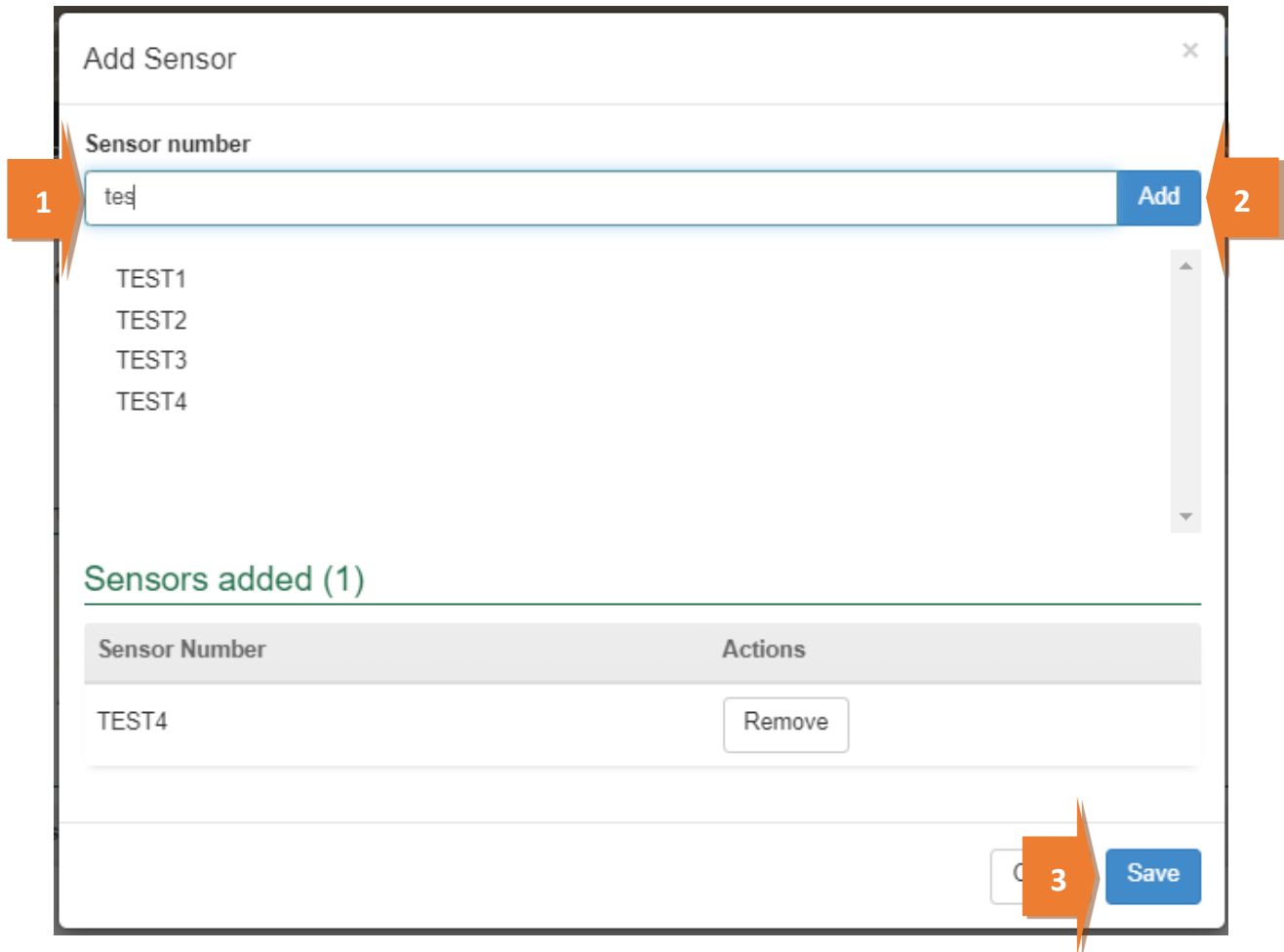


The *Add Sensor* window will display.

Start entering the **Sensor Number**<sup>1</sup> and the predictive text of listed sensor numbers will appear, click on the sensor and select **Add**<sup>2</sup>.

This step can be done multiple times to add all sensors.

Once all sensors are added click **Save**<sup>3</sup>.



All sensors will appear in the **To be calibrated**<sup>1</sup> section.

To record a reading select **Open**<sup>2</sup>.

Home Inspections RFP Calibration Authorised Officer

### VHT Sensor Calibration Active 12/10/2021

The calibration details have been updated.

Calibration ID - V506826

Calibration Time Entry Communication Actions

#### Calibration details

Establishment number 5462  
Establishment name EXPORT COMPANY PTY LTD  
Calibration Date 12/10/2021  
Calibration Time 09:00  
Calibration AO Authorised Officer

#### Readings

Reading	Passed sensors	Failed sensors	To be Calibrated	Actions
1			TEST4, TEST5, TEST7, TEST9, TEST10	Open
2			TEST4, TEST5, TEST7, TEST9, TEST10	Open
3			TEST4, TEST5, TEST7, TEST9, TEST10	Open

#### Comments

No comment.

The *Reading 1* window will display. All added sensors will be displayed.

There is the option to **Pass all**<sup>1</sup> or **Fail all**<sup>2</sup> sensors. Or you can individually select the result for each sensor. Then click **Save**<sup>3</sup>.

Repeat this step for Reading 2 and 3 windows.

The screenshot shows a window titled "Reading 1" with a close button (X) in the top right corner. Below the title bar, there are two columns of radio button options. The first column is labeled "Pass all" and is highlighted with an orange box and a downward arrow labeled "1". The second column is labeled "Fail all" and is also highlighted with an orange box and a downward arrow labeled "2". Below these columns, there are five rows of sensor data, each with a "Pass" and "Fail" radio button option. The sensor numbers are TEST10, TEST4, TEST5, TEST7, and TEST9. At the bottom of the window, there is a text instruction: "PN- Attach the computer print-out of the probe calibration and MIG thermometer NATA test certificate in the communication tab". In the bottom right corner, there is a "Save" button, which is highlighted with an orange arrow labeled "3".

Sensor Number	<input type="radio"/> Pass all	<input type="radio"/> Fail all
TEST10	<input type="radio"/> Pass	<input type="radio"/> Fail
TEST4	<input type="radio"/> Pass	<input type="radio"/> Fail
TEST5	<input type="radio"/> Pass	<input type="radio"/> Fail
TEST7	<input type="radio"/> Pass	<input type="radio"/> Fail
TEST9	<input type="radio"/> Pass	<input type="radio"/> Fail

PN- Attach the computer print-out of the probe calibration and MIG thermometer NATA test certificate in the communication tab

! The computer printout of the probe calibration and MIG thermometer NATA test certificate needs to be attached in the communication tab. Details on the Communications tabs can be found in **Section 3: General PEMS functions**, Reference: [PEMS AO user guide – Overview and General Functions](#).

The calibration readings will be updated to be listed as **Passed sensors**<sup>1</sup> or **Failed sensors**<sup>2</sup>.

If any sensors are listed in the **Failed Sensors column**<sup>2</sup> they cannot be used.

