



REFERENCE

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

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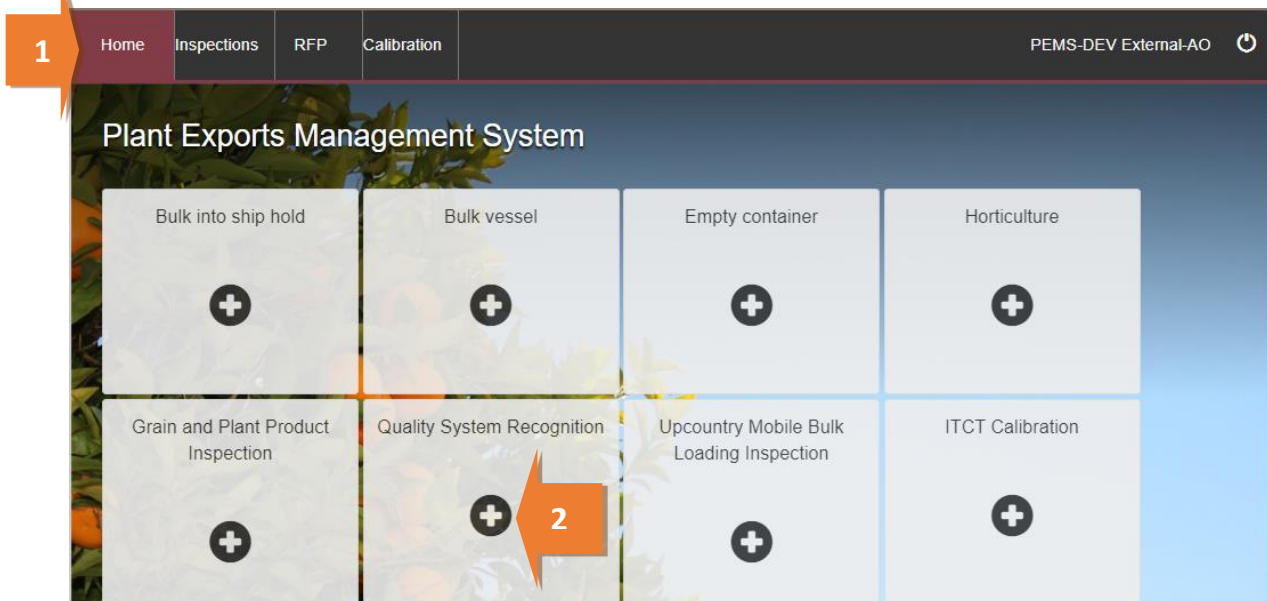
Purpose of this document

This reference outlines how to use PEMS to record a Quality System Recognition Inspection.

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 Quality System Recognition (QSR) inspection

To initiate a QSR inspection, click on the **Home**¹ PEMS menu tab and then click the **Quality System Recognition**² button.



The *Create Quality System Recognition Inspection* window will display (below).

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

Enter the **Establishment number**². The establishment number should be 3 to 4 digits long.

Enter the **QSR number**³ for the establishment.

Enter the prefix **QSR** and the 3 or 4 digit number.

Click **Create**⁴.

Where a change is made to the RFP in EXDOC, you can select the **Reload RFP from EXDOC**⁵ check box to update the relevant inspection record in PEMS.

For more information see [Section 4.1: Reload RFP from EXDOC](#) of [Reference: PEMS AO user guide – Overview and General Functions](#).

The screenshot shows a window titled "Create Quality System Recognition Inspection" with a close button (X) in the top right corner. The window contains the following fields and controls:

- 1**: A text input field for "RFP number*" with a vertical cursor.
- 5**: A section header "EXDOC" followed by a checkbox labeled "Reload RFP from EXDOC".
- 2**: A text input field for "Establishment number".
- 3**: A text input field for "QSR number*".
- 4**: Two buttons at the bottom right: "Close" and "Create".

The Quality System Recognition Inspection record will open.

PEMS extracts RFP information from EXDOC to populate the inspection record automatically.

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

The inspection record will remain **Active**¹ until the record is withdrawn, submitted or cancelled.

