



# Maritime Arrivals Reporting System (MARS)



## Vessel Agent User Guide

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**Disclaimer:** Content of user guide is true and accurate as of March 2017. Details provided could be subject to change.

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# Chapter 1 – Introduction

## User Guide Introduction

## Maritime Arrivals Reporting System (MARS)





# User Guide Introduction

## Scope

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This User Guide has been specifically developed for use by vessel Agents. The following MARS functionality is in scope for this User Guide:

**Chapter 1 - Introduction**

**Chapter 2 – MARS User Access**

**Chapter 3 - MARS Reports and Applications**

**Chapter 4 - MARS Service Requests**

**Chapter 5 - MARS Information Search**

**Chapter 6 - MARS Documents and Certificates**

**Chapter 7 - Billing Information**

## Contact

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For further assistance please contact the following departmental programs:





## Definitions

The table below outlines the key concepts and definitions in MARS.

Term	Definition
Appointment	In MARS an appointment is used to group one or more inspections together. The inspection process starts with a biosecurity officer creating an appointment with the MARS queued inspections attached. All the inspections in an appointment must be uploaded and processed in MARS before the appointment can be finalised. Appointments must be finalised on the vessel to ensure the Master receives the BSD and electronic certificates.
Billing Agency	The Agency nominated by the Master of the vessel to facilitate payment of accounts for a visit. Billing Agency is mandatory in the PAR for first Australian port. Billing Agencies must have valid COM numbers issued by the department. Any invoices for this visit (except crew change activities) will be billed to this Agency. Billing Agency can be different to Port and Crew Agency. It can also change from port to port.
Biosecurity Status Document (BSD)	A single document to communicate the department's biosecurity conditions and expectations during the period a vessel is on an Australian voyage. It will replace much of the department's documentation such as approval to berth (ATB), Certificate of pratique (PTQ), permission to discharge ballast water, non-proclaimed port arrival approvals and treatment directions. It is auto generated by MARS and will be made available electronically to the Master and Agent. The document will be versioned to reflect any changes to conditions or status during the voyage.
Crew Agency	The Agency nominated by the Master of the vessel to facilitate a crew change in a visit. Any crew change activities in that visit will be billed to this Agency. Crew Agency can be different to Port and Billing Agency. It can also change from port to port.
Master	Person (other than a ship's pilot) in charge or command of the vessel. The Master is legally responsible for pre-arrival reporting to the department and for complying with biosecurity directions.
Non-First Point of Entry (NFP) Application	The NFP application will be used by vessels intending to go to a Non-First Point of Entry. This application will replace and combine the current Sec 20AA (non-proclaimed ports as a first port of entry), Sec 33 (entry to subsequent non-proclaimed ports) and Sec 20D (discharge cargo at a non-proclaimed port) applications into one application.
Pre-arrival Report (PAR)	PAR is the report completed by a vessel Master or Agent to notify the department of impending vessel arrivals. It includes information about the vessel, the itinerary, human health risks, biosecurity risks etc. All commercial vessels must submit a PAR 96 to 12 hours before the estimated time of arrival at the first Australian Point of Entry. The PAR replaces the existing QPAR. The 'Q' which stands for 'Quarantine' was removed in anticipation of the Biosecurity Act which replaces the term 'Quarantine' with 'Biosecurity'.
Port Agency	The Agency nominated by the Master to represent the vessel in performing functions relating to a visit. This includes submitting and receiving relevant departmental documentation and responding to any queries regarding the vessel



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Term	Definition
	<p>for the purposes of the Act. Port Agency is mandatory in the PAR for first Australian port.</p> <p>Port Agency can be different to Crew and Billing Agency. It can also change from port to port.</p>
Service Request	The Master or the Agent of a vessel may request certain services from the department. Service Requests are made through the PAR or through the MARS portal. These services include: Coastal Strip; Waste Removal; Crew Change; Sanitation Certificate.
Offline Forms	Offline Forms are interactive PDF documents that allow the Master to complete a Pre-Arrival Report and a Ballast Water Report and submit the data electronically to the Agent.
Vessel Agent	The Agent representing the Master and the vessel in Australia. Vessel Agents include Port, Billing and Crew Agents as defined in MARS
Visit	Vessel's intended/actual arrival at a single Australian port.
Voyage	The journey a vessel undertakes during their time in Australian waters. A voyage is made up of one or more visits. In MARS, a voyage is identified by a unique voyage number which is mandatory for all reports and applications.
Voyage Number	<p>The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The voyage number must match the number on the PAR, Ballast Water Report, Human Health Update or NFP application for the current voyage. MARS Rules for the voyage number are:</p> <ul style="list-style-type: none"> <li>• A voyage number cannot ever be used by the same vessel more than once</li> <li>• Must not change during a voyage. If the vessel operator does change the number for its own purposes, then the Master/Agent should continue to use the number that was initially provided when communication for the voyage commenced with the department at the start of the voyage.</li> <li>• MARS does not allow embedded spaces in the voyage no.</li> <li>• Only uppercase alphanumeric characters are allowed in the voyage number field i.e. A to Z and 0 to 9</li> </ul>
Vessel Compliance Scheme (VCS)	<p>The new reduced intervention scheme based on the principle of capturing the compliant behaviours of Masters and crews. It utilises a demerit point system to improve consistency in decisions and outcomes. Visible to internal and external clients.</p> <p>VCS replaces the PDC (Pratique Documentary Clearance) system.</p>
XML Data file upload	The XML data can be uploaded by Agents into the MARS web application to assist vessel Masters with pre-arrival reporting. An XML Data file is created when the Offline Form is saved as an XML file or the Master selects <b>Send to Agent</b> on the Offline Form. MARS will only accept applications from files saved as XML Data files.



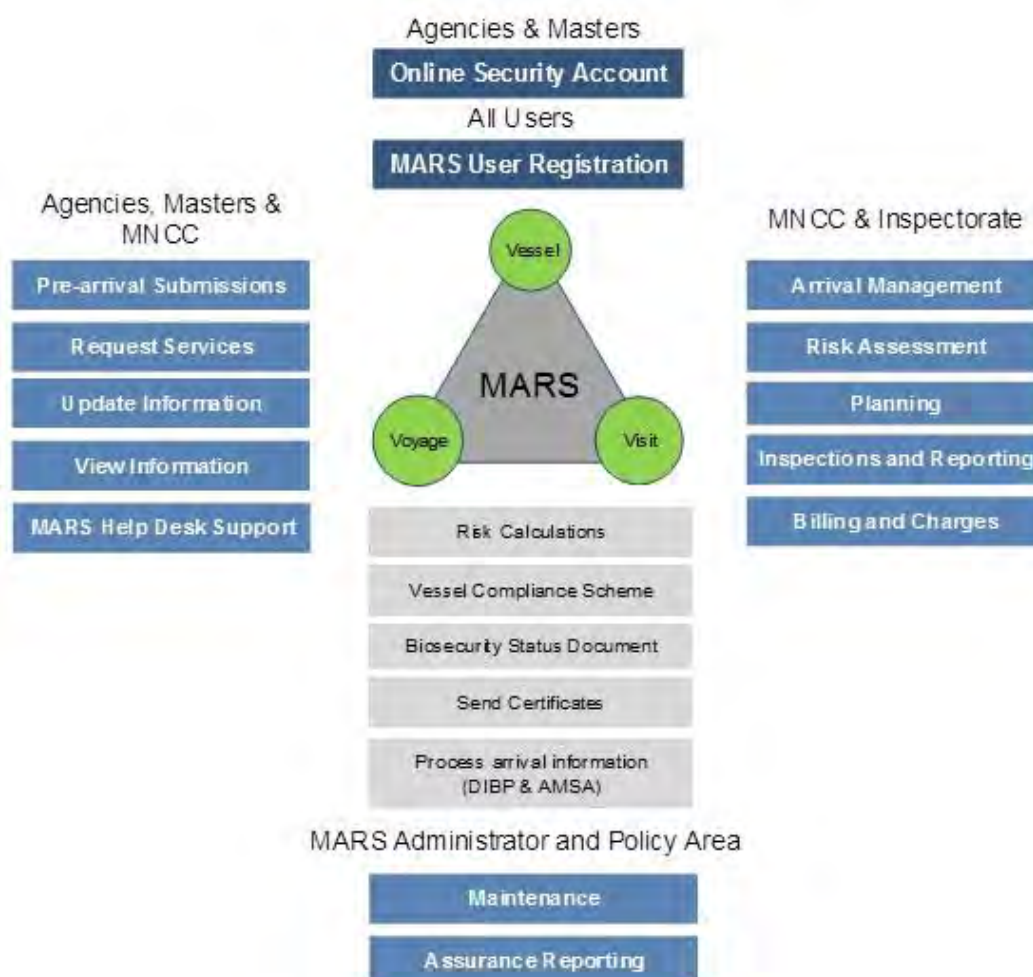
# Maritime Arrivals Reporting System

## What is MARS?

The MARS system is the establishment of a web portal to facilitate the submission of pre-arrival documentation and service requests as required under the *Biosecurity Act 2015*.

Legislation defines the mandatory responsibilities of international vessels to report pre-arrival information to the Department of Agriculture and Water Resources (department). MARS is the only method of electronically reporting pre-arrival requirements for all international vessels.

Functionality within MARS includes automated processing of pre-arrival information; decision support for risk assessments; client communications and arrival management; automated charging; and detailed reporting. To provide context to the scope of MARS, the following diagram identifies the overarching functionalities of MARS based on users.






## Configuring Internet Explorer (IE 11) for MARS Access

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The steps below guide users on how to configure IE 11 for MARS access.

### Step 1: Configuring Internet Explorer for MARS

1. Use the desktop version of Internet Explorer (Version 11).
2. Click on the Tools icon  and choose Compatibility View Settings,
  - a. Untick "Display intranet sites in Compatibility View" and "Use Microsoft compatibility lists",
  - b. Click close.
3. Click on the Tools icon again and choose Internet options,
  - a. Click on the Privacy tab,
  - b. Under Pop-Up Blocker click on 'Settings',
  - c. Add 'agriculture.gov.au' to list of exceptions.

### Step 2: Creating a bookmark for MARS

1. Copy the MARS Production URL and paste it into the address bar of Internet Explorer, hit enter.
2. Click on the favourites icon (star) and then 'Add to favourites'.
3. Change the name of the link to 'MARS'.
4. Open the favourites list and right-click on the MARS bookmark.
5. Choose 'Properties' and delete the text in the URL field.
6. Copy and paste the MARS Production URL into the URL field.
7. Click OK.

### Step 3: Create a desktop shortcut for MARS

1. Copy the MARS production URL.
2. On the desktop, right click and then choose New, then Shortcut.
3. Paste the MARS Production URL into the shortcut, click next.
4. Change the name of the shortcut to 'MARS'.
5. Click 'Finish'.

**NOTE:** If at any stage you log in to MARS from a Bookmark or Shortcut and the 'blue Oracle' screen appears follow the steps above to edit the URL fields in the Bookmark and Shortcut. The URL must be as specified in the table in the previous section. Contact the MNCC for further assistance if required.

### Step 4: Allowing Pop-ups in IE 11

eForms require the Pop-up blocker in IE 11 to allow pop-ups from the department's websites. By default Pop-ups are blocked by the browser.

1. Click on the Tools icon, then select Internet options from the menu.
2. Select the Privacy tab.
3. In the Pop-up blocker section select settings.
4. In the Add field type: \*.agriculture.gov.au and click Add.
5. Make sure \*.agriculture.gov.au is now in the Allowed sites section.
6. Click Close and then Ok.





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## Clearing Internet Explorer (IE Browser) Cache

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At times it may be necessary to clear the browser history in IE 11.

**NOTE:** If you are unsure about the steps described below please contact the HP Helpdesk for support.

### To delete browsing history in Internet Explorer 11:

1. In Internet Explorer, select the **Tools** button.
2. Click on Internet options.
3. On the General tab go to Browsing history.
4. Click on Delete.
5. Select all the boxes in the delete Delete Browsing History window.
6. Click on Delete.

## MARS Web Address

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MARS is a web based application accessed through the department's online customer portal. The customer portal is accessed by entering the following MARS URL in the web browser's address bar:

<https://online.agriculture.gov.au/selfservice>

The User login screen will be displayed:

Home Login

Australian Government  
Department of Agriculture  
and Water Resources

Welcome to the Department of  
Agriculture and Water Resources

User Login

Password

\* ☐ I accept the [terms of use](#)

Log In

Create an account Forgotten Password?

For login or registration difficulties, you may contact the department at:  
MARS.Administrator@agriculture.gov.au or Telephone: 1300 004 605 or +61 8 8201 5185

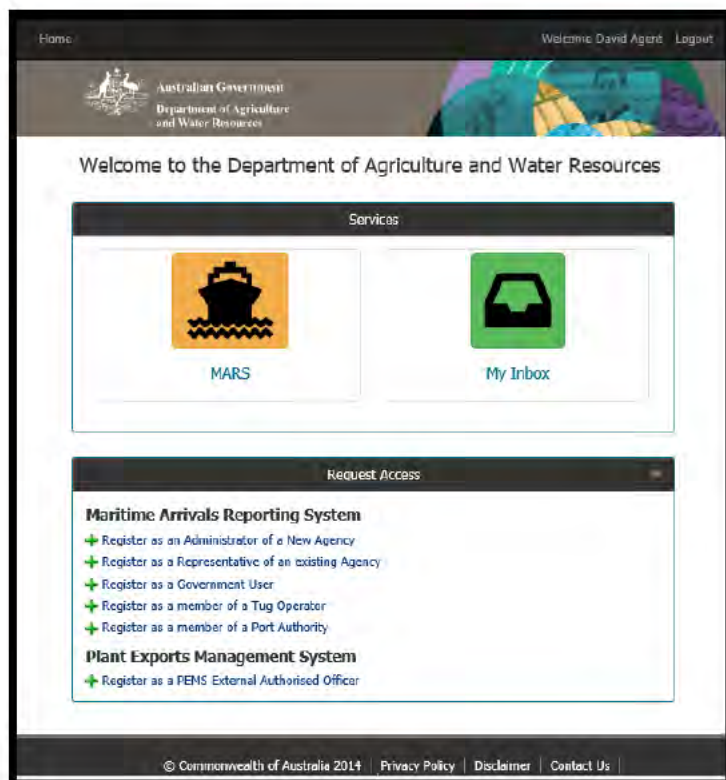
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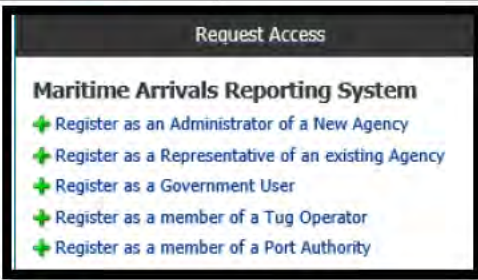


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## Department's Customer Portal

Once a user has created a User Security Account (Chapter 2) and Logs in they will have access to the department's customer portal. The portal hosts all the department's online applications. All potential MARS users are required to request MARS access through the customer portal (Chapter 2). Only after access has been approved will the MARS icon be available for use.



Icon	Details
 MARS	Once a user has been approved for MARS access the MARS icon on the left will be visible when they sign on to the department's customer portal. Clicking on this icon opens the MARS application.
 My Inbox	MARS user access requests for vessel Masters and Agency representatives are accessible from the My Inbox application. Agency MARS Administrators will be able to approve other Agents in their Agency requesting MARS access. All Agency users will be able to approve vessel Master access requests if they are the nominated Agency for the vessel.
	The <a href="#">hyperlinks</a> allow an external user to request the appropriate MARS access for their role.

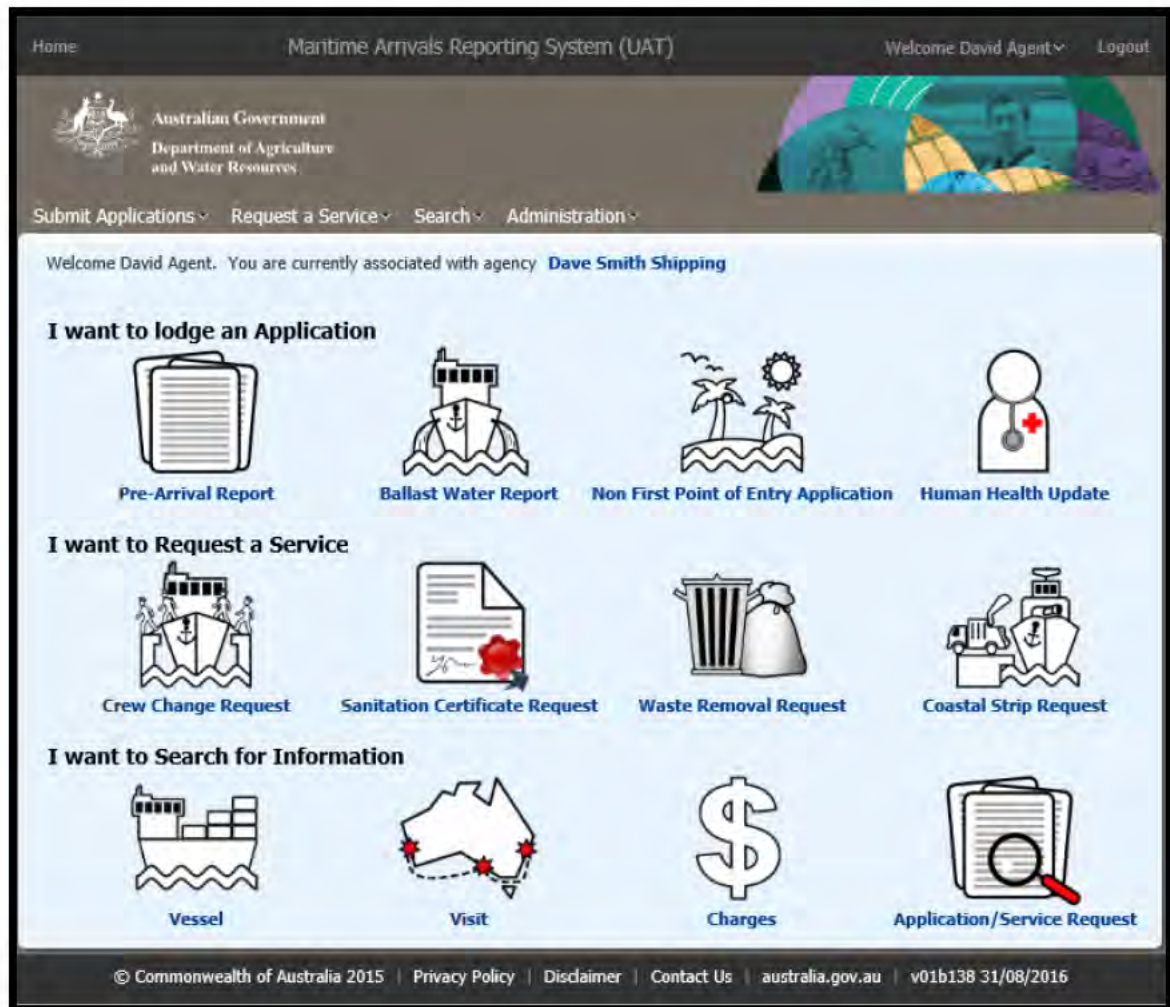




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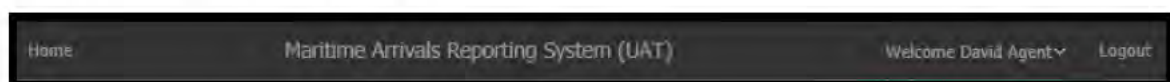
## MARS Home Screen

Once a vessel Agent has created a Security Account with a User ID and password and logged in to the department's customer portal (Chapter 2) and has approved MARS access MARS will be available for use. Through the icons and menus on the MARS home screen all MARS functions can be accessed.



The MARS home screen has four main sections:

### MARS Home Screen - Toolbar



**Home** – Clicking on Home will return the user back to the main page of the department's customer portal. From here a user can access MARS, access their profile and request MARS access.

**Maritime Arrivals Reporting System** – Clicking on this [hyperlink](#) will return the user to the MARS home screen. The MARS environment the user is logged in to is displayed in brackets.



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**Welcome [User ID]** – Clicking on this [hyperlink](#) will take a user to the Security Account profile screen where the user's profile and password details can be viewed and updated.

**Logout** – Click on the logout button to exit the customer portal and return to the department's website.

## MARS Home Screen - Menu Bar

Submit Applications ▾ Request a Service ▾ Search ▾ Administration ▾

1. **Submit Applications** – From this menu Agents are able to select the report or application they would like to submit. There are four reports/applications than can be completed from this menu.
  - a. Pre-Arrival Report
  - b. Ballast Water Report
  - c. Non First Point of Entry Application
  - d. Human Health Update
2. **Request a Service** – From this menu Agents are able to create service requests for an active voyage in MARS. Agents may select from the following services:
  - a. Crew Change Request
  - b. Sanitation Certificate Request
  - c. Waste Removal Request
  - d. Coastal Strip Request
3. **Search** – Here Agents can search for information regarding the current voyage of the vessel. Agents may search for:
  - a. Vessel details
  - b. Visit details
  - c. Reports, Applications and Service Requests that have been submitted
  - d. Charges
4. **Administration** – Here Agents can view the:
  - a. User details (Details submitted during the Security Account registration process) and
  - b. User security details (Profile entitlements used for troubleshooting purposes)

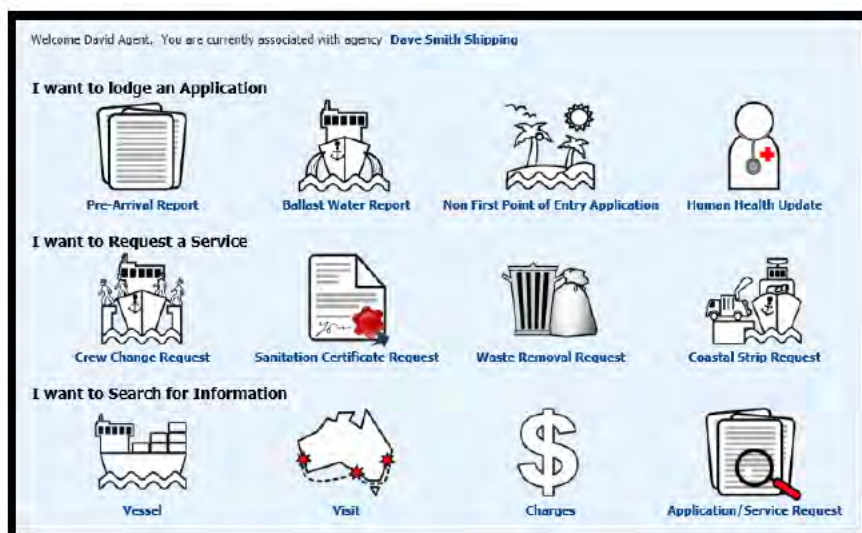
## MARS Home Screen - Shortcuts

Shortcuts on the MARS home screen gives an Agent direct access to the MARS applications required for electronic reporting to the department. The shortcuts are alternatives to the drop down menus and list the same menu items. The welcome message identifies the user currently logged in and the Agency with which they are associated during this MARS session. Clicking on the [\[Agency Name\]](#) [hyperlink](#) will take the user to the **Agency Details** screen.





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## MARS Home Screen - Footer

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The footer contains the department's privacy policy and contact details. It also contains the MARS version number which is important for troubleshooting purposes when contacting the department for assistance.

## MARS Common Buttons and Indicators

The following table lists common buttons and indicators that are used in MARS:

Icon	Description	Function
	Cancel	Generally takes the user back to the previous screen
	Red asterisk	Indicates a mandatory field
	Calendar	Allows a user to select a date and time (if applicable)
	Add Row	Click on the <b>Add Row</b> button to enable data entry fields and add additional rows to grids.
	Delete Row	Allows a user to remove any rows that were added
	Print Function	When using this print function in MARS a pdf document will be created. This pdf can then either be sent to a printer or saved as a file.
	Edit	Allows a user to edit the details of a table or grid.

## Chapter 2 – MARS User Access

Department Security Account Registration

MARS Agent Registration

MARS Agent Approval

MARS Vessel Master Registration

MARS Vessel Master Approval

MARS New Agency and Administrator Registration

Department Security Account Maintenance





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## Department Security Account Registration

### Explanatory Notes

All Agents must first register a departmental Security Account which consists of a User ID and password before any online services or applications like MARS can be accessed. Once a User ID has been registered a user can request access to MARS. MARS user access is requested through signing on to the customer portal on the department's website with the User ID that was created.

### How to do it

1. Access the department's customer portal through the following link:  
<https://online.agriculture.gov.au/selfservice>.
2. The Welcome screen will be displayed. To create a new Security Account, click on the **Create an account** link.

Home Login

Australian Government  
Department of Agriculture  
and Water Resources

Welcome to the Department of  
Agriculture and Water Resources

User Login  
Password

\* ☐ I accept the [terms of use](#)

Login

[Create an account](#) [Forgotten Password?](#)

For login or registration difficulties, you may contact the Department of Agriculture MARS Administrator at MARS.Administrator@agriculture.gov.au or Telephone: 1300 004 605 or +61 8 8201 6185

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3. The **User Registration** screen will be displayed. Complete all the mandatory fields in this screen. The table below contains specific information for each field. It is important that the guidelines in the table are followed to avoid unnecessary delays in user registration.





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**User Registration**
\* Required field

**Basic Information**

\* First Name  
 Middle Name  
 \* Last name  
 Mobile  
 \* E-mail  
 \* Confirm E-mail

**Enter User ID and password**

\* User ID  
 \* Password  
 \* Confirm Password

**Select your challenge questions and answers**

The challenge questions and answers are used if you forget your password and need to reset it.

\* Question 1  
 \* Question 2  
 \* Question 3  
 \* Question 4  
 \* Question 5

\* Answer 1  
 \* Answer 2  
 \* Answer 3  
 \* Answer 4  
 \* Answer 5

☐ I accept the [terms of use](#)


[Register](#) [Cancel](#)

**NOTE:** The details entered here will be used to create an online Security Account for the user. Please follow the field content guidelines as indicated in the table below!

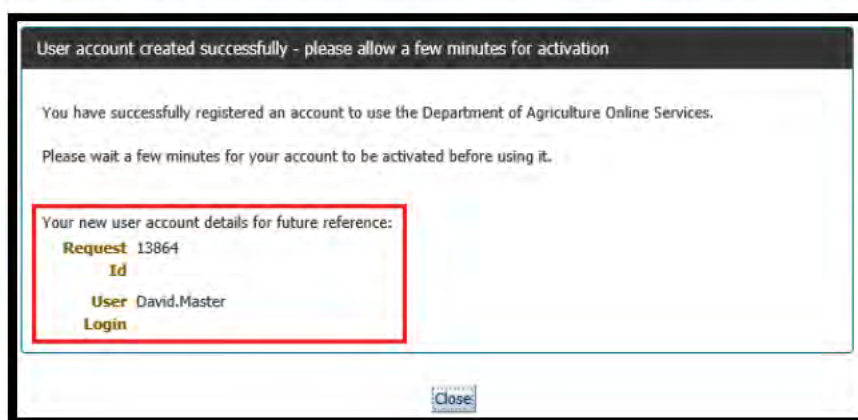
Field	Content
First Name	The user's first name is entered here
Middle Name	Optional field
Last Name	The user's last name
Mobile	The user's contact number
E-mail	Enter a valid email address to receive confirmation of the registration
Confirm E-mail	Re-enter the email address
<b>The email address used here will be linked to the User ID and cannot be used more than once for registration. It is advisable that a personal email is used rather than the Agency's generic email.</b>	
User ID	<p>Agents must create a User ID. The User ID will remain with the Agent and must not be passed on to other users.</p> <p>User IDs are not case sensitive and must consist of 5 or more characters. The User ID must <b>not</b> contain any spaces. Certain special characters may also be used:</p> <ul style="list-style-type: none"> <li>Permissible Special Characters (@ % . / _ -)</li> </ul>
<b>An example of an appropriate User ID: Joe.Blogs</b>	



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Field	Content
Password	<p>Passwords are case sensitive and must consist of 10 or more alpha-numeric characters. Passwords must contain a combination of the following characters:</p> <ul style="list-style-type: none"> <li>• One uppercase letter, and</li> <li>• One lowercase letter, and</li> <li>• One digit.</li> </ul> <p>Passwords do not expire; however, it is good practice to change passwords every 30 days.</p>
Confirm Password	Re-enter the password
 <b>Incorrectly entered passwords will lock the user's account for 1 hour after 5 unsuccessful attempts have been made</b>	
Challenge Questions	<p>A minimum of 5 challenge questions must be selected. The same challenge question may not be selected more than once. Answers to the challenge questions are <b>not</b> case sensitive. It is recommended to use a <b>single</b> word for the answer to the challenge question.</p>

4. Once all the mandatory fields have been completed tick the box to **accept the terms of use**.
5. Click on the **Register** button to register the User ID and password with the department.
6. When the registration details have been submitted a message will be displayed stating that the user account was created successfully. Account activation will take a few minutes.



**NOTE:** Write down the Request ID and the User Login. These details are required if the Help desk is contacted to resolve registration issues.

7. Click on the **Close** button to return to the **Log In** screen. Enter your User ID and password and click **Log In** to access the customer portal.

**Note:** You have successfully created a Security Account with User Id and Password to access the department's customer portal. However, at this stage you do not have MARS access. The next step will be to request MARS access as an Agency Representative.



## MARS Agent Registration

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### Explanatory Notes

Before an Agent can request access to MARS as an **'Agency Representative'** the following criteria must be met:

- They must have a departmental Security Account; and
- Their Agency must be an existing Agency already registered in MARS; and
- There must be a MARS Agency Administrator that can approve their request.

**Note:** *A variation to these conditions have been implemented to facilitate the migration of Agency data from VMS to MARS. MARS contains a list of registered Agencies, none of these Agencies have any associated Agents or administrators. When an Agent requests access to an Agency the access request will be sent as a task to the department. The department will approve the request based on a pre-defined pre-vetted list of Agents for each Agency. The first Agent to request access to the Agency will be made an Agency MARS Administrator. All subsequent access requests for that Agency will be sent to the newly approved Agency MARS Administrator for action.*

The next comments apply to all Agent access requests when the three initial conditions are met. Once these conditions are met the prospective Agency representative can then log in to the department's customer portal, select their Agency from a list, and apply to register as an Agency Representative for the selected Agency. A task will be created for all the MARS Administrators of the selected Agency to consider the application. Agency Administrators can approve or reject applications.

**Note:** *Agents may register as representatives of multiple Agencies. Prior to accessing MARS the Agent will be required to select the Agency they will present during that session. Agents are required to log off from MARS and log back in if they want to select a different Agency to represent.*

### How to do it

The steps below are used to register as the representative of an existing Agency. Prior to requesting MARS access the Agency representative must already have created a departmental Security Account and have a User ID and password.

1. Access the department's customer portal through the following link:  
<https://online.agriculture.gov.au/selfservice>
2. Enter the User ID and password.
3. Read and accept the terms of use, and click **Log In**.
4. Expand the Request Access section of the main landing page and select **"Register as a Representative of an Existing Agency"**.





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5. The first section of the registration process requires the selection of a registered Agency.

Field	Content
	Enter the first three letters of the Agency name. The correct Agency can then be selected from the list of Agencies provided
	<b>If the Agency is not listed it means that the Agency has either not been registered in MARS or the Agency name was entered incorrectly.</b>
Phone number	The telephone number must include the Australian state dialling code



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6. Click on **Submit**. The access request will now be sent to the nominated Agency's MARS Administrator. A message will be displayed stating that the registration request was submitted successfully. Make a note of the **Request ID**.



7. Upon completion of the assessment by the **Agency MARS Administrator** an email notification will be sent stating whether the registration has been approved or rejected, with a rejection reason/s if applicable.
8. Once the access request has been approved the MARS and My Inbox icons will be available when the user is logged in.





## MARS Agent Approval

### Explanatory Notes

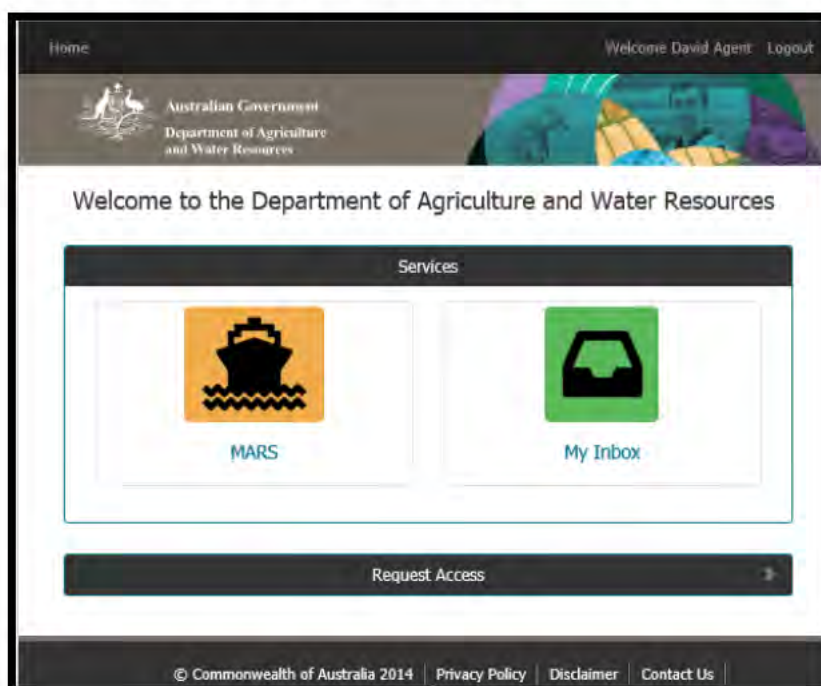
Once an Agency and an Agency MARS Administrator have been registered in MARS the task of approving access for subsequent Agents will be with the Agency MARS Administrator. The administrator must verify that the requestor is an Agent with their organisation and only approve legitimate requests. Approved Agents will have full access to the Agency's vessel and Agency data in MARS. The request task will be available for action by all Agents registered as Agency MARS Administrators.

The approval process is managed through the My Inbox icon in the department's customer portal.

### How to do it

These steps outline the steps an Agency MARS Administrator must follow to action an Agent's MARS access request.

1. Access the department's customer portal through the following link:  
<https://online.agriculture.gov.au/selfservice>
2. Enter the User ID and password.
3. Read and accept the terms of use, and click **Log In**.
4. Click on the **My Inbox** icon to display the available tasks requiring action.



5. The Inbox will open in a new browser tab. All the access approval requests for the Agency will be listed in **My Inbox**.





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**My Inbox**

\* Task types: Access Requests

\* Status: ASSIGNED

Show 10 entries

Search:

#	Title	Task number	Priority	Assigned date
	(MARS) Approval Bill Gates : MARSEnvironmentOfficer : Request ID: 17224	210332	3	07/11/2016 01:55:31
	(MARS) Approval Theresa Dorman : MARSAgencyRep: Request ID: 16901	210172	3	24/10/2016 01:25:07
	(MARS) Approval Steve Jobs : MARSVesselMaster : Request ID: 16381	209932	3	14/10/2016 01:36:21
	(MARS) Approval amj55 amj55 : MARSEnvironmentOfficer : Request ID: 16180	209752	3	12/10/2016 05:16:09
	(MARS) Approval amj55 amj55 : MARSHHealthOfficer : Request ID: 16141	209719	3	11/10/2016 04:45:44
	(MARS) Approval amj55 amj55 : MARS TugOperator : Request ID: 15861	209593	3	07/10/2016 05:53:41
	(MARS) Approval amj55 amj55 : MARSEnvironmentOfficer : Request ID: 15860	209592	3	07/10/2016 05:52:31
	(MARS) Approval John B Smith : MARSVesselMaster : Request ID: 15221	209372	3	24/09/2016 09:58:47
	(MARS) Approval Test41.user test : MARSAgencyRep: Request ID: 14603	208993	3	11/09/2016 10:05:37
	(MARS) Approval DenisAgent Westerberg : MARSAgencyRep: Request Date/time: 09/09/2016:0616	208992	3	11/09/2016 08:16:23

Showing 1 to 10 of 246 entries

Previous 1 2 3 4 5 ... 25 Next

6. Click on the task that requires approval. A new screen will open. The request details will be displayed. Verify the user details. If the user needs to be an Agency MARS Administrator select the checkbox to make this user an Administrator. There must always be at least one Agency MARS Administrator registered in MARS.

**(MARS) Approval Theresa Dorman : MARSAgencyRep: Request ID: 16901 - (task number - 210172)**

**Request Details**

**Agency Representative Approval**

**User Details**

User ID	Email Address
THERESA DORMAN	theresa.dorman@hotmail.com
First Name	Phone number
Theresa	0414939120
Last Name	Fax number
Dorman	

**Agency**

CraigRocks

☐ Make this user an Administrator for this Agency


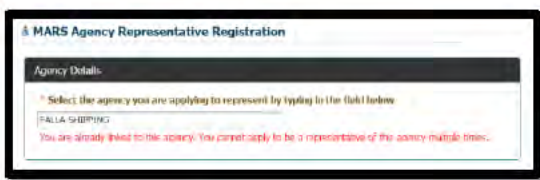
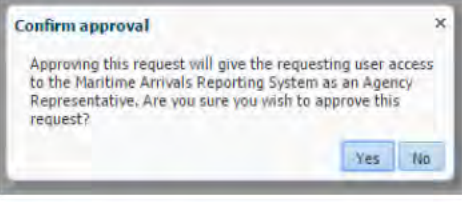
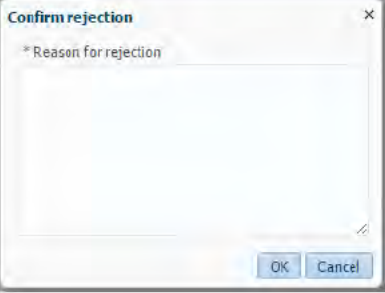
Approve Reject

7. Access requests may either be Approved or Rejected by the Administrator.





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User Details	Approval Process
	<ol style="list-style-type: none"> <li>1. User details are read only and cannot be edited by the administrator.</li> <li>2. Verify the User Details to ensure this is a legitimate access request.</li> <li>3. If the request is legitimate Approve the request.</li> <li>4. If the request is not legitimate, Reject the request and provide reasons for the rejection in the dialog box..</li> </ol>
User already associated with the Agency	Approval Process
	<ol style="list-style-type: none"> <li>1. A user cannot be associated with the same Agency more than once. This is to ensure there are no duplicate user accounts.</li> <li>2. When a user is already associated with the Agency the access request cannot be generated. This has now changed. The Agent gets a warning message when they go to register if they are already associate with that Agency.</li> <li>3. The user may have forgotten their user ID, a search of the Agency and User Details screen in MARS will enable the Administrator to forward the correct User ID to the requestor in the rejection notes.</li> <li>4. The requestor may then re-set their password. There is no security risk in giving the user the User ID since the challenge questions required to re-set the password will only be known to the correct user.</li> </ol>
Approve a Request	Approval Process
	<p>If the approver has any doubt about the legitimacy of a registration request the request must be rejected and reasons for rejection entered in the dialog box.</p> <p>When a request is approved the terms and conditions are displayed. Click Yes to send the Approval email to the requestor.</p>
Reject a Request	Approval Process
	<p>When a request is rejected, a reason for the rejection must be added. This reason will be sent in the body of the e-mail to the requestor.</p> <p>The rejection text must give a clear explanation to the requestor as well as provide follow up steps to take to remedy the issues if applicable. Click OK to send the Rejection e-mail to the requestor.</p>



## MARS Vessel Master Registration

### Explanatory Notes




This section provides a brief overview for the Agent of the vessel representative (Master) registration process. The Master is responsible for requesting MARS access and the vessel's Agent is responsible for approving or rejecting the request. The Master is required to register a personal Security Account just like any other external user.

All Masters must have access to the department's customer portal in order to submit pre-arrival reports on-line using MARS. Without registering a Security Account the Master will only be able to submit pre-arrival reports via Offline Forms which are emailed to the vessel Agent.

Once the Master has access to the department's customer portal the next step is to request MARS access. Once approved by the vessel's Agent the Master can submit pre-arrival documentation directly into MARS.

The table below outlines the information that must be provided by the Master during the registration process. When an Agent receives a request the details provided must match those in the table below.

Masters will have access to a separate user guide to step them through the registration process.

Field	Content
Vessel Name	Enter the official full vessel name taken from the Ship's Particulars.
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a 7 digit numeric identifier.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Registration/Official#	This is a optional field and mainly used for craft without an IMO number or call sign.
Call Sign	Enter the Call Sign for the vessel.
 <b>At least one of the IMO or the Country of Registry or the Registration/Official# or Call Sign must be provided.</b>	
Phone Number	This is the telephone number of the vessel or the shipping company responsible for the vessel. Include all international dialling code.
Fax Number	The fax number is optional. If included ensure the international dialing code is included.
Agency Name	Type the first three letters of the Agency name and then select the correct Agency from the drop down list.
I do not have an Agency to represent me OR I cannot find the Agency that represents me	Tick this box if you cannot find the Agency name or you do not have an Agency or do not know the name of the Agency representing the vessel at the first port of entry to Australia.
 <b>If this box is ticked the request for MARS access will be sent to the department for approval.</b>	
I will be arriving in Australia in the next 48 hours	Tick this box if the vessel will be arriving within the next 48 hours at an Australian port.
 <b>If this box is ticked the request for MARS access will be sent to the department for approval.</b>	





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## MARS Vessel Master Approval

### Explanatory Notes

If a Master wants access to MARS to submit pre-arrival documentation, post arrival service requests or human health updates the Master must have access to MARS. This is achieved through the Department Security Account registration and the approval of the MARS Vessel Access request.

The first time a Master requests MARS access it will be for the vessel associated with the Agency that will represent it at the first port for that voyage. This is so that the Agency can approve the Master's access request. For subsequent voyages the Master can select a different Agency as part of the application submission process.

Approval for a Master's MARS access is managed by any registered **Agency Representative**. Agency staff must vet the Vessel representative's access request and either approve it or reject it.

There are, however, circumstances where the department must approve a vessel's MARS access request:

- The vessel has no Agency relationship.
- Arrival in Australia is imminent.
- Vessel selected by the Master already has a vessel officer assigned.
- User is already linked to another vessel.
- Approval task assigned to Agency Representative has expired.

### How to do it

Approval for vessel MARS access request approval can be managed by the **all registered Agents in the Agency**. Agency staff must vet the vessel's access request and either approve it or reject it.

1. Access the department's customer portal through the following link:

<https://online.agriculture.gov.au/selfservice>

2. Agent signs in with their online User ID and password
3. From the main screen click on the **My Inbox** icon.





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4. My Inbox will open in a new browser tab. All the access approval requests for the Agency will be listed.

My Inbox

Task types: Access Requests  
 Status: ASSIGNED

Show 10 entries

* *	Title	Task number	Priority	Assigned date
	(MARS) Approval Bill Gates : MARSEnvironmentOfficer : Request ID: 17234	210032	3	07/11/2016 01:55:01
	(MARS) Approval Theresa Doman : MARSAgencyRep: Request ID: 16901	210172	3	24/10/2016 01:25:07
	(MARS) Approval Steve Jobs : MARSVesselMaster : Request ID: 16301	209932	3	14/10/2016 01:38:21
	(MARS) Approval amj55 amj55 : MARSEnvironmentOfficer : Request ID: 15160	209752	3	12/10/2016 05:10:09
	(MARS) Approval amj55 amj55 : MARSHealthOfficer : Request ID: 16141	209719	3	11/10/2016 04:45:44
	(MARS) Approval amj55 amj55 : MARSFlagOperator : Request ID: 15861	209503	3	07/10/2016 05:53:41
	(MARS) Approval amj55 amj55 : MARSEnvironmentOfficer : Request ID: 15860	209592	3	07/10/2016 05:52:31
	(MARS) Approval John B Smith : MARSVesselMaster : Request ID: 15221	209372	3	24/09/2016 09:58:47
	(MARS) Approval Test41 user test : MARSAgencyRep: Request ID: 14603	208690	3	11/09/2016 10:05:37
	(MARS) Approval DenisAgent Vesterberg : MARSAgencyRep: Request Date/Time: 09/09/2016/0816	208992	3	11/09/2016 08:16:23

Showing 1 to 10 of 246 entries

Previous 1 2 3 4 5 ... 25 Next

5. Click on the task that requires approval. The request details will be displayed. Verify the User and the Vessel Details.

**(MARS) Approval John B Smith : MARSVesselMaster : Request ID: 15221 - (task number - 209372)**

Request Details

Vessel Officer Approval

**User Details**

User ID: JOHNBSMITH

Name: John Smith

Phone number: Fax number: 082016000

Email Address: John\_Smith@gmail.com

**Assignment to internal user**

This task has been assigned to MARS Admins and MARS Vessel Processing Officers because:

- ✗ Vessel has no agency relationship
- ✗ Arrival in Australia is imminent
- ✗ Vessel selected by Agency Representative already has a vessel officer assigned
- ✗ User is already linked to a vessel.
- ✓ Approval task assigned to Agency Representative has expired

The above user has requested to be assigned as the Vessel Officer for the vessel described below. If you can vouch for them then try to find the vessel in MARS (using the Vessel search facility under Find Vessel in MARS below) or if necessary create it as a new vessel and then approve the request.

**Vessel Details**

**Vessel Details entered by user**

* Vessel Name	IMO	Call Sign
Lady Fell	9196709	
Country of Registration	Registration/Official #	
CHINA		

**Find existing vessel in MARS OR create a new vessel**

Vessel

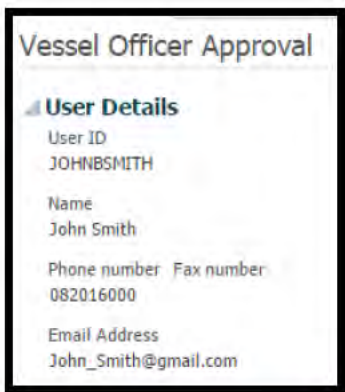
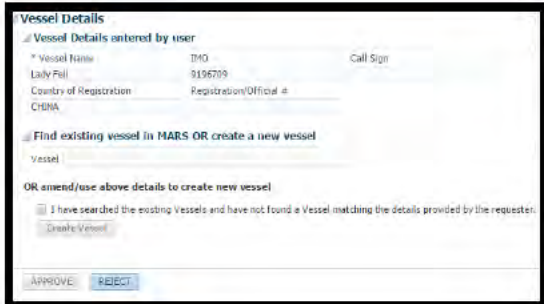
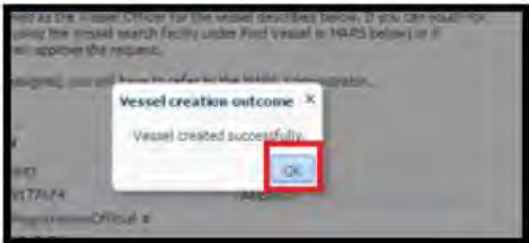
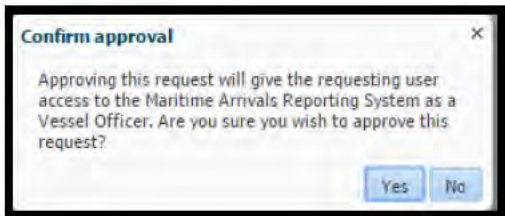
**OR amend/use above details to create new vessel**

☐ I have searched the existing Vessels and have not found a Vessel matching the details provided by the requester.



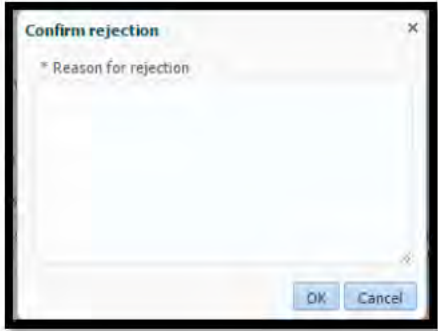


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User Details	What to Verify
	<p>The user details must be verified to ensure compliance with the information available in the Vessel User Guide. The vessel details are important to maintain data integrity, avoid multiple user accounts for the same vessel and for correct display in MARS when the Master signs on.</p> <ol style="list-style-type: none"> <li>1. The name must be the Vessel Master's. If this isn't so the request must be rejected as above and the user advised in the rejection reason to create a new Security Account with the details as stipulated in the Vessel User Guide.</li> <li>2. The email address must be the Master's email address.</li> </ol>
Vessel Details	What to Verify
	<p>The vessel details entered by the Master must be verified. Always complete a MARS search using the IMO number to ensure duplicate vessel entries aren't made or existing vessel details aren't overwritten with incorrect information.</p> <ol style="list-style-type: none"> <li>1. Verify the vessel details entered by searching for the vessel in MARS. If the vessel exists in MARS and there are no changes to the vessel details approve the request.</li> <li>2. If the vessel's details in MARS differ from the details supplied by the Master use vessel search engines on the internet to corroborate the changes. If the Agent cannot make a reasonable decision based on the information available reject the request and enter the reasons in the dialog box.</li> <li>3. If the vessel is not found in MARS check the box to confirm a vessel search was completed in MARS and click on Create Vessel.</li> </ol>
Create a new Vessel	Information
	<p>When a new vessel is created in MARS using the Create Vessel button in the Request Approvals screen the dialogue box on the left will be displayed.</p> <p>Click <b>OK</b> to enable the <b>Approve</b> button.</p>
Approve a Request	Information
	<p>When a request is approved the terms and conditions are displayed. Click Yes to send the Approval email to the requestor.</p>



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Reject a Request	Information
	<p>When a request is rejected, a reason for the rejection must be added. This reason will be sent in the body of the e-mail to the requestor.</p> <p>The rejection text must give a clear explanation to the requestor as well as provide follow up steps to take to remedy the issues if applicable. Click OK to send the Rejection e-mail to the requestor.</p>

***Provide access to a Vessel Representative already associated with another Vessel***

There may be situations where a vessel representative is already associated with a vessel in MARS. If they then request to be associated with another vessel the access request must be forwarded to a departmental MARS Administrator for approval.

Note that the statement **“This vessel already has a vessel officer assigned”** is displayed under the vessel name search. The request cannot be approved and must be referred to a departmental MARS Administrator for approval by selecting the **“Refer to MARS Admin”** button.

## MARS New Agency and Administrator Registration

### Explanatory Notes

All Port, Billing and Crew Agencies must be registered in MARS. The initial registration of a new Agency will also result in the registration of the '**Agency MARS Administrator**'. Upon submission of the Agency registration request, a task will be created for a departmental MARS Administrator to assess whether the registration should be approved.


Upon completion of the assessment by the department's MARS Administrator an email notification will be sent to the nominated Agency MARS Administrator stating whether the registration has been approved or rejected, with a rejection reason/s if applicable.

### How to do it

Follow these steps for new Agencies not already registered in MARS.

1. Access the department's customer portal through the following link:

<https://online.agriculture.gov.au/selfservice>



The screenshot shows the login interface of the MARS system. At the top, there is a header with the Australian Government logo and the text 'Australian Government Department of Agriculture and Water Resources'. Below this, a welcome message reads 'Welcome to the Department of Agriculture and Water Resources'. The main area features a login form with a user ID field containing 'david.master' and a password field with masked characters. Below the password field is a checkbox labeled 'I accept the Terms of use'. A 'Log in' button is positioned below the checkbox. At the bottom of the form, there are links for 'Create an account' and 'Forgotten Password?'. A footer note provides contact information for login or registration difficulties: 'For login or registration difficulties, you may contact the Department of Agriculture MARS Administrator at MARS.Administrator@agriculture.gov.au or Telephone: 1300 004 605 or +61 8 8201 6185'. The footer also includes copyright information: '© Commonwealth of Australia 2014' and links for 'Privacy Policy', 'Disclaimer', and 'Contact Us'.

2. Enter the User ID and password.
3. Read and accept the terms of use, and click **Log In**.
4. From the Request Access section of the department's customer portal select "**Register as an Administrator of a New Agency**".





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Home Welcome Chris Livett Logout

Australian Government  
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Welcome to Department of Agriculture

Notification

No items to display

Services

Request Access

**Maritime Arrivals Reporting System**

- Register as an Administrator of a New Agency
- Register as a Representative of an existing Agency
- Register as a Government User
- Register as a member of a Tug Operator
- Register as a member of a Port Authority

5. The first section of the Registration process requires the Agency details. Complete all the mandatory fields. Follow the guidelines in the table below.

Field	Content
<p><b>To ensure Agencies are clearly distinguished in MARS based on their home port the department requires the following Agency naming convention: [Agency Name (Abbreviation if in use)]-[Agency Home Port] e.g. Inchcape (ISS) – Port Adelaide</b></p>	
Agency Name	Enter the Agency's name with the local port name as described above
Agency Home Port	This is the home port for the Agency. Particularly important when the Agency services multiple ports. This port should match the port in the Agency name registered above.
Email address	The BSD will be sent to this email address
Phone Number	The telephone number must include the Australian state dialling code
Agency Address	Enter the address details for the Agency



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Field	Content
<p>Agency Physical Address</p> <p>Where are you located?</p> <p>Address line 1</p> <p>Address line 2</p> <p>Suburb</p> <p>State/Territory</p> <p>Postcode</p>	<p>Agency Mailing Address</p> <p>Where should we send invoices/letters to?</p> <p>Copy above (physical) address</p> <p>Address line 1</p> <p>Address line 2</p> <p>Suburb</p> <p>State/Territory</p> <p>Postcode</p>

6. The second part of the Registration process is to complete the registering Agent's details. This person will be the first **Agency MARS Administrator**.

Field	Content
<p>Agency Representative Administrator Details</p> <p>User ID: VESSELAGENT1</p> <p>Email address: david.jordaan1@gmail.com</p> <p>First name(s): Vessel</p> <p>Last name: Agent</p> <p>Job title</p> <p>Primary phone number</p> <p>Fax number</p> <p><input checked="" type="checkbox"/> Admin User</p> <p>Submit Cancel</p>	
Primary Phone number	The telephone number must include the Australian state dialling code
<input checked="" type="checkbox"/> Admin User	This box is read only and is checked by default when the first Agency user registers.

7. Click on **Submit**. The access request will now be sent to the department for approval.
8. Once approval has been granted the MARS icon will now be available when the user is logged in.

The screenshot shows the MARS user interface. At the top, there is a header with the Australian Government logo and the text 'Welcome David Smith Logout'. Below this is a banner for the Department of Agriculture and Water Resources. The main content area is titled 'Welcome to the Department of Agriculture and Water Resources' and features a 'Services' section with two icons: 'MARS' (a ship icon) and 'My Inbox' (a mail icon). At the bottom of the services section is a 'Request Access' button. The footer contains copyright information: '© Commonwealth of Australia 2014' and links to 'Privacy Policy', 'Disclaimer', and 'Contact Us'.

**Note: Approved** – If the request was successful you will receive an e-mail stating that your MARS access has been approved. When you log in the MARS icon will be displayed.

**Rejected** – If the request was unsuccessful you will receive an e-mail with the reasons why the request was rejected. In this case you will not see the MARS icon when you log in.





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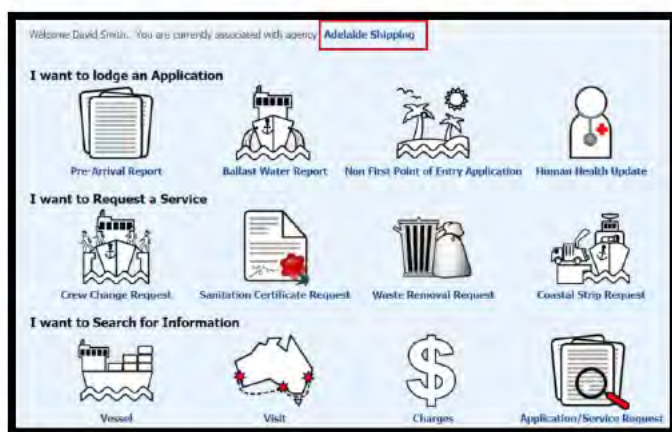
## Updating Agency Details in MARS

Once an Agency has been registered in MARS Agency MARS Administrators can update the Agency details such as the Agency name, Agency address and contact details, Agency email address etc.

### How to do it

Follow the steps below to update existing Agency details in MARS:

1. Access the department's customer portal through the following link:  
<https://online.agriculture.gov.au/selfservice>
2. Enter your User Id and password.
3. Select the MARS Icon.
4. On the MARS home screen select the **Agency Name** hyperlink.



5. The Agency & Representative Details screen will be displayed. Click on the **Edit** button to edit and update Agency information. Click on **Submit** to save any updates that were made or **Cancel** to exit the screen without saving updates.



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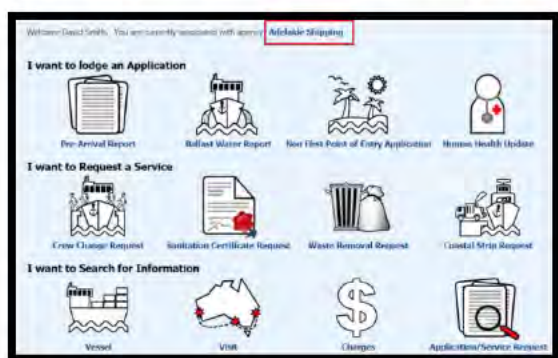
## Updating Agency User details in MARS

Once an Agency has users registered then the Agency MARS Administrators can remove users and make a normal user an Agency MARS Administrator.

### How to do it

Follow the steps below to update existing Agency User details in MARS:

1. Access the department's customer portal through the following link:  
<https://online.agriculture.gov.au/selfservice>
2. Enter your User Id and password.
3. Select the MARS Icon.
4. On the MARS home screen select the **Agency Name** hyperlink.



5. The Agency & Representative Details screen will be displayed.
6. Select the **Agency Representative Details** tab. The details of all MARS users associated with the Agency will be displayed.

**Agency & Representative Details**

Agency Details    **Agency Representative Details**

Agency Representative Details

Agency name: **Adelaide Shipping**

First name	Last name	Admin	Action
JOHN	FIELD	Y	
Denis	Westerberg	Y	
Test	New User	N	
New	Test User 2	N	
David	Smith	Y	

* User Id JOHN@AGENTS1	* Email address john.field@yahoo100.com
* First name(s) JOHN	Phone number 0417682985
* Last name FIELD	Fax number
✓ * Admin User	

Edit

7. To remove a user click on the red cross **Action** button next to the user's name.
8. To make a user an Admin User click on the **Edit** button and select the check box.
9. Click on **Update** to save the user details.

## Department Security Account Maintenance

### Re-set a Forgotten Password

#### Explanatory Notes

All external users are able to manage their own Security Account details and passwords. Vessel Masters can also manage the vessel's Security Account details that were registered with the department.

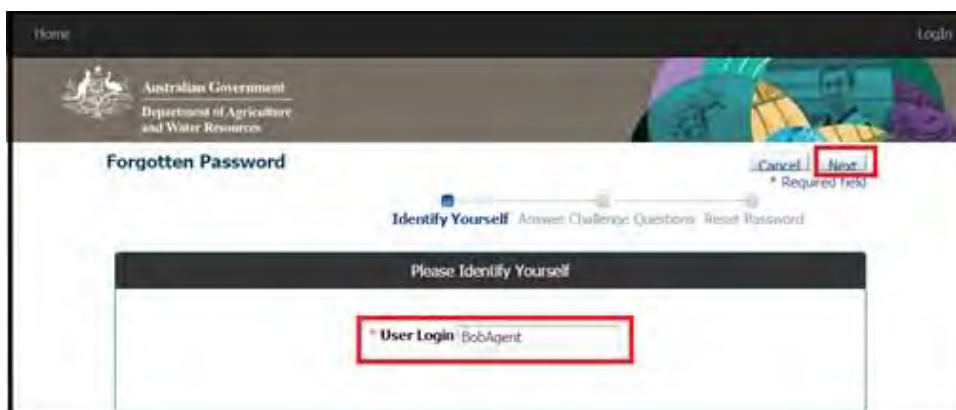
#### How to do it

When a password has been forgotten then the **"Forgotten Password"** function must be used.

1. Access the department's customer portal through the following link:  
<https://online.agriculture.gov.au/selfservice>.
2. The **Welcome** screen will be displayed. Click on the **Forgotten Password** link.

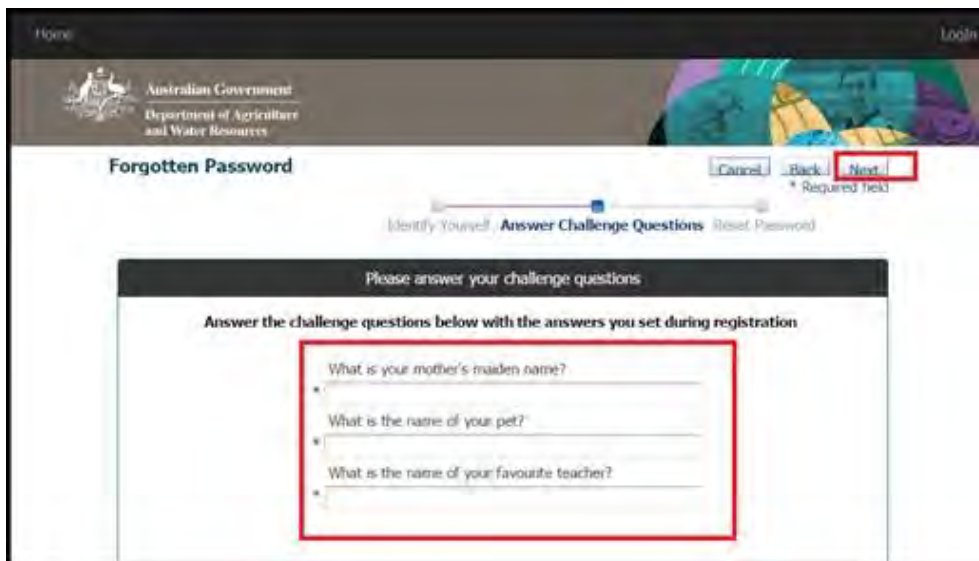


3. Enter the **User Login** (User Id or Vessel ID) and click on the **Next** button.



4. Answer the challenge questions with the answers that were set during the Security Account registration process. Click on the **Next** button.





Home Login

Australian Government  
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**Forgotten Password**

Cancel Back **Next**  
\* Required field

Identify Yourself Answer Challenge Questions Reset Password

Please answer your challenge questions

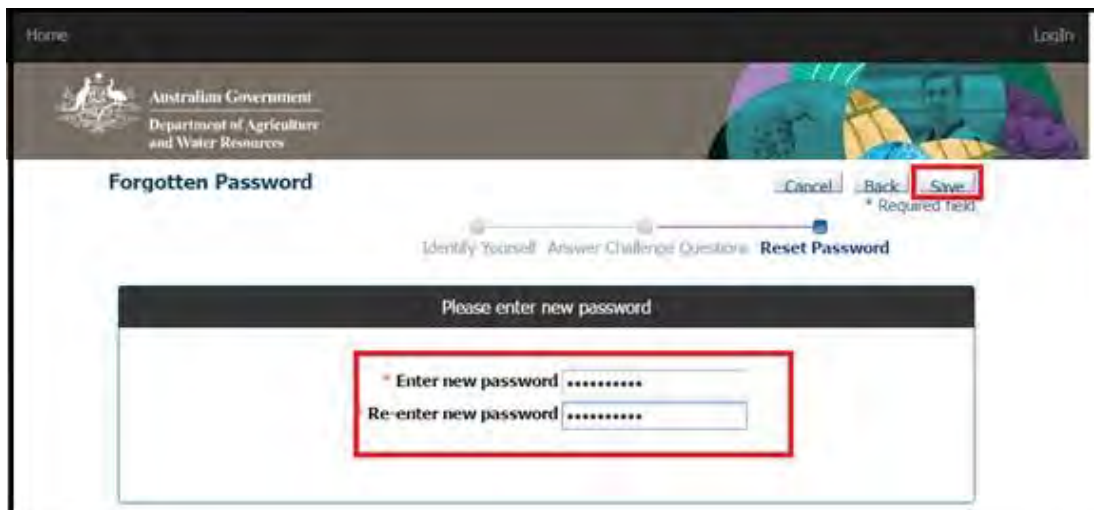
Answer the challenge questions below with the answers you set during registration

What is your mother's maiden name?  
\*

What is the name of your pet?  
\*

What is the name of your favourite teacher?  
\*

5. Enter the new password. Click on the **Save** button.



Home Login

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**Forgotten Password**

Cancel Back **Save**  
\* Required field

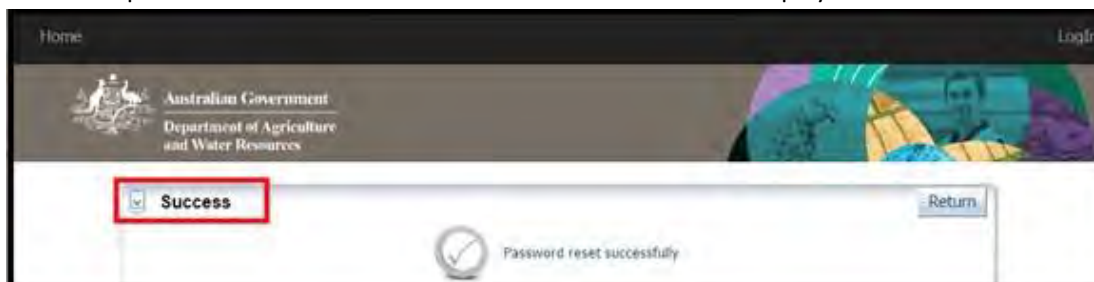
Identify Yourself Answer Challenge Questions Reset Password

Please enter new password

\* Enter new password .....

Re-enter new password .....

6. If the process was successful then the **Success** screen will be displayed.



Home Login

Australian Government  
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**Success**

Return

✓ Password reset successfully

7. The password has now been reset. Click on the **Return** button to return to the **Log In** screen.

## Change a Password

### Explanatory Notes

Password changes are not enforced by the department. However, it is good practise to change a password from time to time. The steps below outline the password change process.



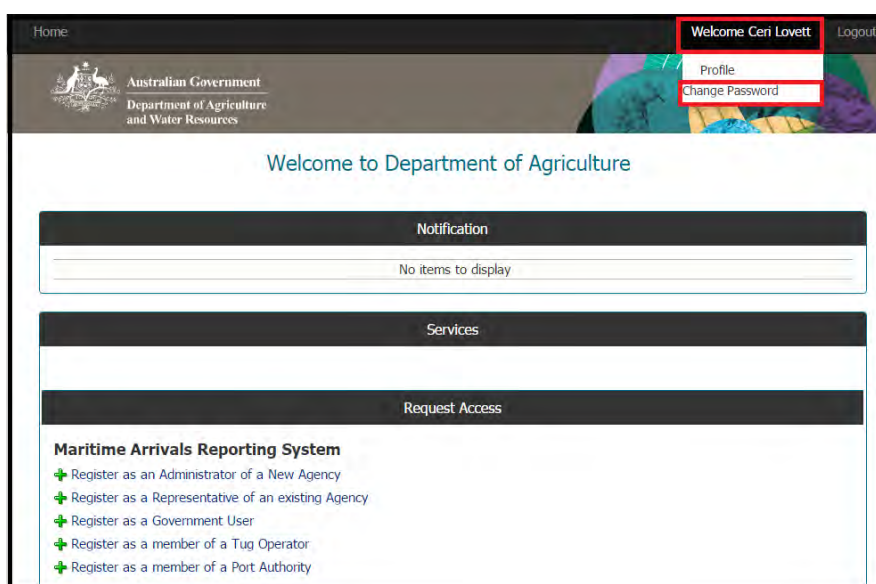


## How to do it

1. Access the department's customer portal through the following link:  
<https://online.agriculture.gov.au/selfservice>.
2. The **Welcome** screen will be displayed. Log in with the **User ID** or **Vessel ID** and password. Click the **Log In** button.



3. The department's customer portal main page is displayed. Click on the **Welcome [User Name]** link at the top right of the page and select **Change Password**.



4. Enter the current password and then the new password. Click on **Save**



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## Security Account Profile Update

### Explanatory Notes

A user is able to update the Security Account details through the **My Profile** screen accessed from the **Welcome [User ID]** link in the department's customer portal when signed in.

### How to do it

1. Access the department's customer portal through the following link:  
<https://online.agriculture.gov.au/selfservice>.
2. The **Welcome** screen will be displayed. Log in with the **User ID** or **Vessel ID** and password. Click the **Log In** button.

1. Click on the **Welcome [User Name]** link at the top right of the page and select **Profile** from the drop down menu.



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2. Update the profile details as required and click on the **Update** button. Vessel Masters must take care when updating the vessel's profile details and ensure any changes are communicated to a new Master joining the vessel.



## Chapter 3 – MARS Reports and Applications

Pre-Arrival Report (PAR)

Ballast Water (BW) Report

Non First Point of Entry (NFP) Application

Human Health Update



## Pre-Arrival Report (PAR)

### Explanatory Notes

The PAR allows the Master and Agent to report pre-arrival information to the department. The PAR includes information about the vessel, the itinerary, sanitation status, health risk and biosecurity risks on-board. All commercial vessels are required to submit a PAR 96-12 hours prior to arrival in Australia.

The PAR can be accessed either from the **Submit Applications** drop down menu or by clicking on the **Pre-Arrival Report** shortcut on the MARS home screen. Applications may either be completed manually in MARS by direct data entry or by uploading an XML Data file. Both options are described in the steps below.

### How to do it

Open the **Pre-Arrival Report** from the MARS home screen. To complete an application each tab must be completed in order of appearance.



### Legal Details

The **Legal Details** tab references the relevant sections of the Biosecurity Legislative Framework that relate to the application.

There are no fields that require completing on this tab.



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**Pre-Arrival Report** Required fields denoted by \*

**Legal Details** Upload File or Select Vessel

This form and the information requested in it, is required to be provided to the department by the operator of a vessel in accordance with the *Biosecurity Act 2015*, Section 193. This form is applicable to commercial vessels. The operator of the vessel is responsible for the information given in this report.

The information in this report must be submitted using the Maritime Arrivals Reporting System (MARS) between 96 and 12 hours before the estimated time of arrival of the vessel. If the operator of the vessel becomes aware that the information given in this report is incomplete or incorrect, the vessel master must give additional or correct information in accordance with *Biosecurity Act 2015*, Section 194. Giving false or misleading information is a serious offence and may lead to a civil penalty.

A Biosecurity Status Document, including pratique status will follow from this Pre Arrival Report.

## Upload File or Select Vessel

The ‘**Upload File or Select Vessel**’ tab provides the user with an option to complete a PAR using data from a saved XML Data file.

**Note:** *Pre-Arrival Report XML Data files are created by the Pre-Arrival Report PDF Offline form. This xml file is the only file type that can be used in MARS where the option is given to select data from a file.*

**Pre-Arrival Report** Required fields denoted by \*

Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

**Note:** *To save time in completing a PAR a Master may complete the PAR Offline form and then save the file as a PDF for future use. Save a PAR XML Data File received via Email*

The Master of a vessel completes a PAR using a Offline form. The Master then uses the “**Send to Agent**” function in the Offline form to email the PAR as an XML Data file to the vessel’s port Agency for that voyage.

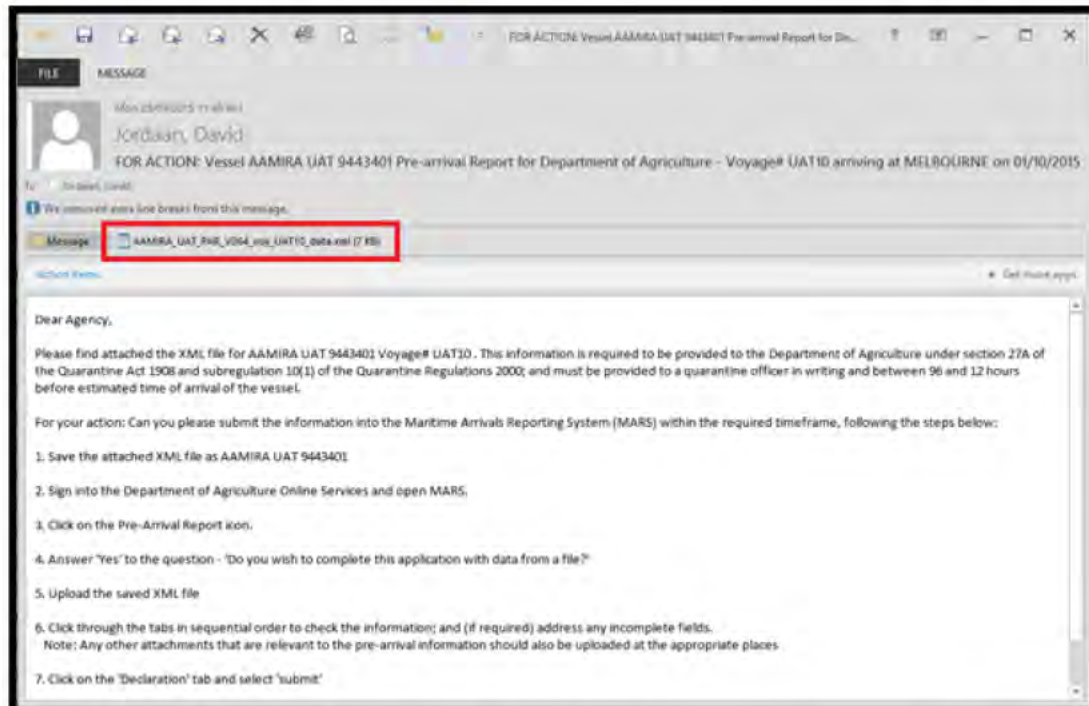
The Agency receives the PAR as an attachment to an e-mail. The steps below outline how the Agent will save the XML Data file to prepare for upload to MARS:

1. Open the e-mail received from the vessel

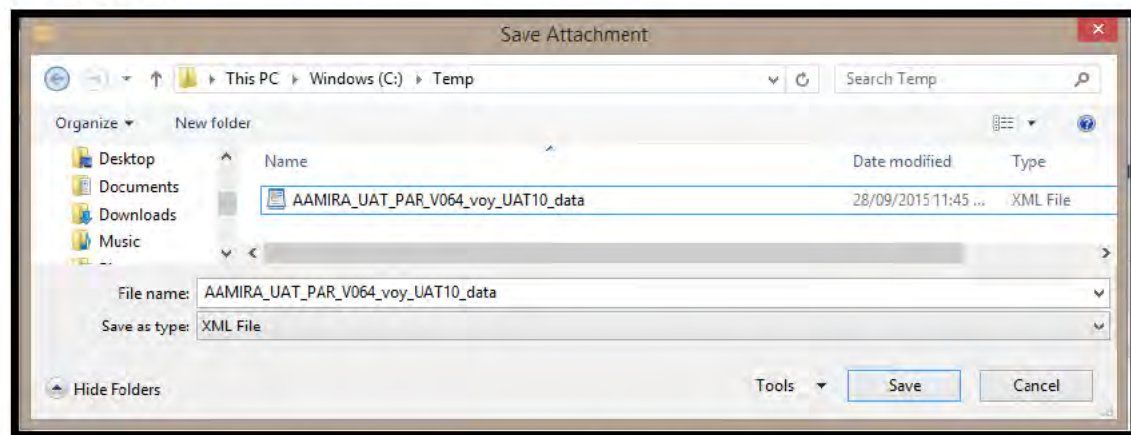




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2. Save the attached XML Data file to an appropriate directory on the network or locally to the computer.



3. Rename the XML Data file name to distinguish it from other applications, vessels and voyages.

**Note:** Please discuss appropriate naming conventions and file locations with your organisation's Network Administrator. File names and locations are only given as examples in this user guide.

## Upload a PAR to MARS from a Saved XML Data file

1. To complete a PAR using data from an XML file answer '**Yes**' to the question '**Do you wish to complete this application with data from a file?**' Click on the '**Choose File**' button and navigate to the location where the file is saved on the computer. Once the file is selected the data will be automatically uploaded to MARS.



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**Pre-Arrival Report** Required fields denoted by \*

Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

Select File **Choose File** No file chosen

- Click through each of the tabs in sequential order to verify that there aren't any validation errors and that the correct Agency or Agencies have been nominated in the **Voyage Details** tab.

**Note:** For more detailed descriptions of each tab in the PAR refer to the sections below.

## Complete a manual PAR in MARS

- If no XML data is available select '**No**' to the question '**Do you wish to complete this application with data from a file?**' and complete a new PAR using the MARS interface.
  - The vessel is already registered in MARS: Type the IMO, Name, Call Sign or Registration number of the vessel in the '**Search and select the vessel**' field to select the vessel from the list displayed; or
  - The vessel is not registered in MARS yet: Select the '**Complete PAR for new vessel**' button to enter the vessel details.

**Pre-Arrival Report** Required fields denoted by \*

Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☐ Yes ☒ No

**Search and select Vessel**   
 (You can type in the IMO, Name, Call Sign, Registration/Official # of the vessel)

OR

**Complete PAR for new vessel**

**Note:** The PAR must be completed in one session. If a timeout occurs the information will not be saved and the user will have to start the application from the beginning.

## Vessel Particulars

This screen is used to complete the Vessel particulars. It contains both mandatory and optional fields. All mandatory fields must be completed before you can navigate away from this tab.





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**Pre-Arrival Report** Required fields denoted by \*

Legal Details **Vessel Particulars** Arrival Details Sanitation Human Health Biosecurity Declaration and Submit

\* **Vessel Name**  
AAMIRA UAT

**Call Sign**  
V7QG2

\* **Vessel Type**  
Container Vessel

**Year Built**  
2004

\* **Length Overall (LOA-metres)**  
201

**Cargo Holds**

**Vessel E-mail**  
DAVID.JORDAAN@AGRICULTURE.GOV.AU

The e-mail will be used by the Department to communicate with the vessel. Please leave this field blank if the vessel is unable to receive e-mails with attachments.

**IMO**  
9443401 ☐ Tick this if the vessel does NOT have an IMO

**Registration/Official#**

\* **Country of Registry**  
MARSHALL ISLANDS

\* **Master's Name**  
Captain

**Gross Tonnage**  
200000

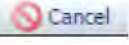
**Crew Capacity**  
20

**Cargo Decks**

**Net Tonnage**  
175000

**Passenger Capacity**

**Cargo Tanks**

Field	Content
Vessel Name	Enter the vessel name as it appears on the Ship's Particulars
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier.
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official#	This is a non-mandatory field for vessels without an IMO
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choose the appropriate vessel type.
Master's Name	Enter the Master's name.
Year Built	Enter the year the vessel was built
Gross Tonnage	Enter the vessels gross tonnage. This is a non-mandatory field
Net Tonnage	Enter the vessels net tonnage. This is a non-mandatory field
Length Overall (LOA-metres)	Enter the vessels overall length in metres.
Crew Capacity	Enter the total number of crew the vessel can accommodate. This is a non-mandatory field
Passenger Capacity	Enter the total number of passengers the vessel can accommodate. This is a non-mandatory field
Cargo Holds	Enter how many cargo holds the vessel has. This is a non-mandatory field
Cargo Decks	Enter how many cargo decks the vessel has. This is a non-mandatory field
Cargo Tanks	Enter how many cargo tanks the vessel has. This is a non-mandatory field
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.
	Clicking on the cancel button on any of the tabs will close the PAR and all details will be lost.





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## Arrival Details

This screen allows the user to enter voyage related details including the vessel's itinerary while in Australia. It also allows the user to nominate Agency details. This screen contains both mandatory \* and optional fields. Navigation away from this screen can only be done once all the mandatory fields have been completed.

**Note:** Data entry fields are type assisted. At least 3 letters of the full Agency or port name must be entered before a drop down list will appear. If the responsible Agency does not appear contact the Agent.

**Pre-Arrival Report** Required fields denoted by \*

Legal Details Vessel Particulars **Arrival Details** Sanitation Human Health Biosecurity Declaration and Submit

\* Voyage # UAT28 \* Last Port of Call Name SINGAPORE (SINGAPORE)

**Australian Ports of Call**

First Port of Call Details

* First Port of Call MELBOURNE	* Estimated Arrival/Anchorage Date/Time 06/06/2016 11:00	Estimated Departure Date/Time 06/06/2016 15:00
Berth name BERTH3	Berth Date/Time 06/06/2016 12:00	

Subsequent Australian Ports of Call

[Add Port](#)

* Port	* Arrive/Anchorage Date	Action
PORT ADELAIDE	12/06/2016	

Will the vessel berth at the first port of call? ☐ Yes ☒ No  
 (Answer YES if the vessel will berth at the first port of call. Answer No if the vessel will ONLY bunker/refuel or do a ship to ship transfer away from the berth and not come in to berth at all)

**Agency Details**  
 For each port of call please provide the agency details. You must provide details of the port and billing agency for the first port of call.

Port	Port Agency	Billing Agency	Crew Agency
MELBOURNE-06/06/2016	Dave Smith Shipping	Dave Smith Shipping	Dave Smith Shipping
PORT ADELAIDE-12/06/2016	Dave Smith Shipping	Dave Smith Shipping	Dave Smith Shipping

Field	Content
Voyage#	The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The voyage number must match the number on the PAR, Ballast Water, Human Health Update or NFP application for the current voyage. Alpha-numeric characters and dashes (-) are accepted. Spaces are not allowed.
Last Port of Call Name	Enter the last international port the vessel visited.
	<b>When a vessel's last port of call was an Australian Domestic port and a new PAR is required the following port name must be entered in this field:</b>
First Port of Call	Enter the first Australian port the vessel will visit.
Estimated Arrival/Anchorage Date/Time	Use the calendar icon to select the date/time the vessel will arrive/anchor and click 'OK'.
Estimated Departure Date/Time	Use the calendar icon to select the date/time the vessel will depart the port and click 'OK'.
Berth name	Enter the name of the berth where the vessel will arrive.



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Field	Content												
Berth Date/Time	Use the calendar icon to select the date/time the vessel will berth and click 'OK'.												
<b>Subsequent Australian Ports of Call</b> <div> </div> <table border="1"> <thead> <tr> <th>Port</th><th>Arrive/Anchorage Date</th><th>Action</th></tr> </thead> <tbody> <tr> <td>PORT ADELAIDE</td><td>12/06/2016 </td><td></td></tr> </tbody> </table> <p>Will the vessel berth at the first port of call? <input type="radio"/> Yes <input type="radio"/> No            (Answer YES if the vessel will berth at the first port of call. Answer No if the vessel will ONLY bunker/refuel or do a ship to ship transfer away from the berth and not come in to berth at all)</p>		Port	Arrive/Anchorage Date	Action	PORT ADELAIDE	12/06/2016							
Port	Arrive/Anchorage Date	Action											
PORT ADELAIDE	12/06/2016												
<div> </div>	Click on the <b>Add Port</b> button to enable the data entry fields. Use this button to add all the subsequent ports the vessel will visit in Australia during the current voyage												
Port	Enter the subsequent Australian Port the vessel will visit.												
Arrive/Anchorage Date	Use the calendar icon to select the estimated date the vessel will arrive/anchor.												
	Use this button to delete any subsequent ports that were added by mistake												
Will the vessel berth at the first port of call? <input type="radio"/> Yes <input type="radio"/> No	Answer ' <b>Yes</b> ' if the vessel will berth at the first port of call in Australia. Answer ' <b>No</b> ' if the vessel will only bunker/refuel or conduct ship to ship transfer away from the berth and not come in to berth at all.												
<b>Agency Details</b> For each port of call please provide the agency details. You must provide details of the port and billing agency for the first port of call. <table border="1"> <thead> <tr> <th>Port</th><th>Port Agency</th><th>Billing Agency</th><th>Crew Agency</th></tr> </thead> <tbody> <tr> <td>MELBOURNE-06/06/2016</td><td>Dave Smith Shipping</td><td>Dave Smith Shipping</td><td>Dave Smith Shipping</td></tr> <tr> <td>PORT ADELAIDE-12/06/2016</td><td>Dave Smith Shipping</td><td>Dave Smith Shipping</td><td>Dave Smith Shipping</td></tr> </tbody> </table>		Port	Port Agency	Billing Agency	Crew Agency	MELBOURNE-06/06/2016	Dave Smith Shipping	Dave Smith Shipping	Dave Smith Shipping	PORT ADELAIDE-12/06/2016	Dave Smith Shipping	Dave Smith Shipping	Dave Smith Shipping
Port	Port Agency	Billing Agency	Crew Agency										
MELBOURNE-06/06/2016	Dave Smith Shipping	Dave Smith Shipping	Dave Smith Shipping										
PORT ADELAIDE-12/06/2016	Dave Smith Shipping	Dave Smith Shipping	Dave Smith Shipping										
Port	This field will automatically pre-populate with information entered by the user in the ' <b>First Port of Call</b> ' and ' <b>Subsequent Australian Ports of Call</b> ' fields.												
	<b>Entering the Port Agency for each Australian Port is mandatory. If the Billing and Crew Agency fields are not completed MARS will assume that the Port Agency is also the Billing and Crew Agency for that port.</b>												
Port Agency	For each port enter the Port Agency that will represent the vessel at the port.												
Billing Agency	For each port enter the Agency nominated by the Master of the vessel to facilitate payment of accounts at the listed port. Any invoices for the listed port (except crew change activities) will be billed to this Agency.												
Crew Agency	For each port enter the Agency nominated by the Master of the vessel to facilitate crew changes at the listed port. Any crew change activities at the listed port will be billed to this Agency.												





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## Sanitation

This screen is used to report the vessel's **Ship Sanitation Certificate (SSC)** details. Masters may also attach a copy of the SSC to the application. If a new SSC is required the inspection can be requested in this screen.

**Pre-Arrival Report** Required fields denoted by \*

Legal Details Vessel Particulars Arrival Details **Sanitation** Human Health Biosecurity Declaration and Submit


**Sanitation Certificate**

\* **Certificate Type** \* **Control Details**  
 Control Certificate Documentation

\* **Port of Issue** \* **Issue Date**  
 KELANG (MALAYSIA) 01/01/2016

Please attach a copy of your sanitation certificate: AAMIRA SAN CERT JAN2016.xml [Update...](#) [View sanitation certificate](#)


Will the vessel require a new sanitation certificate? \* ☒ Yes ☐ No

Field	Content
Certificate Type	<p>The certificate type can be selected by clicking on the down arrow and choosing the appropriate type. Four options are displayed:</p> <p><b>Control Certificate</b>  <b>Extension Certificate</b>  <b>Exemption Certificate</b>  <b>Not applicable</b></p> <p>If the vessel does not have a sanitation certificate the Master should select the '<b>Not applicable</b>' option. Selecting this option will automatically remove some of the mandatory sanitation screen fields.</p> <p>If the vessel has a <b>Control Certificate</b> in place an additional field will auto-populate. The Master must consult the original Control Certificate to note the reason the certificate was issued for. The Master must provide '<b>Control Details</b>' by clicking on the down arrow and selecting the most applicable option: <b>Documentation; Human Health; Mosquito Vector; Other; Rodents vector</b></p>
	<p>It is very important the Master ensures the vessel complies with the conditions stated on the Control Certificate to manage the associated risks. Breaches may apply for not following the instructions on the Control Certificate.</p>
Port of Issue	Enter the port where the sanitation certificate was issued.
Issue Date	Enter the date the sanitation certificate was issued.
<p>Please attach a copy of your sanitation certificate <a href="#">Attach sanitation certificate</a></p> <p>Please attach a copy of your sanitation certificate <a href="#">Choose File</a> No file chosen</p> <p>Please attach a copy of your sanitation certificate: AAMIRA SAN CERT JAN2016.xml <a href="#">Update...</a> <a href="#">View sanitation certificate</a></p>	






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Field	Content
Attaching a sanitation certificate	<p>Sanitation certificates can be attached to the PAR by selecting the '<b>Attach sanitation certificate</b>' button.</p> <p>Select the '<b>Choose File</b>' button and navigate to the location where the certificate is saved.</p> <p>Once the certificate is attached, additional documents can be added by selecting the '<b>Update</b>' button and repeating the steps above. Additional documents will need to be attached if the original certificate was not scanned into one document.</p> <p>Attached documents can be viewed by selecting the '<b>View sanitation certificate</b>' <a href="#">hyperlink</a>.</p>
Will the vessel require a new sanitation certificate?	<p>Answer '<b>Yes</b>' if the vessel requires a sanitation certificate when it arrives in Australia. This will automatically queue a Sanitation inspection for the vessel.</p> <p>Answer '<b>No</b>' if the vessel has a valid certificate.</p>
	<b>In Australia Ship Sanitation Certificates may only be issued at designated, First Points of Entry. Please consult the department's website for a list of ports.</b>

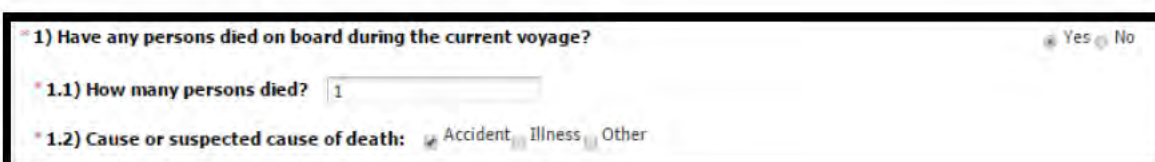
## Human Health

This screen is used to report on the health status of the passengers and crew on-board the vessel.