The screenshot shows the 'VHT Sensor Calibration' interface. At the top, there are navigation tabs: Home, Inspections, RFP, and Calibration (selected). The user is identified as 'Authorised Officer'. The page title is 'VHT Sensor Calibration Active 12/10/2021'. A green notification bar states 'The calibration reading has been updated.' Below this, the 'Calibration ID' is V506826. There are tabs for 'Calibration', 'Time Entry', 'Communication', and 'Actions'. The 'Calibration details' section shows: Establishment number 5462, Establishment name EXPORT COMPANY PTY LTD, Calibration Date 12/10/2021, Calibration Time 09:00, and Calibration performed by [redacted] Authorised Officer. The 'Readings' section has an 'Add' button and a table with columns: Reading, Passed sensors, Failed sensors, To be Calibrated, and Actions. The table contains three rows of data. Arrows labeled '1' and '2' point to the 'Passed sensors' and 'Failed sensors' columns respectively. The 'Comments' section shows 'No comment.'

Reading	Passed sensors	Failed sensors	To be Calibrated	Actions
1	TEST10, TEST4, TEST5, TEST7, TEST9			<input type="button" value="Open"/>
2	TEST10, TEST4, TEST5, TEST7	TEST9		<input type="button" value="Open"/>
3	TEST10, TEST4, TEST5, TEST7, TEST9			<input type="button" value="Open"/>

The calibration can only be submitted in PEMS after:

- all results and data are recorded appropriately
- a **Time Entry**<sup>1</sup> is provided for all AOs who recorded the sensor calibration results
- if applicable, attachments and correspondence relating to the sensor calibration are recorded under the **Communications**<sup>2</sup> tab.

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

When you are ready to submit, click the **Actions**<sup>3</sup> tab and then click **Submit**<sup>4</sup>.

For more information on **Cancelling** or **Withdrawing**<sup>5</sup>, see **Section 3.6: Actions tab**, Reference: [PEMS AO user guide – Overview and General Functions](#)..

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VHT Sensor Calibration Active 12/10/2021 Required fields denoted by \*

The calibration reading has been updated.

Calibration ID - V506826

Calibration

Time Entry 1

Communication 2

Actions - 3

**Calibration details** [Change](#)

Establishment number	5462
Establishment name	EXPORT COMPANY PTY LTD
Calibration Date	12/10/2021
Calibration Time	09:00
Calibration AO	Authorised Officer

5

4

**Readings** [Add](#)

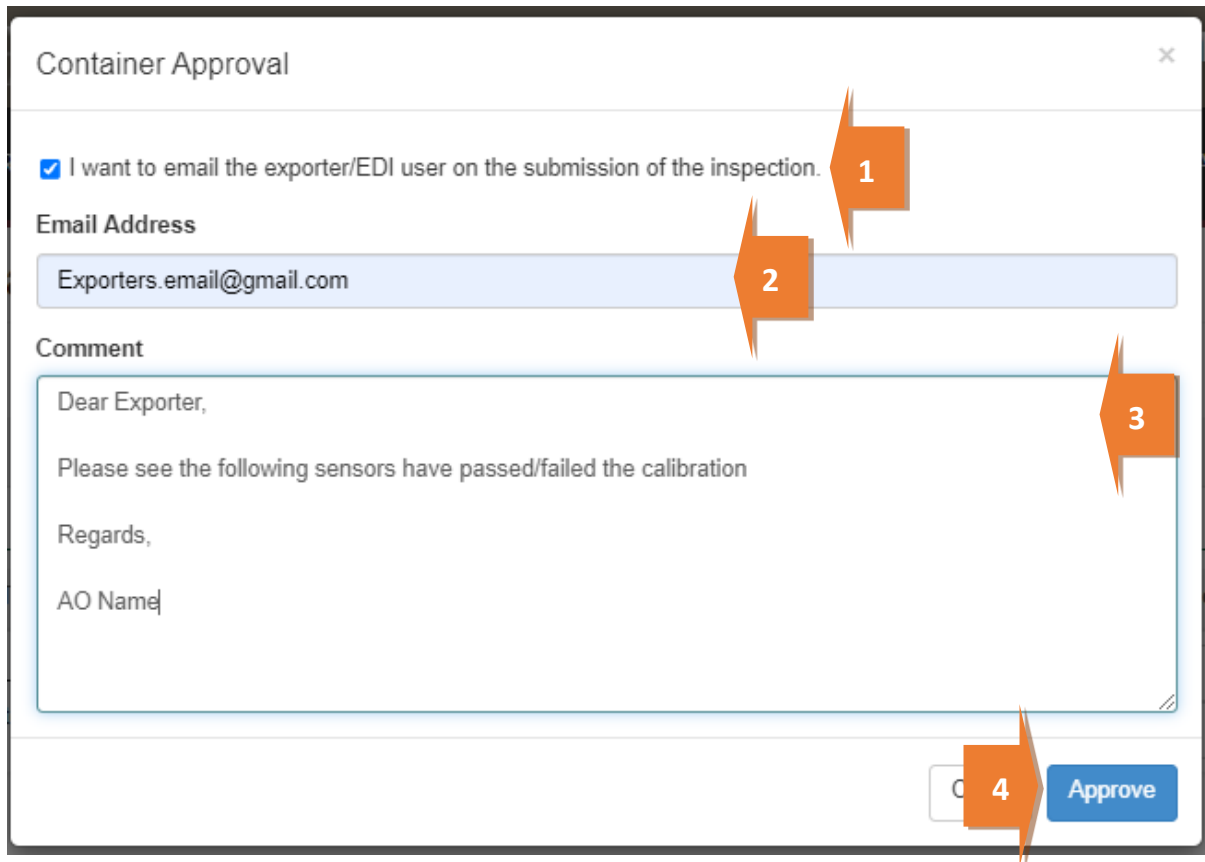
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A pop-up window will ask if you want to **email the exporter/EDI user on the submission of the inspection**<sup>1</sup>. When selecting this option, the email address box will expand.

Enter the **email address**<sup>2</sup>, this can be multiple email addresses each separated by a comma.

Enter in any **Comments**<sup>3</sup> that are to be included in the email.

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



The screenshot shows a 'Container Approval' dialog box. At the top, there is a checked checkbox with the text 'I want to email the exporter/EDI user on the submission of the inspection.' An orange arrow labeled '1' points to this checkbox. Below it is an 'Email Address' field containing 'Exporters.email@gmail.com', with an orange arrow labeled '2' pointing to the text. Underneath is a 'Comment' text area containing the text: 'Dear Exporter, Please see the following sensors have passed/failed the calibration Regards, AO Name'. An orange arrow labeled '3' points to the right side of the comment box. At the bottom right, there is a blue 'Approve' button and a grey 'Cancel' button. An orange arrow labeled '4' points to the 'Approve' button.

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



The screenshot shows a confirmation dialog box with the text 'Are you sure you want to submit this calibration?'. At the bottom right, there are two buttons: a blue 'OK' button and a grey 'Cancel' button. An orange arrow labeled '1' points to the 'OK' button.

