



# WORK INSTRUCTION

## Undertake a Routine Vessel Inspection

### Direction to staff

This document is instructional material for the Department of Agriculture and Water Resources under its Practice Statement Framework. All staff must comply with it.

### Summary of main points

This document outlines the procedures for the Department of Agriculture and Water Resources biosecurity officers to:

- undertake a Routine Vessel Inspection (RVI) on board international maritime vessels, and
- complete the RVI eForm.

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## Purpose of this document

The purpose of this document is to provide biosecurity officers with the relevant information to perform Routine Vessel Inspections (RVI) on all commercial vessels arriving in Australian waters from international ports and waters.

All vessels arriving in Australia may be subject to inspection by the department.

### Out of scope:

Non-commercial vessels such as yachts and other small craft are out of scope. This includes irregular maritime arrivals (IMAs) such as illegal foreign fishing vessels (IFFVs) and suspected illegal entry vessels (SIEVs). Refer to the SIEVs and IFFVs Work Instruction.

The importation of vessels as cargo (Break Bulk) is also out of the scope. This activity is managed by the Cargo and Mail Section. The import conditions applicable to the importation of these vessel types are available on the Biosecurity Import Conditions data base (BICON).

The clearance of passengers and day-trippers disembarking cruise vessels are also out of the scope.

## Policy statement

- Biosecurity officers performing the activities specified in this document must have undertaken the relevant training to perform these activities.
- Every vessel entering Australia from International ports and waters poses a potential biosecurity risk and must be managed appropriately.
- Routine Vessel Inspections must be performed in compliance with:
  - the World Health Organisation (WHO);
  - International Health Regulations (IHR);
  - the International Maritime Organisation (IMO);
  - Department of Health Ship Sanitation Certification (SSC) Scheme Policy 2016;
  - Biosecurity Act 2015 (and subordinate legislation);
  - the Australian Ballast Water Management Requirements.

**Note:** The policy that underpins this work instruction is found in the document Biosecurity Management of Commercial Vessels Policy Framework.

## Legislative framework

The following list outlines the legislation that applies to vessel inspections and the powers to manage activities in this work instruction.

Scope	Legislation
Assessment and management of goods on board the vessel	Biosecurity Act 2015: <ul style="list-style-type: none"> <li>• s124 Direction to secure goods</li> <li>• s125 Inspecting goods and taking samples</li> <li>• s132 Movement of goods</li> <li>• s133 Treatment of goods</li> <li>• s134 Treatment that may damage goods</li> <li>• s135 Export of goods</li> <li>• s136 Destruction of goods</li> <li>• s557 Permission to Dispose</li> </ul>
Assessment and management of the vessel	Biosecurity Act 2015: <ul style="list-style-type: none"> <li>• s199 Inspecting conveyance</li> <li>• s200 Asking questions about conveyance</li> <li>• s201 Requiring documents relating to conveyance to be produced</li> <li>• s208 Treatment of conveyance</li> <li>• s209 Treatment that may damage conveyance</li> <li>• s214 Biosecurity officer may affix notice to conveyance</li> <li>• s215 Person must comply with direction to take biosecurity measures</li> <li>• s257 Assessing and managing sanitation health risks</li> <li>• s255 Regulations may prescribe scheme in relation to ship sanitation</li> <li>• s553 Biosecurity officer may direct person in charge of conveyance to permit biosecurity officer to board.</li> </ul> Biosecurity Regulations 2016: s54 Biosecurity officer may require trap to be set in or on certain conveyances for monitoring or assessment
Ballast Water	Biosecurity Act 2015: <ul style="list-style-type: none"> <li>• s286 ballast water management plan</li> <li>• s296 Appropriate ballast records for foreign vessel</li> <li>• s298 Offence-disposing of sediment in Australian seas</li> </ul>
Human Health	Biosecurity Act 2015: <ul style="list-style-type: none"> <li>• s48 Positive pratique</li> <li>• s49 Negative pratique</li> <li>• s55 Asking questions and requiring answers from particular individuals</li> <li>• s56 Asking questions and requiring answers for an individual</li> <li>• s57 Requiring an individual to provide written information</li> </ul>

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Scope	Legislation
Pre-arrival reporting	<p>Biosecurity Act 2015:</p> <p>s193 Pre-arrival reporting</p> <p>Biosecurity Regulations 2016:</p> <ul style="list-style-type: none"> <li>• s48 Pre-arrival report</li> <li>• s48 (2)(q) if the vessel is a foreign vessel-details of any ship sanitation certificate that is in force for the vessel</li> <li>• s48 (2)(k) details of any live plants, or plants that have died, on board the vessel who has, during the voyage, including details of the maintenance history of the plants</li> <li>• s48 (2)(l) details of any persons on board the vessel who has, or had, during the voyage signs or symptoms of a listed human disease, or signs and symptoms of any other disease that are, or were, not due to; pre-existing physical condition; or injury; inebriation; effects of a drug other than alcohol; motion sickness</li> </ul>

## Roles and responsibilities

The following table outlines the roles and responsibilities undertaken in this work instruction.

Role	Responsibility
Biosecurity officer	<p>Manages risks associated with vessels whilst in Australian waters through:</p> <ul style="list-style-type: none"> <li>• physical inspections of vessels</li> <li>• assessing documentation</li> <li>• assessing goods and crew</li> <li>• identifying new risks not reported in pre-arrival information</li> <li>• providing treatment directions for identified risks</li> <li>• liaising with Agents/Masters to inform compliance and managing non-compliance</li> <li>• reporting inspection outcomes and raising associated charges</li> <li>• taking appropriate action when a biosecurity risk is identified.</li> </ul>
Biosecurity entomologist	<p>Qualified staff within Operational Science Services (OSS) who can provide advice regarding the containment and treatment of biosecurity risks.</p>
Maritime National Coordination Centre (MNCC)	<p>The MNCC is the central contact point for Agencies, Masters and the inspectorate for advice on vessel clearance activities. Responsibilities include:</p> <ul style="list-style-type: none"> <li>• providing documentary risk assessment of all pre-arrival information</li> <li>• liaising with Agents/Masters to inform compliance</li> <li>• providing directions for risks that can be managed offshore</li> <li>• communicating assessment outcomes and raise associated charges.</li> </ul>

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Role	Responsibility
Regional Directors – Travellers and Vessels	Ensure implementation at respective ports occur in accordance with this document.
Regional Shipping Manager (RSM)	The RSM should be notified in the event of a serious non-compliance or health issue identified with the crew.
Vessel Master	The Master is the person responsible for the vessel.

