



REFERENCE

Plant Exports Management System (PEMS) Authorised officer user guide – Horticulture Inspections

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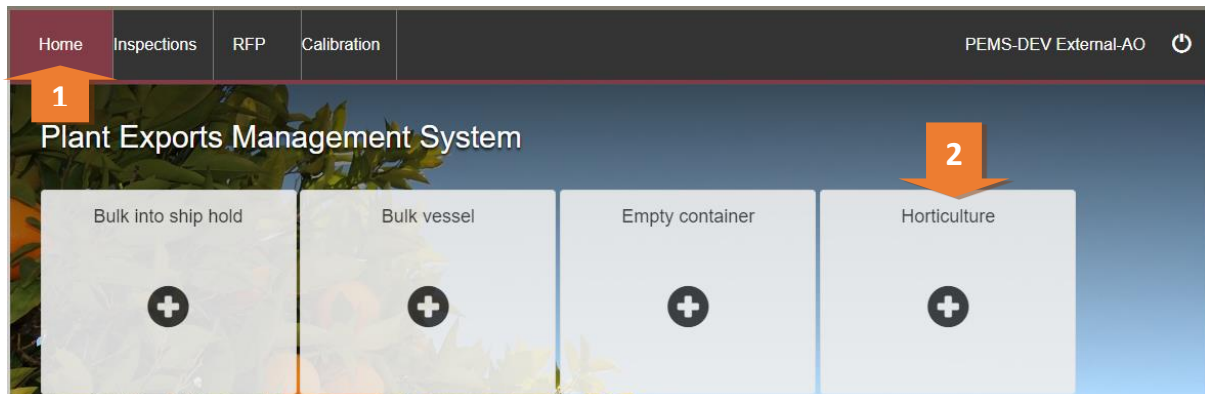
Purpose of this document

This reference outlines how to use PEMS to record Horticulture 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 horticulture inspection

To initiate a horticulture inspection, click on the **Home**¹ PEMS menu tab, and then click the **Horticulture**² button.



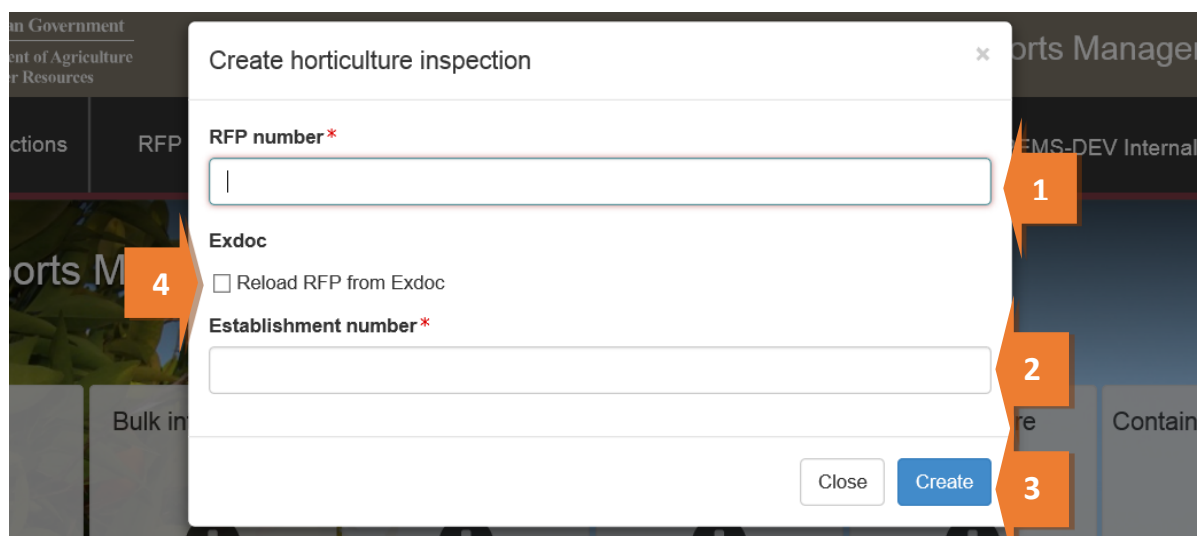
The *Create Horticulture Inspection* window will display.

Enter the **RFP number**¹. The RFP number will be 7 digits long.

Enter the **Establishment number**² (only mandatory for third party AOs). The establishment number should be 3 to 4 digits long.

Click **Create**³.

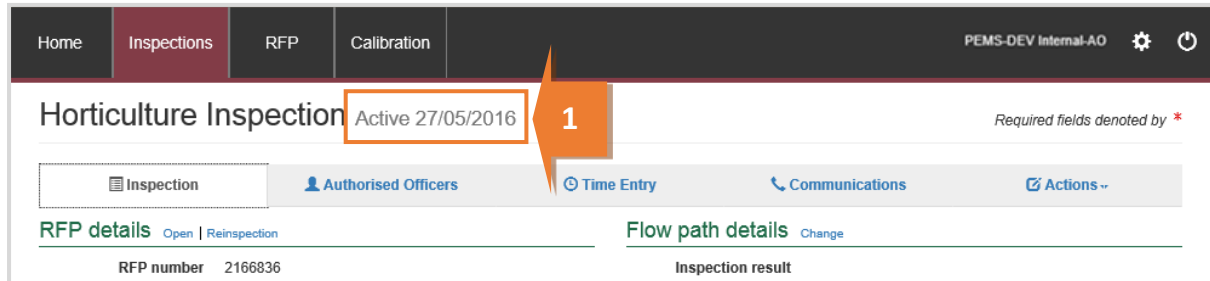
! Where a change is made to the RFP in EXDOC, you can select the **Reload RFP from EXDOC**⁴ checkbox to update the relevant RFP and inspection record in PEMS. For more information see [Section 4.1 Reload RFP from EXDOC](#) of the [Reference: PEMS AO user guide – Overview and General Functions.](#)



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

The inspection record will remain **Active**¹ until the record is withdrawn, submitted, or cancelled.

While the record is active, the date provided at the top of the horticulture inspection record is the date the inspection record was initiated.



Horticulture Inspection page

The *Horticulture Inspection* page will display the following key sections:

- **RFP details**¹ – populated based on RFP information extracted from EXDOC.
- **Flow path details**² – allows you to record or change the flow path inspection result.
- **Outcome details**³ – allows you to select the inspection sampling rate and trade description results and provides a summary of the inspection outcomes.
- **Results**⁴ – where you record the inspection results.
- **Comments**⁵ – where general comments, such as additional requirements for protocol markets, can be recorded, see [Section 3.8 Adding comments to a record](#) of the [Reference: PEMS AO user guide – Overview and General Functions](#).

Step-by-step instructions on how to record or change data on this page is provided below.

Home Inspections RFP Calibration UAT11 Testing ⚙️ 🔌

Horticulture Inspection Active 22/06/2022 Required fields denoted by *

Inspection ID - H725080

Inspection Authorised Officers Time Entry Communications Actions -

1 RFP details Open | Change

RFP number 2218443
 Inspection reason
 Destination country CHINA
 Establishment number 0098
 Establishment name AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND
 Exporter name TESTING - EXPORTER ALL COMMODITY 35 TESTING
 Import permit No
 Treatment details No
 Additional declaration No
 Place of Origin

Flow path details Change

Inspection result
 Officer
 Comments

Outcome details Change

Trade description No
 Sampling rate
 Total quantity 10
 Total passed
 Total failed

Results (1) Set line ID

Line	Commodity	Packages	Packaging	Sampled	Result	Authorised officers	Actions
1	ORANGES	10	CONTAINERS	0			

Comments Change

No comment.