The VHT Sensor Calibration record status will display as **Completed**<sup>1</sup>.

The screenshot shows a navigation bar with 'Home', 'Inspections', 'RFP', and 'Calibration' (highlighted). The user is 'Authorised Officer'. The main heading is 'VHT Sensor Calibration Completed 12/10/2021'. A red callout box with the number '1' points to the 'Completed' status. Below the heading is the Calibration ID 'V506826' and a menu with 'Calibration', 'Time Entry', 'Communication', and 'Actions'. The 'Calibration details' section lists: Establishment number 5462, Establishment name EXPORT COMPANY PTY LTD, Calibration Date 12/10/2021, Calibration Time 09:00, and Calibration AO Authorised Officer. The 'Readings' section is empty.

You can then commence the VHT treatment and supervision.

### Download VHT sensor calibration report

You can download the VHT sensor calibration record report after the calibration record is submitted in PEMS.

To download the calibration report, click the **Actions**<sup>1</sup> tab and then select **Download Report**<sup>2</sup>.

The screenshot shows a navigation bar with 'Home', 'Inspections', 'RFP', and 'Calibration' (highlighted). The user is 'Vendor Test5'. The main heading is 'VHT Sensor Calibration Completed 17/03/2022'. A red callout box with the number '1' points to the 'Actions' tab. A second red callout box with the number '2' points to the 'Download Report' option in the dropdown menu. Below the heading is the Calibration ID 'V506869' and a menu with 'Calibration', 'Time Entry', 'Communication', and 'Actions'. The 'Calibration details' section lists: Establishment number 0100, Establishment name MARATHON FOOD INDUSTRIES PROPRIETARY LIMITE, Calibration Date 17/03/2022, Calibration Time 15:40, and Calibration AO Vendor Test5. The 'Readings' section contains a table with 3 rows of sensor test results. The 'Comments' section shows 'No comment'.

Reading	Passed sensors	Failed sensors	To be Calibrated	Actions
1	TEST2, TEST4, TEST3, TEST6, TEST5, TEST1			Open
2	TEST4, TEST5, TEST1, TEST6, TEST2, TEST3			Open
3	TEST1, TEST5, TEST2, TEST6, TEST3, TEST4			Open



A PDF document will be downloaded onto your device.


Once the document is opened, it will display the relevant VHT sensor calibration record.

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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.

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**Classification Type**  
Document title: *Please enter in the title of the document* Version Number: *PPD to complete* 1

 **Australian Government**  
Department of Agriculture,  
Water and the Environment

## Vapour heat treatment sensor calibration record

Establishment name: MARATHON FOOD INDUSTRIES PROPRIETARY LIMITE  
Establishment number: 100

NATA certified Mercury in Glass (MiG) reference thermometer used?  
No: Reference thermometer not valid

Sensor probes to be inserted into vat of hot water, temperature 47 °C or more. Authorised Officer to verify probe readings against MiG and ensure a variance of no greater than 0.3 °C (or 0.2 degrees for China). Each probe must be calibrated three times.

1. First calibration all probes met requirements  
Yes
2. Second calibration all probes met requirements  
Yes
3. Third calibration all probes met requirements  
Yes

**Note:** Attach the computer print-out of the probe calibration data and MiG thermometer NATA test certificate.

Probe/s that do not meet the requirements are listed below and cannot be used for VHT treatment:  
N/A

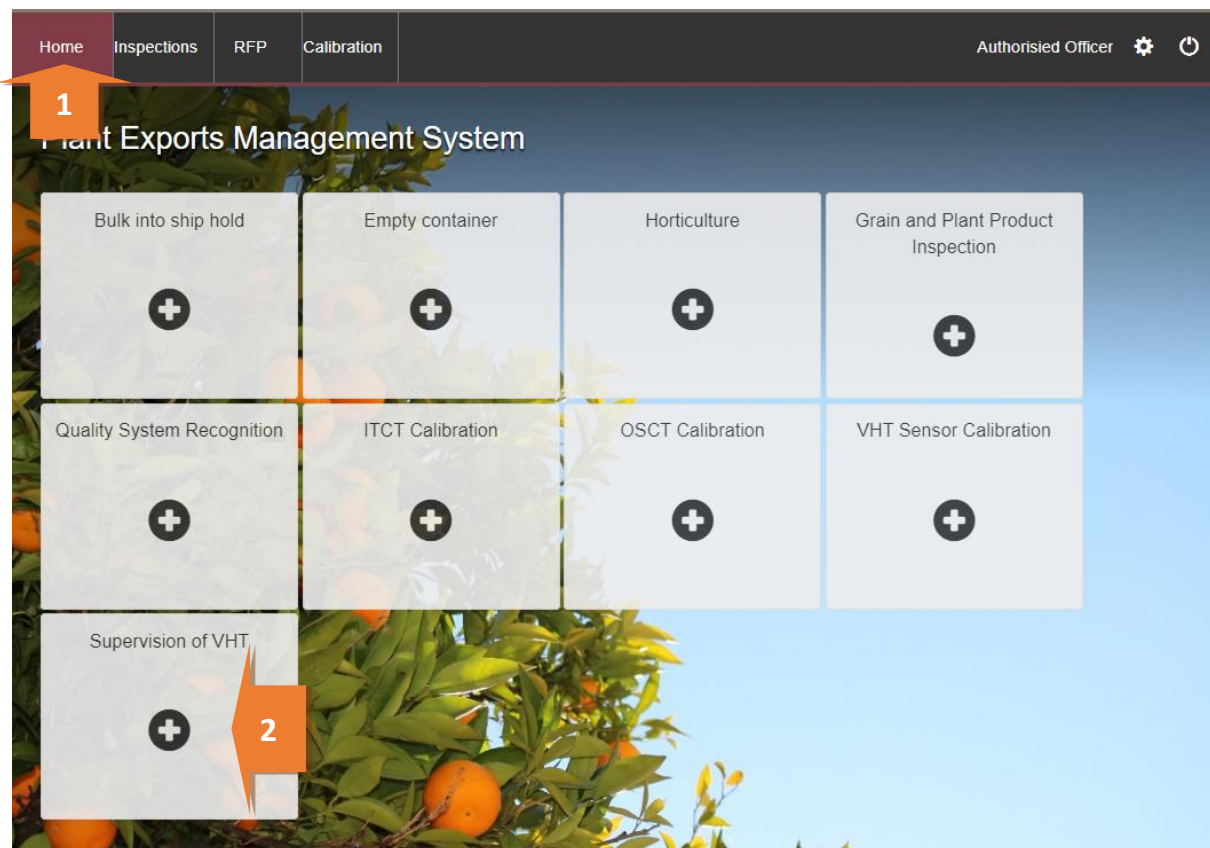
Comments/corrective action: N/A

Authorised Officer name and number: Vendor Test5 40005.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Supervision of VHT

Click the **Home**<sup>1</sup> PEMS menu tab and then click the **Supervision of VHT**<sup>2</sup> tile.



The *Vapour Heat Treatment Calibration* window appears.