## Work Health and Safety

- Biosecurity officers must comply with the Work Health and Safety Act 2011.
- Biosecurity officers must take all reasonable and practical steps to ensure that they do not take any action that creates a risk or increases an existing risk to their own health or safety, or that of other people, and to advise their employer of any potential hazards in the workplace.

**Refer to:** the department's WHS policies and procedures on MyLink.

## Identifying vessels due for an RVI

- All vessel arrivals for the specific port will be visible in the MARS Port Arrivals Screen.
- The RVI along with any other inspections queued for a vessel will be displayed in the Queued Inspections column.
- The inspection code is RVI.

**Refer to:** the MARS User Guide for further information on the Port Arrivals Screen.

## What is a Routine Vessel Inspection?

The RVI is a mandatory inspection and should always be conducted at the vessel's first port of arrival where possible.

- MARS allocates the RVI to all the ports on the vessel's itinerary and the RVI will be visible in the queued inspections column until it is finalised.
- MARS will add a notification to the inspections risk tab if a vessel departed Australia without an RVI being completed.

**Important:** Do not remove an RVI from MARS, unless it is to complete a Ship Sanitation Certificate (SSC) Inspection as detailed in this work instruction.

## Why does MARS queue an RVI?

MARS will queue an RVI for the following reasons:

- A biosecurity risk has been reported by the vessel on the PAR.
- MARS has risk assessed the vessel and determined an RVI is required.
- The vessel is not on the Vessel Compliance Scheme (VCS).
- A vessel on the VCS is due for an inspection.

## Should a biosecurity officer queue an RVI?

**Important:** Before queuing an RVI contact the MNCC for advice.

- Biosecurity officers may queue an RVI if it is deemed necessary to manage any potential risk.
- Queuing an RVI will impact on the VCS status of the vessel and the MARS risk assessment of the vessel.
- Verification and General Surveillance Inspections are available to biosecurity officers when more targeted vessel inspections are required and may be more appropriate than an RVI.

## Vessels claiming Sovereign Immunity

An RVI may have been scheduled for a foreign Military or Government Vessel. If at the time of the inspection the Master advises that the vessel claims Sovereign Immunity the biosecurity officer must follow the steps in the table below.

Step	Action
1.	Disembark from the vessel.
2.	Do not proceed with an RVI.
3.	Contact the MNCC, and inform them of the Master's decision.
4.	Follow the department's policy on Sovereign Immunity as described in the document Biosecurity Management of Commercial Vessels Policy Framework.

## Vessels with an invalid Ship Sanitation Certificate

From time to time a biosecurity officer may come across a vessel with an expired Ship Sanitation Certificate at the commencement of the RVI.

The 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 back dated to the start time of the original RVI.

When a biosecurity officer identifies an invalid SSC at the commencement of the RVI follow the procedure as set out in the table below.

Step	Action
1.	Stop the RVI.
2.	Inform the Master that an SSC Inspection will be conducted instead of an RVI.
3.	Search for the Appointment in MARS, remove the RVI, enter the reason for the removal.
4.	Manually queue an SSC Inspection, and Synchronise eForms. Refer to the MARS User Guide for further information.
5.	Follow the process as set out in the Ship Sanitation Certificate Inspection Work Instruction.
6.	Go to the Ship Sanitation Certificate Inspection work instruction.

## Vessels with late Pre-Arrival Report submission or no Pre-Arrival Report

A vessel may arrive in port without having submitted a Pre-Arrival Report (PAR).

- MARS will append a risk flag next to the vessel name in the Port Arrivals Screen and queue an RVI for the vessel.
- The risk flag in MARS does not mean that a PAR must always be submitted, there are exceptions and this must be managed in accordance with the Biosecurity Management of Commercial Vessels Policy Framework.

### When should an appointment be created for an RVI?

- Appointments must be created after the PAR has been submitted.
- Appointments created prior to the PAR being submitted must be cancelled.

**Refer to:** the MARS User Guide on how to cancel an appointment created in error.

The table below outlines the steps to take to determine whether an appointment should be created for an RVI.

Step	Action						
1.	<p>Prior to creating an appointment for the RVI, verify in the Port Arrivals Screen whether the vessel has submitted a PAR for the voyage.</p> <p><b>Refer to:</b> the MARS User Guide on how to search for reports.</p> <table> <tr> <th>If the vessel...</th><th>Then...</th></tr> <tr> <td>has submitted a PAR</td><td>Go to Inspection Planning and Preparation in MARS.</td></tr> <tr> <td>has not submitted a PAR</td><td> <ul style="list-style-type: none"> <li>• Contact the vessel Agent/Master and inform them that a PAR has not been submitted for the vessel.</li> <li>• Advise of the legal requirement to submit a PAR.</li> <li>• Go to step 2.</li> </ul> </td></tr> </table>	If the vessel...	Then...	has submitted a PAR	Go to Inspection Planning and Preparation in MARS.	has not submitted a PAR	<ul style="list-style-type: none"> <li>• Contact the vessel Agent/Master and inform them that a PAR has not been submitted for the vessel.</li> <li>• Advise of the legal requirement to submit a PAR.</li> <li>• Go to step 2.</li> </ul>
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2.	<p>Is the Master or Agent able to submit a PAR?</p> <table> <tr> <th>If a PAR...</th><th>Then...</th></tr> <tr> <td>can be submitted</td><td> <ul style="list-style-type: none"> <li>• The Agent or the Master must submit the PAR.</li> <li>• Create the appointment after the PAR has been submitted and the PAR risk flag is removed in the Port Arrivals screen.</li> <li>• Go to Inspection Planning and Preparation in MARS.</li> </ul> </td></tr> <tr> <td>cannot be submitted</td><td> <ul style="list-style-type: none"> <li>• Contact the MNCC to work through options on how the vessel's PAR can be submitted into MARS,</li> <li>• Create the appointment on advice from the MNCC.</li> <li>• Go to Inspection Planning and Preparation in MARS</li> </ul> </td></tr> </table>	If a PAR...	Then...	can be submitted	<ul style="list-style-type: none"> <li>• The Agent or the Master must submit the PAR.</li> <li>• Create the appointment after the PAR has been submitted and the PAR risk flag is removed in the Port Arrivals screen.</li> <li>• Go to Inspection Planning and Preparation in MARS.</li> </ul>	cannot be submitted	<ul style="list-style-type: none"> <li>• Contact the MNCC to work through options on how the vessel's PAR can be submitted into MARS,</li> <li>• Create the appointment on advice from the MNCC.</li> <li>• Go to Inspection Planning and Preparation in MARS</li> </ul>
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## Inspection Planning and Preparation in MARS

This section outlines the steps to take to prepare for the RVI using MARS. This process is dependent on the following:

- The Master or Agent has submitted a PAR;
- An RVI is pending for the port.