Field	Content
	
Have any persons died on board during the current voyage?	If the users answers ' <b>Yes</b> ' additional fields will be displayed. Refer to the section titled ' <b>Question 1 Details</b> ' below.
Have any persons become ill or shown signs of illness in the past 14 days?	If the users answers ' <b>Yes</b> ' additional fields will be displayed. Refer to the section titled ' <b>Question 2 Details</b> ' below.

### Question 1 Details

When a death is reported additional information must be provided regarding the death. The user must advise how many deaths occurred during the current voyage and the suspected cause(s) of death.



### Question 2 Details



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When an illness is reported, the Master must answer all subsequent illness questions. These include illness symptoms. Answering some questions may open up extra text fields requiring additional information. These fields are mandatory and must be completed.

\* 2) Have any persons become ill or shown signs of illness in the past 14 days?

☒ Yes ☐ No

How many persons

If **Question 2** is answered 'Yes' then additional health questions will be displayed about the ill person's symptoms (**Question 2.1**). For each symptom question that is answered 'Yes' a text box will be displayed where the number of persons affected must be entered. All health questions are mandatory.

2.1) Is any person on board the vessel displaying any of the following symptoms?

2.1.1) Temperature over 38C (if no thermometer is available, any person suspected of having a temperature should be reported) ☒ Yes ☐ No

How many persons

2.1.2) Acute unexplained non-itchy skin rashes or lesions, and non-itchy rashes or lesions caused by illness or exposure to hazardous agents (but not heat rashes, dermatitis, eczema, or similar common skin conditions) ☐ Yes ☐ No

2.1.3) Muscle aches, diarrhoea, severe headaches or vomiting (but not vomiting caused by inebriation or motion sickness) ☐ Yes ☐ No

2.1.4) Severe bruising or bleeding from the nose, ears, eyes, mouth, anus or skin (but not if the person is predisposed to nosebleeds or haemorrhoids, or has cuts and abrasions) ☐ Yes ☐ No

2.1.5) Glandular swelling in the armpits or neck ☐ Yes ☐ No

2.1.6) Prolonged loss of consciousness where a person cannot be roused (but not loss of consciousness caused by consumption of alcohol, drugs or medications, fainting or sleeping) ☐ Yes ☐ No

2.1.7) Persistent coughing and difficulty breathing with no apparent cause and no history or similar symptoms (but not persistent coughing and difficulty breathing caused by asthma, heart disease, obesity, chronic bronchitis or emphysema) ☐ Yes ☐ No

2.1.8) Except in the case of a person with restricted mobility or an otherwise healthy young child- an inability to disembark from a vessel without assistance ☐ Yes ☐ No

2.1.9) Yellowing of the skin/whites of the eyes ☐ Yes ☐ No

Answer **Question 2.2** and all sub questions about the ill person's travel history. For each symptom question that is answered 'Yes' a text box will be displayed where the number of persons affected must be entered. All health questions are mandatory.

2.2) Has the ill person(s) on board:

2.2.1) Been in contact with birds/bird products/someone suspected/confirmed of having Avian Influenza in the last 14 days? ☐ Yes ☐ No

2.2.2) Eaten raw poultry/raw poultry products in the last 14 days? ☐ Yes ☐ No

2.2.3) Handled samples suspected of containing Avian Influenza virus in the last 14 days? ☐ Yes ☐ No

2.2.4) Travelled Africa, South/Central America or the Caribbean in the last 6 days and do not have a valid yellow fever vaccination certificate? ☐ Yes ☐ No

2.2.5) Been in Africa in the last 21 days? ☐ Yes ☐ No

2.2.6) Been in contact with camels or bodily fluids from a camel, including having been coughed or sneezed on by a camel, or drunk raw camel milk or consumed camel meat in a country in the Middle East? ☐ Yes ☐ No





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**Note:** In addition to the questions above Cruise vessels must also report any Gastro-intestinal illness. Answer **Question 2.3** and all sub questions about any cases of Gastro-intestinal illness on-board the Cruise vessel.

2.3) Gastro-intestinal illness

2.3.1) How many cases of diarrhoea and/or gastro-intestinal illness have been recorded in the vessel's medical log during the current voyage and/or the last 21 days?

2.3.2) How many passengers and crew were on board during the current voyage and/or the last 21 days?  Passengers  Crew

2.3.3) Was there any situation on board, which may lead, to infection or the spread of disease? ☐ Yes ☐ No

Details

## Biosecurity

The questions in this section are used to determine the vessel's biosecurity status. When a question is answered more fields may appear that require additional information. The table below details the requirements of each question.

Pre-Arrival Report	
Legal Details	Vessel Particulars
Arrival Details	Sanitation
Human Health	Biosecurity
Declaration and Submit	
* 3) Are there any animals (including birds and/or fish) as ship's pets on board the vessel?	<input type="radio"/> Yes <input type="radio"/> No
* 4) Were there any other animals (including birds and/or fish) detected on board the vessel?	<input type="radio"/> Yes <input type="radio"/> No
* 5) Were any insects, including bees, discovered onboard during current voyage?	<input type="radio"/> Yes <input type="radio"/> No
* 6) In the past 24 months was the vessel in any Russian Far East Port/s between 40N, 60N and west of 147E during any periods between 1 July and 30 September?	<input type="radio"/> Yes <input type="radio"/> No
* 7) Since the vessel's last inspection in Australia, has the vessel carried any livestock, bulk seeds (including grain) or bulk meal (being meal that contains plant or animal, including fish or bird, material) in the last 10 cargos?	<input type="radio"/> Yes <input type="radio"/> No
* 8) Has waste on board the vessel been securely contained in a container or sealed room so that no waste is accessible to animals and there is no leakage?	<input type="radio"/> Yes <input type="radio"/> No
* 9) Do you intend to discharge waste in port?	<input type="radio"/> Yes <input type="radio"/> No
* 10) Will the crew sign off while the vessel is at berth or anchorage in Australian waters?	<input type="radio"/> Yes <input type="radio"/> No
* 11) Do you intend to discharge ballast in Australian waters?	<input type="radio"/> Yes <input type="radio"/> No
* 12) Are there any live plants on board?	<input type="radio"/> Yes <input type="radio"/> No

Q	Field	Content								
3		<div><div>* 3) Are there any animals (including birds and/or fish) as ship's pets on board the vessel?<div><div>Yes</div><div>No</div></div></div><div><div>+ Add Row</div><table><thead><tr><th>* Type of animal</th><th>* No. of animals</th><th>Description (including health condition)</th><th>Action</th></tr></thead><tbody><tr><td>Bird</td><td>1</td><td>BLUE BUDGIE</td><td><div><div></div></div></td></tr></tbody></table></div></div>	* Type of animal	* No. of animals	Description (including health condition)	Action	Bird	1	BLUE BUDGIE	<div><div></div></div>
* Type of animal	* No. of animals	Description (including health condition)	Action							
Bird	1	BLUE BUDGIE	<div><div></div></div>							
		<div>Answer 'Yes' to this question if the vessel has any ship's pets onboard</div> <div><div>+ Add Row</div><div>Click on the <b>Add Row</b> button to enable the data entry fields. This section is specifically for vessel pets. If the vessel does have any animals onboard, click on the Add Row button to display the additional fields. Add a new row for each type of animal.</div></div>								





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Q	Field	Content								
	Type of Animal	Options are Bird, Cat, Dog, Other. Select the type of animal from the pick list.								
	Number of Animals	Enter the number of animals								
	Description (Including health condition)	Enter a detailed description of the animal including identifying markings. Also include the health status of the animal								
		Use this button to delete any rows that were added								
3.1	<div> <p><b>3.1) Did Any animals die during the current voyage?</b> <span>Yes No</span></p> <p><b>3.1.1) How many animals died?</b> <input type="text" value="1"/></p> <p><b>3.1.2) Describe how the dead animals were disposed:</b> <input type="text" value="AT SEA"/></p> </div>									
	Answer 'Yes' to this question if any of the ship's pets have died during the current voyage									
	How many animals died?	Enter the total number of all the animals that died								
	Describe how the dead animals were disposed:	Enter the details of how the dead animals were disposed of. If the animals are still onboard include the details in this section								
4	<div> <p><b>4) Were there any other animals (including birds and/or fish) detected on board the vessel?</b> <span>Yes No</span></p> <p></p> <table border="1"> <thead> <tr> <th>Type of animal</th><th>No. of animals</th><th>Description (including health condition)</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Dog</td><td>1</td><td>BLACK DOG</td><td></td></tr> </tbody> </table> </div>		Type of animal	No. of animals	Description (including health condition)	Action	Dog	1	BLACK DOG	
Type of animal	No. of animals	Description (including health condition)	Action							
Dog	1	BLACK DOG								
	<p>Answer 'Yes' to this question if there were any animals onboard the vessel during the current voyage. This question does not pertain to livestock or animals being carried as cargo. Animals carried as cargo must be addressed in Question 7.</p>									
		Click on the <b>Add Row</b> button to enable the data entry fields. This section is specifically for animals other than vessel pets. This may include stray animals or birds which have flown onto and remained on the vessel during the voyage. If the vessel does have any animals onboard, click on the Add Row button to display the additional fields. Add a new row for each type of animal.								
	Type of Animal	Options are Bird, Cat, Dog, Other. Select the type of animal from the pick list.								
	Number of Animals	Enter the number of animals								
	Description (Including health condition)	Enter a detailed description of the animal including identifying markings. Also include the health status of the animal								
		Use this button to delete any rows that were added								
4.1	<div> <p><b>4.1) Did any animals die during current voyage?</b> <span>Yes No</span></p> <p><b>4.1.1) How many animals died?</b> <input type="text" value="1"/></p> <p><b>4.1.2) Describe how the dead animals were disposed:</b> <input type="text" value="AT SEA"/></p> </div>									
	Answer 'Yes' to this question if any of the animals died during the current voyage									



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Q	Field	Content								
	How many animals died?	Enter the total number of all the animals that died								
	Describe how the dead animals were disposed:	Enter the details of how the dead animals were disposed of. If the animals are still onboard include the details in this section								
5	<div> <p>* 5) Were any insects, including bees, discovered onboard during current voyage? <span>Yes No</span></p> <p>* 5.1) Describe the insects and their location when discovered: <input type="text" value="BEES"/></p> </div>									
	Answer 'Yes' to this question if any insects were discovered onboard the vessel during the current voyage									
	Describe the insects and their location when discovered:	Detailed description of the insects and where they were discovered must be entered in this field								
6.1	<div> <p>* 6) In the past 24 months was the vessel in any Russian Far East Port/s between 40N, 60N and west of 147E during any periods between 1 July and 30 September? <span>Yes No</span></p> <p>6.1) Please provide the name of the ports and dates visited.</p> <p><a href="#">+ Add Row</a></p> <table border="1"> <thead> <tr> <th>* Port</th><th>* Arrival Date</th><th>* Departure Date/Time</th><th>Action</th></tr> </thead> <tbody> <tr> <td>VOSTOCHNIY, PORT (RUSSIAN FEDERATION)</td><td>29/06/2015</td><td>30/06/2015 10:00</td><td></td></tr> </tbody> </table> </div>		* Port	* Arrival Date	* Departure Date/Time	Action	VOSTOCHNIY, PORT (RUSSIAN FEDERATION)	29/06/2015	30/06/2015 10:00	
* Port	* Arrival Date	* Departure Date/Time	Action							
VOSTOCHNIY, PORT (RUSSIAN FEDERATION)	29/06/2015	30/06/2015 10:00								
	Answer 'Yes' to this question if the vessel travelled to any Far East Russian ports between the specified latitudes and longitudes and during the dates specified in the previous 24 months									
	<a href="#">+ Add Row</a>	Click on the <b>Add Row</b> button to enable the data entry fields. Add a row for each port that was visited								
	Port	Enter the Far East Russian port name								
	Arrival Date	Enter the date the vessel arrived at the Far East Russian port								
	Departure date and Time	Enter the date and time that the vessel departed from the Far East Russian port.								
	Action	Delete any rows that were added								
6.2	<div> <p>* 6.2) Since the last visit to any Russian port was the vessel inspected and cleared by an agriculture authority in Australia, Russia, Canada, New Zealand or the USA as free of Asian Gypsy Moth? <span>Yes No</span></p> <p>* AGM Certificate No. <input type="text" value="1123456"/> * Country of Issue <input type="text" value="Australia"/> * Issue Date <input type="text" value="31/08/2015"/></p> <p>Please attach a copy of the relevant certificate <a href="#">Attach AGM certificate</a></p> </div>									
	Answer 'Yes' to this question if the vessel was inspected in any of the named countries and received an AGM freedom certificate from the local government authorities									
	AGM Certificate Number	Enter the reference number of the AGM certificate								
	Country of Issue	From the drop down box select the AGM certificate issuing country								
	Issue Date	Enter the date the AGM certificate was issued								
	<a href="#">Attach AGM certificate</a>	AGM certificates must be attached to the PAR by selecting the ' <b>Attach AGM certificate</b> ' button. The Master will then need to select								





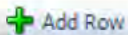

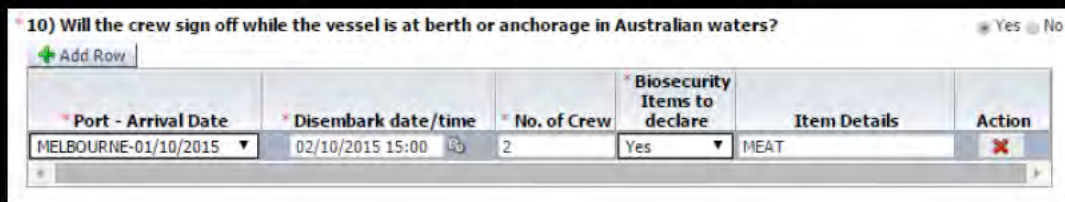

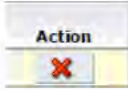
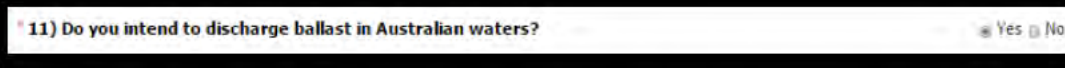
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Q	Field	Content												
		<p>the <b>'Choose File'</b> button and navigate to the location where the certificate is saved.</p> <p>Once the certificate is attached, additional documents can be added by selecting the <b>'Update'</b> button and following the above directions. Additional documents will need to be attached if the original certificate was not scanned into one document.</p> <p>Attached documents can be viewed by selecting the <b>'View AGM certificate'</b> <a href="#">hyperlink</a>.</p>												
7		<p>7) Since the vessel's last inspection in Australia, has the vessel carried any livestock, bulk seeds (including grain) or bulk meal (being meal that contains plant or animal, including fish or bird, material) in the last 10 cargos? <span style="float: right;">Yes No</span></p> <p><a href="#">+ Add Row</a></p> <table border="1"> <thead> <tr> <th>Cargo - Commodity</th><th>Loading Port</th><th>Discharging Port</th><th>Discharge Date</th><th>Cleaning</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Grain/Seed - Barley</td><td>SINGAPORE</td><td>MALAYSIA</td><td>28/07/2015</td><td>WASH</td><td></td></tr> </tbody> </table>	Cargo - Commodity	Loading Port	Discharging Port	Discharge Date	Cleaning	Action	Grain/Seed - Barley	SINGAPORE	MALAYSIA	28/07/2015	WASH	
Cargo - Commodity	Loading Port	Discharging Port	Discharge Date	Cleaning	Action									
Grain/Seed - Barley	SINGAPORE	MALAYSIA	28/07/2015	WASH										
		<p>Answer <b>'Yes'</b> to this question if the vessel had carried any commodities as caro listed in the question.</p> <p><a href="#">+ Add Row</a></p> <p>Click on the <b>Add Row</b> button to enable the data entry fields. Add a row for each commodity. If the same commodity was loaded and/or discharged at multiple ports add additional rows to reflect this</p> <table border="1"> <tbody> <tr> <td>Cargo or Commodity</td><td>Select the commodity the vessel carried from the drop down list. Add a new row if multiple commodities were carried</td></tr> <tr> <td>Loading Port</td><td>Enter the port where the cargo was loaded onto the vessel</td></tr> <tr> <td>Discharging Port</td><td>Enter the port where the cargo was discharged</td></tr> <tr> <td>Discharge Date</td><td>Enter the cargo discharge date</td></tr> <tr> <td>Cleaning</td><td>Enter the details of the cleaning that was done to remove any residual cargo from the vessel</td></tr> <tr> <td></td><td>Delete any rows that were added</td></tr> </tbody> </table>	Cargo or Commodity	Select the commodity the vessel carried from the drop down list. Add a new row if multiple commodities were carried	Loading Port	Enter the port where the cargo was loaded onto the vessel	Discharging Port	Enter the port where the cargo was discharged	Discharge Date	Enter the cargo discharge date	Cleaning	Enter the details of the cleaning that was done to remove any residual cargo from the vessel		Delete any rows that were added
Cargo or Commodity	Select the commodity the vessel carried from the drop down list. Add a new row if multiple commodities were carried													
Loading Port	Enter the port where the cargo was loaded onto the vessel													
Discharging Port	Enter the port where the cargo was discharged													
Discharge Date	Enter the cargo discharge date													
Cleaning	Enter the details of the cleaning that was done to remove any residual cargo from the vessel													
	Delete any rows that were added													
8		<p>8) Has waste on board the vessel been securely contained in a container or sealed room so that no waste is accessible to animals and there is no leakage? <span style="float: right;">Yes No</span></p>												
		<p>Answer <b>'No'</b> to this question if the vessel has any issues with regard to maintaining waste securely onboard. Especially if the waste facilities are inadequate in dealing with the amount of waste being generated.</p>												
9		<p>9) Do you intend to discharge waste in port? <span style="float: right;">Yes No</span></p> <p><a href="#">+ Add Row</a></p> <table border="1"> <thead> <tr> <th>Port - Arrival Date</th><th>Discharge Date</th><th>Estimated Volume (m3)</th><th>Action</th></tr> </thead> <tbody> <tr> <td>MELBOURNE-01/10/2015</td><td>02/10/2015</td><td>50</td><td></td></tr> </tbody> </table>	Port - Arrival Date	Discharge Date	Estimated Volume (m3)	Action	MELBOURNE-01/10/2015	02/10/2015	50					
Port - Arrival Date	Discharge Date	Estimated Volume (m3)	Action											
MELBOURNE-01/10/2015	02/10/2015	50												
		<p>Answer <b>'Yes'</b> to this question if the vessel intends to discharge waste during its current voyage.</p> <p> In Australia vessel waste may only be discharged at certain First Points of Entry. Please consult the department's website for a list of First Points of Entry.</p>												





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Q	Field	Content
		Click on the <b>Add Row</b> button to enable the data entry fields. Add a row for each port where the vessel will be discharging waste
	Port and Arrival Date	The drop down box only contains the port and date of arrival that was reported in the Arrival Details. If the port is not available for selection the port arrival details must updated first. Select the port where the waste discharge will take place.
	Discharge Date	Enter the date the waste discharge is likely to occur
	Estimated Volume (m <sup>3</sup> )	Enter the estimated volume of waste to be discharged
		Delete any rows that were added
10		
	Answer ' <b>Yes</b> ' to this question if any crew will sign off during the vessel's current voyage	
		Click on the <b>Add Row</b> button to enable the data entry fields. Add a row for each port where crew will be signing off. If multiple crew will sign off at different times or with different biosecurity items to declare add multiple rows
	Port and Arrival Date	The drop down box only contains the port and date of arrival that was reported in the <b>Arrival Details</b> tab. If the port is not available for selection the port arrival details must updated first. Select the port where the crew will sign off.
	Disembark Date and Time	Enter the date and time the crew will be leaving the vessel
	Number of Crew	Enter the number of crew that will be leaving the vessel
	Biosecurity Items to Declare	Select ' <b>Yes</b> ' or ' <b>No</b> ' depending on whether the crew have items to declare. The department's website may be consulted to determine the biosecurity status of items. If unsure about the biosecurity status of an item select ' <b>Yes</b> ' and enter the details in the next field.
	Item Details	Enter the details of the items that will be removed from the vessel.
		Delete any rows that were added
11		
	Answer ' <b>Yes</b> ' to this question if the vessel intends to discharge ballast water in Australia during the current voyage	



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	<p>If a Master has not submitted a ballast water discharge application to the department then a warning message will be displayed.</p> <div style="border: 2px solid black; padding: 5px; margin: 10px;"> <p><b>Warning</b></p> <p>You have indicated that you intend to discharge ballast. If you have not already done so, please submit a Ballast Water Report.</p> </div>
	<p><b>Vessels intending to discharge ballast water in Australia must submit a BW Report. No ballast may be discharged without written permission from the department.</b></p>
12	<p><b>* 12) Are there any live plants on board?</b> <span style="float: right;">Yes No</span></p> <p><b>* 12.1) What is the location, health and condition of the live plants?</b></p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>
	<p>Question 12 is only displayed for Cruise Vessels. Answer 'Yes' to this question if the vessel has any live plants on-board.</p>
	<p><b>A general statement as to the location, health and condition of the plants is required here. Detailed information must still be supplied on the Live Plant Vessel log. This log may be sent as an attachment with the PAR when it is submitted.</b></p>

## Declaration and Submit

The completed Pre-Arrival Report can now be submitted. The person submitting the PAR must read the legal notice and acknowledge that the information supplied is true and correct prior to submission. Breaches may apply for any omissions or miss-declarations in the PAR.

**Pre-Arrival Report** Required fields denoted by \*

Legal Details   Vessel Particulars   Arrival Details   Sanitation   Human Health   Biosecurity   **Declaration and Submit**

**Privacy Notice**

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the *Biosecurity Act 2015*. The collection of 'protected information' including personal information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the *Biosecurity Act 2015* for the purposes of assessing and managing the potential biosecurity risks vessels coming to Australia.

If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the biosecurity risk associated with your vessel. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the *Biosecurity Act 2015*.

See our Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the *Criminal Code Act 1995*.  
 Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☒ I acknowledge that the above information is true and correct





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Field	Content
<input type="checkbox"/> I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the PAR is correct and truthful
<input type="button" value="Submit"/>	By clicking on the Submit button the PAR will be uploaded into MARS for assessment. Once the assessment has been completed the vessel and Port Agency will receive a Biosecurity Status Document (BSD) with the directions that are applicable to the vessel's current voyage.
<div> <b>Information</b> </div> <p>The Pre-Arrival Report has been submitted successfully. The Department will issue a Biosecurity Status Document (BSD) once the application has been assessed.</p>	This message will be displayed if the PAR was successfully submitted to MARS.

## Withdraw a Voyage

Home Maritime Arrival Reporting System (UAT) Welcome David Agent ~ Logout

Submit Applications ~ Request a Service ~ Search ~ Administration ~

**Pre-Arrival Report**

9443401 AAMIRA UAT

Required fields denoted by \*

David Agent, Dave Smith Shipping  
Submitted on 25/09/2015 17:19

Vessel Particulars	Arrival Details	Sanitation	Human Health	Biosecurity
Vessel Name	IMO			
AAMIRA UAT	9443401			
Call Sign	Registration/Official#			Country of Registry
V7Q62				MARSHALL ISLANDS
Vessel Type	Master's Name			
Cruise Vessel	DJ			
Year Built	Gross Tonnage			Net Tonnage
2004	200000			175000
Length Overall(LOA-metres)	Crew Capacity			Passenger Capacity
201	20			
Cargo Holds	Cargo Decks			Cargo Tanks
Vessel E-mail				
[REDACTED]@AGRICULTURE.GOV.AU				

The e-mail will be used by the Department to communicate with the vessel. Please leave this field blank if the vessel is unable to receive e-mails with attachments.

Once the PAR has been submitted the submission date and time and the name of the person who submitted the PAR will be displayed. If an Agent has submitted the PAR on behalf of a Master then the Agency name will also be listed. All fields will be read only and no amendments can be made to the PAR. A new PAR must be submitted if there are any changes to the information that was originally reported. A PAR cannot be withdrawn once submitted. However, if for some reason the voyage needs to be withdrawn then the Master or Agent must contact the MNCC and submit a request by email clearly stating the vessel details, the voyage number and the reason for the withdraw request. Selecting the **Withdraw** button only generates a dialog box with details on how to proceed.

**Are you sure you want to withdraw the application?**

Please e-mail the MNCC at [MaritimeNCC@agriculture.gov.au](mailto:MaritimeNCC@agriculture.gov.au) to confirm withdrawal.





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## Complete a Livestock Statement in MARS

**Note:** The Livestock Statement tab will only be available on the PAR when the vessel type is 'Livestock Carrier'

1. The Master must complete Question 7 on the Biosecurity tab.
2. Click on the Livestock Statement tab. There are 7 sections to the Statement that must be completed. Complete each section by following the guidelines in the table below:

Section	Details												
<b>13 Cleaning/Disinfection</b>	<div> <p><b>Treatment</b></p> <table border="1"> <thead> <tr> <th>Disinfectant Chemical Used</th><th>Concentration</th><th>Quantity Applied (Kilograms)</th></tr> </thead> <tbody> <tr> <td>General Cleaning</td><td>Commenced (Proposed) Date/time</td><td>Completed (Proposed) Date/time</td></tr> <tr> <td>Disinfectant Applied</td><td></td><td></td></tr> <tr> <td>Fresh Water Wash</td><td></td><td></td></tr> </tbody> </table> <p>Note:</p> <ul style="list-style-type: none"> <li>(a) Prior to entering Australian waters, every livestock vessel is required to be thoroughly cleansed. The vessel is then disinfected with a 4% (weight = volume in fresh water) soda ash solution applied with a high-pressure applicator to run off stage. The solution is to be applied to all surfaces in livestock holding areas. A minimum period of 30 minutes must elapse before washing down with water.</li> <li>(b) Disinfection must be completed prior to the commencement of disinsection.</li> <li>(c) Sufficient stocks of disinfectant must be held with a minimum of enough for another voyage.</li> </ul> </div>	Disinfectant Chemical Used	Concentration	Quantity Applied (Kilograms)	General Cleaning	Commenced (Proposed) Date/time	Completed (Proposed) Date/time	Disinfectant Applied			Fresh Water Wash		
Disinfectant Chemical Used	Concentration	Quantity Applied (Kilograms)											
General Cleaning	Commenced (Proposed) Date/time	Completed (Proposed) Date/time											
Disinfectant Applied													
Fresh Water Wash													
<b>Disinfectant Chemical Used</b>	After the vessel has been thoroughly cleaned the vessel must be washed down with a Soda Ash Solution or equivalent chemical solution. Enter the product name in this field.												
<b>Concentration</b>	The Soda ash applied must be in a 4% solution. This means 4 Kg of soda ash in every 100 Litres of water.												
<b>Quantity Applied</b>	Enter the quantity of soda ash applied in kilograms. The amount of water used must also be recorded in the vessel's log book.												
<b>General Cleaning Dates and Times</b>	Enter the dates and times when the general cleaning of the vessel commenced and completed. Vessels may not be cleaned in Australian waters.												
<b>Disinfectant Applied Dates and Times</b>	Enter the dates and times when the application of soda ash commenced and was completed.												
<b>Fresh Water Wash Dates and Times</b>	After the soda ash solution had been applied as directed all areas must be washed down with fresh water. This washing down must commence at least 30 minutes after the soda ash solution was applied to a surface. Enter the dates and times when the fresh water wash down commenced.												
<b>14 Residual disinsection - Permethrin</b>	<div> <table border="1"> <thead> <tr> <th>Insecticide Applied</th><th>Concentration</th></tr> </thead> <tbody> <tr> <td>Commenced (Proposed) Date/time</td><td>Completed (Proposed) Date/time</td></tr> </tbody> </table> <p>Note:</p> <ul style="list-style-type: none"> <li>(a) Applied by low-pressure applicator to at least 10% of the surfaces of open deck pennage areas, crew quarters, recreation areas, dining areas, and any areas unlikely to be adequately treated by the knock down insecticide.</li> <li>(b) Protective clothing should be used as per the recommendations of the manufacturer.</li> </ul> </div>	Insecticide Applied	Concentration	Commenced (Proposed) Date/time	Completed (Proposed) Date/time								
Insecticide Applied	Concentration												
Commenced (Proposed) Date/time	Completed (Proposed) Date/time												



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Section	Details
<b>Insecticide Applied</b>	Enter the brand name of the insecticide applied. The active ingredient must be Permethrin
<b>Concentration</b>	Enter the concentration of residual insecticide used
<b>Residual Disinsection Dates and Times</b>	Enter the dates and times the disinsection commenced and completed.
<div style="border: 2px solid black; padding: 10px;"> <p><b>15 Knock down disinsection - Pestigas-P and/or Insectigas-D</b></p> <p><b>Insecticide Applied</b> _____ <b>Amount (grams)</b> _____</p> <p><b>Commenced (Proposed) Date/time</b> _____ <b>Completed (Proposed) Date/time</b> _____</p> <p><b>Cylinders Applied (Serial Numbers)</b> _____</p> <p><b>Cylinders Spare (Serial Numbers)</b> _____</p> <p><b>Spray Gun Nozzle Number</b> _____</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>(a) Dose rate for pestigas/insectigas is 200gms/300 cubic metres at a rate of 3 grams per second at 800psi.</li> <li>(b) The gas must be applied with a recommended applicator and nozzle size, SS850033 or SS650033 or Tjet730023. A spare applicator and nozzle must be carried by all vessels. The gas must be applied by slowly walking along the access ways, directing the vapour upwards towards the ceiling. The application must be at a rate that enables gas to be applied to all enclosed holding areas at the required concentration.</li> <li>(c) Knockdown insecticide must be applied within 2 to 48 hours prior to entering Australian waters. After application, enclosed deck areas must remain sealed until permission is granted by the Department to ventilate the area.</li> <li>(d) Protective clothing should be used as per the recommendations of the manufacturer.</li> </ul> </div>	
<b>Insecticide Applied</b>	Enter the name of the insecticide applied. Either Pestigas or Insectigas may be used
<b>Amount</b>	Enter the amount of disinsectant used in grams
<b>Disinsection Dates and Times</b>	Enter dates and times when knock down disinsection commenced and completed
<b>Cylinders Applied (Serial Numbers)</b>	Enter the serial numbers of all the insecticide cylinders used
<b>Cylinders Spare (Serial Numbers)</b>	Enter the serial numbers of all the spare insecticide cylinders
<b>Spray Gun Nozzle Number</b>	Enter the nozzle size used on the insecticide cylinders. The correct nozzle sizes are described in the Notes in section 15 on the Statement.
<div style="border: 2px solid black; padding: 10px;"> <p><b>16 Insectocutors</b></p> <p><b>Activated current voyage Date/time</b> _____ <b>Deactivated last voyage Date/time</b> _____</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>(a) At least one insectocutor per livestock holding deck.</li> <li>(b) Insectocutors to have a light intensity of at least 160 watts UV.</li> <li>(c) Insectocutor trays to be activated 48 hours prior to arrival at an Australian port and remain activated until 24 hours after departure. Insects must be collected when insectocutors are deactivated, stored in vials and supplied to the Department upon the returning visit.</li> </ul> </div>	
<b>Activated Current Voyage</b>	Enter the date and time the insectocutors were activated during the current voyage. The insectocutors must be activated 48 hours prior to arrival at an Australian port
<b>Deactivated Last Voyage</b>	24 Hours after departure from an Australian port the insectocutors must be de-activated. Enter the date and time the insectocutors were de-activated when the vessel last visited an Australian port.





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Section	Details						
<b>17 Fodder</b> Does the vessel have any fodder on board? <input type="radio"/> Yes <input checked="" type="radio"/> No What type of fodder: <input type="text"/> Is the fodder of Australian origin? <input type="radio"/> Yes <input checked="" type="radio"/> No What country? <input type="text"/> (Type 3 characters to search) Note: • (a) Fodder of Australian origin if stored above decks must be securely covered and if stored below decks may be uncovered. Fodder of other than Australian origin must be stored securely and covered below decks.							
Does the vessel have fodder on board?	Answer 'Yes' if the vessel has any fodder on board						
What type of fodder?	If answered 'Yes' then select the type of fodder – Pellets or Hay						
Is the fodder of Australian origin?	Answer 'Yes' if the fodder is of Australian origin.						
What Country?	If 'No' type the name of the country of origin						
<b>18 Authority for persons to board</b> The following persons may board the vessel prior to clearance being granted by the Department <input type="button" value="Add Row"/> <table border="1"> <thead> <tr> <th>Name</th><th>Position/Title/Responsibility</th><th>Action</th></tr> </thead> <tbody> <tr> <td></td><td></td><td><input type="button" value="X"/></td></tr> </tbody> </table>		Name	Position/Title/Responsibility	Action			<input type="button" value="X"/>
Name	Position/Title/Responsibility	Action					
		<input type="button" value="X"/>					
Name	Enter the name of any person requiring access to the vessel prior to biosecurity clearance being given						
Position/Title/Responsibility	Clearly enter the position or title or area of responsibility of the person requiring access to the vessel						
<b>19 Application for wharf side clearance (optional section to complete)</b> Has the vessel only carried animals of Australia or New Zealand origin on the previous voyage prior to this date? <input type="radio"/> Yes <input checked="" type="radio"/> No Country of origin of the previous cargo <input type="text"/> (Type 3 characters to search)							
Australian or New Zealand Origin	Select 'Yes' if the vessel has only carried animals which originated in Australia or New Zealand during the previous voyage. For all other countries of origin enter 'No'						
Country of origin	If 'No' was selected then this field will be displayed. Enter the name of the country where previous carried livestock originated from.						

**Note:** The Livestock Statement questions are optional, however, incomplete information may delay the vessel's approval to berth.



## MARS Ballast Water (BW) Report

### Explanatory Notes

The BW Report must be submitted if the vessel is required to discharge ballast in Australian waters. The BW Report includes information about the vessel, arrival details, ballast water questions and the ballast tank information. All commercial vessels are required to submit a PAR 96-12 hours prior to arrival in Australia.

The BW Report can be accessed either from the **Submit Applications** drop down menu or by clicking on the **Ballast Water Report** shortcut on the MARS home screen. BW Reports may be completed manually in MARS by direct data entry or by uploading an XML Data file. Both options are described in the steps below.

### How to do it

Open the BW Report from the MARS home screen. To complete a report each tab must be completed in order of appearance.



### Legal Details

The **Legal Details** tab references the relevant sections of the Biosecurity Legislative Framework that relate to the report. There are no fields that require completing on this tab.



Ballast Water Report		Required fields denoted by *
<b>Legal Details</b>	Upload File or Select Vessel	
<p>All vessels arriving in Australia require written permission from the Department of Agriculture (department) to discharge ballast water in Australian waters.</p> <p>This form provides the department with suitable information to assess the biosecurity risk associated with ballast water prior to arrival. The information can be provided ahead of time and must be received no later than 12 hours prior to arrival at an Australian port.</p> <p>This information is required under Sections 27A of the Quarantine Act 1908 (the Act) and sub regulations 10(1); 11 and 18 (regulation) of the Quarantine Regulations 2000. The vessel master must declare whether or not they have complied with Australia's mandatory ballast water management requirements.</p> <p>If the vessel master becomes aware that the declaration is incomplete or incorrect, the vessel master (or shipping agent) must give additional or correct information to the department as soon as practicable. Giving false or misleading information is a criminal offence (Sections 27A(6) &amp; (7) of the Act).</p> <p>For more information on how to comply with biosecurity requirements for ballast water, refer to the department's <a href="#">Australian Ballast Water Reporting Requirements</a> webpages.</p>		

## Upload File or Select Vessel

The '**Upload File or Select Vessel**' tab provides the user with an option to complete a BW Report using data from a saved XML Data file.

**Note:** XML Data files are created by the BW Report Adobe PDF Offline form.

Ballast Water Report		Required fields denoted by *
Legal Details	Upload File or Select Vessel	
<p>Do you wish to complete this application with data from a file? <input type="radio"/> Yes <input type="radio"/> No</p>		

## Save a BW Report XML Data File received via Email

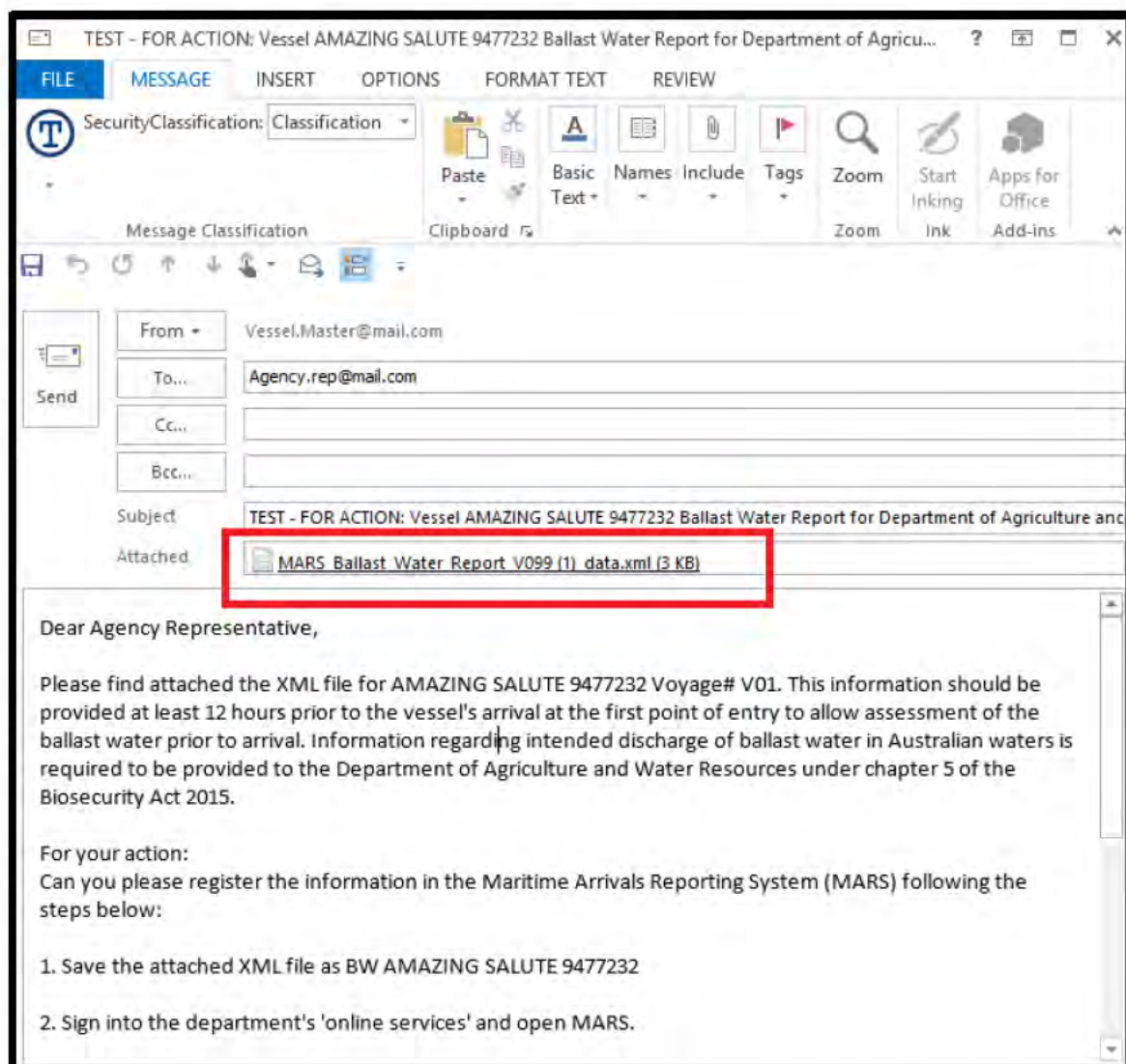
The Master of a vessel completes a BW Report using a Offline form. The Master then uses the "**Send to Agent**" function in the Offline form to email the BW Report as an XML Data file to the vessel's port Agency for that voyage.

The Agency receives the BW Report as an attachment to an e-mail. The steps below outline how the Agent will save the XML Data file to prepare for upload to MARS:

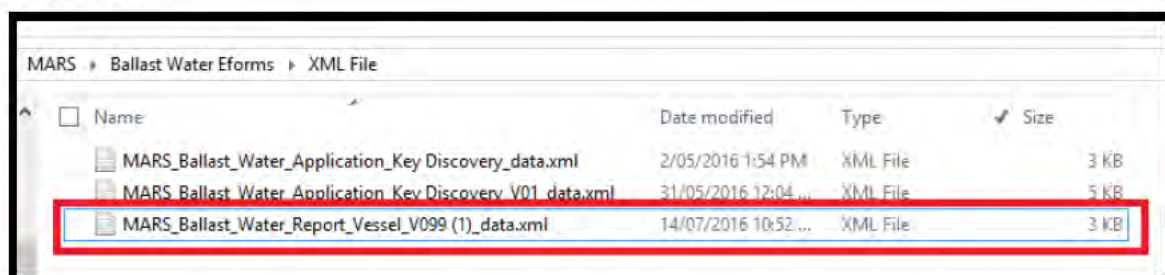
1. Open the e-mail received from the vessel



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2. Copy the attached XML Data file and save it to an appropriate directory on the network or locally to the computer.



3. Rename the XML Data file name to distinguish it from other applications, vessels and voyages i.e. [Vessel Name][IMO][Voyage Number]

**Note:** Please discuss appropriate naming conventions and file locations with your organisation's Network Administrator. File names and locations are only given as examples in this user guide.





## Upload a BW Report to MARS from a Saved XML Data file

1. To complete a BW Report using data from an XML file answer **'Yes'** to the question **'Do you wish to complete this application with data from a file?'** Click on the **'Choose File'** button and navigate to the location where the file is saved on the computer. Once the file is selected the data will be automatically uploaded to MARS.

**Ballast Water Report** Required fields denoted by \*

Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

Select File Choose File No file chosen

2. Click through each of the tabs in sequential order to verify that all the mandatory fields have been completed.

**Note:** For more detailed descriptions of each tab in the BW Report refer to the sections below.

## Complete a manual BW Report in MARS

1. If no XML data is available select **'No'** to the question **'Do you wish to complete this application with data from a file?'** and complete a new BW Report using the MARS interface.
2. If the vessel has Ballast tanks or cargo holds being used as ballast tanks then select **'Yes'** to the question **'Does the vessel have Ballast/Heeling tanks or cargo holds being used as ballast tanks?'**. If **'No'** is selected the user will be informed that the BW Report does not need to be submitted. Click **'OK'** to close the BW Report.

**Ballast Water Report** Required fields denoted by \*

Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☐ Yes ☒ No

\* Does the vessel have Ballast/Heeling tanks or cargo holds being used as ballast tanks? ☒ Yes ☐ No

3. The user will be prompted to either Search and select a vessel already registered in MARS or to complete a BW Report for a new vessel.

Submit Applications ▾ Request a Service ▾ Search ▾ Inspections ▾ Administration ▾

**Ballast Water Report**

Legal Details **Upload File or Select Vessel**

Do you wish to complete this report with data from a file? ☐ Yes ☒ No

\* Does the vessel have Ballast/Heeling tanks or cargo holds being used as ballast tanks? ☒ Yes ☐ No

**Search and select Vessel** Type 3 characters to search...

(You can type in the IMO, Name, Call Sign, Registration/Official no. of the vessel)

OR

Complete BW application for new vessel



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**Note:** Type the first three letters of the vessel name or the IMO number in the search field. If the vessel is registered in MARS it will be displayed. Ensure the correct vessel is selected by verifying the IMO. If the vessel is not available for selection then a new vessel must be registered by selecting the Complete BW Report for a new vessel.

4. Selecting the vessel name from the search field will open the **Vessel Particulars** tab with the pre-populated details of the vessel.
5. Selecting the 'Complete BW Report for new vessel' button will open the **Vessel Particulars** tab without any pre-populated information.

## Vessel Particulars

This section is used to record a profile of the vessel's particulars. It is also used to establish the vessel's ballast tank and pump configurations. The Vessel Particulars screen has three sections:

1. **Vessel Details** – Contains the generic vessel profile details.
2. **Ballast Water Tank Details** – This section must contain all the ballast water tanks on board the vessel. Tanks must be included even if they are not used on a regular basis to carry ballast. This includes ballast tanks that are filled with fresh water and empty tanks.
3. **Ballast Pump Details** - This section must contain all the pumps that are used for ballast water management. This includes the fire pumps if they are used to manage the ballast water in certain tanks.

Field	Content
<div> <div> <b>Ballast Water Report</b> <div> Legal Details <b>Vessel Particulars</b> Arrival Details Ballast Water Questions Tank Information Declaration and Submit </div> </div> <div> <div> <div> * Vessel Name  AAMIRA UAT </div> <div> Call Sign  V7QG2 </div> <div> * Vessel Type  Container Vessel </div> <div> Vessel E-mail  DAVID.JORDAAN@AGRICULTURE.GOV.AU </div> </div> <div> <div> IMO  9443401 </div> <div> Registration/Official # </div> <div> * Responsible Officer </div> </div> <div> <div> * Country of Registry  MARSHALL ISLANDS </div> </div> </div> <div> <div> Tick this if the vessel does NOT have an IMO </div> </div> </div> <div> <div> Required fields denoted by * </div> </div> <div> The e-mail provided will be used to send communications to the vessel. Please leave this field blank if the vessel is unable to receive e-mail with attachments. </div>	
Vessel Name	Enter the vessel's name as it appears on the Ship's Particulars
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier.
No IMO	Tick this box if the vessel does NOT have an IMO
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official#	This is a optional field and mainly used for craft without an IMO number or call sign
	<b>One of the IMO, Call Sign or Registration numbers must be supplied.</b>






















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Field	Content												
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.												
Vessel Type	Click on the down arrow and choose the appropriate vessel type.												
Responsible Officer	Enter the name of the officer responsible for ballast water management onboard the vessel.												
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.												
Field	Content												
<div> <p><b>Tank Details</b></p> <p><b>BALLAST WATER TANK CODES:</b> Forepeak = FPT, Aftpeak = APT, Double bottom = DB, Bottom tank = BT, Bottom side tank = BST, Deep tank = DT, Wing tank = WT, Top side tank = TST, Cargo hold = CH, Heeling tank = HT, Water ballast tank = WBT, Port = P, Starboard = S, Centre = C, Bilge = BGT, Other = O (specify)</p> <p> <b>Add Tank</b> (All tanks must be listed, including the empty ones)</p> <table border="1"> <thead> <tr> <th>Tank Name</th><th>Tank Capacity (m³)</th><th>Action</th></tr> </thead> <tbody> <tr> <td>APT</td><td>1000</td><td></td></tr> <tr> <td>DB 1 P/S</td><td>1000</td><td></td></tr> <tr> <td>TST 1 P/S</td><td>1000</td><td></td></tr> </tbody> </table> <p>Total Tank Capacity(m³) 3000</p> </div>		Tank Name	Tank Capacity (m³)	Action	APT	1000		DB 1 P/S	1000		TST 1 P/S	1000	
Tank Name	Tank Capacity (m³)	Action											
APT	1000												
DB 1 P/S	1000												
TST 1 P/S	1000												
<b>Add Tank</b>	The Add Tank button is used to add rows to the grid so that all the vessel's ballast tanks can be listed. All tanks used to store ballast water must be listed even empty tanks and tanks that aren't used often. Cargo holds only need to be listed if they are carrying ballast during the current voyage.												
<p><b>BALLAST WATER TANK</b>  Forepeak= FPT Aftpeak = APT Double bottom = DB Bottom tank = BT bottom side tank = BST Deep tank = DT Wing tank = WT Top side tank = TST  Cargo hold = CH Heeling tank = HT Water ballast tank = WBT Port = P starboard = S Centre = C Bilge = BGT Other = O (specify)</p>													
Tank Name	<p>Enter the name of the ballast water tank in this field. Use the abbreviations above for the tank name. The number of the tank and the location must also be listed. To keep tank names consistent the following format is recommended by the department:</p> <p><b>[Tank Name][Number][Location] must be entered as [DB 1 S] or [DB 1 P/S]</b></p> <p><b>Tank Name is Double bottom tank</b></p> <p><b>Number is 1</b></p> <p><b>Location is Starboard and Port</b></p> <p>It isn't necessary to list Portside and Starboardside tanks separately if they are treated as one tank by the vessel for the purpose of ballast water management. Please consult the vessel's Ballast Water Management Plan for this information.</p>												





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Field	Content												
	Care must be taken with the vessel's tank names. Tank names must be consistent between BW Reports.												
Tank Capacity (m³)	Enter the total tank capacity as stipulated in the vessel's ballast documentation. Numerical values between 1 and 999999.99 may be entered.												
<div>Action</div>	If a tank row was added by mistake the Action button can be used to remove the row												
Field	Content												
<div><b>Pump Details</b><div><div> Add Pump</div><div>(All pumps must be listed)</div></div><table><thead><tr><th>Pump Name</th><th>Current Delivery Capacity (m³/hr)</th><th>Date Last Verified</th><th>Action</th></tr></thead><tbody><tr><td>PUMP 1</td><td>500</td><td>01/01/2015 </td><td></td></tr><tr><td>PUMP 2</td><td>500</td><td>13/05/2015 </td><td></td></tr></tbody></table></div>		Pump Name	Current Delivery Capacity (m³/hr)	Date Last Verified	Action	PUMP 1	500	01/01/2015 		PUMP 2	500	13/05/2015 	
Pump Name	Current Delivery Capacity (m³/hr)	Date Last Verified	Action										
PUMP 1	500	01/01/2015 											
PUMP 2	500	13/05/2015 											
<div> Add Pump</div>	The Add Pump button is used to add rows to the grid so that all the vessel's ballast pumps can be listed. All pumps used to manage ballast water must be listed. This includes the Fire Pump if used to manage ballast for certain tanks												
Pump Name	Enter the name of the ballast water pump in this field.												
Pump Capacity (m³/Hr)	Enter the total pump capacity as stipulated in the vessel's ballast documentation. This is the actual pump capacity of each pump. Numerical values between 1 and 999999.99 may be entered.												
Date Last Verified	Enter the date the pumps were last verified to determine the actual pump capacity. The <a href="#">Australian Ballast Water Management Requirements</a> stipulate that the vessel's pumps must be tested at least every 12 months. If the pump's capacity has not been verified in the previous 12 months the pump capacity must be reduced by 1% for every year since installation.												
<div>Action</div>	If a pump row was added by mistake the Action button can be used to remove the row												

## Arrival Details

Enter the information for all the fields in the **Arrival Details** screen, noting they are mandatory. The voyage number must be the same as the voyage number that will be used for any other applications for the same voyage. This means that the Pre-Arrival Report (PAR) must have the same voyage number as the BW Report, this is essential for MARS to link the current BW Report to the current PAR.



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**Note:** The Port Agency must be known to MARS. If the nominated Port Agency does not appear in the drop down box then the Master must contact the Port Agency and request the details of the Agency's registration. The BW Report cannot be submitted without a valid Port Agency.

Field	Content
Voyage #	The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The voyage number must match the number on the PAR, Ballast Water Report, Human Health Update or NPP application for the current voyage. Alpha-numeric characters and dashes (-) are accepted. Spaces are not allowed.
Agency to which approvals/rejections will be sent	Enter the name of the Agency that will represent the vessel at the first Australian port of call. The Biosecurity Status Document (BSD) with the approval status of the ballast tanks will be sent to the Agency listed here.

## Ballast Water Questions




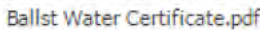
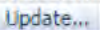
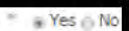
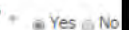
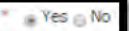
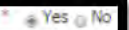



Complete all the ballast water questions, noting they are mandatory. Some questions have additional fields to complete once answered.

Q	Field	Content
1		






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Q	Field	Content
		<p>Answer 'Yes' to this question if the vessel has an approved Ballast Water Management Certificate onboard. Enter all the required details as they appear on the Certificate.</p> <div>  <p><b>Until it becomes mandatory for vessels to have a Ballast Water Management Certificate, Masters and Agents should answer 'Not Applicable' to this question unless they already have a Ballast Water Management Certificate for the vessel.</b></p> </div> <div>  <p>This button is used to attach the Certificate to the application. If the vessel has a certificate it must be attached. Click on the  <b>Add Ballast Water Certificate</b> button to select the Ballast Water Management Certificate.     The file along with the Update button will be displayed once the file is attached. The Update button can be used to select a different file in cases where an incorrect file was attached.</p> </div>
2		<div> <p><b>2. Does the vessel have an approved Ballast Water Management plan on board?</b> </p> <p><b>2.1 Has the vessel's ballast water been managed in accordance with the Ballast Water Management plan?</b> </p> </div>
		<p>Answer 'Yes' to this question if the vessel has an approved Ballast Water Management plan onboard. Question 2.1 will then be displayed and must be answered.</p>
3		<div> <p><b>3. Does the vessel have either a ballast water record system or accurate ballast water records on board?</b> </p> </div>
		<p>Answer 'Yes' to this question if the vessel has a system for recording ballast water management onboard the vessel. The <a href="#">Australian Ballast Water Management Requirements</a> stipulate that a vessel must record the details of all ballast water exchanges.</p>
4		<div> <p><b>4. Does the vessel intend to dispose ballast tank sediment in Australia?</b> </p> </div>
		<p>Answer 'Yes' to this question if the vessel intends to discharge sediment from the ballast tanks in Australia. All ballast sediment discharge requires permission from the department.</p>
5		<div> <p><b>* 5. Is the vessel using a ballast water management system to manage ballast water?</b> </p> <p><b>* 5.1 Ballast water management system used</b></p> <div> <input type="text"/> </div> <p>If your system is not in the above list of type approved ballast water management systems please contact the department at 1300 004 605</p> </div>
		<p>Answer 'Yes' to this question if the vessel is using an onboard ballast water management system to manage ballast water. Question 5.1 will then be displayed and the correct system must be selected from the drop down list.</p> <div>  <p><b>The department will only accept ballast water management systems that have been approved by the IMO. It is the Master's responsibility to ensure that the system being used is an approved system. Please refer to the Australian Ballast Water Management requirements and the IMO regulations for further details.</b></p> </div>
6		<div> <p><b>6. Is the vessel claiming an exception for this voyage?</b> </p> </div>
		<p>Answer 'Yes' to this question if the Master was not able to manage the ballast water onboard the vessel due to an exceptional circumstance.</p>





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Q	Field	Content
		Exceptions must be according to the IMO regulations on Ballast Water Exceptions. Please refer to the Australian Ballast Water Management Requirements and the IMO regulations for further details.

## Tank Information

This screen is used to record and display all the ballast water management details of the ballast water tanks that were listed on the **Vessel Particulars** tab.










Enter information for all the tanks listed as they must have details recorded in this screen. This screen serves as a display grid, for each management method used. A separate pop up screen is used to enter the appropriate ballast management data.

**Ballast Water Report** Required fields denoted by \*

Legal Details Vessel Particulars Arrival Details Ballast Water Questions **Tank Information** Declaration and Submit

Please provide details of the management method for each of the ballast water tanks





[+ Add Row](#)

Tank Name	Management Method	Uptake Location	Uptake Date	Exchange Start	Exchange End	Pumps Used	Residual Volume	Final Volume	Intend to Discharge	Action
APT 1000 m <sup>3</sup>	Mgmt System								N	  
DB 1P/S 1000 m <sup>3</sup>	Mgmt System								N	  
TST 1P/S 1000 m <sup>3</sup>	Mgmt System								N	  

Depth at which exchange occurred (in metres) [View Uptake/Exchange Locations on Map](#)

Min  Max  Additional Comments


Are there any relevant documents that need to be attached? ☐ Yes ☒ No

Field	Content
<a href="#">+ Add Row</a> 	This button must only be used to add an additional row for tanks where the exchange method is either Empty/Refill or Flow Through. No other management method can be used for the same tank more than once. This is to cater for scenarios where the exchange must be recorded over two lines.
Action	 Use this function to edit and enter the tank ballast management details.
	 Use this function to add an additional tank row for tanks managed through the Flow Through or Empty/Refill method only
	 Use this function to remove a row that was added manually.
Field	Content

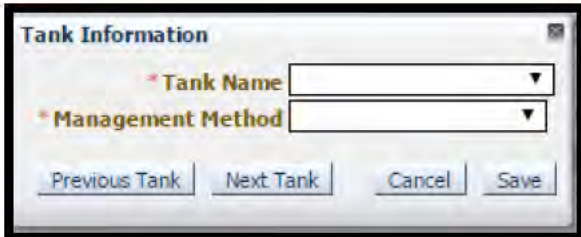


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Field	Content
<p>Depth at which exchange occurred (in metres)</p> <p>Min <input type="text"/> Max <input type="text"/> Additional Comments <input type="text"/></p> <p>Are there any relevant documents that need to be attached? <input type="radio"/> Yes <input type="radio"/> No</p>	<p><a href="#">View Uptake/Exchange Locations on Map</a></p>
Additional Comments	Add any comments that may clarify the ballast water management process if it cannot be clearly explained by the data entered only
<a href="#">View Uptake/Exchange Locations on Map</a>	Once all the exchange coordinates have been entered the exchange locations for all tanks can be viewed on a map
<p>Are there any relevant documents that need to be attached? <input type="radio"/> Yes <input type="radio"/> No</p> <p><a href="#">+ Add Attachment</a></p>	
<p>Answer 'Yes' to this question if any documents need to be attached to the BW Report that may be used in assessing the application. Attach any files as necessary i.e. The Ballast Water Management System Certificate.</p>	

For each tank listed in the BW Report data must be entered to show how the ballast water was managed for that tank. Data can be entered by clicking on the [Tank Name hyperlink](#) or by selecting the edit function .

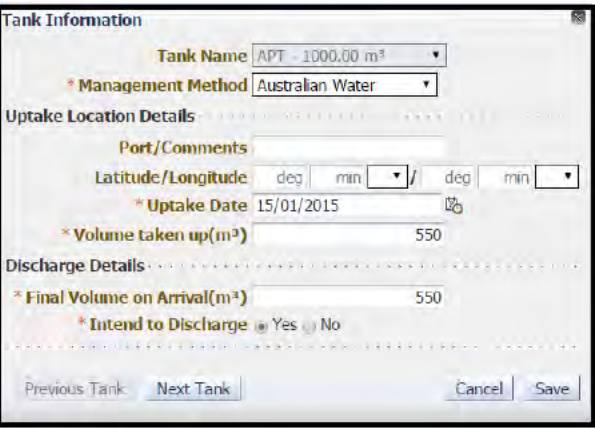
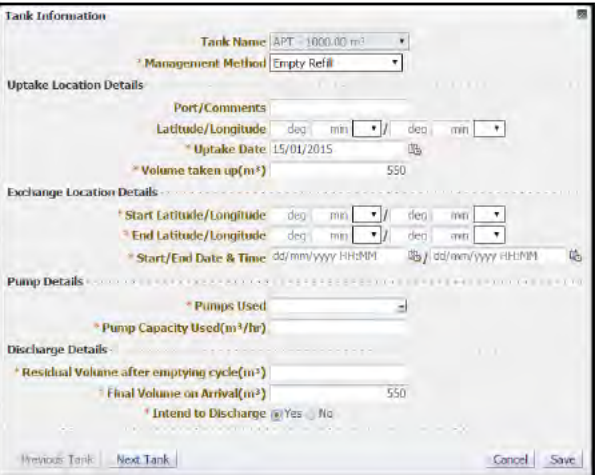
This will open a pop up screen where the tank and the management method must be selected from a drop down list. The management method selected will determine the data fields that need to be completed. All mandatory fields are marked with **red \*** and must be completed.

Screen	Details
	<p>Navigate between tanks by using the Previous Tank and Next Tank buttons.</p> <p>Details can be saved after each tank; however this will take the user back to the main tank grid.</p> <p><b>The entered data will be lost if the session times out and the fields were not saved.</b></p>
<p><b>Australian Water – Water taken up inside the Australian Territorial Sea</b></p>	





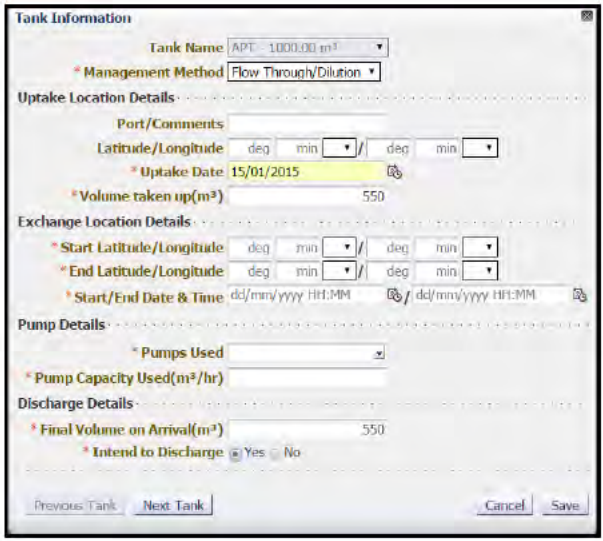
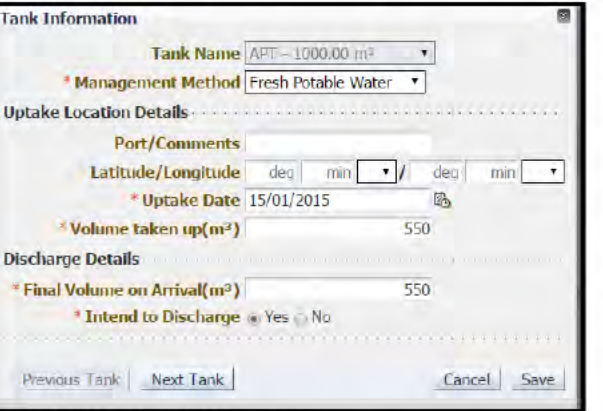
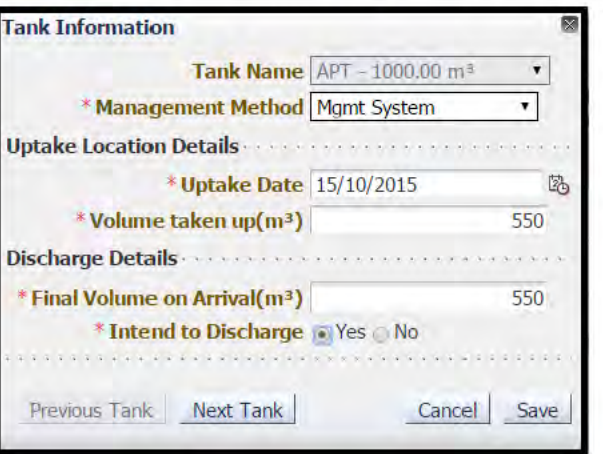
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Screen	Details
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and select Yes if there is any intention to discharge the ballast from this tank in Australian waters.</p>
<p><b>Empty/Refill</b></p>	
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the name or the coordinates of the place where ballast water was taken up; uptake date and volume of water.</p> <p><b>Exchange Location Details</b> – Enter all the information of the exchange details.</p> <p><b>Pump Details</b> – Pumps and pump capacity are taken from the Vessel Particulars tab, and can be amended there.</p> <p><b>Discharge Details</b> – Enter the residual volume left in the tank after the empty cycle of the exchange is completed. The final volume of water in the tank on arrival in Australia and select Yes if there is any intention to discharge the ballast from this tank in Australian waters.</p>
<p><b>Flow Through/Dilution</b></p>	





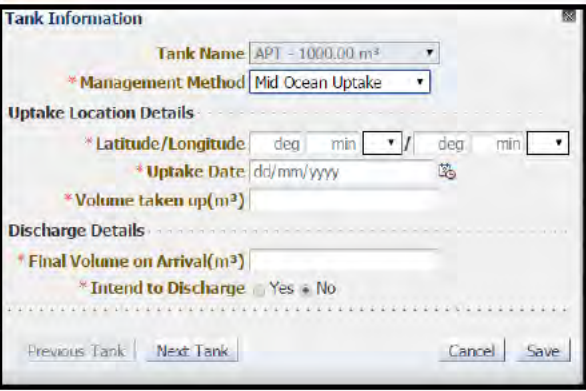
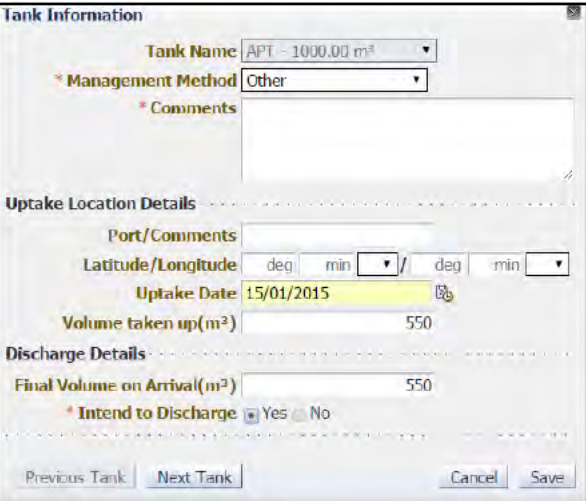

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Screen	Details
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the name or the coordinates of the place where ballast water was taken up.</p> <p><b>Exchange Location Details</b> – Enter all the information of the exchange details.</p> <p><b>Pump Details</b> – Pumps and pump capacity are taken from the Vessel Particulars tab, and can be amended there.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and select Yes if there is any intention to discharge the ballast from this tank in Australian waters.</p>
<b>Fresh Potable Water – Clean fresh water</b>	
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the date, volume of water and the name or coordinates of the place where ballast water was taken up.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and select Yes if there is any intention to discharge the ballast from this tank in Australian waters.</p>
<b>Management System – Vessels using an IMO approved on-board ballast management system</b>	
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the uptake date and the volume of ballast water that was taken up.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and select Yes if there is any intention to discharge the ballast from this tank in Australian waters.</p>
<b>Mid Ocean Uptake</b>	





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Screen	Details
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates of the place where ballast water was taken up.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and select Yes if there is any intention to discharge the ballast from this tank in Australian waters.</p>
<b>Other</b>	
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Comments</b> – Enter the details of why the management method is other and what the status of the ballast water is. The comments will be used to manually assess the risk of this tank.</p> <p><b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and select Yes if there is any intention to discharge the ballast from this tank in Australian waters.</p>
<b>Empty Tank</b>	
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Final Volume on Arrival</b> – The soundings on the tank must be accurate and reflect the residual volume of water left in the tank.</p>
<p><b>NOTE:</b> Vessels cannot discharge ballast water from an empty tank. The Responsible Officer will not be able to select 'Y' for intention to discharge from an empty tank. If a vessel takes up Australian domestic ballast into an empty tank and then wants to discharge ballast in a subsequent Australian port the Responsible Officer must submit an updated BW Report. The BSD tank discharge directions can only be changed through an updated BW Report.</p>	
<b>Unmanaged</b>	





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Screen	Details
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank. This tank will not receive permission to discharge ballast in Australian waters.</p>

## Declaration and Submit

- Once the BW Report has been completed it can be submitted. The user must read the legal notice and acknowledge that the information supplied in the application is true and correct prior to submission. Breaches may apply for any omissions or miss-declarations in the BW Report.

**Ballast Water Report**

Legal Details Vessel Particulars Arrival Details Ballast Water Questions Tank Information **Declaration and Submit**

Required fields denoted by \*

**Privacy Notice**

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the *Biosecurity Act 2015*. The collection of 'protected information' including personal information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the *Biosecurity Act 2015* for the purposes of assessing and managing the potential biosecurity risks vessels coming to Australia.

If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the biosecurity risk associated with your vessel. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity, immigration and border protection, maritime safety, and human health laws, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the *Biosecurity Act 2015*.

See our Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the *Criminal Code Act 1995*.

Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☒ I acknowledge that the above information is true and correct

**Submit**

Field	Content
<input type="checkbox"/> I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the BW Report is correct and truthful
<b>Submit</b>	By clicking on the Submit button the BW Report will be uploaded into MARS for assessment. Once the assessment has been completed the Master and Agent will receive a Biosecurity Status Document (BSD) with the directions that are applicable to the vessel's current voyage



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Field	Content
 <b>Information</b> The application has been submitted successfully. You will be informed about the approval status of each of the tanks through the Biosecurity Status Document (BSD). Please make sure you have the received the BSD before arrival.	This message will be displayed if the BW Report was successfully submitted to MARS.

**Note:** Once the BW Report has been successfully submitted the submission date and time and the name of the person who submitted the application will be displayed. All fields will be read only and no amendments can be made to the application.

If the vessel's ballast status changes, a new BW Report must be submitted. Every tank must be reported on the new BW Report not just the tank with the changed status. To minimise data entry the MARS Ballast Water Clone function may be used. Refer to the section below '**Clone a BW Report in MARS**' for a detailed explanation on how to use this feature.

Ballast Water Report			
9498389 AAL PUSAN			
Ceri Lovett, Dave Smith Shipping Submitted on 02/06/2016 16:36			
<b>Vessel Particulars</b>	<b>Arrival Details</b>	<b>Ballast Water Questions</b>	<b>Tank Information</b>
<b>Vessel Name</b> AAL PUSAN	<b>IMO</b> 9498389	<b>Registration/Official #</b> 123456	<b>Country of Registry</b> MARSHALL ISLANDS
<b>Call Sign</b> 9V9013	<b>Vessel Type</b> General Cargo	<b>Responsible Officer</b> Vessel Master	
<b>Vessel E-mail</b> DAVID.JORDAAN@AGRICULTURE.GOV.AU			

## Clone a BW Report in MARS

From time to time a vessel may need to submit an updated BW Report for the current voyage. When MARS determines that a previous BW Report already exists for the voyage then a user may choose to pre-fill the new BW Report with the information from the previous report.

1. Click on the **Ballast Water Report** icon.



2. Read the Legal Details tab.





3. From the **Upload File or Select Vessel** tab select 'No' to the question 'Do you wish to complete this application with data from a file?'.
4. Select 'Yes' to the question 'Does the vessel have Ballast/Heeling tanks or cargo holds being used as ballast tanks?'.

**Ballast Water Report** Required fields denoted by \*

Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☐ Yes ☒ No

\* Does the vessel have Ballast/Heeling tanks or cargo holds being used as ballast tanks? ☒ Yes ☐ No

[Cancel](#)

5. Search for and select the vessel for which a BW Report has already been submitted.

**Ballast Water Report** Required fields denoted by \*

Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☐ Yes ☐ No

\* Does the vessel have Ballast/Heeling tanks or cargo holds being used as ballast tanks? ☒ Yes ☐ No

Search and select Vessel

(You can type in the IMO, Name, or Call Sign of the vessel)

OR

Complete BW application for

- AAL FREMANTLE IMO9521095
- AAL GLADSTONE 5BRV2
- AAL PUSAN IMO9498389 9V9013 (123456)**
- AALI UAT IMO9405942 9HZS9
- MAALI IMO8897253 ES2055
- NSW AAL GLADSTONE IMO9393541 5BRV2
- NSW AAL KEMBLA IMO9498353

[Cancel](#)

6. Selecting the vessel name from the search field will open the **Vessel Particulars** tab with the pre-populated details of the vessel.
7. Enter the name of the **Responsible Officer**.

**Ballast Water Report** Required fields denoted by \*

Legal Details **Vessel Particulars** Arrival Details Ballast Water Questions Tank Information Declaration and Submit

\* **Vessel Name**

**IMO**  ☐ Tick this if the vessel does NOT have an IMO

**Call Sign**

**Registration/Official #**

\* **Country of Registry**

\* **Vessel Type**

\* **Responsible Officer**

**Vessel E-mail**

The e-mail provided will be used to send communications to the vessel. Please leave this field blank if the vessel is unable to receive e-mail with attachments.



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8. Select the **Arrival Details** tab. Enter the same voyage number that was used in the BW Report that needs to be re-submitted. A Confirmation dialog box is displayed. Click 'Yes' to pre-fill the application with the previous BW Report's details.

9. Verify or update the details on each tab in sequential order.  
 10. Verify or update the **Tank Information** tab. Any changes to the BW exchange details must be updated in this tab using the Edit function or clicking on the **Tank Name** hyperlink.

Tank Name	Management Method	Uptake Location	Uptake Date	Exchange Start	Exchange End	Pumps Used	Residual Volume	Final Volume	Intend to Discharge	Action
TST 1P/S 1000 m³	Mgmt System		15/01/2016 550 m³					550 m³	N	
DB 1P/S 1000 m³	Mgmt System		15/01/2016 550 m³					550 m³	N	
APT 1000 m³	Mgmt System		15/01/2016 550 m³					550 m³	N	

11. Complete the **Declaration and Submit** tab and click on **Submit**.

**Privacy Notice**

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the *Biosecurity Act 2015*. The collection of 'protected information' including personal information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the *Biosecurity Act 2015* for the purposes of assessing and managing the potential biosecurity risks vessels coming to Australia.

If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the biosecurity risk associated with your vessel. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity, immigration and border protection, maritime safety, and human health laws, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the *Biosecurity Act 2015*.

See our Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the *Criminal Code Act 1995*.

Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☒ I acknowledge that the above information is true and correct

**Submit**





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## Non First Point of Entry (NFP) Application

### Explanatory Notes

Applications for entering a Non First Point of Entry as either a first port or subsequent port of entry must be made at least 10 days prior to the vessel's arrival at the port. Vessels may not arrive at an Australian Non First Point of Entry without written permission from the department. Use the NFP application for vessel arrivals and/or the discharge of cargo/goods/waste at non first points of entry. Certain First Points of Entry may also require an NFP to be submitted for the discharge of certain types of goods or waste. Please refer to the department's website for further details.

**Note:** The NFP application only lists Non First Point of Entry Ports; the NFP application cannot be used to list the vessel's complete itinerary. The vessel's complete itinerary must be supplied on the PAR.

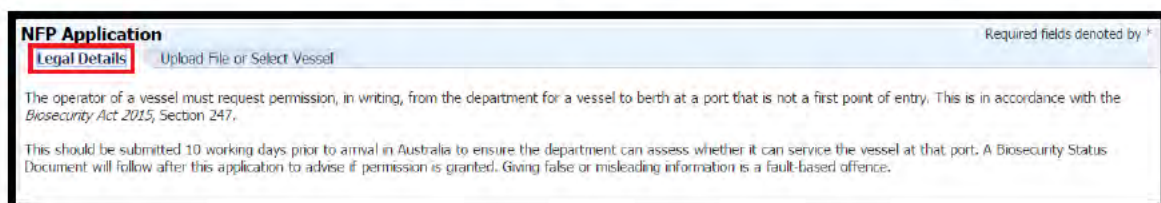
### How to do it

Open the **Non First Point Of Entry Application** from the MARS home screen. To complete an application each tab must be completed in order of appearance.



### Legal Details

The **Legal Details** tab references the relevant sections of the Biosecurity Legislative Framework as it relates to the NFP application. There are no fields that require completing on this tab.





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## Upload File or Select Vessel

The **'Upload File or Select Vessel'** tab provides the user with an option to complete an NFP using data from a saved XML Data file.

**Note:** XML Data files are created by Non First Point of Entry PDF Offline form.

**NFP Application** Required fields denoted by \*

Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

**Note:** To save time in completing an NFP application a Master or Agent may complete the NFP Offline form and then save the file for future use. The Offline form will be saved as an xml file. This xml file is the only file type that can be used in MARS where the option is given to select data from a file.

## Save an NFP XML Data File received via Email

The Master of a vessel completes an NFP application using a Offline form. The Master then uses the **"Send to Agent"** function in the Offline form to email the NFP application as an XML Data file to the vessel's port Agency for that voyage.

The Agency receives the NFP application as an attachment to an e-mail. The steps below outline how the Agent will save the XML Data file to prepare for upload to MARS:

1. Open the e-mail received from the vessel

**From:** Vessel.Master@mail.com  
**To:** Agent@mail.com  
**Subject:** TEST - FOR ACTION: Vessel AMAZING SALUTE 9477232 Non First Point of Entry application for Department of Agriculture and Water Resources - Voyage# V0  
**Attached:** **MARS NFP Application V07.xml (1 KB)**

Dear Agency Representative,

Please find attached the XML file for AMAZING SALUTE 9477232 Voyage# V01. This information is required to be provided to the Department of Agriculture and Water Resources under section 247 of the Biosecurity Act 2015. This information should be provided at least 10 working days prior to the vessel's arrival at the first point of entry but no more than 20 days prior to arrival. This time allows an assessment by the department to whether the vessel can be serviced at that port.

For your action:  
 Can you please register the information in the Maritime Arrivals Reporting System (MARS) following the steps below:

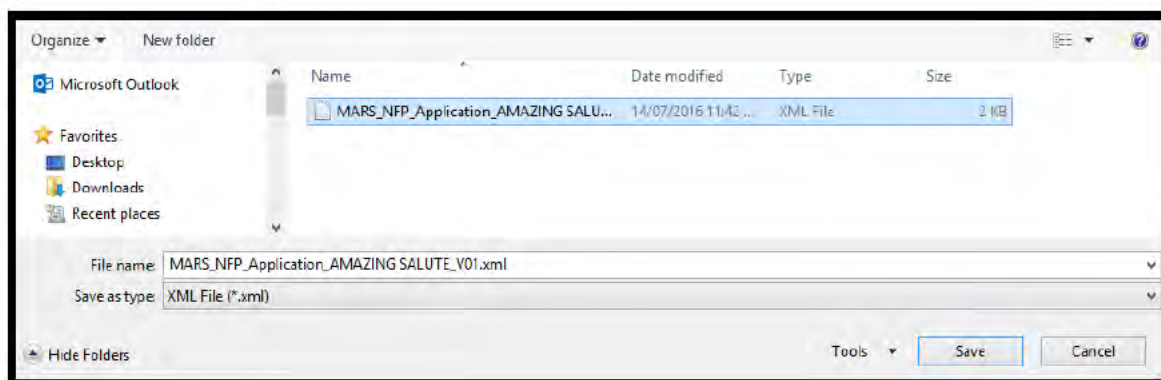
1. Save the attached XML file as NFP AMAZING SALUTE 9477232
2. Sign into the department's 'online services' and open MARS.
3. Click on the Non First Point of Entry application icon.

2. Save the attached XML Data file to an appropriate directory on the network or locally to the computer.





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3. Rename the XML Data file name to distinguish it from other applications, vessels and voyages. The file is now ready for upload to MARS.

**Note:** Please discuss appropriate naming conventions and file locations with your organisation's Network Administrator. File names and locations are only given as examples in this user guide.

## Upload an NFP application to MARS from a Saved XML Data file

1. To complete an NFP application using data from an XML file answer '**Yes**' to the question '**Do you wish to complete this application with data from a file?**' Click on the '**Choose File**' button and navigate to the location where the file is saved on the computer. Once the file is selected the data will be automatically uploaded to MARS.

2. Click through each of the tabs in sequential order to verify that there aren't any validation errors and that the correct Agency or Agencies have been nominated in the **Arrival Details** tab.

**Note:** For more detailed descriptions of each tab in the NFP application refer to the sections below.

## Complete a manual NFP in MARS

1. If no XML data is available select '**No**' to the question '**Do you wish to complete this application with data from a file?**' and complete a new NFP application using the MARS interface.
  - a. **The vessel is already registered in MARS:**  
 Type the IMO, Name, Call Sign or Registration number of the vessel in the '**Search and select the vessel**' field to select the vessel from the list displayed; or
  - b. **The vessel is not registered in MARS yet:**  
 Select the '**Complete application for new vessel**' button to enter the vessel details.



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**NFP Application** Required fields denoted by \*

Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☐ Yes ☒ No

Search and select Vessel   
 (You can type in the IMO, Name, Call Sign, Registration/Official # of the vessel)

OR

**Note:** The NFP application must be completed in one session. If a timeout occurs the information will not be saved and the user will have to start the application from the beginning.

## Vessel Particulars

This screen is used to complete the Vessel particulars. It contains both mandatory and optional fields. All mandatory fields must be completed before you can navigate away from this tab. Vessels already registered in MARS will have their details pre-populated except for the Master's name.

Field	Content
<p><b>NFP Application</b> <span style="float: right;">Required fields denoted by *</span></p> <p>Legal Details <b>Vessel Particulars</b> Arrival Details Declaration and Submit</p> <p>* Vessel Name <input type="text" value="AAMIRA UAT"/> IMO <input type="text" value="9443401"/> <input type="checkbox"/> Tick this if the vessel does NOT have an IMO</p> <p>Call Sign <input type="text" value="V7Q62"/> Registration/Official # <input type="text"/> * Country of Registry <input type="text" value="MARSHALL ISLANDS"/></p> <p>* Vessel Type <input type="text" value="Cruise Vessel"/> * Master's Name <input type="text"/></p> <p>* Length Overall (LOA-metres) <input type="text" value="201"/></p> <p>Vessel E-mail <input type="text" value="DAVID.JORDAAN@AGRICULTURE.GOV.AU"/></p> <p><small>The e-mail provided will be used to send communications to the vessel. Please leave this field blank if the vessel is unable to receive e-mails with attachments.</small></p>	
Vessel Name	Enter vessel's name as it appears on the Ship's Particulars
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier.
Tick this if the vessel does NOT have an IMO	
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official#	This is a non-mandatory field. This field is mainly use for vessels which do not have an IMO number.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choosing the appropriate vessel type.
Master's Name	Enter the naster's name.
Length Overall (LOA-metres)	Enter the vessel's overall length in metres.





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Field	Content
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.

## Arrival Details

This screen is used to record the vessel's arrival details as well as the vessel's intentions at the Non-first point of entry. The sections below will outline the information required based on the vessel's intentions.

**NFP Application** Required fields denoted by \*

Legal Details Vessel Particulars **Arrival Details** Cargo Details Declaration and Submit

Has the vessel already arrived in Australia? \* ☐ Yes ☒ No

\* Voyage # UAT26 \* Last International Port of call SINGAPORE

\* Agency to which approval/rejections will be sent  
 Dave Smith Shipping

Intended Australian Non First Point of Entry Ports (Ports marked with a '#' are first points of entry for vessel arrivals but non first points of entry for discharging cargo)

(If the vessel is discharging cargo please select 'Discharge Cargo' as one of the Activity Types. Multiple activities can be selected.)

(If the vessel is going to a port that is not in the list please contact the Department at 1300 004 605)

[Add Port](#)

* Port	* Arrival Date	First Port of Australian Voyage	* Activity Type
WHYALLA TSL	03/06/2016	<input type="checkbox"/>	Joint Military Exercises
KINGSCOTE	05/06/2016	<input type="checkbox"/>	Discharging Cargo
PENNESHAW	07/06/2016	<input type="checkbox"/>	Other

No. of Crew and Passengers












\* No. of Crew No. of passengers

[Cancel](#)

Field	Content
<b>Has the vessel already arrived in Australia? * Yes</b>	
	Answer 'Yes' to the question if the vessel has already arrived at an Australian port and has not applied for permission to arrive at a Non First Point of Entry yet.
<b>Has the vessel already arrived in Australia? * No</b>	
	Answer 'No' to the question if the vessel has not yet arrived at an Australian Port. The last International port of call field will be displayed if this answer is selected.



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Field	Content																
Voyage Number	Enter the unique voyage number for the current Australian voyage. This number must match the Voyage number of the PAR and BW Report for the current voyage.																
Last International Port of call	Enter the last international port the vessel departed prior to sailing for Australia. At times a vessel may be required to submit an NFP application when the last port was an Australian domestic port. In this case the Master or Agent must be advised to select the port name: Australian Domestic Port from the ports list in MARS. This field is only visible if the question was answered 'No'																
Agency to which approval/rejections will be sent	Enter the first three letters of the Agency name and select the correct Agency from the list provided.																
<b>'Intended Australian Non First Point of Entry (Ports marked with a '#' are Non First Point of Entry for vessel arrivals but non- Non First Point of Entry for discharging cargo)'</b>																	
	It is important to note that a port may be a first point of entry for vessel arrivals, however, the port may not be a first point for cargo discharge.																
	Use the <b>Add Port</b> button to display the required fields. A separate row must be added for each Non First Point of Entry to be visited.																
<table border="1"> <thead> <tr> <th>Port</th><th>* Arrival Date</th><th>First Port of Australian Voyage</th><th>* Activity Type</th></tr> </thead> <tbody> <tr> <td>WHYALLA TS1</td><td>03/06/2016 </td><td><input type="checkbox"/></td><td>Joint Military Exercises</td></tr> <tr> <td>KINGSCOTE</td><td>05/06/2016 </td><td><input type="checkbox"/></td><td>Discharging Cargo</td></tr> <tr> <td>PENNESHAW</td><td>07/06/2016 </td><td><input type="checkbox"/></td><td>Other</td></tr> </tbody> </table>		Port	* Arrival Date	First Port of Australian Voyage	* Activity Type	WHYALLA TS1	03/06/2016 	<input type="checkbox"/>	Joint Military Exercises	KINGSCOTE	05/06/2016 	<input type="checkbox"/>	Discharging Cargo	PENNESHAW	07/06/2016 	<input type="checkbox"/>	Other
Port	* Arrival Date	First Port of Australian Voyage	* Activity Type														
WHYALLA TS1	03/06/2016 	<input type="checkbox"/>	Joint Military Exercises														
KINGSCOTE	05/06/2016 	<input type="checkbox"/>	Discharging Cargo														
PENNESHAW	07/06/2016 	<input type="checkbox"/>	Other														
Port	Enter the first three letters of the port and select the correct port form the list.																
Arrival Date	Select the arrival date																
First Port of Australian Voyage	Select the box next to the port if the port will be the first port of call on the current Australian voyage.																
<div> <b>* Activity Type</b>  <input type="checkbox"/> All  <input type="checkbox"/> Discharging Cargo  <input type="checkbox"/> Joint Military Exercises  <input type="checkbox"/> Other  <input type="checkbox"/> Refuelling / Resupplying  <input type="checkbox"/> Taking on Cargo  <input type="checkbox"/> Tourism - No shore excursions  <input type="checkbox"/> Tourism - Shore excursions </div>	<p>This field is used to select the activity that will take place at the Non First Point of Entry. More than one activity may be selected.</p> <p><b>Discharging Cargo</b> – Select this option if the vessel will be discharging cargo at the nominated port. This option must also be selected when cargo is to be discharged at a First Point which is not a first point for the discharge of certain goods or cargo.</p> <p><b>Joint Military Exercises</b> – Vessels taking part in joint military exercises with the Australian Navy must select this option.</p> <p><b>Other</b> – Select this option if the reason for the visit to the Non First Point of Entry is not available from the options listed. Enter the details in the text box that will be available when this option is selected.</p> <p><b>Refuelling/Resupplying</b> – Select this option if the vessel intends to refuel or take on supplies and the nominated port.</p> <p><b>Taking on Cargo</b> – Select this option if the vessel will only take on cargo at the nominated port.</p>																





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Field	Content
	<p><b>Tourism – No shore excursions</b> – If the main objective of the visit is for tourism and no crew nor passengers will go onshore this option must be selected.</p> <p><b>Tourism – Shore excursions</b> - If the main objective of the visit is for tourism and crew or passengers will go onshore this option must be selected.</p>
<b>Action</b> 	Remove any lines added by mistake
No. Of Crew	Enter the total number of crew onboard the vessel
No. Of Passengers	Enter the total number of passengers onboard the vessel

## Cargo Details

This tab only appears when the activity for the Non First Point of Entry includes the discharge of cargo. All the fields are mandatory and must be completed before a user can navigate away from this tab.

Waste being discharged at First Points of Entry which aren't proclaimed for the discharge of waste must be included in the Cargo details.

Field	Content
<b>'Details of animal(s), plant(s) or other goods to be landed at the port.'</b>	
	All goods intended for discharge must be recorded here. If any dunnage or other packing material is to be discharged it must also be listed.
	Use the <b>Add Goods</b> button to display the required fields. A separate row must be added for each type of good to be discharged.
Port of Discharge	Select the port where the goods will be discharged from the list of available ports. Only the ports that were supplied in the Arrivals Details tab will be listed.
	If the correct discharge port cannot be found in the list the port arrival details must be added to the Arrival Details tab in the NFP application.