Enter the **Batch number**<sup>1</sup>, select the appropriate **Treatment Schedule**<sup>2</sup> from the list in the dropdown.

! When the Treatment Schedule of 46 degrees Celsius is selected it will automatically populate with China as the Country. Currently China is the only country that uses this schedule.

If applicable, enter the **Country**<sup>3</sup>. Enter the **Establishment Number**<sup>4</sup> and click **Search**<sup>5</sup>.

Start entering the **Sensor Number**<sup>6</sup> and the predictive text of listed sensor numbers will appear, click on the sensor and select **Add**<sup>7</sup>. This step can be done multiple times to add all sensors.

Once all information and sensors are entered select **Create**<sup>8</sup>.

The screenshot shows a web form titled "Vapour Heat Treatment Calibration" with a close button (x) in the top right corner. The form contains the following fields and buttons:

- Batch number\***: A text input field with a red border and a red error message below it: "A batch number is required." Callout 1 points to this field.
- Treatment Schedule\***: A dropdown menu. Callout 2 points to the dropdown arrow.
- Country**: A text input field with a dropdown arrow on the right. Below it is a label "Selected countries -". Callout 3 points to the dropdown arrow.
- Establishment Number\***: A text input field. Callout 4 points to the left side of the field. To its right is a blue button labeled "Search". Callout 5 points to the "Search" button.
- Establishment Name**: A greyed-out text input field.
- Sensor number**: A text input field. Callout 6 points to the left side of the field. To its right is a blue button labeled "Add". Callout 7 points to the "Add" button.
- Create**: A red button at the bottom right. Callout 8 points to the "Create" button.

The *Supervision of VHT* window will display.

Add additional countries to the supervision by selecting **Add**<sup>1</sup>.

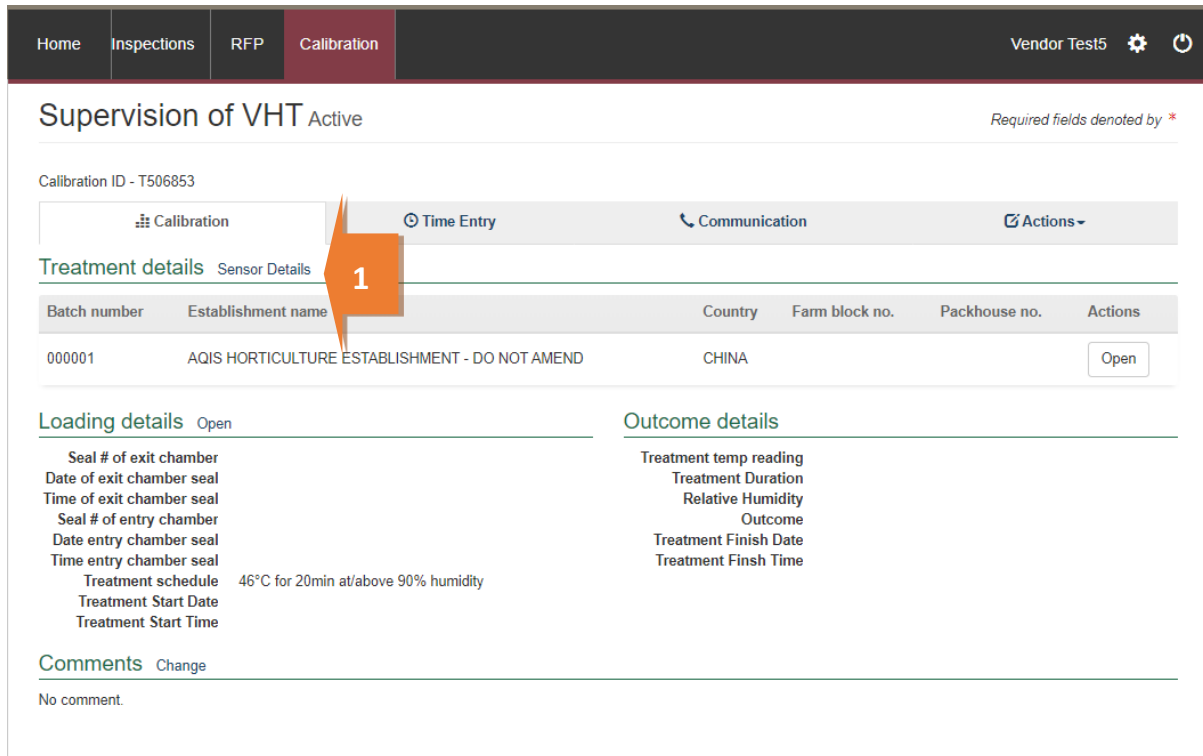
### Adding Country

The *Add Treatment* window will display.

From the **Country**<sup>1</sup> dropdown select the relevant country and select **Save**<sup>2</sup>.

## Adding Sensors

To add or remove sensors select **Sensor Details**<sup>1</sup>.



The screenshot shows the 'Supervision of VHT Active' interface. At the top, there is a navigation bar with 'Home', 'Inspections', 'RFP', and 'Calibration' (selected). The 'Calibration ID' is T506853. Below this, there are four tabs: 'Calibration', 'Time Entry', 'Communication', and 'Actions'. The 'Sensor Details' sub-tab is highlighted with a red arrow and the number 1. Below the tabs is a table with columns: 'Batch number', 'Establishment name', 'Country', 'Farm block no.', 'Packhouse no.', and 'Actions'. The table contains one row with the following data: '000001', 'AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND', 'CHINA', and an 'Open' button. Below the table, there are sections for 'Loading details' (with an 'Open' link) and 'Outcome details'. The 'Loading details' section lists various parameters such as 'Seal # of exit chamber', 'Date of exit chamber seal', 'Time of exit chamber seal', 'Seal # of entry chamber', 'Date entry chamber seal', 'Time entry chamber seal', 'Treatment schedule' (46°C for 20min at/above 90% humidity), 'Treatment Start Date', and 'Treatment Start Time'. The 'Outcome details' section lists 'Treatment temp reading', 'Treatment Duration', 'Relative Humidity', 'Outcome', 'Treatment Finish Date', and 'Treatment Finish Time'. At the bottom, there is a 'Comments' section with a 'Change' link and the text 'No comment.'

The *Add Sensor* window will display. To add sensors, enter the **Sensor Number**<sup>1</sup> and click **Add**<sup>2</sup>.

To remove the sensors, click **Remove**<sup>3</sup>.