The following table outlines the first steps to take when preparing for an RVI in MARS.

Step	Action								
1.	<p>Search for the vessel in the Port Arrivals screen and identify vessels due for an RVI.</p> <p><b>Note:</b> Chapter 2 – Inspections in the MARS User Guide has detailed information on how to complete the inspection planning process in MARS. These steps are the same for all inspections in MARS.</p>								
2.	<ul style="list-style-type: none"> <li>• Verify the vessel's arrival status is set to 'Arrived' (AR) or 'Berthed' (BE).</li> <li>• The vessel's arrival status must be 'Arrived' or 'Berthed' otherwise the eForm upload process will fail.</li> </ul> <table> <tr> <th>If the arrival status is...</th><th>Then...</th></tr> <tr> <td>Arrived or Berthed</td><td>Go to step 3.</td></tr> <tr> <td>Expected (EX), No Show (NS) or Not Expected (NE)</td><td> <p><b>Refer to:</b> Chapter 6 in the MARS User Guide on how to change a vessel's arrival status.</p> <ul style="list-style-type: none"> <li>• Change the status to 'Arrived' or 'Berthed',</li> <li>• Go to step 3.</li> </ul> </td></tr> <tr> <td>Departed (DE)</td><td> <ul style="list-style-type: none"> <li>• Appointments cannot be created for vessels with a status of 'Departed',</li> <li>• Contact the MNCC for advice on how to proceed.</li> </ul> </td></tr> </table>	If the arrival status is...	Then...	Arrived or Berthed	Go to step 3.	Expected (EX), No Show (NS) or Not Expected (NE)	<p><b>Refer to:</b> Chapter 6 in the MARS User Guide on how to change a vessel's arrival status.</p> <ul style="list-style-type: none"> <li>• Change the status to 'Arrived' or 'Berthed',</li> <li>• Go to step 3.</li> </ul>	Departed (DE)	<ul style="list-style-type: none"> <li>• Appointments cannot be created for vessels with a status of 'Departed',</li> <li>• Contact the MNCC for advice on how to proceed.</li> </ul>
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3.	Click on the information icon next to the vessel name.								
4.	Click on the Create Appointment button.								
5.	<p>Evaluate the Risks and the Inspection tabs:</p> <ul style="list-style-type: none"> <li>• evaluate and act on any System Added Notifications</li> <li>• review the vessel's inspection history</li> <li>• review the vessel's risk factors</li> <li>• verify the correct inspection type is populated in the inspections tab (RVI).</li> </ul>								
6.	Generate the eForm and download the appropriate PDF document(s).								
7.	<p>Go to eForms and synchronise.</p> <p><b>Note:</b> The MARS derived eForm and the selected PDF document(s) will now be available on the tablet device ready for use during the inspection.</p>								

## Undertake an RVI and Record the Results

Routine Vessel Inspections can be divided into the following components:

- Interview with the Master
- Routine Vessel Inspection
- Human Health Assessment
- Ballast Water Assessment (Only if the vessel has Ballast Water tanks)
- Ship Spaces Inspection
- PAR Response Assessment
- Ship Sanitation Control measures (Only if a Ship Sanitation Control Certificate is required)
- Completing the RVI in eForms
- Finalising the RVI in MARS

### Interview with the Master

- The interview with the Master is used to verify the information provided to the department is factual and that all the documents required for biosecurity clearance are available on board the vessel.
- The interview also gives the Master the opportunity to verbally declare anything that may have changed or that has been previously overlooked.

### What if the Master states something different to what was declared on the PAR?

- Assess whether it was intentional or unintentional.
- Refer to the department's policy on reporting non-compliance.
- Record all information supplied by the Master on the RVI eForm.

### Points to verify with the Master at the commencement of the RVI

The following records and/or documentation must be available for this component of the RVI:

- Ship's Particulars.
- Port, Billing and Crew Agency details.



The following table outlines the points to verify with the Master at the commencement of the RVI.