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Field	Content
Commodity/Goods description	Enter a description of the goods eg. Wooden pallets, stockfeed, mining equipment etc. Be as thorough as possible. A separate line must be used for each commodity.
Type of processing/cleaning performed offshore or applied for	Detailed description of the processing or cleaning of the goods to address any biosecurity concerns. For instance goods were steam cleaned prior to loading and then covered in tarpaulins.
Port of Loading	Enter name of the port where the goods were loaded. Type the first three letters of the port name and then select the correct port from the list
Quantity and units	Enter the quantity of goods and the number of units. For instance 5 Bags or 100 Kilograms etc.
Packing (eg. Bagged, Bulk, Containerised, Timber)	Describe how the goods have been packed for shipping. In bulk, bags, containers etc. Also include a description of any packing material used eg. Straw and wooden crates.
Import Permit Required	Tick this box if an import permit was required for the goods.
Permit #	Enter the import permit number. This field will only be displayed if the Import permit Required box has been checked.
<b>Action</b> 	Remove any lines added by mistake
Additional Comments regarding the consignment, eg. End Use	Use this field to record any additional information that may assist in the biosecurity risk assessment of the goods. For instance, End Use etc.
<b>'Details of Australian importer(s) of the above mentioned animal(s), plant(s) or other goods.'</b>	
	<b>List the details of the importer associated with each line of goods</b>
<b>Add Importer</b>	Use the <b>Add Importer</b> button to display the required fields. A separate row must be added for each importer.
Port	Select the port where the importer of the goods is located from the list of available ports. Only the ports that were supplied in the Arrivals Details tab will be listed.
Name of Importer	Enter the name of the importer
Company Name	Enter the Importing Company name
Address in Australia	Enter the importer's address in Australia
E-mail	Enter the importer's e-mail address
Phone	Enter the importer's contact telephone number with all the relevant prefixes.
Fax	Enter the importer's fax number. This is the only optional field in the grid.
<b>Action</b> 	Remove any lines added by mistake





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## Declaration and Submit

Once the Master is satisfied that the NFP application has been completed it can be submitted. The Master must read the legal notice and acknowledge that the information supplied in the NFP application is true and correct prior to submission. Breaches may apply for any omissions or miss-declarations in the application.

**NFP Application** Required fields denoted by \*

Legal Details Vessel Particulars Arrival Details **Declaration and Submit**

**Privacy Notice**

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the *Biosecurity Act 2015*. The collection of 'protected information' including personal information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the *Biosecurity Act 2015* for the purposes of assessing and managing the potential biosecurity risks vessels coming to Australia.

If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the biosecurity risk associated with your vessel. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the *Biosecurity Act 2015*.

See our Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the *Criminal Code Act 1995*.

Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☒ I acknowledge that the above information is true and correct

**Submit**

Field	Content
<input type="checkbox"/> I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the NFP application is correct and truthful
<b>Submit</b>	By clicking on the Submit button the NFP application will be uploaded into MARS for assessment. Once the assessment has been completed the Master and the Agent will receive a Biosecurity Status Document (BSD) with the directions that are applicable to the vessel's current voyage
<div> <div>Information</div> <div> <p>The application has been submitted successfully. You will be informed about the Approval/Rejection through the Biosecurity Status Document (BSD). Please make sure you have received the BSD before arrival at the non first point of entry port</p> </div> <div>OK</div> </div>	This message will be displayed if the NFP application was successfully submitted to MARS.
<b>Cancel</b>	Use the 'Cancel' button to cancel the NFP application and return to the MARS Home screen.

## Human Health Update

### Explanatory Notes

The Master or Agent must complete this form to report to the department any change in the health status of passengers and crew originally reported on the PAR, prior to the vessel entering the next Australian port of call:

- This form must be submitted to the MNCC 96-12 hours prior to the vessel's arrival at the next Australian port.
- Where illness on board the vessel is reported, the vessel Master will be required to answer additional questions to assess the public health risk associated with the vessel prior to arrival at the port.

In addition Cruise and Naval Vessels must use the Human Health Update form to report any changes to the **human health** and **gastro intestinal illness** status of crew and passengers prior to arriving at each port on their itinerary.

**Note:** *The Human Health Update replaces the current Subsequent Port Notification that Cruise and Naval vessels are required to submit prior to arrival at a subsequent port of call.*

### How to do it

Open the **Human Health Update** application from the MARS home screen. To complete an application each tab must be completed in order of appearance.







## Legal Details

The **Legal Details** tab references the relevant sections of the Biosecurity Legislative Framework as it relates to the provision of information to the department. There are no fields that require completing on this tab.

**Human Health Update** Required fields denoted by \*

**Legal Details** Upload File or Select Vessel

This form and the information requested in it, is required to be provided to the department by the operator of a vessel under the *Biosecurity Act 2015*, Chapter 2.

Please use this form to advise the department of any changes to previously reported human health information.

## Upload File or Select Vessel

The **'Upload File or Select Vessel'** tab provides the user with an option to complete a Human Health Update using data from a saved XML Data file.

**Note:** XML Data files are created by saving a Human Health Update PDF Offline form.

**Human Health Update** Required fields denoted by \*

Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

**Note:** To save time in completing a Human Health Update a Master may complete the Offline form and then save the file for future use. The Offline form will be saved as an xml file. This xml file is the only file type that can be used in MARS where the option is given to select data from a file.

## Save a Human Health Update XML Data File received via Email

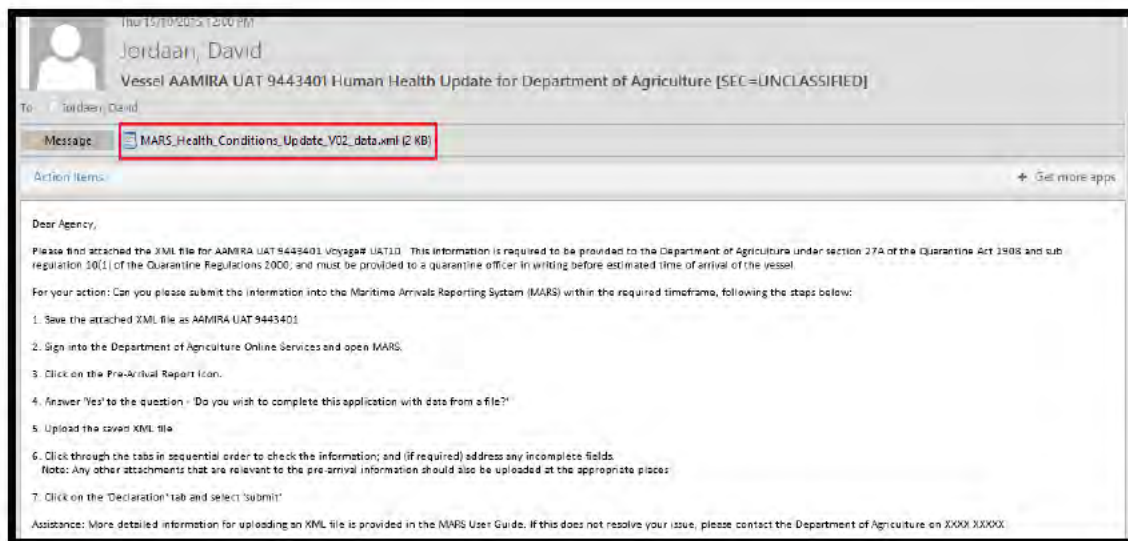
The Master of a vessel completes a Human Health Update application using a Offline form. The Master then uses the **"Send to Agent"** function in the Offline form to email the application as an XML Data file to the vessel's port Agency for that voyage.

The Agency receives the application as an attachment to an e-mail. The steps below outline how the Agent will save the XML Data file to prepare for upload to MARS:

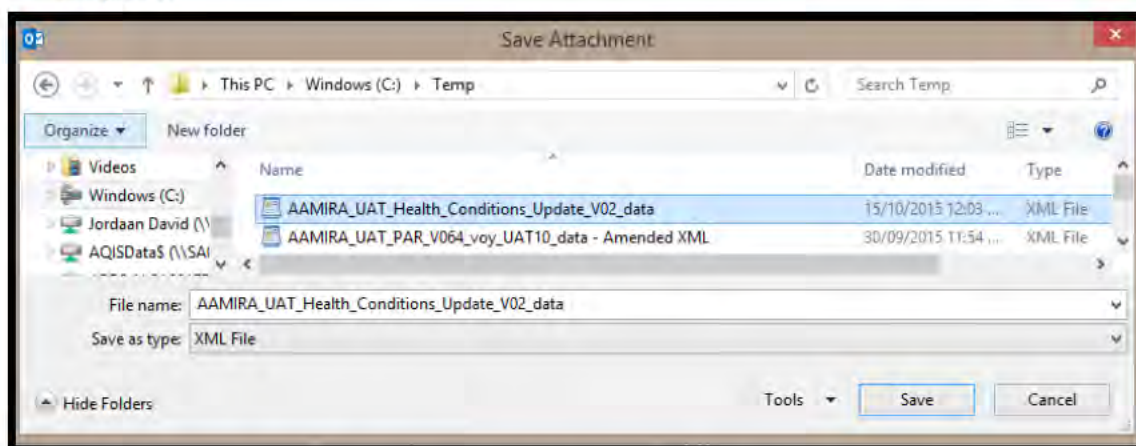
1. Open the e-mail received from the vessel



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2. Save the attached XML Data file to an appropriate directory on the network or locally to the computer.



3. Rename the XML Data file name to distinguish it from other applications, vessels and voyages.

**Note:** Please discuss appropriate naming conventions and file locations with your organisation's Network Administrator. File names and locations are only given as examples in this user guide.





## Upload a Human Health Update to MARS from a Saved XML Data file

1. To complete the application using data from an XML file answer **'Yes'** to the question **'Do you wish to complete this application with data from a file?'** Click on the **'Choose File'** button and navigate to the location where the file is saved on the computer. Once the file is selected the data will be automatically uploaded to MARS.

**Human Health Update** Required fields denoted by \*

Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

Select File **Choose File** No file chosen

2. Click through each of the tabs in sequential order to verify that there aren't any validation errors and that the correct Agency or Agencies have been nominated in the **Arrival Details** tab.

**Note:** For more detailed descriptions of each tab in the Human Health Update application refer to the sections below.

## Complete a manual Human Health Update in MARS

1. If no XML data is available select **'No'** to the question **'Do you wish to complete this application with data from a file?'** and complete a new application using the MARS interface.
2. Type the IMO, Name, Call Sign or Registration number of the vessel in the **'Search and select the vessel'** field to select the vessel from the list displayed.

**Human Health Update** Required fields denoted by \*

Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☐ Yes ☒ No

**Search and select Vessel**   
 (You can type in the IMO, Name, Call Sign, Registration/Official # of the vessel)

**Note:** The application must be completed in one session. If a timeout occurs the information will not be saved and the user will have to start the application from the beginning.



## Vessel Particulars

This screen is used to verify the Vessel particulars. It contains both mandatory and optional fields. All mandatory fields must be completed before you can navigate away from this tab.

Field	Content
Vessel Name	Enter the vessel name as it appears on the Ship's Particulars
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier.
No IMO	Tick this box if the vessel does NOT have an IMO
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official#	This is a non-mandatory field. This field is mainly use for vessels which do not have an IMO number.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choose the appropriate vessel type.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.



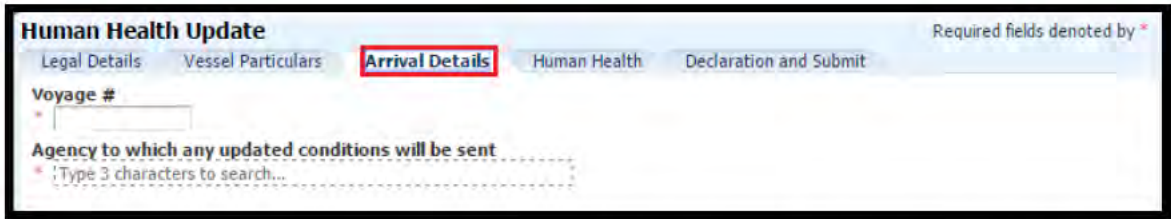


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## Arrival Details


This screen is used to record the vessel's voyage number and the Agency to which any updated conditions will be sent.

**Note:** The Port Agency must be known to MARS. If the nominated Port Agency does not appear in the drop down box then the Master must contact the Port Agency and request the details of the Agency's registration. The Human Health Update cannot be submitted without a valid Port Agency.

Field	Content
	
Voyage #	Enter the unique voyage number for the current Australian voyage. This number must match the Voyage number of the PAR, BW, Human Health Update or NFP application for the current voyage. Alpha-numeric characters and dashes (-) are accepted. Spaces are not allowed.
Agency to which approvals/rejections will be sent	Enter the name of the Agency that will represent the vessel at the intended Australian port of call. The Biosecurity Status Document (BSD) with any conditions pertaining to Human Health will be sent to the Agency listed here.

## Human Health

This screen is used to report on the health status of the passengers and crew on-board the vessel.

Field	Content
	
Have any persons died on board during the current voyage?	If the users answers 'Yes' additional fields will be displayed. Refer to the section titled 'Question 1 Details' below.
Have any persons become ill or shown signs of illness in the past 14 days?	If the users answers 'Yes' additional fields will be displayed. Refer to the section titled 'Question 2 Details' below.

### Question 1 Details

When a death is reported additional information must be provided regarding the death. The user must advise how many deaths occurred during the current voyage and the suspected cause(s) of death.



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\* 1) Have any persons died on board during the current voyage? ☒ Yes ☐ No

\* 1.1) How many persons died?

\* 1.2) Cause or suspected cause of death: ☒ Accident ☐ Illness ☐ Other

## Question 2 Details

When an illness is reported, the Master must answer all subsequent illness questions. These include illness symptoms. Answering some questions may open up extra text fields requiring additional information. These fields are mandatory and must be completed.

\* 2) Have any persons become ill or shown signs of illness in the past 14 days? ☒ Yes ☐ No

How many persons

**Note:** If the Master of a Cruise or Naval Vessel only needs to report the Gastro Intestinal Illness situation on-board the vessel then **Question 2** must be answered 'Yes'. However, **Questions 2.1, 2.2** and their sub-questions may be left unanswered. **Question 2.3** must be answered in full.

If **Question 2** is answered 'Yes' then additional health questions will be displayed about the ill person's symptoms (**Question 2.1**). For each symptom question that is answered 'Yes' a text box will be displayed where the number of persons affected must be entered. All health questions are mandatory.

2.1) Is any person on board the vessel displaying any of the following symptoms?

2.1.1) Temperature over 38C (if no thermometer is available, any person suspected of having a temperature should be reported) ☒ Yes ☐ No

2.1.2) Acute unexplained non-itchy skin rashes or lesions, and non-itchy rashes or lesions caused by illness or exposure to hazardous agents (but not heat rashes, dermatitis, eczema, or similar common skin conditions) ☒ Yes ☐ No

2.1.3) Muscle aches, diarrhoea, severe headaches or vomiting (but not vomiting caused by inebriation or motion sickness) ☒ Yes ☐ No

2.1.4) Severe bruising or bleeding from the nose, ears, eyes, mouth, anus or skin (but not if the person is predisposed to nosebleeds or haemorrhoids, or has cuts and abrasions) ☒ Yes ☐ No

2.1.5) Glandular swelling in the armpits or neck ☒ Yes ☐ No

2.1.6) Prolonged loss of consciousness where a person cannot be roused (but not loss of consciousness caused by consumption of alcohol, drugs or medications, fainting or sleeping) ☒ Yes ☐ No

2.1.7) Persistent coughing and difficulty breathing with no apparent cause and no history or similar symptoms (but not persistent coughing and difficulty breathing caused by asthma, heart disease, obesity, chronic bronchitis or emphysema) ☒ Yes ☐ No

2.1.8) Except in the case of a person with restricted mobility or an otherwise healthy young child- an inability to disembark from a vessel without assistance ☒ Yes ☐ No

2.1.9) Yellowing of the skin/whites of the eyes ☒ Yes ☐ No





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Answer **Question 2.2** and all sub questions about the ill person's travel history. For each symptom question that is answered 'Yes' a text box will be displayed where the number of persons affected must be entered. All health questions are mandatory.

**2.2) Has the ill person(s) on board:**

**2.2.1)** Been in contact with birds/bird products/someone suspected/confirmed of having Avian Influenza in the last 14 days? ☐ Yes ☐ No

**2.2.2)** Eaten raw poultry/raw poultry products in the last 14 days? ☐ Yes ☐ No

**2.2.3)** Handled samples suspected of containing Avian Influenza virus in the last 14 days? ☐ Yes ☐ No

**2.2.4)** Travelled Africa, South/Central America or the Caribbean in the last 6 days and do not have a valid yellow fever vaccination certificate? ☐ Yes ☐ No

**2.2.5)** Been in Africa in the last 21 days? ☐ Yes ☐ No

**2.2.6)** Been in contact with camels or bodily fluids from a camel, including having been coughed or sneezed on by a camel, or drunk raw camel milk or consumed camel meat in a country in the Middle East? ☐ Yes ☐ No

**Note:** In addition to the questions above Cruise and Naval vessels must also report any Gastro-intestinal illness. Answer **Question 2.3** and all sub questions about any cases of Gastro-intestinal illness on-board the vessel.

**2.3) Gastro-intestinal illness**

**2.3.1)** How many cases of diarrhoea and/or gastro-intestinal illness have been recorded in the vessel's medical log during the current voyage and/or the last 21 days?

**2.3.2)** How many passengers and crew were on board during the current voyage and/or the last 21 days?  **Passengers**  **Crew**

**2.3.3)** Was there any situation on board, which may lead, to infection or the spread of disease? ☐ Yes ☐ No

**Details**



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## Declaration and Submit

Once the Master or Agent is satisfied that the Human Health Update has been completed it can be submitted. The Master must read the legal notice and acknowledge that the information supplied in the NPP application is true and correct prior to submission. Breaches may apply for any omissions or miss-declarations in the application.

**Human Health Update** Required fields denoted by \*

Legal Details Vessel Particulars Arrival Details Human Health **Declaration and Submit**

**Privacy Notice**

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the *Biosecurity Act 2015*. The collection of 'protected information' including personal information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the *Biosecurity Act 2015* for the purposes of assessing and managing the potential biosecurity risks vessels coming to Australia.

If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the biosecurity risk associated with your vessel. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the *Biosecurity Act 2015*.

See our Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the *Criminal Code Act 1995*.

Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☒ I acknowledge that the above information is true and correct

**Submit**

Field	Content
<input type="checkbox"/> I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the Human Health Update is correct and truthful
<b>Submit</b>	By clicking on the Submit button the form will be uploaded into MARS for assessment. Once the assessment has been completed the Master and the Agent will receive a Biosecurity Status Document (BSD) with the directions that are applicable to the vessel's current voyage
	This message will be displayed if the Human Health Update was successfully submitted to MARS.
<b>Cancel</b>	Use the 'Cancel' button to cancel the form and return to the MARS Home screen.



## Chapter 4 – MARS Service Requests

Crew Change Service Request

Sanitation Certificate Service Request

Waste Removal Service Request

Coastal Strip Service Request





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## Crew Change Service Request

### Explanatory Notes

The Master or Agent of a vessel must notify the department when crew need to disembark from the vessel. The notification may be submitted through the PAR when it is completed prior to arrival, or the department may also be notified by submitting a service request through MARS. Service Requests may be submitted through the **Request a Service** menu on the MARS home screen or by clicking on the **Crew Change Request** icon.

**Note:** A service request can only be submitted in MARS if a port visit exists for that voyage. A port visit is created when a PAR or NFP application is submitted.

### How to do it

Click on the **Crew Change Request** service request on the MARS home screen. To complete a service request each tab must be completed in order of appearance.


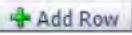


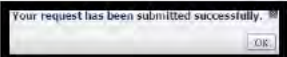



Field	Content									
<div> <div>Crew Change Request</div> <div>Required fields denoted by *</div> <div>Vessel and Voyage Particulars</div> <div> <div>* Vessel</div> <div>AAMIRA UAT IMD9443401 V7QG2</div> <div>(You can type in the IMO, Name, Call Sign, Registration/Official no of the vessel)</div> </div> <div> <div>* Voyage #</div> <div>UAT28</div> </div> <div> <div>* Port - Arrival Date</div> <div>MELBOURNE - 06/06/2016 11:00:00</div> </div> <div> <div>* Port Agency</div> <div>Dave Smith Shipping</div> </div> <div> <div>* Crew Agency</div> <div>Dave Smith Shipping</div> <div>Same as Port Agency</div> </div> <div>Crew Change Details</div> <div> <div>+ Add Row</div> <table border="1"> <thead> <tr> <th>* Disembark date/time</th> <th>* No. of Crew</th> <th>* Biosecurity Items to declare</th> <th>Item Details</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <div> <div>Submit</div> <div>Cancel</div> </div> </div>	* Disembark date/time	* No. of Crew	* Biosecurity Items to declare	Item Details	Action					
* Disembark date/time	* No. of Crew	* Biosecurity Items to declare	Item Details	Action						





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Field	Content
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival Date	The ports with intended arrival dates will be listed. The port visit and dates are created when a PAR or NFP application is submitted. Only ports and dates specified in either application will be listed.
Port Agency	The Port Agency is read only. The Port Agency is specified by the Master when the PAR or NFP applications are submitted. The Port Agency can only be changed in the Visit Details screen in MARS.
Crew Agency	The Crew Agency is the Agency responsible for the crew change. This Agency will be responsible for any charges accrued against the crew change. If the crew Agency is incorrect the Agent may nominate their own Agency as the Crew Agent or they may nominate another Agency.
	Select this tick box if the Crew Agent is the same Agent as the Port Agent.
	Use this button to add additional rows if crew will disembark on separate occasions or if more than one crew member is disembarking and have different biosecurity items to declare.
Disembark date/time	Enter the date and time the crew member is expected to depart the vessel.
No of Crew	Enter the number of crew members that will disembark at the stated time
Biosecurity Items to declare	Select either 'Yes' or 'No' depending on whether the crew member has any items of biosecurity concern to declare. To be sure Masters and crew are encouraged to access the department's biosecurity import conditions database (BICON) on the department's website.
Item Details	Enter a detailed description of the item, multiple items may be added.
	Delete a row
	Click on this button to submit the completed request
	The success message will be displayed once the request has been successfully submitted to MARS.
	Click on the cancel button to cancel the request prior to submission



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## Sanitation Certificate Service Request

### Explanatory Notes

Ship Sanitation Control Exemption Certificates / Ship Sanitation Control Certificates are issued in accordance with Article 39 of the [International Health Regulations \(2005\)](#) (IHR). Ship sanitation certificates are required for all vessels on international voyages that call at an Australian port. In Australia Sanitation Certificates can only be issued at first points of entry. Certificates remain valid for a period of six months from the date of issue. This period may be extended by one month if the inspection or control measures required cannot be accomplished at the port.

Renewal of a ship sanitation exemption certificate may be requested by the Master or Agent of a vessel when submitting the PAR or by submitting a Sanitation Certificate Request in MARS to arrange for an inspection.

Service Requests may be submitted through the **Request a Service** menu on the MARS home screen or by clicking on the **Sanitation Certificate Request** icon.

**Note:** A service request can only be submitted in MARS if a visit to a First Point of Entry exists for that voyage. A port visit is created when a PAR or NFP application is submitted. Ship sanitation inspections and issuing of subsequent certificates can only be issued at ports that are declared by the Director of Human Biosecurity on behalf of the Department of Health. For a list of declared ports click [here](#)

### How to do it

Click on the **Sanitation Certificate Request** icon on the MARS home screen. Complete all the fields in the screen.







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Field	Content
<div> <div> <b>Sanitation Certificate Request</b> <span>Required fields denoted by *</span> </div> <div> <b>Vessel and Voyage Particulars</b> </div> <div> <p><b>* Vessel</b>  AAMIRA UAT IMO9443401 V7QG2  <small>(You can type in the IMO, Name, Call Sign, Registration/Official no of the vessel)</small></p> <p><b>* Voyage #</b>  UAT28</p> <p><b>* Port - Arrival Date</b>  MELBOURNE - 06/06/2016 11:00:00</p> <p>A request for a Sanitation Certificate can only be made at a port that is a first point of entry for arrival. The 'Port - Arrival Date' list above will therefore only show ports that are first points of entry for arrival for the selected voyage.</p> <p><b>* Port Agency</b>  Dave Smith Shipping</p> <p><b>* Billing Agency</b>  Dave Smith Shipping <input type="checkbox"/> Same as Port Agency</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> </div> </div>	
Vessel	Type the first three characters of the vessel's name. Select the correct vessel from the list displayed.
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival Date	The ports with intended arrival dates will be listed. The port visit and dates are created when a PAR or NFP application is submitted. Only ports and dates specified in either application will be listed.
Port Agency	The Port Agency is read only. The Port Agency is specified by the Master when the PAR or NFP applications are submitted. The Port Agency can only be changed in the Visit Details screen in MARS.
Billing Agency	The Billing Agency is the Agency responsible for any charges accrued against the inspection. If the Billing Agency is incorrect the Agent may nominate their own Agency as the Billing Agent or they may nominate another Agency. This is done through the Visit Details screen in MARS.
<input type="checkbox"/> Same as Port Agency	Select this tick box if the Billing Agent is the same Agent as the Port Agent.
<input type="button" value="Submit"/>	Click on this button to submit the completed request
<div>Your request has been submitted successfully. <input type="button" value="OK"/></div>	The success message will be displayed once the request has been successfully submitted to MARS.
<input type="button" value="Cancel"/>	Click on the cancel button to cancel the request prior to submission



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## Waste Removal Service Request

### Explanatory Notes

The Master or Agent must notify the department when Waste Removal is required. The notification may be submitted through the Biosecurity section of the PAR when it is completed prior to arrival or the department may be notified by submitting a Service Request through MARS. Service Requests may be submitted through the **Request a Service** menu on the MARS main screen or by clicking on the **Waste Removal Request** icon.

Some ports are not a first point of entry for the removal of waste from vessels. The Master or Agent must refer to the department's website for details about first points of entry ports. Waste cannot be discharged at non first points of entry without the necessary approval from the department.

**Note:** A service request can only be submitted in MARS if a port visit exists for that voyage. A port visit is created when a PAR or NFP application is submitted.

### How to do it

Click on the **Waste Removal Request** icon on the MARS home screen. Complete all the fields in the screen.








Field	Content
<b>Waste Removal Request</b> <span style="float: right;">Required fields denoted by *</span>	
<b>Vessel and Voyage Particulars</b>	
* Vessel	AAMIRA UAT IM09443401 V7QG2 (You can type in the IMO, Name, Call Sign, Registry/Official no of the vessel)
* Voyage #	UAT28
* Port - Arrival Date	MELBOURNE - 06/06/2016 11:00:00
A request for Waste Removal can only be made at a port that is a first point of entry for arrival. The 'Port - Arrival Date' list above will therefore only show ports that are first points of entry for arrival for the selected voyage.	
* Port Agency	Dave Smith Shipping
* Billing Agency	Dave Smith Shipping <input type="checkbox"/> Same as Port Agency
<b>Waste Removal Details</b>	
<input type="button" value="Add Row"/>	
* Date	* Estimated Volume (m3) Action
<input type="text"/>	<input type="text"/> <input type="button" value="X"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	





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Field	Content
Vessel	Type the first three characters of the vessel's name. Select the correct vessel from the list displayed.
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival Date	The ports with intended arrival dates will be listed. The port visit and dates are created when a PAR or NFP application is submitted. Only ports and dates specified in either application will be listed.
Port Agency	The Port Agency is read only. The Port Agency is specified by the Master when the PAR or NP applications are submitted. The Port Agency can only be changed in the Visit Details screen
Billing Agency	The Billing Agency is the Agency responsible for any charges accrued against the inspection. If the Billing Agency is incorrect the Agent may nominate their own Agency as the Billing Agent or it may nominate another Agency. This is done through the Visit Details screen in MARS.
<input type="checkbox"/> Same as Port Agency	Select this tick box if the Billing Agent is the same Agent as the Port Agent.
	Add an additional row if waste will be discharged over multiple days
Date	Enter the date the waste will be discharged.
Estimated Volume (m <sup>3</sup> )	Enter the estimated volume of waste in cubic metres.
<b>Action</b> 	Delete a row.
	Click on this button to submit the completed request
Your request has been submitted successfully. 	The success message will be displayed once the request has been successfully submitted to MARS.
	Click on the cancel button to cancel the request prior to submission



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## Coastal Strip Service Request

### Explanatory Notes

International vessels intending to stay in Australian waters for an extended period of time may apply to the department to be granted 'coastal status'. Having coastal status allows the vessel to carry cargo between Australian ports without further intervention from the department (aside from cabotage requirements). The vessel's Agent or Master may submit a Coastal Strip Service Request to initiate this process. Usually coastal status is granted after an inspection of the vessel is completed and all biosecurity risks are managed in an approved manner.

The department's [website](#) contains detailed information for the Master of a vessel on how to prepare the vessel prior to the inspection commencing.

The request must be submitted as a Service Request in MARS through the **Request a Service** menu on the MARS main screen or by clicking on the **Coastal Strip Request** icon.

**Note:** A service request can only be submitted in MARS if a visit exists for that voyage. A port visit is created when a PAR or NFP application is submitted.

### How to do it

Click on the **Coastal Strip Request** icon on the MARS home screen. Complete all the fields.

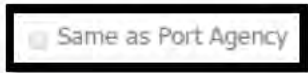

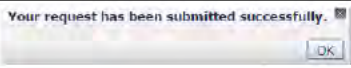



Field	Content
<div> <div> <b>Coastal Strip Request</b> <span>Required fields denoted by *</span> </div> <div> <b>Vessel and Voyage Particulars</b> </div> <div> <p>* <b>Vessel</b>  AAMIRA UAT IMO9443401 V7QG2  <small>(You can type in the IMO, Name, Call Sign, Registration/Official no of the vessel)</small></p> <p>* <b>Voyage #</b>  UAT28</p> <p>* <b>Port - Arrival Date</b>  MELBOURNE - 05/06/2016 11:00:00</p> <p>A request for a Coastal Strip can only be made at a port that is a first point of entry for arrival. The 'Port - Arrival Date' list above will therefore only show ports that are first points of entry for arrival for the selected voyage.</p> <p>* <b>Port Agency</b>  Dave Smith Shipping</p> <p>* <b>Billing Agency</b>  Dave Smith Shipping <input type="checkbox"/> Same as Port Agency</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> </div> </div>	
Vessel	Type the first three characters of the vessel's name. Select the correct vessel from the list displayed.





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Field	Content
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival Date	The ports with intended arrival dates will be listed. The port visit and dates are created when a PAR or NFP application is submitted. Only ports and dates specified in either application will be listed. Ensure the correct port is selected.
Port Agency	The Port Agency is read only. The Port Agency is specified by the Master when the PAR or NFP applications are submitted. The Port Agency can only be changed in the Visit Details screen
Billing Agency	The Billing Agency is the Agency responsible for any charges accrued against the inspection. If the Billing Agency is incorrect the Agent may nominate their own Agency as the Billing Agent or they may nominate another Agency. This is done through the Visit Details screen in MARS.
	Select this tick box if the Billing Agent is the same Agent as the Port Agent.
	Click on this button to submit the completed request
	The success message will be displayed once the request has been successfully submitted to MARS.
	Click on the cancel button to cancel the request prior to submission

## Chapter 5 – MARS Information Search

Vessel Search

Voyage Search

Visit Search

Application or Service Request Search







## Vessel Search

### Explanatory Notes

All searches commence from the MARS home screen. Searches are accessed either from the **Search** menu on the toolbar or from the icons on the main page. Use the **Vessel Search** function to find details about the vessel's complete history in MARS.

### How to do it

1. Click on the **Vessel** icon on the MARS home screen.



2. Enter the vessel's IMO number in the search fields, and click on the **Search Vessel** button. The vessel's details screen will be displayed in the search results grid. Click on the **Vessel Name** [hyperlink](#) to access the **Vessel Details** screen.

**Search Vessel**

Search Criteria

Vessel Name:

IMO:

Call Sign:

Registration/Official #:

Hull ID:

Vessel Type:

Include Inactive Vessels: ☐

**Search Results**

Vessel Name	IMO	Call Sign	Registration #	Hull ID	Vessel Type	Current Voyage
<a href="#">AAMIRA UAT</a>	9443401	V7QG2			Container Vessel	UAT28

3. The **Vessel details** screen is displayed. The table below outlines the information that is accessible from this screen.

**Vessel Details** Required fields denoted by \*

Vessel Name:  IMO:  Call Sign:  Vessel Type:  Registration/Official #:

Vessel Particulars | Ballast Details | VCS Details | Voyage History | Vessel Identifiers

<b>Country of Registry</b> <input type="text" value="MARSHALL ISLANDS"/>	<b>Vessel E-mail</b> <input type="text" value="DAVID.JORDAAN@AGRICULTURE.GOV.AU"/>	
<b>Year Built</b> <input type="text" value="2004"/>	<b>Gross Tonnage</b> <input type="text" value="200000"/>	<b>Net Tonnage</b> <input type="text" value="175000"/>
<b>Length Overall (LOA-metres)</b> <input type="text" value="201"/>	<b>Crew Capacity</b> <input type="text" value="20"/>	<b>Passenger Capacity</b> <input type="text"/>
<b>Cargo Holds</b> <input type="text"/>	<b>Cargo Decks</b> <input type="text"/>	<b>Cargo Tanks</b> <input type="text"/>



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Information accessible from the Vessel Details screen	
<b>Vessel Particulars</b>	This tab contains the read only particulars of the vessel. Changes to the vessel details are updated in MARS when an application is submitted with details that are different to the information contained on this tab. Alternatively the department MARS Administrator may update details on this tab.
<b>Ballast Details</b>	This tab contains the read only details of the vessel's ballast water tank and pump configuration. These details are updated when a new BW Report is submitted.
<b>VCS Details</b>	This tab contains read only information about the vessel's complete Vessel Compliance Scheme (VCS) history. The demerit history is located here and the qualification criteria for the VCS. The Agent is able to tell from this screen whether the vessel is currently on the VCS. VCS details are updated by MARS based on the vessel's compliance history.
<b>Voyage History</b>	This tab contains the complete voyage history of the vessel. Each Voyage number is a <a href="#">hyperlink</a> to the details for that voyage.
<b>Vessel Identifiers</b>	This tab is not used for commercial vessels. It displays the read only identifiers for non-commercial vessels such as Yachts.





## Voyage Search

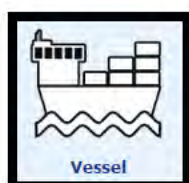
### Explanatory Notes

The vessel's voyage details are accessed through the **Vessel Search** function in MARS. In order for a voyage to exist the Master or Agent must have submitted a PAR or NFP application in MARS. The submission of a BW Report on its own does not create a voyage.

### How to do it

1. Click on the **Vessel** icon on the MARS home screen.

### Voyage Search – BW Report Submitted



2. Enter the vessel's IMO number in the search fields, and click on the **Search Vessel** button. The vessel details will be displayed in the search results grid. Click on the **Vessel Name** hyperlink to access the **Vessel Details** screen.

**Search Vessel**

Search Criteria

Vessel Name:

IMO:

Call Sign:

Registration/Official #:

Hull ID:

Vessel Type:

☐ Include Inactive Vessels

Search Results

Vessel Name	IMO	Call Sign	Registration #	Hull ID	Vessel Type	Current Voyage
<a href="#">ABU SAFAH UAT</a>	9312743	HZGS710			Container Vessel	

3. In the **Vessel Details** screen click on the **Voyage History** tab and then the **Voyage Number** hyperlink to access the **Voyage Details**.

**Vessel Details**

Vessel Name:  IMO:  Call Sign:  Vessel Type:  Registration/Official #:

Vessel Particulars Ballast Details VCS Details **Voyage History** Inspection History Vessel Identifiers

Voyage #	Status	First Port	Arrival Date	Last Port	Departure Date
<a href="#">UAT02</a>	Pending				
<a href="#">UAT05</a>	Pending				

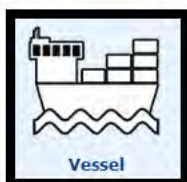
4. The **Voyage Details** screen will be displayed. (See Below)



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## Voyage Search – PAR and/or NFP Application Submitted

1. Click on the **Vessel** icon on the MARS home screen.



2. Enter the Vessel's IMO number in the search fields, and click on the **Search Vessel** button. The vessel details will be displayed in the search results grid. Click on the **Current Voyage** hyperlink to access the **Voyage Details** screen.

**Search Vessel**

☒ Search Criteria

Vessel Name

Call Sign

Hull ID

IMO

Registration/Official #

Vessel Type

☐ Include Inactive Vessels

**Search Results**

Vessel Name	IMO	Call Sign	Registration #	Hull ID	Vessel Type	Current Voyage
AAMIRA UAT	9443401	V7QG2			Container Vessel	UAT28

3. The **Voyage Details** screen will be displayed.

**Voyage Details**

Vessel 9443401 AAMIRA UAT Vessel Type Container Vessel Status Pending Voyage # UAT28

[Voyage Details](#) [BSD Details](#) [Applications Received](#) [Inspection History](#) [Attachments](#)

Port(s)	Arrival Status	Inspections Completed	Charges Incurred	Port Agency	Billing Agency	Crew Agency
MELBOURNE	06/06/2016 11:00 EX		Y	Dave Smith Shipping	Dave Smith Shipping	Dave Smith Shipping
PORT ADELAI...	12/06/2016 00:00 EX		N	Dave Smith Shipping	Dave Smith Shipping	Dave Smith Shipping

Approval to Berth

Non First Point of Entry

Biosecurity

Pratique

Ballast Water

**Voyage Details**

From this tab the Vessel Details and the Visit Details tabs can be accessed by clicking on the [hyperlinks](#). This tab also lists all the ports that the vessel will visit during this voyage with the arrival status,





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Voyage Details	
	inspections completed and the port Agents. More detailed information is available in the Visit Details tab. A summary is given of the BSD traffic light status for the voyage. Detailed descriptions of the traffic light status is contained in the BSD which can be accessed on the BSD Details tab.
<b>BSD Details</b>	This tab contains a link to the current BSD for the voyage. Previous versions of the BSD will be replaced with the most current version. Always refer to this tab for the most up to date BSD for that voyage.
<b>Applications Received</b>	This tab contains <a href="#">hyperlinks</a> to all the applications submitted by this vessel for the current voyage. If the Master has successfully submitted an application it will listed in this tab. Clicking on the application <a href="#">hyperlink</a> will open the original application that was submitted in read only mode.
<b>Inspection History</b>	This tab contains a read only history of all the inspections this vessel has received. The appointment date, the port where the inspection was completed, the inspection date and the type of inspection is summarised here.
<b>Attachments</b>	This tab contains any documents that have been uploaded as attachments for the voyage. The vessel's SSC and other certificates will be located in this tab. The live plant log for Cruise Vessels must be sent to the MNCC for upload into MARS.



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## Visit Search

### Explanatory Notes

Use this search to find details about the vessel's current visit to an Australian port. The Agency name in this search screen will default to the registered Agency of the user.

### How to do it

1. Click on the **Visit** icon on the MARS home screen.



2. Enter the vessel's IMO number in the search fields. Adjust the date range and click on the **Search Visit** button. The search details will be displayed in the search results grid. Click on the **Port Name hyperlink** to access the **Visit Details** screen.

**Search Visit**

< Search Criteria

Vessel Name	Agency Name Dave Smith Shipping	Arrival Date From 01/06/2016
Call Sign	IMO 9443401	To 10/06/2016
Port Type 3 characters to search	Registration/Official#	Exclude vessels that haven't already arrived

**Search Results**

Vessel	Voyage	Port	Arrival Date	Inspections Completed	Port Agency	Billing Agency	Crew Agency	Visit Status
9443401 AAMIRA UAT	UAT28	MELBOURNE	06/06/2016 11:00		Dave Smith Shipping	Dave Smith Shipping	Dave Smith Shipping	Expected

3. The **Visit Details** screen will be displayed for the port that was selected.

**Visit Details**

Required fields denoted by \*

<b>Vessel</b> 9443401 AAMIRA UAT	<b>Voyage #</b> UAT10	<b>Port</b> PORT ADELAIDE
-------------------------------------	--------------------------	------------------------------

Visit Details   Visit charges   Inspection History

* Arrival Date/Time 27/09/2015 00:00	Visit Status Expected
Berth Date/Time	Berth name
Departure Date/Time	


<b>Port Agency</b> Dave Smith Shipping	<b>Billing Agency</b> Dave Smith Shipping	<b>Crew Agency</b> Dave Smith Shipping
---	--	---

[Request a Sanitation Certificate](#)   
 [Request a coastal Strip](#)   
 [Notify us if crew are disembarking](#)   
 [Notify us if waste is being removed](#)





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<b>Visit Details</b>	
<b>Visit Details</b>	<p>From this tab the visit details can be accessed for a particular port. The status of the visit is displayed along with the expected Arrival Date/Time; Berth Date/Time; Departure Date/Time in read only mode. These times are taken from the PAR or the NFP application. The Billing Agency is mandatory if the vessel has requested a Coastal Strip or a Sanitation Certificate. Only an Agency with a department COM code can be identified as a Billing Agency. The Agency may be changed in this screen – see the notes below.</p> <p>Service request may be made from this screen. The port and arrival details will automatically be pre-populated in the request. If any of the arrival details need amending then the service request must be submitted using the appropriate Service Request application from the MARS main screen.</p>
 <b>Changing Agency Names</b>	<p>The following rules apply for changes to Agency names in this screen:</p> <ul style="list-style-type: none"> <li>a) If the Agency field is blank a user can select their associated Agency name and save. This will change the Agency in the visit table.</li> <li>b) If the Agency field is blank a user can select an Agency not associated with them. An e-mail will go out to the selected Agency advising them that they have been nominated as the Agency.</li> <li>c) If the Agency field is 'Other', the user can choose their Agency. When the user tries to save this the following message will be shown - 'You have nominated yourself as the Agency where one already exists. Your request has been received and the department will assess this and make the change if appropriate. Till the decision is made the system will not update the Agency to your Agency.'</li> <li>d) If the Agency field is 'Other' the user will not be able to 'blank out the Agency'.</li> <li>e) An Agency user can 'blank out the Agency' if the Agency field shows their Agency.</li> </ul>
<b>Visit Charges</b>	This tab displays all the charges the vessel has incurred for inspections or services completed at the selected port.
<b>Inspection History</b>	This tab contains a read only history of all the inspections this vessel has received at the selected port.



## Application or Service Request Search

### Explanatory Notes

Use this search to find applications and or service requests submitted for this vessel. The original application will be displayed in read only mode. It will also list the date and time of submission as well as the name of the person who submitted the application.

### How to do it

1. Click on the **Application/Service Request** icon on the MARS home screen



2. Enter the vessel's IMO number in the search fields, adjust the date range and click on the **Search Applications** button. The vessel details and voyage number, the application type, status and date submitted will be displayed in the search results grid. Click on the [Type hyperlink](#) to access the appropriate application or service request details.

**Application Search**

Search Criteria

Vessel Name:

Call Sign:

Voyage #:

Application Type:

Date Submitted: 03/06/2015 to 03/06/2016

IMO: 9443401

Registration/Official #:

Port:

Application Status:

[Search Applications](#)

**Search Results**

Vessel	Voyage #	Type	Status	Date Submitted	Port(s)
9443401 AAMIRA UAT	UAT10	PAR (Commercial)	Complete	28/09/2015	MELBOURNE, PORT ADELAIDE
9443401 AAMIRA UAT	UAT10	Human Health	Complete	15/10/2015	
9443401 AAMIRA UAT	UAT10	Crew Change	Withdrawn	16/10/2015	PORT ADELAIDE
9443401 AAMIRA UAT	UAT10	Sanitary Certificate	Complete	16/10/2015	PORT ADELAIDE
9443401 AAMIRA UAT	UAT28	PAR (Commercial)	Complete	03/06/2016	MELBOURNE, PORT ADELAIDE

**Note:** If the user wants to search on the Voyage number and the number is less than 3 characters a search wildcard must be used. For example if the Voyage number is 1A then 1A% must be entered in the Voyage# search field.

The Status of the application explained:

Status	Description
Complete	The submission process is completed successfully, risk assessment may still be pending
Withdrawn	The voyage has been withdrawn from MARS
Replaced	The application has been replaced with another more current application
Pending	This is for NFP applications undergoing assessment and approval to berth is still pending



## Chapter 6 – MARS Documents and Certificates

Biosecurity Status Document (BSD)

Ship Sanitation Certificate (SSC)

Certificate of Freedom from Gypsy Moth





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## Biosecurity Status Document (BSD)

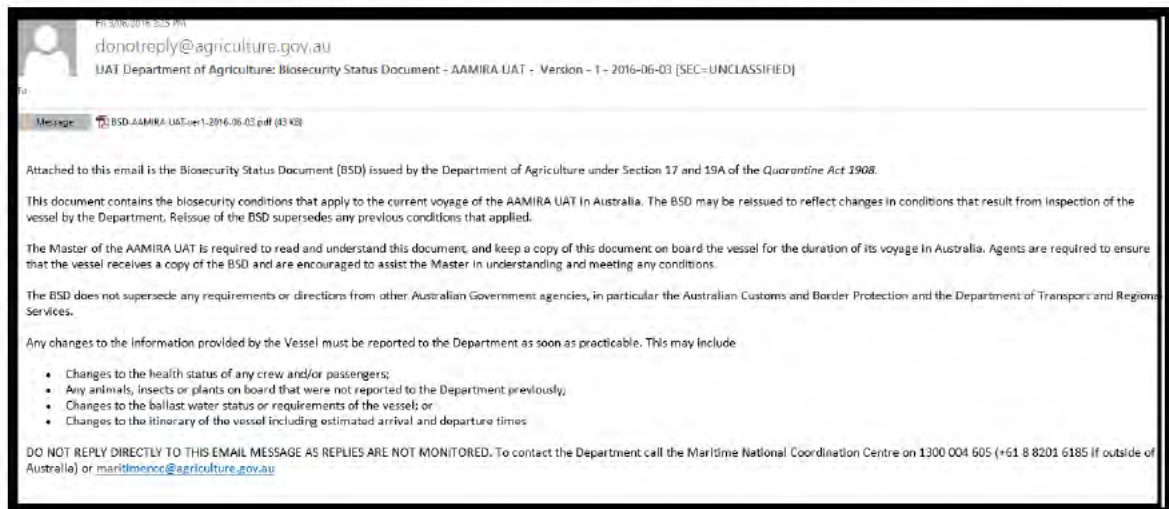
### Explanatory Notes

Another key concept enabled by MARS includes the Biosecurity Status Document (BSD). The department currently issues a number of documents and certificates to vessel Masters and their Agents during the period that the vessel is on an Australian voyage. These documents include an approval to berth, pratique certificate, treatment orders, and other directions for action. These documents provide instructions to the vessel Master and Agent about its obligations in Australian waters and what actions the vessel is approved or forbidden to undertake. The BSD will replace all these documents.

The BSD will include:

- Berthing conditions in Australian first points of entry ports
- Berthing conditions in Australian Non First Points of Entry
- Vessel biosecurity (Including Biosecurity Treatment Directions)
- Vessel Pratique and Ship Sanitation
- Ballast Status

The BSD will be emailed to the Master (using the vessel email supplied) and the port Agent any time conditions change. The BSD is versioned and each one sent replaces the previous version.



### Where to find the BSD in MARS

#### BSD Search – BW Report Submitted

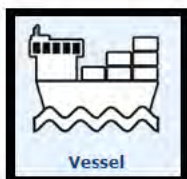
The current BSD can also be accessed from the MARS Home screen. To locate the BSD for the current voyage when only a BW Report has been submitted follow the steps below.

1. On the MARS home screen select the **Vessel** icon to search for the vessel. Vessel search may also be accessed from the toolbar Search menu.





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2. Enter the vessel name or other details in the search fields, and click on the **Search Vessel** button. The vessel details will be displayed in the search results grid. Click on the **Vessel Name** hyperlink.

**Search Vessel**

✕ Search Criteria

Vessel Name:  IMO:  Include Inactive Vessels: ☐

Call Sign:  Registration/Official #:

Hull ID:  Vessel Type:

**Search Results**

Vessel Name	IMO	Call Sign	Registration #	Hull ID	Vessel Type	Current Voyage
<b>AAMIRA UAT</b>	9443401	V7QG2			Container Vessel	UAT28

3. On the **Vessel Details** screen open the **Voyage History** tab and select the **Voyage Number** hyperlink.

**Vessel Details**

Vessel Name:  IMO:  Call Sign:  Vessel Type:  Registration/Official #:

Vessel Particulars Ballast Details VCS Details **Voyage History** Vessel Identifiers

Voyage #	Status	First Port	Arrival Date	Last Port	Departure Date
<b>UAT28</b>		MELBOURNE	06/06/2016	PORT ADELA...	
UAT10		PORT ADELA...	27/09/2015	MELBOURNE	11/10/2015

4. On the **Voyage Details** screen open the **BSD Details** tab and click on the **View current BSD for voyage** hyperlink. The BSD will be opened as a PDF file.

**Voyage Details**

Vessel:  Vessel Type:  Status:  Voyage #:

Voyage Details **BSD Details** Applications Received Inspection History Attachments

Bioresecurity Status Document

## BSD Search – PAR and/or NFP Application Submitted

To locate the BSD for the current voyage or visit when either a Pre-Arrival Report (PAR) or Non First Point of Entry (NFP) application has been submitted the Visit Search may be used. Follow the steps below.

1. On the MARS Home screen select the **Visit** icon to search for the vessel. **Visit** search may also be accessed from the toolbar **Search** menu.



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2. Enter the vessel name or other details in the search fields, and click on the **Search Visit** button. The visit details will be displayed in the search results grid. Click on the **Voyage hyperlink**.

**Search Visit**

Search Criteria

Vessel Name:

Call Sign:

Port:

Type 3 characters to search:

**Search Visit**

Agency Name:

IMO:

Registration/Official#:

Arrival Date From:

To:

Exclude vessels that haven't already arrived: ☐

**Search Results**

Vessel	Voyage	Port	Arrival Date	Inspections Completed	Port Agency	Billing Agency	Crew Agency	Visit Status
9443401 AAMIRA UAT	UAT28	MELBOURNE	06/06/2016 11:00		Dave Smith Shipping	Dave Smith Shipping	Dave Smith Shipping	Expected
9443401 AAMIRA UAT	UAT28	PORT ADEL...	12/06/2016 00:00		Dave Smith Shipping	Dave Smith Shipping	Dave Smith Shipping	Expected

3. On the **Voyage Details** screen open the **BSD Details** tab and select the **View current BSD for voyage** hyperlink. This will display the most recent BSD.

**Voyage Details**

Vessel: **9443401 AAMIRA UAT**

Vessel Type: **Container Vessel**

Status: **Pending**

Voyage #: **UAT28**

Voyage Details **BSD Details** Applications Received Inspection History Attachments

**Biosecurity Status Document**

**View current BSD for voyage**





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## Biosecurity Status Document (BSD) **sample**

Vessel Name: BLUESTAR  
 IMO Number: 9317000  
 Document Version: 1

Call Sign: C4PA2  
 Voyage Number: TEST1795  
 Issued on: 27/08/2016 9:28:48 AM (Canberra Time)

Details: The following information provides the status of this voyage as of the date noted above. Where changes occur, a revised version of this document will be provided. Directions outlined in this document include directions issued under a specific section of the *Biosecurity Act 2015* and guidance on how to comply with the department's requirements.

### Berthing Conditions in Australian First Points of Entry



The vessel has met its reporting requirements and is eligible to berth in Australian first points of entry. The operator of the vessel must, as soon as practical, notify a biosecurity officer if information in the pre-arrival report is incomplete or incorrect.

### Berthing Conditions in Australian Non First Points of Entry



The department has not received an application for the vessel to moor at a Non-First Point of Entry port. This vessel does not currently have permission to moor at a port that is not a first point of entry.

It is an offence for a vessel subject to biosecurity control to moor at a port in Australian territory that is not a first point of entry, unless the Director of Biosecurity (or delegate) has given permission.

### Vessel Biosecurity



All plants should be kept inside and away from open doors and with windows closed. Unless authorised to do so, all plants should be kept inside the vessel while the vessel is in port and remain on board the vessel in Australian territory. No plant / foodstuff / goods on the vessel (excluding goods carried as cargo) may be removed without the approval/direction of a departmental officer until it has left Australian territory after the last port of call. Galley grinders, overboard waste discharge chutes and swing bins must not be used in Australian ports or waters<sup>6</sup>.

Masters must advise the department of any crew departing or waste being discharged from the vessel to a provider that does not have an approved arrangement.

Report any insects or animals, including rodents found on board the vessel during the voyage to the department. Refer to the Biosecurity Checklist for Vessel Masters and information on the vessel compliance scheme to ensure compliance with the department's requirements.

### Vessel Pratique and Ship Sanitation



Pratique is granted to the BLUESTAR for all ports in Australia<sup>6</sup>. The Quarantine Signal (letter Q in the International Code of Signals) is not required to be displayed.

The vessel's Master or Agent must notify the department as soon as practicable if any individuals on board have signs or symptoms of a listed human disease during the current Australian voyage.

### Ballast Status



A Ballast Water Report has not been submitted for this vessel.

A Ballast Water Report is highly recommended for all voyages in Australia and is required where the vessel discharges or intends to discharge ballast water in Australian territory. If the vessel intends to discharge ballast in Australian waters, a Ballast Water Report must be submitted in accordance with the Biosecurity Act 2015.

This BSD is an abridged version for illustration purposes.

## Ship Sanitation Certificate (SSC)

---

### Explanatory Notes

The Ship Sanitation Certificate is issued electronically by MARS following a completed Ship Sanitation Inspection at a declared port.

A **Ship Sanitation Exemption Certificate** will be issued when, at the time of inspection, there are no signs of vectors or reservoirs and subsequently no measures are required to control vectors and the relevant certification of vessel facilities is valid and/or in order.

The vessel must meet the following criteria:

- The vessel is inspected (the **Areas Inspected** section of the certificate) and evidence of rodents and mosquitos is not found on board (see **Vector Indicators and Reservoirs** for further details).
- The review of relevant documents (the **Facility Review** section of the certificate) has found all documents to be valid and in order and no control measures have been applied.

If satisfied that the vessel is free of vectors (rodents and mosquitos), there are no ill humans on board and pratique has been granted, the biosecurity officer will issue an electronic **Ship Sanitation Exemption Certificate** to the Master.

A **Ship Sanitation Control Certificate** will be issued when, at the time of inspection, there are signs or evidence of vectors, and subsequent measures are applied to control vectors; or relevant certification of vessel facilities is invalid, out of date and/or out of order.

The vessel must meet the following criteria:

- The vessel is inspected (the **Areas Inspected** section of the certificate) and evidence of rodents and mosquitos is found on board.
- The review of relevant documents (the **Facility Review** section of the certificate) has found documents that are invalid, expired or otherwise out-of-order. Control measures will be applied.

If a vessel has met any of the above criteria:

- The vessel will be ordered to treat any infestation and
- a **Ship Sanitation Control Certificate** will be issued to the Master.

The vessel's ballast water records, IMO and ISPP certificates will also be reviewed during the SSC Inspection.

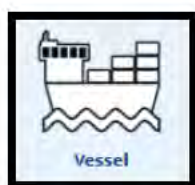


## Where to find the vessel's SSC

The Master and the vessel's port Agent will receive the SSC as a PDF attachment to an email after an inspection. Only the vessel's Agent and the department has access to the electronically stored SSC in MARS.

To locate the vessel's SSC in MARS follow the steps below:

1. Open the Vessel icon on the MARS home screen



2. Enter the vessel's IMO number in the IMO search field and click on **Search Vessel**

**Search Vessel**

Search Criteria

Vessel Name:

Call Sign:

Hull ID:

IMO:

Registration/Official #:

Vessel Type:

Include Inactive Vessels: ☐

**Search Results**

Vessel Name	IMO	Call Sign	Registration #	Hull ID	Vessel Type	Current Voyage
AAMIRA UAT	9443401	V7Q52			Container Vessel	UAT28

3. Click on the **Voyage Number** hyperlink in the Current Voyage column. The **Voyage Details** screen is displayed.

**Voyage Details**

Vessel: 9443401 AAMIRA UAT

Vessel Type: Container Vessel

Status: Pending

Voyage #: UAT28

Voyage Details | BSD Details | Applications Received | Inspection History | Attachments

Port(s)	Arrival Status	Inspections Completed	Charges Incurred	Port Agency	Billing Agency	Crew Agency
MELBOURNE	06/06/2016 11:00 EX		Y	Dave Smith Shipping	Dave Smith Shipping	Dave Smith Shipping
PORT ADELAID	12/06/2016 00:00 EX		N	Dave Smith Shipping	Dave Smith Shipping	Dave Smith Shipping

4. Open the **Attachments** tab. The available attachments for that will be displayed. Click on the **hyperlink** to open the SSC

**Voyage Details**

Vessel: 9443401 AAMIRA UAT

Vessel Type: Container Vessel

Status: Pending

Voyage #: UAT28

Voyage Details | BSD Details | Applications Received | Inspection History | **Attachments**

**Voyage Attachments**

Document Name	Document Type	Comment	Date
AAMIRA SAN CERT JAN2016.xml	Sanitation Certificate		03/06/2016 09:50



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## SHIP SANITATION EXEMPTION CERTIFICATE

### Certificate Details

Vessel Name:	JP CITRUS	Certificate Number:	SSC0000179
IMO Number:	9317389	Issue Date:	14-Jul-2016
Country of Registry:	PANAMA	Expiry Date:	14-Jan-2017
Inspecting Officer:	FALLA ANGUS	Cargo Type:	Bulk Product
Port of Issue:	NEWCASTLE	Cargo Weight (mT):	50,000

### Inspection Details

Areas Inspected	Rodent Vector	Mosquito Vector	Rodent Vector Control Measures Applied	Mosquito Vector Control Measures Applied
Galley/s	No	No		
Day Pantry/s	No	No		
Provision Stores	No	No		
Other Stores/Lockers	No	No		
Mess Rooms	No	No		
Accommodation	No	No		
Hospital	No	No		
Crew and Public Facilities	No	No		
External Super Structure	No	No		
Waste Facilities	No	No		
Aft Deck	No	No		
Main Deck	No	No		
Forward Deck	No	No		
Forecastle	No	No		
Mast Houses/Lockers	No	No		
Holds/Bays	No	No		
Engine Room	No	No		

Facility Review	Documents	Verified	Control Measures Applied
Ballast Tanks	Ballast Records	Yes	OK
Potable Water	IMO Documentation	Yes	OK

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## Certificate of Freedom from Asian Gypsy Moth (AGM)

### Explanatory Notes

The department requires all vessels that have visited a far east Russian port between 40°N to 60°N, and west of 147°E anytime between 1 July and 30 September in the previous two calendar years provide an AGM freedom certificate. The certificate must be issued by the agriculture authorities in Australia, Canada, New Zealand, Russia or the United States of America. If the certification is issued by the Russian agriculture authorities, the certificate must include the date and time of departure from the port where the vessel was inspected for AGM and cleared. If the Master of a vessel requests a Certificate of Freedom from Asian Gypsy Moth to be issued a full AGM inspection will be conducted by the department.

### Where to find the vessel's AGM Certificate in MARS

The Master and the vessel's port Agent will receive the Certificate as a PDF attachment to an email after an inspection. Only the vessel's Agent and the department has access to the electronically stored Certificate in MARS. To locate the vessel's AGM Certificate in MARS follow the steps below:

1. Open the Vessel icon on the MARS home screen
2. Enter the vessel's IMO number in the IMO search field and click on **Search Vessel**

Vessel Name	IMO	Call Sign	Registration #	Hull ID	Vessel Type	Current Voyage
VEA	9314454	UNRQ			Livestock Carrier	VCS/TEST/4

3. Click on the **Voyage Number** hyperlink in the Current Voyage column to display the **Voyage Details** screen.

Port(s)	Arrival Status	Inspections Completed	Charges Incurred	Port Agency	Billing Agency
PORT ADEL...	04/01/2016 15:00:00...	ARPR	Y	Dave Smith Shipping	Dave Smith Shipping
KINGSOTE	12/02/2016 00:00:00...		N		

4. Open the **Attachments** tab. The available attachments for that will be displayed. Click on the Document Name **hyperlink** to open the certificate.

Document Name	Document Type	Comment	Date
<a href="#">Agm_VEA_2016-02-23.pdf</a>	AGM Certificate		23/02/2016 13:05
<a href="#">Ssc_VEA_2016-02-23.pdf</a>	Sanitation Certificate		23/02/2016 13:05



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## CERTIFICATE OF FREEDOM FROM ASIAN GYPSY MOTH

### Certificate Details

Vessel	WILD ROSE
Call Sign	
IMO Number	9243564
Voyage Number	01
Arrived on	2016-07-21
Certificate Number	AGM0000046

### Details

When authorised by a biosecurity officer, this form certifies that the above mentioned vessel has been inspected by a biosecurity officer for evidence of Asian Gypsy Moth (*Lymantria dispar*). While berthed at an Australian port and at the date of certification, no Asian Gypsy Moth (at any stage of development) was detected.

This Certificate remains valid until such time as the named vessel enters into a declared 'high' risk port as determined by the Department of Agriculture and Water Resources.

This Certificate shall not exempt the vessel from fumigation or any other treatment ordered by a biosecurity officer.

### Certificate

Issued by the Department of Agriculture and Water Resources under the *Biosecurity Act 2015*  
Authorised by the Department of Agriculture

Biosecurity Officer	
Port	MELBOURNE
Issue Date	2016-07-20
Issue Time	10:12:03

Contact details:

Maritime National Coordination Centre (MNCC)  
Phone: 1300 004 605 or +61 8 8201 6185 (outside of Australia)  
Fax: 1300 005 882 or +61 8 8201 6176 (outside of Australia)  
Email: [maritimencc@agriculture.gov.au](mailto:maritimencc@agriculture.gov.au)





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# Chapter 7 – Billing Information

## Charges





## Charges

### Explanatory Notes

The Department of Agriculture and Water Resources [charging guidelines](#) provide clarity about the department's fees and levies to industry and the public when using biosecurity services. The guidelines refer to the department's charges only. The invoice relating to a visit is issued electronically by MARS 24 Hours after the vessel has departed the port.

### Where to find the vessel's charges in MARS

The vessel's billing Agent will receive the Invoice as a PDF attachment to an email. Agents may also print a record of the service activity. Only the vessel's billing Agent for this particular visit and the department has access to the invoice details in MARS.

To locate the vessel's charges in MARS follow the steps below:

1. Open the Visit icon on the MARS home screen.
2. Enter the vessel's name in the Vessel search field and click on **Search**.

Vessel	Voyage	Port	Arrival Date	Inspections Completed	Port Agency	Billing Agency	Crew Agency
9331464 BALTIMORE	INVEST01	CAIRNS	27/05/2016 13:02	RVI	KRYSTI AGENCY	KRYSTI AGENCY	

3. Click on the [Visit Details](#) hyperlink in the Port column. The Visit details screen is displayed.

**Visit Details**

Vessel: 9331464 BALTIMORE Voyage #: INVEST01 Port: CAIRNS

Visit Details **Visit charges** Inspection History

\* Arrival Date/Time: 27/05/2016 13:02 Visit Status: Departed

Berth Date/Time: Berth name:

Departure Date/Time: 27/05/2016 13:02

Port Agency: KRYSTI AGENCY Billing Agency: KRYSTI AGENCY Crew Agency: Type 2 characters to add

4. Select the **Visit charges** tab

Inspection Service / Activity	Date/Time	No. of Officer Service Item	No. of Units	Total charges	Invoice No.	Invoice Date	Invoice Status	Agency
RVI	27/05/2016	1	PPS - per qtr hour	8	400.00 30030174	02/06/2016	Outstanding	KRYSTI AGENCY
RVI	27/05/2016	1	In-office inspection preparation/f	1	30.00 30030174	02/06/2016	Outstanding	KRYSTI AGENCY
RVI	27/05/2016	1	Overtime weekday continuous	8	120.00 30030174	02/06/2016	Outstanding	KRYSTI AGENCY





# Maritime Arrivals Reporting System (MARS)



## Vessel Master User Guide

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**Document classification:** Unclassified

**Disclaimer:** Content of user guide is true and accurate as of March 2017. Details provided could be subject to change.

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# Chapter 1 – Introduction

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## User Guide Introduction

## Maritime Arrivals Reporting System (MARS)







# User Guide Introduction

## Scope

---

This User Guide has been specifically developed for use by Vessel Masters and Officers. The following MARS functionality is in scope for this User Guide:

**Chapter 1 - Introduction**

**Chapter 2 – MARS User Access**

**Chapter 3 - MARS Reports and Applications**

**Chapter 4 - MARS Service Requests**

**Chapter 5 - MARS Information Search**

**Chapter 6 - MARS Documents and Certificates**

**Chapter 7 – MARS Offline Forms**

## Contact

---

For further assistance please contact the department:



## Definitions

The table below outlines the key concepts and definitions in MARS.

Term	Definition
Appointment	In MARS an appointment is used to group one or more inspections together. The inspection process starts with a biosecurity officer creating an appointment with the MARS queued inspections attached. All the inspections in an appointment must be uploaded and processed in MARS before the appointment can be finalised. Appointments must be finalised on the vessel to ensure the Master receives the BSD and electronic certificates.
Billing Agency	The Agency nominated by the Master of the vessel to facilitate payment of accounts for a visit. Billing Agency is mandatory in the PAR for first Australian port. Billing Agencies must have valid COM numbers issued by the department.  Any invoices for this visit (except crew change activities) will be billed to this Agency. Billing Agency can be different to Port and Crew Agency. It can also change from port to port.
Biosecurity Status Document (BSD)	A single document to communicate the department's biosecurity conditions and expectations during the period a vessel is on an Australian voyage. It will replace much of the department's documentation such as approval to berth (ATB), Certificate of pratique (PTQ), permission to discharge ballast water, non-proclaimed port arrival approvals and treatment directions. It is auto generated by MARS and will be made available electronically to the Master and Agent. The document will be versioned to reflect any changes to conditions or status during the voyage.
Crew Agency	The Agency nominated by the Master of the vessel to facilitate a crew change in a visit. Any crew change activities in that visit will be billed to this Agency.  Crew Agency can be different to Port and Billing Agency. It can also change from port to port.
Master	Person (other than a ship's pilot) in charge or command of the vessel. The Master is legally responsible for pre-arrival reporting to the department and for complying with biosecurity directions.
Non-First Point of Entry (NFP) Application	The NFP application will be used by vessels intending to go to a Non-First Point of Entry.  This application will replace and combine the current Sec 20AA (non-proclaimed ports as a first port of entry), Sec 33 (entry to subsequent non-proclaimed ports) and Sec 20D (discharge cargo at a non-proclaimed port) applications into one application.
Pre-arrival Report (PAR)	PAR is the report completed by a vessel Master or Agent to notify the department of impending vessel arrivals. It includes information about the vessel, the itinerary, human health risks, biosecurity risks etc. All commercial vessels must submit a PAR 96 to 12 hours before the estimated time of arrival at the first Australian Point of Entry.  The PAR replaces the existing QPAR. The 'Q' which stands for 'Quarantine' was removed in anticipation of the Biosecurity Act which replaces the term 'Quarantine' with 'Biosecurity'.





Term	Definition
Port Agency	<p>The Agency nominated by the Master to represent the vessel in performing functions relating to a visit. This includes submitting and receiving relevant departmental documentation and responding to any queries regarding the vessel for the purposes of the Act. Port Agency is mandatory in the PAR for first Australian port.</p> <p>Port Agency can be different to Crew and Billing Agency. It can also change from port to port.</p>
Service Request	The Master or the Agent of a vessel may request certain services from the department. Service Requests are made through the PAR or through the MARS portal. These services include: Coastal Strip; Waste Removal; Crew Change; Sanitation Certificate.
Offline Forms	Offline Forms are interactive PDF documents that allow the Master to complete a Pre-Arrival Report and a Ballast Water Report and submit the data electronically to the Agent.
Vessel Agent	The Agent representing the Master and the vessel in Australia. Vessel Agents include Port, Billing and Crew Agents as defined in MARS
Visit	Vessel's intended/actual arrival at a single Australian port.
Voyage	The journey a vessel undertakes during their time in Australian waters. A voyage is made up of one or more visits. In MARS, a voyage is identified by a unique voyage number which is mandatory for all reports and applications.
Voyage Number	<p>The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The voyage number must match the number on the PAR, Ballast Water Report, Human Health Update or NFP application for the current voyage. MARS Rules for the voyage number are:</p> <ul style="list-style-type: none"> <li>• A voyage number cannot ever be used by the same vessel more than once</li> <li>• Must not change during a voyage. If the vessel operator does change the number for its own purposes, then the Master/Agent should continue to use the number that was initially provided when communication for the voyage commenced with the department at the start of the voyage.</li> <li>• MARS does not allow embedded spaces in the voyage no.</li> <li>• Only uppercase alphanumeric characters are allowed in the voyage number field i.e. A to Z and 0 to 9</li> </ul>
Vessel Compliance Scheme (VCS)	<p>The new reduced intervention scheme based on the principle of capturing the compliant behaviours of Masters and crews. It utilises a demerit point system to improve consistency in decisions and outcomes. Visible to internal and external clients.</p> <p>VCS replaces the PDC (Pratique Documentary Clearance) system.</p>
XML Data file upload	The XML data can be uploaded by Agents into the MARS web application to assist vessel Masters with pre-arrival reporting. An XML Data file is created when the Offline Form is saved as an XML file or the Master selects <b>Send to Agent</b> on the Offline Form. MARS will only accept applications from files saved as XML Data files.



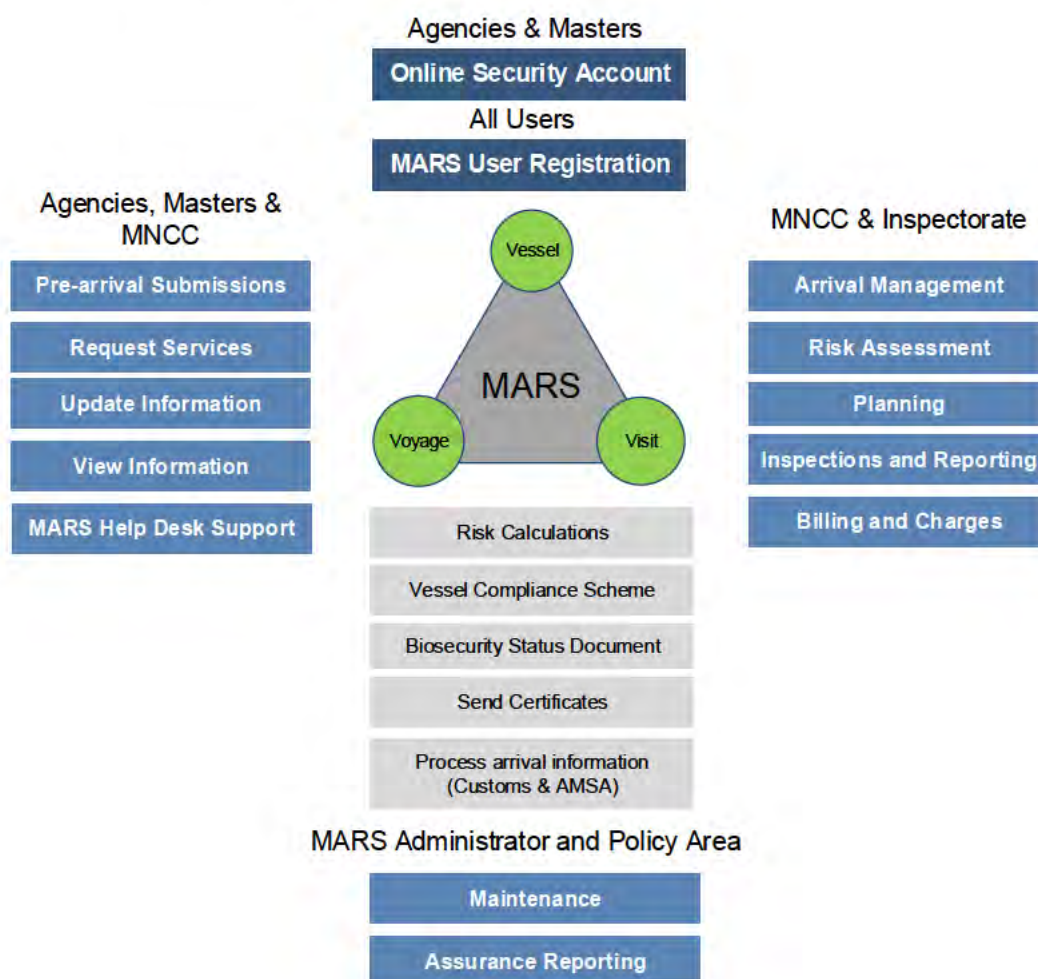
# Maritime Arrivals Reporting System

## What is MARS?

The MARS system is the establishment of a web portal to facilitate the submission of pre-arrival documentation and service requests as required under the *Biosecurity Act 2015*.

Biosecurity legislation defines the mandatory responsibilities of international vessels to report pre-arrival information to the Department of Agriculture and Water Resources. MARS is the only method of electronically reporting pre-arrival requirements for all international vessels.

Functionality within MARS includes automated processing of pre-arrival information; decision support for risk assessments; client communications and arrival management; automated charging; and detailed reporting. To provide context to the scope of MARS, the following diagram identifies the overarching functionalities of MARS based on users.






## Configuring Internet Explorer (IE 11) for MARS Access

---

The steps below guide users on how to configure IE 11 for MARS access.

### Step 1: Configuring Internet Explorer for MARS

1. Use the desktop version of Internet Explorer (Version 11).
2. Click on the Tools icon  and choose Compatibility View Settings,
  - a. Untick "Display intranet sites in Compatibility View" and "Use Microsoft compatibility lists",
  - b. Click close.
3. Click on the Tools icon again and choose Internet options,
  - a. Click on the Privacy tab,
  - b. Under Pop-Up Blocker click on 'Settings',
  - c. Add 'agriculture.gov.au' to list of exceptions.

### Step 2: Creating a bookmark for MARS

1. Copy the MARS Production URL and paste it into the address bar of Internet Explorer, hit enter.
2. Click on the favourites icon (star) and then 'Add to favourites'.
3. Change the name of the link to 'MARS'.
4. Open the favourites list and right-click on the MARS bookmark.
5. Choose 'Properties' and delete the text in the URL field.
6. Copy and paste the MARS Production URL into the URL field.
7. Click OK.

### Step 3: Create a desktop shortcut for MARS

1. Copy the MARS production URL.
2. On the desktop, right click and then choose New, then Shortcut.
3. Paste the MARS Production URL into the shortcut, click next.
4. Change the name of the shortcut to 'MARS'.
5. Click 'Finish'.

**NOTE:** If at any stage you log in to MARS from a Bookmark or Shortcut and the 'blue Oracle' screen appears follow the steps above to edit the URL fields in the Bookmark and Shortcut. The URL must be as specified in the table in the previous section. Contact the MNCC for further assistance if required.

### Step 4: Allowing Pop-ups in IE 11

eForms require the Pop-up blocker in IE 11 to allow pop-ups from the department's websites. By default Pop-ups are blocked by the browser.

1. Click on the Tools icon, then select Internet options from the menu.
2. Select the Privacy tab.
3. In the Pop-up blocker section select settings.
4. In the Add field type: \*.agriculture.gov.au and click Add.
5. Make sure \*.agriculture.gov.au is now in the Allowed sites section.
6. Click Close and then Ok.



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## Clearing Internet Explorer (IE Browser) Cache

---

At times it may be necessary to clear the browser history in IE 11.

**NOTE:** If you are unsure about the steps described below please contact the HP Helpdesk for support.

### To delete browsing history in Internet Explorer 11:

1. In Internet Explorer, select the **Tools** button.
2. Click on Internet options.
3. On the General tab go to Browsing history.
4. Click on Delete.
5. Select all the boxes in the delete Delete Browsing History window.
6. Click on Delete.

## MARS Web Address

---

MARS is a web based application accessed through the department's online customer portal. The customer portal is accessed by entering the following MARS URL in the web browser's address bar:

<https://online.agriculture.gov.au/selfservice>

The User login screen will be displayed:

Home Login

Australian Government  
Department of Agriculture  
and Water Resources

Welcome to the Department of  
Agriculture and Water Resources

User Login

Password

\* ☐ I accept the [terms of use](#)

Log in

[Create an account](#) [Forgotten Password?](#)

For login or registration difficulties, you may contact the department at  
MARS.Administrator@agriculture.gov.au or Telephone: 1300 004 605 or +61 8 8201 6185

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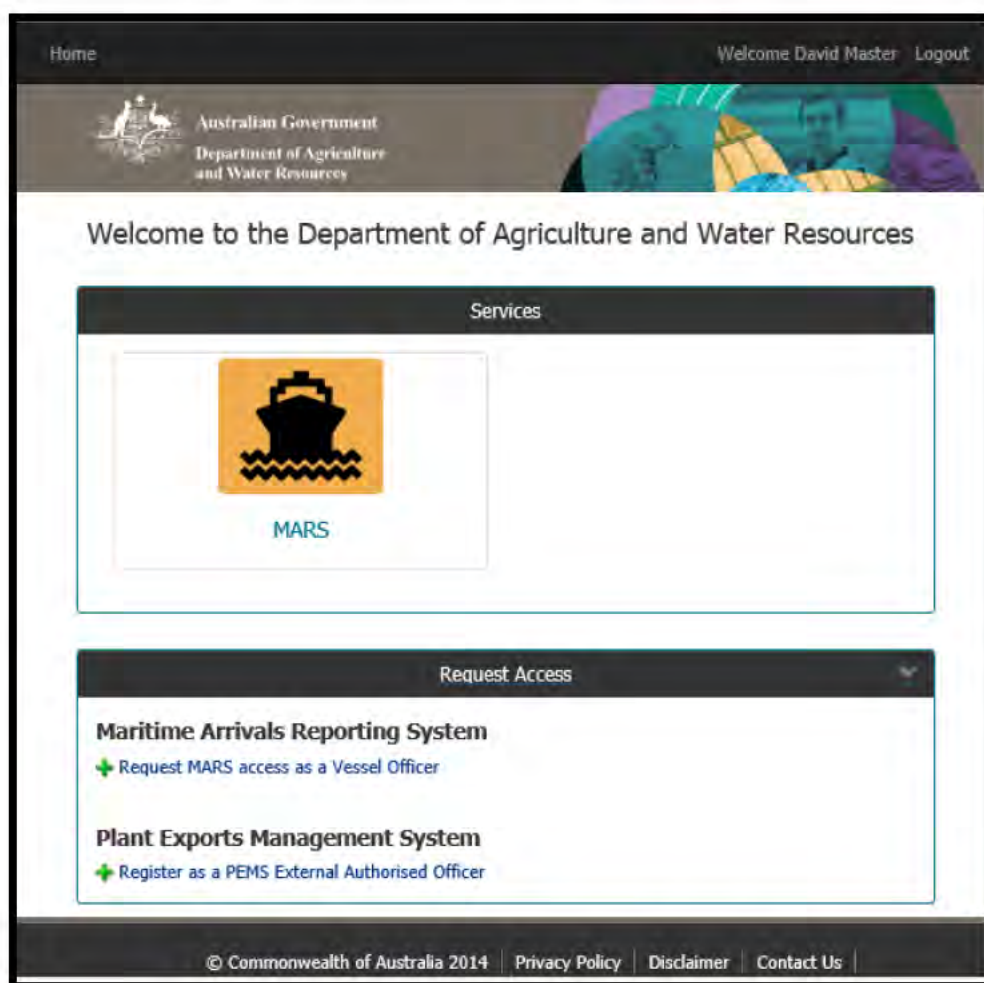



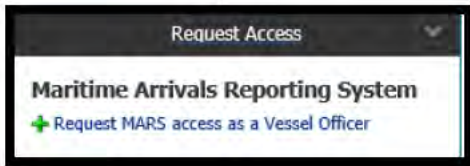


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## Department's Customer Portal

Once a user has created a User Security Account (Chapter 2) and Logs in they will have access to the department's customer portal. The portal hosts all the department's online applications. All potential MARS users are required to request MARS access through the customer portal (Chapter 2). Only after access has been approved will the MARS icon be available for use.



Icon	Details
	<p>Once a user has been approved for MARS access the MARS icon on the left will be visible when they sign on to the department's customer portal. Clicking on this icon opens the MARS application.</p>
	<p>The <a href="#">hyperlink</a> allows the Master of a vessel to request access to MARS.</p>

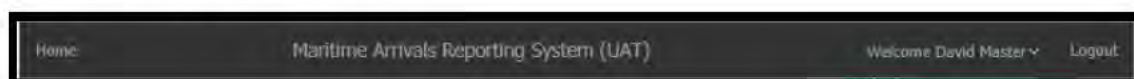
## MARS Home Screen

Once a Master has created a Security Account with a User ID and password and logged in to the department's customer portal (Chapter 2) and has approved MARS access MARS will be available for use. Through the icons and menus on the MARS home screen all MARS functions can be accessed.



The MARS home screen has four main sections:

### MARS Home Screen - Toolbar



**Home** – Clicking on Home will return the user back to the home page of the department's customer portal. From here a user can access MARS, access their profile and request MARS access.

**Maritime Arrivals Reporting System** – Clicking on this [hyperlink](#) will return the user to the MARS home screen. The MARS environment the user is logged in to is displayed in brackets.





**Welcome [User ID]** – Clicking on this [hyperlink](#) will take a user to the Security Account profile screen where the user's profile and password details can be viewed and updated.

**Logout** – Click on the logout button to exit the customer portal and return to the department's website.

## MARS Home Screen - Menu Bar

Submit Applications ▾ Request a Service ▾ Search ▾ Administration ▾

1. **Submit Applications** – From this menu vessel Masters are able to select the report or application they would like to submit. There are four reports/applications that can be completed from this menu.
  - a. Pre-Arrival Report
  - b. Ballast Water Report
  - c. Non First Point of Entry Application
  - d. Human Health Update
2. **Request a Service** – From this menu vessel Masters are able to create service requests for an active voyage in MARS. Masters may select from the following services:
  - a. Crew Change Request
  - b. Sanitation Certificate Request
  - c. Waste Removal Request
  - d. Coastal Strip Request
3. **Search** – Here a Master can search for information regarding the current voyage of the vessel. Masters may search for:
  - a. Visit details
  - b. Reports, Applications and Service Requests that have been submitted
4. **Administration** – Here a Master can view the:
  - a. User details submitted during the Security Account registration process, and
  - b. User security details (Profile entitlements used for troubleshooting purposes)

## MARS Home Screen - Shortcuts

Shortcuts on the MARS home screen give a Master direct access to the MARS applications required for electronic reporting to the department. The shortcuts are alternatives to the drop down menus and list the same menu items. The welcome message identifies the user currently logged in and the vessel they are associated with. Clicking on the [\[Vessel Name and IMO\]](#) hyperlink will take the user to the **Vessel Details** screen.

**NOTE:** If the vessel name displayed on the MARS home screen is **different** to the vessel the Master wants to submit reports/applications for then the Master must refer to the **MARS Vessel Officer Registration** section in this User Guide on how to request access for the new vessel. A Master can only submit electronic reports/applications for the vessel associated with their Security Account User ID.



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## MARS Home Screen - Footer

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The footer contains the department's privacy policy and contact details. It also contains the MARS version number which is important for troubleshooting purposes when contacting the department for assistance.

## MARS Common Buttons and Indicators

The following table lists common buttons and indicators that are used in MARS:

Icon	Description	Function
	Cancel	Generally takes the user back to the previous screen
	Red asterisk	Indicates a mandatory field
	Calendar	Allows a user to select a date and time (if applicable)
	Add Row	Click on the <b>Add Row</b> button to enable data entry fields and add additional rows to grids.
	Delete Row	Allows a user to remove any rows that were added
	Print Function	When using this print function in MARS a pdf document will be created. This pdf can then either be sent to a printer or saved as a file.
	Edit	Allows a user to edit the details of a table or grid.





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## Chapter 2 –MARS User Access

---

Department Security Account Registration

MARS Vessel Master Registration

Department Security Account Maintenance





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## Department Security Account Registration

### Explanatory Notes

All vessel Masters must first register a departmental Security Account which consists of a User ID and password before any departmental online services or applications like MARS can be accessed. Once a User ID has been registered a Master can request access to MARS. MARS access is requested through signing on to the customer portal on the department's website with the User ID that was created. Once approved the Master's User ID is linked to the vessel selected at the time of requesting MARS access.

The User ID and password remains with the Master and must be used to request MARS access again when the Master is assigned to a new vessel. A Master's User ID can only be associated with one vessel at any given time.

### How to do it

The first step to access MARS is to create a departmental Security Account.

1. Access the department's customer portal through the following link:  
<https://online.agriculture.gov.au/selfservice>.
2. The Welcome screen will be displayed. To create a new Security Account, click on the **Create an account** link.

Home Login

Australian Government  
Department of Agriculture  
and Water Resources

Welcome to the Department of  
Agriculture and Water Resources

User Login

Password

\* ☐ I accept the [terms of use](#)

Log in

**Create an account** Forgotten Password?

For login or registration difficulties, you may contact the Department of Agriculture MARS Administrator at  
MARS.Administrator@agriculture.gov.au or Telephone: 1300 004 605 or +61 8 8201 6185

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**and Water Resources**

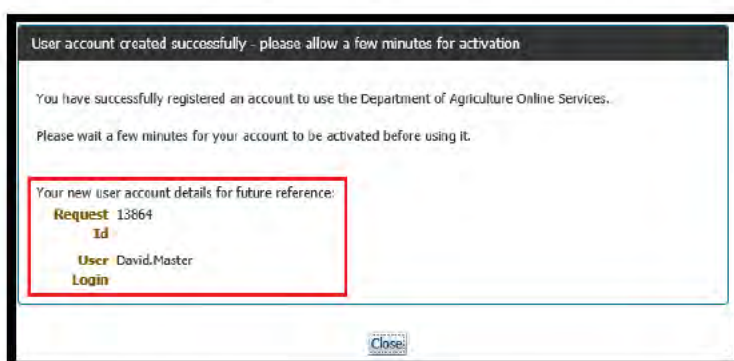
3. The **User Registration** screen will be displayed. Complete all the mandatory fields in this screen. The table below contains specific information for each field. It is important that the guidelines in the table are followed to avoid unnecessary delays in user registration.

**NOTE:** The details entered here will be used to create an online Security Account for the user. Please follow the field content guidelines as indicated in the table below!

Field	Content
First Name	The Master's first name is entered here.
Middle Name	Optional field.
Last Name	The Master's last name.
Mobile	It is recommended that the vessel's telephone number or the Shipping Company's telephone number is entered with the international dialling codes.
E-mail	Enter a valid email address to receive confirmation of the registration.
Confirm E-mail	Re-enter the email address.
<b>The email address used here will be linked to the User ID and cannot be used more than once for registration. It is advisable that the Master use a personal email rather than the vessel's generic email.</b>	
User ID	Masters must create a User ID. The User ID will remain with the Master and must not be passed on to the subsequent Masters.

Field	Content
	<p>User IDs are not case sensitive and must consist of 5 or more characters. The User ID must <b>not</b> contain any spaces. Certain special characters may also be used:</p> <ul style="list-style-type: none"> <li>• Permissible Special Characters (@ % . / _ - )</li> </ul>
 An example of an appropriate User ID: <b>Joe.Blogs</b>	
Password	<p>Passwords are case sensitive and must consist of 10 or more alpha-numeric characters. Passwords must contain a combination of the following characters:</p> <ul style="list-style-type: none"> <li>• One uppercase letter, and</li> <li>• One lowercase letter, and</li> <li>• One digit.</li> </ul> <p>Passwords do not expire; however, it is good practice to change passwords every 30 days.</p>
Confirm Password	Re-enter the password.
 <b>Incorrectly entered passwords will lock the user's account for 1 hour after 5 unsuccessful attempts have been made.</b>	
Challenge Questions	<p>A minimum of 5 challenge questions must be selected. The same challenge question may not be selected more than once. Answers to the challenge questions are <b>not</b> case sensitive. It is recommended to use a <b>single</b> word for the answer to the challenge question.</p>

- Once all the mandatory fields have been completed tick the box to **accept the terms of use**.
- Click on the **Register** button to register the User ID and password with the department.
- When the registration details have been submitted a message will be displayed stating that the user account was created successfully. Account activation will take a few minutes.



**NOTE:** Write down the Request ID and the User Login. These details are required if the Help desk is contacted to resolve registration issues.

- Click on the **Close** button to return to the **Log In** screen. Enter your User ID and password and click **Log In** to access the customer portal.

**What is Next:** You have successfully created a Security Account with User Id and Password to access the department's customer portal. However, at this stage you do not have MARS access. The next step will be to request MARS access as a Vessel Officer.



## MARS Vessel Master Registration

### Explanatory Notes

All vessel representatives (Masters) must have access to the department's customer portal in order to submit reports and applications using MARS. The Master must log in to the department's customer portal with the User ID and password they registered.