2 **3** **4** **5**

Opening the Request for Permit (RFP) details

To open the RFP details, click the **Inspection**¹ tab and then click **Open**² under the RFP details section.

Horticulture Inspection Active 22/06/2022 Required fields denoted by *

Inspection ID - H725080

Inspection Authorised Officers Time Entry Communications Actions -

1 RFP details Open | Change **2**

RFP number 2218443
 Inspection reason
 Destination country CHINA
 Establishment number 0098
 Establishment name AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND
 Exporter name TESTING - EXPORTER ALL COMMODITY 35 TESTING
 Import permit No
 Treatment details No
 Additional declaration No
 Place of Origin

Flow path details Change

Inspection result
 Officer
 Comments

Outcome details Change

Trade description No
 Sampling rate
 Total quantity 10
 Total passed
 Total failed

The *Request For Permit* page will display.

The *Request For Permit* (RFP) page will display a **Summary**¹ of the RFP from EXDOC, as well as the **Request for permit lines**² that make up the inspection record (for more information on the **RFP tabs**³ see [Section 4: RFP functions in PEMS \(commodity inspections\)](#) of the [Reference: PEMS AO user guide – Overview and General Functions](#)).

Click **Open**⁴ beside any RFP line to view the details of that line.

The **Import Permits**⁵ details will be displayed.

For departmental AOs only, click **Change**⁶ beside *Comments* to record comments at the RFP level.

Request For Permit 2218443 (v1) Open Required fields denoted by *

3 RFP Inspections Calibration Time Entry Communications Service Request Actions -

1 **Summary**

Establishment number	0098	Establishment name	AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND THE BIG SHED BROUGHTON STREET BARTON ACT 2600
Destination country	CHINA	Exporter name	TESTING - EXPORTER ALL COMMODITY 35
Commodity type	Horticulture	Total No. of Packages	10
Last refreshed	22/06/2022 10:34		
Departing place			
Departing date	22/04/2022 00:00		
Freight type	Air		

2 Request for permit lines (1) View all containers

Line	Commodity	No. of packages	Package type	Net weight	Unit	Actions
1	ORANGES	10	CONTAINERS	100.001	KILOGRAM	Open 4

5 Import permits

No import permits.

6 Comments Change

No comment.

The RFP line window will display the details of the commodity line as provided on the RFP in EXDOC. Click **Previous** and **Next**¹ to navigate between the RFP line windows. Click **Close**² to exit the RFP line window at any time and return to the *Request For Permit* page.

Line 1 - APPLES

Net amount	7200
Unit	KILOGRAM
Package type	CARTONS
Package quantity	400
Package amount	0
Package unit	
Declaration	None

1 Previous Next 2 Close

Returning to the inspection page

To return to the *Horticulture Inspection* page, click the **Inspections**¹ tab. The full list of inspections relating to the RFP will display. For more information see [Section 4.3: Navigating to related inspections/calibrations from the RFP](#) of the [Reference: PEMS AO user guide – Overview and General Functions](#).

Click **Open**² beside the 'Active' inspection record.

Request For Permit 2218443 (v1) Open Required fields denoted by *

[RFP](#)
[Inspections](#) **1**
[Calibration](#)
[Time Entry](#)
[Communications](#)
[Service Request](#)
[Actions](#)

Related inspections (1)

Type	Status	RFP version	Inspection version	Start date	Location	Authorised officers	Actions
Horticulture	Active	1		22/06/2022	AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND	UAT11 Testing	Open 2 Comments

The *Horticulture Inspection* page will display.

Horticulture Inspection Active 22/06/2022 Required fields denoted by *

Inspection ID - H725080

[Inspection](#)
[Authorised Officers](#)
[Time Entry](#)
[Communications](#)
[Actions](#)

RFP details [Open](#) | [Change](#)

Flow path details [Change](#)

RFP details
 RFP number: 2218443
 Inspection reason:
 Destination country: CHINA
 Establishment number: 0098
 Establishment name: AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND
 Exporter name: TESTING - EXPORTER ALL COMMODITY 35
 Import permit: No
 Treatment details: No
 Additional declaration: No
 Place of Origin:

Flow path details
 Inspection result:
 Officer:
 Comments:

Outcome details [Change](#)
 Trade description: No
 Sampling rate:
 Total quantity: 10
 Total passed:
 Total failed:

Recording Place of Origin and Additional declaration

Place of Origin and Additional declaration (if applicable) information is to be recorded for the consignment.

To record the Place of Origin and Additional declaration for the consignment, click the **Inspection**¹ tab and then click **Change**² under the RFP details section.

Horticulture Inspection Active 22/06/2022 Required fields denoted by *

Inspection ID - H725080

1 [Inspection](#)
[Authorised Officers](#)
[Time Entry](#)
[Communications](#)
[Actions](#)

RFP details [Open](#) | [Change](#) **2**

Flow path details [Change](#)

RFP details
 RFP number: 2218443
 Inspection reason:
 Destination country: CHINA
 Establishment number: 0098
 Establishment name: AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND
 Exporter name: TESTING - EXPORTER ALL COMMODITY 35
 Import permit: No
 Treatment details: No
 Additional declaration: Yes
 Place of Origin:

Flow path details
 Inspection result:
 Officer:
 Comments:

Outcome details [Change](#)
 Trade description: No
 Sampling rate:
 Total quantity: 10
 Total passed:
 Total failed:

This is a CONTROLLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.

The *Change Details* window will display.

Where applicable, you must **View**¹ the *Link to Micor*. This will open another window and link you to the Micor case for the commodity and country. Then select the **Additional declaration Verified**² checkbox in the *Change Details* window. You will not be able to click the checkbox if you have not viewed and verified the Micor case.

Enter the **Place of Origin**³ information and click **Save**⁴.

The screenshot shows a 'Change Details' window with the following sections and callouts:

- Additional declarations:** A table with one row: '1046 - Endorsement Test for double spaces'. To the right of this row is a 'Link to MICOR' button with a 'View' link below it. Callout 1 points to the 'View' link.
- Additional declaration Verified *:** A checkbox that is currently unchecked. Callout 2 points to this checkbox. Below it is the text 'Additional Declaration has to be verified.'
- Import Permit:** A text area containing '1111' and '1234' on separate lines.
- Treatment details:** A text area containing 'Line 1 - TREATA - WEWDFWFWWFW'.
- Place of Origin:** An empty text input field. Callout 3 points to this field.
- Buttons:** 'Close' and 'Save' buttons at the bottom right. Callout 4 points to the 'Save' button.

The *Horticulture Inspection* page will display the updated **Place of Origin** information and **Additional declaration**¹ information.

The screenshot shows the 'Horticulture Inspection' page with a navigation bar at the top containing 'Home', 'Inspections', 'RFP', and 'Calibration'. Below the navigation bar, the page title is 'Horticulture Inspection Active 14/05/2019'. A green notification box states 'The inspection details have been updated.' Below this, there are three tabs: 'Inspection', 'Authorised Officers', and 'Time Entry'. The 'Inspection' tab is active, showing 'RFP details' with links for 'Open' and 'Change'. The RFP details are as follows:

RFP number	0042345
Reinspection	No
Destination country	TAIWAN
Establishment number	0004
Establishment name	STILL FORMERLY AUSTRALIAN MEAT HOLDINGS NO ESTAB NUMBER SO MAKE LONGER
Exporter name	AAA DEPARTMENTAL TEST EXPORTER
Import permit	Yes
Treatment details	Yes
Additional declaration	VERIFIED
Place of Origin	NSW Australia

An orange callout arrow labeled '1' points to the 'Additional declaration' and 'Place of Origin' fields.