Step	Action						
1.	<p>Introduce yourself to the Master or their delegate and explain the purpose of the visit and the inspection procedure.</p> <table> <tr> <th>If the Master...</th><th>Then...</th></tr> <tr> <td>questions the authority of the biosecurity officer</td><td> <ul style="list-style-type: none"> <li>Advise the Master that as per the Biosecurity Act 2015:               <ul style="list-style-type: none"> <li>s191 the vessel is subject to biosecurity control</li> <li>s199 a biosecurity officer may inspect the vessel</li> <li>s200 a biosecurity officer may ask questions about the vessel</li> <li>s201 a biosecurity officer may request documents relating to the conveyance to be produced</li> <li>s215 a person must comply with a direction to undertake a biosecurity measure</li> </ul> </li> <li>Go to step 2.</li> </ul> </td></tr> <tr> <td>does not question the authority of the biosecurity officer</td><td>Go to step 2.</td></tr> </table>	If the Master...	Then...	questions the authority of the biosecurity officer	<ul style="list-style-type: none"> <li>Advise the Master that as per the Biosecurity Act 2015:               <ul style="list-style-type: none"> <li>s191 the vessel is subject to biosecurity control</li> <li>s199 a biosecurity officer may inspect the vessel</li> <li>s200 a biosecurity officer may ask questions about the vessel</li> <li>s201 a biosecurity officer may request documents relating to the conveyance to be produced</li> <li>s215 a person must comply with a direction to undertake a biosecurity measure</li> </ul> </li> <li>Go to step 2.</li> </ul>	does not question the authority of the biosecurity officer	Go to step 2.
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does not question the authority of the biosecurity officer	Go to step 2.						
2.	Open the RVI eForm, and go to the Inspection Header Information section.						
3.	<p>Confirm with the Master whether anything on the vessel has changed since the PAR was submitted.</p> <table> <tr> <th>If there are...</th><th>Then...</th></tr> <tr> <td>any changes</td><td> <ul style="list-style-type: none"> <li>Record the changes in the Inspection Notes section of the eForm,</li> <li>Take the appropriate action to ensure any changes that may impact on the inspection are considered,</li> <li>Go to step 4.</li> </ul> </td></tr> <tr> <td>no changes</td><td>Go to step 4.</td></tr> </table>	If there are...	Then...	any changes	<ul style="list-style-type: none"> <li>Record the changes in the Inspection Notes section of the eForm,</li> <li>Take the appropriate action to ensure any changes that may impact on the inspection are considered,</li> <li>Go to step 4.</li> </ul>	no changes	Go to step 4.
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any changes	<ul style="list-style-type: none"> <li>Record the changes in the Inspection Notes section of the eForm,</li> <li>Take the appropriate action to ensure any changes that may impact on the inspection are considered,</li> <li>Go to step 4.</li> </ul>						
no changes	Go to step 4.						
4.	<ul style="list-style-type: none"> <li>Go to the Vessel Details section.</li> <li>Confirm the vessel details with the Master.</li> <li>Verify the vessel details against a copy of the ships' particulars. Biosecurity officers are not required to keep a copy of the ships' particulars.</li> <li>Inform the Master that all updates to reports, applications, and service requests associated with the current voyage must use the same voyage number as recorded in the Vessel Details section.</li> </ul> <table> <tr> <th>If the vessel details...</th><th>Then...</th></tr> <tr> <td>have any changes</td><td> <ul style="list-style-type: none"> <li>Record the changes in the Inspection Notes section of the eForm.</li> <li>Update MARS with the changes once the inspection is completed.</li> <li>Go to step 5.</li> </ul> </td></tr> </table>	If the vessel details...	Then...	have any changes	<ul style="list-style-type: none"> <li>Record the changes in the Inspection Notes section of the eForm.</li> <li>Update MARS with the changes once the inspection is completed.</li> <li>Go to step 5.</li> </ul>		
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Step	Action							
	have no changes	Go to step 5.						
5.	<ul style="list-style-type: none"><li>Go to the Inspection Particulars section.</li><li>Confirm with the Master the correct Port, Billing and Crew Change Agencies have been recorded.</li></ul> <table><tr><th>If the Agency details...</th><th>Then...</th></tr><tr><td>are incorrect</td><td><ul style="list-style-type: none"><li>Record the changes in the Inspection Notes section of the eForm.</li><li>Update MARS with the changes once the inspection is completed.</li><li>Go to Step 6.</li></ul></td></tr><tr><td>are correct</td><td>Go to Step 6.</td></tr></table>		If the Agency details...	Then...	are incorrect	<ul style="list-style-type: none"><li>Record the changes in the Inspection Notes section of the eForm.</li><li>Update MARS with the changes once the inspection is completed.</li><li>Go to Step 6.</li></ul>	are correct	Go to Step 6.
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are correct	Go to Step 6.							
6.	Record the inspection start date and time.							
7.	Record the number of billable biosecurity officers.							
8.	Record any inspection notes in the space provided. <table><tr><th>If there are...</th><th>Then...</th></tr><tr><td>inspection notes pertaining to the Vessel Details and/or Agency Details</td><td><ul style="list-style-type: none"><li>After the inspection is completed update the relevant details in MARS.</li></ul><b>Refer to:</b> Chapter 6 in the MARS User Guide on how to change vessel details.<ul style="list-style-type: none"><li>Go to the Routine Vessel Inspection section.</li></ul></td></tr><tr><td>inspection notes pertaining to the RVI</td><td><ul style="list-style-type: none"><li>Go to the Routine Vessel Inspection section.</li><li>Enter the details in the appropriate section of the RVI eForm.</li></ul></td></tr></table>		If there are...	Then...	inspection notes pertaining to the Vessel Details and/or Agency Details	<ul style="list-style-type: none"><li>After the inspection is completed update the relevant details in MARS.</li></ul> <b>Refer to:</b> Chapter 6 in the MARS User Guide on how to change vessel details. <ul style="list-style-type: none"><li>Go to the Routine Vessel Inspection section.</li></ul>	inspection notes pertaining to the RVI	<ul style="list-style-type: none"><li>Go to the Routine Vessel Inspection section.</li><li>Enter the details in the appropriate section of the RVI eForm.</li></ul>
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## Routine Vessel Inspection

This section of the RVI is used to verify the following:

- the vessel's Ship Sanitation Certificate,
- that the Master has read and followed the directions on the current BSD,
- any changes or updates to the vessel's itinerary,
- any crew changes that may take place at the port.

**Important:** The Master may present electronic copies of all the documents required for verification.

The following records and/or documentation must be available for this component of the RVI:

- Original Ship Sanitation Certificate (SSC). Biosecurity officers are not required to keep a copy of the SSC. New vessels may not have an SSC.
- Pre-Arrival Report (PAR). Biosecurity officers can download a PDF version of the PAR when creating the appointment.
- Biosecurity Status Document (BSD).
- Vessel Itinerary Updates.
- Crew Change declarations.

## Document Verification and Crew Change

The following table outlines the steps to verify the vessel's documentation and assess crew leaving the vessel.

Step	Action
1.	Go to the Routine Vessel Inspection and then the Document Verification section of the eForm.