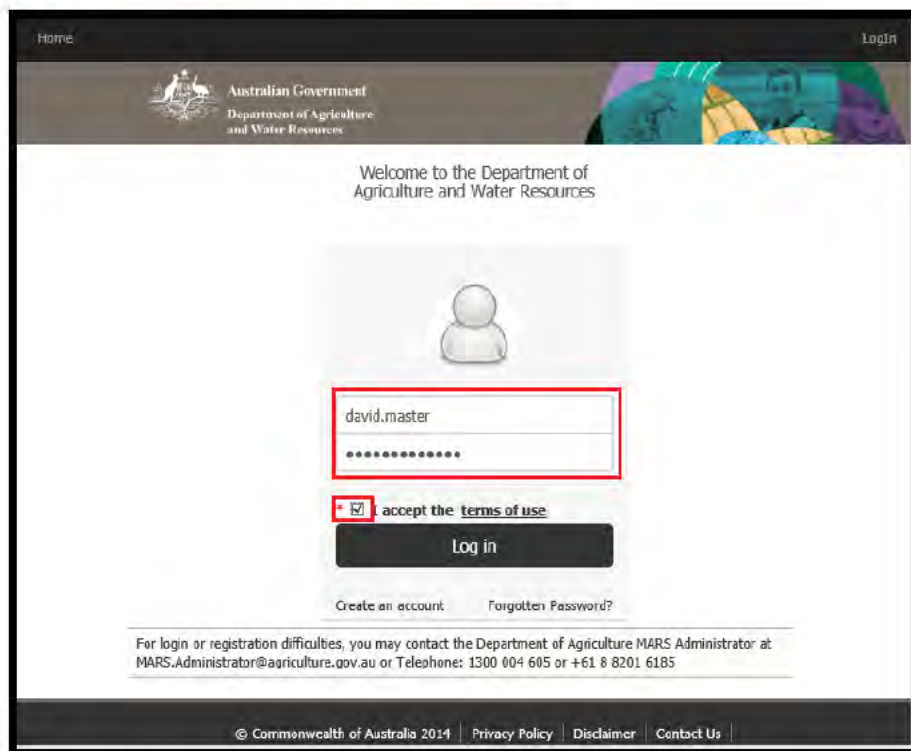
From the customer portal the second step is to request MARS access as a Vessel Officer. Once approved by the nominated port Agency the Master can submit pre-arrival documentation directly into MARS.

MARS access requests in most circumstances will be sent to and approved by the vessel's port Agent. If the Agent isn't known or cannot be found during the request or the vessel will arrive in Australia within 48 hours then the department will action the Master's access request.

### How to do it

1. Access the department's customer portal through the following link.

<https://online.agriculture.gov.au/selfservice>



Home Login

Australian Government  
Department of Agriculture  
and Water Resources

Welcome to the Department of  
Agriculture and Water Resources

Username: david.master

Password: .....

☒ I accept the [terms of use](#)

Log in

[Create an account](#) [Forgotten Password?](#)

For login or registration difficulties, you may contact the Department of Agriculture MARS Administrator at  
MARS.Administrator@agriculture.gov.au or Telephone: 1300 004 605 or +61 8 8201 6185

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2. Enter the User ID and password.
3. Read and accept the terms of use, and click **Log In**.
4. Expand the **Request Access** section of the customer portal and select **"Request MARS access as a Vessel Officer"**.



Home Welcome David Master Logout

Australian Government  
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and Water Resources

Welcome to the Department of Agriculture and Water Resources

Services

Request Access

Maritime Arrivals Reporting System

[Request MARS access as a Vessel Officer](#)

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5. Complete all the mandatory fields in the request screen. Detailed descriptions of the field contents are in the table below:

Request MARS access as a Vessel Officer

**Vessel Details**

\* Vessel Name  IMO

Country of Registration  Registration/Official #  Call Sign

**Please enter these additional contact details**

\* Phone number  Fax number

**Agency details**




You must select an agency to approve you to be the Vessel Officer in MARS. Type a few characters and then choose the agency from the resulting list.

Agency Name

☐ I do not have an agency to represent me OR I cannot find the agency that represents me

☐ I will be arriving in Australia in the next 48 hours



Field	Content
Vessel Name	Enter the official full vessel name taken from the Ship's Particulars.
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a 7 digit numeric identifier.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Registration/Official#	This is a optional field and mainly used for craft without an IMO number or call sign.
Call Sign	Enter the Call Sign for the vessel.
 <b>At least one of the IMO or the Country of Registry or the Regsitartion/Official# or Call Sign must be provided.</b>	
Phone Number	This is the telephone number of the vessel or the shipping company responsible for the vessel. Include all international dialling code.
Fax Number	The fax number is optional. If included ensure the international dialing code is included.
Agency Name	Type the first three letters of the Agency name and then select the correct Agency from the drop down list.
I do not have an Agency to represent me OR I cannot find the Agency that represents me	Tick this box if you cannot find the Agency name or you do not have an Agency or do not know the name of the Agency representing the vessel at the first port of entry to Australia.
 <b>If this box is ticked the request for MARS access will be sent to the department for approval.</b>	
I will be arriving in Australia in the next 48 hours	Tick this box if the vessel will be arriving within the next 48 hours at an Australian port.
 <b>If this box is ticked the request for MARS access will be sent to the department for approval.</b>	

6. Click on **Submit**. The access request will now be sent to the Agency nominated in the request. The message below is displayed if the request was submitted successfully:

**Registration request submitted successfully**

Your application to access MARS as a vessel officer has been submitted and is available for assessment by the MARS Agency Administrator(s) at Dave Smith Shipping..

You will receive an email once the assessment has been done.

Your Request ID is **13869**

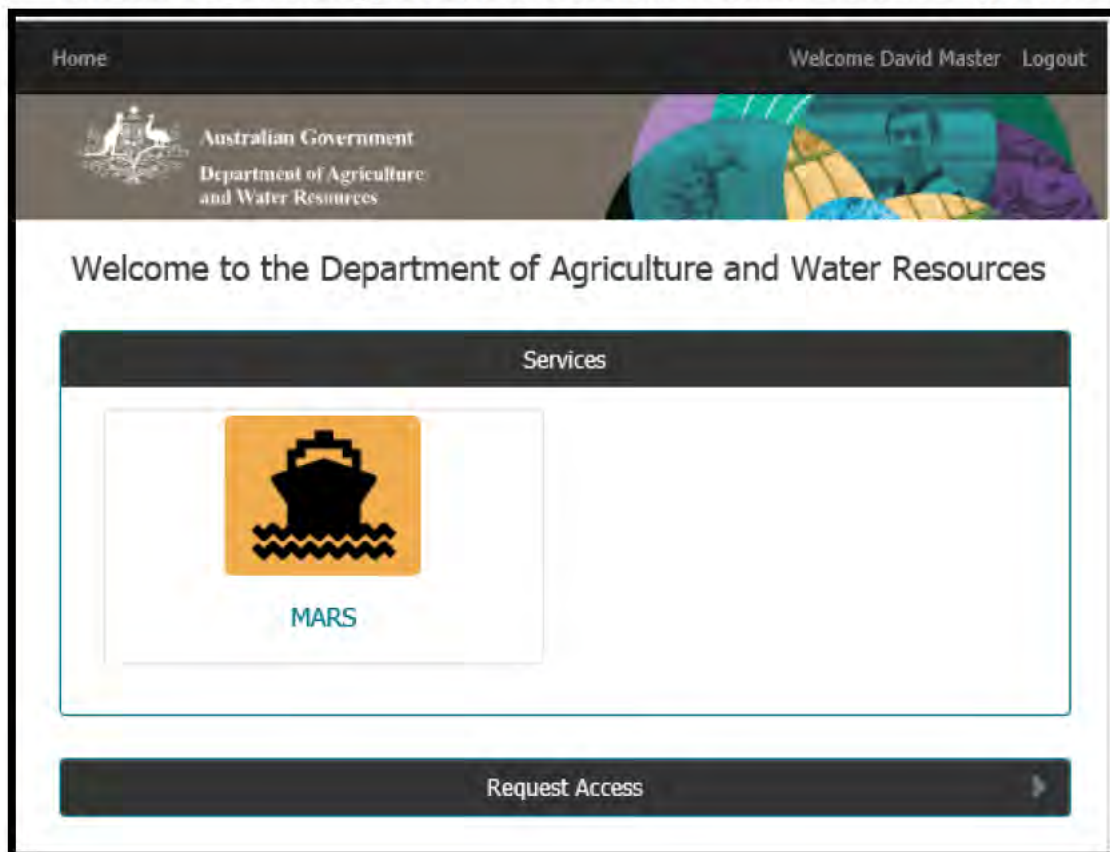
If you have not received a response after 48 hours you may send an email to [mars.administrator@agriculture.gov.au](mailto:mars.administrator@agriculture.gov.au).

[Go back to Home](#)



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Department of Agriculture  
and Water Resources

7. Vessel access requests will either be approved or rejected. The Master will receive an email explaining the reasons for rejection or an approval notice.
8. For first time MARS access Log In to the department's customer portal with the User ID and password.
9. If the access request was approved the MARS icon will be available under the **Services** heading





## Department Security Account Maintenance

All external users are able to manage their own Security Account details and passwords. This includes re-setting a forgotten password, changing a password and updating security account profile details.

### Reset a Forgotten Password

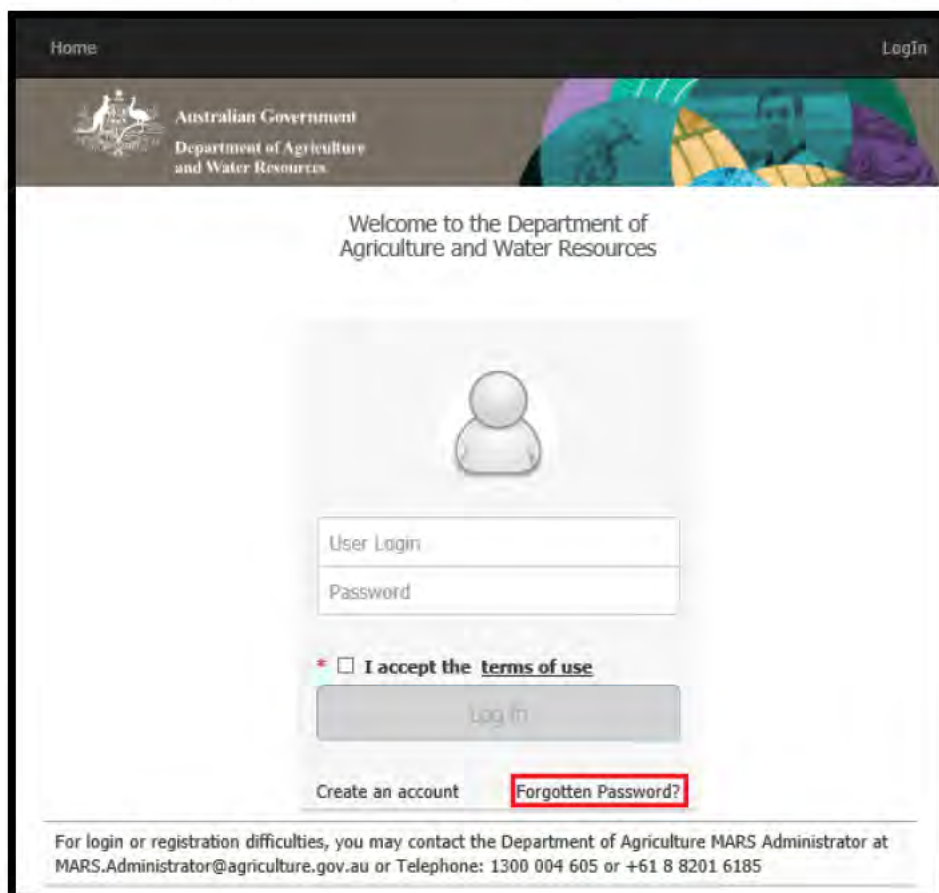
#### Explanatory Notes

When a user forgets their password they are able to reset their password by following the steps in this section of the User Guide. To reset a password the user must have access to their User ID and the answers to the challenge questions that were configured during the initial security account registration process.

#### How to do it

When a password has been forgotten then the **“Forgotten Password”** function must be used.


1. Access the department’s customer portal through the following link:  
<https://online.agriculture.gov.au/selfservice>.
2. The **Welcome** screen will be displayed. Click on the **Forgotten Password** link.



Home Log In

Australian Government  
Department of Agriculture  
and Water Resources

Welcome to the Department of  
Agriculture and Water Resources



User Login

Password

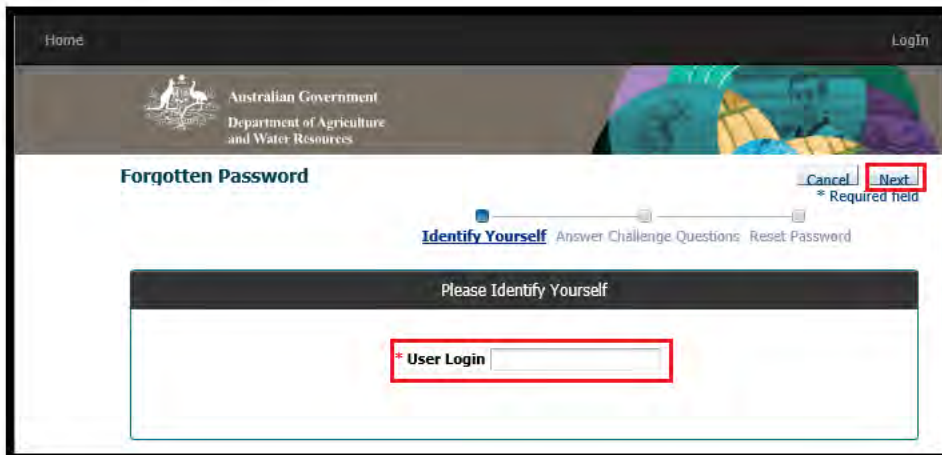
☐ I accept the [terms of use](#)

Log In

Create an account Forgotten Password?

For login or registration difficulties, you may contact the Department of Agriculture MARS Administrator at  
MARS.Administrator@agriculture.gov.au or Telephone: 1300 004 605 or +61 8 8201 6185

3. Enter the **User Login** (User Id), and click on the **Next** button.



Home Login

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and Water Resources

### Forgotten Password

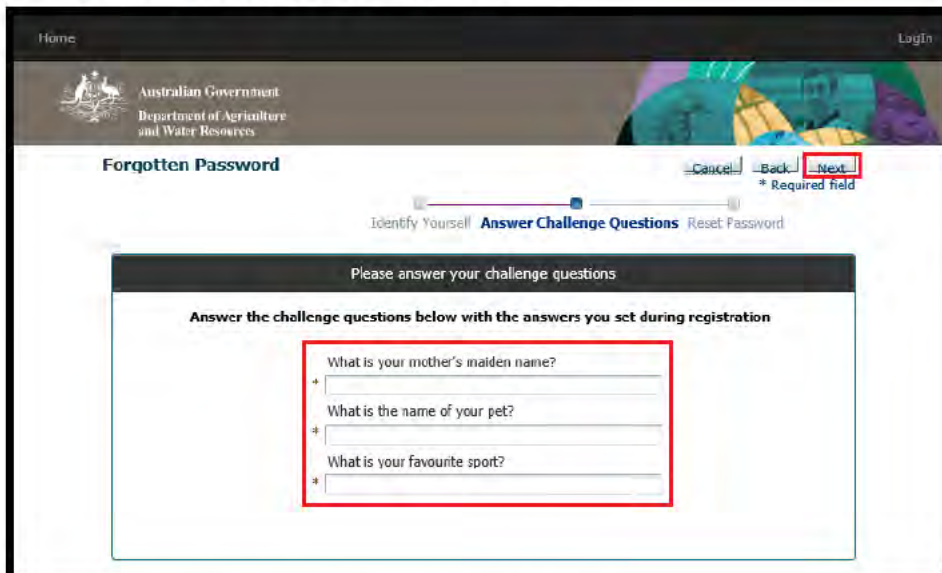
Cancel Next  
\* Required field

Identify Yourself Answer Challenge Questions Reset Password

Please Identify Yourself

\* User Login

4. Answer the challenge questions with the answers that were set during the Security Account registration process. Click on the **Next** button.



Home Login

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### Forgotten Password

Cancel Back Next  
\* Required field

Identify Yourself Answer Challenge Questions Reset Password

Please answer your challenge questions

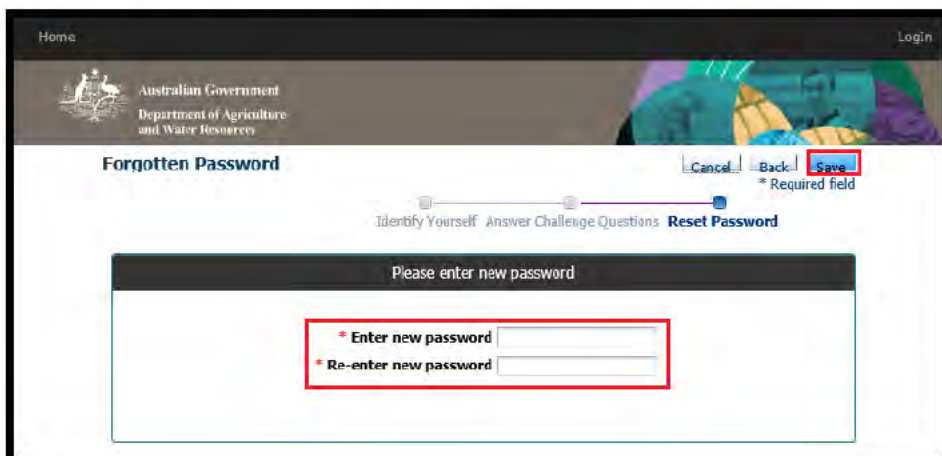
Answer the challenge questions below with the answers you set during registration

What is your mother's maiden name?  
+

What is the name of your pet?  
+

What is your favourite sport?  
+

5. Enter the new password. Click on the **Save** button.



Home Login

Australian Government  
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and Water Resources

### Forgotten Password

Cancel Back Save  
\* Required field

Identify Yourself Answer Challenge Questions Reset Password

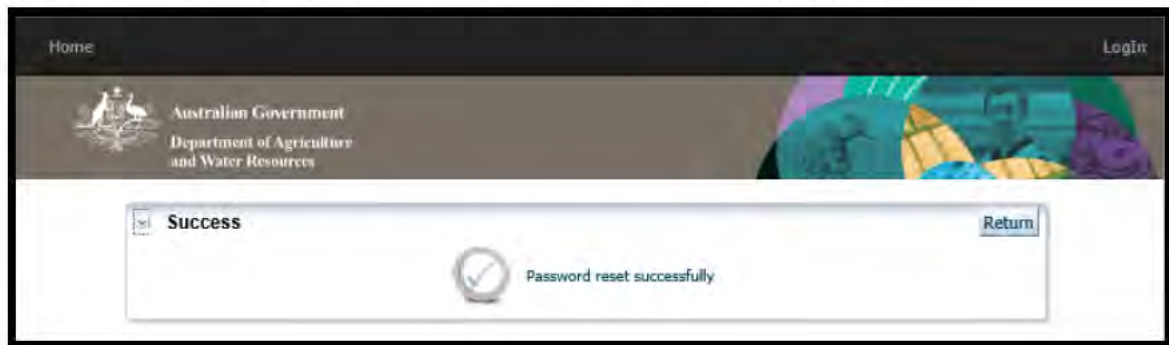
Please enter new password

\* Enter new password

\* Re-enter new password



6. If the process was successful then the **Success** screen will be displayed.



7. The password has now been reset. Click on the **Return** button to return to the **Log In** screen.

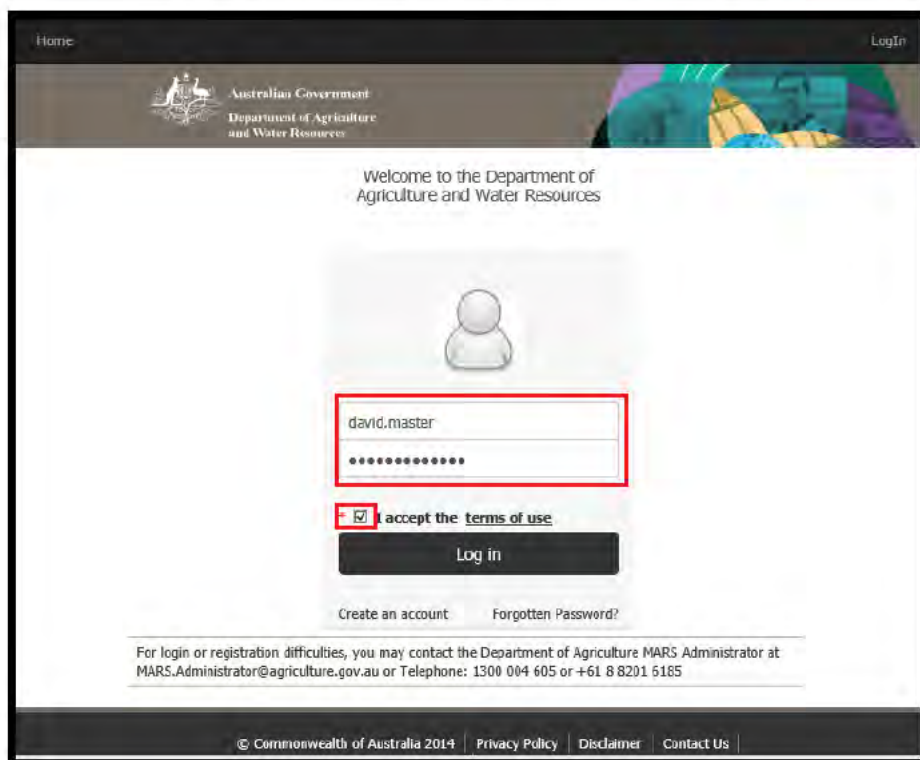
## Change a Password

### Explanatory Notes

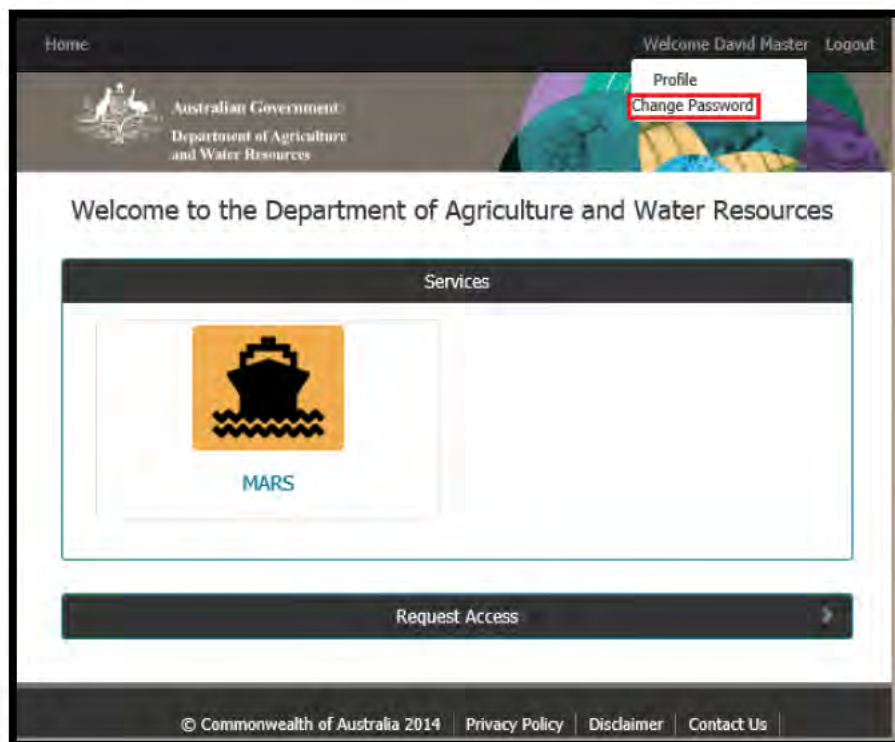
Password changes are not enforced by the department. However, it is good practise to change a password from time to time. The steps below outline the password change process.

### How to do it

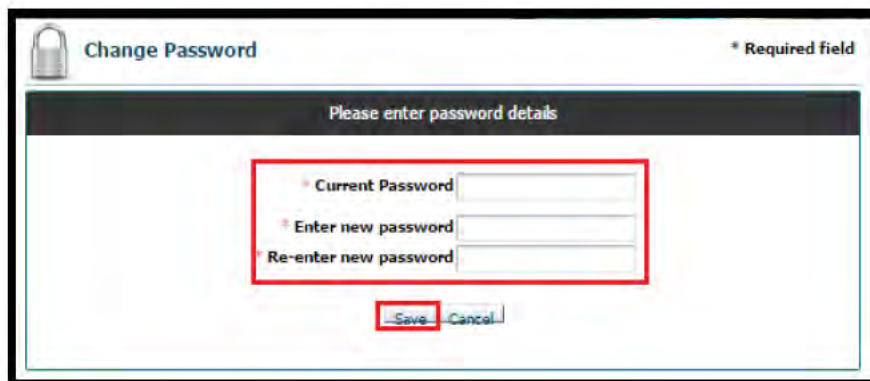
1. Access the department's customer portal through the following link:  
<https://online.agriculture.gov.au/selfservice>.
2. The **Welcome** screen will be displayed.
3. Enter the **User ID** and password, read and accept the **terms of use** and click **Log In**.



4. The department's customer portal home page is displayed. Click on the **Welcome [User ID]** link at the top right of the page and select **Change Password**.



5. Enter the current password and then the new password. Click on **Save**



6. The password has now been changed.





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## Security Account Profile Update

### Explanatory Notes

A user is able to update the Security Account details through the **My Profile** screen accessed from the **Welcome [User ID]** link in the department's customer portal when signed in.


### How to do it

1. Access the department's customer portal through the following link:  
<https://online.agriculture.gov.au/selfservice>.
2. The **Welcome** screen will be displayed.
3. Enter the **User ID** and password.
4. Read and accept the **terms of use** and click **Log In**.

Home Log In

Australian Government  
Department of Agriculture  
and Water Resources

Welcome to the Department of  
Agriculture and Water Resources



david.master

.....

☒ I accept the [terms of use](#)

Log in

[Create an account](#) [Forgotten Password?](#)

For login or registration difficulties, you may contact the Department of Agriculture MARS Administrator at  
MARS.Administrator@agriculture.gov.au or Telephone: 1300 004 605 or +61 8 8201 6185

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5. Click on the **Welcome [User Name]** link at the top right of the page and select **Profile** from the drop down menu.



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and Water Resources

Home Welcome David Master Logout

Australian Government  
Department of Agriculture  
and Water Resources

Profile  
Change Password

Welcome to the Department of Agriculture and Water Resources

Services

MARS

Request Access

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6. Update the profile details as required and click on the **Update** button.

My Profile

User Login DAVIDAGENT

\* Required field

Basic Information

\* First Name David

Middle Name

\* Last name Agent

Mobile

\* E-mail davidagent@mail.com

\* Confirm E-mail davidagent@mail.com

\* Phone 0882016187

Fax

My Access

MARSAgencyRep

Select your challenge questions and answers

The challenge questions and answers are used if you forget your password and need to reset it.

\* Question 1 What is your mother's maiden name? ▼

\* Question 2 What is the city of your birth? ▼

\* Question 3 What is your favorite color? ▼

\* Question 4 What is the name of your pet? ▼

\* Question 5 What is the name of your favourite teacher? ▼

\* Answer 1 name

\* Answer 2 birth

\* Answer 3 color

\* Answer 4 pet

\* Answer 5 teacher

Update Return

7. The user profile has now been updated with the changes.





Australian Government  
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## Chapter 3 – MARS Reports and Applications

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Pre-Arrival Report (PAR)

Ballast Water (BW) Report

Non First Point of Entry (NFP) Application

Human Health Update





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## Pre-Arrival Report (PAR)

### Explanatory Notes

The PAR allows the Master to report pre-arrival information to the department. The PAR includes information about the vessel, the itinerary, sanitation status, human health risks and biosecurity risks on board. All commercial vessels must submit a PAR 96-12 prior to arrival in Australia.

The PAR can be accessed either from the **Submit Applications** drop down menu or by clicking on the **Pre-Arrival Report** shortcut on the MARS home screen. Reports may either be completed manually in MARS by direct data entry or by uploading a saved XML data file. Both options are described in the steps below.

Masters may elect to submit a PAR directly to their port Agent using the department's Offline Forms. Quick Reference Guides on how to complete Offline Forms are available on the department's website [www.agriculture.gov.au](http://www.agriculture.gov.au).

### How to do it

Open the **Pre-Arrival Report** from the MARS home screen. To complete an application each tab must be completed in order of appearance.

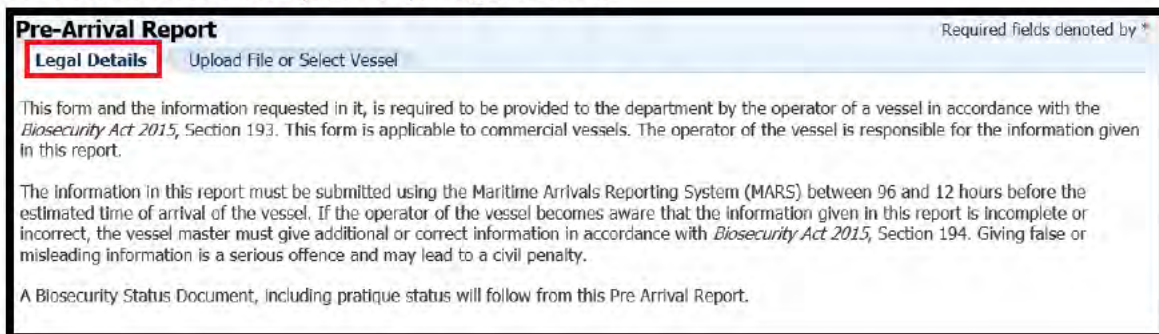


### Legal Details

The **Legal Details** tab references the relevant sections of the Biosecurity Legislative Framework that relate to the application.



There are no fields that require completing on this tab.



**Pre-Arrival Report** Required fields denoted by \*

**Legal Details** Upload File or Select Vessel

This form and the information requested in it, is required to be provided to the department by the operator of a vessel in accordance with the *Biosecurity Act 2015*, Section 193. This form is applicable to commercial vessels. The operator of the vessel is responsible for the information given in this report.

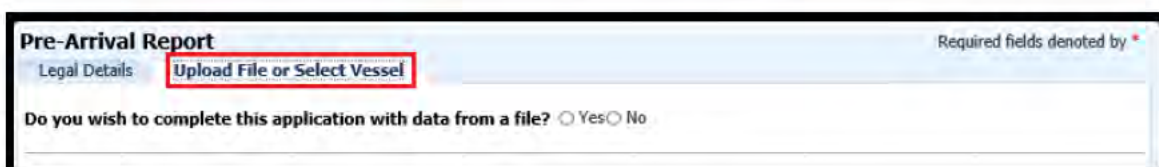
The information in this report must be submitted using the Maritime Arrivals Reporting System (MARS) between 96 and 12 hours before the estimated time of arrival of the vessel. If the operator of the vessel becomes aware that the information given in this report is incomplete or incorrect, the vessel master must give additional or correct information in accordance with *Biosecurity Act 2015*, Section 194. Giving false or misleading information is a serious offence and may lead to a civil penalty.

A Biosecurity Status Document, including pratique status will follow from this Pre Arrival Report.

## Upload File or Select Vessel

The 'Upload File or Select Vessel' tab provides the user with an option to complete a PAR using data from a saved XML Data file.

**NOTE:** XML Data files are created by the Pre-Arrival Report PDF Offline Form.



**Pre-Arrival Report** Required fields denoted by \*

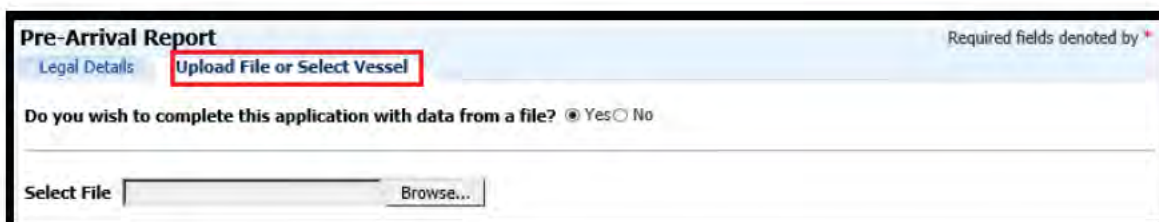
**Legal Details** **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☐ Yes ☐ No

**NOTE:** To save time in completing a PAR a Master may complete the PAR Offline Form and then save the file for future use. The Offline Form will be saved as an xml file. This xml file is the only file type that can be used in MARS where the option is given to select data from a file.

## Upload a PAR to MARS from a Saved XML Data file

1. To complete a PAR using data from an XML file answer 'Yes' to the question 'Do you wish to complete this application with data from a file?' Click on the 'Browse' button and navigate to the location where the file is saved on the computer. Once the file is selected the data will be automatically uploaded to MARS.



**Pre-Arrival Report** Required fields denoted by \*

**Legal Details** **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

Select File  Browse...

2. Click through each of the tabs in sequential order to verify that there aren't any validation errors and that the correct Agency or Agencies have been nominated in the **Voyage Details** tab.

**NOTE:** For more detailed descriptions of each tab in the PAR refer to the sections below.



## Complete a manual PAR in MARS

1. If no XML data is available select '**No**' to the question '**Do you wish to complete this application with data from a file?**' and complete a new PAR using the MARS interface.
2. The **Vessel Particulars** tab will be displayed and all the vessel details will be completed as configured in MARS.

**NOTE:** The Master will only be able to submit a PAR for the vessel associated with their User ID. If the vessel displayed is not the vessel the Master wants to submit a PAR for then the Master must refer to the **MARS Vessel Registration** section of this User Guide on how to register the vessel.


The PAR must be completed in one session. If a timeout occurs the information will not be saved and the user will have to start the application from the beginning.

### Vessel Particulars

This tab is used to complete the Vessel Particulars. It contains both mandatory and optional fields. All **mandatory\*** fields must be completed before you can navigate away from this tab.

Field	Content
Vessel Name	Enter the vessel name as it appears on the Ship's Particulars.
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier. For vessels with an IMO the IMO filed is mandatory.
Tick this if the vessel does NOT have an IMO	Some vessel types may not have an IMO. This box must be selected in those circumstances and one of the Call Sign or Registration/Official# must be supplied.
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official#	This is a non-mandatory field for vessels without an IMO.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choose the appropriate vessel type.



Field	Content
Master's Name	Enter the Master's name.
Year Built	Enter the year the vessel was built.
Gross Tonnage	Enter the vessels gross tonnage. This is a non-mandatory field.
Net Tonnage	Enter the vessels net tonnage. This is a non-mandatory field.
Length Overall (LOA-metres)	Enter the vessels overall length in metres.
Crew Capacity	Enter the total number of crew the vessel can accommodate. This is a non-mandatory field.
Passenger Capacity	Enter the total number of passengers the vessel can accommodate. This is a non-mandatory field.
Cargo Holds	Enter how many cargo holds the vessel has. This is a non-mandatory field.
Cargo Decks	Enter how many cargo decks the vessel has. This is a non-mandatory field.
Cargo Tanks	Enter how many cargo tanks the vessel has. This is a non-mandatory field.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.
	Clicking on the cancel button on any of the tabs will close the PAR application and all details will be lost.

## Arrival Details

This screen allows the user to enter voyage related details including the vessel's itinerary while in Australia. It also allows the user to nominate Agency details. This screen contains both mandatory \* and optional fields. Navigation away from this screen can only be done once all the mandatory fields have been completed.

**NOTE:** Data entry fields are type assisted. At least 3 letters of the full Agency or port name must be entered before a drop down list will appear. If the responsible Agency does not appear contact the Agent.



Field	Content																	
<div> <div>Pre-Arrival Report</div> <div> Legal Details Vessel Particulars <b>Arrival Details</b> Sanitation Human Health Biosecurity Declaration and Submit </div> <div>Required fields denoted by *</div> </div> <div> <div> * Voyage # V1000 </div> <div> * Last Port of Call Name KEPPEL WHARVES (SINGAPORE) </div> </div> <div> <div>Australian Ports of Call</div> <div> <div>First Port of Call Details</div> <div> <div> * First Port of Call PORT ADELAIDE </div> <div> * Estimated Arrival/Anchorage Date/Time 13/07/2016 13:43 </div> <div> Estimated Departure Date/Time </div> </div> <div> Berth name </div> <div> Berth Date/Time </div> </div> <div> Will the vessel berth at the first port of call? * <input checked="" type="radio"/> Yes <input type="radio"/> No  (Answer YES if the vessel will berth at the first port of call. Answer No if the vessel will ONLY bunker/refuel or do a ship to ship transfer away from the berth and not come in to berth at all) </div> <div> Subsequent Australian Ports of Call </div> <div> + Add Port </div> <table border="1"> <thead> <tr> <th>* Port</th> <th>* Arrive/Anchorage Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>MELBOURNE</td> <td>29/07/2016</td> <td></td> </tr> </tbody> </table> </div> <div> <div>Agency Details</div> <div>For each port of call please provide the agency details. You must provide details of the port and billing agency for the first port of call.</div> <table border="1"> <thead> <tr> <th>Port</th> <th>Port Agency</th> <th>Billing Agency</th> <th>Crew Agency</th> </tr> </thead> <tbody> <tr> <td>PORT ADELAIDE-13/07/2016</td> <td>Dave Smith Shipping</td> <td>Dave Smith Shipping</td> <td>Type 3 characters to search...</td> </tr> <tr> <td>MELBOURNE-29/07/2016</td> <td>Dave Smith Shipping</td> <td>Dave Smith Shipping</td> <td>Type 3 characters to search...</td> </tr> </tbody> </table> </div> <div> Cancel </div>	* Port	* Arrive/Anchorage Date	Action	MELBOURNE	29/07/2016		Port	Port Agency	Billing Agency	Crew Agency	PORT ADELAIDE-13/07/2016	Dave Smith Shipping	Dave Smith Shipping	Type 3 characters to search...	MELBOURNE-29/07/2016	Dave Smith Shipping	Dave Smith Shipping	Type 3 characters to search...
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<p> <b>Add Port</b></p>	<p>Click on the <b>Add Port</b> button to enable the data entry fields. Use this button to add all the subsequent ports the vessel will visit in Australia during the current voyage.</p>																		
Port	Enter the subsequent Australian Port the vessel will visit.																		
Arrive/Anchorage Date	Use the calendar icon to select the estimated date the vessel will arrive/anchor.																		
	Use this button to delete any subsequent ports that were added by mistake.																		
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Port	This field will automatically pre-populate with information entered by the user in the 'First Port of Call' and 'Subsequent Australian Ports of Call' fields.																		
<p> <b>Entering the Port Agency for each Australian Port is mandatory. If the Billing and Crew Agency fields are not completed MARS will assume that the Port Agency is also the Billing and Crew Agency for that port.</b></p>																			
Port Agency	For each port enter the Port Agency that will represent the vessel at the port.																		
Billing Agency	For each port enter the Agency nominated by the Master of the vessel to facilitate payment of accounts at the listed port.  Any invoices for the listed port (except crew change activities) will be billed to this Agency.																		
Crew Agency	For each port enter the Agency nominated by the Master of the vessel to facilitate crew changes at the listed port. Any crew change activities at the listed port will be billed to this Agency.																		



## Sanitation

This screen is used to report the vessel's **Ship Sanitation Certificate (SSC)** details. Masters may also attach a copy of the SSC to the application. If a new SSC is required the inspection can be requested in this screen.

Field	Content
	<div> <div> <b>Pre-Arrival Report</b> Legal Details Vessel Particulars Arrival Details <b>Sanitation</b> Human Health Biosecurity Declaration and Submit </div> <div> <p>Required fields denoted by *</p> <p><b>Sanitation Certificate</b></p> <p>* <b>Certificate Type</b></p> <div> <input type="text"/> </div> <p>* <b>Port of Issue</b></p> <div> <input type="text"/> </div> <p>Type 3 characters to search</p> <p>* <b>Issue Date</b></p> <div> <input type="text"/> </div> <p>Please attach a copy of your sanitation certificate <a href="#">Attach sanitation certificate</a></p> <p>Will the vessel require a new sanitation certificate? * <input type="radio"/> Yes <input type="radio"/> No</p> </div> </div>
Certificate Type	<p>The certificate type can be selected by clicking on the down arrow and choosing the appropriate type. Four options are displayed:</p> <p><b>Control Certificate</b></p> <p><b>Extension Certificate</b></p> <p><b>Exemption Certificate</b></p> <p><b>Not applicable</b></p> <p>If the vessel does not have a sanitation certificate the Master should select the '<b>Not applicable</b>' option. Selecting this option will automatically remove some of the mandatory sanitation screen fields.</p> <p>If the vessel has a <b>Control Certificate</b> in place an additional field will auto-populate. The Master must consult the original Control Certificate to note the reason the certificate was issued for. The Master must provide '<b>Control Details</b>' by clicking on the down arrow and selecting the most applicable option: <b>Documentation; Human Health; Rodents vector; Other; Mosquito Vector.</b></p>
	<p><b>It is very important the Master ensures the vessel complies with the conditions stated on the Control Certificate to manage the associated risks. Breaches may apply for not following the instructions on the Control Certificate.</b></p>
Port of Issue	Enter the port where the Ship Sanitation Certificate was issued.
Issue Date	Enter the date the Ship Sanitation Certificate was issued.
	<div> <p>Please attach a copy of your sanitation certificate <a href="#">Attach sanitation certificate</a></p> </div> <div> <p>Please attach a copy of your sanitation certificate <input type="text"/> <a href="#">Browse...</a></p> </div>





Field	Content
<div> Please attach a copy of your sanitation certificate SANITATION CERTIFICATE.docx Update... View sanitation certificate </div>	
Attaching a sanitation certificate	<p>Sanitation certificates can be attached to the PAR by selecting the <b>'Attach sanitation certificate'</b> button. Select the <b>'Browse'</b> button and navigate to the location where the certificate is saved.</p> <p>Once the certificate is attached, additional documents can be added by selecting the <b>'Update'</b> button and repeating the steps above. Additional documents will need to be attached if the original certificate was not scanned into one document. Attached documents can be viewed by selecting the <b>'View sanitation certificate'</b> hyperlink.</p>
Will the vessel require a new sanitation certificate?	<p>Answer <b>'Yes'</b> if the vessel requires a Ship Sanitation Certificate to be issued when it arrives in Australia. This will automatically queue a Ship Sanitation Certificate Inspection for the vessel.</p> <p>Answer <b>'No'</b> if the vessel has a valid certificate.</p>
<div>  In Australia Ship Sanitation Certificates may only be issued at a Declared Port. Please consult the department's website for a list of Declared Ports. </div>	

## Human Health

This screen is used to report on the health status of the passengers and crew on-board the vessel.

Field	Content
<div> <div> Pre-Arrival Report Legal Details Vessel Particulars Arrival Details Sanitation Human Health Biosecurity Declaration and Submit </div> <div> Required fields denoted by * </div> <div> * 1) Have any persons died on board during the current voyage? Yes No </div> <div> * 2) Have any persons become ill or shown signs of illness in the past 14 days? Yes No </div> </div>	
Have any persons died on board during the current voyage?	<p>If the users answers <b>'Yes'</b> additional fields will be displayed.</p> <p>Refer to the section titled <b>'Question 1 Details'</b> below.</p>
Have any persons become ill or shown signs of illness in the past 14 days?	<p>If the users answers <b>'Yes'</b> additional fields will be displayed.</p> <p>Refer to the section titled <b>'Question 2 Details'</b> below.</p>

### Question 1 Details

When a death is reported additional information must be provided regarding the death. The user must advise how many deaths occurred during the current voyage and the suspected cause(s) of death.

\* 1) Have any persons died on board during the current voyage?
Yes No

\* 1.1) How many persons died?

\* 1.2) Cause or suspected cause of death:
☒ Accident
☐ Illness
☐ Other



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## Question 2 Details

When an illness is reported, the Master must answer all subsequent illness questions. These include illness symptoms. Answering some questions may open up extra text fields requiring additional information. These fields are mandatory and must be completed.

\* 2) Have any persons become ill or shown signs of illness in the past 14 days? ☒ Yes ☐ No

How many persons

If **Question 2** is answered 'Yes' then additional health questions will be displayed about the ill person's symptoms (**Question 2.1**). For each symptom question that is answered 'Yes' a text box will be displayed where the number of persons affected must be entered. All health questions are mandatory.

2.1) Is any person on board the vessel displaying any of the following symptoms?

2.1.1) Temperature over 38C (if no thermometer is available, any person suspected of having a temperature should be reported) ☒ Yes ☐ No  
How many persons

2.1.2) Acute unexplained non-itchy skin rashes or lesions, and non-itchy rashes or lesions caused by illness or exposure to hazardous agents (but not heat rashes, dermatitis, eczema, or similar common skin conditions) ☐ Yes ☐ No

2.1.3) Muscle aches, diarrhoea, severe headaches or vomiting (but not vomiting caused by inebriation or motion sickness) ☐ Yes ☐ No

2.1.4) Severe bruising or bleeding from the nose, ears, eyes, mouth, anus or skin (but not if the person is predisposed to nosebleeds or haemorrhoids, or has cuts and abrasions) ☐ Yes ☐ No

2.1.5) Glandular swelling in the armpits or neck ☐ Yes ☐ No

2.1.6) Prolonged loss of consciousness where a person cannot be roused (but not loss of consciousness caused by consumption of alcohol, drugs or medications, fainting or sleeping) ☐ Yes ☐ No

2.1.7) Persistent coughing and difficulty breathing with no apparent cause and no history or similar symptoms (but not persistent coughing and difficulty breathing caused by asthma, heart disease, obesity, chronic bronchitis or emphysema) ☐ Yes ☐ No

2.1.8) Except in the case of a person with restricted mobility or an otherwise healthy young child- an inability to disembark from a vessel without assistance ☐ Yes ☐ No

2.1.9) Yellowing of the skin/whites of the eyes ☐ Yes ☐ No

Answer **Question 2.2** and all sub questions about the ill person's travel history. For each symptom question that is answered 'Yes' a text box will be displayed where the number of persons affected must be entered. All health questions are mandatory.

2.2) Has the ill person(s) on board:

2.2.1) Been in contact with birds/bird products/someone suspected/confirmed of having Avian Influenza in the last 14 days? ☐ Yes ☐ No

2.2.2) Eaten raw poultry/raw poultry products in the last 14 days? ☐ Yes ☐ No

2.2.3) Handled samples suspected of containing Avian Influenza virus in the last 14 days? ☐ Yes ☐ No

2.2.4) Travelled Africa, South/Central America or the Caribbean in the last 6 days and do not have a valid yellow fever vaccination certificate? ☐ Yes ☐ No

2.2.5) Been in Africa in the last 21 days? ☐ Yes ☐ No

2.2.6) Been in contact with camels or bodily fluids from a camel, including having been coughed or sneezed on by a camel, or drunk raw camel milk or consumed camel meat in a country in the Middle East? ☐ Yes ☐ No





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**NOTE:** In addition to the questions above Cruise vessels must also report any Gastro-intestinal illness. Answer **Question 2.3** and all sub questions about any cases of Gastro-intestinal illness on-board the Cruise Vessel.

**2.3) Gastro-intestinal illness**

2.3.1) How many cases of diarrhoea and/or gastro-intestinal illness have been recorded in the vessel's medical log during the current voyage and/or the last 21 days?

2.3.2) How many passengers and crew were on board during the current voyage and/or the last 21 days?

2.3.3) Was there any situation on board, which may lead, to infection or the spread of disease?

Details

Passengers Crew

☒ Yes ☐ No

## Biosecurity

The questions in this section are used to determine the vessel's biosecurity status. When a question is answered more fields may appear that require additional information. The table below details the requirements of each question.

**Pre-Arrival Report**

Legal Details Vessel Particulars Arrival Details Sanitation Human Health **Biosecurity** Declaration and Submit

\* 3) Are there any animals (including birds and/or fish) as ship's pets on board the vessel? ☐ Yes ☐ No

\* 4) Were there any other animals (including birds and/or fish) detected on board the vessel? ☐ Yes ☐ No

\* 5) Were any insects, including bees, discovered onboard during current voyage? ☐ Yes ☐ No

\* 6) In the past 24 months was the vessel in any Russian Far East Port/s between 40N, 60N and west of 147E during any periods between 1 July and 30 September? ☐ Yes ☐ No

\* 7) Since the vessel's last inspection in Australia, has the vessel carried any livestock, bulk seeds (including grain) or bulk meal (being meal that contains plant or animal, including fish or bird, material) in the last 10 cargos? ☐ Yes ☐ No

\* 8) Has waste on board the vessel been securely contained in a container or sealed room so that no waste is accessible to animals and there is no leakage? ☐ Yes ☐ No

\* 9) Do you intend to discharge waste in port? ☐ Yes ☐ No

\* 10) Will the crew sign off while the vessel is at berth or anchorage in Australian waters? ☐ Yes ☐ No

\* 11) Do you intend to discharge ballast in Australian waters? ☐ Yes ☐ No

\* 12) Are there any live plants on board? ☐ Yes ☐ No

Q	Field	Content								
3		<div><div>* 3) Are there any animals (including birds and/or fish) as ship's pets on board the vessel?<div><div>Yes</div><div>No</div></div></div><div><div><div><div><div><div>+ Add Row</div></div></div></div><table><tr><th>* Type of animal</th><th>* No. of animals</th><th>Description (including health condition)</th><th>Action</th></tr><tr><td>Bird</td><td>1</td><td>BLUE BUDGIE</td><td><div><div></div></div></td></tr></table></div></div></div>	* Type of animal	* No. of animals	Description (including health condition)	Action	Bird	1	BLUE BUDGIE	<div><div></div></div>
* Type of animal	* No. of animals	Description (including health condition)	Action							
Bird	1	BLUE BUDGIE	<div><div></div></div>							
		Answer 'Yes' to this question if the vessel has any ship's pets on board.								



Q	Field	Content								
		Click on the <b>Add Row</b> button to enable the data entry fields. This section is specifically for vessel pet/s. If the vessel does have any pet/s on board, click on the Add Row button to display the additional fields. Add a new row for each type of pet's.								
	Type of Animal	Options are Bird, Cat, Dog, Other. Select the type of pet animal from the list.								
	Number of Animals	Enter the number of pet animals.								
	Description (Including health condition)	Enter a detailed description of the pet including identifying markings. Also include the health status of the pet/s.								
		Use this button to delete any rows that were added.								
3.1	<div> <p>* 3.1) Did Any animals die during the current voyage? <span>Yes No</span></p> <p>* 3.1.1) How many animals died? <input type="text" value="1"/></p> <p>* 3.1.2) Describe how the dead animals were disposed: <input type="text" value="AT SEA"/></p> </div>									
	Answer 'Yes' to this question if any of the ship's pets have died during the current voyage.									
	How many animals died?	Enter the total number of all the animals that died.								
	Describe how the dead animals were disposed:	Enter the details of how the dead animals were disposed of. If the animals are still on board include the details in this section.								
4	<div> <p>* 4) Were there any other animals (including birds and/or fish) detected on board the vessel? <span>Yes No</span></p> <table border="1"> <thead> <tr> <th>Type of animal</th><th>No. of animals</th><th>Description (including health condition)</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Dog</td><td>1</td><td>BLACK DOG</td><td></td></tr> </tbody> </table> </div>		Type of animal	No. of animals	Description (including health condition)	Action	Dog	1	BLACK DOG	
Type of animal	No. of animals	Description (including health condition)	Action							
Dog	1	BLACK DOG								
	Answer 'Yes' to this question if there were any animals on board the vessel during the current voyage. This question does not pertain to livestock or animals being carried as cargo. Animals carried as cargo must be addressed in <b>Question 7</b> .									
		Click on the <b>Add Row</b> button to enable the data entry fields. This section is specifically for animals other than vessel pets. This may include stray animals or birds which have flown onto and remained on the vessel during the voyage. If the vessel does have any animals on board, click on the Add Row button to display the additional fields. Add a new row for each type of animal.								
	Type of Animal	Options are Bird, Cat, Dog, Other. Select the type of animal from the pick list.								
	Number of Animals	Enter the number of animals.								
	Description (Including health condition)	Enter a detailed description of the animal including identifying markings. Also include the health status of the animal.								
		Use this button to delete any rows that were added.								





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Q	Field	Content										
4.1		<p>* 4.1) Did any animals die during current voyage? <span>Yes No</span></p> <p>* 4.1.1) How many animals died? <input type="text" value="1"/></p> <p>* 4.1.2) Describe how the dead animals were disposed: <input type="text" value="AT SEA"/></p>										
		<p>Answer 'Yes' to this question if any of the animals died during the current voyage.</p> <table border="1"> <tr> <td>How many animals died?</td><td>Enter the total number of all the animals that died.</td></tr> <tr> <td>Describe how the dead animals were disposed:</td><td>Enter the details of how the dead animals were disposed of. If the animals are still on board include the details in this section.</td></tr> </table>	How many animals died?	Enter the total number of all the animals that died.	Describe how the dead animals were disposed:	Enter the details of how the dead animals were disposed of. If the animals are still on board include the details in this section.						
How many animals died?	Enter the total number of all the animals that died.											
Describe how the dead animals were disposed:	Enter the details of how the dead animals were disposed of. If the animals are still on board include the details in this section.											
5		<p>* 5) Were any insects, including bees, discovered onboard during current voyage? <span>Yes No</span></p> <p>* 5.1) Describe the insects and their location when discovered: <input type="text" value="BEES"/></p>										
		<p>Answer 'Yes' to this question if any insects were discovered on board the vessel during the current voyage.</p> <table border="1"> <tr> <td>Describe the insects and their location when discovered:</td><td>Detailed description of the insects and where they were discovered must be entered in this field.</td></tr> </table>	Describe the insects and their location when discovered:	Detailed description of the insects and where they were discovered must be entered in this field.								
Describe the insects and their location when discovered:	Detailed description of the insects and where they were discovered must be entered in this field.											
6.1		<p>* 6) In the past 24 months was the vessel in any Russian Far East Port/s between 40N, 60N and west of 147E during any periods between 1 July and 30 September? <span>Yes No</span></p> <p>6.1) Please provide the name of the ports and dates visited.</p> <p><a href="#">+ Add Row</a></p> <table border="1"> <thead> <tr> <th>* Port</th><th>* Arrival Date</th><th>* Departure Date/Time</th><th>Action</th></tr> </thead> <tbody> <tr> <td>VOSTOCHNIY, PORT (RUSSIAN FEDERATION)</td><td>29/06/2015</td><td>30/06/2015 10:00</td><td></td></tr> </tbody> </table>	* Port	* Arrival Date	* Departure Date/Time	Action	VOSTOCHNIY, PORT (RUSSIAN FEDERATION)	29/06/2015	30/06/2015 10:00			
* Port	* Arrival Date	* Departure Date/Time	Action									
VOSTOCHNIY, PORT (RUSSIAN FEDERATION)	29/06/2015	30/06/2015 10:00										
		<p>Answer 'Yes' to this question if the vessel travelled to any Far East Russian ports between the specified latitudes and longitudes and during the dates specified in the previous 24 months.</p> <table border="1"> <tr> <td><a href="#">+ Add Row</a></td><td>Click on the <b>Add Row</b> button to enable the data entry fields. Add a row for each port that was visited.</td></tr> <tr> <td>Port</td><td>Enter the Far East Russian port name.</td></tr> <tr> <td>Arrival Date</td><td>Enter the date the vessel arrived at the Far East Russian port.</td></tr> <tr> <td>Departure date and Time</td><td>Enter the date and time that the vessel departed from the Far East Russian port.</td></tr> <tr> <td></td><td>Delete any rows that were added.</td></tr> </table>	<a href="#">+ Add Row</a>	Click on the <b>Add Row</b> button to enable the data entry fields. Add a row for each port that was visited.	Port	Enter the Far East Russian port name.	Arrival Date	Enter the date the vessel arrived at the Far East Russian port.	Departure date and Time	Enter the date and time that the vessel departed from the Far East Russian port.		Delete any rows that were added.
<a href="#">+ Add Row</a>	Click on the <b>Add Row</b> button to enable the data entry fields. Add a row for each port that was visited.											
Port	Enter the Far East Russian port name.											
Arrival Date	Enter the date the vessel arrived at the Far East Russian port.											
Departure date and Time	Enter the date and time that the vessel departed from the Far East Russian port.											
	Delete any rows that were added.											



Q	Field	Content												
6.2		<p><b>* 6.2) Since the last visit to any Russian port was the vessel inspected and cleared by an agriculture authority in Australia, Russia, Canada, New Zealand or the USA as free of Asian Gypsy Moth?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>* AGM Certificate No.</b> <input type="text" value="1123456"/> <b>* Country of Issue</b> <input type="text" value="Australia"/> <b>* Issue Date</b> <input type="text" value="31/08/2015"/> <input type="button" value="Go"/></p> <p>Please attach a copy of the relevant certificate <input type="button" value="Attach AGM certificate"/></p>												
		<p>Answer <b>'Yes'</b> to this question if the vessel was inspected in any of the named countries and received an AGM freedom certificate from the local government authorities.</p> <table border="1"> <tr> <td>AGM Certificate Number</td><td>Enter the reference number of the AGM certificate.</td></tr> <tr> <td>Country of Issue</td><td>From the drop down box select the AGM certificate issuing country.</td></tr> <tr> <td>Issue Date</td><td>Enter the date the AGM certificate was issued.</td></tr> </table> <p><input type="button" value="Attach AGM certificate"/></p> <p>AGM certificates must be attached to the PAR by selecting the <b>'Attach AGM certificate'</b> button. The Master will then need to select the <b>'Choose File'</b> button and navigate to the location where the certificate is saved.</p> <p>Once the certificate is attached, additional documents can be added by selecting the <b>'Update'</b> button and following the above directions. Additional documents will need to be attached if the original certificate was not scanned into one document.</p> <p>Attached documents can be viewed by selecting the <b>'View AGM certificate'</b> hyperlink.</p>	AGM Certificate Number	Enter the reference number of the AGM certificate.	Country of Issue	From the drop down box select the AGM certificate issuing country.	Issue Date	Enter the date the AGM certificate was issued.						
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Country of Issue	From the drop down box select the AGM certificate issuing country.													
Issue Date	Enter the date the AGM certificate was issued.													
7		<p><b>* 7) Since the vessel's last inspection in Australia, has the vessel carried any livestock, bulk seeds (including grain) or bulk meal (being meal that contains plant or animal, including fish or bird, material) in the last 10 cargos?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="button" value="+ Add Row"/></p> <table border="1"> <thead> <tr> <th>* Cargo - Commodity</th><th>* Loading Port</th><th>* Discharging Port</th><th>* Discharge Date</th><th>* Cleaning</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Grain/Seed - Barley</td><td>SINGAPORE</td><td>MALAYSIA</td><td>28/07/2015</td><td>WASH</td><td><input type="button" value="X"/></td></tr> </tbody> </table>	* Cargo - Commodity	* Loading Port	* Discharging Port	* Discharge Date	* Cleaning	Action	Grain/Seed - Barley	SINGAPORE	MALAYSIA	28/07/2015	WASH	<input type="button" value="X"/>
* Cargo - Commodity	* Loading Port	* Discharging Port	* Discharge Date	* Cleaning	Action									
Grain/Seed - Barley	SINGAPORE	MALAYSIA	28/07/2015	WASH	<input type="button" value="X"/>									
		<p>Answer <b>'Yes'</b> to this question if the vessel had carried any commodities as cargo listed in the question.</p> <table border="1"> <tr> <td><input type="button" value="+ Add Row"/></td><td>Click on the <b>Add Row</b> button to enable the data entry fields. Add a row for each commodity. If the same commodity was loaded and/or discharged at multiple ports add additional rows to reflect this.</td></tr> <tr> <td>Cargo or Commodity</td><td>Select the commodity the vessel carried from the drop down list. Add a new row if multiple commodities were carried.</td></tr> <tr> <td>Loading Port</td><td>Enter the port where the cargo was loaded onto the vessel.</td></tr> <tr> <td>Discharging Port</td><td>Enter the port where the cargo was discharged.</td></tr> <tr> <td>Discharge Date</td><td>Enter the cargo discharge date.</td></tr> <tr> <td>Cleaning</td><td>Enter the details of the cleaning that was done to remove any residual cargo from the vessel.</td></tr> </table>	<input type="button" value="+ Add Row"/>	Click on the <b>Add Row</b> button to enable the data entry fields. Add a row for each commodity. If the same commodity was loaded and/or discharged at multiple ports add additional rows to reflect this.	Cargo or Commodity	Select the commodity the vessel carried from the drop down list. Add a new row if multiple commodities were carried.	Loading Port	Enter the port where the cargo was loaded onto the vessel.	Discharging Port	Enter the port where the cargo was discharged.	Discharge Date	Enter the cargo discharge date.	Cleaning	Enter the details of the cleaning that was done to remove any residual cargo from the vessel.
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Discharging Port	Enter the port where the cargo was discharged.													
Discharge Date	Enter the cargo discharge date.													
Cleaning	Enter the details of the cleaning that was done to remove any residual cargo from the vessel.													





Q	Field	Content												
	<div> <div>Action</div> <div>✖</div> </div>	Delete any rows that were added.												
8	<div> <div>* 8) Has waste on board the vessel been securely contained in a container or sealed room so that no waste is accessible to animals and there is no leakage?</div> <div>Yes No</div> </div>													
	Answer 'No' to this question if the vessel has any issues with regard to maintaining waste securely on board. Especially if the waste facilities are inadequate in dealing with the amount of waste being generated.													
9	<div> <div>* 9) Do you intend to discharge waste in port?</div> <div>Yes No</div> <div> <div>+ Add Row</div> <table border="1"> <thead> <tr> <th>* Port - Arrival Date</th><th>* Discharge Date</th><th>* Estimated Volume (m3)</th><th>Action</th></tr> </thead> <tbody> <tr> <td>MELBOURNE-01/10/2015</td><td>02/10/2015</td><td>50</td><td>✖</td></tr> </tbody> </table> </div> </div>		* Port - Arrival Date	* Discharge Date	* Estimated Volume (m3)	Action	MELBOURNE-01/10/2015	02/10/2015	50	✖				
* Port - Arrival Date	* Discharge Date	* Estimated Volume (m3)	Action											
MELBOURNE-01/10/2015	02/10/2015	50	✖											
	Answer 'Yes' to this question if the vessel intends to discharge waste during its current voyage.													
	<div> <div> <div>i</div> <div>In Australia vessel waste may only be discharged at certain First Points of Entry. Please consult the department's website for a list of First Points of Entry.</div> </div> </div>													
	<div>+ Add Row</div>	Click on the <b>Add Row</b> button to enable the data entry fields. Add a row for each port where the vessel will be discharging waste.												
	Port and Arrival Date	The drop down box only contains the port and date of arrival that was reported in the Arrival Details. If the port is not available for selection the port arrival details must updated first. Select the port where the waste discharge will take place.												
	Discharge Date	Enter the date the waste discharge is likely to occur.												
	Estimated Volume (m <sup>3</sup> )	Enter the estimated volume of waste to be discharged.												
	<div> <div>Action</div> <div>✖</div> </div>	Delete any rows that were added.												
10	<div> <div>* 10) Will the crew sign off while the vessel is at berth or anchorage in Australian waters?</div> <div>Yes No</div> <div> <div>+ Add Row</div> <table border="1"> <thead> <tr> <th>* Port - Arrival Date</th><th>* Disembark date/time</th><th>* No. of Crew</th><th>* Biosecurity Items to declare</th><th>Item Details</th><th>Action</th></tr> </thead> <tbody> <tr> <td>MELBOURNE-01/10/2015</td><td>02/10/2015 15:00</td><td>2</td><td>Yes</td><td>MEAT</td><td>✖</td></tr> </tbody> </table> </div> </div>		* Port - Arrival Date	* Disembark date/time	* No. of Crew	* Biosecurity Items to declare	Item Details	Action	MELBOURNE-01/10/2015	02/10/2015 15:00	2	Yes	MEAT	✖
* Port - Arrival Date	* Disembark date/time	* No. of Crew	* Biosecurity Items to declare	Item Details	Action									
MELBOURNE-01/10/2015	02/10/2015 15:00	2	Yes	MEAT	✖									
	Answer 'Yes' to this question if any crew will sign off during the vessel's current voyage.													
	<div>+ Add Row</div>	Click on the <b>Add Row</b> button to enable the data entry fields. Add a row for each port where crew will be signing off. If multiple crew will sign off at different times or with different biosecurity items to declare add multiple rows.												



Q	Field	Content
	Port and Arrival Date	The drop down box only contains the port and date of arrival that was reported in the <b>Arrival Details</b> tab. If the port is not available for selection the port arrival details must updated first. Select the port where the crew will sign off.
	Disembark Date and Time	Enter the date and time the crew will be leaving the vessel.
	Number of Crew	Enter the number of crew that will be leaving the vessel.
	Biosecurity Items to Declare	Select 'Yes' or 'No' depending on whether the crew have items to declare. The department's website may be consulted to determine the biosecurity status of items. If unsure about the biosecurity status of an item select 'Yes' and enter the details in the next field.
	Item Details	Enter the details of the items that will be removed from the vessel.
	<div> <div>Action</div> <div>✕</div> </div>	Delete any rows that were added.
11	<div> <div>11) Do you intend to discharge ballast in Australian waters?</div> <div>Yes No</div> </div>	
	<p>Answer 'Yes' to this question if the vessel intends to discharge ballast water in Australia during the current voyage.</p>	
	<div> <div>Warning</div> <div> <p>You have indicated that you intend to discharge ballast but the Department has not received a ballast application.</p> </div> </div>	<p>If a Master has not submitted a ballast water discharge application to the department then a warning message will be displayed.</p>
	<div> <div> <div>Vessels intending to discharge ballast water in Australia must submit a Ballast Water report. No ballast may be discharged without written permission from the department.</div> </div> </div>	
12	<div> <div>12) Are there any live plants on board?</div> <div>Yes No</div> <div> <div>12.1) What is the location, health and condition of the live plants?</div> <div></div> </div> </div>	
	<p>Question 12 is only displayed for Cruise Vessels. Answer 'Yes' to this question if the vessel has any live plants on-board.</p>	
	<div> <div> <div>A general statement as to the location, health and condition of the plants is required here. Detailed information must still be supplied on the Live Plant Vessel log. This log may be sent as an attachment with the PAR when it is submitted.</div> </div> </div>	





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## Declaration and Submit

The completed Pre-Arrival Report can now be submitted. The person submitting the PAR must read the legal notice and acknowledge that the information supplied is true and correct prior to submission. Breaches may apply for any omissions or miss-declarations in the PAR.

Pre-Arrival Report

Legal Details
Vessel Particulars
Arrival Details
Sanitation
Human Health
Biosecurity
**Declaration and Submit**

Required fields denoted by \*

**Privacy Notice**

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the *Biosecurity Act 2015*. The collection of 'protected information' including personal information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the *Biosecurity Act 2015* for the purposes of assessing and managing the potential biosecurity risks vessels coming to Australia.

If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the biosecurity risk associated with your vessel. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the *Biosecurity Act 2015*.

See our Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the *Criminal Code Act 1995*.

Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☒ I acknowledge that the above information is true and correct

Submit

Field	Content
<input type="checkbox"/> I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the PAR is correct and truthful.
Submit	By clicking on the Submit button the PAR will be uploaded into MARS for assessment. Once the assessment has been completed the vessel and Port Agency will receive a Biosecurity Status Document (BSD) with the directions that are applicable to the vessel's current voyage.
<div> <div>Information</div> <div> The Pre-Arrival Report has been submitted successfully. The Department will issue a Biosecurity Status Document (BSD) once the application has been assessed. </div> </div>	This message will be displayed if the PAR application was successfully submitted to MARS.

## Complete a Livestock Statement in MARS

The Livestock Statement tab will only be available on the PAR when the vessel type is 'Livestock Carrier'.

**NOTE:** The Master must complete **Question 7** on the Biosecurity tab.

Click on the **Livestock Statement** tab. There are 7 sections to the Statement that must be completed. Complete each section by following the guidelines in the table below:

Section	Details																		
<div><div>13 Cleaning/Disinfection</div><div><div>Treatment</div><table><thead><tr><th>Disinfectant Chemical Used</th><th>Concentration</th><th>Quantity Applied (Kilograms)</th></tr></thead><tbody><tr><td><div></div></td><td><div></div></td><td><div></div></td></tr><tr><td></td><td><div>Commenced (Proposed) Date/time</div></td><td><div>Completed (Proposed) Date/time</div></td></tr><tr><td>General Cleaning</td><td><div></div></td><td><div></div></td></tr><tr><td>Fresh Water Wash</td><td><div></div></td><td><div></div></td></tr><tr><td>Disinfectant Applied</td><td><div></div></td><td><div></div></td></tr></tbody></table><div>Note:<ul style="list-style-type: none"><li>(a) Prior to entering Australian waters, every livestock vessel is required to be thoroughly cleansed. The vessel is then disinfected with a 4% (weight = volume in fresh water) soda ash solution applied with a high-pressure applicator to run off stage. The solution is to be applied to all surfaces in livestock holding areas. A minimum period of 30 minutes must elapse before washing down with water.</li><li>(b) Disinfection must be completed prior to the commencement of disinsection.</li><li>(c) Sufficient stocks of disinfectant must be held with a minimum of enough for another voyage.</li></ul></div></div></div>		Disinfectant Chemical Used	Concentration	Quantity Applied (Kilograms)	<div></div>	<div></div>	<div></div>		<div>Commenced (Proposed) Date/time</div>	<div>Completed (Proposed) Date/time</div>	General Cleaning	<div></div>	<div></div>	Fresh Water Wash	<div></div>	<div></div>	Disinfectant Applied	<div></div>	<div></div>
Disinfectant Chemical Used	Concentration	Quantity Applied (Kilograms)																	
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General Cleaning	<div></div>	<div></div>																	
Fresh Water Wash	<div></div>	<div></div>																	
Disinfectant Applied	<div></div>	<div></div>																	
Disinfectant Chemical Used	After the vessel has been thoroughly cleaned the vessel must be washed down with a Soda Ash Solution or equivalent chemical solution. Enter the product name in this field.																		
Concentration	The Soda ash applied must be in a 4% solution. This means 4 Kg of soda ash in every 100 Litres of water.																		
Quantity Applied	Enter the quantity of soda ash applied in kilograms. The amount of water used must also be recorded in the vessel’s log book.																		
General Cleaning Dates and Times	Enter the dates and times when the general cleaning of the vessel commenced and completed. Vessels may not be cleaned in Australian waters.																		
Fresh Water Wash Dates and Times	After the soda ash solution had been applied as directed all areas must be washed down with fresh water. This washing down must commence at least 30 minutes after the soda ash solution was applied to a surface. Enter the dates and times when the fresh water wash down commenced.																		
Disinfectant Applied Dates and Times	Enter the dates and times when the application of soda ash commenced and was completed.																		





Section	Details
<div style="border: 2px solid black; padding: 10px;"> <p><b>14 Residual disinsection - Permethrin</b></p> <p><b>Insecticide Applied</b> <input type="text"/> <b>Concentration</b> <input type="text"/></p> <p><b>Commenced (Proposed) Date/time</b> <input type="text"/> <b>Completed (Proposed) Date/time</b> <input type="text"/></p> <p>Note:</p> <ul style="list-style-type: none"> <li>(a) Applied by low-pressure applicator to at least 10% of the surfaces of open deck pennage areas, crew quarters, recreation areas, dining areas, and any areas unlikely to be adequately treated by the knock down insecticide.</li> <li>(b) Protective clothing should be used as per the recommendations of the manufacturer.</li> </ul> </div>	
<b>Insecticide Applied</b>	Enter the brand name of the insecticide applied. The active ingredient must be Permethrin.
<b>Concentration</b>	Enter the concentration of residual insecticide used.
<b>Residual Disinsection Dates and Times</b>	Enter the dates and times the disinsection commenced and completed.
<div style="border: 2px solid black; padding: 10px;"> <p><b>15 Knock down disinsection – Pestigas-P and/or Insectigas-D</b></p> <p><b>Insecticide Applied</b> <input type="text"/> <b>Amount (grams)</b> <input type="text"/></p> <p><b>Commenced (Proposed) Date/time</b> <input type="text"/> <b>Completed (Proposed) Date/time</b> <input type="text"/></p> <p><b>Cylinders Applied (Serial Numbers)</b> <input type="text"/></p> <p><b>Cylinders Spare (Serial Numbers)</b> <input type="text"/></p> <p><b>Spray Gun Nozzle Number</b> <input type="text"/></p> <p>Note:</p> <ul style="list-style-type: none"> <li>(a) Dose rate for pestigas/insectigas is 200gms/300 cubic metres at a rate of 3 grams per second at 800psi.</li> <li>(b) The gas must be applied with a recommended applicator and nozzle size, S5850033 or S5650033 or Tjet730023. A spare applicator and nozzle must be carried by all vessels. The gas must be applied by slowly walking along the access ways, directing the vapour upwards towards the ceiling. The application must be at a rate that enables gas to be applied to all enclosed holding areas at the required concentration.</li> <li>(c) Knockdown insecticide must be applied within 2 to 48 hours prior to entering Australian waters. After application, enclosed deck areas must remain sealed until permission is granted by the Department to ventilate the area.</li> <li>(d) Protective clothing should be used as per the recommendations of the manufacturer.</li> </ul> </div>	
<b>Insecticide Applied</b>	Enter the name of the insecticide applied. Either Pestigas or Insectigas may be used.
<b>Amount</b>	Enter the amount of disinsectant used in grams.
<b>Disinsection Dates and Times</b>	Enter dates and times when knock down disinsection commenced and completed.
<b>Cylinders Applied (Serial Numbers)</b>	Enter the serial numbers of all the insecticide cylinders used.
<b>Cylinders Spare (Serial Numbers)</b>	Enter the serial numbers of all the spare insecticide cylinders.
<b>Spray Gun Nozzle Number</b>	Enter the nozzle size used on the insecticide cylinders. The correct nozzle sizes are described in the Notes in section 15 on the Statement.



Section	Details						
<div> <b>16 Insectocutors</b>  <div> <div>Activated current voyage</div> <div>Deactivated last voyage</div> </div> <div> <div>Date/time</div> <div>Date/time</div> </div> <div>Note:</div> <ul style="list-style-type: none"> <li>(a) At least one insectocutor per livestock holding deck.</li> <li>(b) Insectocutors to have a light intensity of at least 160 watts UV.</li> <li>(c) Insectocutor trays to be activated 48 hours prior to arrival at an Australian port and remain activated until 24 hours after departure. Insects must be collected when insectocutors are deactivated, stored in vials and supplied to the Department upon the returning visit.</li> </ul> </div>							
<b>Activated Current Voyage</b>	Enter the date and time the insectocutors were activated during the current voyage. The insectocutors must be activated 48 hours prior to arrival at an Australian port.						
<b>Deactivated Last Voyage</b>	24 Hours after departure from an Australian port the insectocutors must be de-activated. Enter the date and time the insectocutors were de-activated when the vessel last visited an Australian port.						
<div> <b>17 Fodder</b>  Does the vessel have any fodder on board? <input type="radio"/> Yes <input type="radio"/> No  What type of fodder: <input type="text"/>  Is the fodder of Australian origin? <input type="radio"/> Yes <input checked="" type="radio"/> No  What country? <input type="text"/> Type 3 characters to search  <div>Note:</div> <ul style="list-style-type: none"> <li>(a) Fodder of Australian origin if stored above decks must be securely covered and if stored below decks may be uncovered. Fodder of other than Australian origin must be stored securely and covered below decks.</li> </ul> </div>							
<b>Does the vessel have fodder on board?</b>	Answer 'Yes' if the vessel has any fodder on board.						
<b>What type of fodder?</b>	If answered 'Yes' then select the type of fodder – Pellets or Hay.						
<b>Is the fodder of Australian origin?</b>	Answer 'Yes' if the fodder is of Australian origin.						
<b>What Country?</b>	If 'No' type the name of the country of origin.						
<div> <b>18 Authority for persons to board</b>  The following persons may board the vessel prior to clearance being granted by the Department  <div> <div>Add Row</div> <table border="1"> <thead> <tr> <th>Name</th><th>Position/Title/Responsibility</th><th>Action</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td></tr> </tbody> </table> </div> </div>		Name	Position/Title/Responsibility	Action			
Name	Position/Title/Responsibility	Action					
<b>Name</b>	Enter the name of any person requiring access to the vessel prior to biosecurity clearance being given.						
<b>Position/Title/Responsibility</b>	Clearly enter the position or title or area of responsibility of the person requiring access to the vessel.						





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Section	Details
<div> <p><b>19 Application for wharf side clearance (optional section to complete)</b></p> <p>Has the vessel only carried animals of Australia or New Zealand origin on the previous voyage prior to this date? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Country of origin of the previous cargo <input type="text" value="Type 3 characters to search"/></p> </div>	
<b>Australian or New Zealand Origin</b>	Select 'Yes' if the vessel has only carried animals which originated in Australia or New Zealand during the previous voyage. For all other countries of origin enter 'No'.
<b>Country of origin</b>	If 'No' was selected then this field will be displayed. Enter the name of the country where previous carried livestock originated from.

**NOTE:** *The Livestock Statement questions are optional, however, incomplete information may delay the vessel's approval to berth.*

## MARS Ballast Water (BW) Report

### Explanatory Notes

The BW Report must be submitted if the vessel is required to discharge ballast in Australian waters. The BW Report includes information about the vessel, arrival details, ballast water questions and the ballast tank information.

The BW Report can be accessed either from the Submit Applications drop down menu or by clicking on the BW Report shortcut on the MARS Home screen. Reports may be completed manually in MARS by direct data entry or by uploading an XML Data file. Both options are described in the steps below.

Masters may elect to submit a BW Report directly to their port Agent using the department's Offline Forms. Quick Reference Guides on how to complete Offline Forms are available on the department's website [www.agriculture.gov.au](http://www.agriculture.gov.au).

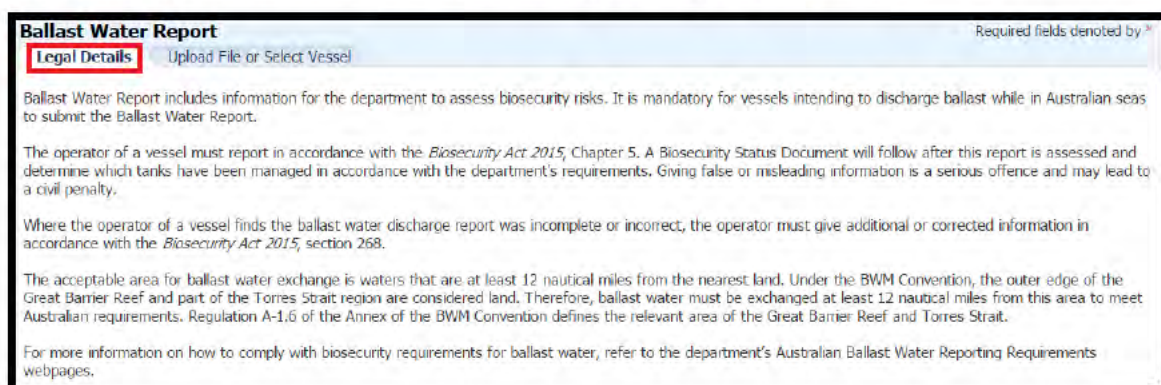
### How to do it

Open the **BW Report** from the MARS home screen. To complete a report each tab must be completed in order of appearance.



### Legal Details

The **Legal Details** tab references the relevant sections of the Biosecurity Legislative Framework that relate to the application. There are no fields that require completing on this tab.



The screenshot shows the 'Ballast Water Report' form with the 'Legal Details' tab selected. The form includes a header with the title 'Ballast Water Report' and a sub-header 'Legal Details'. Below the header, there is a section titled 'Ballast Water Report' which contains the following text:

Ballast Water Report includes information for the department to assess biosecurity risks. It is mandatory for vessels intending to discharge ballast while in Australian seas to submit the Ballast Water Report.

The operator of a vessel must report in accordance with the *Biosecurity Act 2015*, Chapter 5. A Biosecurity Status Document will follow after this report is assessed and determine which tanks have been managed in accordance with the department's requirements. Giving false or misleading information is a serious offence and may lead to a civil penalty.

Where the operator of a vessel finds the ballast water discharge report was incomplete or incorrect, the operator must give additional or corrected information in accordance with the *Biosecurity Act 2015*, section 268.

The acceptable area for ballast water exchange is waters that are at least 12 nautical miles from the nearest land. Under the BWM Convention, the outer edge of the Great Barrier Reef and part of the Torres Strait region are considered land. Therefore, ballast water must be exchanged at least 12 nautical miles from this area to meet Australian requirements. Regulation A-1.6 of the Annex of the BWM Convention defines the relevant area of the Great Barrier Reef and Torres Strait.

For more information on how to comply with biosecurity requirements for ballast water, refer to the department's Australian Ballast Water Reporting Requirements webpages.



## Upload File or Select Vessel

The 'Upload File or Select Vessel' tab provides the user with an option to complete a BW Report using data from a saved XML Data file.

**NOTE:** XML Data files are created by the BW Report Adobe PDF Offline Form.

## Upload a BW Report to MARS from a Saved XML Data file

1. To complete a BW Report using data from an XML file answer '**Yes**' to the question '**Do you wish to complete this application with data from a file?**' Click on the '**Browse**' button and navigate to the location where the file is saved on the computer. Once the file is selected the data will be automatically uploaded to MARS.



2. Click through each of the tabs in sequential order to verify that all the mandatory fields have been completed.

**NOTE:** For more detailed descriptions of each tab in the BW Report refer to the sections below.

## Complete a manual BW Report in MARS

1. If no XML data is available select '**No**' to the question '**Do you wish to complete this application with data from a file?**' and complete a new BW Report using the MARS interface.
2. If the vessel has Ballast tanks or cargo holds being used as ballast tanks then select '**Yes**' to the question '**Does the vessel have Ballast/Heeling tanks or cargo holds being used as ballast tanks?**'.
3. The **Vessel Particulars** tab will be displayed and the vessel's details as recorded in MARS will be available. All the mandatory fields must be completed.
4. If '**No**' is selected the user will be informed that the BW Report does not need to be submitted. Click '**OK**' to close the BW Report.

**NOTE:** The Master will only be able to submit a BW Report for the vessel associated with their User ID. If the vessel displayed is not the vessel the Master wants to submit a BW Report for then the Master must refer to the MARS Vessel Registration section of this User Guide on how to register the vessel.

The BW Report must be completed in one session. If a timeout occurs the information will not be saved and the user will have to start the application from the beginning.

## Vessel Particulars

This section is used to record a profile of the vessel's particulars. It is also used to establish the vessel's ballast tank and pump configurations. The Vessel Particulars screen has three sections:



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1. **Vessel Details** – Contains the generic vessel profile details.
2. **Ballast Water Tank Details** – This section must contain all the ballast water tanks on board the vessel. Tanks must be included even if they are not used on a regular basis to carry ballast. This includes ballast tanks that are filled with fresh water and empty tanks.
3. **Ballast Pump Details** – This section must contain all the pumps that are used for ballast water management. This includes the fire pumps if they are used to manage the ballast water in certain tanks.

Field	Content
Vessel Name	Enter the vessel's name as it appears on the Ship's Particulars.
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier. For vessels with an IMO the IMO filed is mandatory.
Tick this if the vessel does NOT have an IMO	Some vessel types may not have an IMO. This box must be selected in those circumstances and one of the Call Sign or Registration/Official# must be supplied.
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official#	This is a optional field and mainly used for craft without an IMO number or call sign.
<b>One of the IMO, Call Sign or Registration numbers must be supplied.</b>	
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choose the appropriate vessel type.
Responsible Officer	Enter the name of the officer responsible for ballast water management on board the vessel.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used by MARS to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.





**Australian Government**  
**Department of Agriculture**  
**and Water Resources**

Field	Content																																	
<p><b>Tank Details</b></p> <p><b>BALLAST WATER TANK CODES:</b> Forepeak = FPT, Aftpeak = APT, Double bottom = DB, Bottom tank = BT, Bottom side tank = BST, Deep tank = DT, Wing tank = WT, Top side tank = TST, Cargo hold = CH, Heeling tank = HT, Water ballast tank = WBT, Port = P, Starboard = S, Centre = C, Bilge = BGT, Other = O (specify)</p> <p> <b>Add Tank</b> (All tanks must be listed, including the empty ones)</p> <table border="1"> <thead> <tr> <th>Tank Name</th><th>Tank Capacity (m<sup>3</sup>)</th><th>Action</th></tr> </thead> <tbody> <tr> <td>FPT</td><td>1390.8</td><td></td></tr> <tr> <td>WBT 1P</td><td>3938.2</td><td></td></tr> <tr> <td>WBT 1S</td><td>3938.2</td><td></td></tr> <tr> <td>WBT 2P</td><td>4296.2</td><td></td></tr> <tr> <td>WBT 2S</td><td>4296.2</td><td></td></tr> <tr> <td>WBT 3P</td><td>4391.6</td><td></td></tr> <tr> <td>WBT 3S</td><td>4391.6</td><td></td></tr> <tr> <td>WBT 4P</td><td>4391.6</td><td></td></tr> <tr> <td>WBT 4S</td><td>4391.6</td><td></td></tr> <tr> <td>APT</td><td>1343.5</td><td></td></tr> </tbody> </table> <p>Total Tank Capacity(m<sup>3</sup>) 36769.50</p>		Tank Name	Tank Capacity (m <sup>3</sup> )	Action	FPT	1390.8		WBT 1P	3938.2		WBT 1S	3938.2		WBT 2P	4296.2		WBT 2S	4296.2		WBT 3P	4391.6		WBT 3S	4391.6		WBT 4P	4391.6		WBT 4S	4391.6		APT	1343.5	
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APT	1343.5																																	
<p> <b>Add Tank</b></p>	<p>The Add Tank button is used to add rows to the grid so that all the vessel's ballast tanks can be listed. All tanks used to store ballast water must be listed even empty tanks and tanks that aren't used often. Cargo holds only need to be listed if they are carrying ballast during the current voyage.</p>																																	
<p><b>BALLAST WATER TANK</b> Forepeak= FPT Aftpeak = APT Double bottom = DB Bottom tank = BT bottom side tank = BST Deep tank = DT Wing tank = WT Top side tank = TST Cargo hold = CH Heeling tank = HT Water ballast tank = WBT Port = P starboard = S Centre = C Bilge = BGT Other = O (specify)</p>																																		
Tank Name	<p>Enter the name of the ballast water tank in this field. Use the abbreviations above for the tank name. The number of the tank and the location must also be listed. To keep tank names consistent the following format is recommended by the department:</p> <p><b>[Tank Name][Number][Location] must be entered as</b></p> <p><b>[DB 1 S] or [DB 1 P/S]</b></p> <p><b>Tank Name is Double bottom tank</b></p> <p><b>Number is 1</b></p> <p><b>Location is Starboard and Port</b></p> <p>It isn't necessary to list Portside and Starboardside tanks separately if they are treated as one tank by the vessel for the purpose of ballast water management. Please consult the vessel's Ballast Water Management Plan for this information.</p>																																	
<p> <b>Care must be taken with the vessel's tank names. Tank names must be consistent between BW Reports.</b></p>																																		
Total Tank Capacity (m <sup>3</sup> )	MARS will calculate the total BW capacity of the vessel's tanks.																																	
<p><b>Action</b></p> <p></p>	If a tank row was added by mistake the Action button can be used to remove the row.																																	







Field	Content
	<div> <b>Ballast Water Report</b> <span>Required fields denoted by *</span> </div> <div> Legal Details   Vessel Particulars   <b>Arrival Details</b>   Ballast Water Questions   Tank Information   Declaration and Submit </div> <div> * Voyage # V01 </div> <div> * Agency to which approvals/rejections will be sent Dave Smith Shipping </div>
	Update or NFP application for the current voyage. Alpha-numeric characters and dashes (-) are accepted. Spaces are not allowed.
Agency to which approvals/rejections will be sent	Enter the name of the Agency that will represent the vessel at the first Australian port of call. The Biosecurity Status Document (BSD) with the approval status of the ballast tanks will be sent to the Agency listed here.

## Ballast Water Questions

Complete all the ballast water questions, noting they are mandatory. Some questions have additional fields to complete once answered.

**Ballast Water Report**
Required fields denoted by \*

Legal Details   Vessel Particulars   Arrival Details   **Ballast Water Questions**   Tank Information   Declaration and Submit

\* 1. Does the vessel have an approved Ballast Water Management Certificate on board? ☒ Yes ☐ No ☐ Not applicable

\* 2. Does the vessel have an approved Ballast Water Management plan on board? ☒ Yes ☐ No

\* 2.1 Has the vessel's ballast water been managed in accordance with the Ballast Water Management plan? ☒ Yes ☐ No

\* 3. Does the vessel have either a ballast water record system or accurate ballast water records on board? ☒ Yes ☐ No






\* 4. Does the vessel intend to dispose ballast tank sediment in Australia? ☒ Yes ☐ No

\* 5. Is the vessel using a ballast water management system to manage ballast water? ☒ Yes ☐ No

6. Is the vessel claiming an exception for this voyage? ☒ Yes ☐ No

Q	Field	Content
1	<div> * 1. Does the vessel have an approved Ballast Water Management Certificate on board? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not applicable </div> <div> * Issue Date 01/07/2016 </div> <div> * Issuing Authority IMO </div> <div> * Issuing Location Singapore </div> <div> * Expiry Date 01/07/2017 </div> <div> + Add Ballast Water Certificate </div> <div> Name No data to display. </div> <div> Action </div>	<div> * 1. Does the vessel have an approved Ballast Water Management Certificate on board? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not applicable </div> <div> * Issue Date 01/07/2016 </div> <div> * Issuing Authority IMO </div> <div> * Issuing Location Singapore </div> <div> * Expiry Date 01/07/2017 </div> <div> + Add Ballast Water Certificate </div> <div> Name No data to display. </div> <div> Action </div>
	Answer 'Yes' to this question if the vessel has an approved Ballast Water Management Certificate on board. Enter all the required details as they appear on the Certificate.	