! Inspection results grid will be enabled only when the additional declaration is set either to 'No' or 'Verified' and Place of Origin information recorded.

Edit Exporter name (*if applicable*)

There is a field length limitation of 35 characters when the exporter name is extracted into PEMS from EXDOC (system constraint). This means that in some instances the entire exporter name will not appear in PEMS. This change can no longer be made by the AO.

You must check that the exporter name that appears in the inspection record in PEMS matches the exporter name on the RFP.

If the exporter name is not correct, you need to contact PEMS@agriculture.gov.au to have the name corrected in the PEMS reference table. Once this is corrected you will not need to request the change again for future inspections/calibrations, as PEMS will save the corrected version of the exporter name for all future records.

If the exporter name is different due to another reason (e.g. legal change of entity name) then these changes must be made in EXDOC through the appropriate process.

Recording reinspection of a consignment

For more information see [Section 4.4 Creating inspection records where a record already exists for an RFP](#) of [Reference: Plant Exports Management System \(PEMS\) Authorised officer user guide – Overview and General Functions](#).

Verifying import permit details

Import permit details must be verified for the consignment. To verify the import permit details, click the **Inspection**¹ tab and then click **Change**² under the RFP details section.

The screenshot shows the 'Horticulture Inspection' interface. At the top, it says 'Active 22/06/2022'. Below that is a green notification box: 'The inspection details have been updated.' Underneath, the 'Inspection ID - H725080' is displayed. There are three tabs: 'Inspection' (highlighted with callout 1), 'Authorised Officers', and 'Time'. Below the tabs is the 'RFP details' section, which includes 'Open' and 'Change' (highlighted with callout 2) options. The RFP details are as follows:

RFP number	221844
Inspection reason	
Destination country	CHINA
Establishment number	0098
Establishment name	AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND
Exporter name	TESTING - EXPORTER ALL COMMODITY 35
Import permit	No
Treatment details	Yes
Additional declaration	VERIFIED
Place of Origin	Victoria

The *Change Details* window will display.

You must verify the **Import Permit**¹ details relevant to the consignment.

Click **Save**².

The screenshot shows a 'Change Details' window with the following sections:

- Additional declarations**: A table with two rows. The first row has 'Additional declaration' and 'Link to MICOR'. The second row has '1046 - Endorsement Test for double spaces' and 'View'.
- Additional declaration Verified ***: A checkbox that is checked.
- Import Permit**: A section containing a list of permit numbers: '1111' and '1234'. An orange arrow labeled '1' points to this section.
- Treatment details**: A section containing a text field with the value 'Line 1 - TREATA - WEWDFWFWWFW'.
- Place of Origin**: A section containing a text field with the value 'NSW Australia'.
- Buttons**: At the bottom right, there are two buttons: 'Close' and 'Save'. An orange arrow labeled '2' points to the 'Save' button.

Verifying treatment details

Treatment details must be verified for the consignment. To verify the treatment details, select the **Inspection**¹ tab and click **Change**² under the RFP details section.

Horticulture Inspection Active 22/06/2022

The inspection details have been updated.

Inspection ID - H725080

1 [Inspection] [Authorised Officers] [Time]

RFP details Open | Change 2

RFP number	221844
Inspection reason	
Destination country	CHINA
Establishment number	0098
Establishment name	AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND
Exporter name	TESTING - EXPORTER ALL COMMODITY 35 TESTING
Import permit	No
Treatment details	Yes
Additional declaration	VERIFIED
Place of Origin	Victoria

The *Change Details* window will display.

You must verify **Treatment details**¹ relevant to the consignment.

Click **Save**².

The screenshot shows a window titled "Change Details" with a close button (X) in the top right corner. The window is divided into several sections:

- Additional declarations:** A table with two columns: "Additional declaration" and "Link to MICOR". The first row contains "1046 - Endorsement Test for double spaces" and "View".
- Additional declaration Verified:** A checkbox that is checked, followed by the text "Additional declaration Verified *".
- Import Permit:** A text input field containing "1111" and "1234". An orange arrow labeled "1" points to this section.
- Treatment details:** A text input field containing "Line 1 - TREATA - WEWDFWFWWFW". This section is highlighted with an orange border, and an orange arrow labeled "1" points to it.
- Place of Origin:** A text input field containing "NSW Australia".
- Buttons:** At the bottom right, there are two buttons: "Close" (white) and "Save" (blue). An orange arrow labeled "2" points to the "Save" button.

Recording flow path inspection results

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

To record flow path inspection results, click the **Inspection**¹ tab and then click **Change**² under the flow path details section.

The screenshot shows the 'Horticulture Inspection' interface for an active inspection on 22/06/2022. The 'Inspection' tab is selected, indicated by an orange arrow labeled '1'. Below the navigation bar, the 'Flow path details' section is visible, with a 'Change' button highlighted by an orange arrow labeled '2'. The 'RFP details' section shows: RFP number 2218443, Inspection reason, Destination country CHINA, and Establishment number 0098. The 'Flow path details' section shows: Inspection result, Officer, and Comments.

The *Flow Path Details* window will display (next screenshot).

Select a flow path **Inspection result**¹ of 'Passed' or 'Failed'. The flow path details window will expand and you must enter the **Authorised Officer**², **Result date**³ and **Result time**⁴.

! All AOs assigned to the inspection will be available to be selected against a flow path result.

The 'Flow path details' window is shown with the following fields and values: 'Inspection result' is set to 'Passed after rectification' (arrow 1); 'Authorised officer' is 'PEMS-DEV Internal-AO' (arrow 2); 'Failed date' is '28/05/2019'; 'Failed time' is '14:16'; 'Result date' is '28/05/2019' (arrow 3); and 'Result time' is '15:16' (arrow 4).

If the flow path is failed, you then have the option to change the flow path inspection result to **Passed after rectification**¹, if applicable. If the flow path fails, you should not submit the inspection record. The flow path must be passed after rectification (see [Section 3.3: Recording a passed after rectification flow path result](#) of the [Reference: PEMS AO User Guide – Overview and General Functions](#)) before submitting the inspection.

If 'Passed after rectification' is selected, the *Flow Path Details* window will expand and you can select the **Authorised Officer**² and will show the **Failed date**³ and **Failed time**⁴ from when it was failed. You must enter a **Result date**⁵ and **Result time**⁶.

If applicable, provide **Comments**⁷ on the flow path inspection (mandatory when the flow path fails or is passed after rectification).

Click **Save**⁸.

The flow path date/time must not be in future and must be equal to or greater than the start time/date and equal to or less than the end time/date of the inspection.

If you fail the flow path initially and then provide a 'Passed after rectification' result, rectification date/time must be after the flow path failed date/time.

The whole consignment presented for inspection will fail if the flow path receives a 'Failed' result. Do not continue with the commodity inspection as you will not be able to add results against RFP line.

You must enter an appropriate time entry record (see [Section 3.4: Time Entry](#) of the [Reference: PEMS AO user guide – Overview and General Functions](#)) before the inspection record is submitted on PEMS.