Step	Action						
2.	<p>Ship Sanitation Certificate verified?</p> <p>All vessels apart from non-commercial vessels must have a valid Ship Sanitation Certificate (SSC) on board. Verification of the SSC means the following:</p> <ul style="list-style-type: none"> <li>the Master can produce the original SSC,</li> <li>the SSC was issued by a recognised overseas authority,</li> <li>the SSC has not expired,</li> <li>the SSC is as declared on the PAR.</li> </ul> <table> <tr> <th>If the SSC...</th><th>Then...</th></tr> <tr> <td>can be verified</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 3.</li> </ul> </td></tr> <tr> <td>cannot be verified</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>The biosecurity officer must stop the RVI,</li> <li>Inform the Master an SSC Inspection will be completed instead,</li> <li>Go to the Appointment screen in MARS, cancel the RVI, enter the reason for the cancellation and add an SSC inspection, Generate the SSC eForm,</li> <li>Go to eForms off-line and synchronise the eForm to the tablet device,</li> <li>Commence an SSC Inspection,</li> <li>Transfer any inspection notes and relevant information to the new SSC eForm,</li> <li>The SSC inspection must be charged from the time the original RVI was started,</li> <li>Go to the SSC Inspection eForm.</li> </ul> </td></tr> </table>	If the SSC...	Then...	can be verified	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 3.</li> </ul>	cannot be verified	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>The biosecurity officer must stop the RVI,</li> <li>Inform the Master an SSC Inspection will be completed instead,</li> <li>Go to the Appointment screen in MARS, cancel the RVI, enter the reason for the cancellation and add an SSC inspection, Generate the SSC eForm,</li> <li>Go to eForms off-line and synchronise the eForm to the tablet device,</li> <li>Commence an SSC Inspection,</li> <li>Transfer any inspection notes and relevant information to the new SSC eForm,</li> <li>The SSC inspection must be charged from the time the original RVI was started,</li> <li>Go to the SSC Inspection eForm.</li> </ul>
If the SSC...	Then...						
can be verified	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 3.</li> </ul>						
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3.	<p>Biosecurity Status Document (BSD) sighted?</p> <p>The Master must demonstrate that they have access to the latest version of the BSD.</p> <table> <tr> <th>If the BSD...</th><th>Then...</th></tr> <tr> <td>was sighted</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 4.</li> </ul> </td></tr> <tr> <td>was not sighted</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Provide the details and take appropriate action,</li> <li>Go to step 4.</li> </ul> </td></tr> </table>	If the BSD...	Then...	was sighted	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 4.</li> </ul>	was not sighted	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Provide the details and take appropriate action,</li> <li>Go to step 4.</li> </ul>
If the BSD...	Then...						
was sighted	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 4.</li> </ul>						
was not sighted	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Provide the details and take appropriate action,</li> <li>Go to step 4.</li> </ul>						

Step	Action								
4.	<p>BSD conditions complied with?</p> <ul style="list-style-type: none"> <li>The Master must have read the current BSD and complied with all directions.</li> <li>Inform the Master of the importance of the BSD as the department's primary communication tool for all vessel biosecurity matters.</li> </ul> <table border="1"> <thead> <tr> <th>If the BSD...</th><th>Then...</th></tr> </thead> <tbody> <tr> <td>was complied with</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 5.</li> </ul> </td></tr> <tr> <td>was not complied with</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Provide the details and take appropriate action,</li> <li>Go to step 5.</li> </ul> </td></tr> <tr> <td> <ul style="list-style-type: none"> <li>was not complied with; but</li> <li>a demerit has already been applied in the eForm relating to the particular BSD condition</li> </ul> </td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 5.</li> </ul> </td></tr> </tbody> </table>	If the BSD...	Then...	was complied with	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 5.</li> </ul>	was not complied with	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Provide the details and take appropriate action,</li> <li>Go to step 5.</li> </ul>	<ul style="list-style-type: none"> <li>was not complied with; but</li> <li>a demerit has already been applied in the eForm relating to the particular BSD condition</li> </ul>	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 5.</li> </ul>
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<ul style="list-style-type: none"> <li>was not complied with; but</li> <li>a demerit has already been applied in the eForm relating to the particular BSD condition</li> </ul>	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 5.</li> </ul>								
5.	<p>Are there any changes to the itinerary for this voyage?</p> <p>Remind the Master to use the Itinerary Update form on the department's website to inform the department of any itinerary changes after the vessel has departed the first port.</p> <table border="1"> <thead> <tr> <th>If the itinerary...</th><th>Then...</th></tr> </thead> <tbody> <tr> <td>has changed</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Record the Port name and arrival details in the space provided,</li> <li>After the appointment is finalised update the Visit Details screen in MARS with the itinerary.</li> </ul> <p><b>Refer to:</b> the MARS User Guide on how to create a new visit.</p> <ul style="list-style-type: none"> <li>Go to Step 6.</li> </ul> </td></tr> <tr> <td>has not changed</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Step 6.</li> </ul> </td></tr> </tbody> </table>	If the itinerary...	Then...	has changed	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Record the Port name and arrival details in the space provided,</li> <li>After the appointment is finalised update the Visit Details screen in MARS with the itinerary.</li> </ul> <p><b>Refer to:</b> the MARS User Guide on how to create a new visit.</p> <ul style="list-style-type: none"> <li>Go to Step 6.</li> </ul>	has not changed	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Step 6.</li> </ul>		
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has not changed	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Step 6.</li> </ul>								
6.	Go to the Crew Change section.								

Step	Action								
7.	<p>Will any crew leave at this port?</p> <table> <tr> <th>If the crew...</th><th>Then...</th></tr> <tr> <td>will leave at this port</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Enter the date the crew member(s) are to depart the vessel,</li> <li>Enter the number of crew to depart on that date,</li> <li>Go to step 8.</li> </ul> </td></tr> <tr> <td>will not leave at this port</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to the Human Health section.</li> </ul> </td></tr> <tr> <td>will leave the vessel at a subsequent port</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Inform the Master that a Crew Change Service request must be submitted in MARS,</li> <li>Go to the Human Health section.</li> </ul> </td></tr> </table>	If the crew...	Then...	will leave at this port	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Enter the date the crew member(s) are to depart the vessel,</li> <li>Enter the number of crew to depart on that date,</li> <li>Go to step 8.</li> </ul>	will not leave at this port	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to the Human Health section.</li> </ul>	will leave the vessel at a subsequent port	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Inform the Master that a Crew Change Service request must be submitted in MARS,</li> <li>Go to the Human Health section.</li> </ul>
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8.	<p>Is an inspection required?</p> <p><b>Refer to:</b> the Biosecurity Management of Commercial Vessels Policy Framework for the policy on when a crew change inspection is required.</p> <table> <tr> <th>If the crew...</th><th>Then...</th></tr> <tr> <td>is required at this port but at another time or date</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Ask the Master to submit a Crew Change Service Request.</li> </ul> <p><b>Refer to:</b> the procedures in the 'Clearance of maritime crew leaving a vessel' work instruction.</p> <ul style="list-style-type: none"> <li>Go to step 9.</li> </ul> </td></tr> <tr> <td>is required at the time of the RVI</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Conduct the crew change inspection as part of the RVI.</li> </ul> <p><b>Refer to:</b> the procedures in the 'Clearance of maritime crew leaving a vessel' work instruction.</p> <ul style="list-style-type: none"> <li>Go to step 9.</li> </ul> </td></tr> <tr> <td>is not required at this port</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Inform the crew member that they are released from biosecurity and may depart the vessel,</li> <li>Go to step 9.</li> </ul> </td></tr> </table>	If the crew...	Then...	is required at this port but at another time or date	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Ask the Master to submit a Crew Change Service Request.</li> </ul> <p><b>Refer to:</b> the procedures in the 'Clearance of maritime crew leaving a vessel' work instruction.</p> <ul style="list-style-type: none"> <li>Go to step 9.</li> </ul>	is required at the time of the RVI	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Conduct the crew change inspection as part of the RVI.</li> </ul> <p><b>Refer to:</b> the procedures in the 'Clearance of maritime crew leaving a vessel' work instruction.</p> <ul style="list-style-type: none"> <li>Go to step 9.</li> </ul>	is not required at this port	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Inform the crew member that they are released from biosecurity and may depart the vessel,</li> <li>Go to step 9.</li> </ul>
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is not required at this port	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Inform the crew member that they are released from biosecurity and may depart the vessel,</li> <li>Go to step 9.</li> </ul>								