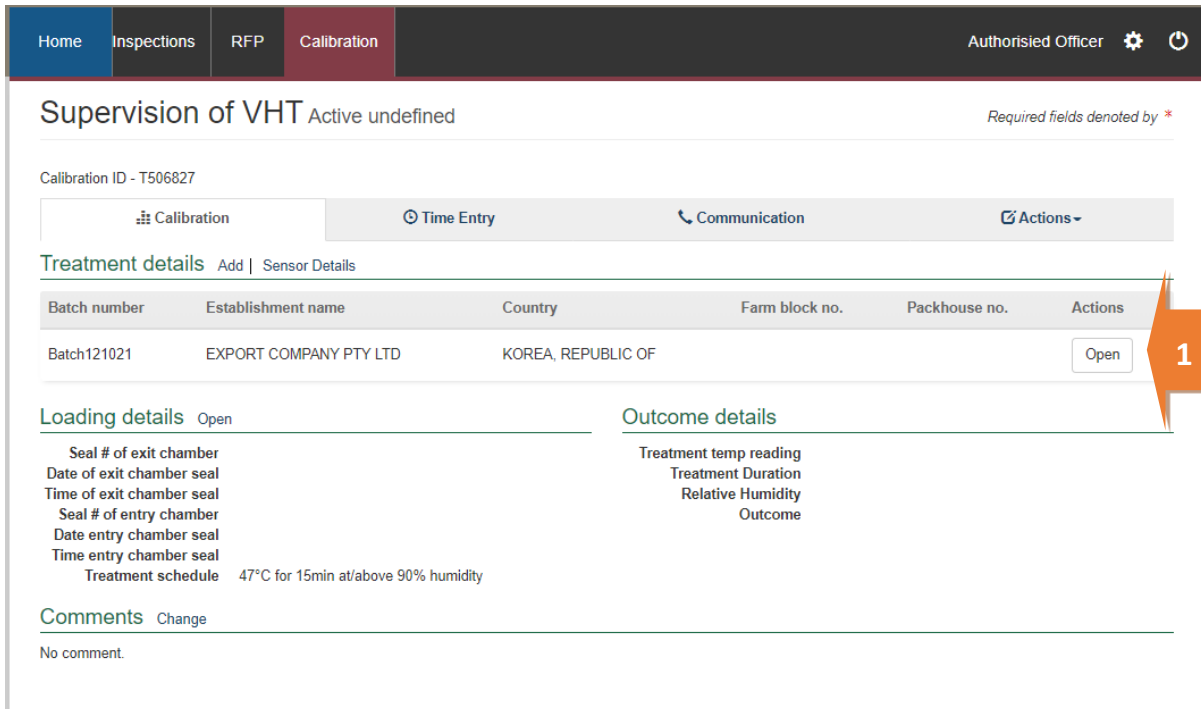
Once completed, select **Save**<sup>4</sup>.

The screenshot shows a window titled "Add Sensor" with a close button (x) in the top right corner. Below the title bar is a text input field labeled "Sensor number" with an "Add" button to its right. Below this is a section titled "Sensors added (4)" containing a table with two columns: "Sensor Number" and "Actions". The table lists four sensors: TEST10, TEST4, TEST5, and TEST7, each with a "Remove" button in the "Actions" column. At the bottom right of the window, there is a "Save" button. Four orange callout boxes with numbers 1, 2, 3, and 4 point to the "Sensor number" input field, the "Add" button, the "Remove" button for TEST4, and the "Save" button, respectively.

Sensor Number	Actions
TEST10	Remove
TEST4	Remove
TEST5	Remove
TEST7	Remove

## Adding Accredited information

In the Treatment Details, to add accredited property information, select **Open**<sup>1</sup>.



The screenshot shows the 'Supervision of VHT' interface. At the top, there is a navigation bar with 'Home', 'Inspections', 'RFP', and 'Calibration' tabs. The 'Calibration' tab is active. The user is identified as 'Authorised Officer'. The main content area is titled 'Supervision of VHT Active undefined' and includes a 'Required fields denoted by \*' note. Below this, there is a 'Calibration ID - T506827' and a set of tabs: 'Calibration', 'Time Entry', 'Communication', and 'Actions'. The 'Treatment details' section is expanded, showing a table with columns: 'Batch number', 'Establishment name', 'Country', 'Farm block no.', 'Packhouse no.', and 'Actions'. A row of data is visible with 'Batch121021', 'EXPORT COMPANY PTY LTD', and 'KOREA, REPUBLIC OF'. An 'Open' button is located in the 'Actions' column of this row, highlighted by an orange arrow with the number '1'. Below the table, there are sections for 'Loading details' (with an 'Open' link) and 'Outcome details'. The 'Loading details' section lists various seal and date fields, and a 'Treatment schedule' of '47°C for 15min at/above 90% humidity'. The 'Outcome details' section lists 'Treatment temp reading', 'Treatment Duration', 'Relative Humidity', and 'Outcome'. At the bottom, there is a 'Comments' section with a 'Change' link and the text 'No comment.'

The *Add Treatment* window will display.

Enter the **Accredited Farm Block Number**<sup>1</sup> and click **Add**<sup>2</sup>. This will validate the Farm Block Number. For each new number, multiple block numbers can be added by clicking the **Add** button.

Enter the **Accredited Packhouse Number**<sup>3</sup> and click **Add**<sup>4</sup>. This will validate the packhouse number. For each new number, multiple packhouses can be added by clicking the **Add** button.

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

The screenshot shows a web application window titled "Add Treatment" with a close button (X) in the top right corner. The form contains the following fields:

- Batch number:** A text input field containing "BATCH121021".
- Establishment Number:** A text input field containing "5462".
- Establishment Name:** A text input field containing "EXPORT COMPANY PTY LTD".
- Country\*:** A dropdown menu with "KOREA, REPUBLIC OF" selected.
- Accredited Farm Block Number:** A text input field with an "Add" button to its right. An orange callout box with the number "1" points to the input field, and another orange callout box with the number "2" points to the "Add" button.
- Accredited packhouse number:** A text input field with an "Add" button to its right. An orange callout box with the number "3" points to the input field, and another orange callout box with the number "4" points to the "Add" button.
- Save:** A red button at the bottom right of the form. An orange callout box with the number "5" points to the "Save" button.

! PEMS will show an error if the nominated accredited property is not valid, and you will not be able to proceed.



## Recording the Loading details

To record the Loading details, click **Open**<sup>1</sup>.

The screenshot shows the 'Supervision of VHT Active' interface. At the top, there is a navigation bar with 'Home', 'Inspections', 'RFP', and 'Calibration' tabs. The 'Calibration' tab is active. On the right, it says 'Vendor Test5' with settings and refresh icons. Below the navigation bar, the page title is 'Supervision of VHT Active' with a note 'Required fields denoted by \*'. The main content area has a 'Calibration ID - T506853' and a tabbed interface with 'Calibration', 'Time Entry', 'Communication', and 'Actions'. Under the 'Calibration' tab, there is a 'Treatment details' section with a 'Sensor Details' sub-section. A table lists treatment details with columns for 'Batch number', 'Establishment name', 'Country', 'Farm block no.', 'Packhouse no.', and 'Actions'. The first row shows '000001', 'AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND', 'CHINA', and an 'Open' button. Below this is the 'Loading details' section, which is highlighted with a red arrow and the number '1'. This section has an 'Open' link and lists various fields for recording details, including 'Seal # of exit chamber', 'Date of exit chamber seal', 'Time of exit chamber seal', 'Seal # of entry chamber', 'Date entry chamber seal', 'Time entry chamber seal', 'Treatment schedule' (46°C for 20min at/above 90% humidity), 'Treatment Start Date', and 'Treatment Start Time'. To the right of 'Loading details' is the 'Outcome details' section, which lists 'Treatment temp reading', 'Treatment Duration', 'Relative Humidity', 'Outcome', 'Treatment Finish Date', and 'Treatment Finish Time'. At the bottom, there is a 'Comments' section with a 'Change' link and the text 'No comment.'