The screenshot shows a 'Flow path details' form with the following fields and callouts:

- 1**: Inspection result * (Dropdown menu showing 'Passed after rectification')
- 2**: Authorised officer * (Dropdown menu showing 'PEMS-DEV Internal-AO')
- 3**: Failed date * (Text field showing '28/05/2019')
- 4**: Failed time * (Text field showing '14:16')
- 5**: Result date * (Text field showing '28/05/2019')
- 6**: Result time * (Text field showing '15:16')
- 7**: Comments * (Text area with a red error message: 'A comment is required.')
- 8**: Save button (Red button)

The *Horticulture Inspection* page will display the updated flow path **Inspection result**¹ and PEMS will populate the name of the **Authorised Officer**² who recorded the flow path inspection results in PEMS.

Horticulture Inspection Active 22/06/2022 Required fields denoted by *

The flow path details have been updated.

Inspection ID - H725080

[Inspection](#)
[Authorised Officers](#)
[Time Entry](#)
[Communications](#)
[Actions](#)

RFP details	Flow path details
<p>RFP number 2218443</p> <p>Inspection reason</p> <p>Destination country CHINA</p> <p>Establishment number 0098</p> <p>Establishment name AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND</p> <p>Exporter name TESTING - EXPORTER ALL COMMODITY 35 TESTING</p>	<p>Inspection result Passed after rectification</p> <p>Failed time 21/06/2022 10:00</p> <p>Result time 22/06/2022 10:00</p> <p>Officer UAT11 Testing</p> <p>Comments test - conveyor belt</p>

Outcome details [Change](#)

Recording trade description result

You can enter the trade description results for the inspected consignment by clicking the **Inspection**¹ tab and then click **Change**² under the Outcome details section.

Horticulture Inspection Active 22/06/2022 Required fields denoted by *

Inspection ID - H725080

1 **Inspection** | Authorised Officers | Time Entry | Communications | Actions

RFP details [Open](#) | [Change](#) 2

RFP number	2218443
Inspection reason	
Destination country	CHINA
Establishment number	0098
Establishment name	AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND
Exporter name	TESTING - EXPORTER.ALL COMMODITY 35 TESTING
Import permit	No
Treatment details	No

Flow path details [Change](#)

Inspection result	Passed after rectification
Failed time	21/06/2022 10:00
Result time	22/06/2022 10:00
Officer	UAT11 Testing
Comments	test - conveyor belt was cleaned

Outcome details [Change](#)

Trade description	No
Sampling rate	

The *Outcome Details* window will display.

The trade description result field is mandatory. Select the **Trade description matched**¹ checkbox and then click **Save**² (the trade description and sampling rate must be entered before saving the *Outcome Details* window).

Outcome Details

Trade description *

Trade description matched 1

The trade description is required.

Sampling rate *

A sampling rate is required.

[Close](#) [Save](#) 2

The *Horticulture Inspection* page will display the **Trade description**¹ result.

Outcome details [Change](#)

Trade description	Yes
Sampling rate	2 % (two percent)
Target quantity	3
Progressive count	0
Total quantity	10
Total passed	10
Total failed	0

1

Selecting sampling rate

To select a sampling rate for the consignment, click the **Inspection**¹ tab and then click **Change**² under the Outcome details section.

Horticulture Inspection Active 22/06/2022 Required fields denoted by *

Inspection ID - H725080

Inspection | Authorised Officers | Time Entry | Communications | Actions

RFP details Open | Change

RFP number	2218443
Inspection reason	
Destination country	CHINA
Establishment number	0098
Establishment name	AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND
Exporter name	TESTING - EXPORTER.ALL COMMODITY 35 TESTING
Import permit	No
Treatment details	No

Flow path details Change

Inspection result	Passed after rectification
Failed time	21/06/2022 10:00
Result time	22/06/2022 10:00
Officer	UAT11 Testing
Comments	test - conveyor belt was cleaned

Outcome details Change

Trade description	No
Sampling rate	

The *Outcome Details* window will display.

Select an appropriate **Sampling rate**¹ of 2% per line, 2%, 600 units, 600 units per line, or Other (for more information see below).

Click **Save**².

Outcome Details

Trade description *

Trade description matched

Sampling rate * 1

600 Units

Target quantity 600

Progressive count 0

Close Save 2

If the **Sampling rate**¹ is set to *Other* the *Outcome Details* window will expand.

You must specify the sampling rate used in **Sampling Description**².

Click **Save**³.

The screenshot shows a window titled "Outcome Details" with a close button (X) in the top right corner. The window contains the following elements:

- Trade description ***
 - Trade description matched
- 1** **Sampling rate ***
 - A dropdown menu with "Other" selected.
- 2** **Sampling Description ***
 - A large, empty text area for input.
- 3** **Close** and **Save** buttons at the bottom right.

Compliance Labelling

If there is at least one commodity on the RFP for a protocol market the **Compliance labelling verified**¹ checkbox will be displayed. You will have to verify compliance labelling in the *Outcome Details* window before proceeding with inspecting the consignment.

Outcome Details

Trade description *

Trade description matched

1 Compliance labelling *

Compliance labelling verified

Sampling rate *

A sampling rate is required.

Close Save

After you click save, the *Horticulture Inspection* page will display the chosen **Sampling rate**¹.

Based on the sampling rate, PEMS will populate the **Target quantity**² to be inspected. As inspection results are entered, PEMS will automatically keep a **Progressive count**³ of the numbers of units sampled and record the **Total passed** and **Total failed**⁴ for the consignment. If **Compliance labelling**⁵ is applicable to the record it will be indicated in this field.

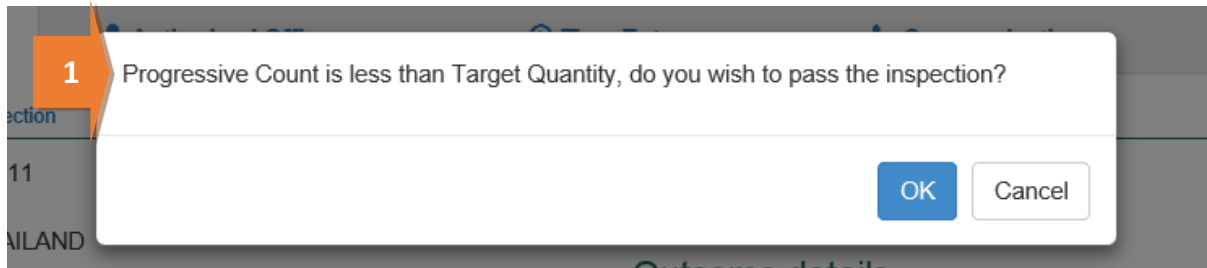
Outcome details	
Trade description	Yes
5 Compliance labelling	Yes
1 Sampling rate	600 Units
Target quantity	600
3 Progressive count	600
Total quantity	10000
Total passed	10000
Total failed	0

! Inspection results grid will be enabled only when a sampling rate is chosen for the inspection.