Step	Action						
9.	Did the Master report the crew change?						
	<table> <tr> <th>If the crew...</th><th>Then...</th></tr> <tr> <td>was reported</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to the Human Health section.</li> </ul> </td></tr> <tr> <td>was not reported</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to the Human Health section.</li> </ul> </td></tr> </table>	If the crew...	Then...	was reported	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to the Human Health section.</li> </ul>	was not reported	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to the Human Health section.</li> </ul>
If the crew...	Then...						
was reported	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to the Human Health section.</li> </ul>						
was not reported	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to the Human Health section.</li> </ul>						

## Human Health

The Human Health section of the RVI is used to:

- verify the Master's PAR declaration about the health status of crew and passengers on board the vessel.
- assess the current status of Human Health on board the vessel at the time of inspection.

Where a human health risk is identified biosecurity officers must follow the procedures as set out in the ['Death or illness of a traveller on board an international vessel'](#) work instruction.

**Important:** It is the Department of Health (Health) policy that the TIC be administered face to face.

- Considering that there are some circumstances where completing the TIC in person presents an elevated WHS risk to biosecurity officers, Health has agreed to implement a trial where biosecurity officers can complete the TIC over the phone in these specific circumstances.
- Health will review the policy after the six month period is complete.

**Refer to:** the Operational Staff Notice of 27 July 2016 for more information.

The following records and/or documentation must be available for this component of the RVI:

- Pre-Arrival Report (PAR) - download a PDF version of the PAR when creating the appointment.
- Biosecurity Status Document (BSD).
- [Traveller with illness checklist \(AG65-2016\) \(Biosecurity Act\)](#) (TIC).
- [Traveller with illness checklist privacy notice](#)
- [Human biosecurity control order \(HBCO\)](#)
- [Death or illness of a traveller on board an international vessel](#) work instruction.
- Human Biosecurity Officer Contact list.
- [Directions for managing specified human remains \(AG34-2016 \) \(Biosecurity Act\)](#)
- [Human remains brought into Australian territory \(Biosecurity Act 2015\)](#)
- [Deceased traveller report \(AG83-2016\) \(Biosecurity Act\)](#) (DTR).
- Ship's medical log.

## Death On Board

The following table outlines the steps to take when verifying the details of a death on board.

Step	Action						
1.	Go to the Human Health section in the eForm.						
2.	Go to the Death On board section in the eForm. <ul style="list-style-type: none"> <li>Open the PAR PDF that was downloaded as part of the eForm creation process.</li> <li>Compare the Master's answers to the questions asked in the eForm to the answers supplied in the PAR.</li> </ul>						
3.	Was there a death on board during the current voyage? <table border="1"> <thead> <tr> <th>If...</th><th>Then...</th></tr> </thead> <tbody> <tr> <td>there was a death on board</td><td> <ul style="list-style-type: none"> <li>Select 'Yes'.</li> </ul> <b>Refer to:</b> the procedure as detailed in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction. <ul style="list-style-type: none"> <li>Add the details of each incident in the eForm,</li> <li>Enter the number of travellers affected by each incident,</li> <li>Record the actions taken,</li> <li>Go to step 4.</li> </ul> </td></tr> <tr> <td>there wasn't a death on board</td><td>Go to the Illness and Injury section.</td></tr> </tbody> </table>	If...	Then...	there was a death on board	<ul style="list-style-type: none"> <li>Select 'Yes'.</li> </ul> <b>Refer to:</b> the procedure as detailed in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction. <ul style="list-style-type: none"> <li>Add the details of each incident in the eForm,</li> <li>Enter the number of travellers affected by each incident,</li> <li>Record the actions taken,</li> <li>Go to step 4.</li> </ul>	there wasn't a death on board	Go to the Illness and Injury section.
If...	Then...						
there was a death on board	<ul style="list-style-type: none"> <li>Select 'Yes'.</li> </ul> <b>Refer to:</b> the procedure as detailed in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction. <ul style="list-style-type: none"> <li>Add the details of each incident in the eForm,</li> <li>Enter the number of travellers affected by each incident,</li> <li>Record the actions taken,</li> <li>Go to step 4.</li> </ul>						
there wasn't a death on board	Go to the Illness and Injury section.						
4.	Was the department notified of the death on board prior to berthing? <table border="1"> <thead> <tr> <th>If the department was notified...</th><th>Then...</th></tr> </thead> <tbody> <tr> <td>prior to berthing</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to the Illness and Injury section.</li> </ul> </td></tr> <tr> <td> <ul style="list-style-type: none"> <li>after berthing; or</li> <li>not notified</li> </ul> </td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details. <ul style="list-style-type: none"> <li>Go to the Illness and Injury section.</li> </ul> </td></tr> </tbody> </table>	If the department was notified...	Then...	prior to berthing	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to the Illness and Injury section.</li> </ul>	<ul style="list-style-type: none"> <li>after berthing; or</li> <li>not notified</li> </ul>	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details. <ul style="list-style-type: none"> <li>Go to the Illness and Injury section.</li> </ul>
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## Illness and Injury

The following table outlines the steps to take to verify whether an illness or injury has occurred on board the vessel.