Home Inspections RFP Calibration UAT11 Testing ⚙️ 🔌

Quality System Recognition Inspection Active 23/06/2022 1 Required fields denoted by *

Inspection ID - Q725084

Inspection Authorised Officers Time Entry Communications Actions

RFP details Open | Change

RFP number	2218498
Inspection reason	
Destination country	UNITED ARAB EMIRATES
Establishment number	5462
QSR number	QSR010
Establishment name	EXPORT COMPANY PTY LTD

Outcome details Change

Is a trade description re...	
Has a trade description ...	
Does the trade descripi...	
Total quantity	0
Total passed	0
Total failed	0

Quality System Recognition Inspection record

The inspection record (below) displays the following sections:

- **RFP details**¹ – populated based on RFP information extracted from EXDOC.
- **Outcome details**² – allows you to confirm the trade description and track the inspection outcomes, including total quantity.
- **Results**³ – prepopulated with the consignment information based on the RFP. The inspection results are recorded here.
- **Comments**⁴ – general comments regarding the inspection can be recorded here (see [Section 3.6: Adding comments to an inspection record](#) of [Reference: PEMS AO user guide – Overview and General Functions](#)).

Step-by-step instructions on how to record or change data within the record is provided throughout this document.

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Quality System Recognition Inspection Active 23/06/2022 Required fields denoted by *

Inspection ID - Q725084

Inspection Authorised Officers Time Entry Communications Actions

RFP details Open | Change

RFP number	2218498
Inspection reason	
Destination country	UNITED ARAB EMIRATES
Establishment number	5462
QSR number	QSR010
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	PEMS TEAM
Import permit	Yes
Additional declaration	No

Outcome details Change

Is a trade description re...	
Has a trade description ...	
Does the trade descripi...	
Total quantity	0
Total passed	0
Total failed	0

Results (1) Check Containers

Line	Commodity	End use	Container	Package number	Type	Result	Authorised officers	Actions
1	OATS	GC	KNFU2849535	854	BAGS			

Comments Change

No comment.

Opening the Request for Permit (RFP) details

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

The screenshot shows the 'Quality System Recognition Inspection' page for ID Q725084, active on 23/06/2022. The 'Inspection' tab is selected, and the 'RFP details' section is expanded, showing fields like RFP number, destination country (UNITED ARAB EMIRATES), and establishment name (EXPORT COMPANY PTY LTD). The 'Outcome details' section shows zero total quantity, passed, and failed items. A 'Results (1)' link is visible at the bottom.

The *Request For Permit (RFP)* page will display (below).

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

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

Where relevant, the **Import Permits**⁵ are shown, click **open**⁶ to add comments regarding the import permit.

For departmental AOs only: you can click Change beside **Comments**⁷ to record comments at the RFP level.

The screenshot shows the 'Request For Permit 2211839 (v2)' page. The 'RFP' tab is selected. The page is divided into several sections: Summary, Request for permit lines (1), Import permits (1), and Comments. Numbered callouts (1-7) point to specific elements: 1 points to the Summary section, 2 to the Request for permit lines table, 3 to the RFP tab, 4 to the 'Open' button in the table, 5 to the Import permits table, 6 to the 'Open' button in the Import permits table, and 7 to the Comments section.

Line	Commodity	End use	No. of packages	Package type	Net weight	Unit	Actions
1	OATS	GC	854	BAGS	21.5	METRIC TONNE	Open

Number	Issued	Comments	Actions
6566665	10/10/2021		Open

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When you click **Open**⁴ (above) beside any RFP line, the *RFP Line* window will open (below) and display the details of the line as they were provided on the RFP in EXDOC.

If more than one line, click **Previous** and **Next**¹ to navigate between the RFP line details window.

Click **Close**² to exit the RFP line window at any time and return to the RFP page.

Line 1 - WHEAT - Grains and Seeds for Consumption

Net weight 500
Unit KILOGRAM
Package type BAGS
No. of packages 30
Package amount 10
Package unit KILOGRAM
Declaration 1041 - The endorsement for forwarding certificate test 1

1

Previous Next

2

Close

Returning to the inspection record from the RFP page

To return to the inspection record, click the **Inspections**¹ tab.