Q	Field	Content
	 <p>Until it becomes mandatory for vessels to have a <b>Ballast Water Management Certificate</b>, Masters should answer 'Not Applicable' to this question unless they already have a <b>Ballast Water Management Certificate</b> for the vessel.</p>	
		Click on this button to add an electronic copy of the certificate to MARS.
		Browse for the certificate and click on 'OK' to upload and save the certificate. Once a certificate is uploaded it must be removed before a new certificate can be attached.
2	<p>* 2. Does the vessel have an approved <b>Ballast Water Management plan</b> on board? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* 2.1 Has the vessel's ballast water been managed in accordance with the <b>Ballast Water Management plan</b>? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	
	Answer 'Yes' to this question if the vessel has an approved <b>Ballast Water Management plan</b> on board. Question 2.1 will then be displayed and must be answered.	
3	<p>* 3. Does the vessel have either a <b>ballast water record system</b> or <b>accurate ballast water records</b> on board? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	
	Answer 'Yes' to this question if the vessel has a system for recording ballast water management on board the vessel. The <b>Australian Ballast Water Management Requirements</b> stipulate that a vessel must record the details of all ballast water exchanges.	
4	<p>* 4. Does the vessel intend to dispose <b>ballast tank sediment</b> in <b>Australia</b>? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	
	Answer 'Yes' to this question if the vessel intends to discharge sediment from the ballast tanks in Australia. All ballast sediment discharge requires permission from the department.	
5	<p>* 5. Is the vessel using a <b>ballast water management system</b> to manage ballast water? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* 5.1 <b>Ballast water management system used</b></p> <p>AquaStar BWMS </p> <p>If your system is not in the above list of type approved ballast water management systems please contact the department at 1300 004 605</p>	
	Answer 'Yes' to this question if the vessel is using an on board ballast water management system to manage ballast water. Question 5.1 will then be displayed and the correct system must be selected from the drop down list.	
	 <p>The department will only accept ballast water management systems that have been approved by the IMO. It is the Master's responsibility to ensure that the system being used is an approved system. Please refer to the <b>Australian Ballast Water Management Requirements</b> and the <b>IMO regulations</b> for further details.</p>	





Q	Field	Content
6	<p>6. Is the vessel claiming an exception for this voyage? <span style="float: right;"><input checked="" type="radio"/> Yes <input type="radio"/> No</span></p> <p>* 6.1 Reason for the exception <span style="float: right;">Accidental discharge due to damage </span></p>	
	<p>Answer 'Yes' to this question if the Master was not able to manage the ballast water on board the vessel due to an exceptional circumstance. The Master must select the reason for the exception from the list provided. The department must be notified as soon as practicable of the exception.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Confirm</b></p> <p>You must report to the Australian government as soon as possible, and in any case within 24 hours after the crew becomes aware of the incident.</p> <p style="text-align: right;"></p> </div> <p> Exceptions must be according to the IMO regulations on Ballast Water Exceptions. Please refer to the Australian Ballast Water Management Requirements and the IMO regulations for further details.</p>	

## Tank Information

This screen is used to record and display all the ballast water management details of the ballast water tanks that were listed on the **Vessel Particulars** tab.

Enter information for all the tanks listed as they must have details recorded in this screen. This screen serves as a display grid, for each management method used. A separate pop up screen is used to enter the appropriate ballast management data.

Field	Content																										
	<div> <div> <b>Ballast Water Report</b> <span style="float: right;">Required fields denoted by *</span> </div> <div> Legal Details   Vessel Particulars   Arrival Details   Ballast Water Questions   <b>Tank Information</b>   Declaration and Submit </div> </div> <p>Please provide details of the management method for each of the ballast water tanks</p> <p></p> <table border="1"> <thead> <tr> <th>Tank Name</th> <th>Management Method</th> <th>Uptake Location</th> <th>Uptake Date Volume</th> <th>Exchange Start Exchange End</th> <th>Pumps Used</th> <th>Residual Volume</th> <th>Final Volume</th> <th>Intend to Discharge</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>TANK1 1000 m<sup>3</sup></td> <td>Tank Empty</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>5 m<sup>3</sup></td> <td>N</td> <td> </td> </tr> </tbody> </table> <p>Depth at which exchange occurred (in metres) <span style="float: right;"><a href="#">View Uptake/Exchange Locations on Map</a></span></p> <table> <tr> <td>Min</td> <td>Max</td> <td>Additional Comments</td> </tr> <tr> <td>1000</td> <td>5000</td> <td></td> </tr> </table> <p>Are there any relevant documents that need to be attached? <input type="radio"/> Yes <input type="radio"/> No</p>	Tank Name	Management Method	Uptake Location	Uptake Date Volume	Exchange Start Exchange End	Pumps Used	Residual Volume	Final Volume	Intend to Discharge	Action	TANK1 1000 m <sup>3</sup>	Tank Empty						5 m <sup>3</sup>	N		Min	Max	Additional Comments	1000	5000	
Tank Name	Management Method	Uptake Location	Uptake Date Volume	Exchange Start Exchange End	Pumps Used	Residual Volume	Final Volume	Intend to Discharge	Action																		
TANK1 1000 m <sup>3</sup>	Tank Empty						5 m <sup>3</sup>	N																			
Min	Max	Additional Comments																									
1000	5000																										
	<p>This button must only be used to add an additional row for tanks where the exchange method is either Empty/Refill or Flow Through. No other management method can be used for the same tank more than once. This is to cater for scenarios where the exchange must be recorded over two lines.</p>																										



Field	Content
Action	Use this function to edit and enter the tank ballast management details.
	Use this function to add an additional tank row for tanks managed through the Flow Through or Empty/Refill method only.
	Use this function to remove a row that was added manually.

Field	Content
<div> <p>Depth at which exchange occurred (in metres) <a href="#">View Uptake/Exchange Locations on Map</a></p> <p>Min    Max    Additional Comments</p> <p>Are there any relevant documents that need to be attached? <input type="radio"/> Yes <input type="radio"/> No</p> </div>	
Min - MAX	The minimum and maximum depths the exchange of ballast water took place.
Additional Comments	Add any comments that may clarify the ballast water management process if it cannot be clearly explained by the data entered only.
<a href="#">View Uptake/Exchange Locations on Map</a>	Once all the exchange coordinates have been entered the exchange locations for all tanks can be viewed on a map.
<div> <p>Are there any relevant documents that need to be attached? <input type="radio"/> Yes <input type="radio"/> No</p> <p><a href="#">+ Add Attachment</a></p> </div>	
<p>Answer 'Yes' to this question if any documents need to be attached to the Ballast Water report that may be used in assessing the application. Attach any files as necessary i.e. The Ballast Water Management System Certificate.</p>	


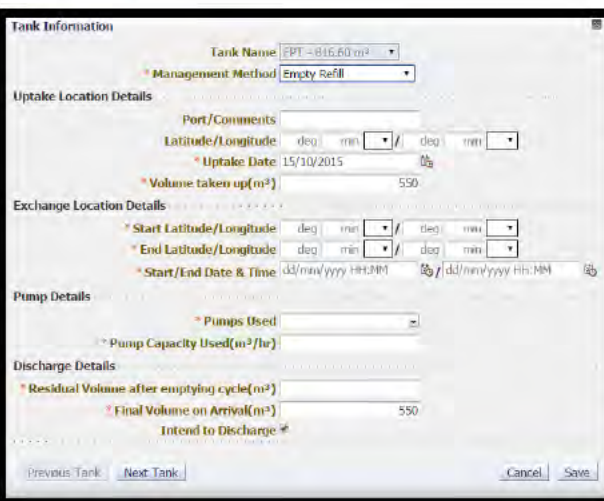
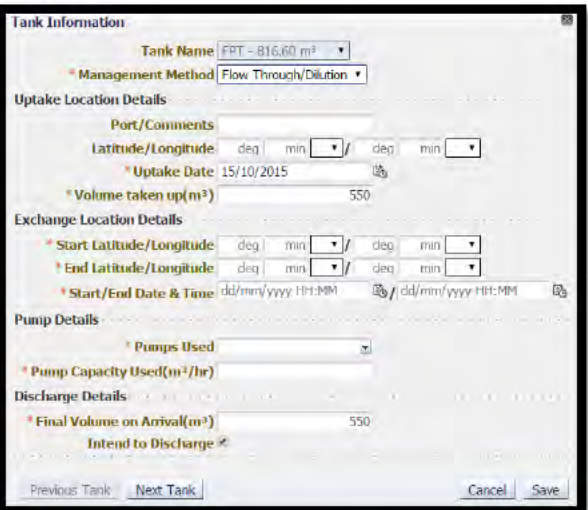
For each tank listed in the BW Report data must be entered to show how the ballast water was managed for that tank. Data can be entered by clicking on the **Tank Name** hyperlink or by selecting the edit function .

Tank Name	Management Method	Uptake Location	Uptake Date Volume	Exchange Start Exchange End	Pumps Used	Residual Volume	Final Volume	Intend to Discharge	Action
<a href="#">APT</a>								N	

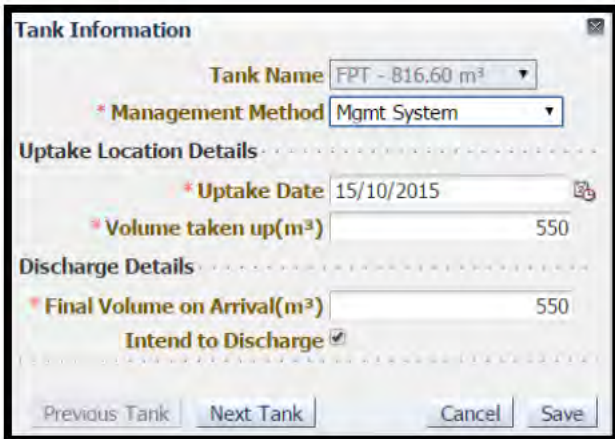

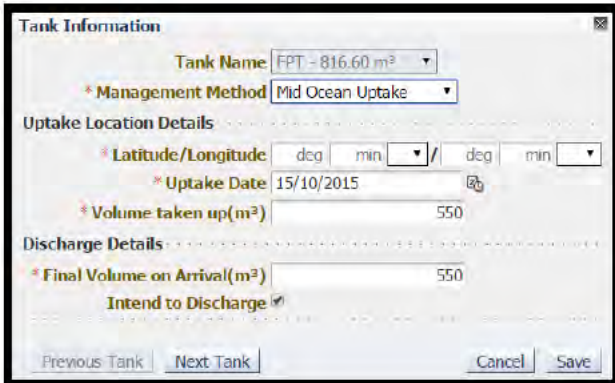
This will open a pop up screen where the tank and the management method must be selected from a drop down list. The management method selected will determine the data fields that need to be completed. All mandatory fields are marked with **red \*** and must be completed.





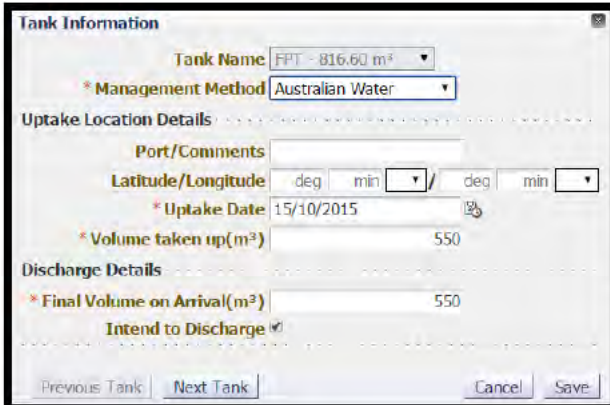
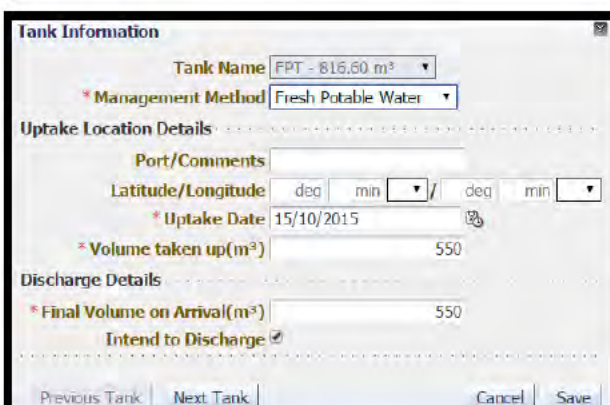
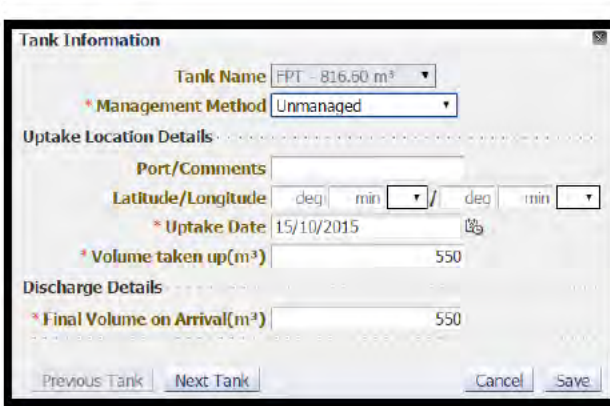
Screen	Details
	<p>Navigate between tanks by using the Previous Tank and Next Tank buttons.</p> <p>Details can be saved after each tank; however this will take the user back to the main tank grid.</p> <p><b>The entered data will be lost if the session times out and the fields were not saved.</b></p>
Empty/Refill	
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the name or the coordinates of the place where ballast water was taken up; uptake date and volume of water.</p> <p><b>Exchange Location Details</b> – Enter all the information of the exchange details.</p> <p><b>Pump Details</b> – Pumps and pump capacity are taken from the Vessel Particulars tab, and can be amended there.</p> <p><b>Discharge Details</b> – Enter the residual volume left in the tank after the empty cycle of the exchange is completed. The final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
Flow Through/Dilution	
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the name or the coordinates of the place where ballast water was taken up.</p> <p><b>Exchange Location Details</b> – Enter all the information of the exchange details.</p> <p><b>Pump Details</b> – Pumps and pump capacity are taken from the Vessel Particulars tab, and can be amended there.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and tick the box if there</p>



Screen	Details
	is any intention to discharge the ballast from this tank in Australian waters.
<b>Management System – Vessels using an IMO approved on-board ballast management system</b>	
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the uptake date and the volume of ballast water that was taken up.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
<b>Empty Tank</b>	
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Final Volume on Arrival</b> – The soundings on the tank must be accurate and reflect the residual volume of water left in the tank. The Final Volume is the actual amount of water in the tank not the overall volume of the tank.</p>
<b>Mid Ocean Uptake</b>	
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates of the place where ballast water was taken up.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>





Screen	Details
<b>Australian Water – Water taken up inside the Australian Territorial Sea</b>	
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
<b>Fresh Potable Water – Clean fresh water</b>	
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the date, volume of water and the name or coordinates of the place where ballast water was taken up.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
<b>Unmanaged</b>	
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank. This tank will not receive permission to discharge ballast in Australian waters.</p>





Screen	Details
<p><b>Other</b></p> <div> <p><b>Tank Information</b></p> <p>Tank Name: FPT - 816.60 m³</p> <p>* Management Method: Other</p> <p>* Comments:</p> <p><b>Uptake Location Details</b></p> <p>Port/Comments:</p> <p>Latitude/Longitude: deg min / deg min</p> <p>Uptake Date: 15/10/2015</p> <p>Volume taken up(m³): 550</p> <p><b>Discharge Details</b></p> <p>Final Volume on Arrival(m³): 550</p> <p>Intend to Discharge: <input checked="" type="checkbox"/></p> <p>Previous Tank Next Tank Cancel Save</p> </div>	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Comments</b> – Enter the details of why the management method is other and what the status of the ballast water is. The comments will be used to manually assess the risk of this tank.</p> <p><b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>

## Declaration and Submit

Once the BW Report has been completed it can be submitted. The user must read the legal notice and acknowledge that the information supplied in the report is true and correct prior to submission. Breaches may apply for any omissions or miss-declarations in the BW Report.

Legal Details
Vessel Particulars
Arrival Details
Ballast Water Questions
Tank Information
**Declaration and Submit**

**Privacy Notice**

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the *Biosecurity Act 2015*. The collection of 'protected information' including personal information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the *Biosecurity Act 2015* for the purposes of assessing and managing the potential biosecurity risks vessels coming to Australia.

If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the biosecurity risk associated with your vessel. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the *Biosecurity Act 2015*.

See our Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.


I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the *Criminal Code Act 1995*.

Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☒ I acknowledge that the above information is true and correct.

Field	Content
<input type="checkbox"/> I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the Ballast Water report is correct and truthful.
<input type="button" value="Submit"/>	By clicking on the Submit button the BW Report will be uploaded into MARS for assessment. Once the assessment has been completed the Master and Agent will receive a



Field	Content
	Biosecurity Status Document (BSD) with the directions that are applicable to the vessel's current voyage.
 <b>Information</b> The application has been submitted successfully. You will be informed about the approval status of each of the tanks through the Biosecurity Status Document (BSD). Please make sure you have received the BSD before arrival.	This message will be displayed if the BW Report was successfully submitted to MARS.

**NOTE:** Once the BW Report has been successfully submitted the submission date and time and the name of the person who submitted the application will be displayed. All fields will be read only and no amendments can be made to the application.

If the vessel's ballast status changes, a new BW Report must be submitted. Every tank must be reported on the new BW Report not just the tank with the changed status. To minimise data entry the MARS Ballast Water Clone function may be used. Refer to the section below '**Clone a BW Report in MARS**' for a detailed explanation on how to use this feature.



**Ballast Water Application**

9498389 AAL PUSAN

Vessel Particulars    Arrival Details    Ballast Water Questions    Tank Information

Vessel Name: AAL PUSAN    IMO: 9498389

Call Sign: 9V9013    Registration/Official #: 123456    Country of Registry: MARSHALL ISLANDS

Vessel Type: General Cargo    Responsible Officer: DAVID MASTER

Vessel E-mail: DAVID.JORDAN@AGRICULTURE.GOV.AU

The e-mail provided will be used to send communications to the vessel. Please leave this field blank if the vessel is unable to receive e-mail with attachments.

David Smith  
Submitted on 11/08/2015 12:06

## Clone a BW Report in MARS

From time to time a vessel may need to submit an updated BW Report for the current voyage. When MARS determines that a previous BW Report already exists for the voyage then a user may choose to pre-fill the new BW Report with the information from the previous report.

1. Click on the Ballast Water Report icon.



2. Read the Legal Details tab.
3. From the **Upload File or Select Vessel** tab select '**No**' to the question '**Do you wish to complete this application with data from a file?**'.



Australian Government  
Department of Agriculture  
and Water Resources

4. Select 'Yes' to the question 'Does the vessel have Ballast/Heeling tanks or cargo holds being used as ballast tanks?'.
5. The **Vessel Details** screen will be displayed with the details of the vessel the Master's User ID is associated with.
6. Enter the name of the **Responsible Officer**.

**Ballast Water Report**

Legal Details | **Vessel Particulars** | Arrival Details | Ballast Water Questions | Tank Information | Declaration and Submit

\* Vessel Name: AAL PUSAN

IMO: 9498389 Tick this if the vessel does NOT have an IMO

Call Sign: 9V9013

Registration/Official #: 123456

\* Country of Registry: MARSHALL ISLANDS

\* Vessel Type: General Cargo

\* Responsible Officer: C/O

Vessel E-mail:

The e-mail provided will be used to send communications to the vessel. Please leave this field blank if the vessel is unable to receive e-mail with attachments.

7. Select the **Arrival Details** tab and enter the same voyage number that was used in the BW Report that needs to be re-submitted. A Confirmation dialog box is displayed. Click 'Yes' to pre-fill the application with the previous BW Report's details.

**Ballast Water Report**

Legal Details | Vessel Particulars | **Arrival Details** | Ballast Water Questions | Tank Information | Declaration and Submit

\* Voyage #: Y14

\* Agency to which approvals/rejections will be sent: Type 3 characters to search...

**Confirm**

The system has determined that a ballast water report has previously been submitted for this voyage. Would you like to pre fill this report with information from the previous ballast water report?

Yes No

8. Verify the Agency is as displayed on the **Arrival Details** tab.
9. Verify the answers to the questions on the **Ballast Water Details** tab are correct.
10. Update the **Tank Information** tab. Any changes to the BW exchange details must be updated in this tab using the Edit function or clicking on the **Tank Name hyperlink**.





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**Ballast Water Report**

Legal Details Vessel Particulars Arrival Details Ballast Water Questions **Tank Information** Declaration and Submit

Please provide details of the management method for each of the ballast water tanks

[Add](#) [Revol](#)

Tank Name	Management Method	Uptake Location	Uptake Date	Exchange Start	Exchange End	Pumps Used	Residual Volume	Final Volume	Intend to Discharge	Action
TST 1P/S 1000 m³	Mgmt. System		15/01/2016 550 m³					550 m³	N	
DB 1P/S 1000 m³	Mgmt. System		15/01/2016 550 m³					550 m³	N	
APT 1000 m³	Mgmt. System		15/01/2016 550 m³					550 m³	N	

Depth at which exchange occurred (in metres)

Min Max Additional Comments

[View Uptake/Exchange Locations on Map](#)

Are there any relevant documents that need to be attached? ☐ Yes ☒ No

11. Complete the **Declaration and Submit** tab and click on **Submit**.

**Ballast Water Report**

Legal Details Vessel Particulars Arrival Details Ballast Water Questions Tank Information **Declaration and Submit**

**Privacy Notice**

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the *Biosecurity Act 2015*. The collection of 'protected information' including personal information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the *Biosecurity Act 2015* for the purposes of assessing and managing the potential biosecurity risks vessels coming to Australia.

If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the biosecurity risk associated with your vessel. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the *Biosecurity Act 2015*.

See our Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the *Criminal Code Act 1995*.

Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☒ acknowledge that the above information is true and correct

[Submit](#)



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## Non-First Point of Entry Port (NFP) Application

### Explanatory Notes

Applications for entering a Non First Point of Entry as either a first port or subsequent port of entry should be made at least 10 days prior to the vessel's arrival at the port. Vessels may not arrive at an Australian Non First Point of Entry without written permission from the department. Use the NFP application for vessel arrivals and/or the discharge of cargo/goods/waste at a Non First Point of Entry. Certain Proclaimed First Ports of Entry may also require an NFP to be submitted for the discharge of certain types of goods or waste. Please refer to the department's website for further details.

Masters may elect to submit an NFP application directly to their port Agent using the department's Offline Forms. Quick Reference Guides on how to complete Offline Forms are available on the department's website [www.agriculture.gov.au](http://www.agriculture.gov.au)

**NOTE:** The NFP application only lists the Non First Points of Entry; the NFP application cannot be used to list the vessel's complete itinerary. The vessel's complete itinerary must be supplied on the PAR.

### How to do it

Open the **Non First Point of Entry** application from the MARS home screen. To complete an application each tab must be completed in order of appearance.



### Legal Details

The **Legal Details** tab references the relevant sections of the Biosecurity Legislative Framework as it relates to the NFP Application. There are no fields that require completing on this tab.





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**NFP Application** Required fields denoted by \*

**Legal Details** Upload File or Select Vessel

The operator of a vessel must request permission, in writing, from the department for a vessel to berth at a port that is not a first point of entry. This is in accordance with the *Biosecurity Act 2015*, Section 247.

This should be submitted 10 working days prior to arrival in Australia to ensure the department can assess whether it can service the vessel at that port. A Biosecurity Status Document will follow after this application to advise if permission is granted. Giving false or misleading information is a fault-based offence.

## Upload File or Select Vessel

The **'Upload File or Select Vessel'** tab provides the user with an option to complete an NFP using data from a saved XML Data file.

**NOTE:** XML Data files are created by Non First Point of Entry PDF Offline Form.

**NFP Application** Required fields denoted by \*

Legal Details Upload File or Select Vessel

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

**NOTE:** To save time in completing an NFP application a Master may complete the NFP Offline Form and then save the file for future use. The Offline Form will be saved as an xml file. This xml file is the only file type that can be used in MARS where the option is given to select data from a file.

## Upload an NFP application to MARS from a Saved XML Data file

- To complete an NFP application using data from an XML file answer **'Yes'** to the question **'Do you wish to complete this application with data from a file?'** Click on the **'Choose File'** button and navigate to the location where the file is saved on the computer. Once the file is selected the data will be automatically uploaded to MARS.

**NFP Application** Required fields denoted by \*

Legal Details Upload File or Select Vessel

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

Select File  Browse...

- Click through each of the tabs in sequential order to verify that there aren't any validation errors and that the correct Agency or Agencies have been nominated in the **Arrival Details** tab.

**NOTE:** For more detailed descriptions of each tab in the NFP application refer to the sections below.

## Complete a manual NFP in MARS

- If no XML data is available select **'No'** to the question **'Do you wish to complete this application with data from a file?'** and complete a new NFP application using the MARS interface.
- The **Vessel Particulars** tab will be displayed and all the vessel details will be completed as configured in MARS.



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**NOTE:** The Master will only be able to submit an NFP application for the vessel associated with their User ID. If the vessel displayed is not the vessel the Master wants to submit an NFP application for then the Master must refer to the MARS Vessel Registration section of this User Guide on how to register the vessel.

The NFP application must be completed in one session. If a timeout occurs the information will not be saved and the user will have to start the application from the beginning.

## Vessel Particulars

This tab is used to complete the Vessel Particulars. It contains both mandatory and optional fields. All mandatory fields must be completed before you can navigate away from this tab. Vessels already registered in MARS will have their details pre-populated except for the Master's name.

Field	Content
Vessel Name	Enter vessel's name as it appears on the Ship's Particulars.
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier. For vessels with an IMO the IMO filed is mandatory.
Tick this if the vessel does NOT have an IMO	Some vessel types may not have an IMO. This box must be selected in those circumstances and one of the Call Sign or Registration/Official# must be supplied.
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official#	This is a non-mandatory field. This field is mainly use for vessels which do not have an IMO number.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choosing the appropriate vessel type.
Master's Name	Enter the naster's name.
Length Overall (LOA-metres)	Enter the vessel's overall length in metres.





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Field	Content
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.

## Arrival Details

This screen is used to record the vessel's arrival details as well as the vessel's intentions at the Non First Point of Entry. The sections below will outline the information required based on the vessel's intentions.

**NFP Application** Required fields denoted by \*

Legal Details Vessel Particulars **Arrival Details** Cargo Details Declaration and Submit

Has the vessel already arrived in Australia? ☐ Yes ☒ No

\* Voyage # VOI

\* Last International Port of call CHIBA, CHIBA (JAPAN)

\* Agency to which approval/rejections will be sent Dave Smith Shipping

Intended Australian Non First Point of Entry Ports (Ports marked with a '#' are first points of entry for vessel arrivals but non first points of entry for discharging cargo)

(If the vessel is discharging cargo please select 'Discharge Cargo' as one of the Activity Types. Multiple activities can be selected.)

(If the vessel is going to a port that is not in the list please contact the Department at 1300 004 605)

[+ Add Port](#)

* Port	* Arrival Date	First Port of Australian Voyage	* Activity Type
WHYALLA TSL	07/07/2016	<input type="checkbox"/>	Discharging Cargo
KINGSCOTE	08/07/2016	<input type="checkbox"/>	Joint Military Exercises
PENNESHAW	09/07/2016	<input type="checkbox"/>	Other

No. of Crew and Passengers


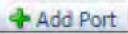









\* No. of Crew

No. of passengers

[Cancel](#)

Field	Content
Has the vessel already arrived in Australia? * Yes	
	Answer 'Yes' to the question if the vessel has already arrived at an Australian port and has not applied for permission to arrive at a Non First Point of Entry yet.
Has the vessel already arrived in Australia? * No	
	Answer 'No' to the question if the vessel has not yet arrived at an Australian Port. The last International port of call field will be displayed if this answer is selected.



Field	Content																
Voyage Number	Enter the unique voyage number for the current Australian voyage. This number must match the Voyage number of the PAR and Ballast Water Report for the current voyage.																
Last International Port of call	Enter the last International port the vessel called at before departing for Australia. Enter the first three letters of the port name and select the port from the list. This field is only visible if the question was answered 'No'.																
Agency to which approval/rejection will be sent	Enter the first three letters of the Agency name and select the correct Agency from the list provided.																
<b>'Intended Australian Non First Point of Entry Ports (Ports marked with a '#' are proclaimed for vessel arrivals but non-proclaimed for discharging cargo)'.</b>																	
 It is important to note that a port may be proclaimed for vessel arrivals, however, the port may not be proclaimed for cargo discharge.																	
 Add Port	Use the <b>Add Port</b> button to display the required fields. A separate row must be added for each Non First Point of Entry to be visited.																
<table border="1"> <thead> <tr> <th>* Port</th><th>* Arrival Date</th><th>First Port of Australian Voyage</th><th>* Activity Type</th></tr> </thead> <tbody> <tr> <td>WHYALLA TS1</td><td>07/07/2016 </td><td><input type="checkbox"/></td><td>Discharging Cargo</td></tr> <tr> <td>KINGSCOTE</td><td>08/07/2016 </td><td><input type="checkbox"/></td><td>Joint Military Exercises</td></tr> <tr> <td>PENNESHAW</td><td>09/07/2016 </td><td><input type="checkbox"/></td><td>Other</td></tr> </tbody> </table>		* Port	* Arrival Date	First Port of Australian Voyage	* Activity Type	WHYALLA TS1	07/07/2016 	<input type="checkbox"/>	Discharging Cargo	KINGSCOTE	08/07/2016 	<input type="checkbox"/>	Joint Military Exercises	PENNESHAW	09/07/2016 	<input type="checkbox"/>	Other
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PENNESHAW	09/07/2016 	<input type="checkbox"/>	Other														
Port	Enter the first three letters of the port and select the correct port form the list.																
Arrival Date	Select the arrival date.																
First Port of Australian Voyage	Select the box next to the port if the port will be the first port of call on the current Australian voyage.																
<div> <b>Activity Type</b> <div> <input checked="" type="radio"/> All            <input type="radio"/> Joint Military Exercises            <input type="radio"/> Tourism - No shore excursions            <input type="radio"/> Tourism - Shore excursions            <input type="radio"/> Taking on Cargo            <input type="radio"/> Discharging Cargo            <input type="radio"/> Refuelling / Resupplying            <input type="radio"/> Other         </div> </div>	<p>This field is used to select the activity that will take place at the Non First Point of Entry. More than one activity may be selected.</p> <p><b>Joint Military Exercises</b> – Vessels taking part in joint military exercises with the Australian Navy must select this option.</p> <p><b>Tourism – No shore excursions</b> – If the main objective of the visit is for tourism and no crew nor passengers will go onshore this option must be selected.</p> <p><b>Tourism – Shore excursions</b> - If the main objective of the visit is for tourism and crew or passengers will go onshore this option must be selected.</p> <p><b>Taking on Cargo</b> – Select this option if the vessel will only take on cargo at the nominated port.</p>																





Field	Content
	<p><b>Discharging Cargo</b> – Select this option if the vessel will be discharging cargo at the nominated port. This option must also be selected when cargo is to be discharged at a Proclaimed Port which is not Proclaimed for the discharge of certain goods or cargo.</p> <p><b>Refuelling/Resupplying</b> – Select this option if the vessel intends to refuel or take on supplies and the nominated port.</p> <p><b>Other</b> – Select this option if the reason for the visit to the Non First Point of Entry is not available from the options listed. Enter the details in the text box that will be available when this option is selected.</p>
<b>Action</b> 	Remove any lines added by mistake.
No. Of Crew	Enter the total number of crew on board the vessel.
No. Of Passengers	Enter the total number of passengers on board the vessel.

## Cargo Details

This tab only appears when the activity for the Non First Point of Entry includes the discharge of cargo. All the fields are mandatory and must be completed before a user can navigate away from this tab. Waste requiring discharge at a First Point of Entry not proclaimed for the discharge of waste must be included in the Cargo Details.

Field	Content																														
<div> <b>NFP Application</b>  Legal Details   Vessel Particulars   Arrival Details   <b>Cargo Details</b>   Declaration and Submit </div> <p>Required Fields Denoted by *</p> <p>Details of animal(s), plant(s) or other goods to be landed at the port:</p> <p><a href="#">Add Goods</a></p> <table border="1"> <thead> <tr> <th>* Port of Discharge</th><th>* Commodity/ Goods Description</th><th>* Type of processing/cleaning performed offshore or applied for</th><th>* Port of Loading</th><th>* Quantity and Units</th><th>* Packing (eg. Bagged, Bulk, Containerised, Timber)</th><th>Import Permit Required</th><th>Permit #</th></tr> </thead> <tbody> <tr> <td>WHYALLA TS1-07/07/2016</td><td>Rail Trucks</td><td>Washed</td><td>Chiba</td><td>100</td><td>Timber Wheel Chocks</td><td><input type="checkbox"/></td><td></td></tr> </tbody> </table> <p>Additional comments regarding the consignment, eg End Use</p> <p>Details of Australian importer(s) of the above-mentioned animal(s), plant(s) or other goods:</p> <p><a href="#">Add Importer</a></p> <table border="1"> <thead> <tr> <th>* Port</th><th>* Name of Importer</th><th>* Company Name</th><th>* Address in Australia</th><th>* Email</th><th>* Phone</th><th>Fax</th></tr> </thead> <tbody> <tr> <td>WHYALLA TS1-07/07/2016</td><td>DG Rail</td><td>DG Rail</td><td>Whyalla</td><td>RAIL@MAIL.COM</td><td>0882015054</td><td></td></tr> </tbody> </table> <p><a href="#">Cancel</a></p>	* Port of Discharge	* Commodity/ Goods Description	* Type of processing/cleaning performed offshore or applied for	* Port of Loading	* Quantity and Units	* Packing (eg. Bagged, Bulk, Containerised, Timber)	Import Permit Required	Permit #	WHYALLA TS1-07/07/2016	Rail Trucks	Washed	Chiba	100	Timber Wheel Chocks	<input type="checkbox"/>		* Port	* Name of Importer	* Company Name	* Address in Australia	* Email	* Phone	Fax	WHYALLA TS1-07/07/2016	DG Rail	DG Rail	Whyalla	RAIL@MAIL.COM	0882015054		<p><b>'Details of animal(s), plant(s) or other goods to be landed at the port.'</b></p> <p> All goods intended for discharge must be recorded here. If any dunnage or other packing material is to be discharged it must also be listed.</p>
* Port of Discharge	* Commodity/ Goods Description	* Type of processing/cleaning performed offshore or applied for	* Port of Loading	* Quantity and Units	* Packing (eg. Bagged, Bulk, Containerised, Timber)	Import Permit Required	Permit #																								
WHYALLA TS1-07/07/2016	Rail Trucks	Washed	Chiba	100	Timber Wheel Chocks	<input type="checkbox"/>																									
* Port	* Name of Importer	* Company Name	* Address in Australia	* Email	* Phone	Fax																									
WHYALLA TS1-07/07/2016	DG Rail	DG Rail	Whyalla	RAIL@MAIL.COM	0882015054																										




Field	Content
<b>Add Goods</b>	Use the <b>Add Goods</b> button to display the required fields. A separate row must be added for each type of good to be discharged.
Port of Discharge	Select the port where the goods will be discharged from the list of available ports. Only the ports that were supplied in the Arrivals Details tab will be listed.
<b>If the correct discharge port cannot be found in the list the port arrival details must be added to the Arrival Details tab in the NFP application.</b>	
Commodity/Goods description	Enter a description of the goods eg. Wooden pallets, stockfeed, mining equipment etc. Be as thorough as possible. A separate line must be used for each commodity.
Type of processing/cleaning performed offshore or applied for	Detailed description of the processing or cleaning of the goods to address any biosecurity concerns. For instance goods were steam cleaned prior to loading and then covered in tarpaulins.
Port of Loading	Enter name of the port where the goods were loaded. Type the first three letters of the port name and then select the correct port from the list.
Quantity and units	Enter the quantity of goods and the number of units. For instance 5 Bags or 100 Kilograms etc.
Packing (eg. Bagged, Bulk, Containerised, Timber)	Describe how the goods have been packed for shipping. In bulk, bags, containers etc. Also include a description of any packing material used eg. Straw and wooden crates.
Import Permit Required	Tick this box if an import permit was required for the goods.
Permit #	Enter the import permit number. This field will only be displayed if the Import permit Required box has been checked.
<b>Action</b> 	Remove any lines added by mistake.
Additional Comments regarding the consignment, eg. End Use	Use this field to record any additional information that may assist in the biosecurity risk assessment of the goods. For instance, End Use etc.
<b>'Details of Australian importer(s) of the above mentioned animal(s), plant(s) or other goods.'</b>	
<b>List the details of the importer associated with each line of goods</b>	
<b>Add Importer</b>	Use the <b>Add Importer</b> button to display the required fields. A separate row must be added for each importer.
Port	Select the port where the importer of the goods is located from the list of available ports. Only the ports that were supplied in the Arrivals Details tab will be listed.
Name of Importer	Enter the name of the importer.
Company Name	Enter the Importing Company name.





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Field	Content
Address in Australia	Enter the importer's address in Australia.
E-mail	Enter the importer's e-mail address.
Phone	Enter the importer's contact telephone number with all the relevant prefixes.
Fax	Enter the importer's fax number. This is the only optional field in the grid.
<b>Action</b> 	Remove any lines added by mistake.

## Declaration and Submit

Once the Master is satisfied that the NFP Application has been completed it can be submitted. The Master must read the legal notice and acknowledge that the information supplied in the NFP application is true and correct prior to submission. Demerit actions may apply for any omissions or miss-declarations in the application.

**NFP Application**
Required fields denoted by \*

Legal Details
Vessel Particulars
Arrival Details
Cargo Details
**Declaration and Submit**

**Privacy Notice**

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the Biosecurity Act 2015 is also 'protected information' under the Biosecurity Act.

The collection of 'protected information' including personal and sensitive information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the Biosecurity Act 2015 for the purposes of assessing and managing the biosecurity risk of the vessel and related purposes. If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the potential biosecurity risk. Information collected by the Department will only be used or disclosed as authorised under the Biosecurity Act 2015.

The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws.

It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the Biosecurity Act 2015.

See our Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933 or 1800 900 090.

I acknowledge that the above information is true and correct. If acting as an agent for the vessel, I acknowledge that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator.



Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☒ I acknowledge that the above information is true and correct

Field	Content
<input type="checkbox"/> I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the NFP Application is correct and truthful.
<input type="button" value="Submit"/>	By clicking on the Submit button the NFP Application will be uploaded into MARS for assessment. Once the assessment has been completed the Master and the Agent will receive a



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**and Water Resources**

Field	Content
	Biosecurity Status Document (BSD) with the directions that are applicable to the vessel's current voyage.
 <b>Information</b> The application has been submitted successfully. You will be informed about the Approval/Rejection through the Biosecurity Status Document (BSD). Please make sure you have the received the BSD before arrival at the non first point of entry port.	This message will be displayed if the NFP Application was successfully submitted to MARS.
	Use the 'Cancel' button to cancel the NFP application and return to the MARS Home screen.





## Human Health Update

### Explanatory Notes

The Master must complete this form to report to the department any change in the health status of passengers and crew originally reported on the PAR, prior to the vessel entering the next Australian port of call:

- This form must be submitted 96-12 hours prior to the vessel's arrival at the next Australian port.
- Where illness on board the vessel is reported, the vessel Master will be required to answer additional questions to assess the public health risk associated with the vessel prior to arrival at the port.

In addition Cruise and Naval Vessels must use the Human Health Update form to report any changes to the **human health** and **gastro intestinal illness** status of crew and passengers prior to arriving at each port on their itinerary.

**NOTE:** *The Human Health Update replaces the current Subsequent Port Notification that Cruise and Naval vessels are required to submit prior to arrival at a subsequent port of call.*

### How to do it

Open the **Human Health Update** application from the MARS home screen. To complete an application each tab must be completed in order of appearance.



### Legal Details

The **Legal Details** tab references the relevant sections of the Biosecurity Legislative Framework as it relates to the provision of information to the department. There are no fields that require completing on this tab.

### Human Health Update

Legal Details

Upload File or Select Vessel

This form and the information requested in it, is required to be provided to the department by the operator of a vessel under the *Biosecurity Act 2015*, Chapter 2.

Please use this form to advise the department of any changes to previously reported human health information.

## Upload File or Select Vessel

The 'Upload File or Select Vessel' tab provides the user with an option to complete a Human Health Update using data from a saved XML Data file.

**NOTE:** XML Data files are created by saving a Human Health Update PDF Offline Form.

### Human Health Update

Legal Details

Upload File or Select Vessel

Required fields denoted by \*

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

**NOTE:** To save time in completing a Human Health Update a Master may complete the Offline Form and then save the file for future use. The Offline Form will be saved as an xml file. This xml file is the only file type that can be used in MARS where the option is given to select data from a file.

## Upload a Human Health Update to MARS from a Saved XML Data file

1. To complete the update using data from an XML file answer 'Yes' to the question 'Do you wish to complete this application with data from a file?' Click on the 'Browse' button and navigate to the location where the file is saved on the computer. Once the file is selected the data will be automatically uploaded to MARS.

### Human Health Update

Legal Details

Upload File or Select Vessel

Required fields denoted by \*

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

Select File

Browse...

2. Click through each of the tabs in sequential order to verify that there aren't any validation errors and that the correct Agency or Agencies have been nominated in the **Arrival Details** tab.

**NOTE:** For more detailed descriptions of each tab in the Human Health Update application refer to the sections below.



## Complete a manual Human Health Update in MARS

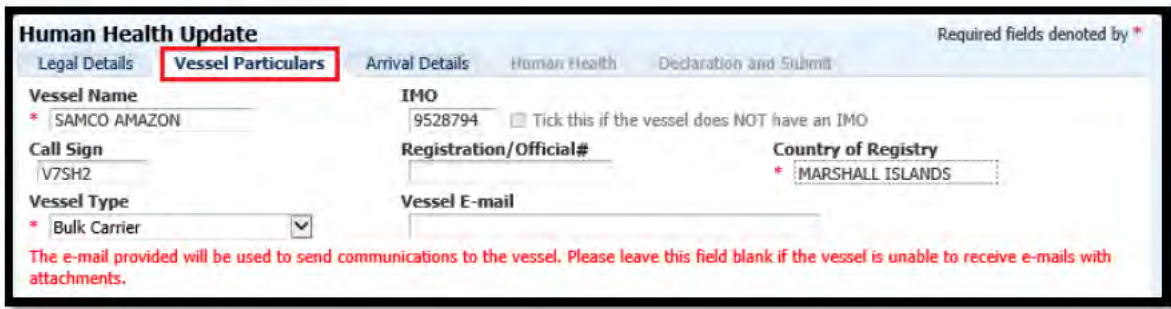
1. If no XML data is available select '**No**' to the question '**Do you wish to complete this application with data from a file?**' and complete a new application using the MARS interface.
2. The **Vessel Particulars** tab will be displayed and the vessel's details as recorded in MARS will be available. All the mandatory fields must be completed.

**NOTE:** The Master will only be able to submit a Human Health Update for the vessel associated with their User ID. If the vessel displayed is not the vessel the Master wants to submit a Human Health Update for then the Master must refer to the MARS Vessel Registration section of this User Guide on how to register the vessel.

The application must be completed in one session. If a timeout occurs the information will not be saved and the user will have to start the application from the beginning.

### Vessel Particulars

This tab is used to enter the Vessel Particulars. It contains both mandatory and optional fields. All mandatory fields must be completed before you can navigate away from this tab.

Field	Content
	
Vessel Name	Enter the vessel name as it appears on the Ship's Particulars.
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier. For vessels with an IMO the IMO filed is mandatory.
Tick this if the vessel does NOT have an IMO	Some vessel types may not have an IMO. This box must be selected in those circumstances and one of the Call Sign or Registration/Official# must be supplied.
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official #	This is a non-mandatory field. This field is mainly use for vessels which do not have an IMO number.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choose the appropriate vessel type.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be




Field	Content
	sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.

## Arrival Details

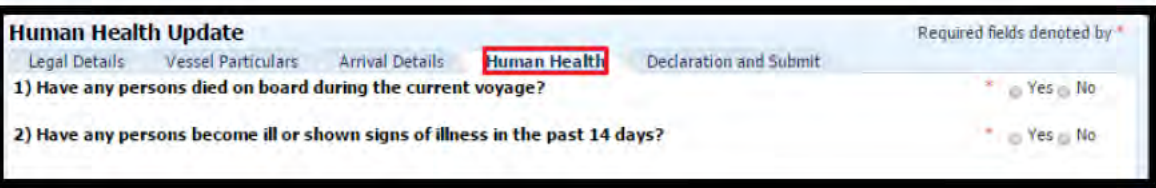
This screen is used to record the vessel's voyage number and the Agency to which any updated conditions will be sent.

**NOTE:** The Port Agency must be known to MARS. If the nominated Port Agency does not appear in the drop down box then the Master must contact the Port Agency and request the details of the Agency's registration. The Human Health Update cannot be submitted without a valid Port Agency.

Field	Content
	
Voyage #	Enter the unique voyage number for the current Australian voyage. This number must match the Voyage number of the PAR, BW, Human Health Update or NFP application for the current voyage. Alpha-numeric characters and dashes (-) are accepted. Spaces are not allowed.
Agency to which approvals/rejections will be sent	Enter the name of the Agency that will represent the vessel at the intended Australian port of call. The Biosecurity Status Document (BSD) with any conditions pertaining to Human Health will be sent to the Agency listed here.

## Human Health

This screen is used to report on the health status of the passengers and crew on board the vessel.

Field	Content
	
Have any persons died on board during the current voyage?	If the users answers 'Yes' additional fields will be displayed. Refer to the section titled 'Question 1 Details' below.
Have any persons become ill or shown signs of illness in the past 14 days?	If the users answers 'Yes' additional fields will be displayed. Refer to the section titled 'Question 2 Details' below.





## Question 1 Details

When a death is reported additional information must be provided regarding the death. The user must advise how many deaths occurred during the current voyage and the suspected cause(s) of death.

\* 1) Have any persons died on board during the current voyage? ☒ Yes ☐ No

\* 1.1) How many persons died?

\* 1.2) Cause or suspected cause of death: ☒ Accident ☐ Illness ☐ Other

## Question 2 Details

When an illness is reported, the Master must answer all subsequent illness questions. These include illness symptoms. Answering some questions may open up extra text fields requiring additional information. These fields are mandatory and must be completed.

\* 2) Have any persons become ill or shown signs of illness in the past 14 days? ☒ Yes ☐ No

How many persons

If **Question 2** is answered 'Yes' then additional health questions will be displayed about the ill person's symptoms (**Question 2.1**). For each symptom question that is answered 'Yes' a text box will be displayed where the number of persons affected must be entered. All health questions are mandatory.

2.1) Is any person on board the vessel displaying any of the following symptoms?

2.1.1) Temperature over 38C (if no thermometer is available, any person suspected of having a temperature should be reported) ☒ Yes ☐ No  
How many persons

2.1.2) Acute unexplained non-itchy skin rashes or lesions, and non-itchy rashes or lesions caused by illness or exposure to hazardous agents (but not heat rashes, dermatitis, eczema, or similar common skin conditions) ☐ Yes ☐ No

2.1.3) Muscle aches, diarrhoea, severe headaches or vomiting (but not vomiting caused by inebriation or motion sickness) ☐ Yes ☐ No

2.1.4) Severe bruising or bleeding from the nose, ears, eyes, mouth, anus or skin (but not if the person is predisposed to nosebleeds or haemorrhoids, or has cuts and abrasions) ☐ Yes ☐ No

2.1.5) Glandular swelling in the armpits or neck ☐ Yes ☐ No

2.1.6) Prolonged loss of consciousness where a person cannot be roused (but not loss of consciousness caused by consumption of alcohol, drugs or medications, fainting or sleeping) ☐ Yes ☐ No

2.1.7) Persistent coughing and difficulty breathing with no apparent cause and no history or similar symptoms (but not persistent coughing and difficulty breathing caused by asthma, heart disease, obesity, chronic bronchitis or emphysema) ☐ Yes ☐ No

2.1.8) Except in the case of a person with restricted mobility or an otherwise healthy young child- an inability to disembark from a vessel without assistance ☐ Yes ☐ No

2.1.9) Yellowing of the skin/whites of the eyes ☐ Yes ☐ No



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Answer **Question 2.2** and all sub questions about the ill person's travel history. For each symptom question that is answered 'Yes' a text box will be displayed where the number of persons affected must be entered. All health questions are mandatory.

**2.2) Has the ill person(s) on board:**

- 2.2.1) Been in contact with birds/bird products/someone suspected/confirmed of having Avian Influenza in the last 14 days? ☐ Yes ☐ No
- 2.2.2) Eaten raw poultry/raw poultry products in the last 14 days? ☐ Yes ☐ No
- 2.2.3) Handled samples suspected of containing Avian Influenza virus in the last 14 days? ☐ Yes ☐ No
- 2.2.4) Travelled Africa, South/Central America or the Caribbean in the last 6 days and do not have a valid yellow fever vaccination certificate? ☐ Yes ☐ No
- 2.2.5) Been in Africa in the last 21 days? ☐ Yes ☐ No
- 2.2.6) Been in contact with camels or bodily fluids from a camel, including having been coughed or sneezed on by a camel, or drunk raw camel milk or consumed camel meat in a country in the Middle East? ☐ Yes ☐ No

**NOTE:** In addition to the questions above Cruise vessels must also report any Gastro-intestinal illness. Answer **Question 2.3** and all sub questions about any cases of Gastro-intestinal illness on-board the Cruise Vessel.

**2.3) Gastro-intestinal illness**

- 2.3.1) How many cases of diarrhoea and/or gastro-intestinal illness have been recorded in the vessel's medical log during the current voyage and/or the last 21 days?
- 2.3.2) How many passengers and crew were on board during the current voyage and/or the last 21 days?  Passengers  Crew
- 2.3.3) Was there any situation on board, which may lead, to infection or the spread of disease? ☐ Yes ☐ No
- Details

## Declaration and Submit

Once the Master is satisfied that the Human Health Update has been completed it can be submitted. The Master must read the legal notice and acknowledge that the information supplied in the NFP application is true and correct prior to submission. Demerit actions may apply for any omissions or miss-declarations in the application.

**Human Health Update** (required fields denoted by \*)

Legal Details Vessel Particulars Arrival Details Human Health **Declaration and Submit**

**Privacy Notice**

'Personal Information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal Information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the *Biosecurity Act 2015*. The collection of 'protected information' including personal information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the *Biosecurity Act 2015* for the purposes of assessing and managing the potential biosecurity risks vessels coming to Australia.

If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the biosecurity risk associated with your vessel. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the *Biosecurity Act 2015*.

See our Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

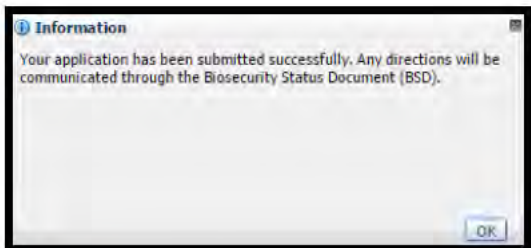
I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the *Criminal Code Act 1995*.

Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☒ I acknowledge that the above information is true and correct.





Field	Content
<input type="checkbox"/> I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the Human Health Update is correct and truthful.
<input type="button" value="Submit"/>	By clicking on the Submit button the form will be uploaded into MARS for assessment. Once the assessment has been completed the Master and the Agent will receive a Biosecurity Status Document (BSD) with the directions that are applicable to the vessel's current voyage.
	This message will be displayed if the Human Health Update was successfully submitted to MARS.
<input type="button" value="Cancel"/>	Use the 'Cancel' button to cancel the form and return to the MARS Home screen.



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## Chapter 4 – MARS Service Requests

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Crew Change Request

Sanitation Certificate Request

Waste Removal Request

Coastal Strip Request





## Crew Change Service Request

### Explanatory Notes

The Master of a vessel must notify the department when crew need to disembark from the vessel. The notification may be submitted through the PAR when it is completed prior to arrival, or the department may also be notified by submitting a service request through MARS. Service requests may be submitted through the **Request a Service** menu on the MARS home screen or by clicking on the **Crew Change Request** icon.


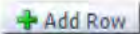

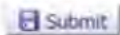
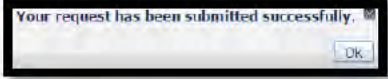

**NOTE:** A service request can only be submitted in MARS if a port visit exists for that voyage. A port visit is created when a PAR or NFP application is submitted.

### How to do it

Click on the **Crew Change Request** service request on the MARS home screen. To complete a service request each tab must be completed in order of appearance.



Field	Content										
	<div> <div> <b>Crew Change Request</b> <span>Required fields denoted by *</span> </div> <div> <b>Vessel and Voyage Particulars</b> <div> <div>* Vessel</div> <div>SAMCO AMAZON</div> </div> <div> <div>* Voyage #</div> <div>V01</div> </div> <div> <div>* Port - Arrival Date</div> <div></div> </div> <div> <div>* Port Agency</div> <div></div> </div> <div> <div>* Crew Agency</div> <div></div> </div> <div> <div><input type="checkbox"/> Same as Port Agency</div> </div> </div> <div> <b>Crew Change Details</b> <div> <div>+ Add Row</div> <table border="1"> <thead> <tr> <th>* Disembark date/time</th> <th>* No. of Crew</th> <th>* Biosecurity Items to declare</th> <th>Item Details</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <div> <div>Submit</div> <div>Cancel</div> </div> </div> </div>	* Disembark date/time	* No. of Crew	* Biosecurity Items to declare	Item Details	Action					
* Disembark date/time	* No. of Crew	* Biosecurity Items to declare	Item Details	Action							
Vessel	The vessel name will be read only. The vessel displayed is the vessel associated with the Master's User ID.										

Field	Content
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival Date	The ports with intended arrival dates will be listed. The port visit and dates are created when a PAR or NFP application is submitted. Only ports and dates specified in either application will be listed.
Port Agency	The Port Agency is read only. The Port Agency is specified by the Master when the PAR or NFP applications are submitted. The Port Agency can only be changed in the Visit Details screen in MARS.
Crew Agency	The Crew Agency is the Agency responsible for the crew change. This Agency will be responsible for any charges accrued against the crew change. If the crew Agency is incorrect the Agent may nominate their own Agency as the Crew Agent or they may nominate another Agency.
	Select this tick box if the Crew Agent is the same Agent as the Port Agent.
	Use this button to add additional rows if crew will disembark on separate occasions or if more than one crew member is disembarking and have different biosecurity items to declare.
Disembark date/time	Enter the date and time the crew member is expected to depart the vessel.
No of Crew	Enter the number of crew members that will disembark at the stated time.
Biosecurity Items to declare	Select either 'Yes' or 'No' depending on whether the crew member has any items of biosecurity concern to declare. To be sure Masters and crew are encouraged to access the department's biosecurity import conditions database (BICON) on the department's website.
Item Details	Enter a detailed description of the item, multiple items may be added.
	Delete a row.
	Click on this button to submit the completed request.
	The success message will be displayed once the request has been successfully submitted to MARS.
	Click on the cancel button to cancel the request prior to submission.





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## Sanitation Certificate Service Request

### Explanatory Notes

Ship Sanitation Control Exemption Certificates / Ship Sanitation Control Certificates are issued in accordance with Article 39 of the *International Health Regulations (2005)* (IHR). Ship Sanitation Certificates (SSC) may be required for all vessels on international voyages that call at a port of a State party. In Australia, Ship Sanitation Certificates can only be issued at declared ports for ship sanitation certificates. Ship Sanitation Certificates remain valid for a period of six months from the date of issue. This period may be extended by one month at a declared port if the inspection or control measures required cannot be accomplished at the port.

Renewal of a Ship Sanitation Certificate may be requested by the Master or Agent of a vessel when submitting the PAR or by submitting a Sanitation Certificate Request in MARS to arrange for an inspection. Ship Sanitation Certificate Inspections and the issuing of subsequent certificates can only be issued at declared ports.

Service Requests may be submitted through the **Request a Service** menu on the MARS home screen or by clicking on the **Sanitation Certificate Request** icon.

**NOTE:** A service request can only be submitted in MARS if a visit to a proclaimed port exists for that voyage. A port visit is created when a PAR or NFP application (for an SSC to be issued one of the ports must be a declared port on the NFP application) is submitted.

### How to do it

Click on the **Sanitation Certificate Request** icon on the MARS home screen. Complete all the fields in the screen.





Field	Content
<p><b>Sanitation Certificate Request</b> <span style="float: right;">Required fields denoted by *</span></p> <p><b>Vessel and Voyage Particulars</b></p> <p>* <b>Vessel</b> SAMCO AMAZON</p> <p>* <b>Voyage #</b> V01</p> <p>* <b>Port - Arrival Date</b></p> <p>A request for a Sanitation Certificate can only be made at a port that is a first point of entry for arrival. The 'Port - Arrival Date' list above will therefore only show ports that are first points of entry for arrival for the selected voyage.</p> <p>* <b>Port Agency</b>      * <b>Billing Agency</b>      <input type="checkbox"/> Same as Port Agency</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>	
Vessel	The vessel name will be read only. The vessel displayed is the vessel associated with the Master's User ID.
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival Date	The ports with intended arrival dates will be listed. The port visit and dates are created when a PAR or NFP application is submitted. Only ports and dates specified in either application will be listed.
Port Agency	The Port Agency is read only. The Port Agency is specified by the Master when the PAR or NFP applications are submitted. The Port Agency can only be changed in the Visit Details screen in MARS.
Billing Agency	The Billing Agency is the Agency responsible for any charges accrued against the inspection. If the Billing Agency is incorrect the Agent may nominate their own Agency as the Billing Agent or they may nominate another Agency. This is done through the Visit Details screen in MARS.
<input type="checkbox"/> Same as Port Agency	Select this tick box if the Billing Agent is the same Agent as the Port Agent.
<input type="button" value="Submit"/>	Click on this button to submit the completed request.
	The success message will be displayed once the request has been successfully submitted to MARS.
<input type="button" value="Cancel"/>	Click on the cancel button to cancel the request prior to submission.





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## Waste Removal Request

### Explanatory Notes

The Master or Agent must notify the department when Waste Removal is required. The notification may be submitted through the Biosecurity section of the PAR when it is completed prior to arrival or the department may be notified by submitting a service request through MARS. Service requests may be submitted through the **Request a Service** menu on the MARS home screen or by clicking on the **Waste Removal Request** icon.

Some ports are not First Points of Entry for the removal of waste from vessels. The Master or Agent must refer to the department's website for details about First Points of Entry ports. Waste cannot be discharged at a Non First Point of Entry without the necessary approval from the department.

**NOTE:** A service request can only be submitted in MARS if a port visit exists for that voyage. A port visit is created when a PAR or NFP application is submitted.

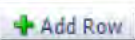


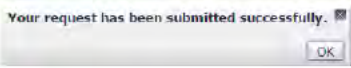

### How to do it

Click on the **Waste Removal Request** icon on the MARS home screen. To complete a service request each tab must be completed in order of appearance.



Field	Content
<b>Waste Removal Request</b> <span style="float: right;">Required fields denoted by *</span>	
<b>Vessel and Voyage Particulars</b>	
* Vessel	SAMCO AMAZON
* Voyage #	V01
* Port - Arrival Date	
A request for Waste Removal can only be made at a port that is a first point of entry for arrival. The 'Port - Arrival Date' list above will therefore only show ports that are first points of entry for arrival for the selected voyage.	
* Port Agency	* Billing Agency <input type="checkbox"/> Same as Port Agency
<b>Waste Removal Details</b>	
<input type="button" value="+ Add Row"/>	
* Date	* Estimated Volume (m3) Action
	<input type="text"/> <input type="button" value="X"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	



Field	Content
Vessel	The vessel name will be read only. The vessel displayed is the vessel associated with the Master's User ID.
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival Date	The ports with intended arrival dates will be listed. The port visit and dates are created when a PAR or NFP application is submitted. Only ports and dates specified in either application will be listed.
Port Agency	The Port Agency is read only. The Port Agency is specified by the Master when the PAR or NFP applications are submitted. The Port Agency can only be changed in the Visit Details screen.
Billing Agency	The Billing Agency is the Agency responsible for any charges accrued against the inspection. If the Billing Agency is incorrect the Agent may nominate their own Agency as the Billing Agent or it may nominate another Agency. This is done through the Visit Details screen in MARS.
<input type="checkbox"/> Same as Port Agency	Select this tick box if the Billing Agent is the same Agent as the Port Agent.
	Add an additional row if waste will be discharged over multiple days.
Date	Enter the date the waste will be discharged.
Estimated Volume (m <sup>3</sup> )	Enter the estimated volume of waste in cubic metres.
	Delete a row.
	Click on this button to submit the completed request.
	The success message will be displayed once the request has been successfully submitted to MARS.
	Click on the cancel button to cancel the request prior to submission.



## Coastal Strip Service Request

### Explanatory Notes

International vessels intending to stay in Australian waters for an extended period of time may apply to the department to be released from biosecurity. Having coastal status allows the vessel to carry cargo between Australian ports without further intervention from the department. The vessel's Agent or Master may submit a Coastal Strip Service Request to initiate this process. Usually coastal status is granted after an inspection of the vessel is completed and all biosecurity risks are managed in an approved manner.

The request must be submitted in MARS through the **Request a Service** menu on the MARS home screen or by clicking on the **Coastal Strip Request** icon.

**NOTE:** A service request can only be submitted in MARS if a visit exists for that voyage. A port visit is created when a PAR or NFP application is submitted.

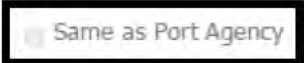

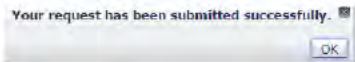

### How to do it

Click on the **Coastal Strip Request** icon on the MARS home screen. Complete all the fields.



Field	Content
	<div> <div> <b>Coastal Strip Request</b> <span>Required fields denoted by *</span> </div> <div> <b>Vessel and Voyage Particulars</b> </div> <div> <p>* <b>Vessel</b> SAMCO AMAZON</p> <p>* <b>Voyage #</b> V01</p> <p>* <b>Port - Arrival Date</b></p> <p>A request for a Coastal Strip can only be made at a port that is a first point of entry for arrival. The 'Port - Arrival Date' list above will therefore only show ports that are first points of entry for arrival for the selected voyage.</p> <p>* <b>Port Agency</b>      * <b>Billing Agency</b>      <input type="checkbox"/> Same as Port Agency</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> </div> </div>
Vessel	The vessel name will be read only. The vessel displayed is the vessel associated with the Master's User ID.



Field	Content
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival Date	The ports with intended arrival dates will be listed. The port visit and dates are created when a PAR or NFP application is submitted. Only ports and dates specified in either application will be listed. Ensure the correct port is selected.
Port Agency	The Port Agency is read only. The Port Agency is specified by the Master when the PAR or NFP applications are submitted. The Port Agency can only be changed in the Visit Details screen.
Billing Agency	The Billing Agency is the Agency responsible for any charges accrued against the inspection. If the Billing Agency is incorrect the Agent may nominate their own Agency as the Billing Agent or they may nominate another Agency. This is done through the Visit Details screen in MARS.
	Select this tick box if the Billing Agent is the same Agent as the Port Agent.
	Click on this button to submit the completed request.
	The success message will be displayed once the request has been successfully submitted to MARS.
	Click on the cancel button to cancel the request prior to submission.





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## Chapter 5 – MARS Information Search

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[Visit Search](#)

[Report, Application or Service Request Search](#)

[Accessing Vessel Information](#)

[Accessing Voyage Information](#)



## Visit Search

### Explanatory Notes

Use this search to find details about the vessel's current visit to an Australian port. The Agency name in this search screen will default to the registered Agency of the user.

### How to do it



**NOTE:** The vessel details will default to the vessel associated with the Master's User ID. Masters can search on the dates and port.

1. Open the Visit icon on the MARS home screen.
2. Enter the search criteria.
3. Click on the **Search Visit** button.
4. The search details will be displayed in the search results grid. Click on the **Port Name** hyperlink to access the **Visit Details** screen.

### Search Visit

Search Criteria

Vessel Name  
VEA

Call Sign  
LPHQ

Port  
Type 3 characters to search

Search Visit

Agency Name  
IMO  
9314454  
Registration/Official#


Arrival Date From  
21/02/2015  
To  
01/03/2016  
Exclude vessels that haven't already arrived

Vessel	Voyage	Port	Arrival Date	Inspections Completed	Port Agency	Billing Agency	Crew Agency	Visit Status
9314454 VEA	VCS/TEST/1	PORT ADEL...	01/01/2016 03:09	RVI	Dave Smith Shipping	Dave Smith Shipping		Departed
9314454 VEA	VCS/TEST/2	BRISBANE	02/01/2016 03:09	RVI	Dave Smith Shipping	Dave Smith Shipping		Departed

The **Visit Details** screen will be displayed for the port that was selected.





Visit Details	
<div> <div> <div>Visit Details</div> <div>Inspection History</div> </div> <div> <div> <div>Vessel</div> <div>9314454 VEA</div> </div> <div> <div>Voyage #</div> <div>VCS/TEST/4</div> </div> <div> <div>Port</div> <div>PORT ADELAIDE</div> </div> </div> <div> <div> <div>* Arrival Date/Time</div> <div>04/01/2016 15:00</div> </div> <div> <div>Visit Status</div> <div>Arrived ▼</div> </div> <div> <div>Berth Date/Time</div> <div></div> </div> <div> <div>Berth name</div> <div></div> </div> <div> <div>Departure Date/Time</div> <div></div> </div> </div> <div> <div> <div>Port Agency</div> <div>Dave Smith Shipping</div> </div> <div> <div>Billing Agency</div> <div>Dave Smith Shipping</div> </div> <div> <div>Crew Agency</div> <div>Type 3 characters to search</div> </div> </div> <div> <div>Request a Sanitation Certificate</div> <div>Request a coastal Strip</div> </div> <div> <div>Notify us if crew are disembarking</div> <div>Notify us if waste is being removed</div> </div> <div> <div>Save</div> <div>Cancel</div> </div> </div>	
Visit Details	<p>From this tab the visit details can be accessed for a particular port. The status of the visit is displayed along with the expected Arrival Date/Time; Berth Date/Time; Departure Date/Time in read only mode. These times are taken from the PAR or the NFP application.</p> <p>The Billing Agency is mandatory if the vessel has requested a Coastal Strip or a Sanitation Certificate. Only an Agency with a department COM code can be identified as a Billing Agency. The Agency may be changed in this screen – see the notes below.</p> <p>Service request may be made from this screen. The port and arrival details will automatically be pre-populated in the request. If any of the arrival details need amending then the service request must be submitted using the appropriate Service Request application from the MARS home screen.</p>
 Changing Agency Names	<p>The following rules apply for changes to Agency names in this screen:</p> <ul style="list-style-type: none"> <li>a) If the Agency field is blank a user can select their associated Agency name and save. This will change the Agency in the visit table.</li> <li>b) If the Agency field is blank a user can select an Agency not associated with them. An e-mail will go out to the selected Agency advising them that they have been nominated as the Agency.</li> <li>c) If the Agency field is 'Other', the user can choose their Agency. When the user tries to save this the following message will be shown - 'You have nominated yourself as the Agency where one already exists. Your request has been received and the department will assess this and make the change if appropriate. Till the decision is made the system will not update the Agency to your Agency.'</li> <li>d) If the Agency field is 'Other' the user will not be able to 'blank out the Agency'.</li> <li>e) An Agency user can 'blank out the Agency' if the Agency field shows their Agency.</li> </ul>
Inspection History	This tab contains a read only history of all the inspections this vessel has received at the selected port.



## Report, Application or Service Request Search

### Explanatory Notes

Use this search to find applications and or service requests submitted for this vessel. The original application will be displayed in read only mode. It will also list the date and time of submission as well as the name of the person who submitted the application.

### How to do it



Enter the vessel's IMO number in the search fields, adjust the date range and click on the **Search Applications** button. The vessel details and voyage number, the application type, status and date submitted will be displayed in the search results grid. Click on the [Type hyperlink](#) to access the appropriate application or service request details.

**Application Search**

Search Criteria

<b>Vessel Name</b> SAMCO AMAZON	<b>IMO</b> 9528794
<b>Call Sign</b> V7SH2	<b>Registration/Official #</b> 
<b>Voyage #</b> 	<b>Port</b> Type 3 characters to search
<b>Application Type</b> ▼	<b>Application Status</b> ▼
<b>Date Submitted</b> 12/07/2015 to 12/07/2016	
<a href="#">Search Applications</a>	

**Search Results**

Vessel	Voyage #	Type	Status	Date Submitted	Port(s)
9528794 SAMCO AMAZON	V01	Ballast Water	Replaced	12/07/2015	
9528794 SAMCO AMAZON	V01	Ballast Water	Complete	12/07/2015	

**NOTE:** If the user wants to search on the Voyage number and the number is less than 3 characters a search wildcard must be used. For example if the Voyage number is 1A then 1A% must be entered in the Voyage# search field.

The Status of the application explained:

Status	Description
Complete	The submission process is completed successfully, risk assessment may still be pending.
Withdrawn	The application has been withdrawn from MARS.
Replaced	The application has been replaced with another more current application.
Pending	This is for NFP applications undergoing assessment and approval to berth is still pending.





## Accessing Vessel Information

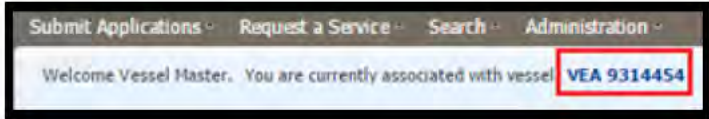


### Explanatory Notes

Searching for vessel related information in MARS is available through the **Visit** and **Application/Service Request** search functions as discussed above. However, there are many other short cuts in MARS to access specific information about the vessel, voyage and visit. These shortcuts are always available as **hyperlinks**, which can be identified by the **bold blue lettering**.

This section details where in MARS the Master can get access to the vessel, voyage and visit information.

### Where to access it

Access the vessel's details by selecting any **Vessel Name hyperlink** in MARS. The table below lists the options available to the Master for accessing the vessel's details:

Option	Details
1.	<p><b>MARS Home Screen.</b> The <b>Vessel Name hyperlink</b> on the MARS home screen gives access to the MARS Vessel Details screen. The Vessel Details screen in turn gives access to detailed vessel, voyage and visit information arranged in tabs.</p> 
2.	<p><b>Visit Search Results.</b> The Visit search function on the MARS home screen also has a <b>Vessel Name hyperlink</b> when the search results are returned. Selecting the <b>hyperlink</b> displays the Vessel Details screen which in turn gives access to detailed vessel, voyage and visit information arranged in tabs.</p>  
3.	<p><b>Visit Details Screen.</b> The Visit Details screen in MARS also has a <b>Vessel Name hyperlink</b>. Selecting the <b>hyperlink</b> displays the Vessel Details screen which in turn gives access to detailed vessel, voyage and visit information arranged in tabs.</p>



4. **Voyage Details Screen.** The Voyage Details screen in MARS also has a [Vessel Name hyperlink](#). Selecting the [hyperlink](#) displays the Vessel Details screen which in turn gives access to detailed vessel, voyage and visit information arranged in tabs.

All the [Vessel Name hyperlinks](#) mentioned in Options 1 to 4 open the Vessel Details screen below

<b>Vessel Particulars</b>	This tab contains the read only particulars of the vessel. Changes to the vessel details are updated in MARS when an application is submitted with details that are different to the information contained on this tab. Alternatively the department MARS Administrator may update details on this tab.
<b>Ballast Details</b>	This tab contains the read only details of the vessel's ballast water tank and pump configuration. These details are updated when a new BW Report is submitted.
<b>VCS Details</b>	This tab contains read only information about the vessel's complete Vessel Compliance Scheme (VCS) history. The demerit history is located here and the qualification criteria for the VCS. The Master is able to tell from this screen whether the vessel is currently on the VCS. VCS details are updated by MARS based on the vessel's compliance history.
<b>Voyage History</b>	This tab contains the complete voyage history of the vessel. Each Voyage number is a <a href="#">hyperlink</a> to the details for that voyage.
<b>Vessel Identifiers</b>	This tab is not used for commercial vessels. It displays the read only identifiers for non-commercial vessels such as Yachts.






## Accessing Voyage Information

### Where to access it

Access the voyage details by selecting any **Voyage Number hyperlink** in MARS. The table below lists the options available to the Master for accessing the voyage details:

Option	Details																																																						
1.	<p><b>Visit Search Results.</b> The Visit search function on the MARS home screen has a <b>Voyage Number hyperlink</b> when the search results are returned. Selecting the <b>hyperlink</b> displays the Voyage Details screen which in turn gives access to detailed vessel, voyage and visit information arranged in tabs.</p> <div><p>I want to Search for Information</p><p>Visit</p></div> <div><p>Search Results</p><table><tr><th>Vessel</th><th>Voyage</th><th>Port</th><th>Arrival Date</th><th>Inspections Completed</th><th>Port Agency</th><th>Billing Agency</th><th>Crew Agency</th><th>Visit Status</th></tr><tr><td>9314454 VEA</td><td>VCS/TEST/1</td><td>PORT ADEL</td><td>01/01/2016 03:00</td><td>RVI</td><td>Dave Smith Shipping</td><td>Dave Smith Shipping</td><td></td><td>Departed</td></tr><tr><td>9314454 VEA</td><td>VCS/TEST/2</td><td>BRISBANE</td><td>02/01/2016 03:00</td><td>RVI</td><td>Dave Smith Shipping</td><td>Dave Smith Shipping</td><td></td><td>Departed</td></tr><tr><td>9314454 VEA</td><td>VCS/TEST/3</td><td>MELBOURNE</td><td>03/01/2016 03:00</td><td>RVI</td><td>Dave Smith Shipping</td><td>Dave Smith Shipping</td><td></td><td>Departed</td></tr><tr><td>9314454 VEA</td><td>VCS/TEST/4</td><td>PORT ADEL</td><td>04/01/2016 03:00</td><td>ARPR</td><td>Dave Smith Shipping</td><td>Dave Smith Shipping</td><td></td><td>Arrived</td></tr><tr><td>9314454 VEA</td><td>VCS/TEST/4</td><td>KINGSCOTE</td><td>12/02/2016 12:00</td><td></td><td></td><td></td><td></td><td>Expected</td></tr></table></div>	Vessel	Voyage	Port	Arrival Date	Inspections Completed	Port Agency	Billing Agency	Crew Agency	Visit Status	9314454 VEA	VCS/TEST/1	PORT ADEL	01/01/2016 03:00	RVI	Dave Smith Shipping	Dave Smith Shipping		Departed	9314454 VEA	VCS/TEST/2	BRISBANE	02/01/2016 03:00	RVI	Dave Smith Shipping	Dave Smith Shipping		Departed	9314454 VEA	VCS/TEST/3	MELBOURNE	03/01/2016 03:00	RVI	Dave Smith Shipping	Dave Smith Shipping		Departed	9314454 VEA	VCS/TEST/4	PORT ADEL	04/01/2016 03:00	ARPR	Dave Smith Shipping	Dave Smith Shipping		Arrived	9314454 VEA	VCS/TEST/4	KINGSCOTE	12/02/2016 12:00					Expected
Vessel	Voyage	Port	Arrival Date	Inspections Completed	Port Agency	Billing Agency	Crew Agency	Visit Status																																															
9314454 VEA	VCS/TEST/1	PORT ADEL	01/01/2016 03:00	RVI	Dave Smith Shipping	Dave Smith Shipping		Departed																																															
9314454 VEA	VCS/TEST/2	BRISBANE	02/01/2016 03:00	RVI	Dave Smith Shipping	Dave Smith Shipping		Departed																																															
9314454 VEA	VCS/TEST/3	MELBOURNE	03/01/2016 03:00	RVI	Dave Smith Shipping	Dave Smith Shipping		Departed																																															
9314454 VEA	VCS/TEST/4	PORT ADEL	04/01/2016 03:00	ARPR	Dave Smith Shipping	Dave Smith Shipping		Arrived																																															
9314454 VEA	VCS/TEST/4	KINGSCOTE	12/02/2016 12:00					Expected																																															
2.	<p><b>Visit Details Screen.</b> The Visit Details screen in MARS also has a <b>Voyage Number hyperlink</b>. Selecting the <b>hyperlink</b> displays the Voyage Details screen which in turn gives access to detailed vessel, voyage and visit information arranged in tabs.</p> <div><p><b>Visit Details</b></p><p>Vessel 9314454 VEA</p><p>Visit Details    Inspection History</p><p><b>Voyage # VCS/TEST/1</b></p></div>																																																						
3.	<p><b>Vessel Details Screen, Voyage History Tab.</b> Selecting the <b>hyperlink</b> displays the Voyage Details screen which in turn gives access to detailed vessel, voyage and visit information arranged in tabs.</p> <div><p><b>Vessel Details</b></p><p>Vessel Name    IMO    Call Sign    Vessel Type</p><p>VEA    9314454    LMMD    Bulk Carrier</p><p>Vessel Particulars    Ballast Details    VCS Details    <b>Voyage History</b>    Vessel Identifiers</p><table><tr><th>Voyage #</th><th>Status</th><th>First Port</th><th>Arrival Date</th><th>Last Port</th><th>Departure Date</th></tr><tr><td>VCS/TEST/4</td><td>Active</td><td>PORT ADELA</td><td>04/01/2016</td><td>KINGSCOTE</td><td></td></tr><tr><td>VCS/TEST/3</td><td>Closed</td><td>MELBOURNE</td><td>03/01/2016</td><td>MELBOURNE</td><td>04/01/2016</td></tr><tr><td>VCS/TEST/2</td><td>Closed</td><td>BRISBANE</td><td>02/01/2016</td><td>BRISBANE</td><td>03/01/2016</td></tr><tr><td>VCS/TEST/1</td><td>Closed</td><td>PORT ADELA</td><td>01/01/2016</td><td>PORT ADELA</td><td>02/01/2016</td></tr></table></div>	Voyage #	Status	First Port	Arrival Date	Last Port	Departure Date	VCS/TEST/4	Active	PORT ADELA	04/01/2016	KINGSCOTE		VCS/TEST/3	Closed	MELBOURNE	03/01/2016	MELBOURNE	04/01/2016	VCS/TEST/2	Closed	BRISBANE	02/01/2016	BRISBANE	03/01/2016	VCS/TEST/1	Closed	PORT ADELA	01/01/2016	PORT ADELA	02/01/2016																								
Voyage #	Status	First Port	Arrival Date	Last Port	Departure Date																																																		
VCS/TEST/4	Active	PORT ADELA	04/01/2016	KINGSCOTE																																																			
VCS/TEST/3	Closed	MELBOURNE	03/01/2016	MELBOURNE	04/01/2016																																																		
VCS/TEST/2	Closed	BRISBANE	02/01/2016	BRISBANE	03/01/2016																																																		
VCS/TEST/1	Closed	PORT ADELA	01/01/2016	PORT ADELA	02/01/2016																																																		
All the <b>Voyage Number hyperlinks</b> mentioned in Options 1 to 3 open the Voyage Details screen below																																																							

<div> <div>Voyage Details</div> <div> <div>Vessel</div> <div>9314454 VEA</div> </div> <div> <div>Vessel Type</div> <div>Bulk Carrier</div> </div> <div> <div>Status</div> <div>Closed</div> </div> <div> <div>Voyage #</div> <div>VCS/TEST/1</div> </div> </div> <div> <div>Voyage Details</div> <div>BSD Details</div> <div>Applications Received</div> <div>Inspection History</div> <div>Attachments</div> </div> <div> <div> <div>Port(s)</div> <div>PORT ADELATDE</div> </div> <div> <div>Arrival Status</div> <div>01/01/2016 15:00 DE</div> </div> <div> <div>Inspections Completed</div> <div>RVI</div> </div> <div> <div>Charges Incurred</div> <div>N</div> </div> <div> <div>Port Agency</div> <div>Dave Smith Shipping</div> </div> <div> <div>Billing Agency</div> <div>Dave Smith Shipping</div> </div> <div> <div>Crew Agency</div> <div></div> </div> </div> <div> <div>Create visit</div> </div> <div> <div>Approval to Berth</div> <div>Non First Point of Entry</div> <div>Biosecurity</div> <div>Pratique</div> <div>Ballast Water</div> </div>	
<b>Vessel Hyperlink</b>	The Vessel's IMO and Name are <a href="#">hyperlinked</a> to the Vessel Details screen. All the vessel's particulars are available in read only mode in this screen.
<b>Port (s) Hyperlink</b>	The port names are <a href="#">hyperlinks</a> to the Visit Details screen. This screen has details of the current visit and the inspection history at each port. Service requests may also be submitted from the Visit Details screen.
<b>Inspections Completed Hyperlink</b>	The <a href="#">hyperlink</a> takes the user to the inspection detail information box. This lists the type of inspection that was completed at the port and the date the inspection was completed on.
<b>BSD Traffic Lights</b>	This is a visual representation of the vessel's current status as it relates to Approval to Berth; Non First Point of Entry Approval; Biosecurity; Pratique and Ballast Water. The BSD contains the detailed explanation of each of these sections.
<b>BSD Details Tab</b>	This tab contains a link to the current BSD for the voyage. Previous versions of the BSD will be replaced with the most current version. Always refer to this tab for the most up to date BSD for that voyage.
<b>Applications Received Tab</b>	This tab contains <a href="#">hyperlinks</a> to all the applications submitted by this vessel for the current voyage. If the Master has successfully submitted an application it will listed in this tab. Clicking on the application <a href="#">hyperlink</a> will open the original application that was submitted in read only mode.
<b>Inspection History Tab</b>	This tab contains a read only history of all the inspections this vessel has received. The appointment date, the port where the inspection was completed, the inspection date and the type of inspection is summarised here.



## Chapter 6 – MARS Documents and Certificates

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Biosecurity Status Document (BSD)

Ship Sanitation Certificate (SSC)

Certificate of Freedom from Gypsy Moth



## Biosecurity Status Document (BSD)

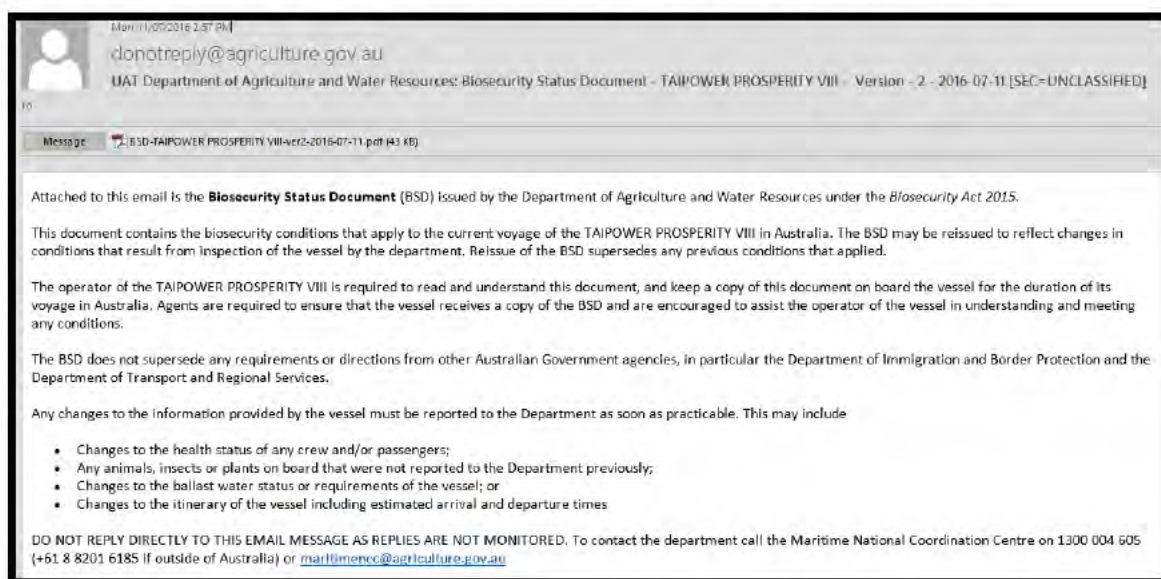
### Explanatory Notes

Another key concept enabled by MARS includes the Biosecurity Status Document (BSD). The department currently issues a number of documents and certificates to vessel Masters and their Agents during the period that the vessel is on an Australian voyage. These documents include an approval to berth, pratique certificate, treatment orders, and other directions for action. These documents provide instructions to the vessel Master and Agent about its obligations in Australian waters and what actions the vessel is approved or forbidden to undertake. The BSD will replace all these documents.

The BSD will include:

- Berthing conditions in Australian proclaimed ports
- Berthing conditions in Australian Non First Point of Entry
- Vessel Biosecurity (Including Biosecurity Treatment Directions)
- Vessel Pratique and Ship Sanitation
- Ballast Status

The BSD will be emailed to the Master (using the vessel email supplied) and the port Agent any time conditions change. The BSD is versioned and each one sent replaces the previous version.



### Where to find the BSD

To access the current BSD in MARS follow the steps below:

1. On the MARS home screen click on the **Vessel Name** hyperlink.





Australian Government  
Department of Agriculture  
and Water Resources

[Submit Applications](#) ▾ [Request a Service](#) ▾ [Search](#) ▾ [Administration](#) ▾

Welcome Vessel Master. You are currently associated with vessel **VEA 9314454**

- The **Vessel Details** screen will be displayed.

**Vessel Details** Required fields denoted by \*

Vessel Name:  IMO:  Call Sign:  Vessel Type:  Registration/Official #:

[Vessel Particulars](#) [Ballast Details](#) [VCS Details](#) [Voyage History](#) [Vessel Identifiers](#)

Country of Registry:  Vessel E-mail:

Year Built:  Gross Tonnage:  Net Tonnage:

Length Overall (LOA-metres):  Crew Capacity:  Passenger Capacity:

Cargo Holds:  Cargo Decks:  Cargo Tanks:

- Open the **Voyage History** tab and select the **Voyage Number** hyperlink.

**Vessel Details** Required fields denoted by \*

Vessel Name:  IMO:  Call Sign:  Vessel Type:  Registration/Official #:

[Vessel Particulars](#) [Ballast Details](#) [VCS Details](#) [Voyage History](#) [Vessel Identifiers](#)

Voyage #	Status	First Port	Arrival Date	Last Port	Departure Date
<a href="#">DJ/TEST/1</a>	Active	PORT ADELA...	22/02/2016	PORT ADELA...	
<a href="#">VCS/TEST/4</a>	Active	PORT ADELA...	04/01/2016	KINGSCOTE	
<a href="#">VCS/TEST/3</a>	Closed	MELBOURNE	03/01/2016	MELBOURNE	04/01/2016
<a href="#">VCS/TEST/2</a>	Closed	BRISBANE	02/01/2016	BRISBANE	03/01/2016
<a href="#">VCS/TEST/1</a>	Closed	PORT ADELA...	01/01/2016	PORT ADELA...	02/01/2016


- The **Voyage Details** screen is displayed. Open the **BSD Details** tab and click on the **View current BSD for voyage** hyperlink. The BSD will be opened as a PDF file.

**Voyage Details**

Vessel: **9314454 VEA** Vessel Type: **Livestock Carrier** Status:  Voyage #:

[Voyage Details](#) [BSD Details](#) [Applications Received](#) [Inspection History](#)

**Biosecurity Status Document**

 [View current BSD for voyage](#)



Australian Government  
Department of Agriculture  
and Water Resources



Australian Government  
Department of Agriculture  
and Water Resources

## Biosecurity Status Document

Vessel Name: JP CITRUS  
INO Number: 9317389  
Document Version: 2

Call Sign: C4PA2  
Voyage Number: TEST1795  
Issued on: 27/06/2016 9:28:48 AM (Canberra Time)

### Details

The following information provides the status of this voyage as of the date noted above. Where changes occur, a revised version of this document will be provided.

Conditions outlined in this document include directions issued under a specific section of the *Biosecurity Act 2015* and guidance on how to comply with the department's requirements. Failure to follow these conditions may constitute an offence, which may lead to penalties or prosecution under the *Biosecurity Act 2015*. More detail is in the footnotes included at the end of this document.

The vessel's master and agent must comply with the department's requirements and directions, including providing all relevant documentation upon request. The department must be notified immediately of any changes to the information provided in relation to this voyage. This includes changes to berthing/departure times or locations.

#### Berthing Conditions in Australian First Point of Entry Ports



The vessel has met its reporting requirements and is eligible to berth in Australian first points of entry. The operator of the vessel must, as soon as practical, notify a biosecurity officer if information in the pre-arrival report is incomplete or incorrect.