The *Loading Details* window will display.

Enter the **Seal No. for the exit of the chamber**<sup>1</sup>, add the **Date on the exit chamber seal**<sup>2</sup> by selecting the date from the pop-up **calendar**<sup>3</sup> and then enter the **Time on the exit chamber seal**<sup>4</sup>.

Enter the **Seal No. for the entrance of the chamber**<sup>5</sup>, the **Date on the entrance chamber seal**<sup>6</sup> by selecting the date from the pop-up **calendar**<sup>7</sup> and then enter the **Time on the entrance chamber seal**<sup>8</sup>.

Tick the checkbox if **The sensors are placed as per the treatment facility document sensor placement plan**<sup>9</sup>.

Enter the **Number of bins in the chamber**<sup>10</sup>.

Enter the **Treatment Start date**<sup>11</sup> by selecting the date from the pop up **calendar**<sup>12</sup> and then enter the **Treatment Start Time**<sup>13</sup>.

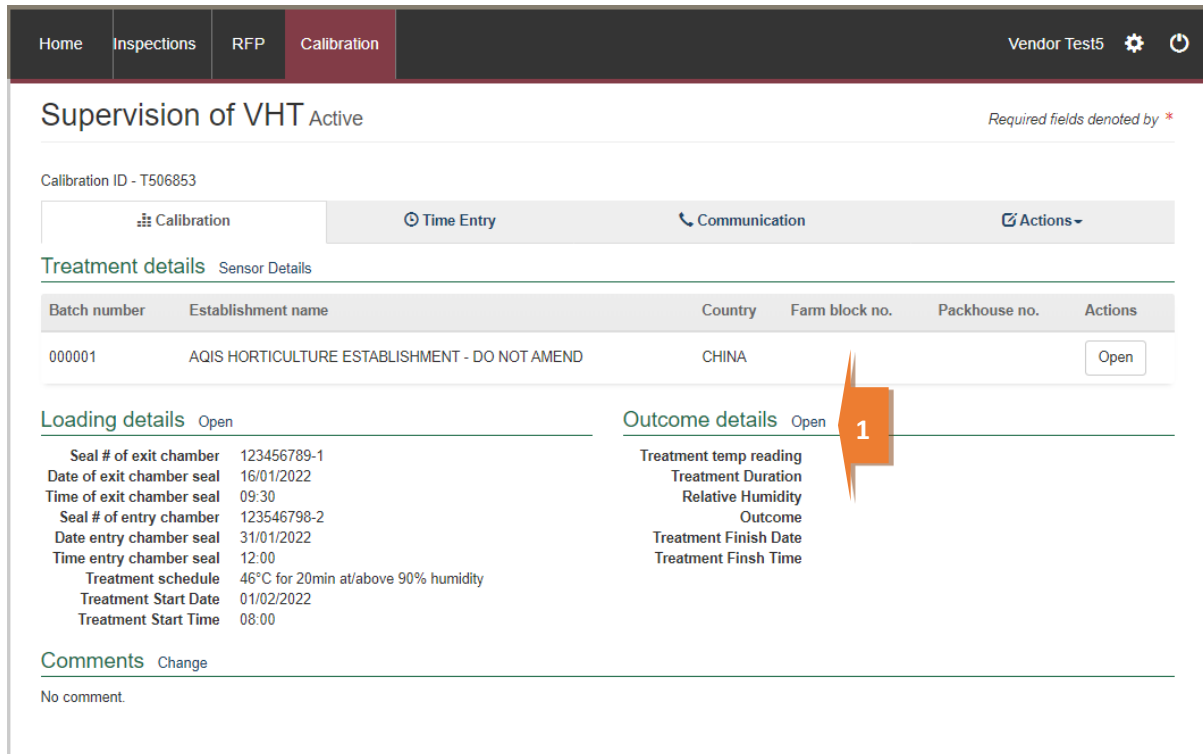
Select **Save**<sup>14</sup>.

The screenshot shows a 'Loading Details' window with the following fields and callouts:

- 1**: Seal No. for the exit of the chamber \*
- 2**: Date on the exit chamber seal
- 3**: Calendar icon for the exit chamber seal date
- 4**: Time on the exit chamber seal (hh:mm)
- 5**: Seal No. for the entrance of the chamber \*
- 6**: Date on the entrance chamber seal
- 7**: Calendar icon for the entrance chamber seal date
- 8**: Time on the entrance chamber seal (hh:mm)
- 9**:  The sensors are placed as per the treatment facility document sensor placement plan \*
- 10**: Number of bins \*
- 11**: Treatment Start Date
- 12**: Calendar icon for the Treatment Start Date
- 13**: Treatment Start Time (hh:mm)
- 14**: Save button

## Outcome details

To record the Outcome details, click **Open**<sup>1</sup>.



The screenshot shows the 'Supervision of VHT Active' interface. At the top, there is a navigation bar with 'Home', 'Inspections', 'RFP', and 'Calibration' (selected). On the right, there are 'Vendor Test5', a settings gear, and a refresh icon. Below the navigation bar, the page title is 'Supervision of VHT Active' with a note 'Required fields denoted by \*'. The main content area includes a 'Calibration ID - T506853' and a tabbed interface with 'Calibration', 'Time Entry', 'Communication', and 'Actions'. Under 'Treatment details', there is a table with columns: 'Batch number', 'Establishment name', 'Country', 'Farm block no.', 'Packhouse no.', and 'Actions'. A row shows '000001', 'AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND', 'CHINA', and an 'Open' button. Below this, there are two sections: 'Loading details' and 'Outcome details', both with 'Open' links. The 'Outcome details' section is highlighted with a red callout '1'. The 'Comments' section at the bottom shows 'No comment.'

Calibration ID - T506853

Calibration Time Entry Communication Actions

Treatment details Sensor Details

Batch number	Establishment name	Country	Farm block no.	Packhouse no.	Actions
000001	AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND	CHINA			Open

Loading details Open Outcome details Open

Seal # of exit chamber 123456789-1  
Date of exit chamber seal 16/01/2022  
Time of exit chamber seal 09:30  
Seal # of entry chamber 123546798-2  
Date entry chamber seal 31/01/2022  
Time entry chamber seal 12:00  
Treatment schedule 46°C for 20min at/above 90% humidity  
Treatment Start Date 01/02/2022  
Treatment Start Time 08:00

Treatment temp reading  
Treatment Duration  
Relative Humidity  
Outcome  
Treatment Finish Date  
Treatment Finish Time

Comments Change

No comment.

The *Outcome Details* window will display (*image below*).

There are several checkboxes that need to be confirmed by ticking each of the **checkboxes**<sup>1</sup>.

Enter the **Treatment Temperature Reading**<sup>2</sup>, the **Treatment Duration**<sup>3</sup>, the **Relative Humidity**<sup>4</sup>.