Step	Action								
1.	<p>Go to the Illness and Injury section in the eForm.</p> <ul style="list-style-type: none"> <li>Open the PAR PDF that was downloaded as part of the eForm creation process.</li> <li>Compare the Master's answers to the questions asked in the eForm to the answers supplied in the report.</li> </ul>								
2.	<p>Does any traveller on the vessel have an illness or injury?</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>there is a traveller with an injury</td><td> <ul style="list-style-type: none"> <li>Next to Any Injuries? select 'Yes',</li> <li>Describe the details of the injury in the eForm,</li> <li>Biosecurity officers may need to contact AMSA if the injury was due to unsafe practices on-board the vessel.</li> </ul> <p><b>Refer to:</b> your team leader for advice.</p> <ul style="list-style-type: none"> <li>Go to step 3.</li> </ul> </td></tr> <tr> <td>there is a traveller with an illness</td><td> <ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'Yes',</li> <li>Go to step 5.</li> </ul> </td></tr> <tr> <td>there aren't any travellers with illnesses or injuries</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 10.</li> </ul> </td></tr> </table>	If...	Then...	there is a traveller with an injury	<ul style="list-style-type: none"> <li>Next to Any Injuries? select 'Yes',</li> <li>Describe the details of the injury in the eForm,</li> <li>Biosecurity officers may need to contact AMSA if the injury was due to unsafe practices on-board the vessel.</li> </ul> <p><b>Refer to:</b> your team leader for advice.</p> <ul style="list-style-type: none"> <li>Go to step 3.</li> </ul>	there is a traveller with an illness	<ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'Yes',</li> <li>Go to step 5.</li> </ul>	there aren't any travellers with illnesses or injuries	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 10.</li> </ul>
If...	Then...								
there is a traveller with an injury	<ul style="list-style-type: none"> <li>Next to Any Injuries? select 'Yes',</li> <li>Describe the details of the injury in the eForm,</li> <li>Biosecurity officers may need to contact AMSA if the injury was due to unsafe practices on-board the vessel.</li> </ul> <p><b>Refer to:</b> your team leader for advice.</p> <ul style="list-style-type: none"> <li>Go to step 3.</li> </ul>								
there is a traveller with an illness	<ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'Yes',</li> <li>Go to step 5.</li> </ul>								
there aren't any travellers with illnesses or injuries	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 10.</li> </ul>								
3.	<p>Was the Department notified of the injured traveller disembarking to seek medical attention?</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the department was notified</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 4.</li> </ul> </td></tr> <tr> <td>the department was not notified</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 4.</li> </ul> </td></tr> <tr> <td>the traveller did not disembark</td><td> <ul style="list-style-type: none"> <li>Select 'Did not disembark',</li> <li>Go to step 4.</li> </ul> </td></tr> </table>	If...	Then...	the department was notified	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 4.</li> </ul>	the department was not notified	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 4.</li> </ul>	the traveller did not disembark	<ul style="list-style-type: none"> <li>Select 'Did not disembark',</li> <li>Go to step 4.</li> </ul>
If...	Then...								
the department was notified	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 4.</li> </ul>								
the department was not notified	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 4.</li> </ul>								
the traveller did not disembark	<ul style="list-style-type: none"> <li>Select 'Did not disembark',</li> <li>Go to step 4.</li> </ul>								

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Step	Action						
4.	<p>Were there any illnesses on board in addition to any injuries?</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>there were illnesses on board</td><td> <ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'Yes',</li> <li>Go to step 5.</li> </ul> </td></tr> <tr> <td>there were no illnesses on board</td><td> <ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'No',</li> <li>Go to step 10.</li> </ul> </td></tr> </table>	If...	Then...	there were illnesses on board	<ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'Yes',</li> <li>Go to step 5.</li> </ul>	there were no illnesses on board	<ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'No',</li> <li>Go to step 10.</li> </ul>
If...	Then...						
there were illnesses on board	<ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'Yes',</li> <li>Go to step 5.</li> </ul>						
there were no illnesses on board	<ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'No',</li> <li>Go to step 10.</li> </ul>						
5.	<p>Has any traveller had fever, chills or sweats in the last 24 hours?</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>any traveller on the vessel had any fever, chills or sweats in the previous 24 hours</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Complete a Travellers with Illness Checklist (TIC) for every ill traveller.</li> </ul> <p><b>Refer to:</b> the procedure as detailed in the <a href="#">Death or illness of a traveller on board an international vessel</a> work instruction.</p> <ul style="list-style-type: none"> <li>Go to step 6.</li> </ul> </td></tr> <tr> <td>none of the travellers had any of the listed symptoms</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 7.</li> </ul> </td></tr> </table>	If...	Then...	any traveller on the vessel had any fever, chills or sweats in the previous 24 hours	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Complete a Travellers with Illness Checklist (TIC) for every ill traveller.</li> </ul> <p><b>Refer to:</b> the procedure as detailed in the <a href="#">Death or illness of a traveller on board an international vessel</a> work instruction.</p> <ul style="list-style-type: none"> <li>Go to step 6.</li> </ul>	none of the travellers had any of the listed symptoms	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 7.</li> </ul>
If...	Then...						
any traveller on the vessel had any fever, chills or sweats in the previous 24 hours	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Complete a Travellers with Illness Checklist (TIC) for every ill traveller.</li> </ul> <p><b>Refer to:</b> the procedure as detailed in the <a href="#">Death or illness of a traveller on board an international vessel</a> work instruction.</p> <ul style="list-style-type: none"> <li>Go to step 6.</li> </ul>						
none of the travellers had any of the listed symptoms	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 7.</li> </ul>						
6.	<p>Complete the TIC Summary in the eForm for each traveller:</p> <ul style="list-style-type: none"> <li>Enter a summary of the illness,</li> <li>Enter the number of travellers affected,</li> <li>Record the actions taken.</li> </ul> <p><b>For example:</b> Note that the Human Biosecurity Officer (HBO) was contacted and provide details of the conversation.</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the HBO requires additional biosecurity measures to be applied</td><td> <ul style="list-style-type: none"> <li>Contact the RSM and your team leader and inform them of the additional measures,</li> <li>Add the additional conditions manually to the BSD prior to finalising the appointment,</li> <li>Explain the conditions and requirements to the Master and traveller(s),</li> <li>Contact the MNCC to seek assistance with adding manual conditions to the BSD or refer to the MARS User Guide,</li> <li>Go to step 7.</li> </ul> </td></tr> <tr> <td>no additional biosecurity measures are required</td><td>Go to step 7.</td></tr> </table>	If...	Then...	the HBO requires additional biosecurity measures to be applied	<ul style="list-style-type: none"> <li>Contact the RSM and your team leader and inform them of the additional measures,</li> <li>Add the additional conditions manually to the BSD prior to finalising the appointment,</li> <li>Explain the conditions and requirements to the Master and traveller(s),</li> <li>Contact the MNCC to seek assistance with adding manual conditions to the BSD or refer to the MARS User Guide,</li> <li>Go to step 7.</li> </ul>	no additional biosecurity measures are required	Go to step 7.
If...	Then...						
the HBO requires additional biosecurity measures to be applied	<ul style="list-style-type: none"> <li>Contact the RSM and your team leader and inform them of the additional measures,</li> <li>Add the additional conditions manually to the BSD prior to finalising the appointment,</li> <li>Explain the conditions and requirements to the Master and traveller(s),</li> <li>Contact the MNCC to seek assistance with adding manual conditions to the BSD or refer to the MARS User Guide,</li> <li>Go to step 7.</li> </ul>						
no additional biosecurity measures are required	Go to step 7.						