#### Berthing Conditions in Australian Non First Point of Entry Ports



The department has not received an application for the vessel to moor at a Non-First Point of Entry port. This vessel does not currently have permission to moor at a port that is not a first point of entry. It is an offence for a vessel subject to biosecurity control to moor at a port in Australian territory that is not a first point of entry, unless the Director of Biosecurity (or delegate) has given permission.

#### Vessel Biosecurity



All plants should be kept inside and away from open doors and with windows closed. Unless authorised to do so, all plants should be kept inside the vessel while the vessel is in port and remain on board the vessel in Australian territory.

No plant / foodstuff / goods on the vessel (excluding goods carried as cargo) may be removed without the approval/direction of a departmental officer until it has left Australian territory after the last port of call.

Galley grinders, overboard waste discharge chutes and swing bins must not be used in Australian ports or waters<sup>d</sup>.

Masters must advise the department of:

- any crew departing; or,
- waste being discharged from the vessel to a provider that does not have an approved arrangement.

T +61 8 8201 6185 or 1300 004 665  
F +61 8 8201 6176

18 Marcus Clarke Street  
Canberra City ACT 2601

GPO Box 858  
Canberra ACT 2601

[www.agriculture.gov.au](http://www.agriculture.gov.au)  
ABN 24 113 085 695



Australian Government  
Department of Agriculture  
and Water Resources

Report any insects or animals, including rodents found on board the vessel during the voyage to the department. Refer to the Biosecurity Checklist for Vessel Masters and information on the vessel compliance scheme to ensure compliance with the department's requirements.

#### Vessel Pratique and Ship Sanitation



Pratique is granted to the JP CITRUS for all ports in Australia<sup>c</sup>. The Quarantine Signal (letter Q in the international Code of Signals) is not required to be displayed.

The vessel's Master or Agent must notify the department as soon as practicable if any individuals on board have signs or symptoms of a listed human disease during the current Australian voyage.

#### Ballast Status



A Ballast Water Report has not been submitted for this vessel.

A Ballast Water Report is highly recommended for all voyages in Australia and is required where the vessel discharges or intends to discharge ballast water in Australian territory. If the vessel intends to discharge ballast in Australian waters, a Ballast Water Report must be submitted in accordance with the *Biosecurity Act 2015*.

If the vessel becomes aware that the information provided in the Ballast Water Report is incomplete or incorrect, additional or corrected information must be provided as soon as possible. Information provided in the Ballast Water Report may be verified on arrival.

Ballast water exchange must not be conducted in the Great Barrier Reef Marine Park, as defined by the *Biosecurity (Acceptable Ballast Water Exchange Area) Declaration 2016* and set out in the Australian Ballast Water Requirements.

The vessel may commit an offence if sediment is discharged from any tank on this vessel. All ballast sediment should be removed to a landside facility in accordance with Australian federal and state waste management policies. Disposal of ballast tank sediment outside the 200Nm limit is an acceptable management practice.

T +61 8 8201 6185 or 1300 004 605  
F +61 8 8201 6176

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Canberra City ACT 2601

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Canberra ACT 2601

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ABN 24 113 085 695



## Ship Sanitation Certificate (SSC)

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### Explanatory Notes

The Ship Sanitation Certificate is issued electronically by MARS following a completed Ship Sanitation Inspection at a declared port.

A **Ship Sanitation Control Exemption Certificate** will be issued when, at the time of inspection, there are no signs of vectors or reservoirs and subsequently no measures are required to control vectors and the relevant certification of vessel facilities is valid and/or in order.

The vessel must meet the following criteria:

- The vessel is inspected (the **Areas Inspected** section of the certificate) and evidence of rodents and mosquitos is not found on board (see **Vector Indicators and Reservoirs** for further details).
- The review of relevant documents (the **Facility Review** section of the certificate) has found all documents to be valid and in order and no control measures have been applied.

If satisfied that the vessel is free of vectors (rodents and mosquitos), there are no ill humans on board and pratique has been granted, the biosecurity officer will issue an electronic **Ship Sanitation Control Exemption Certificate** to the Master.

A **Ship Sanitation Control Certificate** will be issued when, at the time of inspection, there are signs or evidence of vectors, and subsequent measures are applied to control vectors; or relevant certification of vessel facilities is invalid, out of date and/or out of order.

The vessel must meet the following criteria:

- The vessel is inspected (the **Areas Inspected** section of the certificate) and evidence of rodents and mosquitos is found on board.
- The review of relevant documents (the **Facility Review** section of the certificate) has found documents that are invalid, expired or otherwise out-of-order. Control measures will be applied.

If a vessel has met any of the above criteria:

- The vessel will be ordered to treat any infestation and
- a **Ship Sanitation Control Certificate** will be issued to the Master.

The vessel's ballast water records, IMO and ISPP certificates will also be reviewed during the SSC Inspection.

### Where to find the vessel's SSC

The Master and the vessel's port Agent will receive the SSC as a PDF attachment to an email after an inspection. Only the vessel's Agent and the department has access to the electronically stored SSC in MARS.



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## SHIP SANITATION EXEMPTION CERTIFICATE

### Certificate Details

Vessel Name:	TAIPOWER PROSPERITY VIII	Certificate Number:	SSC0000177
IMO Number:	9567623	Issue Date:	11-Jul-2016
Country of Registry:	TAIWAN	Expiry Date:	11-Jan-2017
Inspecting Officer:	EAST BRAD	Cargo Type:	General Cargo
Port of Issue:	NEWCASTLE	Cargo Weight (mT):	5,000

### Inspection Details

Areas Inspected	Rodent Vector	Mosquito Vector	Rodent Vector Control Measures Applied	Mosquito Vector Control Measures Applied
Galley/s	No	No		
Day Pantry/s	No	No		
Provision Stores	No	No		
Other Stores/Lockers	No	No		
Mess Rooms	No	No		
Accommodation	No	No		
Hospital	No	No		
Crew and Public Facilities	No	No		
External Super Structure	No	No		
Waste Facilities	No	No		
Aft Deck	No	No		
Main Deck	No	No		
Forward Deck	No	No		
Forecastle	No	No		
Mast Houses/Lockers	No	No		
Holds/Bays	No	No		
Engine Room	No	No		

Facility Review	Documents	Verified	Control Measures Applied
Ballast Tanks	Ballast Records	Yes	
Potable Water	IMO Documentation	Yes	

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Australian Government  
Department of Agriculture  
and Water Resources



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## SHIP SANITATION EXEMPTION CERTIFICATE

Sewage	ISPP Certificate	Yes	
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### Additional Comments

Nil

### Notes on the issue of this certificate

Information on this certificate reflects the condition of the ship at the time of inspection and does not guarantee that the ship will remain in a sanitary condition after issue. It may be reviewed or revoked should there be any change in relevant conditions on board the ship. Ship Sanitation Certificates are valid for a maximum of six (6) months. The period of validity may be extended for one (1) month if an inspection cannot be carried out at the port. Information on human cases of disease is collected in quarantine pre-arrival reporting and may be followed up by Australian public health authorities. Where such disease is of international concern and is caused by a condition on the ship, this will be noted on the certificate along with any control measures taken.

The Ship Sanitation Control Exemption/Ship Sanitation Control Certificate is issued in accordance with the Biosecurity Act 2015 and the International Health Regulations (2005) (IHR). The purpose of the IHR is to prevent, protect against, control and provide a public health response to the international spread of disease in ways that are commensurate with and restricted to public health risks, and which avoid unnecessary interference with international traffic and trade.

Ships are inspected for the presence of, or evidence of the presence of vectors of diseases of international concern. For the purpose of this certificate, vectors are taken to mean rodents, mosquitoes and humans with illness indicative of an infectious disease with the potential to spread from one country to another. Ship's documents are also sighted to ensure that sanitary facilities on board a ship meet a minimum standard; contributing to preventing the international spread of infectious diseases.

A Ship Sanitation Control Exemption Certificate should be issued when, at the time of inspection, no measures are required to control vectors and relevant certification of ship facilities is valid and/or in order. A Ship Sanitation Control Certificate should be issued when, at the time of inspection, measures are required to control vectors; or relevant certification of ship facilities is invalid, out of date and/or out of order. If the conditions under which the control measures are taken are such that a satisfactory result cannot be obtained, then the quarantine officer shall make a note to that effect on the Ship Sanitation Control Certificate so control measures can be undertaken at a subsequent port.

Nothing on this certificate shall prevent or prejudice further ship inspection by competent authorities of any country. This certificate does not guarantee that the ship will remain in a sanitary condition after issue and may be reviewed or revoked should there be any change in relevant conditions on board the ship.

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## Certificate of Freedom from Asian Gypsy Moth (AGM)

### Explanatory Notes

*Under the Biosecurity Act*, the department requires all vessels that have visited a far east Russian port between 40°N to 60°N, and west of 147°E anytime between 1 July and 30 September in the previous two calendar years provide an AGM freedom certificate.

The certificate must be issued by the agriculture authorities in Australia, Canada, New Zealand, Russia or the United States of America. If the certification is issued by the Russian agriculture authorities, the certificate must include the date and time of departure from the port where the vessel was inspected for AGM and cleared.

If the Master of a vessel requests a Certificate of Freedom from Asian Gypsy Moth to be issued a full AGM inspection will be conducted by the department.

### Where to find the vessel's AGM Certificate

The Master and the vessel's port Agent will receive the Certificate as a PDF attachment to an email after an inspection. Only the vessel's Agent and the department has access to the electronically stored Certificate in MARS.







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and Water Resources



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## CERTIFICATE OF FREEDOM FROM ASIAN GYPSY MOTH

### Certificate Details

Vessel	KAN2
Call Sign	ASFG4
IMO Number	9550852
Voyage Number	PILOT1
Arrived on	2016-06-28
Certificate Number	AGM0000040

### Details

When authorised by a biosecurity officer, this form certifies that the above mentioned vessel has been inspected by a biosecurity officer for evidence of Asian Gypsy Moth (*Lymantria dispar*). While berthed at an Australian port and at the date of certification, no Asian Gypsy Moth (at any stage of development) was detected.

This Certificate remains valid until such time as the named vessel enters into a declared 'high' risk port as determined by the Department of Agriculture and Water Resources.

This Certificate shall not exempt the vessel from fumigation or any other treatment ordered by a biosecurity officer.

### Certificate

Issued by the Department of Agriculture and Water Resources under the *Biosecurity Act 2015*  
Authorised by the Department of Agriculture

Biosecurity Officer	David Jordaan
Port	PORT ADELAIDE
Issue Date	2016-07-13
Issue Time	11:38:42

Contact details:

Maritime National Coordination Centre (MNCC)  
Phone: 1300 004 605 or +61 8 8201 6185 (outside of Australia)  
Fax: 1300 005 882 or +61 8 8201 6176 (outside of Australia)  
Email: [maritimencc@agriculture.gov.au](mailto:maritimencc@agriculture.gov.au)

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## Chapter 7 – MARS Offline Forms

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Pre-Arrival Report (PAR) – Offline PDF Form

Ballast Water (BW) Report – Offline PDF Form

Human Health Update – Offline PDF Form





## Pre-Arrival Report (PAR) Offline PDF Form

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### Explanatory Notes

MARS Offline Forms can be used to submit pre-arrival information to the vessel's nominated port Agent when the vessel has limited and/or unreliable internet connectivity. The content of the Offline Form will be emailed to the vessel's nominated port Agent as an email attachment.

The MARS Offline Forms for the Pre-arrival Report (PAR); Ballast Water (BW) Report; Application to enter a Non-First Point of Entry (NFP); and Human Health Update are available from the department's website. Both PDF and Word versions are available, however only the PDF version can be used for submission to the vessel's Port Agent. The word version is provided for web accessibility purposes only.

**NOTE:** *The Master completes the PDF version of the Offline Form and then sends it to the vessel's Port Agent. The vessel's Port Agent then submits the information into MARS.*

---

### How to do it

The Pre-Arrival Report (PAR) Offline Form is available from the department's website. **Download** a copy of the PAR Offline Form and **save** it to your computer so it is easily accessible.

**NOTE:** *Only use the PDF version of the form. It is important that you check the website for updated forms on a regular basis, otherwise the Agent may have issues with submission of the form into MARS.*

## Complete a Pre-Arrival Report using the PAR Offline PDF Form

---

### Vessel Particulars

This tab is used to complete the Vessel Particulars. It contains both mandatory and optional fields. All **mandatory\*** fields must be completed.



Field	Content
<div> <div> <p>Australian Government</p> <p>Department of Agriculture and Water Resources</p> </div> <div> <h2>Pre-Arrival Report</h2> <p>The Pre Arrival Report (PAR) must be completed by a vessel master or agent. It notifies the Department of Agriculture and Water Resources of impending vessel arrivals to Australia. The information collected on the PAR is used to assess the biosecurity risk of the vessel. PAR must be submitted between 96 and 12 hours before the estimated time of arrival of the vessel at the Australian border.</p> <p><i>Required fields denoted by *</i></p> </div> <div> <p>1. Vessel Particulars 2. Arrival Details 3. Sanitation 4. Human Health 5. Biosecurity 6. Submit</p> </div> </div> <div> <h3>Vessel Particulars</h3> <p>Vessel Name * <input type="text" value="SMART VESSEL"/> IMO * <input type="text" value="9445227"/> <input type="checkbox"/> Tick this if the vessel does NOT have an IMO</p> <p><i>The IMO must be provided if the vessel has one. Otherwise the Call Sign OR the Registration/Official # must be provided.</i></p> <p>Call Sign <input type="text" value="TEST"/> Registration/Official # <input type="text"/> Country of Registry * <input type="text" value="AUSTRALIA"/></p> <p>Vessel Type * <input type="text" value="Bulk Carrier"/> Master's Name * <input type="text" value="PETER JONES"/></p> <p>Year Built <input type="text" value="2000"/> Gross Tonnage <input type="text"/> Net Tonnage <input type="text"/></p> <p>Length (m) * <input type="text" value="253"/> Crew Capacity <input type="text"/> Passenger Capacity <input type="text"/></p> <p>Cargo Holds <input type="text" value="7"/> Cargo Decks <input type="text" value="0"/> Cargo Tanks <input type="text" value="0"/></p> <p>Vessel E-mail <input type="text" value="peter.jones@email.com"/></p> <p><i>The e-mail provided will be used to send communications to the vessel. Please leave this field blank if the vessel is unable to receive e-mails with attachments.</i></p> <p><input type="button" value="Next -&gt;"/></p> </div>	
Vessel Name	Enter the vessel name as it appears on the Ship's Particulars.
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier. For vessels with an IMO the IMO filed is mandatory.
Tick this if the vessel does NOT have an IMO	Some vessel types may not have an IMO. This box must be selected in those circumstances and one of the Call Sign or Registration/Official# must be supplied.
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official#	This is a non-mandatory field for vessels without an IMO.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choose the appropriate vessel type.





Field	Content
Master's Name	Enter the Master's name.
Year Built	Enter the year the vessel was built.
Gross Tonnage	Enter the vessels gross tonnage. This is a non-mandatory field.
Net Tonnage	Enter the vessels net tonnage. This is a non-mandatory field.
Length Overall (LOA-metres)	Enter the vessels overall length in metres.
Crew Capacity	Enter the total number of crew the vessel can accommodate. This is a non-mandatory field.
Passenger Capacity	Enter the total number of passengers the vessel can accommodate. This is a non-mandatory field.
Cargo Holds	Enter how many cargo holds the vessel has. This is a non-mandatory field.
Cargo Decks	Enter how many cargo decks the vessel has. This is a non-mandatory field.
Cargo Tanks	Enter how many cargo tanks the vessel has. This is a non-mandatory field.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.

## Arrival Details

Complete the **Arrival Details** fields. This list is not exhaustive, if your desired option is not available, the response can be typed in the appropriate field and when the report is submitted into MARS, a more extensive list will be available to select from.

This tab allows the user to enter voyage related details including the vessel's itinerary while in Australia. It also allows the user to nominate Agency details. This tab contains both mandatory \* and optional fields.

**NOTE:** Data entry fields are type assisted. **Last International Port of Call, First & Subsequent Ports of Call and Agency details** can be selected from a drop down list. If the vessel's Agency does not appear contact the Agent or the department. All Agents must be registered in MARS.

A Port Agency and a Billing Agency must always be selected



Field	Content
<div> <div> <p>Australian Government Department of Agriculture and Water Resources</p> </div> <div> <h2>Pre-Arrival Report</h2> <p>The Pre Arrival Report (PAR) must be completed by a vessel master or agent. It notifies the Department of Agriculture and Water Resources of impending vessel arrivals to Australia. The information collected on the PAR is used to assess the biosecurity risk of the vessel. PAR must be submitted between 96 and 12 hours before the estimated time of arrival of the vessel at the Australian border.</p> <p><i>Required fields denoted by *</i></p> <div> 1. Vessel Particulars 2. Arrival Details 3. Sanitation 4. Human Health 5. Biosecurity 6. Submit </div> </div> </div>	
<h3>Arrival Details</h3> <p>Voyage # * <input type="text" value="1"/> Last International Port of Call * <input type="text" value="SINGAPORE"/></p> <p>Australian Ports of Call</p> <h4>First Australian Port of Call Details</h4> <p>First Port of Call * <input type="text" value="SYDNEY"/> Arrival/Anchorage Date*/Time <input type="text" value="25/07/2016"/> <input type="text" value="09:00"/> Departure Date/Time <input type="text" value=""/> <input type="text" value=""/></p> <p>Will the vessel berth at the first port of call? * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><i>(Answer YES if the vessel will berth at the first port of call. Answer NO if the vessel will ONLY bunker/refuel or do ship to ship transfer away from the berth and not come in to berth at all.)</i></p> <p>Berth Name <input type="text" value="Berth A"/> Berth Date <input type="text" value="26/07/2016"/> Time <input type="text" value="06:00"/></p> <h4>Subsequent Australian Port(s) of Call Details</h4> <p>Intended Australian Itinerary After First Port</p> <p>Port <input type="text" value="PORT ADELAIDE"/> Date [DD/MM/YYYY] <input type="text" value="07/08/2016"/> <input type="button" value="Delete Port"/></p> <p><input type="button" value="Add Port"/></p>	
Voyage#	The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The voyage number must match the number on the PAR, Ballast Water, Human Health Update or NFP application for the current voyage. Alpha-numeric characters and dashes (-) are accepted. Spaces are not allowed.
Last International Port of Call	Enter the last international port the vessel visited.
<p> <b>When a vessel's last port of call was an Australian Domestic port and a new PAR is required the following port name must be entered in this field: ADMINISTRATIVE PORT (INSTALLATIONS IN INTERNATIONAL WATERS)</b></p>	
First Port of Call	Enter the first Australian port the vessel will visit.
Estimated Arrival/Anchorage Date/Time	Enter the date/time the vessel will arrive/anchor and click 'OK'.
Estimated Departure Date/Time	Enter the date/time the vessel will depart the port and click 'OK'.
Will the vessel berth at the first port of call? <input checked="" type="radio"/> Yes <input type="radio"/> No	Answer 'Yes' if the vessel will berth at the first port of call in Australia. Answer 'No' if the vessel will only bunker/refuel or conduct ship to ship transfer away from the berth and not come in to berth at all.
Berth name	Enter the name of the berth where the vessel will arrive.



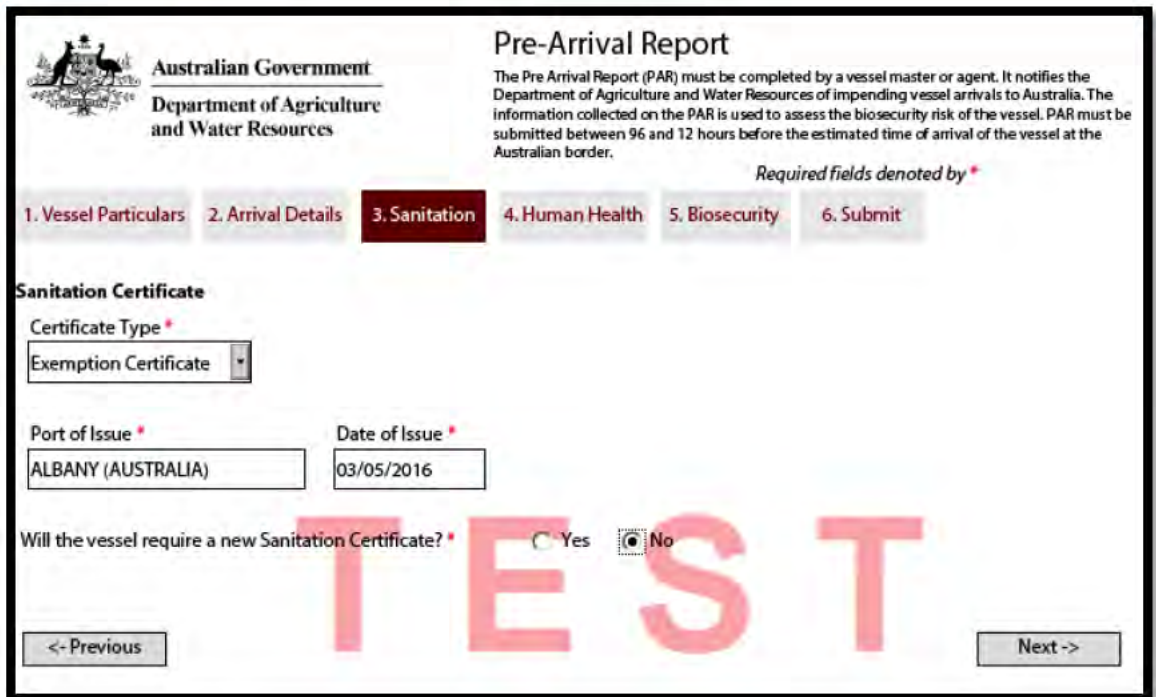


Field	Content
Berth Date/Time	Use the calendar icon to select the date/time the vessel will berth and click 'OK'.
<b>Subsequent Australian Port(s) of Call Details</b>	
Port	Enter the subsequent Australian Port the vessel will visit.
Date	Enter the estimated date the vessel will arrive/anchor.
<b>Add Port</b>	Click on the <b>Add Port</b> button to enable the data entry fields. Use this button to add all the subsequent ports the vessel will visit in Australia during the current voyage.
<b>Delete Port</b>	Use this button to delete any subsequent ports that were added by mistake.
<div> <p><b>Agency Details</b> <i>(The Port and the Billing Agency at the first port of call must be provided)</i></p> <div> <div> Port-Arrival Date  <div>SYDNEY-25/07/2016</div> </div> <div> Delete Agency Details for this Port </div> </div> <div> <div> Port Agency  <div>A</div> <div> AFMA OPERATIONS  ALLWAYS SHIPPING  ANL CONTAINER LINE BRISBANE  ANL CONTAINER LINE DARWIN  ANL CONTAINER LINE MELBOURNE  API INFS BRISBANE </div> </div> <div> Billing Agency  <div></div> </div> <div> Crew Change Agency  <div></div> </div> </div> <div> Add Agency Details for another Port </div> </div>	
Port-Arrival Date	This field will automatically pre-populate with information entered by the user in the 'First Port of Call' and 'Subsequent Australian Ports of Call' fields.
<div> <div></div> <b>Entering the Port Agency for each Australian Port is mandatory.</b> </div>	
Port Agency	For each port enter the Port Agency that will represent the vessel at the port.
Billing Agency	For each port enter the Agency nominated by the Master of the vessel to facilitate payment of accounts at the listed port.  Any invoices for the listed port (except crew change activities) will be billed to this Agency.
Crew Agency	For each port enter the Agency nominated by the Master of the vessel to facilitate crew changes at the listed port. Any crew change activities at the listed port will be billed to this Agency.
<b>Add Agency Details for another Port</b>	Add the Agency details for each port the vessel will visit in Australia.

## Sanitation

Complete the Sanitation Certificate fields.



The Certificate Type and Port of Issue responses can be selected from the drop down list. This list is not exhaustive, if your desired option is not available the response can be typed in the appropriate field in the format: "PORT (COUNTRY)". When the report is submitted by the vessel's Agent into MARS a more extensive list will be available to select from.

Field	Content
	
Certificate Type	<p>The certificate type can be selected by clicking on the down arrow and choosing the appropriate type. Four options are displayed:</p> <ul style="list-style-type: none"> <li><b>Control Certificate</b></li> <li><b>Extension Certificate</b></li> <li><b>Exemption Certificate</b></li> <li><b>Not applicable</b></li> </ul> <p>If the vessel does not have a sanitation certificate the Master should select the '<b>Not applicable</b>' option. Selecting this option will automatically remove some of the mandatory sanitation screen fields.</p> <p>If the vessel has a <b>Control Certificate</b> in place an additional field will auto-populate. The Master must consult the original Control Certificate to note the reason the certificate was issued for. The Master must provide '<b>Control Details</b>' by clicking on the down arrow and selecting the most applicable option: <b>Documentation; Human Health; Rodents vector; Other; Mosquito Vector</b>.</p>







Australian Government  
Department of Agriculture  
and Water Resources

Field	Content
	It is very important the Master ensures the vessel complies with the conditions stated on the Control Certificate to manage the associated risks. Breaches may apply for not following the instructions on the Control Certificate.
Port of Issue	Enter the port where the Ship Sanitation Certificate was issued.
Issue Date	Enter the date the Ship Sanitation Certificate was issued.
Will the vessel require a new sanitation certificate?	Answer 'Yes' if the vessel requires a Ship Sanitation Certificate to be issued when it arrives in Australia. This will automatically queue a Ship Sanitation Certificate Inspection for the vessel. Answer 'No' if the vessel has a valid certificate.
	In Australia Ship Sanitation Certificates may only be issued at a Declared Port. Please consult the department's website for a list of Declared Ports.

## Human Health

This tab is used to communicate the health status of crew and passengers on board the vessel to the department. Complete the **Human Health** questions.

Field	Content
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;">  <p>Australian Government Department of Agriculture and Water Resources</p> </div> <div> <h3>Pre-Arrival Report</h3> <p>The Pre Arrival Report (PAR) must be completed by a vessel master or agent. It notifies the Department of Agriculture and Water Resources of impending vessel arrivals to Australia. The information collected on the PAR is used to assess the biosecurity risk of the vessel. PAR must be submitted between 96 and 12 hours before the estimated time of arrival of the vessel at the Australian border.</p> <p style="text-align: right;"><i>Required fields denoted by *</i></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>1. Vessel Particulars</span> <span>2. Arrival Details</span> <span>3. Sanitation</span> <span style="background-color: #800000; color: white; padding: 2px 5px;">4. Human Health</span> <span>5. Biosecurity</span> <span>6. Submit</span> </div> </div> </div>	
<h4>Human Health</h4> <p>1) Have any persons died on board during the current voyage? *</p> <p style="text-align: right;"><input type="radio"/> Yes    <input type="radio"/> No</p> <p>2) Have any persons become ill or shown signs of illness in the past 14 days? *</p> <p style="text-align: right;"><input type="radio"/> Yes    <input type="radio"/> No</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>&lt;- Previous</span> <span>Next -&gt;</span> </div>	
Have any persons died on board during the current voyage?	If the users answers 'Yes' additional fields will be displayed. All the questions are mandatory and must be completed by the Master.
Have any persons become ill or shown signs of illness in the past 14 days?	If the users answers 'Yes' additional fields will be displayed. All the questions are mandatory and must be completed by the Master.
	For detailed information on how to complete the health questions refer to the Human Health Update section of this User Guide.

## Biosecurity

This tab is used to report on the vessel's biosecurity status. All the questions are mandatory and must be completed by the Master. Complete the **Biosecurity** questions.



Q	Field	Content										
		<div> <p><b>Australian Government</b> Department of Agriculture and Water Resources</p> </div> <div> <h3>Pre-Arrival Report</h3> <p>The Pre Arrival Report (PAR) must be completed by a vessel master or agent. It notifies the Department of Agriculture and Water Resources of impending vessel arrivals to Australia. The information collected on the PAR is used to assess the biosecurity risk of the vessel. PAR must be submitted between 96 and 12 hours before the estimated time of arrival of the vessel at the Australian border.</p> <p>Required fields denoted by *</p> <p>1. Vessel Particulars 2. Arrival Details 3. Sanitation 4. Human Health 5. Biosecurity 6. Submit</p> <p><b>Biosecurity</b></p> <p>3) Are there any animals (including birds and/or fish) as ship's pets on board the vessel? * <input type="radio"/> Yes <input type="radio"/> No</p> <p>4) Were there any other animals (including birds and/or fish) detected on board the vessel? * <input type="radio"/> Yes <input type="radio"/> No</p> <p>5) Were there any insects, including bees, discovered onboard during the current voyage? * <input type="radio"/> Yes <input type="radio"/> No</p> <p>6) In the past 24 months was the vessel in a Russian Far East Port/s between 40 N, 60 N, * and west of 147 E during any period between 1 July and 30 September? <input type="radio"/> Yes <input type="radio"/> No</p> <p>7) Since the vessel's last inspection in Australia, has the vessel carried any livestock, bulk seeds * (including grain) or bulk meal (being meal that contains plant or animal, including fish or bird material) in the last 10 cargoes? <input type="radio"/> Yes <input type="radio"/> No</p> <p>8) Has the waste on board the vessel been securely contained in a container or sealed room so that no waste is accessible to animals and there is no leakage? <input type="radio"/> Yes <input type="radio"/> No</p> <p>9) Do you intend to discharge waste in port? * <input type="radio"/> Yes <input type="radio"/> No</p> <p>10) Will the crew sign off while the vessel is at berth or anchorage in Australian waters? * <input type="radio"/> Yes <input type="radio"/> No</p> <p>11) Do you intend to discharge ballast in Australian waters? * <input type="radio"/> Yes <input type="radio"/> No</p> <p>&lt; Previous Next &gt;</p> </div>										
3		<p>3) Are there any animals (including birds and/or fish) as ship's pets on board the vessel? * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <table border="1"> <thead> <tr> <th>Type of Animal</th> <th>No. of Animals</th> <th>Description (including health condition)</th> <th>Add</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>Delete</td> </tr> </tbody> </table>	Type of Animal	No. of Animals	Description (including health condition)	Add				Delete		
Type of Animal	No. of Animals	Description (including health condition)	Add									
			Delete									
		<p>Answer 'Yes' to this question if the vessel has any ship's pets on board.</p> <table border="1"> <tr> <td>Add</td> <td>Click on the <b>Add</b> button to enable new data entry fields. This section is specifically for vessel pets. Add a new row for each type of pet.</td> </tr> <tr> <td>Type of Animal</td> <td>Options are Bird, Cat, Dog, Other. Select the type of pet from the list.</td> </tr> <tr> <td>Number of Animals</td> <td>Enter the number of pet animals.</td> </tr> <tr> <td>Description (Including health condition)</td> <td>Enter a detailed description of the pet/s including identifying markings. Also include the health status of the pet/s.</td> </tr> <tr> <td>Delete</td> <td>Use this button to delete any rows that were added.</td> </tr> </table>	Add	Click on the <b>Add</b> button to enable new data entry fields. This section is specifically for vessel pets. Add a new row for each type of pet.	Type of Animal	Options are Bird, Cat, Dog, Other. Select the type of pet from the list.	Number of Animals	Enter the number of pet animals.	Description (Including health condition)	Enter a detailed description of the pet/s including identifying markings. Also include the health status of the pet/s.	Delete	Use this button to delete any rows that were added.
Add	Click on the <b>Add</b> button to enable new data entry fields. This section is specifically for vessel pets. Add a new row for each type of pet.											
Type of Animal	Options are Bird, Cat, Dog, Other. Select the type of pet from the list.											
Number of Animals	Enter the number of pet animals.											
Description (Including health condition)	Enter a detailed description of the pet/s including identifying markings. Also include the health status of the pet/s.											
Delete	Use this button to delete any rows that were added.											
3.1		<p>3.1) Did any animals die during the current voyage? * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>3.1.1) How many animals died? * <input type="text"/></p> <p>3.1.2) Describe how the dead animals were disposed * <input type="text"/></p>										





Q	Field	Content								
	Answer 'Yes' to this question if any of the ship's pet/s have died during the current voyage.									
	How many animals died?	Enter the total number of all the pet/s that died.								
	Describe how the dead animals were disposed:	Enter the details of how the dead pet/s were disposed of. If the pet/s are still on board include the details in this section.								
4	<p>4) Were there any other animals (including birds and/or fish) detected on board the vessel? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <table border="1"> <thead> <tr> <th>Type of Animal</th><th>No. of Animals</th><th>Description (including health condition)</th><th>Add</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td>Delete</td></tr> </tbody> </table>	Type of Animal	No. of Animals	Description (including health condition)	Add				Delete	
Type of Animal	No. of Animals	Description (including health condition)	Add							
			Delete							
	Answer 'Yes' to this question if there were any animals on board the vessel during the current voyage. This question does not pertain to livestock or animals being carried as cargo. Animals carried as cargo must be addressed in <b>Question 7</b> .									
	Add	Click on the <b>Add</b> button to add more data entry fields. This section is specifically for animals other than vessel pets. This may include stray animals or birds which have flown onto and remained on the vessel during the voyage. Add a new row for each type of animal.								
	Type of Animal	Options are Bird, Cat, Dog, Other. Select the type of animal from the list.								
	Number of Animals	Enter the number of animals.								
	Description (Including health condition)	Enter a detailed description of the animal including identifying markings. Also include the health status of the animal.								
	Delete	Use this button to delete any rows that were added.								
4.1	<p>4.1) Did any animals die during the current voyage? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>4.1.1) How many animals died? <input type="text"/></p> <p>4.1.2) Describe how the dead animals were disposed <input type="text"/></p>									
	Answer 'Yes' to this question if any of the animals died during the current voyage.									
	How many animals died?	Enter the total number of all the animals that died.								
	Describe how the dead animals were disposed:	Enter the details of how the dead animals were disposed of. If the animals are still on board include the details in this section.								
5	<p>5) Were any insects, including bees, discovered onboard during current voyage? <input type="radio"/> Yes <input type="radio"/> No</p> <p>5.1) Describe the insects and their location when discovered: BEES</p>									
	Answer 'Yes' to this question if any insects were discovered on board the vessel during the current voyage.									
	Describe the insects and their location when discovered:	Detailed description of the insects and where they were discovered must be entered in this field.								



Q	Field	Content												
6.1		<p>6) In the past 24 months was the vessel in a Russian Far East Port/s between 40 N, 60 N, * and west of 147 E during any period between 1 July and 30 September? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>6.1) Please provide the names and dates of the ports visited</p> <table border="1"> <thead> <tr> <th>Port</th><th>Arrival Date</th><th>Departure Date</th><th>Time</th><th>Add</th></tr> </thead> <tbody> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="button" value="Delete"/></td></tr> </tbody> </table>	Port	Arrival Date	Departure Date	Time	Add	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>		
Port	Arrival Date	Departure Date	Time	Add										
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>										
		<p>Answer 'Yes' to this question if the vessel travelled to any Far East Russian ports between the specified latitudes and longitudes and during the dates specified in the previous 24 months.</p> <table border="1"> <tr> <td>Add</td><td>Click on the <b>Add</b> button to add more data entry fields. Add a row for each port that was visited.</td></tr> <tr> <td>Port</td><td>Enter the Far East Russian port name.</td></tr> <tr> <td>Arrival Date</td><td>Enter the date the vessel arrived at the Far East Russian port.</td></tr> <tr> <td>Departure date and Time</td><td>Enter the date and time that the vessel departed from the Far East Russian port.</td></tr> <tr> <td>Delete</td><td>Delete any rows that were added.</td></tr> </table>	Add	Click on the <b>Add</b> button to add more data entry fields. Add a row for each port that was visited.	Port	Enter the Far East Russian port name.	Arrival Date	Enter the date the vessel arrived at the Far East Russian port.	Departure date and Time	Enter the date and time that the vessel departed from the Far East Russian port.	Delete	Delete any rows that were added.		
Add	Click on the <b>Add</b> button to add more data entry fields. Add a row for each port that was visited.													
Port	Enter the Far East Russian port name.													
Arrival Date	Enter the date the vessel arrived at the Far East Russian port.													
Departure date and Time	Enter the date and time that the vessel departed from the Far East Russian port.													
Delete	Delete any rows that were added.													
6.2		<p>6.2) Since the last visit to any Russian Port was the vessel inspected and cleared by an agricultural authority in Australia, Russia, Canada, New Zealand or the USA as free of Asian Gypsy Moth? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>AGM Certificate no. * <input type="text"/> Country of Issue * <input type="text"/> Issue Date * <input type="text"/></p> <p><i>Please attach a copy of the relevant certificate in the e-mail sent to your Agency.</i></p>												
		<p>Answer 'Yes' to this question if the vessel was inspected in any of the named countries and received an AGM freedom certificate from the local government authorities.</p> <table border="1"> <tr> <td>AGM Certificate Number</td><td>Enter the reference number of the AGM certificate.</td></tr> <tr> <td>Country of Issue</td><td>From the drop down box select the AGM certificate issuing country.</td></tr> <tr> <td>Issue Date</td><td>Enter the date the AGM certificate was issued.</td></tr> </table>	AGM Certificate Number	Enter the reference number of the AGM certificate.	Country of Issue	From the drop down box select the AGM certificate issuing country.	Issue Date	Enter the date the AGM certificate was issued.						
AGM Certificate Number	Enter the reference number of the AGM certificate.													
Country of Issue	From the drop down box select the AGM certificate issuing country.													
Issue Date	Enter the date the AGM certificate was issued.													
7		<p>7) Since the vessel's last inspection in Australia, has the vessel carried any livestock, bulk seeds * (including grain) or bulk meal (being meal that contains plant or animal, including fish or bird material) in the last 10 cargoes? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <table border="1"> <thead> <tr> <th>Cargo - Commodity</th><th>Loading Port</th><th>Discharging Port</th><th>Discharge Date</th><th>Cleaning</th><th>Add</th></tr> </thead> <tbody> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="button" value="Delete"/></td></tr> </tbody> </table>	Cargo - Commodity	Loading Port	Discharging Port	Discharge Date	Cleaning	Add	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
Cargo - Commodity	Loading Port	Discharging Port	Discharge Date	Cleaning	Add									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>									
		<p>Answer 'Yes' to this question if the vessel had carried any commodities as cargo listed in the question.</p> <table border="1"> <tr> <td>Add</td><td>Click on the <b>Add</b> button to add more data entry fields. Add a row for each commodity. If the same commodity was loaded and/or discharged at multiple ports add additional rows to reflect this.</td></tr> <tr> <td>Cargo or Commodity</td><td>Select the commodity the vessel carried from the drop down list. Add a new row if multiple commodities were carried.</td></tr> </table>	Add	Click on the <b>Add</b> button to add more data entry fields. Add a row for each commodity. If the same commodity was loaded and/or discharged at multiple ports add additional rows to reflect this.	Cargo or Commodity	Select the commodity the vessel carried from the drop down list. Add a new row if multiple commodities were carried.								
Add	Click on the <b>Add</b> button to add more data entry fields. Add a row for each commodity. If the same commodity was loaded and/or discharged at multiple ports add additional rows to reflect this.													
Cargo or Commodity	Select the commodity the vessel carried from the drop down list. Add a new row if multiple commodities were carried.													





Q	Field	Content														
	Loading Port	Enter the port where the cargo was loaded onto the vessel.														
	Discharging Port	Enter the port where the cargo was discharged.														
	Discharge Date	Enter the cargo discharge date.														
	Cleaning	Enter the details of the cleaning that was done to remove any residual cargo from the vessel.														
	Delete	Delete any rows that were added.														
8	<p>8) Has waste on board the vessel been securely contained in a container or sealed room so that no waste is accessible to animals and there is no leakage? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>															
	<p>Answer 'No' to this question if the vessel has any issues with regard to maintaining waste securely on board. Especially if the waste facilities are inadequate in dealing with the amount of waste being generated.</p>															
9	<p>9) Do you intend to discharge waste in port? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <table border="1"> <thead> <tr> <th>Port-Arrival Date</th><th>Discharge Date</th><th>Estimated Volume (m3)</th><th>Add</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td>Delete</td></tr> </tbody> </table>		Port-Arrival Date	Discharge Date	Estimated Volume (m3)	Add				Delete						
Port-Arrival Date	Discharge Date	Estimated Volume (m3)	Add													
			Delete													
	<p>Answer 'Yes' to this question if the vessel intends to discharge waste during its current voyage.</p> <p><b>In Australia vessel waste may only be discharged at certain First Points of Entry. Please consult the department's website for a list of First Points of Entry.</b></p>															
	Add	Click on the <b>Add</b> button to add more data entry fields. Add a row for each port where the vessel will be discharging waste.														
	Port and Arrival Date	The drop down box only contains the port and date of arrival that was reported in the Arrival Details. If the port is not available for selection the port arrival details must updated first. Select the port where the waste discharge will take place.														
	Discharge Date	Enter the date the waste discharge is likely to occur.														
	Estimated Volume (m <sup>3</sup> )	Enter the estimated volume of waste to be discharged.														
	Delete	Delete any rows that were added.														
10	<p>10) Will the crew sign off while the vessel is at berth or anchorage in Australian waters? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <table border="1"> <thead> <tr> <th>Port-Arrival Date</th><th>Disembark Date</th><th>Disembark Time</th><th>No. of Crew</th><th>Biosecurity Items to declare</th><th>Item Details</th><th>Add</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>Delete</td></tr> </tbody> </table> <p><i>The Port-Arrival Date dropdown above will only display those ports where the Crew Change Agency has been provided in the 'Arrival Details' tab.</i></p>		Port-Arrival Date	Disembark Date	Disembark Time	No. of Crew	Biosecurity Items to declare	Item Details	Add							Delete
Port-Arrival Date	Disembark Date	Disembark Time	No. of Crew	Biosecurity Items to declare	Item Details	Add										
						Delete										
	<p>Answer 'Yes' to this question if any crew will sign off during the vessel's current voyage.</p>															
	Add	Click on the <b>Add</b> button to add more data entry fields. Add a row for each port where crew will be signing off. If multiple crew will sign off at different times or with different biosecurity items to declare add multiple rows.														



Q	Field	Content
	Port and Arrival Date	The drop down box only contains the port and date of arrival that was reported in the <b>Arrival Details</b> tab. If the port is not available for selection the port arrival details must updated first. Select the port where the crew will sign off.
	Disembark Date and Time	Enter the date and time the crew will be leaving the vessel.
	Number of Crew	Enter the number of crew that will be leaving the vessel.
	Biosecurity Items to Declare	Select 'Yes' or 'No' depending on whether the crew have items to declare. The department's website may be consulted to determine the biosecurity status of items. If unsure about the biosecurity status of an item select 'Yes' and enter the details in the next field.
	Item Details	Enter the details of the items that will be removed from the vessel.
	Delete	Delete any rows that were added.
11	<div> <div>11) Do you intend to discharge ballast in Australian waters?</div> <div>Yes No</div> </div>	
	<p>Answer 'Yes' to this question if the vessel intends to discharge ballast water in Australia during the current voyage.</p> <div> <p><b>Vessels intending to discharge ballast water in Australia must submit a Ballast Water Report. No ballast may be discharged without written permission from the department.</b></p> </div>	
12	<div> <div>12) Are there any live plants on board?</div> <div>Yes No</div> </div> <div> <div>12.1) What is the location, health and condition of the live plants?</div> <div></div> </div>	
	<p>Question 12 is only displayed for Cruise Vessels. Answer 'Yes' to this question if the vessel has any live plants on-board.</p> <div> <p><b>A general statement as to the location, health and condition of the plants is required here. Detailed information must still be supplied on the Live Plant Vessel log. This log may be sent as an attachment with the PAR when it is sent to the Agent.</b></p> </div>	

## Submit

All reports completed using the Offline PDF Form **must** be submitted by clicking the **Send to Agency** button on the **Submit** tab. By clicking **Send to Agency** the Form will be checked for any errors; alerting you to rectify any mistakes or complete any incomplete mandatory fields.

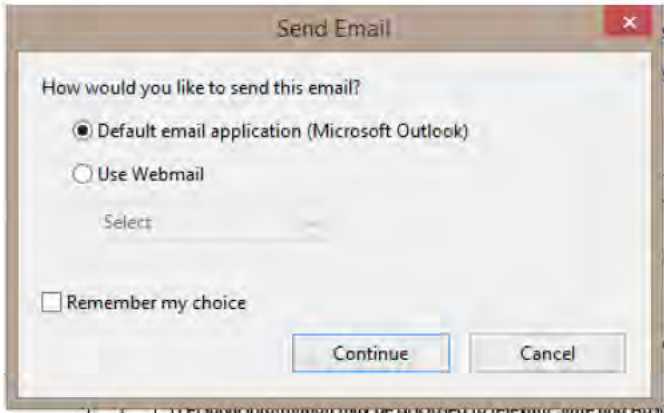
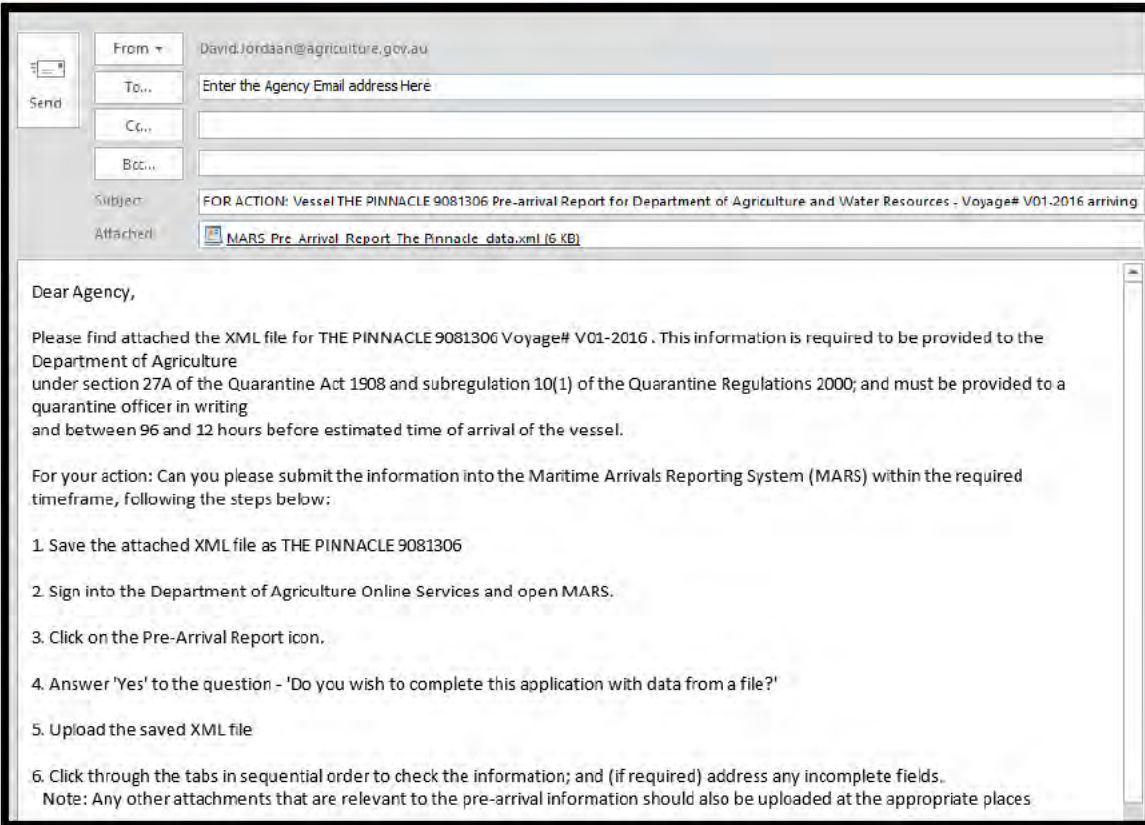
**NOTE:** Masters must **not** select the *Save XML Data* button. If this option is selected the data in the file that will be saved is **not** checked for errors. The saved XML file will not be sent to the Agent.





Field	Content
	<div> <p>Australian Government Department of Agriculture and Water Resources</p> </div> <div> <h2>Pre-Arrival Report</h2> <p>The Pre Arrival Report (PAR) must be completed by a vessel master or agent. It notifies the Department of Agriculture and Water Resources of impending vessel arrivals to Australia. The information collected on the PAR is used to assess the biosecurity risk of the vessel. PAR must be submitted between 96 and 12 hours before the estimated time of arrival of the vessel at the Australian border.</p> <p>Required fields denoted by *</p> <p>1. Vessel Particulars 2. Arrival Details 3. Sanitation 4. Human Health 5. Biosecurity 6. Submit</p> </div> <p><b>Submitting the PAR application</b></p> <p>This form is applicable to commercial vessels only. A Biosecurity Status Document (BSD), including pratique status will follow from this Pre Arrival Report (PAR). The operator of the vessel is responsible for the information given in this report.</p> <p>The information in this report must be submitted using the Maritime Arrivals Reporting System (MARS) between 96 and 12 hours before the estimated time of arrival of the vessel.</p> <p>If the operator of the vessel or agent becomes aware that the information given in this report is incomplete or incorrect, the operator of the vessel must give additional or correct information in accordance with Biosecurity Act 2015, Section 194. Giving false or misleading information is a serious offence and may lead to a civil penalty.</p> <p>You can save the information entered in this application (to use at a later date) by selecting the 'Save XML Data' button.</p> <p>Step 1: Enter information into the application and ensure all mandatory fields are complete.  Step 2: Click on the button 'Send to Agency' to commence the process of lodging your application data to your nominated shipping agent. Shipping agents are responsible for submitting vessel pre-arrival reports and communicating required biosecurity conditions to manage your arrival at port.  Step 3: Add the shipping agency email address.  Step 4: Attach any additional documents that your shipping agency may require in addition to the PAR.  Step 5: Submit application to shipping agency by selecting the button.</p> <div> <div>Send to Agency</div> <div>Save XML Data</div> </div> <p><i>The information provided is NOT validated when saved</i></p> <p>In submitting this information, I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the vessel operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the <i>Criminal Code Act 1995</i>.</p> <p><b>What happens next?</b></p> <ul style="list-style-type: none"> <li>- You or your nominated shipping agent must upload the PAR into MARS and review each tab for accuracy. A PAR has not been submitted to the department until the MARS application is complete.</li> <li>- Upon submission of the PAR MARS will generate a BSD, containing the directions and expectations for the vessel.</li> <li>- The BSD will be transmitted electronically by return email to the shipping agent and master (where a vessel email address was provided).</li> </ul>
	<div> </div> <p>By clicking on the <b>Send to Agency</b> button the PAR will be sent to vessel's Agent as an attachment to an email. The Master must select the email application to use and enter the Agency's e-mail address in the email application <b>To</b> field.</p>
	<p> <b>The Master must check the following to ensure the PAR was sent to the Agent:</b></p> <ol style="list-style-type: none"> <li>1. Check the email to ensure it was sent successfully (Sent Items).</li> <li>2. Once the Agent has submitted the PAR into MARS the Master will receive a Biosecurity Status Document (BSD) via email if the vessel's email address was supplied in the Vessel Particulars tab of the PAR Offline Form.</li> <li>3. Contact the Agent to confirm the PAR was successfully received if unsure.</li> </ol> <p>It remains the Master's responsibility to ensure Australian pre-arrival reporting requirements are met.</p>



Field	Content
	<p>The Send Email window will appear when the Master clicks on the Send to Agency button.</p> <p>The Master must select the appropriate email application for the vessel and select Continue.</p> <p>An email will be generated as shown below.</p>
	
To field	Enter the email address of the vessel's Port Agency. The PAR will be sent to the email address entered here.
Subject	The subject contains the details of the vessel and the voyage number.
Attached	The MARS PAR will be attached as a data file. It is this file the vessel's Agent will use to upload the PAR into MARS.
Other Attachments	The Master may attach other documents to the email such as the Ship Sanitation Certificate or Live Plant log for Gruise Vessels. The vessel Agent must forward these attachments to the MNCC for upload into MARS.
Email body	The body of the email contains the steps the vessel's Agent must undertake in order to submit the PAR into MARS.





## Complete a Livestock Statement using the PAR Offline PDF Form

The Livestock Statement tab will only be available on the PAR Offline Form when the vessel type is 'Livestock Carrier'.

**NOTE:** The Master must also complete **Question 7** on the Biosecurity tab.

Click on the **Livestock Statement** tab. There are 7 sections to the Statement that must be completed. Complete each section by following the guidelines in the table below:

Section	Details																									
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> <span>1. Vessel Particulars</span> <span>2. Arrival Details</span> <span>3. Sanitation</span> <span>4. Human Health</span> <span>5. Biosecurity</span> <span style="background-color: #800000; color: white; padding: 2px 5px;">6. Livestock Statement</span> <span>7. Submit</span> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>13) Cleaning/Disinfection</b></p> <p>Treatment</p> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 40%;">Disinfectant Chemical Used</div> <div style="width: 20%;">Concentration</div> <div style="width: 20%;">Quantity</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%; border: 1px solid black; height: 20px;"></div> <div style="width: 20%; border: 1px solid black; height: 20px;"></div> <div style="width: 20%; border: 1px solid black; height: 20px;"></div> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th><th colspan="2">Commenced (proposed)</th><th colspan="2">Completed (proposed)</th></tr> <tr> <th></th><th>Date</th><th>Time</th><th>Date</th><th>Time</th></tr> </thead> <tbody> <tr> <td>General Cleaning</td><td><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td><td><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td><td><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td><td><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td></tr> <tr> <td>Disinfectant Applied</td><td><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td><td><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td><td><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td><td><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td></tr> <tr> <td>Fresh Water Wash</td><td><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td><td><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td><td><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td><td><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td></tr> </tbody> </table> <p><b>Note:</b></p> <p>a) Prior to entering Australian waters, every livestock vessel is required to be thoroughly cleansed. The vessel is then disinfected with a 4% (weight = volume in fresh water) soda ash solution applied with a high-pressure applicator to run off stage. The solution is to be applied to all surfaces in livestock holding areas. A minimum period of 30 minutes must elapse before washing down with water.</p> <p>(b) Disinfection must be completed prior to the commencement of disinsection.</p> </div>			Commenced (proposed)		Completed (proposed)			Date	Time	Date	Time	General Cleaning	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	Disinfectant Applied	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	Fresh Water Wash	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>
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<b>Disinfectant Chemical Used</b>	After the vessel has been thoroughly cleaned the vessel must be washed down with a Soda Ash Solution or equivalent chemical solution. Enter the product name in this field.																									
<b>Concentration</b>	The Soda ash applied must be in a 4% solution. This means 4 Kg of soda ash in every 100 Litres of water.																									
<b>Quantity Applied</b>	Enter the quantity of soda ash applied in kilograms. The amount of water used must also be recorded in the vessel's log book.																									
<b>General Cleaning Dates and Times</b>	Enter the dates and times when the general cleaning of the vessel commenced and completed. Vessels may not be cleaned in Australian waters.																									
<b>Disinfectant Applied Dates and Times</b>	Enter the dates and times when the application of soda ash commenced and was completed.																									
<b>Fresh Water Wash Dates and Times</b>	After the soda ash solution had been applied as directed all areas must be washed down with fresh water. This washing down must commence at																									



Section	Details												
	least 30 minutes after the soda ash solution was applied to a surface. Enter the dates and times when the fresh water wash down commenced.												
<b>14) Residual Disinsection - Permethrin</b> <div style="display: flex; justify-content: space-between;"> <div>Insecticide Applied <input type="text"/></div> <div>Concentration <input type="text"/></div> </div> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Commenced (Proposed)</th><th colspan="2">Completed (proposed)</th></tr> <tr> <th>Date</th><th>Time</th><th>Date</th><th>Time</th></tr> </thead> <tbody> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> </tbody> </table> <p>Note:</p> <p>(a) Applied by low-pressure applicator to at least 10% of the surfaces of open deck pennage areas, crew quarters, recreation areas, dining areas, and any areas unlikely to be adequately treated by the knock down insecticide.</p> <p>(b) Protective clothing should be used as per the recommendations of the manufacturer.</p>		Commenced (Proposed)		Completed (proposed)		Date	Time	Date	Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Commenced (Proposed)		Completed (proposed)											
Date	Time	Date	Time										
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										
<b>Insecticide Applied</b>	Enter the brand name of the insecticide applied. The active ingredient must be Permethrin.												
<b>Concentration</b>	Enter the concentration of residual insecticide used.												
<b>Residual Disinsection Dates and Times</b>	Enter the dates and times the disinsection commenced and completed.												
<b>15) Knock Down Disinsection - Pestigas-P and/or Insectigas-D</b> <div style="display: flex; justify-content: space-between;"> <div>Insecticide Applied <input type="text"/></div> <div>Amount <input type="text"/></div> </div> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Commenced (proposed)</th><th colspan="2">Completed (Proposed)</th></tr> <tr> <th>Date</th><th>Time</th><th>Date</th><th>Time</th></tr> </thead> <tbody> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> </tbody> </table> <div style="margin-top: 10px;"> Cylinders applied (Serial Numbers)  <input type="text"/>  Cylinders spare (Serial Numbers)  <input type="text"/>  Spray gun nozzle number  <input type="text"/> </div> <p>Note:</p> <p>(a) Dose rate for pestigas/insectigas is 200gms/300 cubic metres at a rate of 3 grams per second at 800psi.</p> <p>(b) The gas must be applied with a recommended applicator and nozzle size, S5850033 or S5650033 or Tjet730023. A spare applicator and nozzle must be carried by all vessels. The gas must be applied by slowly walking along the access ways, directing the vapour upwards towards the ceiling. The application must be at a rate that enables gas to be applied to all enclosed holding areas at the required concentration.</p> <p>(c) Knockdown insecticide must be applied within 2 to 48 hours prior to entering Australian waters. After application, enclosed deck areas must remain sealed until permission is granted by the department to ventilate the area.</p> <p>(d) Protective clothing should be used as per the recommendations of the manufacturer.</p>		Commenced (proposed)		Completed (Proposed)		Date	Time	Date	Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Commenced (proposed)		Completed (Proposed)											
Date	Time	Date	Time										
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										





Section	Details
<b>Insecticide Applied</b>	Enter the name of the insecticide applied. Either Pestigas or Insectigas may be used.
<b>Amount</b>	Enter the amount of disinsectant used in grams.
<b>Disinsection Dates and Times</b>	Enter dates and times when knock down disinsection commenced and completed.
<b>Cylinders Applied (Serial Numbers)</b>	Enter the serial numbers of all the insecticide cylinders used.
<b>Cylinders Spare (Serial Numbers)</b>	Enter the serial numbers of all the spare insecticide cylinders.
<b>Spray Gun Nozzle Number</b>	Enter the nozzle size used on the insecticide cylinders. The correct nozzle sizes are described in the Notes in section 15 on the Statement.
<div style="border: 2px solid black; padding: 10px;"> <p><b>16) Insectocutors</b></p> <div style="display: flex; justify-content: space-between;"> <div> <p>Deactivated Last Voyage</p> <p>Date <input type="text"/> Time <input type="text"/></p> </div> <div> <p>Activated Current Voyage</p> <p>Date <input type="text"/> Time <input type="text"/></p> </div> </div> <p>Note:</p> <p>(a) At least one insectocutor per livestock holding deck.  (b) Insectocutors to have a light intensity of at least 160 watts UV.  (c) Insectocutor trays to be activated 48 hours prior to arrival at an Australian port and remain activated until 24 hours after departure. Insects must be collected when insectocutors are deactivated, stored in vials and supplied to the department upon the returning visit.</p> </div>	
<b>Deactivated Last Voyage</b>	24 Hours after departure from an Australian port the insectocutors must be de-activated. Enter the date and time the insectocutors were de-activated when the vessel last visited an Australian port.
<b>Activated Current Voyage</b>	Enter the date and time the insectocutors were activated during the current voyage. The insectocutors must be activated 48 hours prior to arrival at an Australian port.
<div style="border: 2px solid black; padding: 10px;"> <p><b>17) Fodder</b></p> <p>Does the vessel have any fodder on board? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>What type of fodder? <input type="text"/></p> <p>Is the fodder of Australian origin? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>What Country? <input type="text"/></p> </div>	
<b>Does the vessel have fodder on board?</b>	Answer 'Yes' if the vessel has any fodder on board.
<b>What type of fodder?</b>	If answered 'Yes' then select the type of fodder – Pellets or Hay.
<b>Is the fodder of Australian origin?</b>	Answer 'Yes' if the fodder is of Australian origin.



Section	Details						
What Country?	If 'No' type the name of the country of origin.						
<div style="border: 2px solid black; padding: 10px;"> <p><b>18) Authority for persons to board</b></p> <p>The following persons may board the vessel prior to clearance being granted by the Department</p> <table border="1"> <thead> <tr> <th>Name</th><th>Position/Title/Responsibility</th><th>Add</th></tr> </thead> <tbody> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="button" value="Delete"/></td></tr> </tbody> </table> </div>		Name	Position/Title/Responsibility	Add	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
Name	Position/Title/Responsibility	Add					
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>					
Name	Enter the name of any person requiring access to the vessel prior to biosecurity clearance being given.						
Position/Title/Responsibility	Clearly enter the position or title or area of responsibility of the person requiring access to the vessel.						
<div style="border: 2px solid black; padding: 10px;"> <p><b>19) Application for wharf side clearance (optional section to complete)</b></p> <p>Has the vessel only carried animals of Australian or New Zealand origin on the previous voyage prior to this date? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Country of origin of the previous cargo <input type="text"/></p> </div>							
Australian or New Zealand Origin	Select 'Yes' if the vessel has only carried animals which originated in Australia or New Zealand during the previous voyage. For all other countries of origin enter 'No'.						
Country of origin	If 'No' was selected then this field will be displayed. Enter the name of the country where previous carried livestock originated from.						

**NOTE:** The Livestock Statement questions are optional, however, incomplete information may delay the vessel's approval to berth.



## Ballast Water (BW) Report Offline PDF Form

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### Explanatory Notes

MARS Offline Forms can be used to submit pre-arrival information to the vessel's nominated port Agent when the vessel has limited and/or unreliable internet connectivity. The content of the Offline Form will be emailed to the vessel's nominated port Agent as an email attachment.

The MARS Offline Forms for the Pre-arrival Report (PAR); Ballast Water (BW) Report; Application to enter a Non-First Point of Entry (NFP); and Human Health Update are available from the department's website. Both PDF and Word versions are available, however only the PDF version can be used for submission to the vessel's Port Agent. The word version is provided for web accessibility purposes only.

**NOTE:** *The Master completes the PDF version of the Offline Form and then sends it to the vessel's Port Agent. The vessel's Port Agent then submits the information into MARS.*

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### How to do it

The Pre-Arrival Report (PAR) Offline Form is available from the department's website. **Download** a copy of the PAR Offline Form and **save** it to your computer so it is easily accessible.

**NOTE:** *Only use the PDF version of the form. It is important that you check the website for updated forms on a regular basis, otherwise the Agent may have issues with submission of the form into MARS.*

## Complete a Ballast Water (BW) Report using the Offline PDF Form

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### Vessel Particulars

This tab is used to complete the Vessel Particulars. It is also used to establish the vessel's ballast tank and pump configurations. All **mandatory\*** fields must be completed.

The Vessel Particulars tab has three sections:

**Vessel Details** – Contains the generic vessel profile details.

**Ballast Water Tank Details** – This section must contain all the ballast water tanks on board the vessel. Tanks must be included even if they are not used on a regular basis to carry ballast. This includes ballast tanks that are filled with fresh water and empty tanks.

**Ballast Pump Details** - This section must contain all the pumps that are used for ballast water management. This includes the fire pumps if they are used to manage the ballast water in certain tanks.



Field	Content
<div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <b>Australian Government</b>            Department of Agriculture            and Water Resources         </div> <div> <b>Ballast Water Report</b> </div> </div> <div style="text-align: right; margin-top: 10px;"> <i>Required fields denoted by *</i> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span style="background-color: #800000; color: white; padding: 2px 5px;">1. Vessel Particulars</span> <span style="background-color: #cccccc; padding: 2px 5px;">2. Arrival Details</span> <span style="background-color: #cccccc; padding: 2px 5px;">3. Ballast Water Questions</span> <span style="background-color: #cccccc; padding: 2px 5px;">4. Tank Information</span> <span style="background-color: #cccccc; padding: 2px 5px;">5. Submit</span> </div> <div style="margin-top: 10px;"> <b>Vessel Particulars</b> </div> <div style="display: flex; justify-content: space-between;"> <div> <b>Vessel Name *</b>  <input type="text" value="SMART VESSEL"/> </div> <div> <b>IMO *</b>  <input type="text" value="9445227"/> </div> <div> <input type="checkbox"/> Tick this if the vessel does <b>NOT</b> have an IMO         </div> </div> <p style="color: red; font-size: small;">The IMO must be provided if the vessel has one. Otherwise the Call Sign OR the Registration/Official # must be provided.</p> <div style="display: flex; justify-content: space-between;"> <div> <b>Call Sign</b>  <input type="text" value="TEST"/> </div> <div> <b>Registration/Official #</b>  <input type="text"/> </div> <div> <b>Country of Registry *</b>  <input type="text" value="AUSTRALIA"/> </div> </div> <div style="display: flex; justify-content: space-between;"> <div> <b>Vessel Type *</b>  <input type="text" value="Bulk Carrier"/> </div> <div> <b>Responsible Officer *</b>  <input type="text" value="CO JOHN SMITH"/> </div> </div> <div style="margin-top: 10px;"> <b>Vessel E-mail</b>  <input type="text" value="john.smith@email.com"/> </div> <p style="color: red; font-size: small;">The e-mail provided will be used to send communications to the vessel. Please leave this field blank if the vessel is unable to receive e-mails with attachments.</p> </div>	
Vessel Name	Enter the vessel's name as it appears on the Ship's Particulars.
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier. For vessels with an IMO the IMO filed is mandatory.
Tick this if the vessel does NOT have an IMO	Some vessel types may not have an IMO. This box must be selected in those circumstances and one of the Call Sign or Registration/Official# must be supplied.
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official#	This is a optional field and mainly used for craft without an IMO number or call sign.
<b>One of the IMO, Call Sign or Registration numbers must be supplied.</b>	
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choose the appropriate vessel type.
Responsible Officer	Enter the name of the officer responsible for ballast water management on board the vessel.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used by MARS to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.





Field	Content						
<p><b>Tank Details</b> <i>(All ballast tanks must be listed, including empty tanks)</i></p> <p><b>BALLAST WATER TANK CODES:</b> Forepeak = FPT, Aftpeak = APT, Double bottom = DB, Bottom tank = BT, Bottom side tank = BST, Deep tank = DT, Wing tank = WT, Top side tank = TST, Cargo hold = CH, Heeling tank = HT, Water ballast tank = WBT, Port = P, Starboard = S, Centre = C, Bilge = BGT, Other = O (specify)</p> <table border="1"> <tr> <td>Tank Name</td><td>Tank Capacity(m<sup>3</sup>)</td><td>Add</td></tr> <tr> <td></td><td></td><td>Delete</td></tr> </table> <p><i>Continue below to fill in Pump Details</i></p>		Tank Name	Tank Capacity(m <sup>3</sup> )	Add			Delete
Tank Name	Tank Capacity(m <sup>3</sup> )	Add					
		Delete					
Add	The Add button is used to add rows to the grid so that all the vessel's ballast tanks can be listed. All tanks used to store ballast water must be listed even empty tanks and tanks that aren't used often. Cargo holds only need to be listed if they are carrying ballast during the current voyage.						
<p> <b>It isn't necessary to list Port side and Starboard side tanks separately if they are treated as one tank by the vessel for the purposes of ballast water management.</b></p>							
<p><b>BALLAST WATER TANK</b> Forepeak= FPT Aftpeak = APT Double bottom = DB Bottom tank = BT bottom side tank = BST Deep tank = DT Wing tank = WT Top side tank = TST Cargo hold = CH Heeling tank = HT Water ballast tank = WBT Port = P starboard = S Centre = C Bilge = BGT Other = O (specify)</p>							
Tank Name	<p>Enter the name of the ballast water tank in this field. Use the abbreviations above for the tank name. The number of the tank and the location must also be listed. To keep tank names consistent the following format is recommended by the department:</p> <p><b>[Tank Name][Number][Location] must be entered as</b> <b>[DB 1 S] or [DB 1 P/S]</b></p> <p><b>Tank Name is Double bottom tank</b> <b>Number is 1</b> <b>Location is Starboard and Port</b></p> <p>It isn't necessary to list Portside and Starboardside tanks separately if they are treated as one tank by the vessel for the purpose of ballast water management. Please consult the vessel's Ballast Water Management Plan for this information.</p>						
<p> <b>Care must be taken with the vessel's tank names. Tank names must be consistent between BW Reports.</b></p>							
Total Tank Capacity (m <sup>3</sup> )	MARS will calculate the total BW capacity of the vessel's tanks.						
Delete	If a tank row was added by mistake the Delete button can be used to remove the row.						



Field	Content												
<p><i>Continue below to fill in Pump Details</i></p> <p><b>Pump Details (All Pumps must be listed)</b></p> <table border="1"> <thead> <tr> <th>Pump Name</th><th>Current Delivery Capacity(m<sup>3</sup>/hr )</th><th>Date Last Verified</th><th>Add</th></tr> </thead> <tbody> <tr> <td>PUMP 1</td><td>1,000</td><td>06/07/2016</td><td>Delete</td></tr> <tr> <td>PUMP 2</td><td>1,000</td><td>06/07/2016</td><td>Delete</td></tr> </tbody> </table>		Pump Name	Current Delivery Capacity(m <sup>3</sup> /hr )	Date Last Verified	Add	PUMP 1	1,000	06/07/2016	Delete	PUMP 2	1,000	06/07/2016	Delete
Pump Name	Current Delivery Capacity(m <sup>3</sup> /hr )	Date Last Verified	Add										
PUMP 1	1,000	06/07/2016	Delete										
PUMP 2	1,000	06/07/2016	Delete										
Add	The Add button is used to add rows to the grid so that all the vessel's ballast pumps can be listed. All pumps used to manage ballast water must be listed. This includes the Fire Pump if used to manage ballast for certain tanks.												
Pump Name	Enter the name of the ballast water pump in this field.												
Pump Capacity (m <sup>3</sup> /Hr)	Enter the total pump capacity as stipulated in the vessel's ballast documentation. This is the actual pump capacity of each pump. Numerical values between 1 and 999999.99 may be entered.												
Date Last Verified	Enter the date the pumps were last verified to determine the actual pump capacity. The Australian Ballast Water Management Requirements stipulate that the vessel's pumps must be tested at least every 12 months.												
Delete	If a pump row was added by mistake the Delete button can be used to remove the row												

## Arrival Details

Enter the information for all the fields in the **Arrival Details** screen. The voyage number must be the same as the voyage number that will be used for any other reports or applications for the same voyage. This means that the Pre-Arrival Report (PAR) must have the same voyage number as the BW Report, this is essential for MARS to link the current BW Report to the current PAR.

**NOTE:** If the nominated Port Agency does not appear in the drop down box then the Master may type in the Agency name. When the Agency receives the BW Report it can verify the Agency name..





Field	Content
	<div> <div> <p>Australian Government Department of Agriculture and Water Resources</p> </div> <div> <p><b>Ballast Water Report</b></p> </div> </div> <p style="text-align: right;"><i>Required fields denoted by *</i></p> <div> <div>1. Vessel Particulars</div> <div>2. Arrival Details</div> <div>3. Ballast Water Questions</div> <div>4. Tank Information</div> <div>5. Submit</div> </div> <p><b>Arrival Details</b></p> <p>Voyage # *</p> <input type="text" value="1"/> <p>Agency to which approvals/rejections will be sent *</p> <input type="text" value="A"/> <div> AFMA OPERATIONS  ALLWAYS SHIPPING  ANL CONTAINER LINE BRISBANE  ANL CONTAINER LINE DARWIN  ANL CONTAINER LINE MELBOURNE  APL LINES BRISBANE  APL LINES SYDNEY </div> <div> <div>&lt;- Previous</div> <div>Next -&gt;</div> </div>
Voyage #	The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The voyage number must match the number on the PAR, Ballast Water, Human Health Update or NFP application for the current voyage. Alpha-numeric characters and dashes (-) are accepted. Spaces are not allowed.
Agency to which approvals/rejections will be sent	Enter the name of the Agency that will represent the vessel at the first Australian port of call. The Biosecurity Status Document (BSD) with the approval status of the ballast tanks will be sent to the Agency listed here.

## Ballast Water Questions

Complete all the ballast water questions, noting they are mandatory. Some questions have additional fields to complete once answered.

Australian Government  
Department of Agriculture  
and Water Resources

**Ballast Water Report**

*Required fields denoted by \**

1. Vessel Particulars

2. Arrival Details

3. Ballast Water Questions

4. Tank Information

5. Submit

**Ballast Water Questions**

- Does the vessel have an approved Ballast Water Management Certificate on board? \*
 

☐ Yes
 ☐ No
 ☐ Not applicable
- Does the vessel have an approved Ballast Water Management Plan on board? \*
 

☐ Yes
 ☐ No
- Does the vessel have either a ballast water record system or accurate ballast water records on board? \*
 

☐ Yes
 ☐ No
- Does the vessel intend to dispose ballast tank sediment in Australia? \*
 

☐ Yes
 ☐ No
- Is the vessel using an IMO Type Approved Ballast Water Management System to manage ballast water? \*
 

☐ Yes
 ☐ No
- Is the vessel claiming an Exception for this voyage? \*
 

☐ Yes
 ☐ No

<- Previous


Next ->



Q	Field	Content
1		<div> <div>1. Vessel Particulars</div> <div>2. Arrival Details</div> <div>3. Ballast Water Questions</div> <div>4. Tank Information</div> <div>5. Submit</div> </div> <p><b>Ballast Water Questions</b></p> <p>1) Does the vessel have an approved Ballast Water Management Certificate on board? * <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not applicable</p> <p>Issue Date <input type="text"/> Issuing Authority <input type="text"/> Issuing Location <input type="text"/></p> <p>Expiry Date <input type="text"/></p>
		<p>Answer 'Yes' to this question if the vessel has an approved Ballast Water Management Certificate on board. Enter all the required details as they appear on the Certificate.</p> <p> <b>Until it becomes mandatory for vessels to have a Ballast Water Management Certificate, Masters should answer 'Not Applicable' to this question unless they already have a Ballast Water Management Certificate for the vessel.</b></p>
2		<p>2) Does the vessel have an approved Ballast Water Management Plan on board? * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>2.1) Has the vessel's ballast water been managed in accordance with the Ballast Water Management Plan? * <input type="radio"/> Yes <input type="radio"/> No</p>
		<p>Answer 'Yes' to this question if the vessel has an approved Ballast Water Management plan on board. Question 2.1 will then be displayed and must be answered.</p>
3		<p>3) Does the vessel have either a ballast water record system or accurate ballast water records on board? * <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
		<p>Answer 'Yes' to this question if the vessel has a system for recording ballast water management on board the vessel. The <b>Australian Ballast Water Management Requirements</b> stipulate that a vessel must record the details of all ballast water exchanges.</p>
4		<p>4) Does the vessel intend to dispose ballast tank sediment in Australia? * <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
		<p>Answer 'Yes' to this question if the vessel intends to discharge sediment from the ballast tanks in Australia. All ballast sediment discharge requires permission from the department.</p>
5		<p>5) Is the vessel using an IMO Type Approved Ballast Water Management System to manage ballast water? * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>5.1) Please select the Ballast Water Management System used by the vessel * <input type="text"/></p> <p><i>If your system is not in the list of type approved ballast water management systems displayed please contact the department at 1300 004 605 or +61 8 8201 6185 (outside of Australia) or via e-mail to <a href="mailto:markimhcc@agriculture.gov.au">markimhcc@agriculture.gov.au</a></i></p>
		<p>Answer 'Yes' to this question if the vessel is using an on board ballast water management system to manage ballast water. Question 5.1 will then be displayed and the correct system must be selected from the drop down list.</p> <p> <b>The department will only accept ballast water management systems that have been approved by the IMO. It is the Master's responsibility to ensure that the system being used is an approved</b></p>





Q	Field	Content
		system. Please refer to the Australian Ballast Water Management Requirements and the IMO regulations for further details.
6		<div> <div>6) Is the vessel claiming an Exception for this voyage? *</div> <div> <input checked="" type="radio"/> Yes           <input type="radio"/> No         </div> </div> <div> <div>6.1) Reason for the Exception *</div> <div></div> </div>
		<p>Answer 'Yes' to this question if the Master was not able to manage the ballast water on board the vessel due to an exceptional circumstance. The Master must select the reason for the exception from the list provided. The department must be notified as soon as practicable of the exception.</p> <p> Exceptions must be according to the IMO regulations on Ballast Water Exceptions. Please refer to the Australian Ballast Water Management Requirements and the IMO regulations for further details.</p>

### Tank Information



This tab is used to record and display all the ballast water management details of the ballast water tanks that were listed on the **Vessel Particulars** tab.

Enter information for all the tanks listed as they must have details recorded in this screen. The fields to complete will be made available once a Management Method has been selected for the tank. All the fields displayed must be completed.

**NOTE:** *Final Volumes.* This is the actual volume of ballast water in the tank for discharge. It is not the physical volumetric size of the tank.

Field	Content										
1. Vessel Particulars	2. Arrival Details										
3. Ballast Water Questions	4. Tank Information										
5. Submit											
<b>Ballast Water Management Summary</b> <i>(You must click on a pump name to select it. To select multiple pumps - when using Flow Through/Dilution or Empty Refill - press the 'Control' key on the keyboard and select the pumps using the mouse. Also, you can change the total pump capacity to be less than the sum of the individual capacities if the pumps are not used at full capacity.)</i>											
TANK DETAIL	MANAGEMENT DETAILS	UPTAKE LOCATION DETAILS		EXCHANGE LOCATION DETAILS			PUMP DETAILS	RESIDUE DETAILS	FINAL VOLUME DETAILS		
Tank Name	Management Method	Port / Comments OR	Uptake Date	Start Latitude (deg,min)	End Latitude (deg,min)	Start Date/Time	Pumps Used	Residual volume after emptying cycle (m <sup>3</sup> )	Final Volume on Arrival (m <sup>3</sup> )	Intent to Discharge	+
	Comments	Latitude (deg,min) Longitude	Volume taken up(m <sup>3</sup> )	Start Longitude (deg,min)	End Longitude (deg,min)	End Date/Time	Total Pump Capacity (m <sup>3</sup> )				
	Empty Refill									Yes No	-
									Full tank capacity nullm <sup>3</sup>		



Field	Content
Exchange Location Details	If an exchange was performed then enter the Start and End latitudes and longitudes as well as the start and finish dates and times.
Pump Details	When recording Pump Details click on a pump name to select it (it will become highlighted in blue). To select multiple pumps press the "control" key on the keyboard and select the pumps using the mouse. Also, you can change the total pump capacity to be less than the sum of the individual capacities if the pumps are not used at full capacity.
Residue Details	Enter the residual or un-pumpable water that was left at the end of the Empty Cycle, before commencing a Refill.
Final Volume Details	Enter the final volume of ballast on arrival in Australia.
Intent to Discharge	Select 'Yes' if ballast water will be discharged from this tank in Australian Waters.
	To add details for the next tank, click the + button.
	To delete tanks, click the – button.
<div style="border: 2px solid black; padding: 10px;"> <p>Depth at which exchange occurred (in metres)</p> <p>Min <input type="text"/> Max <input type="text"/></p> <p>Additional Comments</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> </div>	
Min - MAX	The minimum and maximum depths the exchange of ballast water took place.
Additional Comments	Add any comments that may clarify the ballast water management process if it cannot be clearly explained by the data entered only.

## Completing the Ballast Water Management Summary

For each tank listed in the BW Report data must be entered to show how the ballast water was managed for that tank. The table below is a summary of details required for each Management Method.

**NOTE:** Responsible Officers must refer to the Australian Ballast Water Management Guidelines for more detail on Australian requirements.

Management Method Details	
Empty/Refill	
<b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.	<b>Pump Details</b> – Pumps and pump capacity are taken from the Vessel Particulars tab, and can be amended there.





Management Method Details	
<p><b>Uptake Location Details</b> – Enter the name or the coordinates of the place where ballast water was taken up; uptake date and volume of water.</p> <p><b>Exchange Location Details</b> – Enter all the information of the exchange details.</p>	<p><b>Discharge Details</b> – Enter the residual volume left in the tank after the empty cycle of the exchange is completed. The final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
Flow Through/Dilution	
<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the name or the coordinates of the place where ballast water was taken up.</p> <p><b>Exchange Location Details</b> – Enter all the information of the exchange details.</p>	<p><b>Pump Details</b> – Pumps and pump capacity are taken from the Vessel Particulars tab, and can be amended there.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
Management System – Vessels using an IMO approved on-board ballast management system	
<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the uptake date and the volume of ballast water that was taken up.</p>	<p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
Empty Tank	
<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p>	<p><b>Final Volume on Arrival</b> – The soundings on the tank must be accurate and reflect the residual volume of water left in the tank. The Final Volume is the actual amount of water in the tank not the overall volume of the tank.</p>
Mid Ocean Uptake	
<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates of the place where ballast water was taken up.</p>	<p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
Australian Water – Water taken up inside the Australian Territorial Sea	
<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p>	<p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>



Management Method Details	
<b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up.	
<b>Fresh Potable Water – Clean fresh water</b>	
<b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.  <b>Uptake Location Details</b> – Enter the date, volume of water and the name or coordinates of the place where ballast water was taken up.	<b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.
<b>Unmanaged</b>	
<b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.  <b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up.	<b>Discharge Details</b> – Enter the final volume of water in the tank. This tank will not receive permission to discharge ballast in Australian waters.
<b>Other</b>	
<b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.  <b>Comments</b> – Enter the details of why the management method is other and what the status of the ballast water is. The comments will be used to manually assess the risk of this tank.	<b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up.  <b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.

## Submit

Once the BW Report has been completed it can be submitted to the vessel's Port Agent.

All reports completed using the Offline PDF Form **must** be submitted by clicking the **Send to Agency** button on the **Submit** tab. By clicking **Send to Agency** the Form will be checked for any errors; alerting you to rectify any mistakes or complete any incomplete mandatory fields.

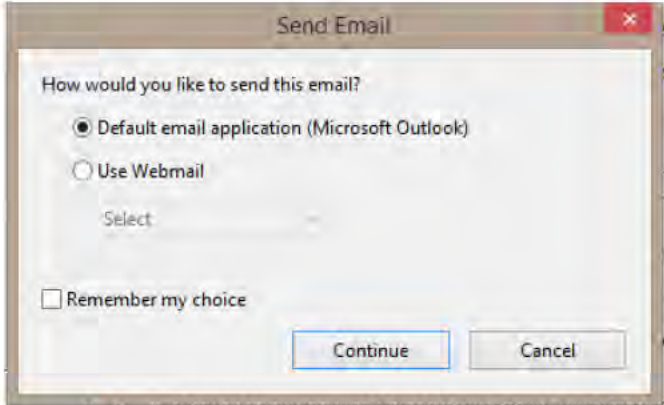
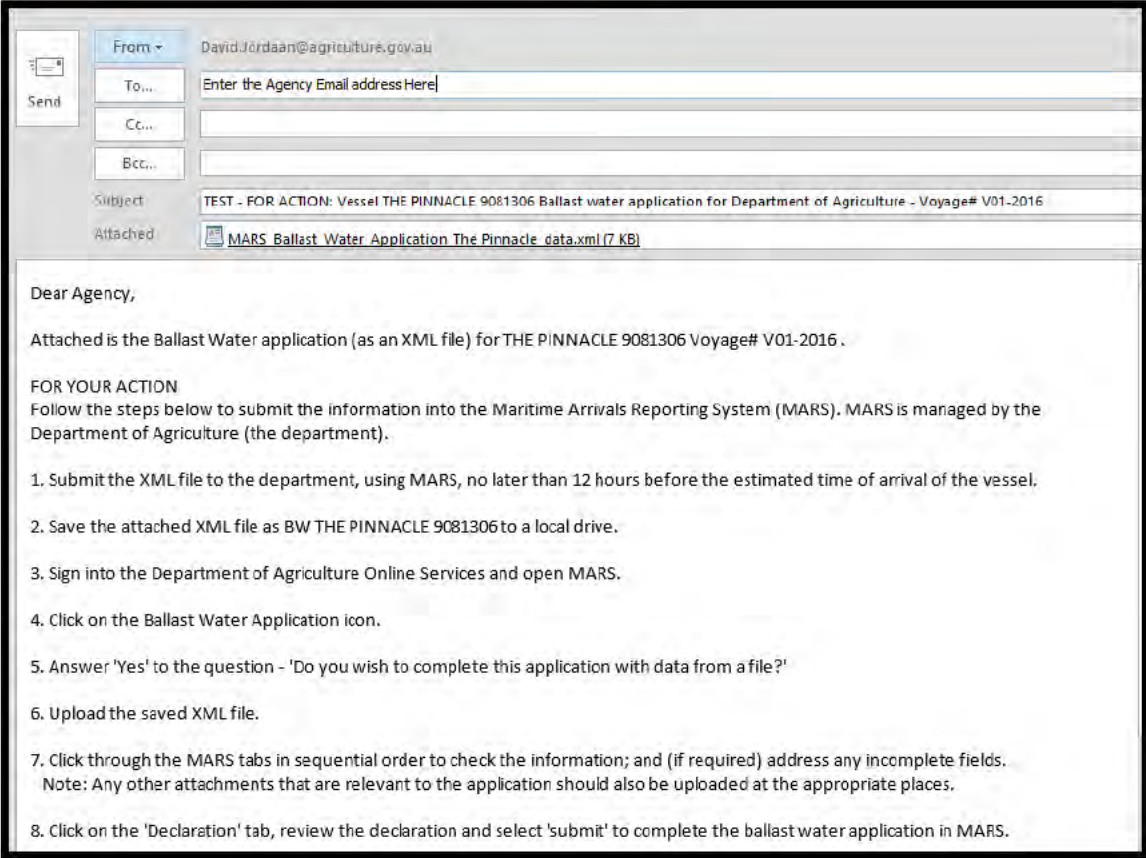
**NOTE:** Responsible Officers must **not** select the Save XML Data button. If this option is selected the data in the file that will be saved is not checked for errors. The saved XML file will not be sent to the Agent.





Field	Content
	<div> <p>Australian Government Department of Agriculture and Water Resources</p> <p><b>Ballast Water Report</b></p> <p>Required fields denoted by *</p> <p>1. Vessel Particulars   2. Arrival Details   3. Ballast Water Questions   4. Tank Information   5. Submit</p> <p><b>Submitting the Ballast Water Report</b></p> <p>Ballast Water Report includes information for the department to assess biosecurity risks. It is mandatory for vessels intending to discharge ballast while in Australian seas to submit the Ballast Water Report.</p> <p>A Biosecurity Status Document (BSD) will follow after this report is assessed and provide guidance on which tanks have been managed in accordance with the department's requirements. Giving false or misleading information is a serious offence and may lead to a civil penalty.</p> <p>Step 1: Enter information into the report and ensure all mandatory fields are complete.  Step 2: Click on the button 'Send to Agency' to commence the process of lodging your report data to your nominated shipping agent. Shipping agents are responsible for submitting ballast water summary reports and communicating required biosecurity conditions to manage your arrival at port.  Step 3: Add the shipping agency email address.  Step 4: Attach any additional documents that your shipping agency may require.  Step 5: Submit report to shipping agency by clicking on the 'Send to Agency' button.</p> <p><b>Send to Agency</b>   <b>Save XML Data</b></p> <p><small>The information provided is NOT validated when saved</small></p> <p>In submitting this information, I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the vessel operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the <i>Criminal Code Act 1955</i>.  Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.</p> <p><b>What happens next?</b></p> <ul style="list-style-type: none"> <li>- You or your nominated shipping agent must upload the Ballast Water Report into MARS and review each tab for accuracy. A Ballast Water Report has not been submitted to the department until the MARS application is complete.</li> <li>- Upon submission, MARS will generate a BSD, containing the directions and expectations for the vessel.</li> <li>- The BSD will be transmitted electronically by return email to the shipping agent and master (where a vessel email address was provided).</li> <li>- You can save the information entered in this report (to use at a later date) by selecting the 'Save XML Data' button.</li> </ul> </div>
	<p><b>Send to Agency</b></p> <p>By clicking on the <b>Send to Agency</b> button the BW Report will be sent to vessel's Agent as an attachment to an email. The Responsible Officer must select the email application to use and enter the Agency's e-mail address in the email application <b>To</b> field.</p>
	<p><b>i The Responsible Officer must check the following to ensure the PAR was sent to the Agent:</b></p> <ol style="list-style-type: none"> <li>1. Check the email to ensure it was sent successfully (Sent Items).</li> <li>2. Once the Agent has submitted the PAR into MARS the vessel will receive a Biosecurity Status Document (BSD) via email if the vessel's email address was supplied in the Vessel Particulars tab of the Offline Form.</li> <li>3. Contact the Agent to confirm the BW Report was successfully received if unsure.</li> </ol> <p>It remains the Responsible Officer's responsibility to ensure Australian pre-arrival reporting requirements are met.</p>
	<p><b>i If the vessel's ballast status changes, a new BW Report must be submitted. Every tank must be reported on the new BW Report not just the tank with the changed status.</b></p>



Field	Content
 <p>The Send Email window will appear when the Responsible Officer clicks on the Send to Agency button.</p> <p>The Responsible Officer must select the appropriate email application for the vessel and select Continue.</p> <p>An email will be generated as shown below.</p>	
	
To field	Enter the email address of the vessel's Port Agency. The BW Report will be sent to the email address entered here.
Subject	The subject contains the details of the vessel and the voyage number.
Attached	The MARS BW Report will be attached as a data file. It is this file the vessel's Agent will use to upload the BW Report into MARS.
Other Attachments	The Responsible Officer may attach other documents to the email such as the Ballast Water Management Certificate. The vessel Agent must send the attachment to the MNCC for upload into MARS.
Email body	The body of the email contains the steps the vessel's Agent must undertake in order to submit the BW Report into MARS.