Select the **Outcome**<sup>5</sup> from the dropdown box, either Passed or Failed.

Enter the **Treatment End Date**<sup>6</sup> by selecting the date from the pop up **calendar**<sup>7</sup> then enter the **Treatment End Time**<sup>8</sup>.

Then click **Save**<sup>9</sup>.

! The format for the Temperature and Humidity must be recorded to one decimal place, for example 91.0.

## Outcome Details



1

Temperature of all sensors have reached and maintained the prescribed treatment temperature for the nominated treatment schedule \*

This checkbox is a required field.

Humidity level has been reached and maintained at nominated schedule for prescribed temperature before treatment commencement \*

This checkbox is a required field.

Has the treatment process lasted at least for two hours \*

This checkbox is a required field.

Exit seal number matches to the Loading details \*

This checkbox is a required field.

Entrance seal number matches to the Loading details \*

Treatment Temperature Reading \*

00.0

2

Treatment Duration (HH:MM) \*

hh:mm

3

Relative Humidity \*

00.0

4

Outcome \*

5

Treatment End Date

6

Treatment VHT end date is required

7



Treatment End Time

hh:mm

8

Treatment VHT end time is required

C

9

Save

## Submitting the calibration

The calibration can only be submitted in PEMS after:

- all results and data are recorded appropriately
- a **Time Entry**<sup>1</sup> is provided for all AOs who recorded calibration results
- The VHT Readings data log must be attached and any other correspondence relating to the calibration are recorded under the **Communications**<sup>2</sup> tab.

Details on the Time Entry and Communications tabs can be found in **Section 3: General PEMS functions**, *Reference: PEMS AO user guide – Overview and General Functions*.

When you are ready to submit, click the **Actions**<sup>3</sup> tab and then click **Submit**<sup>4</sup>.

For more information on **Cancelling** or **Withdrawing**<sup>5</sup>, see **Section 3.6 Actions tab**, *Reference: PEMS AO user guide – Overview and General Functions*

! The Time Entry recorded is from the start of the calibration activity until the end, it is not just the final 15 minutes.

! PEMS will validate the batch number and transfer those details to the subsequent horticulture inspection when it is completed.

The screenshot shows the 'Supervision of VHT' interface. At the top, there are navigation tabs: Home, Inspections, RFP, and Calibration (selected). The user is identified as 'Authorised Officer'. A green notification bar states 'The calibration details have been updated.' Below this, the 'Calibration ID - T506827' is shown. The interface has several tabs: Calibration, Time Entry (1), Communication (2), and Actions (3). The Actions dropdown menu is open, showing options: Cancel, Withdraw (5), Checkout, and Submit (4). Below the tabs is a table for 'Treatment details' with columns: Batch number, Establishment name, Country, Farm block no., and Pack. The table contains one row: Batch121021, EXPORT COMPANY PTY LTD, KOREA, REPUBLIC OF, M51-1, MP59. At the bottom, there are sections for 'Loading details' (Seal # of exit chamber: 123456789-1) and 'Outcome details' (Treatment temp reading: 47.5).

A pop-up window will ask if you want to **email the exporter/EDI user on the submission of the inspection**<sup>1</sup>. When selecting this option, the email address box will expand.

Enter the **email address**<sup>2</sup>, this can be multiple email addresses each separated by a comma.

Enter in any **Comments**<sup>3</sup> that are to be included in the email.

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

The screenshot shows a 'Container Approval' dialog box. At the top, there is a checked checkbox with the text 'I want to email the exporter/EDI user on the submission of the inspection.' An orange arrow labeled '1' points to this checkbox. Below it is an 'Email Address' field containing 'Exporters.email@gmail.com', with an orange arrow labeled '2' pointing to the text. Underneath is a 'Comment' text area containing the text: 'Dear Exporter, Please see the following sensors have passed/failed the calibration Regards, AO Name'. An orange arrow labeled '3' points to the right side of the comment box. At the bottom right, there is a blue 'Approve' button and a grey 'Cancel' button. An orange arrow labeled '4' points to the 'Approve' button.

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

The screenshot shows a confirmation dialog box with the text 'Are you sure you want to submit this calibration?'. At the bottom right, there are two buttons: a blue 'OK' button and a grey 'Cancel' button. An orange arrow labeled '1' points to the 'OK' button.

The Supervision of VHT record status will display as **Completed**<sup>1</sup>.

Home Inspections RFP Calibration Authorised Officer

### Supervision of VHT

 Completed 12/10/2021 1 Required fields denoted by \*

The calibration has been submitted.

Calibration ID - T506827

Calibration Time Entry Communication Actions

#### Treatment details

 Sensor Details

Batch number	Establishment name	Country	Farm block no.	Packhouse no.	Actions
Batch121021	EXPORT COMPANY PTY LTD	KOREA, REPUBLIC OF	M51-1	MP59	Open

Loading details Outcome details

### Download supervision of VHT report

You can download the supervision of VHT report after the calibration record is submitted in PEMS.

To download the report, click the **Actions**<sup>1</sup> tab and then select **Download Report**<sup>2</sup>.

Home Inspections RFP Calibration Nicole McVicar

### Supervision of VHT

 Completed 28/03/2022 Required fields denoted by \*

Calibration ID - T506882

Calibration Time Entry Communication **Actions**

#### Treatment details

Batch number	Establishment name	Country	Farm block no.	Packhouse no.
14141	EXPORT COMPANY PTY LTD	CHINA	M83-2	MP69

Loading details Outcome details

Seal # of exit chamber	4321	Treatment temp reading	46.1
Date of exit chamber seal	28/03/2022	Treatment Duration	02:00
Time of exit chamber seal	08:00	Relative Humidity	91
Seal # of entry chamber	1234	Outcome	Pass
Date entry chamber seal	28/03/2022	Treatment Finish Date	28/03/2022
Time entry chamber seal	08:30	Treatment Finish Time	11:30
Treatment schedule	46°C for 20min at/above 90% humidity		
Treatment Start Date	28/03/2022		
Treatment Start Time	09:00		

#### Comments

No comment.

A PDF document will be downloaded onto your device (next two screen shots).

Once the document is opened, it will display the relevant supervision of VHT record.





## Vapour heat treatment record

Exporter: N/A

Establishment name and number: EXPORT COMPANY PTY LTD 5462

RFP number/batch number: 14141 Destination country: CHINA

Commodity: N/A Number of bins: 100

Treatment schedule: 46°C for 20min at/above 90% humidity

### Verification of sensor calibration

Monthly calibration completed within 31 days: YES / NO (circle where appropriate)

If YES: Date of sensor calibration:

If NO: Conduct and record a sensor calibration

### Supervision of treatment set up

Seal number of treatment room exit: 1234

Seal number of treatment room entry: 4321

Time entry door sealed: 28/03/2022 08:30

Authorised Officer name and number: Vendor Test3 40003

Signature:

Date:

### Verification of treatment

Treatment completed successfully: YES

If YES:

Treatment start date and time: 28/03/2022 09:00

Treatment finish date and time: 28/03/2022 11:30

If NO: Complete the 'Reason for treatment failure' table below.