The full list of inspections relating to the RFP will display. For more information see [Section 4.3: Inspections](#) of [Reference: PEMS AO user guide – Overview and General Functions](#). Click **Open**² beside the Active inspection to view the record.

Home Inspections RFP Calibration UAT12 Testing

Request For Permit 2211839 (v2) Open Required fields denoted by *

1

Inspections Calibration Time Entry Communications Service Request Actions

Related inspections (2)

Type	Status	RFP version	Inspection version	Start date	Location	Authorised officers	Actions
Quality System Recognition	Active	2		08/12/2021	EXPORT COMPANY PTY LTD	UAT12 Testing	Open Comments

2

Recording additional declarations

If there is additional declaration information for the consignment, it must be verified and recorded in PEMS.

To record additional declaration information, click the **Inspection**¹ tab and then click **Change**² under the RFP details section.

Quality System Recognition Inspection Active 23/06/2022 Required fields denoted by *

Inspection ID - Q725084

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

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

RFP number	221849
Inspection reason	
Destination country	UNITED ARAB EMIRATES
Establishment number	5462
QSR number	QSR010
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	PEMS TEAM
Import permit	Yes
Additional declaration	No

Outcome details [Change](#)

Is a trade description re...	
Has a trade description ...	
Does the trade descripti...	
Total quantity	0
Total passed	0
Total failed	0

[Results \(1\)](#) [Check Containers](#)

The *Change Details* window will display (below).

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. 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 verified the Micor case.

Click **Save**³.

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

- Additional declarations** section with a table:

Additional declaration	Link to MICOR
1041 - The endorsement for forwarding certificate test 1	View
- Additional declaration Verified *** (with a red asterisk and a red error message below: "Additional Declaration has to be verified.")
- Import Permit** section with a text input field containing "43543654".
- Buttons for **Close** and **Save** at the bottom right.

Numbered callouts in orange boxes point to:

- 1**: The 'View' link in the 'Link to MICOR' column.
- 2**: The 'Additional declaration Verified *' checkbox.
- 3**: The 'Save' button.

The inspection record will display the updated **Additional declaration**¹ information.

Home Inspections RFP Calibration UAT11 Testing ⚙️ 🔄

Quality System Recognition Inspection Active 23/06/2022 Required fields denoted by *

Inspection ID - Q725084

Inspection | Authorised Officers | Time Entry | Communications | Actions

RFP details Open | Change

RFP number	2218498
Inspection reason	
Destination country	UNITED ARAB EMIRATES
Establishment number	5462
QSR number	QSR010
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	PEMS TEAM
Import permit	Yes
Additional declaration	VERIFIED

Outcome details Change

Is a trade description re...	
Has a trade description ...	
Does the trade descripti...	
Total quantity	0
Total passed	0
Total failed	0

! Inspection results grid will be enabled only when the additional declaration is set either to *No* or *Verified*.

Verifying import permit details

Import permit details must be verified for the consignment.

To verify import permit details, click the **Inspection**¹ tab.

Click **Change**² under the RFP details section.

Quality System Recognition Inspection

Inspection ID - Q725084

1 Inspection | Authorised Officers

RFP details Open | **2** Change

RFP number	2218498
Inspection reason	
Destination country	UNITED ARAB EMIRATES
Establishment number	5462
QSR number	QSR010
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	PEMS TEAM
Import permit	Yes
Additional declaration	No

The *Change Details* window will display.

You must verify that the **import permit**¹ details relevant to the consignment in PEMS, match the details on the import permit provided by the client.

Click **Save**².

Change Details ×

Additional declarations

Additional declaration	Link to MICOR
1041 - The endorsement for forwarding certificate test 1	View

Additional declaration Verified *

Import Permit

43543654

Close Save



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 (for example, legal change of entity name) then these changes must be made in EXDOC through the appropriate process.

Recording reinspection of a consignment (if required)

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

Changing outcome details

To change the Outcome details, click the **Inspection**¹ tab and then click **Change**² under the Outcome details section.