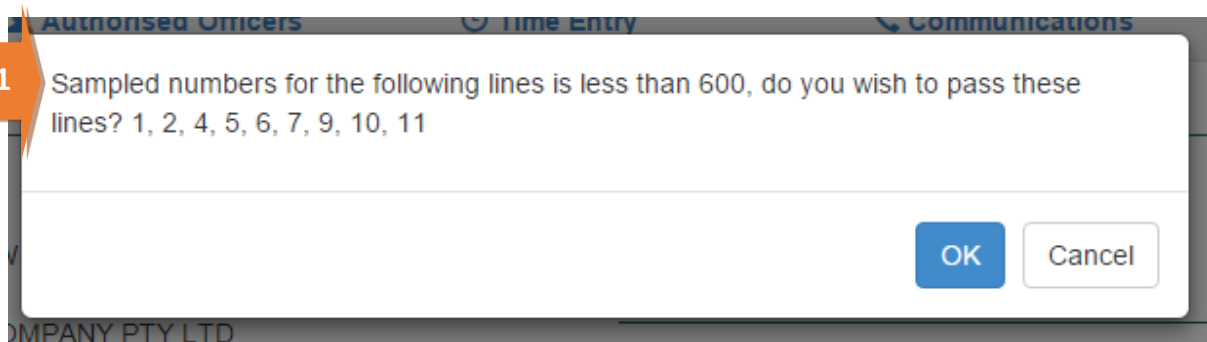
! If the 'Other' sampling rate is selected you must manually enter the 'Total passed' and 'Total failed' into the inspection record, as shown in the screen shot above. 'Total passed' and 'Total failed' must be equal to the 'Total quantity'.

The inspection record can be submitted in PEMS when the progressive count does not meet the target quantity. However, PEMS will display a warning message and confirm that you wish to proceed with the submission where the target quantity is not met.

Warning message¹ for 600 units or 2% sampling rates.



Warning message¹ for per line sampling rates.



Splitting lines on the inspection record


For *Horticulture Inspection* records, you can split the parent RFP lines of the record where key information regarding the inspected consignment is not provided on the RFP in EXDOC, or does not extract into PEMS, but is important for the traceability of goods.

RFP lines should be split where it is possible to differentiate between a unique and identifiable source of the goods for the RFP line, such as:

- grower
- lot
- packhouse.

To split lines in the inspection record, click **Split line**¹ beside the appropriate parent RFP line. Any parent RFP line presented for inspection can be split any number of times.

Line	Commodity	Packages	Packaging	Sampled/Target	Result	Authorised officers	Actions
1	APPLES	400	CARTONS	0/8			Open Split line
2	APPLES	30	CARTONS	0/3			Open Split line
3	LEMONS	1	CARTONS	0/1			Open Split line
4	MANDARINS	5	CARTONS	0/3			Open Split line
5	ORANGES	20	CARTONS	0/3			Open Split line
6	PEARS	20	CARTONS	0/3			Open Split line
7	KIWIFRUITS	4	CARTONS	0/3			Open Split line
8	TANGELOS	1	CARTONS	0/1			Open Split line
9	MUSHROOMS	2	CARTONS	0/2			Open Split line
10	ONIONS - RED	15	BAGS	0/3			Open Split line
11	GRAPES	20	CARTONS	0/3			Open Split line



The inspection *Results* window for the new line will display (see second screenshot in the **Recording inspection results for horticulture** section below and continue to record the results for each line).

Recording inspection results for horticulture

PEMS will provide different **sample guide columns**¹ to assist you with tracking the number of units sampled from each RFP line during inspection (next 3 screen shots). The sample guide provided will depend on the sampling rate you originally selected.

PEMS requires that certain inspection data is entered before an inspection record can be successfully submitted:

- For '600 units per line' and '2% per line' sampling rates, an inspection result must be entered against every RFP line
- For '600 units' and '2%' sampling rates, an inspection result does not have to be entered against every RFP line
- For 'Other' sampling rates a result does not have to be entered against every RFP line.

To enter or change inspection results on PEMS click **Open**² beside the appropriate RFP line.

Results (13) Set line ID							
Line	Commodity	Packages	Packaging	Sampled	Result	Authorised officers	Actions
1	APPLES	260	CARTONS	4	Pass	PEMS-DEV Internal-AO	<input type="button" value="Open"/>
1	APPLES	40	CARTONS	3	Pass	PEMS-DEV Internal-AO	<input type="button" value="Open"/> <input type="button" value="Remove"/>
1	APPLES	100	CARTONS	3	Pass	PEMS-DEV Internal-AO	<input type="button" value="Open"/> <input type="button" value="Remove"/>
2	APPLES	30	CARTONS				<input type="button" value="Open"/> <input type="button" value="Split line"/>

Sampling rates for 600 units per line or 2% per line:

Destination country		PAPUA NEW GUINEA	Outcome details Change					
Establishment number		5462	Trade description					No
Establishment name		EXPORT COMPANY PTY LTD	Sampling rate					2 % (two percent per line)
Exporter name		TESTING - EXPORTER ALL COMMODITY	Total quantity					518
			Total passed					0
			Total failed					0
Results (11) Set line ID								
Line	Commodity	Packages	Packaging	Sampled/Target	Result	Authorised officers	Actions	
1	APPLES	400	CARTONS	0/8			<input type="button" value="Open"/> <input type="button" value="Split line"/>	
2	APPLES	30	CARTONS	0/3			<input type="button" value="Open"/> <input type="button" value="Split line"/>	
3	LEMONS	1	CARTONS	0/1			<input type="button" value="Open"/> <input type="button" value="Split line"/>	

Sampling rates for 600 units or 2%:

Destination country	PAPUA NEW GUINEA						
Establishment number	5462	Outcome details Change					
Establishment name	EXPORT COMPANY PTY LTD						
Exporter name	TESTING - EXPORTER ALL COMMODITY						
		Trade description	No				
		Sampling rate	2 % (two percent)				
		Target quantity	11				
		Progressive count	0				
		Total quantity	518				
		Total passed	518				
		Total failed	0				
Results (11) Set line ID							
Line	Commodity	Packages	Packaging	Sampled	Result	Authorised officers	Actions
1	APPLES	400	CARTONS	0			Open
2	APPLES	30	CARTONS	0			Open Split line
3	LEMONS	1	CARTONS	0			Open Split line

The *Inspection Result Line* window will display.

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

- If applicable, enter the **Accredited Farm Block Number**¹ and click **Add**². This will validate the Farm Block Number. For each new number, multiple block numbers can be added by clicking the Add button again. Enter 'N/A' if not applicable; for example, where the block does not require accreditation for the intended pathway. (**Refer to** any relevant protocol or workplan).
- If applicable, enter the **Accredited Packhouse Number**³ and click **Add**⁴. This will validate the packhouse number. For each new number, multiple packhouses can be added by clicking the **Add** button again. Enter 'N/A' if not applicable; for example, if the commodity was not packed in a packhouse. (**Refer to** any relevant protocol or workplan).
- If applicable, enter the source of the product into the **Line ID**⁵, such as grower line and/or lot number.
- Enter the **Number of packages**⁶ 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**⁷ of units during the inspection (sampled number must be entered before a result can be selected).
- Select a **Result**⁸ of either 'Pass' or 'Fail' for the line.
- If applicable, select one or more **Remarks**⁹ checkboxes (mandatory if the line fails the inspection).
- Select the checkbox(es) of all **Authorised officers**¹⁰ who inspected the line.
(See [Section 3.1: Assigning authorised officers \(inspection records only\)](#) of the [Reference: PEMS AO user guide – Overview and General Functions](#) for more information).
- Click **Save**¹¹ to save the inspection record and exit the Inspection Result Line window.

Additional remarks for protocol markets must be entered into general comments.

(See [Section 3.8: Adding comments to a record](#) of the [Reference: PEMS AO user guide – Overview and General Functions](#)).

When accredited property validation is available you must enter details in the relevant fields so the system can perform the validation. If you discover an error, you **MUST NOT** add or correct details in the comments field – this will not pass at authorisation. You must create a new inspection record to perform the validation.

Accredited property validation is not yet available for all horticulture to protocol markets – for these commodities without validation functionality you will need to record accredited property information in the Comments field.