**END OF DOCUMENT**



Australian Government  
Department of Agriculture,  
Water and the Environment

# Pre-Arrival Report

The Pre Arrival Report (PAR) must be completed by a vessel master or agent. It notifies the Department of impending vessel arrivals to Australia. The information collected on the PAR is used to assess the biosecurity risk of the vessel. PAR must be submitted between 96 and 12 hours before the estimated time of arrival of the vessel at the Australian border.

**Required fields denoted by \***

1. Vessel Particulars
2. Arrival Details
3. Sanitation
4. Human Health
5. Biosecurity
6. Submit

## Vessel Particulars

Vessel Name \*

IMO \*

☐ Tick this if the vessel does **NOT** have an IMO

The IMO must be provided if the vessel has one. Otherwise the Call Sign OR the Registration/Official # must be provided.

Call Sign

Registration/Official #

Country of Registry \*

Vessel Type \*

Master's Name \*

Year Built

Gross Tonnage

Net Tonnage

Length (m) \*

Crew Capacity

Passenger Capacity

Cargo Holds

Cargo Decks

Cargo Tanks

Vessel E-mail

The e-mail provided will be used to send communications to the vessel.  
Please leave this field blank if the vessel is unable to receive e-mails with attachments.

Next ->

## Arrival Details

Voyage # \*

Last International Port of Call \*

### Australian Ports of Call

#### First Australian Port of Call Details

First Port of Call \*

Arrival/Anchorage Date\*/Time

Departure Date/Time



Will the vessel berth at the first port of call? \*

☐ Yes ☐ No*(Answer YES if the vessel will berth at the first port of call. Answer NO if the vessel will ONLY bunker/refuel or do ship to ship transfer away from the berth and not come in to berth at all.)*

Berth Name

Berth Date

Time

**Subsequent Australian Port(s) of Call Details**

Intended Australian Itinerary After First Port

Port

Date [DD/MM/YYYY]

Delete Port

Add Port

**Agency Details** *(The Port and the Billing Agency at the first port of call must be provided)*

Port-Arrival Date

Delete Agency Details for this Port

Port Agency

Billing Agency

Crew Change Agency

Add Agency Details for another Port

&lt;- Previous

Next -&gt;

**Sanitation Certificate**

Certificate Type \*

Port of Issue \*

Date of Issue \*

Will the vessel require a new Sanitation Certificate? \*

☐ Yes ☐ No

&lt;- Previous

Next -&gt;

**Human Health**

1) Have any persons died on board during the current voyage? \*

☐ Yes☐ No

2) Have any persons become ill or shown signs of illness in the past 14 days? \*

☐ Yes☐ No

2.a) Has the vessel left or transited through a port outside of Australia in the last 14 days? \*

☐ Yes☐ No

2.b) Has any person on the vessel been in a country other than Australia in the last 14 days? \* ☐ Yes ☐ No

2.c) Has any person on the vessel been in contact with a confirmed case of novel coronavirus (COVID-19) in the last 14 days? \* ☐ Yes ☐ No

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Next ->

### Biosecurity

3) Are there any animals (including birds and/or fish) as ship's pets on board the vessel? \* ☐ Yes ☐ No

4) Were any other hitchhiker animals or birds detected on board the vessel? \* ☐ Yes ☐ No

5) After a visual self-inspection of the entire vessel, were any insects discovered on board during the current voyage? \* ☐ Yes ☐ No

6) In the past 24 months was the vessel in a Russian Far East Port/s between 40 N, 60 N, \* and west of 147 E during any period between 1 July and 30 September? ☐ Yes ☐ No

7) Since the vessel's last trip to Australia has it carried, in the last 10 cargoes, any livestock, bulk seeds (including grain) or bulk meal (being meal that contains plant, animal, fish or bird material)? \* ☐ Yes ☐ No

8) Has the waste been secured in a container or sealed room to prevent leakage and access by \* animals and birds? ☐ Yes ☐ No

9) Do you intend to discharge waste in port? \* ☐ Yes ☐ No

10) Will any crew members sign off while the vessel is at berth or anchorage in Australian waters? \* ☐ Yes ☐ No

11) Do you intend to discharge ballast water sourced in Australia during this voyage ? \* ☐ Yes ☐ No

12) Is this vessel carrying any non-compliant and untreated goods, shipped as breakbulk, open top or flat rack container cargo, which is subject to increased seasonal/hitchhiker pest measures? \* ☐ Yes ☐ No

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Next ->

### Submitting the PAR application

A Biosecurity Status Document (BSD), including pratique status will follow from this Pre Arrival Report (PAR). The operator of the vessel is responsible for the information given in this report.

The information in this report must be submitted using the Maritime Arrivals Reporting System (MARS) between 96 and 12 hours before the estimated time of arrival of the vessel.

If the operator of the vessel or agent becomes aware that the information given in this report is incomplete or incorrect, the operator of the vessel must give additional or correct information in accordance with Biosecurity Act 2015, Section 194. Giving false or misleading information is a serious offence and may lead to a civil penalty.

Step 1: Enter information into the application and ensure all mandatory fields are complete.

Step 2: Click on the button 'Send to Agency' to commence the process of lodging your application data to your nominated shipping agent. Shipping agents are responsible for submitting vessel pre-arrival reports and communicating required biosecurity conditions to manage your arrival at port.

Step 3: Add the shipping agency email address.

Step 4: Attach any additional documents that your shipping agency may require in addition to the PAR.

Step 5: Send the email to your agent and ensure it is received.

**Send to Agency**



Note: If you experience problems sending this form, verify that all mandatory fields have been filled. Contact your agent if problems continue. If you are an agent, refer to the User Guide or contact the Maritime National Coordination Centre.

In submitting this information, I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the vessel operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the *Criminal Code Act 1995*.

#### What happens next?

- You or your nominated shipping agent must upload the PAR into MARS and review each tab for accuracy. A PAR has not been submitted to the department until the MARS application is complete.
- Upon submission of the PAR MARS will generate a BSD, containing the directions and expectations for the vessel.
- The BSD will be transmitted electronically by return email to the shipping agent and master (where a vessel email address was provided).

MARS Admin only:

Exp

Imp

#### Legal Advice

This form and the information requested in it, is required to be provided to the department by the operator of a vessel in accordance with the Biosecurity Act 2015, section 193.

For more information:

Website: [Department of Agriculture, Water and the Environment - Vessels](#)

[MARS](#)

Email: Maritime National Coordination Centre (MNCC): [maritimencc@awe.gov.au](mailto:maritimencc@awe.gov.au)

Phone: 1300 004 605 or +61 8 8201 6185 (outside of Australia).

Fax: 1300 005 882 or +6 18 8201 6176 (outside of Australia).

#### Privacy Notice

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

Personal information that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the Biosecurity Act.

The Department of Agriculture, Water and the Environment (the department) collects your 'protected information' including personal and sensitive information in relation to this form under the Biosecurity Act 2015 for the purposes of assessing and managing the potential biosecurity risks on vessels coming to Australia and related purposes. If you fail to provide some or all of the relevant personal information requested in this form the department may be unable to assess the biosecurity risk associated with your vessel. Information collected by the department will only be used or disclosed as authorised under the Biosecurity Act.

The department may disclose your personal information to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the Biosecurity Act.

See our Privacy Policy (<http://www.awe.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

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Australian Government  
Department of Agriculture,  
Water and the Environment

# Human Health Update

Required fields denoted by \*

1. Vessel Particulars

2. Arrival Details

3. Human Health

4. Submit

## Vessel Particulars

Vessel Name \*

IMO \*

☐ Tick this if the vessel does **NOT** have an IMO

*The IMO must be provided if the vessel has one. Otherwise the Call Sign OR the Registration/Official # must be provided.*

Call Sign

Registration/Official#

Country of Registry \*

Vessel Type \*

Vessel E-mail

*The e-mail provided will be used to send communications to the vessel.*

*Please leave this field blank if the vessel is unable to receive e-mails with attachments.*

Next ->

## Arrival Details

Voyage# \*

Agency to which any updated conditions will be sent \*

<- Previous

Next ->

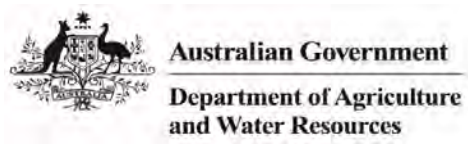
## Human Health

- |  |                           |                          |
|--|---------------------------|--------------------------|
| 1) Have any persons died on board during the current voyage? *   | <input type="radio"/> Yes | <input type="radio"/> No |
| 2) Have any persons become ill or shown signs of illness in the past 14 days? *  | <input type="radio"/> Yes | <input type="radio"/> No |
| 2.a) Has the vessel left or transited through a port outside of Australia in the last 14 days? *                               | <input type="radio"/> Yes | <input type="radio"/> No |
| 2.b) Has any person on the vessel been in a country other than Australia in the last 14 days? *                                | <input type="radio"/> Yes | <input type="radio"/> No |
| 2.c) Has any person on the vessel been in contact with a confirmed case of novel coronavirus (COVID-19) in the last 14 days? * | <input type="radio"/> Yes | <input type="radio"/> No |

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# Biosecurity Management of Commercial Vessels



## Policy Framework

Version number: 1.0				
Division: Compliance Division				
Version history and status: FINAL				
Author	Changes	Reviewed by	Approved by	Date
Conveyances and Ports, Compliance Division	Draft		Shipping Managers Group	October 2017

**Document classification:** Unclassified

**Disclaimer:** Content of user guide is true and accurate as of June 2016. Details provided could be subject to change.

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# 1. Purpose of this document

This document describes the policy intent that underpins the work instructions and operational material for the biosecurity management of 'commercial' maritime vessels. This document is the key source material for maritime related training and when policy clarification/rationale is required.

This document also outlines the design and application of the Maritime Arrivals Reporting System (MARS). Detailed user guides for MARS provide staff the 'how to' aspects of the system.

The following 'commercial' vessels types in scope and managed through MARS are:

Barges; Break Bulk; Chartered Superyachts; Container Vessels; Cruise Vessels; Fishing Vessels; General Cargo Vessels; Government, Australian and International Military Vessels; Ro-Ro (vehicle carriers); Heavy Lift Vessels; Livestock Vessels; Tankers; and Tugs.

# 2. Scope

## Who is this document for?

It is relevant to Service Delivery (assessment and inspection streams); and policy staff working in the maritime pathway.

Aside from maritime vessel clearance processes, the scope also covers:

- the decision making for permission to discharge cargo at non-first points of entry; and
- the charges associated with clearing passengers disembarking vessels.

Therefore this document is relevant to Service Delivery staff undertaking cargo and/or passenger clearances, but only limited to the activities noted above.

## Out of Scope

The following activities are not covered in this document and are managed through alternate systems and work instructions. More information can be found on the IML:

- Management of irregular maritime vessel arrivals.
- The importation of vessels as cargo.
- The movement of domestic cargo on an international vessel (cabotage).
- Management of non-commercial vessels (yachts and private, unchartered superyachts).
- The intervention and process for passengers and day trippers disembarking vessels.

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### 3. Business Objectives

Vessels entering Australia could unknowingly carry unwanted pests and diseases that can threaten Australia's unique flora and fauna, our aquaculture and agricultural industries as well as human health. The following set out the expected outcomes of the biosecurity management of maritime vessels and the vessel clearance process:

- 1 Communicating with clients to ensure risk and compliance issues are understood.
- 2 Gathering information about the vessel before arrival.
- 3 Assessing pre-arrival reporting and entry information; deciding appropriate measures to manage the biosecurity risk on entry of the vessel; recording the assessment outcomes; issuing berthing details (including pratique; and with other biosecurity directions as required).
- 4 Assessing any additional or changed information regarding the biosecurity risk of the vessel (including human health, ballast water, crew, seasonal pests, high risk cargo, animals and sanitation).
- 5 Inspecting the vessel where the vessel was determined for inspection; verifying information provided in pre-arrival reporting; deciding the most appropriate course of action in order to mitigate the biosecurity risk posed by the vessel; deciding whether the actions address the risk; recording the inspection outcomes and issuing any relevant directions or certificates.
- 6 Gathering information about the goods (including animals and plants) on board a vessel; managing goods on board a vessel; deciding the most appropriate course of action to limit the biosecurity risk posed by the goods on board the vessel.
- 7 Applying relevant charges throughout assessment and/or inspection activities.

In addition to the outcomes above, on some occasions during the biosecurity management process, certain offences may occur and appropriate enforcement actions will be taken in accordance with the *Biosecurity Act 2015* (the Act) and subordinate legislation.

### 4. Legislative framework and international standards

The biosecurity management of maritime vessels and associated vessel clearance activities is conducted under the guidance of the World Health Organisation (WHO); International Health Regulation (IHR) guidelines; the Act and subordinate legislation; and the International Maritime Organisation (IMO) regulations. The Act contains a range of provisions to support the management of biosecurity risks on board maritime vessels as follows:

- All maritime vessels must be moored at a first point of entry unless permission has been given under section 247. This request must be given in writing and must be approved or rejected in writing subject to any conditions. Ports must be determined as First Points of Entry (FPoE) under section 227 and listed for the purpose of conducting a Ship Sanitation Certification Inspection as per section 256.
- Vessels arriving at a FPoE must provide pre-arrival information in accordance with the Biosecurity Regulations 2016 and under section 193 of the Act. All commercial vessels must submit a Pre-arrival Report (PAR) 96 to 12 hours before the estimated time of arrival of the vessel to Australia. The Master or their Agent must, as soon as practicable, give a biosecurity officer additional or corrected information when they become aware that any information provided in their initial pre-arrival report(s) was incorrect or incomplete as per section 194. Biosecurity officers may require a vessel to provide information or answer further questions in response to the pre-arrival report(s) as per section 195.

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- Vessels that provide a pre-arrival report and do not declare any health issues on board will receive pratique under section 48 and can lower the quarantine signal (commonly known as the Yellow Flag). Vessels that declare health issues will have pratique withheld under section 49 until the issue can be assessed by the Maritime National Coordination Centre (MNCC) or a biosecurity officer during inspection.
- All ballast water must be managed in accordance with the Act, which is detailed in the Australian Ballast Water Requirements. Vessels that intend to discharge ballast water must provide a report in accordance with these requirements and give additional or corrected information as soon as practicable (ss. 267, 268). Based on the ballast water information provided by the Master, an assessment will determine whether the ballast water on board meets the Australian Ballast Water Requirements. Vessels will receive advice on which tanks are eligible for discharge.
- Once the vessel has arrived in Australia it becomes subject to biosecurity control and a biosecurity officer may conduct a physical inspection of the vessel (ss. 191, 199). Vessels requiring a Ship Sanitation Certification Inspection will have the sanitation health risks assessed and managed through section 257. A Ship Sanitation certification inspection can only be issued at certain ports and this information is available on the department's website. Based on this inspection biosecurity measures or treatments may be required to be performed to address any biosecurity risks (ss. 205, 209).
- The vessel remains subject to biosecurity control during its voyage in Australia even if the vessel is not required to perform biosecurity measures or treatments. Vessels are released from biosecurity control when the vessel leaves Australian territory or is notified by a biosecurity officer (s. 218). This notification will occur following a Coastal Strip Inspection.
- There are a number of decisions under the Act that can be reviewed internally and by the Administrative Appeals Tribunal. These include the destruction of a conveyance (ss. 201, 343) and to give or refuse to vary a direction relating to a vessel (ss. 303, 304). The National Vessel Program must be consulted prior to exercising these powers.

## 5. Roles and responsibilities

### 5.1 Internal

As with most activities the department is responsible for, effective management of the maritime pathway relies on many internal stakeholders.

Delivery of the operational policies and procedures is achieved through the Service Delivery Operations Division and led by assessment and inspection managers to ensure staff are suitably trained, service standards are met and issues that impact operational policy are communicated appropriately.





Key staff from the assessment and inspections streams perform the following roles:

<b><u>MNCC - Assessment</u></b>	<b><u>Inspectors - Inspections</u></b>
<ul style="list-style-type: none"> <li>• actions tasks generated by MARS from the assessment of the pre-arrival information;</li> <li>• liaise with Agents/Masters to inform compliance;</li> <li>• provide directions for risks that can be managed offshore;</li> <li>• communicate assessment outcomes and raise associated charges.</li> </ul> <p>The MNCC is the central contact point for Agencies, Masters and the inspectorate for advice on vessel clearance activities.</p>	<ul style="list-style-type: none"> <li>• manage declared risks associated with vessels whilst in Australian waters through physical inspections of vessels; assessing documentation, goods and crew;</li> <li>• identify new risks not reported in pre-arrival information;</li> <li>• provide treatment directions for identified risks;</li> <li>• liaise with Agents/Master to inform compliance;</li> <li>• manage non-compliance; report inspection outcomes and raise associated charges.</li> </ul>

Vessel policy is facilitated by the Compliance Division. The section works closely with the Biosecurity Plant and Animal Divisions both for advice on risks associated with maritime vessels such as ballast water, livestock, biofouling and seasonal pests; and to determine data collection activities that inform scientific methodologies.

The decision making body for the maritime pathway is the Shipping Managers Group (SMG) that includes senior shipping managers from around the country; and staff from the Conveyances and Ports section in Canberra. The group develops and implements national initiatives in line with the strategic direction of the department.

Other relevant stakeholders include entomologists from the Operational Science Services (OSS) section that provide advice to both the policy and service delivery elements of the maritime pathway.

**Note:** Staff in the assessment and inspections streams are all biosecurity officers. For the rest of the document, the following terms will be used to make clear distinct roles and responsibilities for the maritime pathway:

- Staff will be used to indicate activities as a collective of policy, assessment and inspection responsibilities.
- Biosecurity officer will be used when both MNCC and inspectors can perform an activity.
- Inspectors and MNCC will be used to make clear distinct Service Delivery responsibilities for inspection versus assessment based activities.

## **5.2 External**

Biosecurity officers frequently interact with clients including international masters and crew, shipping agents, port authorities and non-commercial vessel operators to facilitate accurate pre-arrival reporting and appropriate intervention of identified biosecurity risks.

Staff across the maritime pathway also liaise with two stakeholder peak industry bodies namely Shipping Australia Limited (SAL) and Maritime Industry Australia Limited (MIAL) to develop relevant policies; communicate and implement initiatives; and negotiate cost recovery arrangements, as required.

Cross government liaison is also vital to the successful delivery of the maritime pathway objectives. As such, there is regular interaction with the Department of Immigration and Border Protection; the Australian Maritime Safety Authority (AMSA); and the Department of Health to facilitate coordinated border activities, pursue integrated policy initiatives and share information arrivals and intelligence for common biosecurity issues such as human health and suspected illegal arrivals.

Compliance Division also has a Memorandum of Understanding (MoU) with a community organisation called the Tangaroa Blue Foundation. This organisation has a well-established network of volunteers around Australia who undertake coastline cleaning activities. This MoU supports the broader rhetoric that biosecurity management is a shared responsibility by the department, industry and the community.

## 6. Work Health and Safety (WHS)

Under the *Work Health and Safety Act 2011* (the WHS Act), workers (staff) must take reasonable care for their own health and safety and take reasonable care that their actions or omissions do not adversely affect the health and safety of others and in accordance with:

- the Departmental Hazard Management Procedure located at the WHS Policies and Procedures section on MyLink;
- the Work Health and Safety page located under People and Employment section on MyLink;

This section provides information more specific to inspectors rather than staff performing duties in the maritime pathway who are office based (i.e. MNCC).

### 6.1 WHS Requirements of inspectors for vessel inspections

Inspectors must be aware of their responsibilities as outlined in the relevant wharf and vessels on board safety requirements, including evacuation plan and emergency contact details. Inspections are not to proceed if the inspector is concerned for their health and safety or the health and safety of others.

Some inspectors are required to undertake inspections of different types of vessels at various port locations throughout Australia and must have completed the appropriate levels of training prior to undertaking these activities such as boarding vessels at sea and working at heights. Inspectors must comply with the department's [Safe Driving Guidelines](#) when driving to inspection locations and consult the Guide to Wharf Safety for advice on working and transiting through wharves.

To undertake vessel inspection activities, inspectors must:

- be an authorised biosecurity officer
- hold a valid driver's licence
- hold a valid MSIC
- hold a valid port pass (as required by the relevant port authorities).

Inspectors must familiarise themselves with the relevant Regional Ports' emergency plans and maintain a list of local contacts in case of emergencies.

#### **When attending an inspection, inspectors must:**

- be accompanied by a suitably trained vessel crew member;
- ensure for attendances at a tanker, they will use double-insulated safety torches and switch off mobile devices when on the wharf area and during embarkation and disembarkation from the vessel;





- advise the Master prior to commencing inspections on deck, that hatches are not to be operated and isolated during the deck inspection;
- ensure inspections are conducted with adequate lighting and only when safe to do so;
- assess any new or unique hazards and apply mitigation strategies prior to commencement of inspection activity e.g. acceptable gangway elevation, rails and surfaces; and
- ask the vessel Master questions during the interview to identify WHS hazards such as poor housekeeping on deck, unsecure bulk head doors or hatches and potential for unexpected pressure releases.

## 6.2 Essential Equipment

Inspectors must always wear appropriate protective clothing in the required manner and ensure they have appropriate equipment to conduct the inspection safely.

The required equipment and personal protection equipment (PPE) is detailed in the relevant work instructions. The customary requirements worn or carried by an inspector performing vessel inspection activities are as follows:

- appropriate personal identification (BO Card, MSIC); and port specific cards
- high visibility safety vest or high visibility clothing
- hard hat (safety helmet)
- protective clothing (e.g. overalls, gloves, etc.)
- safety boots or shoes (non-slip footwear)
- safety glasses
- ear protection (e.g. ear plugs)
- sunscreen
- insect repellent
- dust mask
- human health kit
- floatation jacket PFD (personal floatation device for boarding at sea and required at some berths)

Equipment and documentation from the following list may also be required to effectively perform vessel inspection activities:

- department issued tablet, productivity jacket and mouse
- charger for productivity jacket, universal travel adaptor for charging on the vessel
- mobile phone / radio (used in accordance with vessel safety requirements)
- notepad and pens
- 'Hold' and 'Pass' tape – for use of crew change and landed goods activities
- insect collection kit
- pocket knife
- scraper
- disinsection or knock-down spray (to knockdown live adult mosquitoes)
- torch – must be a double insulated safety torch when a spark ignition risk exists (e.g. tankers, bulk carrier ships, etc.)

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For the purpose of business continuity activities and items that are not commonly needed, the following items are carried in the car:

- Maritime Pathway Business Continuity Plan pack
- suitable holding cage to secure hitchhiking animals/birds
- white ladle and/or pipette - to sample water that may contain mosquito larvae
- AGM equipment if required (refer to the AGM WI)

**Note:** An inspector may carry any other equipment or documentation as required to conduct the vessel inspection in a safe and effective manner, or as required by the relevant work instruction.

### 6.3 Gangways, Steps and Accessing Vessels

Inspectors must only board vessels via safely-secured gangway or steps. In boarding the vessel staff have an obligation not to expose themselves to hazards which includes using an unsafe means of access. If access appears unsafe, inspectors will contact the Agent or Master to arrange alternative means of boarding or to rectify concerns.

Inspectors must carry bags/equipment in a manner that allows both hands free for optimum grip. They must also have at least three points of contact with the gangway, stairway or steps at all times and, if necessary, arrange for equipment to be hoisted onto deck by ship's crew;

Gangways (such as shore supplied brows or gangways) are not to be used at an angle of inclination greater than 30° from the horizontal.

Ships accommodation ladders should not be used at an angle greater than 55° from the horizontal and must be firmly landed on the wharf edge.

### 6.4 Boarding Vessels at Sea

The department is committed to maintaining a healthy and safe work environment. It recognises that there is considerable personal risk to inspectors boarding a vessel that is:

- at anchorage or away from a berth;
- not accessible via a gangway at a recognised wharf;
- a small craft (yachts) not moored to the wharf;
- underway in Australian waters;
- an installation attached to the Australian seabed.

Inspectors undertaking these activities, must meet the requirements specified in the Boarding at Sea Guideline for details.

### 6.5 Confined Spaces

Inspectors must not enter any confined spaces UNDER ANY CIRCUMSTANCES, including:

- paint lockers
- fodder tanks on livestock vessels
- holds containing grain, meal or fertiliser.
- ballast water tanks.





## 6.6 Offers of Food and Drink by the Master or Crew

An inspector offered food or drink by the Master or crew members during a vessel inspection is to consider the associated health risks. Diseases such as hepatitis can be contracted through consuming contaminated food. All staff must also be aware of their obligations under the rules relating to acceptance of 'gifts', available on MyLink.

## 6.7 Fatigue Management

All workers (staff) have a role in ensuring any risks associated with fatigue are minimised and are responsible for arriving at work in a fit and alert state that will enable them to work the full rostered hours. Inspectors should consult the department's [Fatigue Management Guideline](#) for recommendations on how to manage fatigue whilst in a field environment. A [Fatigue Checklist](#) is available on the IML to assist ISG managers in identifying hazards and risks related to fatigue in the workplace.

Staff may elect to attend the department's Fatigue Management training course. It is delivered by Strategic Health and outlines strategies on identifying, managing and preventing fatigue-related risks in the workplace. It is a mandatory training requirement for inspectors conducting boarding's at sea.

## 6.8 Drugs and Alcohol

All workers (staff) must comply with the department's [Drug and Alcohol Guideline](#) available on MyLink. This clarifies staff legal responsibilities in relation to alcohol, illegal substances and smoking at work. Staff must not, by using alcohol or other substances (whether legal or illegal) render themselves unfit or incapable to perform their duties.

# 7. Decision Support Tools

## 7.1 Maritime Arrivals Reporting System (MARS)

MARS is a self-service web portal to manage the biosecurity clearance process for commercial maritime vessels. Functionality of MARS includes automated processing of pre-arrival information; decision support; electronic reporting; client communications (BSD); arrival management; automated charging; and detailed reporting.

Within the department, the key user groups of MARS include the Maritime National Coordination Centre (MNCC), inspectors and the MARS administrator. Externally MARS is used by Masters and Agents who undertake functions to meet the department's reporting requirements and biosecurity vessel clearance activities at the Australian border.

MARS is comprised of many components and the following information outlines some of the important features.

### Registration

All users have to register to use MARS. External users will also need to create an account through the departmental portal. The registration process uses technology known as Oracle Identity Manager (OIM). The registration process for external users is managed by the MNCC. Terms and conditions for Masters and Agencies to use MARS is available on the department's website.



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### **User Roles**

Within the key user groups, there are different user roles in MARS. These will be assigned by the MNCC based on the needs of the user and can be viewed in the My Profile screen. If officers change roles or need access to a function in MARS, they should contact the MNCC for assistance. See Appendix C for a description of all MARS User Roles.

### **External feeds**

MARS is supported by data feeds from the Department of Immigration and Border Protection (DIBP) INTERCEPT system and AIS data on vessel movements provided by AMSA. These feeds are designed to provide improved arrival, movement and departure data as well as capturing vessels that have failed to provide a PAR.

MARS uses this data primarily on the Port Arrivals screen to provide a close to real-time port view so that users are able to view at a glance all vessels in a particular port on a given day. It also uses the change in vessel status to trigger events in MARS such as determining compliance actions and sending invoices.

### **Voyage**

A key concept in MARS is a voyage comprising one or more visits in Australian ports. It commences at entry into Australia from overseas through to departure of the vessel from Australia. The risk management of the vessel is based on a voyage, and will be updated during the voyage.

The voyage is linked through a voyage number set by the Master or Agent. The voyage number is an alphanumeric field (letters and number only, no spaces) and must be used for all applications in the current voyage. The voyage number must be unique for each new voyage within Australia and must be identical across all forms in a single voyage.

### **Task Management**

My Tasks is the department's workflow system that MARS uses to assign tasks to specific user roles. This is most commonly used by the MNCC, but inspectors and Agencies will also receive tasks.

### **E-Forms**

A suite of electronic inspection forms accessible through MARS that allow inspectors to work offline if there are connection issues on a vessel or at a port location. MARS will pre-populate the template with key information when preparing for an inspection, relevant to the type of inspection being conducted. Eforms also form a contemporaneous record of the inspection and can be viewed by other officers.

Where the off-line capability needs to be used, the inspection results can still be recorded and will sync with MARS once connectivity is available. There are also 'static e-Forms' that can be used in the event of ongoing connectivity issues.





### **Equivalent inspections**

Inspection eForms have been designed in a modular fashion where an inspection can be encapsulated in another inspection or exist as a stand-alone inspection. In particular the ballast water and human health forms are contained in the routine inspection, which itself is contained in the Ship Sanitation Certification inspection. Using a modular design for the eForms allows MARS to streamline the amount of information being entered by staff.

### **Reference Tables**

MARS is supported by a number of reference tables, which enable system changes to be made without a request through ISD. The MNCC and the MARS Administrator will be responsible for managing these changes.

## **7.2 Risk Engine and Other Risk Tools**

Upon receipt of a PAR, NFP application, ballast water report and/or service request, the MARS risk engine analyses the information provided, and creates tasks for the MNCC and queues inspections for inspectors. In addition, MARS creates a risk score and sequential score to assist inspectors in determining inspection order.

Tasks are generated by MARS as action items for biosecurity officers to assess the information provided, seek further information from the Agent (if required) and then confirm or downgrade the risk. Queued inspections are scheduled by MARS based on the information provided, these can be acquitted by biosecurity officers if required. This document contains further information on tasks and inspections.

### **Risk Engine**

MARS contains a risk engine that supports decision-making by prioritising assessment activities and inspections. Based on 13 factors, vessels are assigned a risk score between 1 and 99. The accumulation of risk points creates a risk score that provides a quantitative value on the risk of the vessel. This can inform the order in which inspections are conducted. The initial list of risk factors was developed using an analysis of historic data and will be continually refined using data from MARS. The table below describes the risk factors that comprise the scores applied by MARS:

Risk Factor	Description



Each risk factor has a maximum score and weighting which is combined with a spike factor to force lower risk vessels higher in the rating of vessels. Over time with further data analysis the risk factors can be adjusted, along with the scores and weightings.

### **Sequential Score**

The sequential score combines the risk score with a score for each inspection queued for the vessel. This then sorts vessels into the highest priority inspection types, and within inspection types into the highest risk vessel. The list of inspections and the additional sequential score points is below:

Inspection Type	Rank range	Necessity
	+1,000,000	Mandatory
	+100,000	
	+10,000	
	+1,000	Recommended
	+200	

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	+100	
Surveillance	(0-99)	If possible

As an example, a vessel (risk score 62) that is [REDACTED] and [REDACTED] would receive 100,000 points for [REDACTED], 200 points for [REDACTED], and 100 points for [REDACTED] for a total of 100,300 points. The risk score would be added giving a total of 100,362 points. Grouping the vessel on the Port Arrivals screen with others due the same inspection and higher or lower based on the risk score.

The sequential score is to be used as a guide for inspectors in determining inspection order and to review the vessel history and risks in finalising the inspection order.

### High Risk Flags

The high risk flags are used in MARS to manage the risk of vessel arrivals and drive conditions applied to the Biosecurity Status Document (BSD). These flags act as triggers for directions to appear on the BSD in the ballast water, human health and biosecurity sections. Each risk has a number of values and is set and reset by the submission of forms, completion of tasks and inspections. The MNCC also has the administrator access to force a change in a risk flag, which can be used in exceptional circumstances.

The risk flags are generally cleared following an inspection, as all issues are usually resolved and treated during an inspection. Where a risk continues following completion of the inspection the risk flag remains and directions appear on the BSD. The high risk flags in MARS are:

Risk Flag	Description
BW Documentation	BW Documentation is a tristate flag set when the vessel declares, or the officer finds that the vessel does not have appropriate ballast water documentation. From the BWR this flag can be either Nil or Major risk. Following inspection officers can change the risk to Nil, Minor or Major. Major risk prevents the vessel from discharging ballast, while Minor risk allows discharge while advising the vessel to rectify the issue.
Human Health	This is a binary flag that is set by the health questions on the PAR and human health form. If set, this flag advises the Master that a human health issue has been declared and will be assessed the next port of call. This is automatically downgraded when the inspection report is uploaded.
Seasonal Pest	This flag is set if the PAR meets the criteria set for each seasonal pest type. This is either confirmed or downgraded through a task for the MNCC and automatically downgraded when the inspection report is uploaded.
Biosecurity Risk – Pet	This flag sets the BSD condition regarding conditions for a pet on board. It is set by declaration of a 'pet' animal on board on the PAR and confirmed during the RVI. It remains on the BSD for the entire voyage.
Biosecurity Risk – Non-Pet	This flag is set when the Master declares that the vessel has an animal on board that is not a pet and creates a BSD condition. It is set by the PAR and

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	downgraded during the RVI. Any ongoing management will be captured in the treatment table.
Biosecurity Risk – Plants	This flag is set when the Master declares that there are plants on board the vessel. The question on the PAR that drives this flag is visible to cruise vessels and creates a BSD condition. This flag is downgraded during the RVI.
Biosecurity Risk – High Risk Cargo	This flag is set when the Master declares on the PAR that the vessel has carried high risk cargo on a previous voyage. This creates a BSD condition and is downgraded during the RVI.
Biosecurity Risk – Waste	This flag is set when the Master declares on the PAR that the waste has not been managed appropriately. This creates a BSD condition and is downgraded during the RVI.
Biosecurity Risk – Insect	This flag is set when the vessel declares on the PAR that the vessel has insects on board. This flag is set as awaiting verification and creates a verification task for the MNCC. Once the MNCC confirms the situation on board and issues any directions, the risk can be downgraded to Nil, Minor or Major risk. During the RVI and after successful management of the risk, it is downgraded to Nil.
Biosecurity Risk – Livestock	This risk flag is always set to awaiting verification when the vessel is a livestock vessel. This creates a task for the MNCC to verify the additional cleaning requirements and downgrade the risk to Nil, Minor or Major risk. During the RVI and after successful management of the risk, it is downgraded to Nil.

### 7.3 Biosecurity Status Document (BSD)

The key communication between the department and clients is the Biosecurity Status Document (BSD). This document contains directions and advice for the vessel regarding berthing conditions in first points of entry, berthing conditions in non-first points of entry, pratique and ship sanitation, vessel biosecurity, and ballast water. Masters and Agencies can download the latest version of the BSD directly from MARS at any time.

The BSD is version controlled, and Masters and Agencies will receive the BSD via email following assessment of pre-arrival information; and at completion of tasks and inspection. A new BSD is only issued when conditions change on the BSD.

If the Master cannot receive the BSD electronically it is the Agency's responsibility to ensure the Master receives the BSD. Inspectors will request that Masters demonstrate that they have received the BSD electronically or in hard copy. Masters must ensure they have a copy of the BSD prior to arrival at port and that they comply with all of the directions on the BSD.

Features of the BSD includes the use of traffic lights to aid communication of status and directions to the Master and Agency. The meaning of the traffic lights in each section is set out below:

Light	Example of when the light may be displayed
Berthing conditions First point of Entry	
●	Vessel has not submitted a PAR and may commit an offence if berths in Australia

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	<i>The operator of this vessel has not given a pre-arrival report. A pre-arrival report must be submitted 12 to 96 hours prior to arrival at any Australian port. A person commits an offence if they do not give a pre-arrival report if required.</i>
●	<p>The vessel has declared livestock on board</p> <p><i>A full inspection will be conducted on this vessel. Vessels deemed non-compliant may be directed to return to a prescribed location at sea for further cleaning. While at berth, footbaths should be used by all people boarding or disembarking the vessel.</i></p>
●	<p>Vessel has submitted a valid PAR and may berth at any Australian proclaimed port</p> <p><i>The vessel has met its reporting requirements and is eligible to berth in Australian first points of entry. The operator of the vessel must, as soon as practical, notify a biosecurity officer if information in the pre-arrival report is incomplete or incorrect.</i></p>
<b>Berthing conditions in Australian non-First points of Entry</b>	
●	<p>Vessel has not applied for permission to visit non-first point of entry or permission is being assessed</p> <p><i>If you intend to enter a Non-First Point of Entry port during your voyage in Australian waters you must receive approval from the department prior to arrival in the port.</i></p>
●	<p>Multiple applications have been received and are partially approved</p> <p><i>Multiple applications for this vessel to moor and/or unload goods at a Non-First Point of Entry port have been received. At least one application is still being evaluated. The details of the outstanding application(s) will not be included in this document until the evaluation process has been fully completed.</i></p>
●	<p>Permission to enter specified non-First Points of Entry have been approved subject to specified conditions</p> <p><i>Permission is given to moor at &lt;Port Name&gt; on &lt;Arrival Date&gt;.</i></p>
<b>Vessel Biosecurity</b>	
●	<p>The vessel has not submitted a PAR</p> <p><i>All plants should be kept inside and away from open doors and with windows closed. Unless authorised to do so, all plants should be kept inside the vessel while the vessel is in port and remain on board the vessel in Australian territory.</i></p> <p><i>No plant / foodstuff / goods on the vessel (excluding goods carried as cargo) may be removed without the approval/direction of a biosecurity officer until it has left Australian territory after the last port of call.</i></p> <p><i>Galley grinders, overboard waste discharge chutes and swing bins must not be used in Australian ports or waters.</i></p> <p><i>Masters must advise the department of:</i></p> <p><i>- any crew departing; and/or,</i></p>

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	<p>- waste being discharged from the vessel to a provider that does not have an approved arrangement.</p> <p>Report any insects or animals, including rodents found on board the vessel during the voyage to the department. Refer to the Biosecurity Checklist for Vessel Masters and information on the vessel compliance scheme to ensure compliance with the department's requirements.</p>
●	<p>There are conditions applicable to the voyage or the vessel is due for inspection</p> <p>The master has declared a ship's pet on board the vessel. All animals that are not manifested as cargo must be confined below deck while the vessel is in port and remain on board the vessel in Australian territory. All animals other than dogs and cats must be confined in an enclosure approved by the department</p> <p>The vessel is scheduled for inspection at the next port. This may change without notice.</p>
●	<p>The vessel has been inspected and have biosecurity directions applicable</p> <p>The following biosecurity measures are ordered and will be re-inspected at a future time:          &lt;insert list of treatments&gt;</p>
<b>Vessel Pratique and Ship Sanitation</b>	
●	<p>The vessel has not submitted a PAR</p> <p>Pratique is not yet granted to this vessel as no pre-arrival report has been submitted for the current voyage.</p>
●	<p>The vessel has declared human health issues or has requested a Ship Sanitation Certificate</p> <p>The department has been notified that there are human health issues on board the vessel, which will be assessed at time of inspection. The vessel must continue to display the Quarantine Signal (letter Q in the International Code of Signals).</p>
●	<p>Vessel has been granted pratique</p> <p>Pratique is granted to the &lt;insert vessel name&gt; for all ports in Australia. The Quarantine Signal (letter Q in the International Code of Signals) is not required to be displayed.</p> <p>The vessel's master or agent must notify the department as soon as practicable if any individuals on board have signs or symptoms of a listed human disease during the current Australian voyage.</p>
<b>Ballast Water</b>	
●	<p>Vessel has not submitted a Ballast Water Report for this voyage</p> <p>A Ballast Water Report has not been submitted for this vessel. &lt;/p&gt;&lt;p&gt;A Ballast Water Report is highly recommended for all voyages in Australia and is required where the vessel discharges or intends to discharge ballast water in Australian territory. If the vessel intends to discharge ballast in Australian waters, a Ballast Water Report must be submitted in accordance with the Act.</p>
●	<p>Vessel has a mix of tanks that are eligible and ineligible for discharge</p> <p>Based on the information available to the department, the ballast water in the following tanks has been managed in accordance with the Act and is eligible for discharge: &lt;Insert list of</p>

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	<i>eligible tanks&gt; On the information available to the department, the ballast water in the following tanks has not been managed in accordance with the Act and is NOT eligible for discharge: &lt;Insert list of ineligible tanks&gt; &gt; It is an offence to discharge ballast water in Australian seas unless one of the statutory exceptions in Chapter 5 of the Act applies. A new Ballast Water Report must be submitted if discharge intentions change or additional ballast water management has been performed.</i>
●	<p>All tanks on the vessel are eligible for discharge.</p> <p><i>Based on the information available to the department, the ballast water in the following tanks has been managed in accordance with the Act and is eligible for discharge: &lt;Insert list of eligible tanks&gt;</i></p>

Directions issued under a power of the Act are bolded on the BSD, while advice from the department on how best to comply will be included as regular text. Officers are also able to add free-text conditions to any section of the BSD in circumstances not catered for by MARS.

## 7.4 Vessel Compliance Scheme (VCS)

The department's compliance model for vessels is the Vessel Compliance Scheme (VCS). The VCS rewards vessels that demonstrate a high degree of compliance with reduced intervention, receiving 3 documentary inspections for every 5 voyages (on the 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> inspection). The objective of the VCS is to deliver an efficient and effective scheme to capture the compliant behaviours of Masters and crews.

The scheme provides a framework for 'informed compliance' where vessels understand the department's requirements and seek to comply in order to receive reduced intervention. This will encourage Masters and Agencies to comply with requirements, reducing inadvertent and opportunistic non-compliance. Being a commercial environment where time and money are of key importance, the scheme aims to create effective disincentives for deliberate non-compliance.

The VCS has been designed to deliver the following outcomes:

- Facilitate informed compliance by vessel operators by ensuring they understand biosecurity requirements and are incentivised to comply.
- Allow the department to better use resources to target non-compliant vessels.
- Deliver improved consistency in inspection results by reducing subjectivity in decision making.
- Enable better reporting on pathway performance and targeted information campaigns.

### Who does it apply to?

The compliance history of all vessels will be recorded through the VCS and commercial vessels that complete 3 consecutive inspections below the individual inspection threshold (10 points) and the collective threshold (20 points over 3 voyages) will be eligible for reduced intervention (i.e. VCS).

Livestock vessels and yachts however are not eligible for reduced intervention due to the risk of these vessels. Vessels that do not complete the minimum number of voyages (3) in a 12 month period will also be ineligible for reduced intervention.

The VCS will enable vessels to save time and money, through more targeted or documentary inspections. Vessels that do not comply will still be able to visit Australia, but will be subjected to full intervention.

### How does it work?

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During a physical inspection the inspector responds to the questions on the eForm, and treats and records any risks presented. Subsequent to and distinct from the treatment of risks, the inspector records demerit actions. Upon upload of the eForm, MARS will accumulate the demerit actions and associated demerit points. The officer explains the demerit actions; their cause; and how to comply; to the Master during the post inspection interview.

For each inspection during the vessel's voyage, demerit actions may be accrued. Vessels must remain below the individual inspection threshold (10 points) and the collective threshold (20 points over 3 voyages) to remain on the VCS and be eligible for reduced intervention.

Biosecurity officers will be able to review the vessel's VCS history and take it into consideration as one of the factors when determining whether intervention is required. It may also be used to target areas to inspect during inspection.

The application of a demerit action does not replace any other enforcement actions available to the department. A Master or Agent that commits an offence under the Act may be liable to penalties in addition to VCS demerits.

The VCS policy and list of demerit actions is published on the department's website along with other education material. Across the maritime pathway, analysis of demerit actions will inform compliance rates and enable targeted information campaigns.

### **Debits and Credits**

MARS also enables vessels to receive a credit or debit for an inspection out of the inspection cycle (physical inspection on the 1<sup>st</sup> and 4<sup>th</sup> voyage) under VCS. The department may not service a vessel for a number of reasons.

If the vessel was due a physical inspection but was missed, it will receive documentary inspection and a debit for a physical inspection when they are next due a documentary inspection. Similarly if the vessel was due a documentary inspection, but requires a Ship Sanitation Certificate it will receive a credit for a documentary inspection at the next voyage.

Vessels are limited to 1 credit or debit, vessels receiving more than the maximum credit or debit do not receive additional benefits. This is a configurable setting in MARS.

### **Demerit List**

The full demerit list is available on the IML for staff and on the department's website for Masters and Agents. The internal demerit list provides more detailed scenarios for when biosecurity officers should apply a demerit action. The demerit list was developed in close consultation with Service Delivery to develop a list that captured all areas of non-compliance on board a vessel, while keeping a concise list. The number of demerit points associated with a demerit action were balanced against the risk of the non-compliant action and other demerit actions.

The SMG will monitor and amend demerit actions or points based on feedback from staff or analysis of the maritime pathway to ensure continued improvement and relevance.

## **8. Regulatory Arrangements**

### **8.1 When and how Masters/Agencies report information or request services**

The Act requires international vessels to report pre-arrival information. MARS is the prescribed method of reporting for all commercial vessels (exceptional circumstances can be considered upon request).

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Commercial vessels submit pre-arrival information through the Pre-arrival Report (PAR); Ballast Water Report (BWR); and application to enter a Non-First Point of Entry (NFP). Additional reporting is required if certain triggers are identified. This includes information for livestock vessels, cruise vessels and seasonal pests which is detailed further below.

If a change occurs after the submission of the pre-arrival information, the Master must report the change as soon as possible to the department. In the case of a change in the human health status of travellers and/or crew, the Master or Agency must use the Human Health update form in MARS. This can be done any time throughout a voyage. Vessels should not use the PAR post arrival, as the arrival process prevents any changes being processed. A BWR or NFP application can be submitted at any time during the voyage, updating the information provided.

A number of services may be requested in MARS using the 'Request for Service' function. These services include Crew Change, Ship Sanitation Certificate Inspection, Strip to Coastal and Waste Inspection. It is the responsibility of the Master or Agency to complete a request in order for those services to be scheduled, unless there are exceptional circumstances as agreed with an inspector. These functions can be used at any time during a vessel's voyage in Australia. A service request cannot be submitted unless a visit exists in MARS. A visit is only created after a PAR has been received or an NFP application has been approved/denied.

#### **Vessels with internet connectivity issues**

Masters can have access to MARS and enter relevant information directly into MARS for themselves. Where vessels have limited or unreliable internet connectivity or travel to Australia infrequently, they can elect to have an Agent submit the information through MARS. The information is sent to the Agent and populated into MARS by uploading a XML file generated from the Offline form (available on the department's website). It is more common that Masters and Agencies will use this method due to connectivity concerns as well as language barriers.

If the Master is unable to submit the Offline form, Agents can receive the information from a Master via manual methods. An important consideration for Agencies is to ensure they obtain all information they need and process the information in time to meet the prescribed reporting period.

If an old version of the Offline form has been used, or if questions have been left unanswered, MARS will prompt the user for more information. Agents must ensure they receive the correct information from the Master before submitting any reports. Information regarding submission options is available to Masters and Agencies on the department's website.

#### **Privacy information**

The department's privacy policy and associated information is available on MyLink. Staff are to be familiar with the requirements of the *Privacy Act 1988* and the department's Privacy Policy. Staff are to direct Masters/Agencies to the department's website for more information, if required.

Privacy statements are included as part of MARS and the Offline forms which Agencies/Masters agree to. Any information provided by staff is to be consistent with department's privacy policy and legal obligations in relation to disclosure. If staff are asked questions they cannot answer, queries should be directed to their supervisor.

## **8.2 Pre-Arrival Report (PAR)**

As per Section 193 of the Act and Section 48(6) (a) of the *Biosecurity Regulations 2016*, the PAR must be submitted into MARS 96 to 12 hours prior to arrival into a first point of entry, defined by 3 nautical miles from the land or the port's anchorage. Based on the submission of the PAR, MARS will calculate the VCS status of the vessel and set any high risk flags for biosecurity risks.

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For a risk assessment to be undertaken, the key information required on the PAR covers the potential biosecurity risks associated with maritime vessels and broadly includes:

- arrival and voyage details
- travellers and crew suspected of having listed human diseases
- the harbouring of disease carrying pests and rodents
- presence of animals (e.g. pets) and/or plants
- the vessel's intentions regarding ballast water
- biosecurity risk material (BRM)
- previous cargoes (e.g. livestock and grain)
- handling of biosecurity waste
- the ability of vessels to transport exotic insects and/or seasonal pests.

If the vessel is on the VCS and does not declare any issues that would present a biosecurity risk on the PAR it will, based on its' point in the inspection cycle, queue a documentary clearance. A vessel that would be due a documentary clearance, but declares issues on the PAR will receive a credit for that voyage.

It is essential that the entire known voyage is entered into MARS. MARS is reliant on tracking the vessel throughout Australia, and Masters and Agents should enter all known ports into MARS.

#### **Late PAR submission**

Under the Act, vessels are required to submit a PAR between 12 to 96 hours prior to arrival, however Agents and Masters are able to re-submit PARs up to the point where an inspector has created an appointment for the vessel. These will be processed as a new report and reset any high risk flags or queued inspection. After this point, a PAR can be submitted but will trigger a task for the MNCC to assess any reported issues and reason for the late PAR. This task will block the BSD being sent until it is assessed.

Vessels that submit a PAR less than 12 hours prior to arrival or post arrival will receive a demerit action recorded against the vessel. When a late PAR is submitted MARS will risk assess the PAR and queue the appropriate inspections.

If an inspector has created an appointment for a vessel inspection prior to a PAR being submitted, MARS will not risk assess the PAR when it is received. MARS will instead create a task for the MNCC to manually risk assess the PAR. Inspectors will check first that a PAR is submitted prior to creating an inspection appointment. The MNCC is the contact if inspectors need support/advice.

#### **Itinerary Update Form**

Pre-arrival the Master must update the vessel's first port of call by submitting a new PAR. Post-arrival, the vessel must update the itinerary by emailing the MNCC with the Itinerary Update form (available on the department's website) as soon as they are known. The MNCC will then update the vessel's itinerary in MARS as advised by the Master.

At the time of inspection, inspectors will verify the vessel's itinerary with the Master and note the itinerary changes on the eForm at the time of inspection. Once the appointment has been finalised the inspector will then update MARS with the new visit details.

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### 8.3 Non-first points of entry (NFP) Application

The Act requires vessels that intend to be moored at a port that is not a first point of entry for vessels to seek permission. The process for seeking permission to enter or discharge cargo at a non-first point (NFP) is through the submission of an NFP application in MARS (Note: in some screens in MARS the term NPP is used. This reflects the previous language of Non-Proclaimed Port used in the superseded legislation, *Quarantine Act 1908*).

A NFP application should be submitted **no less than 10 working days** prior to arrival. Applications will be assessed by the department and responded to, generally no later than 48 hours prior to arrival. If a vessel is travelling to an NFP as a first port of entry, the NFP application needs to be submitted before the PAR can be submitted. The PAR can be submitted even if the NFP approval decision is pending.

An NFP may have irregular services and/or unsuitable facilities for arrival/certain types of cargo discharge. The ports list in MARS notes whether the port is approved for arrival and for discharge, it does not differentiate different types of cargo. Only major ports are listed as approved for arrival and discharge. This enables MARS to accept NFP applications for any port that it is required, however the department only expects applications for ports as required by the Act and is checked as part of the approval process to the delegate.

Vessels must list all ports they are visiting on the PAR application, however only non-first points of entry are necessary and can be selected on an NFP application.

The submission of an NFP application generates multiple tasks for different MARS users depending on the nature of the application. If only vessel entry permission is requested, a task is created for the:

- Vessel inspector of each listed NFP
- MNCC
- Vessel delegate

If cargo discharge has been selected as an activity, a task will also be created for the Cargo Inspector at each NFP and the Cargo delegate. If the port is a FPoE for vessel arrival but an NFP for cargo discharge, a task will not appear for the vessel inspector.

The inspectors determine if the biosecurity risk posed by the vessel/cargo is acceptable and manageable at the NFP. If the inspector selects the “Serviceable” button in the task, they are recommending to the delegate that vessel entry/cargo discharge at the nominated NFP be approved.

The MNCC are prompted to action their task once the vessel inspector and/or cargo delegate has actioned their task(s). The MNCC screen the recommendation before sending to the Vessel delegate for a final decision (approved/denied).

If the cargo/vessel delegate does not agree with the inspector’s recommendation, they can change the Vessel Entry or Cargo Discharge approval field. The Master and Agent will then receive this decision on the BSD where the NFP section will have a red light. Noting that this is not a common occurrence however, the department has the legislative authority to not grant permission for entry into an NFP.

Most commercial vessels cannot submit a NFP application more than 20 days from arrival in the port, with the exception of cruise vessels who are able to submit an application up to 2 years in advance. Cruise vessels are required to submit an NFP application in MARS and an application with the Maritime Travellers Processing Committee (MTPC). Approval is required from the Vessel delegate through MARS and from the MTPC. These NFP Applications are managed closely by the Conveyances and Ports Section in consultation with the MTPC. Release of the BSD in these circumstances is managed by the Vessels delegate.

Under the Act, vessels may receive a standing permission to arrive at or discharge cargo at a port. If a vessel does not have a standing permission, they must submit a NFP application in MARS which will be assessed. The application and management of standing permissions is detailed in the associated work instruction.

## **8.4 Ballast Water Report (BWR)**

The department's management of ballast water discharge in Australia is contained in the Australian Ballast Water Management Guidelines on the department's website and is consistent with the IMO Ballast Water Management Convention (the Convention).

A Ballast Water Report (BWR) is required for all vessels intending to discharge ballast in Australian waters. All vessels are highly recommended to report (even if they are not intending to discharge ballast) so that an assessment for discharge can be completed if required during the vessel's voyage. If a vessel has ballast tanks and does not submit a BWR, an inspection would be queued. Vessels without ballast tanks or sealed tanks are not required to submit a report.

A BWR must be submitted no later than **12 hours** prior to arrival in Australia and MARS will accept a BWR earlier than a PAR. The BWR is a more complex form and is often the area that Masters and Agencies will require the most support from biosecurity officers. On submission of a third (3) BWR for the same voyage, a MNCC task will be created. This enables the MNCC to check information and make enquiries with the relevant Master/Agency to assist and educate on reporting obligations for ballast water.

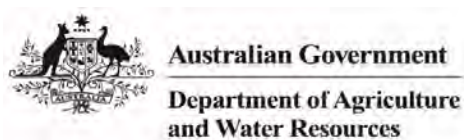
The vessel profile in MARS contains details about the ballast water documentation on board and the details of tanks and pumps on board. If a vessel uploads a BWR Offline form with tank details different to the vessel profile, the tank details will be replaced. It is therefore essential that the vessel always records the correct tanks details.

The BWR asks whether the vessel has a Ballast Water Management Certificate on board. It is a surveyor report stating that the management system has been installed correctly, is required for all vessels and is distinct from the IMO Type Approval certificate. MARS also allows vessels to request discharge of sediment from ballast water tanks, however this is generally prohibited under state and territory environmental regulations.

Vessels are able to advise the department if they have been unable to conduct a ballast water exchange due to one of three exceptional circumstances:

- safety of the ship or safety of life at sea
- preventing damage to the ship or equipment
- avoiding or minimising pollution.





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Submitting a BWR and declaring an exceptional circumstance will create a task for the MNCC to liaise with the National Ballast Water Advisor and develop a response. This may include contacting the Agency for additional information.

MARS will assess the BWR and approve discharge from the tank, reject the tank if it is not required for discharge, or reject the tank including the reason for rejection. Where MARS cannot determine whether the tank meets the department's requirements, it will create a task for the MNCC. This task is most likely to occur where similar or co-joined tanks have been exchanged. The MNCC will contact the Agency to determine the arrangement of tanks on the vessel. This information can be captured in the vessel profile so future applications do not create a task.

While MARS uses the term Approved and Rejected internally, under the Act, the assessment advises the vessel whether the tank has or has not met Australia's Ballast Water requirements and is therefore eligible for discharge (or not).

If ballast tanks are fitted, a ballast water inspection must be conducted as part of all RVI and SSC inspections. A Ballast Water inspection may also be queued following assessment of the Ballast Water Report (BWR) by the MNCC.

On board the vessel, inspectors will assess the relevant ballast water documents and records. If there is not sufficient documents to assess the ballast water on board, the inspector should record it has a high documentary risk, preventing discharge from any tank. Minor documentary errors should be recorded as a 'Minor' documentary risk and explained to the master.

When comparing the BWR with the records on board, inspectors only need to compare sufficient tanks to determine whether the vessel has reported correctly. In most circumstances this would be two to three tanks.

Officers should review sufficient tanks to be satisfied that the vessel has reported accurately. The tanks that were reviewed should be marked as satisfactory or unsatisfactory, the remainder should remain as not inspected (N/I). If unsatisfactory the officer should ensure the incorrect reporting has not changed the risk rating of the tank using the eForm calculators. A minimum of three empty tanks should also be selected to conduct a manual sounding to verify the residual volume.

Inspectors are required to contact the regional ballast water advisor if indicated by the relevant ballast water work instructions.

#### **Vessels that have not submitted a BWR**

Vessels that are not intending to discharge ballast during the current voyage are still recommended to submit a BWR. It is the department's preference that ALL vessels should submit a BWR requesting discharge for all tanks, enabling the Department to assess the ballast water risk and making it easier for the vessel if discharge intentions change.

Vessels that arrive without submitting a BWR should have their ballast water records inspected during the routine vessel inspection in the same manner as all other vessels. If the vessel is due for a documentary release, no further ballast water inspection is required. In completing the ballast water inspection officers should select "not applicable" to any question about the Ballast Water Report and should not complete any calculations on the tanks. The officer should educate the Master about the benefits of submitting a BWR.

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Officers should record that the vessel records did not match the BWR but should NOT record any demerit actions against the vessel. Vessels that do not have the tank records stored in MARS, should have the tank details completed by the officer on board.

## 8.5 Human Health Risks

Vessels will initially declare human health issues on board in the PAR, however if the Master or Agent becomes aware of changes to the health status on board they must declare it to the department as soon as practicable. This is done through the MARS Human Health form.

The Master or Agent will not delay or interrupt urgent medical care to complete this form. If there is a life-threatening situation on board the vessel the Master or Agent should contact their local department contact as soon as practicable for advice on managing the biosecurity risks on board.

The MARS Human Health form will be directed to the MNCC for assessment, if the Master or Agent reports:

- A death on board; or
- An illness on board with yes to one or more of the subsequent questions; or
- An illness on board and has not answered one or more of the subsequent questions.

The MNCC may also contact the relevant state Human Biosecurity Officer (HBO) or National Vessel Program for further guidance. The MNCC will queue a human health inspection if confirmed and will take one of three actions:

1. downgrade the risk – if the symptoms or additional information do not indicate a human health risk. Commonly (but not limited to), the MNCC will downgrade a human health risk in the following circumstances:
  - Master has reported illness on board (Yes to Q2 on PAR) but answered “No” to all subsequent human health questions (in PAR)
  - Death is due to accident or natural causes (heart attack, stroke etc.)
    - In this case, the MNCC will still ask additional questions (to rule out a possible listed health disease) and notify the port and Department of Health.
2. confirm the risk and not add additional conditions – if the symptoms indicate a health risk but the HBO has not advised of additional conditions or requirements
3. confirm the risk and based on the advice of the HBO, enter additional conditions (such as raised gangway, Personal Protective Equipment or medical assistance) on the BSD.

### **Pratique**

If no human health issues were declared on the PAR, the vessel will receive pratique. This will result in a green light on the BSD and will instruct vessels to lower the quarantine signal (yellow flag). Vessels that declare human health issues, which are confirmed by the MNCC, will have pratique withheld until the issues can be assessed at inspection (the vessel must continue to display the quarantine signal).

Vessels that have received an inspection at the first port and submit a subsequent health form will continue to have pratique (and not be required to display a quarantine signal). However the BSD light will show amber and the condition on the BSD will advise the Master that the human health issues will be assessed at the subsequent port.

### **Cruise Vessels reporting gastro-intestinal disease on board**

For cruise vessels the MARS Human Health form also contains questions regarding the level of gastro-intestinal disease on board. These details must be reported on the Human Health form prior to arrival at each port. The MNCC are alerted through a task in MARS in the following situations:

- gastro is 3% or more - the MNCC will notify the relevant State or Territory HBO and a human health inspection will be queued. The MNCC will notify the relevant port and pass on any information if received by the HBO at the time of assessment.
- gastro numbers cannot be calculated – the MNCC will request the information to be submitted again so gastro numbers can be calculated (NB: this is not a mandatory question so is sometimes accidentally missed and left unanswered). The MNCC will downgrade the risk and remove the human health inspection if the result is less than 3%.

Where an inspection is required, the inspecting officer (whoever is appointed in MARS) will follow up with the HBO for any further advice or directions and to finalise appropriate actions.

### **Managing Ill Travellers or Death on Board**

The inspector should confirm the information on the human health declaration with the vessel's medical officer or Master and interview ill crew members or passengers if required to complete the Traveller with Illness (TIC) form. An editable TIC form is available on the IML and can be downloaded to complete on the tablet.

Inspectors should wear appropriate PPE when interviewing ill travellers. Based on the outcome of the TIC, inspectors will contact the relevant state human inspector to determine the appropriate course of action.

The inspecting officer (whoever is appointed in MARS) will follow up with the HBO for any further advice etc. and to finalise appropriate actions, including gastro-intestinal issues where an inspection has occurred.

On the occasion where a human health inspection cannot be done in person due to WHS risks, the TIC can be done over the phone in certain circumstances. The same process for completing the eForm and closing off the inspection would occur, just not physically on the vessel.

More detail is contained in the relevant work instructions for 'managing death or illness on board' and 'human health inspections'.

## **8.6 Ship Sanitation**

The Ship Sanitation Certification Scheme (SSCS) is set out in the Department of Health Ship Sanitation Certification Scheme (SSCS) Policy 2016, and complies with the *International Health Regulations 2005*. This is an international requirement for all commercial vessels and does not replace the management of the risks on board an individual vessel.

The SSCS policy does not cover some diseases, such as legionella as it not transmissible from the vessel. The presence of ill crew or passengers on board the vessel is not considered in the issuance

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of a SSC, as all health issues are assessed at time of inspection. The sanitary conditions on board the vessel are not considered to be relevant to the certification scheme beyond being a reservoir for mosquitoes or rodents.

Vessels may request a SSC inspection on the PAR or through a service request. Vessels may arrive in Australian waters with an expired SSC, but must receive an SSC inspection and leave with either a Control or Exemption certificate. If the inspection is unable to be performed in Australia. The vessel may be issued an Extension certificate for a period of 1 month from date of expiry of the original.

During the RVI inspection at the first point of entry the inspection will review the Ship Sanitation Certificate to ensure it has been reported correctly on the PAR. If a Control Certificate is in force for a vessel, the vessel must follow all conditions listed on the certificate.

A Ship Sanitation Certification Inspection is an equivalent inspection to the RVI and requires some additional documentary assessment and mandatory inspection of all spaces listed in the ship sanitation inspection eForm. The completion of this inspection will result in the issuance of a Ship Sanitation Control or Exemption Certificate and will override a RVI if both were required.

#### **When an SSC inspection is mandatory**

Under the Act, a SSC inspection is only mandatory if the SSC has expired, however if requested on the PAR officers should endeavor to conduct the SSC at the first port. Officers may refuse to conduct an inspection if an RVI has already been performed on the vessel and if the SSC has more than 6 weeks remaining till expiry. It should be conducted if resources permit.

When an inspector identifies an invalid SSC at the commencement of the RVI the inspector must inform the Master that an SSC inspection will be conducted instead. The inspector must stop the RVI and commence a new SSC inspection at that point. All extra time it may take to synchronise a new eForm and remove the RVI eForm must be included in the chargeable time for the inspection. The SSC inspection start time must be amended to the start time of the original RVI.

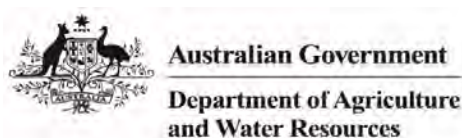
#### **When an SSC inspection is identified through another inspection type**

An SSC can also be triggered from a RVI or subsequent inspection. If the officer finds rodents or vectors on board, which require a follow up, a control certificate is issued (more information below). In this circumstance officers should inspect the remaining areas and complete the fields in RVI or subsequent E-Form.

#### **Where and how an SSC is issued**

An SSC, including extension certificates, can only be issued at declared ports within Australia, including extension certificates. An extension certificate can be issued electronically, without inspecting the vessel. The list of ports declared for a SSC is available on the department website.

A Ship Sanitation Control Certificate will be issued from MARS if the officer conducting the inspection has evidence of the presence of rodents or mosquitoes which cannot be resolved during an inspection (i.e. requiring a follow up inspection). This certificate will list any control measures the Master must undertake to rectify the issue and replaces any previous certificates. A Control Certificate may be issued through an RVI or subsequent inspection, if the officer finds evidence of mosquitoes or rodents. This will replace any current certificate and a mandatory follow-up inspection is required. Following resolution of the issues at the follow up inspection, a Ship Sanitation Exemption Certificate will be issued from MARS. This will replace the previously issued Control Certificate.



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If an officer makes an error on the eForm, that is not noticed until the SSC has been issued, a new SSC can be generated by completing another SSC eForm and rectifying the issues on the treatment table. This will generate a new SSC with no cost to the vessel.

### **SSC reissue for vessels that have been released from biosecurity control**

Requests may be received for vessels that have been released from biosecurity control but require a new SSC. For vessels of this nature, the Master/agent is to contact and supply details of the vessel to the MNCC so the vessel and voyage can be created in MARS to allow the Sanitation Certificate Service Request to be submitted. When the MNCC creates the voyage, they will also arrive the vessel on the date and port where the inspection has been requested and record the Port Agency. The MNCC will also activate a function which suppresses an automatic BSD being sent in that voyage.

The MNCC will send:

- instructions to the Master/agent on how to submit the Service Request in MARS
- a notification email to the inspectorate team at the port where the inspection will be conducted

Once the Master/agent submits the Service Request, the SSC inspection will be queued in the Port Arrivals screen for the date and port specified in the Service Request. The officer can create the appointment and undertake the inspection as detailed in the Undertake a Ship Sanitation Certificate Work Instruction.

### **Assessing documentation on board**

A SSC inspection is comprised of two parts: a documentary inspection and inspection of ship spaces. The officer should review the following documents and note if they are not present or valid. This information is recorded on the Certificate but does not affect the outcome of the inspection. The officer is required to enter additional vessel related information to populate the header of the SSC.

There are three documents to review in the documentary verification phase:

#### **1. Ballast Water**

This will generally be assessed as part of the ballast water inspection. The vessel meets this requirement if it has managed ballast water in accordance with Australia's requirements. If the vessel has insufficient ballast water records to conduct an inspection, the officer should select 'No' on the inspection eform and record appropriate comments.

#### **2. Potable Water**

The International Maritime Organisation (IMO) construction certificate ensures the vessel has appropriate facilities to ensure that the crew and passengers are not exposed to danger on board the vessel. This includes the danger of contracting disease from conditions inherent to the vessel, such as sewage or chemicals leaking into potable water.

IMO construction certificates are issued either by a competent authority of the vessel's country of registry, or by an International Classification Society (e.g. Lloyd's Register, American Bureau of Shipping, Bureau Veritas, etc.). The Master is required to present one of the following documents to verify that the vessel complies with the IMO construction guidelines.

Cargo Vessels	<i>Cargo Ship Safety Construction Certificate</i>
Passenger Vessels	<i>Certificate of Survey as a Passenger Ship</i>

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Fishing Vessels	<i>Certificate of Survey for a Fishing Vessel</i>
Some classes of Cargo Vessels	<i>Certificate of Survey of a Cargo Ship</i>

The IMO construction certificate must be sighted and checked for validity. The certificate is valid for a period of five years, but must be endorsed every 12 months within this five year period by an AMSA or Classification Society inspection to remain valid. Endorsement can occur within three months before or after the anniversary date, so a certificate is in effect valid for 15 months from its last endorsement.

If the construction certificate is out-of-date and the Master has not scheduled an AMSA or Classification Society inspection while the vessel is in port, this should be reported to AMSA as soon as possible and noted in the SSC Inspection E-Form. AMSA considers expired construction certificates an extremely serious matter and will not permit the vessel to leave port until the vessel is surveyed and the certificate is renewed.

### **3. Sewage**

The International Sewage Pollution Prevention (ISPP) certificate must be sighted as part of the Ship Sanitation Certificate inspection and checked for validity. All international vessels are required to carry an ISPP Certificate under the requirement of the *International Convention for the Prevention of Pollution from Ships* (MARPOL) Annex IV. The ISPP certificate certifies that the sewage systems on board a vessel are in compliance with MARPOL requirements.

Where an eligible vessel does not have a valid ISPP certificate, AMSA must be informed that the vessel's ISPP certificate is out of date and an SSC must not be issued.

#### **Assessing vector indicators and reservoirs on board**

An SSC inspection particularly focuses on the presence of rodents or vectors (mosquitoes). All spaces listed on the eForm must be inspected during an SSC inspection, including a selection of crew and officer quarters (2-3 of each). Any issues found during the inspection must be recorded on the eForm.

If the officer finds evidence of rodents or vectors on the vessel, and that issue cannot be rectified at time of inspection, a Control Certificate must be issued and a follow up inspection scheduled. If during the follow up inspection the rodent or vector issues have been sufficiently rectified to no longer pose a risk, an Exemption Certificate can be issued.

#### **Rodents**

Rodents are a vector of diseases of international concern. Rodents must be managed on vessels to prevent the spread of disease. The main indicators for the presence of rodents are:

- Droppings (fresh and old)
- Nests
- Gnawing on food provisions and its packaging material
- Grease marks along wall edges
- Smell
- Paw prints
- Live sightings

A Ship Sanitation Control Exemption Certificate should be issued where the inspection reveals:

- No evidence of the presence of rodents

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- Evidence that a former infestation of rodents has been removed (e.g. old droppings or disused nests in seldom-visited areas of the vessel)

The presence of old droppings or disused nests should be ordered to be cleaned up, but should not result in any further action.

A Ship Sanitation Control Certificate should be issued where the inspection reveals:

- The presence of fresh rodent droppings, nests or other indicators
- Live sightings of rodents

The inspector should order the vessel to be treated to remove the infestation as outlined in the department's policies and procedures.

### **Mosquitoes**

Mosquitoes are a vector of diseases of international concern. Mosquitoes and their breeding in fresh or saline standing water must be managed to prevent the spread of disease.

A Ship Sanitation Control Exemption Certificate should be issued where the inspection reveals:

- No evidence of the presence of mosquitoes
- Standing water, but no evidence of the presence of mosquito larvae

The presence of standing water should be ordered to be cleaned up or treated, but should not result in any further action.

A Ship Sanitation Control Certificate should be issued where the inspection reveals:

- The presence of mosquito larvae in standing water
- Live mosquitoes

The inspector should order the vessel to be treated to remove the infestation as outlined in relevant work instructions and where necessary through the guidance of the policy areas.

Note: Exotic mosquitoes such as *Aedes aegypti* or *Aedes albopictus* are of significant biosecurity concern. If mosquitoes are found during the inspection, they must be collected and sent to OSS for identification.

## **8.7 Management of vessels to and from External Territories**

### **Australian External Territories (AET)**

The Act defines Australian territory to include the External Territories of Christmas Island, Cocos (Keeling) Islands (Indian Ocean Territories, IOT) and Norfolk Island. These locations are referred to as the Australian External Territories (AET).

The management of vessels moving between the Australian External Territories (AET) and Australia is set out in the table below:

Vessel Movement	Pre-Arrival Reporting (PAR) requirement
Vessel is arriving from an international port to an AET and then proceeding to an Australian port.	Master/agent submits a PAR into MARS, listing the External Territory as the first port of call and the Australian port as a subsequent port.

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Vessel is arriving from an international port to an Australian port and then proceeding to an AET.	Master/agent submits a PAR into MARS, listing the Australian port as the first port of call and the External Territory as a subsequent port.
Vessel is arriving from an international port to an AET and then proceeding to an international port.	Master/agent submits a PAR into MARS, listing the External Territory as the first port of call.
*Vessel is subject to biosecurity control and is moving between Australia to one or more AETs and then returning to Australia	Master/agent submits an Itinerary Update form to the MNCC. The MNCC will update the current voyage in MARS with the additional ports listed on the form.
*Vessel is not subject to biosecurity control and is moving between Australia to one or more AETs and then returning to Australia	Master/agent submits the electronic <a href="#">Pre-Arrival Report (PAR) for Vessels – Indian Ocean Territories and Norfolk Island</a> into VMS for each movement between the External Territory and Australia. ISG will manage the vessel outside of MARS.

\*Note: If a vessel has not been released from biosecurity control and continues to travel between External territories and Australia, the ports are to be added to the current voyage in MARS via submission of an Itinerary Update form to the MNCC. If a vessel has been released from biosecurity control, any subsequent movements within the External Territories and/or between the External Territory and Australia will have to be reported in VMS using the [Pre-Arrival Report \(PAR\) for Vessels – Indian Ocean Territories and Norfolk Island](#) available on the department's website.

Australian Border Force (ABF) or Royal Australian Navy (RAN) vessels "inchopped" to Maritime Border Command (MBC) operational taskings are exempt from pre-arrival reporting for External Territory movements.

Vessels must not be charged for biosecurity activities conducted on Norfolk Island, Christmas Island, or the Cocos (Keeling) Islands. This includes the vessel arrival levy. This is the Government's way of supporting local infrastructure to ensure businesses on the islands are financially viable and the cost of living is sustainable.

**Australian External Territories not considered Australian Territory (AETNCAT)**

The Act does not extend to the following territories, known as Australian External Territories not considered Australian Territory (AETNCAT):

- Ashmore Reef and Cartier Island;
- Coral Sea Islands (Willis island);
- Macdonald and Heard Island;
- Australian Antarctica Territory.

AETNCAT territories are not part of Australian Territory as defined by the Act. These territories are managed by other Australian Government Agencies and movements to and from them are subject to the respective Acts governing the territory. Approval to visit these territories are the jurisdiction of the Agency administering the territory.

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Conveyances travelling from AETNCAT territories to Australian Territory share the same reporting requirements as those for vessels arriving from an international port. The exception is for Australian Border Force (ABF) or Royal Australian Navy (RAN) vessels “inchopped” to Maritime Border Command (MBC) operational taskings. These vessels are not required to report when returning from Ashmore and Cartier islands. More detailed information can be obtained from the Reference:

[Understanding Australian external Territories not considered Australian Territory for the purposes of the Act](#) available on the IML.

The management of vessels moving between Australia and the AETNCATs is set out in the table below:

Vessel Movement	Pre-Arrival Reporting (PAR) requirement
Arriving from an Australian port to an AETNCAT and returning to Australia	Vessel must report on its return to Australia from the AETNCAT. The PAR must be submitted into MARS listing <b>Administrative Port (Installations in International Waters)</b> as the last port of call and the Australian port as the first port of call.
Arriving from an international port to an AETNCAT and then proceeding to an Australian port	Vessel must report before arriving at the Australian port. The PAR must be submitted into MARS listing the last overseas port as the last port of call, AETNCAT as the first port of call and Australian port as subsequent port.  If an inspection is required, it will occur at the Australian port.
Vessels visiting an AETNCAT from an international or Australian port	No report required and no visit to Australia recorded.

## 9. Specific requirements for certain vessels

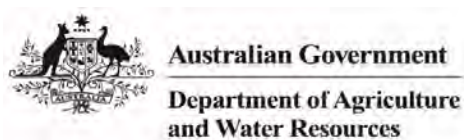
### 9.1 International Government Vessels and Sovereign Immunity

All foreign state owned, military and other government vessels arriving at an Australian port from international waters must meet Australia’s pre-arrival reporting requirements. The vessel must also report any departing crew, discharge of waste and any changes to the health of crew on board.

Under international law, all countries have the right to claim sovereign immunity over their state-owned assets, e.g. naval vessels (note: commonly, all United States naval assets will assert sovereign immunity when visiting Australia). If a foreign state wishes to invoke sovereign immunity over a vessel, it may do so by advising the MNCC or in person to an inspector. Sovereign immunity may be invoked prior to the vessel’s arrival, on arrival, or at any time while the vessel is in Australian territory.

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If notified in person, the inspector must notify the MNCC as soon as practicable to activate the sovereign immunity indicator in MARS and remove any RVI or BW queued inspections.

Once a vessel has invoked sovereign immunity, Australian inspectors are not able to board to perform an inspection. Upon invitation from the Commanding Officer (CO), a port briefing may be held and the department should be invited to attend with other Australian Government officials, such as officers from Australia Border Force. At this time the inspector may verify the vessel's documentation.

A departmental guide to biosecurity requirements for Commanding Officers (COs) and Masters of vessels invoking sovereign immunity is available on the departmental website. At the port briefing, an inspector will provide a copy of these requirements to the CO or Master, including the Declaration by COs or Masters of vessels claiming sovereign immunity.

At the port briefing, the CO or Master must also provide a declaration that the vessel is compliant with biosecurity requirements. Note: Vessels which have a sullage/sewage treatment system which also includes storage of food waste in holding tanks from galley grinders approved under Section IV of MARPOL meets biosecurity requirements.

The declaration must be made on the vessel's letterhead, dated, and signed by the CO or Master. A template for the declaration is available on the department's website and the IML.

As the vessel invoking sovereign immunity cannot be inspected, any crew or visitors disembarking the vessel will be subject to increased surveillance. Crew signing-off the vessel will have their personal belongings screened for BRM where appropriate.

## 9.2 Royal Australian Navy vessels

All Royal Australian Navy vessels that are returning from an international voyage must meet the department's pre-arrival reporting requirements. The vessel must also report any departing crew, discharge of waste and any changes to the health of crew on board.

The vessel will be inspected by the department as per all other international vessels. Following the inspection the vessel will continue to be subject to biosecurity control, until it has received a Coastal Strip Inspection and been released from biosecurity control.

Royal Australian Navy vessels are required to retain sufficient stores in case of deployment. If a vessel leaves Australia and visits an overseas port it will become subject to biosecurity control upon its return and onboard stores will be treated as biosecurity waste. Under the Memorandum of Understanding with the Department of Defence, the Navy may request that the department bonds the stores prior to departure from Australia. These stores do not become exposed during the international voyage and only those goods opened during the voyage need to be removed as waste.

## 9.3 Cruise Vessels

### Human Health Update form

Cruise vessels are required to submit a Human Health Update form in MARS 12 hours prior to arrival at a subsequent port if there are new cases of illness, including gastro, and/or deaths on board since the vessel's last assessment and/or inspection.

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### **Live Plants Conveyance Log**

Cruise vessels are required to submit a Live Plants Conveyance Log prior to arrival at their first port, detailing all live plants on board the vessel, location and the maintenance history. The log is available from the MARS offline forms section on the department's website. Cruise vessels are the only vessel type obligated to report plants on the PAR due to the large number of plants on board. The Master Demerit List for internal staff clearly describes that the demerit for failing to report plants on board applies only to cruise vessels.

### **Biosecurity Announcement**

Cruise vessels are required to broadcast a biosecurity announcement prior to arrival in Australia, using the text available on the department's website. Inspectors will monitor that the announcement has been broadcast and met departmental requirements.

### **VCS Eligibility**

Cruise vessels are eligible for documentary release under the VCS. If the vessel is on the VCS and declares no high risk triggers on the PAR, it will receive a documentary release otherwise it will receive a targeted inspection depending on the risk identified. Depending on the outcome of the inspection and any service requests, additional inspections may be required.

Note: The biosecurity clearance and intervention of passengers and day-trippers disembarking the vessel is the responsibility of the National Vessel Program and is not within the scope of MARS, except for the charging of these activities. These processes are covered under the relevant work instruction on the IML.

## **9.4 Livestock Vessels**

Masters or Agents of livestock vessels must complete the Livestock Statement on the PAR detailing the cleaning, residual and knock down disinsection performed on the vessel. The Livestock Statement requires the Master to advise the department of people embarking or leaving the vessel. Under the Act, the department has limited legal powers to restrict access to a vessel. As such, we request that Masters restrict access to the vessel and advise us of departures, enabling targeted surveillance in cases of an incursion.

Upon submission of the PAR, MARS creates a task for the MNCC to assess the Livestock Statement and hold the BSD until the statement has been reviewed.

The MNCC will assess the statement and:

- ensure it is complete;
- calculate that the amount of soda ash used is adequate;
- obtain the volume of enclosed decks from vessel profile or Agent (if from Agent, MNCC must update the vessel profile);
- calculate that the amount of knockdown spray used/proposed to be used is sufficient; and
- confirm that residual insecticide has been or will be applied as required.

If, based on the Livestock Statement, additional cleaning is required, the MNCC will set the risk to 'high' and detail what is required to be rectified. If the vessel has met the department's requirements, the MNCC will set the risk to 'medium'.

Inspectors must attend livestock vessels as close to arrival as practicable to assess and mitigate the risk of the vessel. If further cleaning is required, it will be captured in the treatment table. If the

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vessel has significant contamination that cannot be rectified alongside the wharf, the inspector is to contact their supervisor to seek approval from the relevant delegate to direct the vessel to an anchorage for additional cleaning (note: the power to move a vessel is covered under section 206(2)(a) of the Act). To apply this section and give the direction, written approval must be obtained from the Director of Biosecurity as per section 206(3)(a) of the Act. Delegation is at SES level.

Biosecurity officers are not required to check or verify the Master's report for the carriage of livestock. Verification of this report, assessment of mortality rates and mortality causes are the responsibility of the department's attending veterinary officer. The biosecurity officer is to contact the attending veterinary officer and advise that the vessel has passed the inspection. All records relating to the Livestock Vessel Inspection are stored electronically in MARS.

### ***Livestock Vessel Dispensations***

The department may from time to time grant certain dispensations for livestock vessels. Dispensation for residual disinsection must be requested from the department prior to the vessel's arrival in Australian waters. The following dispensations are currently in place:

- Biosecurity officers may sign, stamp and date the livestock vessel logs for cattle exports out of Portland Victoria to China.
- On request, dispensation for residual disinsection may be approved by the department, for vessels with a short turn-around time or new vessels. Dispensation allows a vessel to apply the residual insecticide once monthly. This dispensation is limited to crew quarters only. It must be applied for in writing and emailed to the MNCC for consideration (Internal policy only, not to be advertised to industry).

### ***Insectocutors***

All livestock holding decks, both open and enclosed, must be fitted with at least one insectocutor. The reporting of the location of insectocutors is no longer a mandatory requirement.

- If a vessel does not comply with this requirement, the Master must be advised that this situation must be rectified prior to the vessel's next visit to Australia.
- Enter the advice given to the Master in the Vessel Comments section in the MARS Vessel Details screen.

The following requirements apply to all insectocutors being used on the livestock vessel:

- a minimum of one to be installed on each livestock holding deck
- insectocutors must have a minimum light intensity of 160 watts UV
- insectocutors must be activated 48 hours prior to arriving at an Australian port and remain activated until 24 hours after departure
- it is not necessary for the biosecurity officer to site every insectocutor in person.

### ***What must vessel crew do with insects collected from insectocutors?***

- Insects captured in the insectocutor must be collected by the vessel's crew.
- Insects must be stored in a dry vial and presented to a biosecurity officer on the next Australian visit.

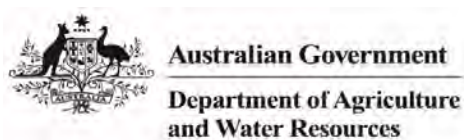
### ***What must biosecurity officers do with insects collected from insectocutors?***

- During the vessel's stay in Australia, insects from insectocutors must be collected and checked daily.

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- All insects collected must be entered in the Incidents database.
- All insects collected must be sent to the regional entomologist for identification.

### **Livestock Vessel Inspections**

The following policy guidelines apply to the livestock vessel inspection conducted by biosecurity officers:

- Biosecurity officers are not required to check or verify the Master's carriage report from previous voyages.
- Biosecurity officers must contact the regional vet to inform them of the outcome of the livestock vessel inspection.

### **Fodder**

Biosecurity officers must determine whether any fodder is on board the vessel, and confirm the origin through documentary verification.

- Any foreign fodder carried must be completely covered and stored below decks, irrespective of the type of fodder.
- Foreign fodder is considered to pose a biosecurity risk and cannot be fed out to livestock within the Australian territorial sea. This includes pellitised fodder.
- If foreign fodder is present biosecurity officers must remind the Master that it is not permitted to be used until the vessel has departed the Australian territorial sea.

## **10. Seasonal Pests**

Seasonal pests are specific high risk pests that are likely to arrive during a particular period. There is an eForm for seasonal pest inspections to be used for the two current seasonal pests the pathway monitors being Asian Gypsy Moth (AGM) and Burnt Pine Longicorn (BPL).

These pests are described as mitigable and non-mitigable pests. The risk of mitigable pests may be moderated through the provision of a certificate declaring freedom from the pest. Currently only AGM from Russian (Far East) ports can be mitigated by providing a Certificate of Inspection of Freedom from Asian Gypsy Moth (further information below). Vessels arriving at an Australian AGM receptive port during the AGM risk season and vessels arriving from any New Zealand port during the BPL risk season will be sent an additional questionnaire to complete on submission of the PAR. The questionnaire is completed and sent to the MNCC outside of MARS. The MNCC then conduct a risk assessment based on the response and through their actions in acquitting the Seasonal Pest Questionnaire task, determine whether the vessel receives a seasonal pest inspection.

Vessels identified as being high risk for seasonal pests will require inspection regardless of the VCS status, however this will not impact their VCS status unless there is a demerit action, and such as the vessel Master not reporting the presence of the seasonal pest (the VCS demerit list outlines this in more detail).

### **10.1 Asian Gypsy Moth**

#### **Risk Criteria**

AGM are unique because their biosecurity risk is seasonal. This is because adults have only one generation a year and live for only a few days. In addition, the eggs they lay on vessels and containers need to experience a certain amount of cold (a minimum of 60 consecutive days below

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5°C) before they can hatch. This unique biology needs to be considered for AGM risk management to be effective otherwise resources can be wasted by targeting egg masses that present no risk of hatching. To make sure the department manages AGM risk in an appropriate manner, a risk profile is used to identify which vessels are likely to carry AGM egg masses that are capable of hatching. The risk profile criteria are as follows:

- The vessel must have visited an AGM susceptible port (any port North of 31°N in China, Japan, North Korea, Russia Far East<sup>[1]</sup>, or South Korea) at a time of year when AGM are likely to be flying (between 1 June and 30 September)
- The vessel must then remain in climate zones that are cold enough to satisfy the cold diapause or hibernation requirements of the AGM eggs (at least 60 consecutive days of cold temperatures). Known climate patterns suggest that cold exposure will need to take place between November and April each year, with vessels needing to stay north of 31°N, or south of 50°S for at least 60 consecutive days.
- The vessel needs to travel directly to an Australian port after it experiences cold exposure. As cold exposure is most likely to occur between November and April, AGM vessels need to arrive between 1 January and 31 May. If the vessel does not travel direct to Australia, the eggs will hatch elsewhere and not be a risk to Australia.

### **AGM Risk Assessment**

MARS will assess the seasonal pest risk based on the information submitted in the PAR. This is based on the dates the season commences and finishes (current AGM heightened surveillance period); and the first Australian port that is considered a receptivity port in which the pest could establish itself.

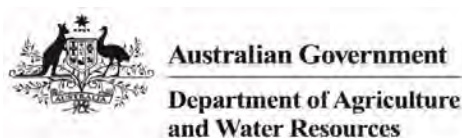
If the Master reports on the PAR (Q6) that the vessel has been to a Russian Far East Port between 40°N, 60°N and west of 147°E between 1 July and 30 Sept in the past 24 months, AGM risk is mitigable. MARS will create a task for the MNCC to verify the mitigating information. If, based on the documentation, the risk is mitigated, the MNCC will action the task appropriately to remove the queued AGM inspection. AGM risk is not mitigable during the AGM heightened surveillance period in Australia. During this time, MARS will automatically send a questionnaire (via email) to the Master and Agent; and will create a task for the MNCC to verify the response. The email that goes with the questionnaire notes that if the vessel has already submitted the questionnaire; and been assessed for the current AGM season; the Master or Agent should notify the MNCC to determine whether any further intervention is required. Commonly the MNCC will downgrade the risk and remove the queued inspection. When the completed Seasonal Pest Questionnaire is returned, the MNCC will upload it to the Vessel Attachments tab at Voyage level. Masters or Agents that do not return the questionnaire or return it too late for an assessment to be conducted will be considered high risk and an inspection will be queued.