Quality System Recognition Inspection Active 23/06/2022 Required fields denoted by *

Inspection ID - Q725084

1

Inspection

Authorised Officers

Time Entry

Communications

Actions

RFP details Open | Change

Outcome details Change 2

RFP number	2218498
Inspection reason	
Destination country	UNITED ARAB EMIRATES
Establishment number	5462
QSR number	QSR010
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	PEMS TEAM
Import permit	Yes
Additional declaration	No

Is a trade description re...	
Has a trade description ...	
Does the trade descripti...	
Total quantity	0
Total passed	0
Total failed	0

The *Outcome Details* window will display.

Some **Trade description**¹ declarations need to be made. Where 'Yes' is selected, this will prompt the system to generate further declarations until all required declarations are complete.

The **Total Quantity**² is extracted from EXDOC and can be amended in PEMS if required.

Click **Save**³.

Outcome Details

Is a trade description required to be physically applied for the goods?
 Yes No

Has a trade description been physically applied to the goods?
 Yes No

Total Quantity * 0

Pack type * BAGS

Close Save

The Outcome details section will display the updated **Trade description**¹ and will reflect the **Total quantity and unit (type)**² selected.

Home Inspections RFP Calibration UAT11 Testing

Quality System Recognition Inspection Active 23/06/2022

The outcome details have been updated.

Inspection ID - Q725084

Inspection Authorised Officers Time Entry Communications Actions

RFP details Open | Change

RFP number 2218498
Inspection reason
Destination country UNITED ARAB EMIRATES
Establishment number 5462
QSR number QSR010
Establishment name EXPORT COMPANY PTY LTD
Exporter name PEMS TEAM
Import permit Yes
Additional declaration No

Outcome details Change

Is a trade description re...	Yes
Has a trade description ...	Yes
Does the trade descripi...	Yes
Total quantity	100
Total passed	0
Total failed	0

Results (1) Check Containers

Line	Commodity	End use	Container	Package number	Type	Result	Authorised officers	Actions
1	OATS	GC	KNFU2849535	854	BAGS			Open Split line

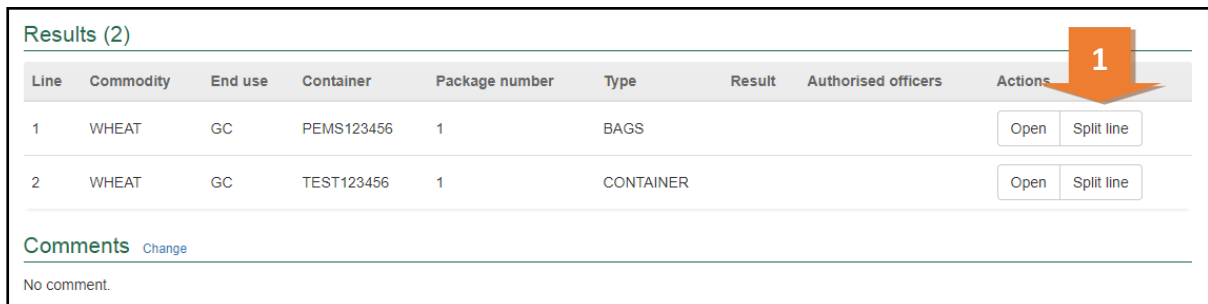
Splitting lines on the inspection record

For Quality System Recognition Inspection records, you can split lines of the inspection record where key information regarding the inspected consignment is not provided on the RFP in EXDOC, or does not transfer from the RFP into PEMS, but is important for traceability of the goods.

RFP lines should be split on inspection records to identify, where applicable:

- each container that is being loaded (including any additional containers that must be added to the inspection record)
- each individual commodity source, such as by the silo, bin, stack or lot number associated with the packages.