Inspection Result Line 1 - ORANGES - CARTONS - Target 20

1 Accredited Farm Block Number 2 Add

3 Accredited packhouse number 4 Add

5 Line ID

6 Number of packages*
1000

7 Sampled number

8 Result

9 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 ARGV 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	

10 Authorised officers

Vendor Test2

11 Previous Next Close Save

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.

An error will appear if the incorrect accredited farm block number or accredited packhouse number is being added to the inspection record. This will not allow the inspection result to save.

To resolve this, contact the exporter to confirm the accredited farm block or packhouse numbers are correct. If errors continue with the correct information, contact the PEMS Administrator.

Inspection Result Line 1 - ORANGES - CARTONS - Target 20 ✕

Packhouse : 2168 not supporting the commodity or country

Accredited Farm Block Number

Add

Accredited packhouse number

Add

Once the inspection result is saved, the *Horticulture Inspection* page will display the **new split lines**¹. You can **Remove**² the split line(s) up until the inspection is submitted, withdrawn, or cancelled.

Home
Inspections
RFP
Calibration
PEMS-DEV Internal-AO ⏻

Horticulture Inspection Active 06/10/2020 Required fields denoted by *

The inspection result has been updated.

Inspection
Authorised Officers
Time Entry
Communications
Actions

RFP details Open | Change

RFP number 0044143

Reinspection No

Destination country JAPAN

Establishment number 0100

Establishment name MARATHON FOOD INDUSTRIES PROPRIETARY LIMITED

Exporter name AAA DEPARTMENTAL TEST EXPORTER

Import permit No

Treatment details No

Additional declaration VERIFIED

Place of Origin ttt

Flow path details Change

Inspection result Passed

Result time 06/10/2020 14:50

Officer PEMS-DEV Internal-AO

Comments

Outcome details Change

Trade description Yes

Compliance labelling Yes

Compliance Comments sdz

Sampling rate 2 % (two percent per line)

Total quantity 81

Total passed 80

Total failed 0

Results (2) Set line ID

Line	Commodity	Packages	Packaging	Sampled/Target	Result	Authorised officers	Actions
2	PUMPKINS	1	CONTAINER	0/1			<div style="display: flex; justify-content: space-around; font-size: small;"> Open Split line </div>
2	PUMPKINS	80	CONTAINER	3/3	Passed	PEMS-DEV Internal-AO	<div style="display: flex; justify-content: space-around; font-size: small;"> Open Remove </div>

Comments Change

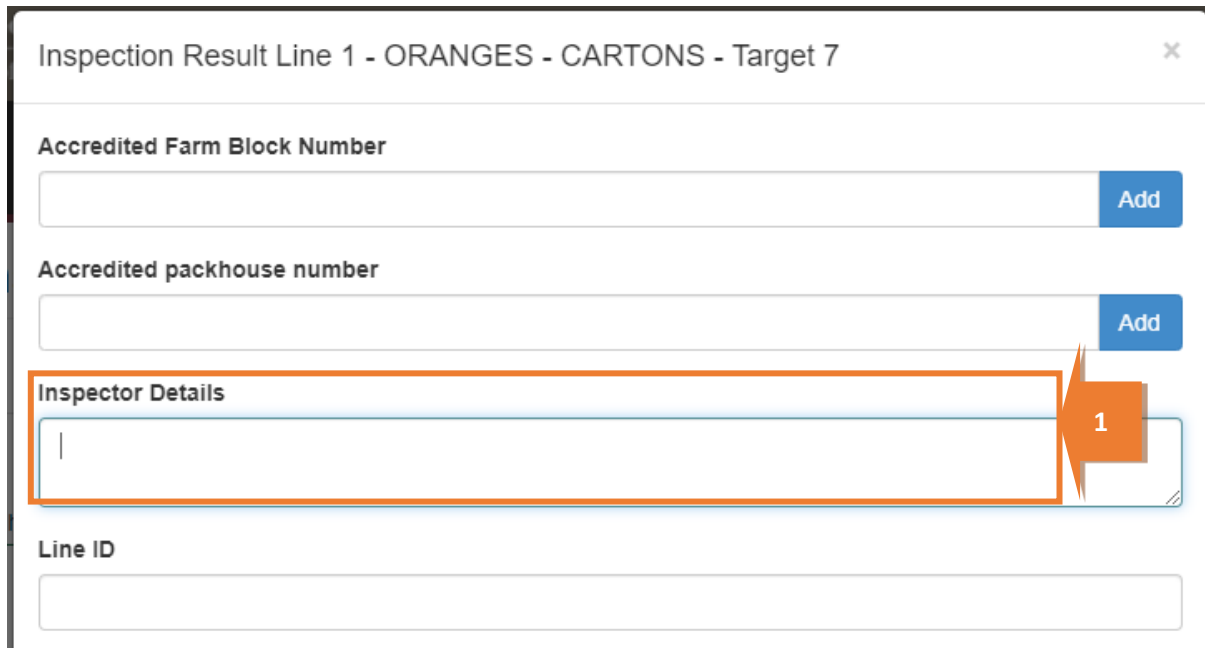
No comment.

1

2

New Zealand Inspector details (if applicable)

When the destination country is New Zealand, the Inspection Result will ask for the **Inspector Details**¹. Enter the name of the inspector in this section.



Inspection Result Line 1 - ORANGES - CARTONS - Target 7

Accredited Farm Block Number Add

Accredited packhouse number Add

Inspector Details 1

Line ID

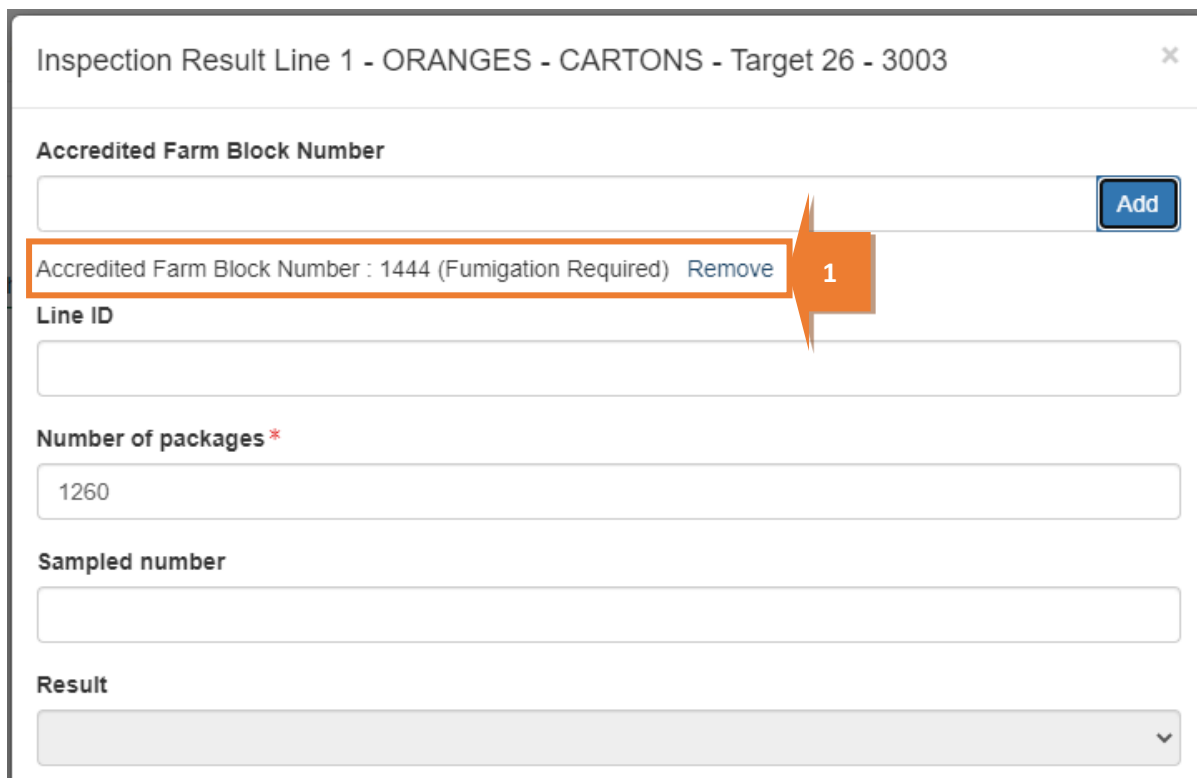


The **Inspector Details** is a free text box and the information entered in this section will appear on the Horticulture Inspection report under Compliance Comments.