When the MNCC conduct the assessment, they will check to see if the vessel has undergone an AGM inspection since the commencement of the current AGM heightened surveillance period. If they have already been cleared by the department, the MNCC will remove the AGM inspection. This ensures resources are not wasted on vessels that return to Australia within the AGM heightened surveillance period

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<sup>[1]</sup> Russian Far East is taken to include parts of Russia located North of between 40° N and 60°N, and east of 130°E

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### **AGM Inspections**

Seasonal pest inspections are queued as the highest priority inspection and are mandatory. Inspectors can only conduct AGM inspections when there is adequate natural lighting and they must be guided by a member of the crew with radio communication to the Master. The seasonal pest inspection contains different spaces to a routine vessel inspection and focuses on those areas common for the AGM to amass. These areas are detailed within the eForm to guide inspectors.

Where AGM is identified on a vessel, inspectors are required to collect AGM specimens and submit them to the Operational Science Section for viability assessment. This information is used to inform the risk assessment to manage AGM. How to collect specimens is detailed in the relevant work instruction.

If AGM is detected onboard a cargo vessel (whether or not through the AGM Questionnaire response or upon inspection), notify the relevant contacts in the cargo pathway.

### **AGM Freedom Certificates**

AGM freedom certificates are **ONLY** accepted for vessels that have visited a Russian Far East Port between the 1 July and 30 September. If an AGM certificate is presented, the MNCC will verify its validity in accordance with the following criteria:

- The certificate is issued by an agricultural authority in Australia, Russia, Canada, New Zealand or the USA (certificates issued by all other countries are invalid); and
- The certificate is government endorsed and states that the vessel has been inspected and declared free of evidence of AGM; and
- The vessel departed the high risk port, before sunset (21:00 local Russian time) on the day the certificate was issued. If the vessel departs after 21:00 (e.g. 21:01), the certificate becomes invalid; and
- The vessel did not visit a subsequent AGM risk port, during the AGM season, after the certificate was issued.

**Note:** If the vessel visited an AGM risk port in Japan, North Korea, South Korea, China or Far East Russia, during the Asian AGM season (1 June - 30 September) the AGM certificate becomes invalid.

## **10.2 Burnt Pine Longicorn**

### **Risk Criteria**

Burnt Pine Longicorn could cause severe economic loss of wind-thrown or fire damaged trees in Australia. Adult BPL can live for several weeks, appear in large numbers, are active dusk to dawn, are attracted to light, and shelter in crevices during the day. Probable means of entry to Australia is via vessels, imported timber and cargo loaded during the adult beetle's flight period (usually summer).

The department conducts an annual heightened surveillance regime for managing the risks posed by BPL beetles. Commencement and cessation of BPL vessel risk period is notified by the National Vessel Program, based on seasonal risk information provided to the department by the Ministry of Primary Industries in New Zealand.

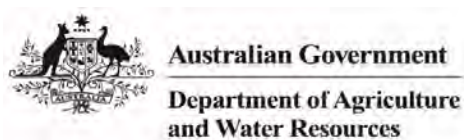
The risk of a vessel carrying BPL is measured according to:

- If the vessel is travelling directly to an Australian port from New Zealand

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- If the vessel has visited a BPL risk port in New Zealand
- If the vessel was present in the risk port within the risk period
- The voyage time from New Zealand to Australia
- The vessel type

The season generally commences around November each year. The exact dates of each season is determined by Plant Division based on consultation with the New Zealand Ministry of Primary Industries.

### **BPL Risk Assessment**

MARS will automatically send a BPL Questionnaire to all vessels arriving in Australia from a New Zealand port after submission of the PAR. MARS will create a task for the MNCC to verify the response and after assessing the information the MNCC will determine whether a BPL inspection is required.

If a vessel Master or agent confirms live BPL on board the vessel, the MNCC are to confirm what the level of infestation is and extent. If the vessel Master or agent confirms very high levels of live BPL (i.e. more than 50), the MNCC are to refer the issue to the National Vessel Program for further instruction.

### **BPL Inspection**

Seasonal pest inspections are queued as the highest priority inspection and are mandatory. Inspectors will then inspect for BPL. The spaces to inspect are detailed on the relevant eForm to guide inspectors. Inspectors must be prepared to manage the risk in a timely manner. This may require staff to be equipped with appropriate insecticide spray in the case that BPL is found.

Where dead BPL beetles are identified on a vessel, inspectors are required to collect BPL specimens and submit them to the Operational Science Section for assessment. How to collect specimens is detailed the relevant work instruction. Where live BPL beetles are detected, inspectors will spray/soak the BPL with insecticide spray and then collect specimens.

If the inspector considers the vessel to have heavy infestation of BPL and/or widespread around the vessel including on cargo to be discharged, they will consult the National Vessel Program and relevant contacts in the cargo pathway. This may require pest specialists to manage the risk.

### **Creating a new Seasonal Pest**

In response to emerging seasonal pests, adding a new seasonal pest can be completed through a reference screen in MARS, where the relevant criteria for the pest can be set and a questionnaire attached. This will be completed by the National Vessel Program. Factors that can be configured are:

- Vessel type
- Commencement and completion of the season
- Receptive ports in Australia
- Last international ports of call that are sources of the pest.

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## 11. Waste

Waste must be discharged under the supervision of an inspector or to a provider that is operating under an Approved Arrangement (AA) with the department. The maritime pathway is responsible for the movement of waste from the vessel to the wharf.

The Master must report its intention to discharge waste if it is discharging to a provider without an AA. This is done via the PAR or by submitting a waste discharge service request in MARS and will queue a Waste Discharge Inspection for the vessel. An inspector will confirm arrangements for managing the waste and if not undertaken under an AA, schedule the supervision of the waste discharge. An inspector is required to supervise the waste discharge to ensure it complies with departmental requirements, whether any biosecurity risks were identified, and the management of recycled waste material. If the vessel does not require supervision, the inspector can acquit the queued inspection.

For managing waste on board the vessel, the RVI e-form is used. For discharging waste, the waste surveillance e-form is relevant. A Waste Discharge Inspection is not required if performed in conjunction with a Coastal Strip Inspection.

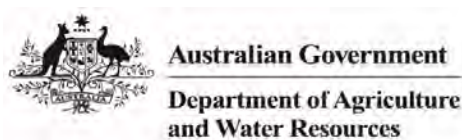
Any waste discharge from cruise vessels is inspected. Vessels requesting waste to be discharged for recycling must submit a waste discharge service request. All material presented for recycling must be inspected prior to release from biosecurity. Inspectors must be confident that the on board recycling process mitigates any potential biosecurity risks associated with the material being presented for recycling.

## 12. Crew Changes

All passengers travelling on board commercial vessels other than designated Cruise vessels or Super Yachts are processed as crew for the purposes of biosecurity management. Passengers must complete the Crew Declaration – Border Force Form B465 that includes biosecurity questions about risk items or activities.

Information about what Masters must declare is available on the department's website and notes that crew members are not permitted to take biosecurity risk material off the vessel. Biosecurity risk material is any item that poses a risk of introducing any exotic weed, pest or disease into Australia. Potential items and activities of biosecurity concern are as follows:

- meat, poultry, fish, seafood, eggs, dairy, fruit, vegetables
- grains, seeds, bulbs, straw, nuts, plants, parts of plants, traditional medicines or herbs, wooden articles
- animals, parts of animals, animal products including equipment, pet food, eggs, biologicals, specimens, birds, fish, insects, shells, bee products
- soil, items with soil attached or used in freshwater areas; such as sports/recreational equipment and shoes
- recent travel concerning farms and farm animals, wilderness areas, freshwater streams and lakes in the last 30 days.



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A Crew Change Inspection is conducted where the Master has declared that the crew is departing with potential biosecurity risk items, including personal baggage and/or has recently travelled to a location of biosecurity concern. As part of the inspection, the officer interviews the crew member regarding any declarations and inspects the crew member's baggage if required.

Masters of vessels are also required, as part of their pre- and post-arrival reporting obligations, to advise the department if any crew member has reported or is displaying any symptoms of a [listed human disease](#).

Masters and Agents can advise a crew change through the PAR or through a Service Request. If the Master advises the inspecting officer of a crew change during the inspection the officer must advise the Master to submit a Crew Change Service Request. The officer may proceed with the inspection of the crew member and complete the eForm at a later stage when the Master has submitted the service request and MARS has queued an inspection.

As part of their pre- and post-arrival reporting obligations, the operator of a vessel is also required to advise the department if any crew member has reported or is displaying the symptoms of a listed human disease on-board the vessel arriving in Australia.

### ***The Assessment and Inspection Process***

Where a Crew Change Inspection has been queued, an inspection must occur if the crew have declared that they intend to depart with potential items or activities of biosecurity concern.

An inspection may be conducted, if:

- if there are other inspections queued (such as an RVI) which allows verification of the crew change declarations.
- large numbers of crew are leaving;
- the vessel has a history of previous non-compliance in crew declarations
- the crew declaration contains a vague description of goods that cannot be clarified.

An inspection can be conducted alone or in conjunction with another inspection. The inspection of departing crew does not have to coincide with the crew's departure from the vessel. During the inspection, inspectors may interview the departing crew or Master, check the B465 form (if available) and maintain suitable liaison with local Border Force staff to share information regarding crew changes.

If, during an interview with departing crew members, a crew member:

- fails to answer a question about goods,
- seems not to have answered a question truthfully,
- is given a direction by the inspector in relation to movement of goods, or
- begins to interfere with their baggage during an inspection,

The inspector should issue a verbal warning, informing crew members that providing false or misleading information, failing to comply with directions, or interfering with goods during an inspection could leave them liable to a civil penalty.

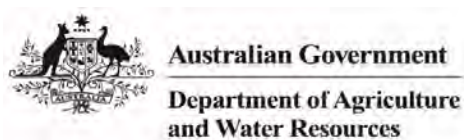
Before inspecting a crew member's personal effects, the inspector should ask the following:

- Is this your baggage?
- Did you pack your own baggage?

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- Are you aware of the contents of the baggage?
- Do the contents of the baggage belong to you?

During the inspection, the inspector should examine the personal effects thoroughly for declared and potentially undeclared biosecurity risk items (see list of such items earlier in the Crew Changes section). If any goods are found to pose a biosecurity risk, the crew member and Master (or delegate) should be advised and appropriate actions taken to deal with the items.

If the officer is satisfied through consultation with the vessel or Agent that there are no items of biosecurity risk and there are no other inspections, the officer can delete the queued inspection. The officer must supply the reason for not conducting the inspection in the mandatory comments field.

#### **Crew departing in exceptional circumstances**

A Crew Change Request is not required for a medical emergency and the submission of information in MARS must not interrupt urgent medical care. Masters or Agents must advise their local port as soon as practicable of medical evacuations.

In cases where crew will be leaving the vessel at short notice for reasons other than a health emergency, the Master or Agent must:

- Call the MNCC or local on-call officer to advise them of the impending crew change prior to the crew leaving the vessel; and
- Then submit a Crew Change Service Request in MARS as soon as practicable.

The MNCC or on-call officer then follows the regular process for either acquitting the crew change inspection or creating an appointment to conduct an inspection.

#### **Crew leaving the vessel without the vessel landing in an Australian port**

In the case where a crew member (including reef pilots) leaves the vessel as it transits Australian territory but does not moor in an Australian port:

- If the crew member leaves the vessel on a helicopter, the crew member is to be processed as a passenger on an aircraft.
- If the crew member leaves the vessel onto another vessel and the change takes place greater than twelve nautical miles from land, the transfer vessel will be required to submit a PAR on arrival to the port. The crew member should be reported on this PAR and processed as a (crew member/passenger) on arrival in port.
- If the crew member leaves the vessel onto another vessel and the change takes place within twelve nautical miles of land, the Master must seek approval from the port in which the crew member will leave the receiving vessel.

## **13. Vessels seeking a release from biosecurity control**

Vessels arriving from international ports become subject to biosecurity control upon entry to the Australian territorial sea. After undergoing a stripping process (i.e. a Coastal Strip Inspection), the vessel may be released from biosecurity control and no longer require any departmental intervention. However it may still be required to comply with relevant state or territory requirements.

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The vessel will again become subject to biosecurity control if it:

- is exposed to any other international conveyance or goods;
- is exposed to another vessel or goods that are subject to biosecurity control;
- leaves the Australian territory and returns from an overseas port.

A coastal status (domestic) vessel that leaves Australia and/or interacts with an installation becomes an 'exposed conveyance' (exposed vessel) and is subject to biosecurity control when it returns to Australia unless an exception can be met. For the purposes of the Act, exposure results from being in physical contact with, in close proximity to, or being contaminated by an installation.

Vessels must request a Coastal Strip Inspection using the service request in MARS, which will create a queued inspection. MARS only permits requests to be made at a First Point of Entry. Coastal Strip Inspections may only take place at a First Point of Entry.

Vessels requiring a coastal strip should take appropriate measures to ensure the vessel can be efficiently inspected to permit release. Further information on requirements is on the department's [website](#). Agents should be aware of these requirements and ensure the Master of the vessel has completed these steps as follows:

- Submit a PAR between 96-12 hours (and no less than 12 hours) prior to arrival in Australia.
- Submit a Coastal Strip Service Request using MARS.
- Arrange a suitable time for the inspection to take place with department inspectors.
- Arrange the management of biosecurity waste in accordance with department requirements. Waste must be collected, transported and disposed of by a waster provider under an Approved Arrangement with the department or under the supervision of an inspector.
- Advise the department of the date and time that biosecurity waste is to be collected and transported.
- Make appropriate arrangements for goods that are identified by inspectors as requiring treatment or destruction.
- Arrange for appropriate cleaning equipment and approved treatments to be conducted using a broad spectrum disinfectants for use in Approved Arrangements. For example, Virkon® for fridges, freezers, waste bins and galley areas, and a dilution of hypochlorite solution (2% available chlorine) for areas that have, and the packaging of, stored fruit and vegetables.
- Manage and prevent cross contamination between international and local provisions. The vessel stripping process must be completed prior to local provisioning.

**Note:** Vessels cannot be released from biosecurity control while ship's pets or animals are on board.

#### **Vessels with a queued RVI and Coastal Strip Inspection**

Commercial vessels with both and RVI and Coastal Strip Inspection queued coastal strip request must have both inspections completed by the officer. However, the order in which the inspections are completed and synched back to MARS is crucial to ensure the correct conditions appear on the BSD.

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When the inspector creates the appointment, it will include both the CSTP and RVI inspections in the same appointment. The inspector should generate the eforms as per usual but MUST undertake the RVI first, complete and sync the RVI eform, then complete the Coastal Strip eform and sync. The appointment can then be finalised in MARS and the BSD should display the correct coastal strip conditions.

### **The Inspection**

During the inspection any biosecurity risk material, including plants, foodstuffs, and waste must be removed from the vessel and spaces cleaned as per department requirements available on the web. In order to complete the coastal strip of the vessel, the officer must also be satisfied that all ballast water tanks have been appropriately managed to address any biosecurity risk/s. If the vessel is unable to meet any of these requirements, the vessel cannot be released from biosecurity control, which will be recorded on the eForm with appropriate comments.

### **Biosecurity risk foodstuffs**

Foodstuffs include but are not limited to:

- Personal food items
- All dairy products such as fresh milk, ice cream, yoghurt, butter, and cheeses including packaging
- All poultry products and packaging including fresh, cooked and frozen (e.g. eggs and egg products, noodles and mayonnaise containing greater than 10% egg)
- All meat products and packaging including fresh, frozen, dried and cured (sheep, beef, pork etc.)
- Raw nuts
- Fresh fruit and vegetables including packaging. Dry provisions such as rice, flour and spices – subject to inspection for insects
- Honey – to be inspected for impurities

Other biosecurity risk items include but are not limited to:

- Potted plants and deck gardens
- Hessian bags once used to contain fruit/vegetables/rice/beans
- Waste bins, spilt food residues and packing
- Any cargo or ship's goods that are to be unloaded

### **Target areas**

Areas that should be of particular interest to the inspector are:

- Galleys, food preparation and provision areas
- Fridges, freezers and reefer spaces
- Crew quarters (check in particular for personal belongings such as food supplies, wooden articles, potted plants, pets and sporting equipment)

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- Open deck areas (check in particular for standing water, dunnage or wooden pallets, spilt grain or other biosecurity contaminants)

## 14. Exemptions from being considered an exposed conveyance.

Under s192 of the Act, a conveyance becomes an exposed conveyance if it is in physical contact with a second conveyance, persons or goods that are already subject to biosecurity control, or while temporarily outside Australian territory. An exposed conveyance also becomes subject to biosecurity control unless the Director of Biosecurity has, through a legislative instrument, determined that this section does not apply. The Biosecurity (Exposed Conveyances—Exceptions from Biosecurity Control) Determination 2016 lists the circumstances in which s192 does not apply.

To be clear - any domestic conveyance (such as a helicopter or launch used to transfer marine pilots) or international conveyance that has already been released from biosecurity control (i.e. has coastal status) that is exposed to another international conveyance is an exposed conveyance. However the exposed conveyance **will not** become subject to biosecurity control if it can comply with the following conditions:

1. No contamination, infestation or infection is, or was, transferred from the second conveyance to the exposed conveyance;
2. No pests (alive or dead) are, or were, transferred from the second conveyance to the exposed conveyance;
3. No person on board the helicopter is, or was, exposed to an animal or plant that is infected with or has died from a disease;
4. No human remains are on board the exposed conveyance at any time it is in Australian territory;
5. No person on board the exposed conveyance has signs or symptoms of a listed human disease at any time it is in Australian territory;
6. If the second conveyance is not an installation or a petroleum industry vessel:
  - (i) only domestic persons (including any domestic persons who transferred from the second conveyance to the exposed conveyance) intend to disembark, or disembark, in Australian territory; and
  - (ii) only low-risk goods (fuel or petroleum) or domestic goods (including those that were transferred from the second conveyance) are on board the exposed conveyance at any time it is in Australian territory;
7. If the second conveyance is an installation or a petroleum industry vessel— any of the following circumstances applies:
  - (iii) no person who transferred from the second conveyance to the exposed conveyance intends to disembark, or disembarks, in Australian territory, and no goods (other than low-risk goods) that were transferred from the second conveyance to the exposed conveyance are on board the exposed conveyance at any time it is in Australian territory;
  - (iv) the level of biosecurity risk associated with the second conveyance is low for example has undergone a stripping process;

- (v) biosecurity risks associated with the second conveyance are managed in accordance with an approved arrangement.

## 15. Vessels returning to an Australian port after departure

The management of vessels returning to an Australian port after its last visit on its itinerary is important to ensure that any risks that may have been introduced since the vessel's departure are managed, while reducing unnecessary reporting. The management of returning vessels also aims to maintain the integrity of the VCS.

MARS is configured to close a voyage 48 hours after the vessel has departed the last port as listed in the itinerary. The 48 hours parameter is set to accommodate vessels with short turnaround times (i.e. between PNG and Darwin. MARS has been designed to use a unique voyage number to identify all the components of a vessel's voyage. The closure of a voyage triggers MARS to run background housekeeping processes and to update the VCS status. It is therefore essential that the vessel reports all visits in the PAR or Itinerary Update report.

When a vessel returns to Australia, MARS will always attempt to first match the vessel to a recent voyage before creating a new voyage. If a vessel returns within 48 hours of departure, MARS will create a new visit and attach it to the current voyage. If a vessel returns after more than 48 hours MARS will treat the visit as a new voyage if it can't match the new visit with the most recent voyage. Unmatched vessels will be flagged as not having submitted a PAR, MARS will queue an RVI and automatically apply 10 demerit points and the levy charges.

It is quite common for vessels to return to an Australian port after it has departed the last port on the itinerary and therefore not part of a new voyage. The reasons a vessel may return after a completed voyage on the itinerary may be, but not limited to, one of the following reasons:

- The vessel has encountered mechanical issues and has to return the nearest port for safety reasons;
- The vessel discharged cargo at a port and was waiting outside port limits or even drifting outside 12nm to receive orders to return to an Australian port to load cargo;
- An emergency on-board the vessel necessitated return to an Australian port;
- The vessel needs to return for a medical evacuation;
- The vessel's full itinerary wasn't known at the time of submitting the PAR or at the time of the last inspection. The vessel is now required to go to another Australian port not listed on the itinerary.

It is up to the inspectors to pro-actively manage the Port Arrivals screen and monitor vessel movements in their port. Inspectors will communicate with the vessel's representatives to determine the circumstances requiring a vessel's return to port. For active voyages, a new PAR should not be submitted as the existing PAR will suffice. Any new Human Health risks are reported through the Human Health Update Form and to manage any new biosecurity risks the inspector will manually queue the appropriate inspection in MARS. Advice is available from the MNCC to determine the appropriate inspection to queue. The MNCC may liaise with policy staff to determine the best intervention measure through MARS.

## 16. Vessel Clearance Process

Vessel inspections are carried out at the relevant port as close to the time of arrival as possible and practical. This will minimise both potential biosecurity risk and the disruption to Masters and crew.

The majority of inspection activities will be completed at the first point of entry, however the Master may request services or require a follow up or verification inspection at a subsequent port of entry. Most inspection types will remain in the inspection queue if not actioned at the first point of entry. Ship Sanitation Certification, Crew change, Waste, Coastal Strip and Passenger clearance are specific to the port and will not continue to subsequent ports.

The primary inspection type in the maritime pathway is RVI, which includes the management of any human health issues, inspection of ballast water records, physical inspection of vessel spaces and ensuring the vessel has reported accurately, including any crew movements. This inspection is mandatory and preferably conducted at the first point of entry.

Follow-up and human health inspections queued for a subsequent port of entry are mandatory for the Inspector to complete. Waste inspections are required for discharge to a provider that is not on an approved arrangement and Crew Change inspections are required where the crew has declared biosecurity risk items. Verification inspections scheduled by a previous port are highly recommended to be completed.

Vessels that request a Ship Sanitation Certificate at a subsequent port of arrival does not result in a mandatory inspection. Inspectors should complete the inspection if resources are available, however the preference is that all SSC inspections are completed as part of the first point of entry.

All vessels are eligible for a surveillance inspection at all subsequent ports and a surveillance inspection should be completed if resources are available.

Vessels due a documentary inspection under the VCS will have their pre-arrival documentation assessed by MARS and queue an inspection queued to address any risks identified in addition to any services requested.

### 16.1 Missed Inspections

When an RVI is missed, the inspector must record the reason for the missed inspection in a separate log outside of MARS. All ports must keep a log of missed inspections and report this through their Service Delivery managers so this can be communicated between ports. It is recommended that the port that missed the inspection communicates this with the next port so they can find it in the port arrivals screen in MARS. The management of missed inspections is the responsibility of Service Delivery managers and is reported from MARS through SMG.

If a resource challenge exists to service a vessel at an unmanned port, the Commercial Vessel Intervention Policy Decision Tree can be applied to determine if the vessel must be inspected. If the outcome is that the inspection can be missed at that port, the inspector must remove the queued inspection in the port arrivals screen and record a reason why it was cancelled in accordance with the instructions in the MARS Internal User Guide. If the vessel is travelling to a subsequent port, the port that missed the inspection must communicate this to the next port so that they know to find the vessel in their port arrivals screen and queue the inspection.

### 16.2 Inspection Preparation

#### Port Arrivals

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Inspectors in each port will have their own method for managing port arrivals based on the conditions and staffing at the port. Tools used to do this includes both the port arrivals screen in MARS and other methods used by Service Delivery.

The port arrivals screen is a search screen in MARS and displays all vessels expected to arrive or are berthed in a port in the next 24 hours. The screen will default to the home port of the Inspector and port specific inspections (such as ship sanitation or crew changes) will not show up in the Inspections queue if the inspection is not for that port. Inspections will be sorted by their sequential score as noted earlier.

The Port Arrivals screen includes details of the vessel, arrival dates, the applications, inspections and current BSD for the vessel. The details pane contains three flags for vessels that have invoked sovereign immunity, are not berthing or who have not submitted a PAR. Within the details pane Inspectors can also allocate inspections to Inspectors, or teams of Inspectors.

The allocation field in the port arrivals screen can be used to assist in inspection planning but can also be used to indicate whether waste or crew change inspections needs to be conducted.

### **Port Arrivals Screen Maintenance**

Each port must maintain the Port Arrivals screen by updating the arrival, berth and departure dates of vessels; as well as changing the status of the visit. This ensures complete and correct information is captured in MARS and make planning inspections easier.

The system will automatically mark a vessel's visit arrival status to "no show" if an "expected" visit doesn't change after 15 days and withdraw a voyage with no visits 25 days after creation. This emphasises the importance of maintaining the Port Arrivals screen.

At least daily, an officer must review the local port authority information to verify that the vessel movements in the port match those displayed in the Port Arrivals screen. Officers are to refer to the MARS Internal User Guide for instructions on how to update the visit status of vessels.

For more information refer to the managing port arrivals work instruction.

### **Inspection Preparation**

Once an inspector has been allocated to an inspection, the assigned Inspector must create the appointment and prepare for the inspection. This includes:

- reviewing the system notifications, BSD, PAR and other reports if applicable;
- reviewing the vessel's previous history in MARS and VMS; and
- creating the appointment in MARS.

Good preparation enables Inspectors to be aware of the history of the vessel, any risks on board and adjust the inspection accordingly. For example, if a vessel has a history of issues with the galley and food storage areas, the Inspector may conduct a more thorough inspection of those areas, equally if the vessel has declared insects on board the Inspector may make sure to take some additional specimen jars to collect samples on board. For vessels at subsequent ports there may also be treatments from a previous inspection, which may be a focus for subsequent inspections.

From the appointment creation screen, Inspectors can create eForms for the inspections required for the vessel. EForms are the official record for the inspection and act as the contemporaneous notes for the Inspector. As such it is essential that they are completed in full with appropriate comments. Completed eForms can be viewed by other Inspectors in MARS to assist with the inspection preparation process.

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For WHS reasons, it is recommended that Inspectors do not use their tablet during the inspection of ship spaces. Inspectors should make a note of any issues and record the result of the ship spaces inspection upon returning to the ship office.

EForms should be generated through the appointment screen, however if an Inspector is on board a vessel and cannot connect to MARS, the eForm client enables device created eForms. These forms will not be populated with any data from MARS and will require additional data entry by the Inspector on board.

### **Boarding Vessels and Interview with the Master (or delegated crew member)**

Inspectors must ensure they have met all port requirements for entry to the port, including WHS considerations. Inspectors should be accompanied by a crew member from the gangway to the Master's office; and for any other movements around the vessel.

The purpose of an interview with the Master (or delegate) is to:

- Inform the Master (or delegate) the purpose of the inspection and an outline of the process.
- Review the Vessel Particulars – Changes to the vessel particulars cannot be made in the eForm. An inspection notes section has been created to note these details for updating in MARS.
- Ensure the Master has the current BSD and understands the conditions placed on the vessel as noted on the BSD. The BSD can be sighted on the Master's computer.
- Ask whether any details have changed since the vessel submitted its reports, including any service requests.

Then, dependent on the inspection type being performed, the Inspector will then work through the relevant e-Form and work instruction to complete the inspection.

## **16.3 Physical inspection of ships spaces**

The MARS eforms divides the vessel into spaces ordered for a generic top down inspection. The inspecting Inspector should use their discretion to decide the order and how many areas of the vessel they consider appropriate to examine when conducting an inspection. To determine this, the inspecting Inspector should use the vessel history and responses to the questions on the PAR.

For high risk vessels or vessels that have a history of poor sanitary condition or have poor sanitation, the Inspector should also inspect areas such as the incinerator, work-shops, upper deck storerooms, steerage areas and several cabins.

The Inspector should also be aware of other biosecurity risk material such as timber borers, grain contamination, mosquitoes, Giant African Snail, AGM and bees, etc.

The Inspector must ensure they have an escort, preferably a ships Inspector who can provide you with access to all areas of the vessel you need to inspect - including locked rooms.

At an absolute minimum, the galley(s), pantry(s), mess rooms, freezer / cold room all food provision stores and garbage facility must be inspected for RVI. Work instructions and e-Forms note the specific areas for inspection as per the inspection type. All inspections must be undertaken in line with relevant Work Health and Safety (WHS) guidelines.

### **Galley**



This includes food preparation areas and mess areas. The galley areas are inspected for the presence of vectors, as well as conditions that could attract them. This is owing to the presence of food and food waste, sometimes in open containers that can be freely accessible to rats.

### **Pantry**

This includes areas where daily food stores are kept (cupboards and lockers). The presence of unsecured food in pantries can attract rats.

### **Stores**

This includes dry storage areas and lockers and cool rooms where food is stored. The presence of food, as well as relatively low traffic in these areas can attract and harbour rats. Also, mosquitoes can be carried on board the vessel, harboured in some fresh foodstuffs.

### **Hold(s)/Cargo**

Inspecting cargo holds is a significant WHS risk. The inspector should perform a visual check from a safe vantage point, but should not enter the holds.

If the hold cannot be visually checked and the inspector is unable to satisfy him/herself that the hold is free (or otherwise) of rodents, mosquitoes and other pests check 'Not Inspected' in the E-Form.

### **Quarters**

This includes Master, Officer and crew quarters, as well as passenger quarters where relevant. This also includes passenger and crew common areas (other than mess areas) and facilities (e.g. laundries, washroom and head).

These are high-traffic areas that do not tend to attract or harbour vectors. It is not necessary to inspect all quarters (especially on vessels with large crew rosters or on passenger vessels). A representative sample (e.g. 2 Officer and 2 crew quarters) should be sufficient, unless there are circumstances where the inspector considers it appropriate to inspect all quarters. If the Master is aware of plants in quarters, these cabins should be inspected.

### **Deck**

This includes Forepeak and Aft peak, mid-ship, storerooms, covered areas and rope lockers.

Some of these areas contain conditions or materials that could harbour or attract vectors; especially reservoirs of standing water and materials that rats can use for nesting.

Confined spaces are a WHS risk, and are not to be entered by inspectors. The inspector must visually check the confined spaces from the doorway, but must not enter.

### **Engine room**

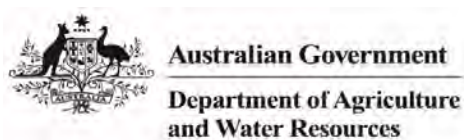
This includes engine shaft alley, steering gear room and hull spaces. The warmth in such spaces can attract rodents, especially on vessels travelling through cold areas.

### **Medical facilities**

This includes medical storerooms as well as the vessel's hospital/sick bay. The inspection of these areas is for vectors and reservoirs. The contents of the facilities should only be considered where they are relevant to the control of vectors and reservoirs.

Medical equipment and drugs are considered by the Australian Maritime Safety Authority (AMSA) as part of their enforcement of the Safety of Life at Sea (SOLAS) convention and International Labour





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Organisation (ILO) requirements. The presence or condition of this equipment is not considered as part of Ship Sanitation Certification.

### **Standing Water**

This is a general requirement that the vessel not contain pools of standing fresh water that could harbour mosquito larvae, and that where found they should be cleaned up or otherwise controlled. Standing water that is unable to drain naturally and is unlikely to evaporate are of particular risk.

### **Solid and Medical Waste**

This is a requirement that biosecurity waste must not be accessible to rodents or birds, allowing it to be carried off the vessel. The most suitable facility is a lockable garbage room or garbage holding facility. If waste is to be stored on deck, it must be kept bagged (heavy plastic or wet-strength paper type) in a rodent proof container with a sealed lid that is not accessible to birds.

## **16.4 Managing Risk on Board Vessels**

As problems become apparent during an inspection, the Inspector should bring them to the attention of the crew member escorting him/her throughout the vessel. Where possible, problems should be addressed on the spot (e.g. insects found in a bag of spices).

For larger, more difficult problems, the Inspector must ensure that the crew member is made aware of the proper action that needs to be followed as soon as possible (e.g. high population of insects found in bags of rice).

Serious problems (e.g. rodent infestation or *Trogoderma* in stores) must be dealt with immediately and discussed with the Master before proceeding to another area. The Inspector should ask the Master to come to the problem area as soon as possible, and wherever possible supervise any risk management action (unless the vessel is being fumigated).

All directions provided to the Master or crew must be recorded in the treatment table of MARS and where appropriate displayed on the BSD. The eForm is the contemporaneous record of the inspection and must include a complete list of all directions provided.

If *Trogoderma* infestation is suspected, the Regional Shipping Manager and the regional Entomologist must be notified immediately, initially by phone, then by a follow-up email.

A representative, risk-based sample of areas to be inspected is appropriate for some lower-risk areas. Examples of this would be pantries, crew or passenger quarters and store rooms. An inspector must inspect as many such areas as is necessary for them to feel confident that the vessel is not infested with vectors at the time of inspection.

### **Management of animals, ships' pets and hitchhiking animals (excluding cargo)**

All international vessels with animal/s on board are to be given directions for:

- The control, confinement and prevention of escape of the animal/s from the vessel
- The site of mooring or berthing the vessel while in Australian ports or waters

All animals (including birds) on board the vessel must be managed in a manner agreed between the Master and the Inspector. Follow-up inspections are required at each subsequent port throughout the vessel's voyage in Australia.



## 16.5 Treatments Table

All treatments, completed or outstanding, must be recorded on the eForm through the treatment table. The treatment table populates the BSD to formally communicate treatment directions to a Master.

The treatments table is used in all ship spaces sections of eForms to record any biosecurity risks and the treatments ordered to mitigate the risk. Follow up inspections are also determined through the treatments table. All biosecurity risks found on a vessel must be recorded in the treatments table, this includes risks that were rectified during the inspection such as the clean-up of spilled grain or waste. The treatment table provides useful intelligence for future inspections and provides the department with information on the approach rate of biosecurity risks.

### Risk Column

All biosecurity concerns identified during a ship spaces inspection must be recorded as a risk against the space.

Risk	Explanation
Animal	Any animal or animal product found on-board the vessel. This includes, hitchhiker animals and ship's pets. Animals must be recorded as risk regardless of whether they declared on the PAR or not.
Insect	Any insects or evidence of insect infestation (e.g. frass, nests) found on-board the vessel.
Rodent	Any rodent or evidence of rodent activity. The presence of rodents is a trigger for a Ship Sanitation Control Certificate, if unable to be rectified at time of inspection.
Vector	Any pools of standing water or standing water with evidence of mosquitoes or larvae. The presence of rodents is a trigger for a Ship Sanitation Control Certificate, if unable to be rectified at time of inspection.
Plant	Any plants or plant material except seeds, meal or timber carried as cargo.
Sanitation	Spilt food or food residue especially in the stores, galley, crew accommodation and public facilities. This can attract rats and insects and pose a sanitation risk for the vessel.
High Risk Waste	Any waste that isn't managed appropriately on-board the vessel.
Seeds and Meal	Any seeds or grain or feed meal spilt during carriage as cargo.
Timber	Timber such as logs, dunnage, pallets etc. that has the potential to contribute a biosecurity risk.

The section below provides more detail regarding the assessment of risks outlined above.

## 16.6 Insect inspection

There are many types of insects that can be found whilst doing a routine vessel inspection. If insects are found, the required action will depend on the species, its population and distribution.

### Mosquitoes



Mosquitoes can be found in any areas where water can accumulate on the deck or in accommodation or hold spaces. If mosquito habitats are detected on the vessel, they will need to be removed or eliminated, or at least modified or treated to make them unattractive to mosquitoes.

There are many receptacles found on vessels that can be identified as potential mosquito breeding habitats e.g. bottles, cans, tyres, machinery parts, drums and drinking water stores such as jars, jerry cans, and large water tanks. Any receptacle used to carry water, irrespective of whether it is sealed, should be inspected for larvae. Depending on the receptacle, it can be inspected by dipping in a white ladle, or siphoning off some water into a container. Hygiene precautions should be taken when sampling drinking water to ensure it is not contaminated by the ladle or other sampling techniques. Once examined for mosquito larvae, water in any receptacles (except that in built-in water stores) should be emptied into the sea or the receptacles sealed until the vessel leaves port. As a preventative measure, encourage all crew to remove or modify these receptacles on the decks so they cannot become breeding habitats.

All mosquito larvae, or larval and pupal skins, detected in any receptacles should be collected into vials of 70% alcohol and forwarded to the department's entomologists for identification. In the event of detection, contact a department entomologist and/or supervisor immediately; if neither can be contacted, use the following guidelines.

Any adult mosquitoes observed flying in any areas, such as holds or cabins, should be knocked down with an aerosol insecticide. Attempts should be made to collect the knocked down mosquitoes by laying out white sheets in enclosed areas before spraying. Any insects collected from the sheets should be placed in a secure container with a light packaging of tissue paper and given to the department's entomologists for identification.

Vessels containing live mosquitoes should be completely sprayed with aircraft disinsection sprays. Holds and other dark humid areas, including under beds and in cupboards should be sprayed. Any vessels with adult mosquitoes should be thoroughly searched to establish the source of the mosquitoes. Any intercepting vessel capable of offering mosquito harbourage that has been alongside a foreign vessel with adult mosquitoes should also be sprayed.

For larger vessels, built in freshwater tanks should be inspected to ensure that all openings are sealed or mosquito proof. Any filling points should be made mosquito proof (at least temporarily), with the aid of materials such as insect netting, until examination and treatment are complete or the vessel leaves port.

Any vessel on which adult mosquitoes, live larvae or pupae, or pupal skins are detected, should have all receptacles on board that are holding water, or likely to have recently been mosquito breeding sites, super-chlorinated with domestic pool chlorine at the rate of 1 cup (or 200grams) of granules per 20 litres of water. Receptacles which held water, or dry receptacles likely to have been mosquito habitats, should be stored under cover if the vessel is due to remain in port for more than one week.

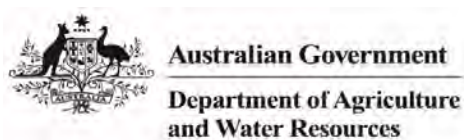
### **Cockroaches**

It is unreasonable to expect a vessel to have a zero population of cockroaches. Instead, numbers should be kept to a tolerable level. Cockroaches can be found wherever there is a food/water source. This can be in mess rooms, pantries, galleys and provision stores. Lots of cockroach baits on a vessel indicates that they may have a cockroach problem. If the vessel has a lot of dead cockroaches, this comes under the sanitation of the vessel and they should be asked to dispose of them. It is at the inspector's discretion to decide what level of action should be taken. Vessels with an out of control population, despite all efforts to reduce the numbers, may have to be professionally treated by a pest controller.

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### **Stored Product Pests**

Stored product pests are usually found in dry food provisions, e.g. herbs, spices, pasta, flour, sugar, nuts, seeds etc. Small infestations are usually confined to one small area, making it easy to eradicate the problem. Larger infestations may result in the whole provision room being affected. If the inspector has any suspicion that a detected insect is *Trogoderma* spp., then they must sample immediately and get a positive identification as soon as possible. It is important that live *Trogoderma* are not taken ashore and that all sampled insects are contained in bottles filled with 70% alcohol.

When inspecting for stored products pests look in/on/under packets/bags of food, as well as in cracks and crevices for the following evidence:

- Adult insects
- Insect larvae
- Insect casings
- Frass
- Chewed holes in the packaging
- Webbing
- Damaged/eaten food
- Use by dates - out of date items may have higher likelihood of being infested.
- Country of origin - if from a Khapra beetle (*Trogoderma*) country a more stringent inspection will be required.

## **16.7 Sanitation**

The sanitary condition of a vessel can affect the breeding of rodents and insects and is also used as a general indicator of the state of the vessel. The inclusion of sanitation in the vessel inspection standard is primarily designed to give the Inspector the power to ensure corrective action is taken on vessels whose general condition is clearly unsatisfactory rather than to enforce strict standards of hygiene as might apply at a restaurant.

Examples of insanitary conditions include the following:

- Blocked drains
- Unclean floors (build-up of grime, mould and/or grease)
- Accumulation of food, food wastes or residues in/on drawers, cupboards, floors, benches, and/or tabletops
- Presence of old rodent droppings
- Presence of dead insects
- Non-containment of sewage (discharge onto wharf or into the harbour)
- Manure or grain on deck of Livestock or Grain vessels.

Sanitation needs to be qualified and is done so by using descriptive words such as poor, adequate, good or excellent.

## **16.8 Treatment Direction**

### **Treatment Column**

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All biosecurity risks identified during an inspection must be recorded against a related treatment direction. More than one treatment may be applied to the same risk in the same space.

The below is a defined list of treatments that can be reported upon, further details of the treatment must also be specified in the BSD comments section to provide specific advice to the Master.

The BSD lists all of the treatments that are outstanding or need to be brought to the attention of the Master. These treatments are displayed as “RISK in SPACE treated by TREATMENT (BSD Notes)” (e.g. Insects in Galley treated by Containment (Freezer for 10 days)).

Treatment	Explanation
Applying Insecticide	Inspectors may use this treatment when directing the Master to spray insects with a knock-down or residual disinfectant.
Applying Pest Control Measures	Pest control measures may include placing traps, baits or other measures to address the risk of live animals, rodents or insect infestations.
Applying other treatment as directed	Any other treatment measure that cannot be accommodated by the list in the grid. This may include inspection by a third party pest controller.
Cleaning	A direction to clean the space with further details in the BSD comments.
Movement	Inspectors may use this treatment to order the Master to move and secure any item on the vessel for a period of time or until the vessel departs Australia (e.g. insects in rice stores to be moved to freezer).
Voluntary Disposal	Where a good must be destroyed and the Master of the vessel opts to dispose it voluntarily.
Disinfection	A direction to clean and disinfect the space, as specified.
Biosecurity Control	Inspectors may use this treatment to place goods under biosecurity control (formerly known as bonding). This should be used where the goods need to be secured on board.
Fumigation	A fumigation direction may be applied where the risk cannot be adequately treated by applying insecticide or other measures. Advice should be sought from an entomologist and be applied by a third party pest controller. A follow up inspection is required to verify the pest controller's actions and effectiveness of the treatment.

### **Follow Up (F/U) Column**

When a treatment has been ordered the Inspector may require that a follow up inspection is conducted at a later date and time at the same port or at a subsequent port. Follow up inspections in MARS can only be scheduled through the treatments table.

The follow up inspection will appear in the port arrivals screen and persist until the vessel departs from Australia.

F/U	Explanation
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Yes	If selected MARS will schedule a follow up inspection. The treatment table will be copied to the Follow Up Inspection eForm. Any comments in the BSD comments field section will be written to the BSD.
No	No further action will be taken and the direction will not be visible to the vessel.
Print Only	This is the most common option and will print the BSD comments on the BSD without scheduling a follow up inspection.

### **Inspector Notes**

This is a free text field where Inspectors are encouraged to record any notes specific to the risk and treatment in that space. These comments are for internal use only and will not be printed on the BSD. These notes may also be used to inform an Inspector at a subsequent port of any issues.

**NOTE:** Inspector Comments are subject to requests under the Freedom of Information Act and must comply with the APS Code of Conduct.

### **BSD Comments**

The BSD comments field is used to elaborate on the treatment that was selected in the treatments grid. BSD comments will be printed on the Biosecurity Section of the BSD. The comments must be in the form of a direction to the Master. From the BSD comments and the treatment tables the Master must be able to tell exactly what is expected of them in order to mitigate the identified biosecurity risk.

A list of the most common free text directions is available on the IML. These conditions can be copied in the BSD comments section and edited to fit the vessel.

**NOTE:** BSD comments must comply with the APS Code of Conduct.

## **16.9 Demerit Action**

### **Applying demerit action**

The Department's compliance based approach to vessel management, the VCS, is based upon the accumulation of demerit actions during the vessel's voyage in Australia. These demerit actions are applied during inspection through the eForm in two ways: in response to a question or direct choice of the demerit action.

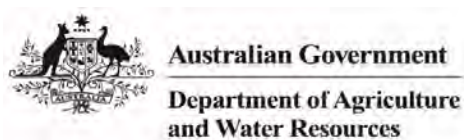
Following inspection of the ship spaces, Inspectors are able to apply demerits in response to the issues found on board. Demerits are applied at a vessel level, rather than a specific space and Inspectors should review the descriptions of the demerit action if concerned about selecting the level of demerit.

The VCS is designed to promote informed compliance and pro-active reporting of issues. Unless specified in the description of the demerit action, demerits actions must be applied regardless of if the vessel has declared the risk. Declaration however is still in the best interests of the vessel however as declaring an issue will result in relevant directions being applied to the BSD enabling them to be rectified prior to inspection. In particular the declaration of insects or carriage of high risk grain, creates a BSD condition with specific directions to rectify the issue. If the Master follows these directions it is highly likely that no issues will be found or any issues will be less severe than if the Master had not declared.

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Upon upload of the eForm, MARS will compile and display the demerit actions accrued for that inspection. Inspectors should discuss the results of the inspection, including the demerit actions applied with the Master following inspection.

#### **Amending demerit action**

In exceptional circumstances Inspectors have the ability to add a new demerit action or remove the points associated with the demerit action, but cannot remove the demerit itself. This should only be done very rarely, and only where there has been an error in the eForm and the demerit should not have been applied. Inspectors must seek approval from their supervisor before demerit points are removed and comments must be recorded on why the error occurred. The removal of demerit points will be monitored very closely and discussed at Shipping Manager Group meetings.

### **16.10 When a subsequent inspection is required**

#### **Follow-up**

A Follow-up Inspection is required when a treatment applied by an Inspector during an earlier inspection requires further verification to ensure the treatment has been effective. This is a mandatory, chargeable inspection.

#### **Verification**

During the inspection upload process Inspectors have the ability to schedule a Verification inspection. This is a non-mandatory inspection, which enables Inspectors to recommend to a subsequent port that an inspection should be conducted, if resources permit, but do not believe a follow up is required.

This inspection can be set to occur after a period and Inspectors can provide comments to subsequent ports.

#### **Surveillance**

A Surveillance Inspection is scheduled for all vessels where no other inspections are scheduled. This inspection is not chargeable unless items of biosecurity concern are found, at which point the entire inspection is charged at fee for service rates.

### **16.11 Recording Inspection Outcomes**

Once the inspection has been completed, the Inspector must upload and finalise the inspection. This should occur while on board wherever feasible.

MARS will collate the eForm data and present the treatments applied, VCS demerit actions and proposed charges for the vessel. The Inspector must discuss these outcomes with the Master including why any demerits were applied and how to avoid similar outcomes on their next visit.

Inspectors will need to amend the charges record to include the amount of in-office preparation units required. If the inspection is completed on board, no in-office units need be applied after the inspection.

Prior to finalising the inspection, Inspectors can preview a copy of the BSD to discuss with the Master.

#### **Errors on the BSD**

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If the Inspector records details on the BSD that are incorrect a new BSD can be generated by completing a surveillance eForm and rectifying the issues in the treatment table. This will generate a new BSD.

## 17. Charging

The [Departmental Charging Guidelines](#) provide instruction about the application of charges applicable in the Maritime Pathway. All of the MNCC activities are charged at Fee-for-Service (FFS), with the exception of Non-First Point of Entry assessments.

Inspectors performing inspections must charge at least 1 unit of in-office services for inspection preparation. There is no minimum time for inspections rather all activities will be charged at FFS.

At times inspectors may be required to do a series of inspections during the same appointment. For instance when an RVI and a Seasonal Pest Inspection is conducted at the same time. Inspectors must ensure that both inspections are charged for and that where inspection times overlap no double dipping occurs. The following scenario may serve as an example:

Inspector attends a vessel for a scheduled RVI and AGM inspection. Total inspection time is 1.5hrs. If they weren't performing the AGM inspection, it would have taken 1hr for the RVI, so the inspector enters 1hr duration for the RVI. Then 30 minutes is charged for the AGM inspection.

Once the inspection has been performed and synchronised to MARS, MARS will calculate the appropriate service charges. Inspectors can amend charges after the appointment has been finalised when required (e.g. time taken to leave wharf gate was longer than anticipated).

The Billing Agent assigned to the voyage will be able to see all invoiced and uninvoiced charges for the vessel. Where an Agent is assigned as Billing Agent or Crew Agent for a voyage, an email will be generated advising that they will be receiving invoices. If they are not responsible for the vessel or dispute a charge prior to invoicing, they can raise it with the MNCC. After invoicing, charge disputes must be directed through the department's Accounts Receivable (AR) section.

Once the MNCC has reviewed the charges, the charges will be reallocated, however the original Agent will not see any credit amount.

Features of billing information in MARS includes:

- Invoices are triggered by the departure date of a vessel and are issued within 24 hours of a vessel departing from a port.
- A single invoice is generated per port visit, per vessel.
- Agencies have the ability to view a summary of invoices, including un-invoiced charges and the payment status of each invoice in MARS.

## 18. Enforcement

If an Inspector finds that a vessel has committed an offence against the Act, enforcement actions can be taken. Inspectors must follow the relevant work instructions on how to commence enforcement proceedings. In an enforcement proceeding, a complete eForm with appropriate comments will be essential.

Demerit actions under the VCS do not replace enforcement actions under the Act, however can be an important tool in supporting enforcement actions.



## 19. Recordkeeping

All records are contained in MARS, including pre-arrival reports, eForms, and certificates issued from MARS. Biosecurity officers are required to upload manual reports including the Landed Goods (Form 44) into the attachments section of the voyage profile. Any documents used when a Business Continuity Plan (BCP) has been enacted must also be uploaded to this location.

## 20. Document Control

### 20.1 Related material

- [IML – Sea Vessels Page](#)
- [Vessel Inspection Work Instructions awaiting publication](#)
- [MARS Internal User Guide](#)
- [Commercial Vessel Intervention Policy Decision Tree](#)
- [Understanding Australian external Territories not considered Australian Territory for the purposes of the \*Biosecurity Act 2015\*](#)
- [Departmental Charging Guidelines](#)

Work Health and Safety material:

- [Boarding at Sea Guideline](#)
- [Fatigue Management Guideline](#)
- [Fatigue Checklist](#)
- [Guide to Wharf Safety](#)
- [Safe Driving Guidelines](#)
- [Drug and Alcohol Guideline](#)

### 20.2 Document information

The following table contains administrative metadata.

<b>Instructional material owner:</b>	Director, Conveyances and Ports
<b>Instructional Material Library document ID:</b>	N/a
<b>Freedom of information exemption:</b>	No
<b>TRIM container number:</b>	2017/011650
<b>Review date:</b>	October 2020

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## 20.3 Version history

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

Version	Date	Amendment details
0.1	16/10/2015	Initial Draft
0.3	24/10/2017	Changes following feedback received from SMG members
1.0	13/11/2017	Version 1 Finalised



## Appendix A: Abbreviations and Acronyms

The abbreviations and acronyms used in this document are defined below:

Acronym	Definition
AA	Approved Arrangement
AET	Australian External Territory
AETNCAT	Australian External Territories Not Considered Australian Territory
AGM	Asian Gypsy Moth
AMSA	Australian Maritime Safety Authority
APS	Australian Public Service
AR	Accounts Receivable
ASG	Assessment Services Group
BCP	Business Continuity Plan
BO	Biosecurity officer
BPL	Burnt Pine Longicorn beetle
BRM	Biosecurity Risk Material
BSD	Biosecurity Status Document
BW	Ballast Water
BWR	Ballast Water Report
CSTL	Coastal Strip Inspection
DIBP	Department of Immigration and Border Protection
FFS	Fee-for-Service
FPoE	First Point of Entry
GAS	Giant African Snail
HBO	Human Biosecurity Officer
HH	Human Health

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IHR	International Health Regulation
IML	Instructional Material Library
IMO	International Maritime Organisation
ILO	International Labour Organisation
IOT	Indian Ocean Territories
ISD	Information Services Division
ISG	Inspection Services Group
ISPP	International Sewage Pollution Prevention
LHD	Listed Human Disease
MARPOL	International Convention for the Prevention of Pollution from Ships
MARS	Maritime Arrivals Reporting System
MIAL	Maritime Industry Australia Limited
MNCC	Maritime National Coordination Centre
MSIC	Maritime Security Identification Card
MTPC	Maritime Travellers Processing Committee
NFP	Non-First Point of Entry
OIM	Oracle Identity Manager
OSS	Operational Science Services
PAR	Pre-Arrival Report
PFD	Personal Flotation Device
PPE	Personal Protective Equipment
RVI	Routine Vessel Inspection
SAL	Shipping Australia Limited
SDO	Service Delivery Operations

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SMG	Shipping Managers Group
SOLAS	Safety of Life at Sea convention
SP	Seasonal Pest
SSC	Ship Sanitation Certificate
SSCS	Ship Sanitation Certification Scheme
TIC	Travellers with Illness Checklist
VCS	Vessel Compliance Scheme
VMS	Vessel Monitoring System
WHO	World Health Organisation
WHS	Work Health and Safety

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## Appendix B: Definitions

The terms used in this document are defined below:

Term	Definition
Appointment	One or more inspections performed during a single attendance. MARS will also create a dummy appointment for documentary release.
Approved Arrangement (AA)	Arrangement for which an approval is in force with a person or business under paragraph 406(1)(1) of the Act to carry out specific biosecurity activities (e.g. destruction of biosecurity waste).
Approved Waste Management	Biosecurity waste may be removed from a vessel at any port which has waste management capabilities authorised under an Approved Arrangement with the department. This covers all aspects of the management of biosecurity waste, including collection; transportation; storage; treatment by burial; treatment by autoclave; and treatment by high temperature incineration.
Asian Gypsy Moth (AGM)	A pest of ornamental and forest trees found in far east Russian ports and mainland Asia, including Korea and islands of Japan.
Australian Seas	All ports and bodies of water that extend 12 nautical miles from the Australian coastal baseline. (a) in relation to a resource installation – waters above the Australian seabed; and (b) in relation to a sea installation – waters comprising all of the adjacent areas and the coastal area.
Ballast Water	Water (including sediment that is or has been contained in water) used as ballast.
Berthing Conditions	The conditions for vessels arriving at Australian ports for first points of entry and entry at non first points of entry (also known as non-proclaimed ports or NFP in MARS).
Billing Agency	The Agency nominated by the Master of the vessel to facilitate payment of accounts for a visit. Billing Agency is mandatory in the PAR for the first Australian port. Any invoices for this visit (except crew change activities) will be billed to this Agency. The Billing Agency can be different to the Port Agency and Crew Agency. It can also change from port to port.
Biosecurity officers (BO)	Person authorised under section 545 of the Act to perform functions and exercise powers of a biosecurity officer under the Act. BOs perform assessment and inspection activities for maritime vessels.
Biosecurity Risk Material (BRM)	Goods as defined under section 19 of the Act and including animals, animal products, plants, plant products and waste deemed to pose a biosecurity risk.
Biosecurity waste	Goods subject to biosecurity control, or In relation to which an exposed goods order is in force, that have been surrendered by the owner as waste goods.

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	<p>Includes:</p> <ul style="list-style-type: none"> <li>- material used to pack or stabilise cargo; and</li> <li>- galley and food waste; and</li> <li>- human, animal or plant waste; and</li> <li>- refuse or sweepings from the holds or decks of a vessel or installation; and / or</li> <li>- any other waste or other material, which comes into contact with quarantine waste.</li> </ul>
B465 (Crew Declaration) Form	DIBP form completed by vessels declaring crew leaving the vessel, including any items to declare.
Confined space	<p>As per AS/NZS 2865:2001, an enclosed or partially enclosed space that is at atmospheric pressure during occupancy and is not intended or designed primarily as a place of work, and;</p> <p>a. is liable at any time to:</p> <ul style="list-style-type: none"> <li>- have an atmosphere which contains potentially harmful levels of contaminants;</li> <li>- have an oxygen deficiency or excess; or</li> <li>- causes engulfment; and</li> <li>- could have restricted means for entry and exit.</li> </ul> <p>b. may include but are not limited to:</p> <ul style="list-style-type: none"> <li>- storage tanks, tank cars, process vessels, boilers, pressure vessels, silos and other tank-like compartments;</li> <li>- pipes, sewers, shafts, ducts and similar structures; and</li> <li>- any shipboard spaces entered through a small hatchway or access point, cargo tanks, cellular double bottom tanks, duct keels, ballast and oil tanks and void spaces, but not including dry cargo holds.</li> </ul>
Conveyance	Conveyance means any of the following: an aircraft, a vessel, a vehicle, a train (including railway rolling stock) and any other means of transport prescribed under section 645 (Regulations) of the Act.
Crew Agency	<p>The Agency nominated by the Master of the vessel to facilitate a crew change in a visit. Any crew change activities in that visit will be billed to this Agency.</p> <p>Crew Agency can be different to Port Agency and Billing Agency. It can also change from port to port.</p>
Coastal Status	International vessels including those intending to stay in Australian waters for an extended period of time may request to be granted 'coastal status'. Coastal status is granted once the department is satisfied all biosecurity risks have been managed and the vessel is released from biosecurity control. However, a vessel will lose its coastal status and become subject to biosecurity control if it becomes exposed to an international conveyance, place or good, including being in physical contact or close proximity to the good.
Commercial Vessels	Vessel that is used for commercial purposes (i.e. all other vessels other than non-commercial vessels).

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Declared Ports	Port declared by the Director of Human Biosecurity for issuance of a Ship Sanitation Certificate
Demerits	An act of non-compliance primarily allocated at the time of inspection where the inspection findings do not match a declaration. A demerit may also be recorded for late reporting (e.g. Failure to report PAR within 96-12 hours prior to arrival in Australian waters).
Demerit Points	A measure of non-compliance. Demerit points are primarily used for the Vessel Compliance Scheme (VCS).
Documentary Inspection	First port inspection of the vessel based solely on the pre-arrival documentation rather than a physical inspection. The vessel may receive other inspections (e.g. crew change inspections) at the first port.
E-forms	A suite of electronic forms accessible through MARS to be utilised during inspections.
Equivalent Inspections	MARS supports a hierarchy of inspections and some inspection types are subsets of others. MARS will automatically acquit an inspection where an equivalent inspection is required or requested. For example, an RVI will always include verification of the ballast water records, therefore the ballast water inspection is incorporated and acquitted in MARS.
Fees and charges	Fees are applied in accordance with the Departmental Charging Guidelines.
First points of entry (FPoE)	First points of entry ports are Australian ports with the necessary infrastructure in place to manage biosecurity pest and disease risks associated with the vessel and the cargo or passengers they carry. Masters of vessels entering Australian ports must enter at a first point of entry as unless the Master or Agent has been granted permission by the department to enter a non-first point of entry. First points of entry were previously known as a proclaimed ports.
Follow-up Inspection	An inspection to confirm that a direction provided during a previous inspection has been completed and the biosecurity risk has been managed.
Human Biosecurity Officer (HBO)	Is a person who is authorised under section 563 of the Act to be a human biosecurity officer with appropriate clinical expertise. These authorised persons can be: <ul style="list-style-type: none"> <li>• an officer or employee of the Department of Health;</li> <li>• an officer or employee of a State/Territory Health department;</li> <li>• a member of the Australian Defence Force.</li> </ul>
Inspectorate	Biosecurity Officers who perform assessment and verification activities on vessels when they arrive in Australia. They form part of the Service Delivery Operations Division (Inspections Group).
International Vessel	A vessel arriving in Australia from international waters.
Instructional Material Library (IML)	MyLink location for all instructional material and reference material.

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Listed Human Disease (LHD)	Is any disease declared to be a listed human disease by the Director of Human Biosecurity through a determination. For further information visit the Department of Health's webpage: <a href="http://www.health.gov.au/internet/main/publishing.nsf/content/ohp-quarantine.htm">http://www.health.gov.au/internet/main/publishing.nsf/content/ohp-quarantine.htm</a>
Maritime National Coordination Centre (MNCC)	The MNCC is the coordination point for the maritime pathway, and assesses and coordinates appropriate arrival and intervention activities. They form part of ASG in the SDO division.
Master	The Operator or person (other than a ship's pilot) in charge of the vessel. The Master is responsible for pre-arrival reporting to the department and for complying with biosecurity directions.
Medical Officer	Qualified medical practitioner whose services may be required to carry out formal clearance procedures. May also be the Chief Human Biosecurity Officer.
MNCC Alert	An alert can be set up against a particular vessel that will create a task for the MNCC. This is triggered on submission of the PAR, BW Report, Non-First Point of Entry application or the Human Health Update and can be used to 'keep an eye out' for a vessel.  The simple task is for an MNCC officer to read and acknowledge and may result in some manual modification to the pre arrival processing.
My Tasks	The department's workflow system that MARS uses to assign tasks to specific user roles.
National Vessel Program	Section responsible for national vessel policy.
Negative Pratique	The Director of Human Biosecurity specifies the circumstances in which positive pratique is not granted and when negative pratique must be given manually by a biosecurity officer. These circumstances may relate to human health aspects including disinsection measures, listed human disease signs or symptoms, or a death on board.
Non-commercial vessel	Non-commercial vessel means a vessel that is used, or is intended to be used, wholly for recreational purposes (whether or not crew are employed on the vessel).
Non First Point of Entry (NFP)	A port or landing place that has not been determined as a place where a vessel, aircraft or goods may arrive without requesting permission.  These points may not have suitable facilities or infrastructure to meet biosecurity requirements. Agents or masters of vessels intending to visit non first point of entry must submit a NFP application and receive approval from the Department.
NFP (Non First Point of Entry) Application	The NFP application is a form that must be submitted to the department by the Master or agent to request permission for vessels and goods to be landed at a non-first point of entry. Approvals are granted under sections 146 and 247 of the Act.

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Offline Form	Offline forms are interactive PDF documents that allow the Master to complete a pre-arrival form and submit the data electronically to their nominated Agent. Offline forms are used where the vessel has limited or no internet connectivity. The Agent is then responsible for loading the information in MARS and ensuring the required department reporting timeframes are met.
Pre-arrival report (PAR)	The PAR is the form required to be completed by the vessel Master or operator and submitted to the department in accordance with section 193 of the Act. It captures information prescribed by section 48 of the <i>Biosecurity Regulations 2016</i> including vessel identifiers, itinerary the itinerary, human health and biosecurity risks. All commercial vessels must submit a PAR 96 to 12 hours before the estimated time of arrival of the vessel.
Port Agency	The Agency nominated by the Master to represent the vessel in performing functions relating to a visit. This includes submitting and receiving relevant departmental documentation and responding to any queries regarding the vessel for the purposes of the Act. The Port Agency is mandatory in the PAR for arrival at an Australian first port.  The Port Agency can be different to Crew Agency and Billing Agency. It can also change from port to port.
Port Arrival Information	MARS provides close to real-time port arrival information so that users are able to view at a glance all vessels in a particular port on a given day. This information is provided through the pre-arrival information and a data feed from AMSA and Australian Border Force. Whilst MARS provides this support. Officers may also use other tools or sources to validate this information, such as their local port authority sites, or liaising directly with the relevant Shipping Agent or Master.
Pratique	Pratique is permission from a human health perspective for a vessel to enter a port, embark or disembark, discharge or load cargo or stores. This ensures risks to human health can be identified and managed before the vessel is unloaded or disembarked. Directions regarding the movement of goods or people from the vessels may apply to mitigate any human health risk presented.
Positive Pratique	Under the Act, pratique is automatically given to incoming vessels arriving in Australian territory at an authorised port that meet all pre-arrival reporting requirements, unless the vessel is a class specified by the Director of Human Biosecurity as being subject to negative pratique.
Queued Inspection (QI)	A MARS auto generated inspection recommendation based on the assessment of a vessel's arrival documentation. MNCC officers and biosecurity inspectors have the ability to manually remove or create additional queued inspections if required.
Request to remove goods other than cargo (DIBP Form 44)	Form issued by the Department of Immigration and Border Protection requesting approval to discharge goods other than cargo (i.e. engine parts, dunnage etc.).





Risk Points	Risk points are accumulated during inspections and will be totalled for each voyage automatically in MARS.
Risk Score	MARS contains a risk engine that accumulates the weighted score of 13 risk factors. In MARS this generates a number between 1 and 99 and is recalculated during the vessels voyage.
Routine Vessel Inspection (RVI)	A RVI is the primary inspection type for vessels at the first port and encompasses the primary areas risk areas for the vessel and verifies the pre-arrival information.
Seasonal Pest (SP) Questionnaire	An auto generated PDF form sent to the Master/Agent for completion when a seasonal pest risk is identified through the PAR. The form will be returned to the department outside of MARS for assessment. The system will trigger a verification task in My Tasks to confirm or downgrade risk.
Service	A chargeable or non-chargeable departmental service. An inspection may result in one or more services.
Service Request	The Master or the Agent of a vessel may request certain services from the department. Service Requests are made through the PAR or through the MARS portal. These services include: Coastal Strip; Waste Discharge; Crew Change; Sanitation Certificate.
Sequential Score	Aggregate score that combines the risk score and a score based on the queued inspections for the vessel. The sequential score sorts vessels into the highest priority inspection types, and within an inspection types into the highest risk vessel. The sequential score should only be used a guide for officers in determining inspection priority.
Ship Sanitation Certificate (SSC)	Commercial vessels must have a valid and current Ship Sanitation Certificate (SSC) as part of IMO obligations. Biosecurity officers can issue a SSC after conducting a ship sanitation certification inspection.
Ship Sanitation Control Certificate	Certificate issued under the International Health Regulations indicating that the sanitation health risk is unacceptable and includes details of any treatments required.
Ship Sanitation Control Exemption Certificate	Certificate issued under the International Health Regulations indicating that the sanitation health risk associated with the vessel is acceptable.
Surveillance	Inspectors use 'surveillance' as a measure to monitor vessels. This would include vessels that have a history of poor compliance and is an opportunity to educate Masters and crew of biosecurity requirements.
Task	Tasks are actions triggered by the MARS workflow that require human decision making, verification or acknowledgement. They appear in My Tasks.
Vector	Vector is anything capable of carrying or transmitting pests, diseases or infections. In the maritime pathway, vector refers to presence of standing water that can be used as a breeding site by mosquitoes.
Vessel Compliance Scheme (VCS)	A reduced intervention scheme for vessels based on the principle of capturing the compliant behaviours of Masters and crews. It utilises a demerit point system improve consistency in decisions and outcomes. MARS holds all the VCS data and applies demerits for vessels.

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**Australian Government**  
**Department of Agriculture**  
**and Water Resources**

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Vessel Monitoring System (VMS)	System used prior to MARS for international commercial vessel pre-arrival reporting. Currently being used for arrival and inspection information relating to non-commercial vessels and for commercial vessels released from biosecurity control that are travelling between Australian external territories and Australian ports.
Visit	Vessel's intended/actual arrival at a single Australian port.
Voyage	The journey a vessel undertakes during their time in Australian waters. A voyage is made up of one or more port visits. In MARS, a voyage is identified by a unique voyage number which is mandatory for all applications.
Voyage Number	The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The same voyage number must be used on the PAR, Ballast Water, Human Health Update or NFP application for the same voyage.
XML data upload	XML data can be uploaded by Agents into the MARS web application to assist Masters with pre-arrival reporting. An XML Data file is created when the Offline Form is saved as an (XML) file or the Master selects 'Send to Agent' on the Offline Form. MARS accepts applications from files saved as XML data files for the PAR, NFP, BWR and HH Update reports.

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## Appendix C: MARS User Roles

Roles in MARS are described as follows:

1. Vessel Processing Officer = MNCC to manage registrations, risk assessment, charging
2. Vessel Inspector = vessel inspection planning, record inspection results, charging, review NFPNFP applications for vessels
3. Vessel Inspector Supervisor = decision making support
4. Vessels Delegate = approval of NFP applications for the vessel
5. Cargo Inspector = review NFP applications for cargo
6. Cargo Assessor = risk assess NFP for cargo for recommendation to delegate
7. Cargo Delegate = approval of NFP applications for cargo
8. Finance User = view financial information
9. PAX Inspector = creating charges for passenger clearances and day-trippers
10. Vessel Master = submit pre-arrival information and view information
11. Agency Rep = submit pre-arrival information and view information
12. Agency Admin = submit pre-arrival information, view information and manage representatives
13. Other Government User = view vessel information
14. MARS Administrator = manage MARS data.

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## Migration (VES 20/002: Class of Persons Taken Not to Enter Australia) Determination 2020

I, David Carter, delegate of the Secretary of the Department of Home Affairs, acting under subsection 169(3) of the Migration Act 1958 (the Act):

- (a) determine that despite subsection 169(2) of the Act, subsection 169(1) of the Act does apply to the class of persons, other than way port joiners, who are passengers or crew on an international passenger cruise ship voyage specified for the corresponding vessel listed in following Schedules:
  - (i) Schedule 1 – Radiance of the Seas;
  - (ii) Schedule 2 – Ovation of the Seas;
  - (iii) Schedule 3 – Voyager of the Seas;
  - (iv) Schedule 4 – Serenade of the Seas;
  - (v) Schedule 5 – Celebrity Solstice;
  - (vi) Schedule 6 – Celebrity Eclipse;
  - (vii) Schedule 7 – Norwegian Jewel;
  - (viii) Schedule 8 – Azamara Pursuit;
  - (ix) Schedule 9 – Pacific Explorer;
  - (x) Schedule 10 – Carnival Spirit;
  - (xi) Schedule 11 – Golden Princess;
  - (xii) Schedule 12 – Pacific Dawn;
  - (xiii) Schedule 13 – Ruby Princess;
  - (xiv) Schedule 14 – Sea Princess;
  - (xv) Schedule 15 – Carnival Splendor;
  - (xvi) Schedule 16 – Noordam;
  - (xvii) Schedule 17 – Majestic Princess; and
- (b) in accordance with subsection 33(3) of the Acts Interpretation Act 1901, repeal the following instruments:
  - (i) Migration (VES 20/001: Class of Persons Taken Not to Enter Australia) Determination 2020;
  - (ii) Migration (VES 19/005: Class of Persons Taken Not to Enter Australia)

- Determination 2019;
- (iii) Migration (VES 19/004: Class of Persons Taken Not to Enter Australia) Determination 2019;
  - (iv) Migration (VES 19/003: Class of Persons Taken Not to Enter Australia) Determination 2019;
  - (v) Migration (VES 19/002: Class of Persons Taken Not to Enter Australia) Determination 2019,

For the purposes of this instrument, way port joiners are passengers or crew who join an international passenger cruise ship voyage at an overseas port.

This instrument, which may be cited as VES 20/002, commences on the day after signature.

Dated: 20/02/2020



David Carter  
Executive Level One,  
National Border Events Coordination  
Strategic Border Command  
Department of Home Affairs

## SCHEDULE 1 – RADIANCE OF THE SEAS

Vessel – Radiance of the Seas						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	200225	25-Feb-20	Fremantle	14-Mar-20	Sydney	Australia & New Zealand
2	200314	14-Mar-20	Sydney	27-Mar-20	Sydney	New Zealand
3	200327	27-Mar-20	Sydney	07-Apr-20	Sydney	New Zealand
4	200407	07-Apr-20	Sydney	18-Apr-20	Sydney	New Caledonia & Vanuatu
5	200314	14-Mar-20	Sydney	27-Mar-20	Sydney	New Zealand
6	200327	27-Mar-20	Sydney	07-Apr-20	Sydney	New Zealand
7	200407	07-Apr-20	Sydney	18-Apr-20	Sydney	New Caledonia & Vanuatu
	201116	16-Nov-20	Brisbane	24-Nov-20	Brisbane	New Caledonia & Vanuatu
	201124	24-Nov-20	Brisbane	01-Dec-20	Brisbane	New Caledonia
	201201	01-Dec-20	Brisbane	11-Dec-20	Brisbane	New Caledonia & Vanuatu
	201211	11-Dec-20	Brisbane	18-Dec-20	Brisbane	New Caledonia & Vanuatu
	201218	18-Dec-20	Brisbane	26-Dec-20	Brisbane	Vanuatu
	201226	26-Dec-20	Brisbane	04-Jan-21	Brisbane	New Caledonia & Vanuatu
	210104	04-Jan-21	Brisbane	15-Jan-21	Brisbane	New Caledonia & Vanuatu
	210118	18-Jan-21	Brisbane	27-Jan-21	Brisbane	New Caledonia & Vanuatu
	210203	03-Feb-21	Brisbane	12-Feb-21	Brisbane	New Caledonia & Vanuatu
	210215	15-Feb-21	Brisbane	24-Feb-21	Brisbane	New Caledonia & Vanuatu
	210224	24-Feb-21	Brisbane	05-Mar-21	Brisbane	New Caledonia & Vanuatu
	210305	05-Mar-21	Brisbane	13-Mar-21	Brisbane	New Caledonia & Vanuatu
	210315	15-Mar-21	Brisbane	24-Mar-21	Brisbane	Vanuatu
	210324	24-Mar-21	Brisbane	31-Mar-21	Brisbane	New Caledonia & Vanuatu
	210331	31-Mar-21	Brisbane	08-Apr-21	Brisbane	New Caledonia & Vanuatu



Vessel – Radiance of the Seas						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
	210408	08-Apr-21	Brisbane	16-Apr-21	Brisbane	New Caledonia & Vanuatu

## SCHEDULE 2 – OVATION OF THE SEAS

Vessel – Ovation of the Seas						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	200213	13-Feb-20	Sydney	22-Feb-20	Sydney	New Caledonia, Vanuatu & Queensland
2	200222	22-Feb-20	Sydney	29-Feb-20	Sydney	Vanuatu & New Caledonia
3	200229	29-Feb-20	Sydney	12-Mar-20	Sydney	New Zealand
4	200312	12-Mar-20	Sydney	23-Mar-20	Sydney	New Caledonia, Vanuatu & New Zealand
5	200323	23-Mar-20	Sydney	02-Apr-20	Sydney	New Caledonia, Vanuatu & New Zealand
6	200402	02-Apr-20	Sydney	11-Apr-20	Sydney	New Zealand
7	200411	11-Apr-20	Sydney	20-Apr-20	Sydney	New Caledonia, Vanuatu & Queensland
8	201026	26-Oct-20	Sydney	08-Nov-20	Sydney	New Zealand
9	201108	08-Nov-20	Sydney	20-Nov-20	Sydney	New Zealand
10	201120	20-Nov-20	Sydney	29-Nov-20	Sydney	New Caledonia & Vanuatu
11	201129	29-Nov-20	Sydney	11-Dec-20	Sydney	New Zealand
12	201213	13-Dec-20	Sydney	22-Dec-20	Sydney	New Caledonia & Vanuatu
13	201222	22-Dec-20	Sydney	04-Jan-21	Sydney	Vanuatu & New Zealand
14	210104	04-Jan-21	Sydney	13-Jan-21	Sydney	New Caledonia & Vanuatu
15	210118	18-Jan-21	Sydney	29-Jan-21	Sydney	New Zealand
16	210129	29-Jan-21	Sydney	07-Feb-21	Sydney	New Caledonia & Vanuatu
17	210207	07-Feb-21	Sydney	16-Feb-21	Sydney	New Zealand
18	210224	24-Feb-21	Sydney	11-Mar-21	Sydney	Tasmania & New Zealand
19	210311	11-Mar-21	Sydney	20-Mar-21	Sydney	New Zealand

### SCHEDULE 3 – VOYAGER OF THE SEAS

Vessel – Voyager of the Seas						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	200225	25-Feb-20	Sydney	07-Mar-20	Sydney	New Caledonia & Vanuatu
2	200307	07-Mar-20	Sydney	18-Mar-20	Sydney	New Caledonia & Vanuatu
3	200318	18-Mar-20	Sydney	28-Mar-20	Sydney	New Caledonia & Vanuatu
4	200330	30-Mar-20	Sydney	09-Apr-20	Sydney	New Caledonia & Vanuatu
5	200409	09-Apr-20	Sydney	19-Apr-20	Sydney	New Caledonia & Vanuatu
	201025	25-Oct-20	Sydney	03-Nov-20	Sydney	New Caledonia
	201103	03-Nov-20	Sydney	13-Nov-20	Sydney	New Caledonia
	201115	15-Nov-20	Sydney	24-Nov-20	Sydney	Vanuatu & New Caledonia
	201124	24-Nov-20	Sydney	04-Dec-20	Sydney	Vanuatu & New Caledonia
	201204	04-Dec-20	Sydney	16-Dec-20	Sydney	Fiji, New Caledonia & Vanuatu
	201216	16-Dec-20	Sydney	26-Dec-20	Sydney	Vanuatu & New Caledonia
	201226	26-Dec-20	Sydney	06-Jan-21	Sydney	Vanuatu & New Caledonia
	210106	06-Jan-21	Sydney	19-Jan-21	Sydney	Vanuatu & New Caledonia
	210119	19-Jan-21	Sydney	30-Jan-21	Sydney	Vanuatu & New Caledonia
	210130	30-Jan-21	Sydney	11-Feb-21	Sydney	Fiji, New Caledonia & Vanuatu
	210213	13-Feb-21	Sydney	25-Feb-21	Sydney	Vanuatu & New Caledonia
	210303	03-Mar-21	Sydney	13-Mar-21	Sydney	Vanuatu & New Caledonia
	210313	13-Mar-21	Sydney	23-Mar-21	Sydney	Vanuatu & New Caledonia
	210323	23-Mar-21	Sydney	03-Apr-21	Sydney	Vanuatu & New Caledonia



Vessel – Voyager of the Seas						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
	210403	03-Apr-21	Sydney	12-Apr-21	Sydney	Vanuatu & New Caledonia

## SCHEDULE 4 – SERENADE OF THE SEAS

Vessel – Serenade of the Seas						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	201005	05-Oct-20	Sydney	13-Oct-20	Sydney	New Caledonia
2	201013	13-Oct-20	Sydney	20-Oct-20	Sydney	New Caledonia
3	201030	30-Oct-20	Sydney	10-Nov-20	Sydney	New Zealand
4	201110	10-Nov-20	Sydney	21-Nov-20	Sydney	New Zealand
5	201121	21-Nov-20	Sydney	01-Dec-20	Sydney	New Zealand
6	201201	01-Dec-20	Sydney	12-Dec-20	Sydney	New Zealand
7	201217	17-Dec-20	Sydney	30-Dec-20	Sydney	New Zealand
8	201230	30-Dec-20	Sydney	12-Jan-21	Sydney	New Zealand
9	210112	12-Jan-21	Sydney	21-Jan-21	Sydney	New Caledonia & Vanuatu
10	210121	21-Jan-21	Sydney	31-Jan-21	Sydney	New Zealand
11	210131	31-Jan-21	Sydney	10-Feb-21	Sydney	New Zealand
12	210303	03-Mar-21	Fremantle	21-Mar-21	Sydney	Australia & New Zealand
13	210321	21-Mar-21	Sydney	31-Mar-21	Sydney	New Zealand
14	210331	31-Mar-21	Sydney	08-Apr-21	Sydney	New Caledonia
15	210408	08-Apr-21	Sydney	17-Apr-21	Sydney	New Caledonia & Vanuatu

## SCHEDULE 5 – CELEBRITY SOLSTICE

Vessel –Celebrity Solstice						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	201018	18-Oct-20	Sydney	28-Oct-20	Sydney	New Caledonia & Vanuatu
2	201028	28-Oct-20	Sydney	09-Nov-20	Sydney	New Zealand
3	201205	05-Dec-20	Sydney	14-Dec-20	Sydney	New Caledonia & Vanuatu
4	201224	24-Dec-20	Sydney	03-Jan-21	Sydney	New Zealand
5	210103	03-Jan-21	Sydney	14-Jan-21	Sydney	New Caledonia & Vanuatu
6	210316	16-Mar-21	Sydney	24-Mar-21	Sydney	New Caledonia
7	210324	24-Mar-21	Sydney	04-Apr-21	Sydney	New Zealand



## SCHEDULE 6 – CELEBRITY ECLIPSE

Vessel – Celebrity Eclipse						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	201210	10-Dec-20	Sydney	23-Dec-20	Melbourne	New Zealand & Tasmania
2	201223	23-Dec-20	Melbourne	03-Jan-21	Melbourne	New Zealand
3	210206	06-Feb-21	Melbourne	20-Feb-21	Melbourne	New Zealand & Sydney

## SCHEDULE 7 – NORWEGIAN JEWEL

Vessel –Norwegian Jewel						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	200214	14-Feb-20	Sydney	28-Feb-20	Sydney	Australia & New Zealand
2	201122	22-Nov-20	Sydney	06-Dec-20	Sydney	New Zealand
3	201206	06-Dec-20	Sydney	20-Dec-20	Sydney	New Zealand
4	210227	27-Feb-21	Sydney	10-Mar-21	Sydney	New Zealand

## SCHEDULE 8 – AZAMARA PURSUIT

Vessel –Azamara Pursuit						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	210104	04-Jan-21	Melbourne	20-Jan-21	Sydney	New Zealand



## SCHEDULE 9 – PACIFIC EXPLORER

Vessel – Pacific Explorer						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	PX2016	14 Apr 2020	Sydney, Australia	24 Apr 2020	Sydney, Australia	New Caledonia, Vanuatu
2	PX2023	22 May 2020	Sydney, Australia	5 Jun 2020	Sydney, Australia	New Caledonia, Vanuatu & Fiji
3	PX2025	8 Jun 2020	Sydney, Australia	18 Jun 2020	Sydney, Australia	New Caledonia, Vanuatu
4	PX2028	28 Jun 2020	Sydney, Australia	6 Jul 2020	Sydney, Australia	New Caledonia, Vanuatu
5	PX2029	6 Jul 2020	Sydney, Australia	15 Jul 2020	Sydney, Australia	New Caledonia, Vanuatu
6	PX2031	19 Jul 2020	Sydney, Australia	31 Jul 2020	Sydney, Australia	New Caledonia, Vanuatu & Fiji
7	PX2033	3 Aug 2020	Sydney, Australia	11 Aug 2020	Sydney, Australia	New Caledonia, Vanuatu
	PX2038	7 Sep 2020	Sydney, Australia	17 Sep 2020	Sydney, Australia	New Caledonia, Vanuatu

## SCHEDULE 10 – CARNIVAL SPIRIT

Vessel – Carnival Spirit						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	S008	10 Feb 2020	Melbourne, Australia	22 February 2020	Melbourne, Australia	New Caledonia, Vanuatu
2	S011	2 Mar 2020	Melbourne, Australia	14 March 2020	Melbourne, Australia	New Zealand
3	S013N	16 Mar 2020	Sydney, Australia	24 March 2020	Melbourne, Australia	New Caledonia

## SCHEDULE 11 – GOLDEN PRINCESS

Vessel – Golden Princess (NP)						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	NP2006	12 Feb 2020	Melbourne, Australia	25 Feb 2020	Melbourne, Australia	New Zealand
2	NP2007	25 Feb 2020	Melbourne, Australia	10 Mar 2020	Melbourne, Australia	New Caledonia, Vanuatu & Fiji
3	NP2008	10 Mar 2020	Melbourne, Australia	23 Mar 2020	Melbourne, Australia	New Zealand
4	NP2006	12 Feb 2020	Melbourne, Australia	25 Feb 2020	Melbourne, Australia	New Zealand
5	NP2007	25 Feb 2020	Melbourne, Australia	10 Mar 2020	Melbourne, Australia	New Caledonia, Vanuatu & Fiji



## SCHEDULE 12 – PACIFIC DAWN

Vessel – Pacific Dawn (PD)						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	PD2005	25 Jan 2020	Brisbane, Australia	1 Feb 2020	Brisbane, Australia	New Caledonia, Vanuatu
2	PD2014	7 Mar 2020	Brisbane, Australia	14 Mar 2020	Brisbane, Australia	New Caledonia, Vanuatu
3	PD2018	28 Mar 2020	Brisbane, Australia	4 Apr 2020	Brisbane, Australia	New Caledonia, Vanuatu
4	PD2020	11 Apr 2020	Brisbane, Australia	18 Apr 2020	Brisbane, Australia	New Caledonia, Vanuatu
5	PD2027	18 May 2020	Brisbane, Australia	30 May 2020	Brisbane, Australia	New Caledonia, Vanuatu & Fiji
6	PD2028	30 May 2020	Brisbane, Australia	6 Jun 2020	Brisbane, Australia	New Caledonia, Vanuatu
7	PD2033	27 Jun 2020	Brisbane, Australia	4 Jul 2020	Brisbane, Australia	New Caledonia, Vanuatu
8	PD2034	4 Jul 2020	Brisbane, Australia	11 Jul 2020	Brisbane, Australia	New Caledonia, Vanuatu
9	PD2037	18 Jul 2020	Brisbane, Australia	1 Aug 2020	Brisbane, Australia	New Caledonia, Vanuatu, Tonga
10	PD2041	15 Aug 2020	Brisbane, Australia	22 Aug 2020	Brisbane, Australia	New Caledonia, Vanuatu
11	PD2044	5 Sep 2020	Brisbane, Australia	12 Sep 2020	Brisbane, Australia	New Caledonia, Vanuatu
12	PD2047	19 Sep 2020	Brisbane, Australia	26 Sep 2020	Brisbane, Australia	New Caledonia, Vanuatu
13	PD2005	25 Jan 2020	Brisbane, Australia	1 Feb 2020	Brisbane, Australia	New Caledonia, Vanuatu
14	PD2014	7 Mar 2020	Brisbane, Australia	14 Mar 2020	Brisbane, Australia	New Caledonia, Vanuatu
15	PD2018	28 Mar 2020	Brisbane, Australia	4 Apr 2020	Brisbane, Australia	New Caledonia, Vanuatu

## SCHEDULE 13 – RUBY PRINCESS

Vessel – Ruby Princess (RU)						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	RU2005	11 Feb 2020	Sydney, Australia	24 Feb 2020	Sydney, Australia	New Zealand
2	RU2006	24 Feb 2020	Sydney, Australia	8 Mar 2020	Sydney, Australia	New Zealand
3	RU2007	8 Mar 2020	Sydney, Australia	21 Mar 2020	Sydney, Australia	New Zealand
4	RU2008	21 Mar 2020	Sydney, Australia	1 Apr 2020	Sydney, Australia	New Caledonia, Vanuatu & Fiji

## SCHEDULE 14 – SEA PRINCESS

Vessel – Sea Princess (CP)						
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Item	Voyage	Expected	Expected	Expected	Expected	Expected
	number	departure date	departure port	arrival date	arrival port	Destination
1	CP2006	23 February 2020	Brisbane, Australia	8 March 2020	Brisbane, Australia	New Zealand



## SCHEDULE 15 – CARNIVAL SPLENDOR

Vessel – Carnival Splendor						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	D009	23 Feb 2020	Sydney, Australia	25 Feb 2020  1 Mar 2020	Moreton Island, Australia  Sydney, Australia	New Caledonia
2	D010	1 Mar 2020	Sydney, Australia	11 Mar 2020	Sydney, Australia	New Caledonia, Vanuatu
3	D011	11 Mar 2020	Sydney, Australia	19 Mar 2020	Sydney, Australia	New Caledonia
4	D013	22 Mar 2020	Sydney, Australia	3 Apr 2020	Sydney, Australia	New Caledonia, Vanuatu & Fiji
5	D014	3 Apr 2020	Sydney, Australia	10 Apr 2020	Sydney, Australia	New Caledonia
6	D016	13 Apr 2020	Sydney, Australia	24 Apr 2020	Sydney, Australia	New Caledonia, Vanuatu
7	D018	27 Apr 2020	Sydney, Australia	7 May 2020	Sydney, Australia	New Caledonia, Vanuatu
8	D020	11 May 2020	Sydney, Australia	20 May 2020	Sydney, Australia	New Caledonia
9	D021	20 May 2020	Sydney, Australia	28 May 2020	Sydney, Australia	New Caledonia
10	D022	28 May 2020	Sydney, Australia	5 Jun 2020	Sydney, Australia	New Caledonia
11	D024	9 Jun 2020	Sydney, Australia	19 Jun 2020	Sydney, Australia	New Caledonia, Vanuatu
12	D026	22 Jun 2020	Sydney, Australia	3 Jul 2020	Sydney, Australia	New Caledonia, Vanuatu
13	D027	3 Jul 2020	Sydney, Australia	11 Jul 2020	Sydney, Australia	New Caledonia
14	D028	11 Jul 2020	Sydney, Australia	20 Jul 2020	Sydney, Australia	New Caledonia
15	D030	30 Jul 2020	Sydney, Australia	7 Aug 2020	Sydney, Australia	New Caledonia
16	D032	10 Aug 2020	Sydney, Australia	18 Aug 2020	Sydney, Australia	New Caledonia
17	D033	18 Aug 2020	Sydney, Australia	28 Aug 2020	Sydney, Australia	New Caledonia, Vanuatu

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Vessel – Carnival Splendor						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
18	D035	31 Aug 2020	Sydney, Australia	8 Sep 2020	Sydney, Australia	New Caledonia
19	D037	17 Sep 2020	Sydney, Australia	25 Sep 2020	Sydney, Australia	New Caledonia
20	D039	29 Sep 2020	Sydney, Australia	9 Oct 2020	Sydney, Australia	New Caledonia, Vanuatu

## SCHEDULE 16 – NOORDAM

Vessel – Noordam (NO)						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	NO200402	2 Apr 2020	Eden, Australia	15 Apr 2020	Sydney, Australia	New Zealand
			Sydney, Australia	16 Apr 2020		



## SCHEDULE 17– MAJESTIC PRINCESS

Vessel – Majestic Princess (MJ)						
Item	Column 1 Voyage number	Column 2 Expected departure date	Column 3 Expected departure port	Column 4 Expected arrival date	Column 5 Expected arrival port	Column 6 Expected Destination
1	MJ2054	16-Sep-2020	Sydney, Australia	28-Sep-2020	Sydney, Australia	New Caledonia & Fiji