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



Line	Commodity	End use	Container	Package number	Type	Result	Authorised officers	Actions
1	WHEAT	GC	PEMS123456	1	BAGS			Open Split line
2	WHEAT	GC	TEST123456	1	CONTAINER			Open Split line

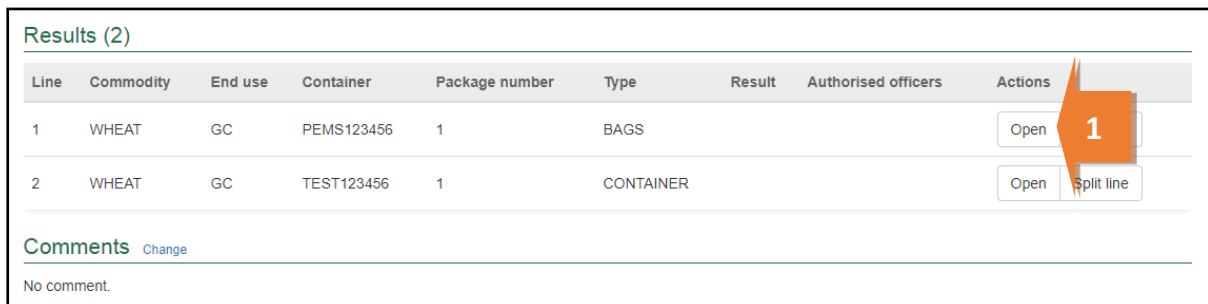
Comments [Change](#)

No comment.

The inspection Results window for the new line will display (see the second screenshot in the ‘Recording results for Quality System Recognition’ section below and continue to record the results for each line).

Recording results for Quality System Recognition

To enter or change inspection results, click **Open**¹ beside the appropriate line presented for inspection.



Line	Commodity	End use	Container	Package number	Type	Result	Authorised officers	Actions
1	WHEAT	GC	PEMS123456	1	BAGS			Open
2	WHEAT	GC	TEST123456	1	CONTAINER			Open Split line

Comments [Change](#)

No comment.

The *Inspection Result* window for the specific line will display.

Inspection Result Line 1 - MACADAMIA NUTS - Grains and Seeds for Consumption ✕

Container number

KNFU2849535

Check

Check

Source

Package

Number*

854

Type*

BAGS

Weight*

25.18

Unit*

KILOGRAM

Sub Package Type*

Bulk bags

Sub-Totals

Line weight*

21503.72

Unit*

KILOGRAM

Packaging is secure intact and has not been damaged

Result*

Passed

Remarks

Goods presented do not match documentation

Packaging is no longer secure or > 1000 litres

Authorised officers*

Authorised Officer

Close

For each inspection result window:

- Enter the **Container number**¹ (must be 4 letters followed by 6 or 7 digits, for example, ABCD1234567).
- Check the container number you have entered is correct by clicking on **Check**².
- Enter the **Source**³ of the commodity being inspected (for example, silo, bin, stack, or lot number) and brand or commercial names of products.

Inspection Result Line 1 - MACADAMIA NUTS - Grains and Seeds for Consumption ×

Container number

Source

Check² performs a two-step validation process via a check digit algorithm and by checking if the container number recorded is available in the *BIC Global Container Database*. This database captures approximately 70% of all containers globally. If the container you have inspected is not captured in the database a warning message is generated encouraging you to double check the details on the container. You will still be able to submit the inspection.

- enter the **Number**⁴ of packages presented if the information is not prepopulated (where lines have been split, you may need to amend the number of units specified in the parent RFP line)
- the packaging **Type**⁵ of the goods will be prepopulated from EXDOC (for example, container, bales, bags, bulk etc.)
- enter the package **Weight**⁶ of the unit(s)
- select appropriate package **Unit**⁷ of measurement, provided on RFP (the unit of measurement must be the same for all lines).
- Select appropriate **Sub Package Type**⁸, as per inspection.

Package

Number *

Weight *

Sub Package Type *

Type *

Unit *

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PEMS will populate sub-total **Line weight**⁸ from the information provided on the RFP in EXDOC. If the package weight is provided in EXDOC, PEMS will calculate the sub-total line weight as the product of the package number and package weight (Number of packages x package weight).

! Sub-total **line weight unit**⁹ and the package weight unit must be the same. Package weight unit can be amended and PEMS will default the subtotal line weight unit to the package weight unit.