Reason for treatment failure	Tick relevant reason
Temperature of at least one sensor did not meet the prescribed temperature for the nominated schedule	
Humidity level was not reached	
Whole treatment process lasted less than two hours	

Authorised Officer name and number: Vendor Test3 40003

Signature:

Date:

2 of 2

## Horticulture Inspection Record and VHT in PEMS

This section refers to the VHT requirements connected to the initiating and completing a Horticulture inspection in PEMS.

General details on how to complete a Horticulture inspection can be found in the Reference: [PEMS AO user guide – Horticulture Inspections](#).

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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.

Once you have initiated the inspection via the normal process you will need to enter some additional information as the process for recording inspection results slightly changes when the commodity has undergone the VHT process.

Click the **Inspection<sup>1</sup>** tab. From the Results line, select **Open<sup>2</sup>**.

1

Home Inspections RFP Calibration Authorised Officer

### Horticulture Inspection Active 28/09/2021

The flow path details have been updated.

Inspection ID - H621676

Inspection Authorised Officers Time Entry Communications Actions

**RFP details** Open | Change

RFP number 2210162  
 Reinspection No  
 Destination country KOREA, REPUBLIC OF  
 Establishment number 5462  
 Establishment name EXPORT COMPANY PTY LTD  
 Exporter name PEMS TEAM  
 Import permit No  
 Treatment details No  
 Additional declaration No  
 Place of Origin QLD

**Flow path details** Change

Inspection result Passed  
 Result time 13/10/2021 10:00  
 Officer Authorised Officer  
 Comments

**Outcome details** Change

Trade description Yes  
 Compliance labelling Yes  
 Sampling rate 2 % (two percent per line)  
 Total quantity 26  
 Total passed 0  
 Total failed 0

**Results (2)** Set line ID

Line	Commodity	Packages	Packaging	Sampled/Target	Result	Authorised officers	Actions
1	MANGOES - KENSINGTON PRIDE	25	CARTONS	0/3			Open
2	MANGOES	1	CARTONS	0/1			Open Split line

**Comments** Change

No comment.

2

The *Inspection Result Line* window will display (image below).

For each line inspected, the system will display the mandatory fields for the inspection:

- Enter the **Accredited Farm Block Number**<sup>1</sup> and click **Add**<sup>2</sup>. This will validate the Farm Block Number. For each new number, multiple block numbers can be added by clicking the Add button.
- Enter the **Accredited Packhouse Number**<sup>3</sup> and click **Add**<sup>4</sup>. This will validate the packhouse number. For each new number, multiple packhouses can be added by clicking the **Add** button.
- If applicable, select **Has the VHT been done using a manual record**<sup>5</sup>. If this option is selected it becomes mandatory to attach the manual record to the communications tab before submitting the inspection. A manual VHT record should only be used if the appropriate Exception has been granted.
- Enter the **Batch Number**<sup>6</sup> and click **Add**<sup>7</sup>. This will validate the batch number. For each new number, multiple batch numbers can be added by clicking the **Add** button.
- If applicable, enter the source of the product into the **Line ID**<sup>8</sup>, such as grower line and/or lot number.
- Enter the **Number of packages**<sup>9</sup> presented for inspection if the information is not prepopulated (where split line is used, you will need to amend the number of packages specified in the parent RFP line).
- Enter the **Sampled number**<sup>10</sup> of units during the inspection (sampled number must be entered before a result can be selected).
- Select a **Result**<sup>11</sup> of either 'Pass' or 'Fail' for the line.
- If applicable, select one or more **Remarks**<sup>12</sup> checkboxes (mandatory if the line fails the inspection).
- Select the checkbox(es) of all **Authorised officers**<sup>13</sup> who inspected the line. See **Section 3.1 Assigning authorised officers (inspection records only)** Reference: [PEMS AO user guide – Overview and General Functions](#) for more information.
- Click **Save**<sup>14</sup> to save the inspection record and exit the Inspection Result Line window.

Inspection Result Line 1 - MANGOES - KENSINGTON PRIDE - CARTONS - Target ×  
3

1 Accredited Farm Block Number Add 2

3 Accredited packhouse number Add 4

Has the VHT been done using a manual record 5

6 Batch Number Add 7

Line ID 8

Number of packages\* 25 9

Sampled number 10

Result 11

12 Remarks

<input type="checkbox"/> Animal faeces	<input type="checkbox"/> Ants
<input type="checkbox"/> Contaminant	<input type="checkbox"/> Contaminants - Datura spp
<input type="checkbox"/> Contaminants - Live or Dead rodents	<input type="checkbox"/> Contaminants - Rodent droppings
<input type="checkbox"/> Dead Insect	<input type="checkbox"/> Dead rodent
<input type="checkbox"/> Disease (discoloration)	<input type="checkbox"/> Diseases - Bacteria
<input type="checkbox"/> Diseases - Virus/Viroid	<input type="checkbox"/> Eggs
<input type="checkbox"/> Ergots	<input type="checkbox"/> Fly
<input type="checkbox"/> Frass	<input type="checkbox"/> Fungus
<input type="checkbox"/> Inadequate or inaccurate trade description	<input type="checkbox"/> Incorrect/unclean packaging
<input type="checkbox"/> Inert material	<input type="checkbox"/> Insect damage
<input type="checkbox"/> Insects - Egg/Moths/Caterpillar (Lepidoptera)	<input type="checkbox"/> Insects - Fruit Fly - Egg/Larvae/Adult (Diptera)
<input type="checkbox"/> Insects - Live injurious (Grain and seed inspections only)	<input type="checkbox"/> Insects - Live non-injurious (Grain and seed inspections only)
<input type="checkbox"/> Insects - Moths (Lepidoptera)	<input type="checkbox"/> Larvae
<input type="checkbox"/> Lesions	<input type="checkbox"/> Live field species
<input type="checkbox"/> Live Insect	<input type="checkbox"/> Live insect pest
<input type="checkbox"/> Live pest	<input type="checkbox"/> Live rodent
<input type="checkbox"/> Mites	<input type="checkbox"/> Moth
<input type="checkbox"/> Mould	<input type="checkbox"/> Nematodes
<input type="checkbox"/> Positive ARGT result	<input type="checkbox"/> Rot
<input type="checkbox"/> Soil	<input type="checkbox"/> Spider
<input type="checkbox"/> Stings	<input type="checkbox"/> Thrips
<input type="checkbox"/> Weed seeds	

13 Authorised officers

Authorised Officer

14 Previous Next Save

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Continue the remainder of the horticulture inspection as per the Reference: *Plant Exports Management System (PEMS) Authorised officer user guide – Horticulture Inspections*.

## 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*
    - *Horticulture inspections*

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.

<b>Instructional Material Library document ID</b>	<b>Instructional material owner</b>
IMLS-9-8194	Director, Business Systems Program

## Version history

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

<b>Version</b>	<b>Date</b>	<b>Amendment details</b>
1	11/11/2021	First publication of this user instruction.
2	21/02/2022	Updated in line with PEMS Feb release.
3	4/04/2022	Update with April 2022 PEMS release