Fumigation required (for Citrus only)

When entering an Accredited Farm Block Number, it may trigger a warning that states **Fumigation Required**¹.

If fumigation is required, you will not be able to submit the inspection until a treatment certificate has been attached to the inspection record. For more information on how to add this certificate see [Section 3.5: Communications – attaching files to a record](#) of the [Reference: PEMS AO user guide – Overview and General Functions](#).



Inspection Result Line 1 - ORANGES - CARTONS - Target 26 - 3003

Accredited Farm Block Number

Accredited Farm Block Number : 1444 (Fumigation Required) Remove

Line ID

Number of packages*

1260

Sampled number

Result

10% calyces lift (for Citrus protocol markets only)

When it is a citrus protocol market this will trigger the **10% calyces lifted**¹ tick box to appear. This is a mandatory tick box, and the record cannot be completed without this declaration.

Inspection Result Line 1 - ORANGES - CONTAINERS - Target 3



Accredited Farm Block Number

 Add

Accredited packhouse number

 Add

Line ID

Number of packages *

Sampled number

10% calyces lifted *

1

Result

Pest Concern

When applicable, the remark/s selected in the *Inspection Result* section, may trigger a pest concern for potential fruit fly contamination. The **Pest Concern** section will appear.

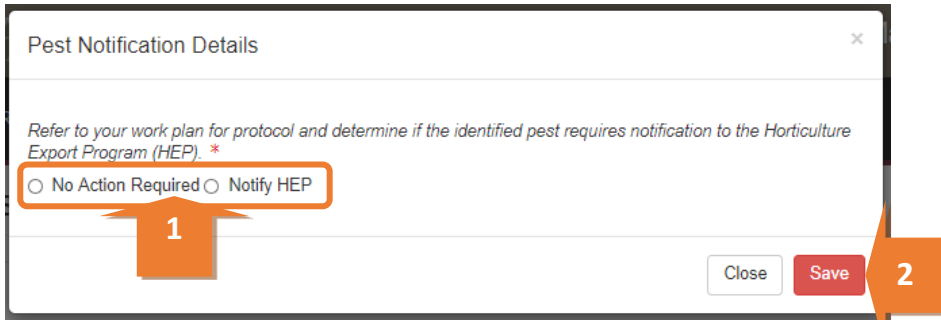
You must select **Change**¹ to update the information.

The screenshot shows the 'Horticulture Inspection' interface for an active inspection on 30/09/2020. The interface includes a navigation bar with 'Home', 'Inspections', 'RFP', and 'Calibration'. A green notification banner states 'The inspection result has been updated.' Below this are tabs for 'Inspection', 'Authorised Officers', 'Time Entry', 'Communications', and 'Actions'. The main content is divided into 'RFP details' and 'Flow path details'. The 'RFP details' section includes fields for RFP number (0044000), inspection reason, destination country (JAPAN), establishment number (0100), establishment name (MARATHON FOOD INDUSTRIES PROPRIETARY LIMITED), exporter name (ROSES ARE RED), import permit (No), treatment details (Yes), additional declaration (No), and place of origin (NSW). The 'Flow path details' section includes inspection result (Passed), result time (30/09/2020 09:28), officer (PEMS-DEV External-AO), and comments. Below these is the 'Outcome details' section with trade description (Yes), compliance labelling (Yes), compliance comments (12), sampling rate (2% (two percent per line)), total quantity (50), total passed (0), and total failed (50). A 'Results (1)' table shows a single line item for 'APPLES' with 50 packages, 5/3 sampled/target, and a 'Failed' result. Below the table, the 'Pest Concern' section is highlighted with an orange box and a callout '1'. It includes a 'Change' link, a 'Notification required' checkbox, and a 'Comments' section with 'No comment'.

Depending on the remark and/or market, one of the *Pest Notification Details* windows will appear.

Select the **relevant answer**¹ within the window, then click **Save**².

The 'Pest Notification Details' dialog box contains a close button (X) in the top right corner. Below the title bar, there is a paragraph of text: 'If fruit originates from a fruit fly Pest Free Area (PFA), please refer to Horticulture inspection guidelines on whether to notify Horticulture Export Program (HEP) of the suspected fruit fly detection. *'. Below this text are two radio button options: 'No Action Required' and 'Notify HEP'. The 'No Action Required' option is highlighted with an orange box and a callout '1'. At the bottom right of the dialog are 'Close' and 'Save' buttons. The 'Save' button is highlighted with an orange box and a callout '2'.



When **Notify HEP** is selected, the system will automatically generate an email to advise the program of the pest concern.

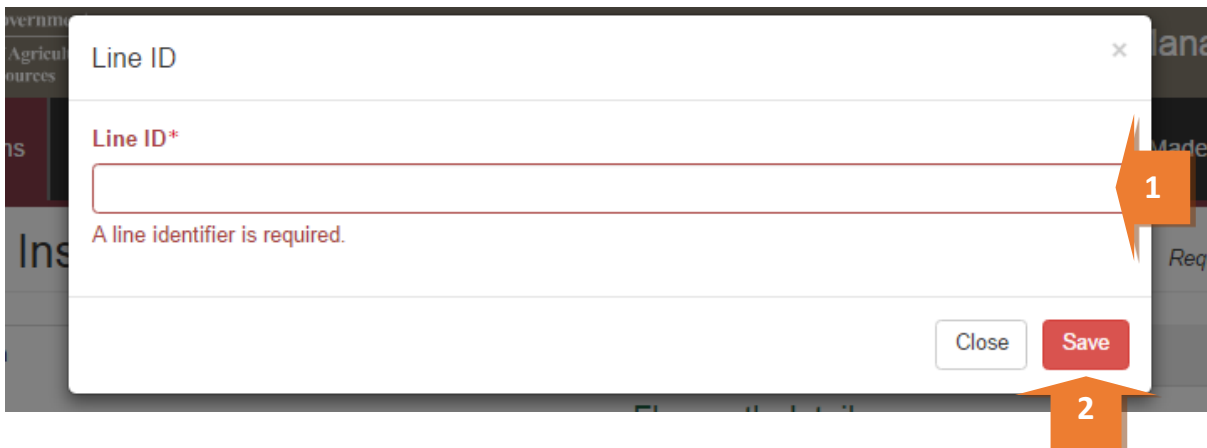
Setting the line ID for the inspection results

Where the line ID for all RFP lines for the consignment will be same, you can set the line ID across all the RFP lines. Click **Set line ID**¹.