For each inspection result window, you should also:

- Select the check box if the **packaging is secure intact and has not been damaged**¹⁰
- Select a **Result**¹¹ of pass or fail for the line
- Select one or more **Remarks**¹² check boxes, if applicable (mandatory if the line fails the inspection)
- When a remark is selected the **Tolerance Level**¹³ drop down will appear, select the appropriate tolerance 'above' or 'below'
- **Comment**¹⁴ becomes mandatory about the tolerance level
- Select the check box of all **Authorised officers**¹⁵ who performed the inspection (see [Section 3.1: Assigning Authorised Officers](#) of [Reference: PEMS AO user guide – Overview and General Functions](#)).

Click **Save**¹⁶ to save the inspection result and exit the window.

The screenshot shows a 'Sub-Totals' form with the following fields and callouts:

- 8**: Line weight input field containing '625'.
- 9**: Unit dropdown menu showing 'KILOGRAM'.
- 10**: Check box for 'Packaging is secure intact and has not been damaged'.
- 11**: Result dropdown menu.
- 12**: Remarks section with two checkboxes: 'Goods presented do not match documentation' (unchecked) and 'Packaging is no longer secure or > 1000 litres' (checked).
- 13**: Tolerance Level dropdown menu.
- 14**: Comments text area.
- 15**: Authorised officers section with a checkbox for 'PEMS-DEV External-AO'.
- 16**: 'Close' and 'Save' buttons at the bottom right.

The inspection record will display the **inspection result**¹.

Results (1)

Line	Commodity	End use	Container	Package number	Type	Result	Authorised officers	Actions
1	WHEAT	GC		30	BAGS	Passed	PEMS-DEV Internal-AO	Open Split line

Once the inspection result is saved, the Result page will display. Any **new split line(s)**¹ will appear in the Results table. You can **Remove**² the split line(s) up until the inspection is submitted, withdrawn, or cancelled.

! Where split lines are entered on the inspection record you must manually amend the number of units or line weight specified in the parent RFP line to ensure the inspection record is consistent with the RFP in EXDOC.

Results (2)

Line	Commodity	End use	Net Metr Weight	Unit	Container	Package number	Type	Result	Authorised officers	Actions
1	CHICKPEAS	GC	1000	KILOGRAM	CUDJ123456	1	CONTAINERS	Passed	Rajesh Iyer	Open Split line
1	CHICKPEAS	GC			EDCF2587465	1	CONTAINERS	Passed	Rajesh Iyer	Open Remove

Navigating between line inspection windows

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

Remarks

Goods presented do not match documentation Packaging is no longer secure or > 1000 litres

Authorised officers*

PEMS-DEV Internal-AO

Previous Next Close Save

Checking container approvals in PEMS

You can use the PEMS database to confirm whether containers selected for loading on the inspection record have the appropriate approvals recorded in PEMS. PEMS may not include records of all current container approvals.

PEMS will not prevent you from submitting the grain and plant product inspection record where current inspection validity is not recorded for all containers on the inspection record. However, AOs must operate consistent with the approved work instructions for their appointed job functions when undertaking and submitting grain and plant product inspection records.

To check PEMS for a record of a container approval, click the **Actions**¹ tab and then click **Check Containers**². Alternatively, you can select **Check Containers**³.

The screenshot shows the 'Quality System Recognition Inspection' interface for an active inspection on 23/06/2022. The inspection ID is Q725084. The interface has several tabs: Inspection, Authorised Officers, Time Entry, Communications, and Actions. The 'Actions' tab is selected, and a dropdown menu is open, showing options: Download Report, Cancel, Withdraw, Submit, Check Containers, Checkout, and Refresh from EXDOC. The 'Check Containers' option is highlighted with an orange arrow labeled '2'. Another orange arrow labeled '1' points to the 'Actions' tab. A third orange arrow labeled '3' points to the 'Check Containers' link in the 'Results (1)' section at the bottom left.

The *Containers* window will display the list of containers provided on the inspection record.

To search for a specific container, you can **Filter containers**¹ by entering all or part of a container number into the field. Select **Clear**² to display the full list of containers on the inspection record.

If there is an issue with a particular listed container it will be highlighted in bold and red. This will be viewable under the **Errors**³ heading.

If a container has been allocated as used on a different RFP with a completed inspection in PEMS, the **Used**⁴ flag status would display as *Yes*. If the container is available, then it should be reinspected again to allow the status of the **Used**⁴ flag to be reset to *No*.

The screenshot shows the 'Containers - RFP 2197058' window. It has a search bar labeled 'Filter containers' with a 'Clear' button. Below the search bar is a table with the following columns: Number, Level, Result, Remarks, Used, Authorised officer, Expiry, and Errors. The table contains one row: SWED1161154, Consumable, Pass, Remarks, No, Rajesh Iyer, 15/08/2019, None. There is a 'Close' button at the bottom right. Orange arrows labeled '1', '2', '3', and '4' point to the search bar, the 'Clear' button, the 'Errors' column, and the 'Used' column respectively.

Revoking container approval status

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

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


Containers - RFP 44294

Filter containers

Clear

Number	Level	Result	Remarks	Used	Authorised officer	Expiry	Errors	Reason for Revocation	Actions
TEST7777777	Consumable	Revoked	Structural Damage	Yes	PEMS-DEV External-AO		Show	Show reason	
TEST6666666	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show		Revoke
TEST2222222	Consumable	Revoked		Yes	PEMS-DEV External-AO		Show	Show reason	
TEST000001	Consumable	Revoked	Infestible Residue, Structural Damage	No	PEMS-DEV Internal-AO		Show	Show reason	
CONT1234567	Consumable	Revoked	Live Insects, Structural Damage	No	PEMS-DEV External-AO		Show	Show reason	
TEST3333333	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show		Revoke
TEST123456	Consumable	Revoked	Structural Damage	No	PEMS-DEV External-AO		Show	Show reason	
TEST123457	Consumable	Revoked	Structural Damage	No	PEMS-DEV External-AO		Show	Show reason	
TEST4444444	Consumable	Revoked	Live Rodents	Yes	PEMS-DEV External-AO		Show	Show reason	
TEST8888888	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show		Revoke
TTTT1111111	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show		Revoke

Close



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The *Revoke Details* will appear at the top of the window.

Select the appropriate **Remarks**¹.

Enter the **Reason for Revocation**². This reason will appear in the body of the email and can be up to 500 characters.

Enter the **Email Address**³ of the client to notify them that the container approval has been revoked. Multiple email addresses can be added to the email address field and each address should be separated by a comma and a space.

Click **Save**⁴.

Containers - RFP 44294

Filter containers Clear

Revocation Details

1 **Remarks**

Infestible Residue Live Insects
 Live Rodents Non-infestible Material
 Structural Damage Water

2 **Reason for Revocation***

3 **Email Address***

4 Save

Number	Level	Result	Remarks	Used	Authorised officer	Expiry	Errors	Reason for Revocation	Actions
TEST7777777	Consumable	Revoked	Structural Damage	Yes	PEMS-DEV External-AO		Show	Show reason	
TEST6666666	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show		Revoke
TEST2222222	Consumable	Revoked		Yes	PEMS-DEV External-AO		Show	Show reason	

The containers that have been revoked will have the Result changed to **Revoked**¹.

This revocation cannot be removed until a new empty container inspection is completed.

Containers - RFP 44294

Filter containers Clear

Number	Level	Result	Remarks	Used	Authorised officer	Expiry	Errors	Reason for Revocation	Actions
TEST7777777	Consumable	Revoked	Structural Damage	Yes	PEMS-DEV External-AO		Show	Show reason	
TEST6666666	Consumable	Pass		Yes	PEMS-DEV External-AO	05/10/2020	Show		Revoke

Completing and submitting the inspection record

The inspection can only be submitted after:

- all inspection results and data are recorded appropriately
Notes:
 - Please ensure that the consolidated net metric weight is recorded in the *comments* section as the system does not capture this information. The system only captures the number of containers that have passed/failed
 - If the number of packages presented during inspection are different to the number of packages provided on the RFP, you would need to mention the original RFP extracted quantity in the comments section
- a **Time Entry**¹ is provided for all AOs who recorded inspection results
- attachments and correspondence relating to the inspection are recorded under the **Communications**² tab (if applicable)

Details on the Time Entry and Communications tabs can be found in [Section 3: General PEMS inspection functions](#) of [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.