Line	Commodity	Packages	Packaging	Sampled/Target	Result	Authorised officers	Actions
1	APPLES	400	CARTONS	8/8	Pass	PEMS-DEV Internal-AO	Open Split line
2	APPLES	30	CARTONS	3/3	Fail	PEMS-DEV Internal-AO	Open Split line
3	LEMONS	1	CARTONS	0/1			Open Split line
4	MANDARINS	5	CARTONS	0/3			Open Split line

The *Line ID* window will display.

Enter the appropriate **Line ID**¹. Click **Save**².



The *Line ID* will display in the *Inspection Result Line* window for each RFP line.

The screenshot shows a window titled "Inspection Result Line 1 - APPLES - CARTONS" with a close button (X) in the top right corner. The window contains two input fields:

- Line ID**: A text input field containing the value "ABC Apple Lot 1234".
- Number of packages ***: A text input field containing the value "400".

On the left side of the window, a vertical list of labels is partially visible: "Country", "Number", "Name", "Name", "ation", "origin", and "Set line ID".

Navigating between line inspection windows

You can navigate between the line inspection windows by clicking **Previous** or **Next**¹ at the bottom of the window. The inspection result for each line will automatically save when you navigate between windows in this manner.



Completing and submitting the inspection record

The inspection record can only be submitted in PEMS after:

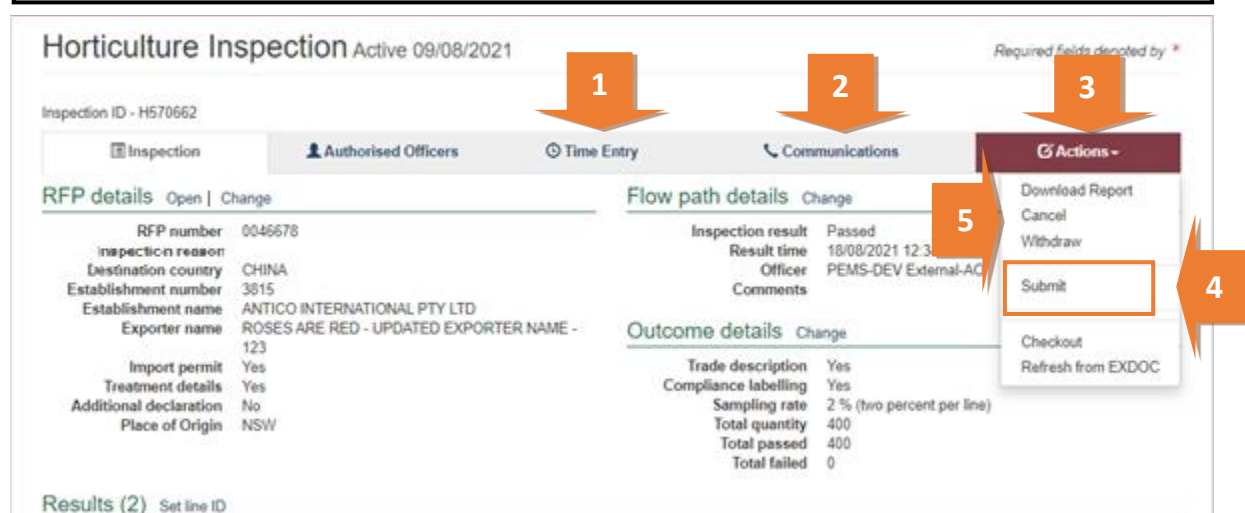
- all inspection results and data are recorded appropriately, unless the flow path failed inspection
- a **Time Entry**¹ is provided for all AOs who recorded inspection results
- if applicable, attachments and correspondence relating to the inspection are added under the **Communications**² tab.

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

When you are ready to submit the inspection record, click the **Actions**³ tab and then click **Submit**⁴.

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

! Once the inspection record is submitted, the record will become read-only, and you will be unable to make changes to the data provided. If you need to make changes to the record, see [Section 3.6: Actions tab – Reactivating a completed record](#) of the [Reference: PEMS AO user guide – Overview and General Functions](#).



A pop-up window will ask you to confirm that you want to **submit the inspection**¹.

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

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

Enter in any **Comments**⁴ that are to be included in the email.

Click **Save**⁵.

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

AO

Close Save

The *Horticulture Inspection* record status will display as **Completed**¹.

Home Inspections RFP Calibration

Horticulture Inspection Completed 18/08/2021

Inspection ID - H570662

Inspection Authorised Officers Time Entry

Expiration date for horticulture inspection

Following the submission of the *Horticulture Inspection* record, an expiry date will be allocated to the goods which have passed assessment. The expiry date is automatically calculated as 28 days from the first date of the first-time entry.

To view the expiration date, click the **Inspection**¹ tab and the **Expiry date**² will display under the Inspection validity section.

If the horticulture consignment expiry date is extended, you can view the reason for the expiry date extension by clicking **History**³ under the Inspection validity section.

Horticulture Inspection Completed 23/06/2022 Required fields denoted by *

Inspection ID - H725083

1 Inspection | Authorised Officers | Time Entry | Communications | Actions -

RFP details Open

RFP number	2218489
Inspection reason	
Destination country	CHINA
Establishment number	0098
Establishment name	AQIS HORTICULTURE ESTABLISHMENT - DO NOT AMEND
Exporter name	TESTING - EXPORTER ALL COMMODITY 35 TESTING
Import permit	No
Treatment details	No
Additional declaration	No
Place of Origin	ACT

Flow path details

Inspection result	Passed
Result time	23/06/2022 09:00
Officer	UAT11 Testing
Comments	

Outcome details

Trade description	Yes
Compliance labelling	Yes
Sampling rate	2 % (two percent)
Target quantity	3
Progressive count	8
Total quantity	10
Total passed	10
Total failed	0

Inspection validity | History

2 Expiry date 21/07/2022

3 History

The *Expiry History* window will display.

Click **Close**¹ to exit the window.

Expiry History

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

1 Close

! 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.

Related material

The following related material is available on the [website](#):

- Manual of Importing Country Requirements ([Micor](#))
- Protocols and Work Plans
- [Plant Export Operations Manual](#)
 - Reference: PEMS AO user guide – Overview and General Functions
 - *Empty container inspections*
 - *Grain and Plant Product 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 [Learnhub](#):
 - Plant Export Management System (PEMS) video tutorials

Contact information

- Authorised Officer Hotline: 1800 851 305
- Authorised Officer Program: PlantExportTraining@agriculture.gov.au
- PEMS Administration: PEMS@agriculture.gov.au

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-9-7599	Director, Change Management, Digital Clearance Service, Digital Trade Initiative

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	<ul style="list-style-type: none"> • Complete document restructure. • Addition of sections on: <ul style="list-style-type: none"> ○ Logging into PEMS ○ Calibration records ○ Calibration search.
2.1	16/12/2016	<ul style="list-style-type: none"> • 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	30/10/2020	Update with PEMS v3.8 enhancements
9.0	28/03/2021	Updated for commencement of the <i>Export Control Act 2020</i> and associated Plant Rules.
10	5/07/2021	Updated 'edit exporter name' section of the user guide and removed CGI references in line with the July 2021 release of PEMS
12	13/09/2021	PEMS September 2021 update <ul style="list-style-type: none"> • Accredited properties joined the guide • Email notification on submission.
13	16/03/2022	Updated to provide clarity around when accredited property information is required.

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Version	Date	Amendment details
14	04/04/2022	Updated with PEMS April 2022 release
15	25/07/2022	Updated with PEMS June 2022 release

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