Quality System Recognition Inspection Active 23/06/2022 Required fields denoted by *

The inspection result has been updated.

Inspection ID - Q725084

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

RFP details Open | Change

RFP number	2218498
Inspection reason	
Destination country	UNITED ARAB EMIRATES
Establishment number	5462
QSR number	QSR010
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	PEMS TEAM
Import permit	Yes
Additional declaration	No

Outcome details Change

Is a trade description re...	Yes
Has a trade description ...	Yes
Does the trade descripti...	Yes
Total quantity	100
Total passed	854
Total failed	0

Results (1) Check Containers

Line	Commodity	End use	Container	Package number	Type	Result	Authorised officers	Actions
1	OATS	GC	KNFU2849535	854	BAGS	Passed	UAT11 Testing	Open Split line

Comments Change

No comment.

A message will appear requiring confirmation, select the **appropriate box**¹.

You will need to confirm that you want to **submit this inspection**².

It will ask if you want to **email the exporter/EDI user on the submission of the inspection**³. When selecting this option, the Inspection submit confirmation box will expand.

Enter the **email address**⁴, this can be multiple email addresses each separated by a comma.

Enter in any **Comments**⁵ that are to be included in the email.

Click **Save**⁶.

Inspection submit confirmation

Has the client been informed that the rejected goods must be segregated and clearly distinguished from goods that have passed?

N/A Yes

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@gl.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 name

Close Save

Has the client been informed that the rejected goods must be segregated and clearly distinguished from goods that have passed?

N/A Yes

Are you sure you want to submit this inspection?

OK Cancel

The inspection record will display as **Completed**¹.

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.

Quality System Recognition Inspection **Completed 23/06/2022** 1 Required fields denoted by *

Inspection ID - Q725084

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

RFP details Open

RFP number	2218498
Inspection reason	
Destination country	UNITED ARAB EMIRATES
Establishment number	5462
QSR number	QSR010
Establishment name	EXPORT COMPANY PTY LTD
Exporter name	PEMS TEAM
Import permit	Yes
Additional declaration	No

Outcome details

Is a trade description re...	Yes
Has a trade description ...	Yes
Does the trade descripti...	Yes
Total quantity	100
Total passed	854
Total failed	0

Inspection validity | History

Expiry date 21/08/2022

Actions -

- Download Report
- Reactivate
- Cancel
- Check Containers

Expiration date for Quality System Recognition inspection

Following the submission of the Quality System Recognition inspection record, an expiry date will be allocated to all goods which have passed assessment. The expiry date is automatically calculated from the first date of the first-time entry, and the length varies depending on the QSR parameters set for the commodity/packaging combination.

To view the expiration date, click **Expiry date**¹ under the inspection validity section.

If the expiry date is extended, you can view the reason for the expiry date extension by clicking **History**² under the inspection validity section.

Inspection validity | History

Expiry date 01/03/2021 1

2

If you click 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

Location details

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*

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@aff.gov.au
- PEMS Administration: PEMS@aff.gov.au

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-9-7596	Director, Congestion Busting Program 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 <i>Plant Exports Management System (PEMS) Authorised Officer user guide</i> to make each its own user guide.
8.0	30/10/2020	Updated with PEMS v3.8b enhancements
9.0	28/03/2021	Updated for commencement of the <i>Export Control Act 2020</i> and associated Plant Rules.
10	7/06/2021	Updated with PEMS May 2021 release.
11 & 12	5/07/2021	<ul style="list-style-type: none">• Updated with PEMS July 2021 release• Removal of edit exporter function.
13	13/09/2021	Updated email notification on submission in line with September 2021 release.
14	17/12/2021	Updated in line with PEMS December 2021 release.
15	07/04/2022	Updated with PEMS release April 2022.

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Version	Date	Amendment details
16	25/07/2023	Updated with PEMS release June 2022.
17	22/08/2023	Updated department's email address and PEMS team name.

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.