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Step	Action								
7.	<p>When was the Department notified of the ill traveller(s)?</p> <table> <tr> <th>If the department was...</th><th>Then...</th></tr> <tr> <td>notified prior to inspection</td><td> <ul style="list-style-type: none"> <li>Select 'Prior to Inspection',</li> <li>Go to step 8.</li> </ul> </td></tr> <tr> <td>notified at inspection</td><td> <ul style="list-style-type: none"> <li>Select 'At Inspection',</li> <li>Add the reason for the Master's omission to notify prior to inspection,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 8.</li> </ul> </td></tr> <tr> <td>not notified</td><td> <ul style="list-style-type: none"> <li>Select 'Not Notified',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 8.</li> </ul> </td></tr> </table>	If the department was...	Then...	notified prior to inspection	<ul style="list-style-type: none"> <li>Select 'Prior to Inspection',</li> <li>Go to step 8.</li> </ul>	notified at inspection	<ul style="list-style-type: none"> <li>Select 'At Inspection',</li> <li>Add the reason for the Master's omission to notify prior to inspection,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 8.</li> </ul>	not notified	<ul style="list-style-type: none"> <li>Select 'Not Notified',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 8.</li> </ul>
If the department was...	Then...								
notified prior to inspection	<ul style="list-style-type: none"> <li>Select 'Prior to Inspection',</li> <li>Go to step 8.</li> </ul>								
notified at inspection	<ul style="list-style-type: none"> <li>Select 'At Inspection',</li> <li>Add the reason for the Master's omission to notify prior to inspection,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 8.</li> </ul>								
not notified	<ul style="list-style-type: none"> <li>Select 'Not Notified',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 8.</li> </ul>								
8.	<p>Did the ill traveller(s) disembark to seek medical attention?</p> <table> <tr> <th>If the ill traveller...</th><th>Then...</th></tr> <tr> <td>disembarked to seek medical attention</td><td>Go to step 9.</td></tr> <tr> <td>is still on board the vessel</td><td>Go to step 10.</td></tr> </table>	If the ill traveller...	Then...	disembarked to seek medical attention	Go to step 9.	is still on board the vessel	Go to step 10.		
If the ill traveller...	Then...								
disembarked to seek medical attention	Go to step 9.								
is still on board the vessel	Go to step 10.								

Step	Action						
9.	<p>Was the Department notified prior to the ill traveller(s) disembarking?</p> <table> <tr> <th>If the department...</th><th>Then...</th></tr> <tr> <td>was notified prior to the ill traveller(s) disembarking</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 10</li> </ul> </td></tr> <tr> <td>was notified after the ill traveller(s) disembarked</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the '<a href="#">Death or illness of a traveller on board an international vessel</a>' work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 10.</li> </ul> </td></tr> </table>	If the department...	Then...	was notified prior to the ill traveller(s) disembarking	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 10</li> </ul>	was notified after the ill traveller(s) disembarked	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the '<a href="#">Death or illness of a traveller on board an international vessel</a>' work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 10.</li> </ul>
If the department...	Then...						
was notified prior to the ill traveller(s) disembarking	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 10</li> </ul>						
was notified after the ill traveller(s) disembarked	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the '<a href="#">Death or illness of a traveller on board an international vessel</a>' work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 10.</li> </ul>						
10.	<p>Cruise Vessels require an additional section of the eForm to be completed.</p> <table> <tr> <th>If the vessel...</th><th>Then...</th></tr> <tr> <td>is a Cruise Vessel</td><td>Go to Gastro-Intestinal Illness.</td></tr> <tr> <td>is not a Cruise Vessel</td><td>Go to Verify the Vessel's Medical Log.</td></tr> </table>	If the vessel...	Then...	is a Cruise Vessel	Go to Gastro-Intestinal Illness.	is not a Cruise Vessel	Go to Verify the Vessel's Medical Log.
If the vessel...	Then...						
is a Cruise Vessel	Go to Gastro-Intestinal Illness.						
is not a Cruise Vessel	Go to Verify the Vessel's Medical Log.						

## Gastro-Intestinal Illness

This section of the eForm will only be displayed if the vessel type is a Cruise Vessel.

The table below outlines the steps to take to verify the Gastro-Intestinal illness status on board the vessel.

Step	Action						
1.	<p>Does any traveller have a Gastro-Intestinal illness?</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>any traveller has a Gastro-Intestinal Illness</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Complete the table with illness details,</li> <li>Enter the number of cases,</li> <li>Enter the total crew and passengers,</li> <li>MARS will calculate the percentage of cases,</li> <li>Go to step 2.</li> </ul> </td></tr> <tr> <td>None of the travellers have a Gastro-Intestinal Illness</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul> </td></tr> </table>	If...	Then...	any traveller has a Gastro-Intestinal Illness	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Complete the table with illness details,</li> <li>Enter the number of cases,</li> <li>Enter the total crew and passengers,</li> <li>MARS will calculate the percentage of cases,</li> <li>Go to step 2.</li> </ul>	None of the travellers have a Gastro-Intestinal Illness	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul>
If...	Then...						
any traveller has a Gastro-Intestinal Illness	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Complete the table with illness details,</li> <li>Enter the number of cases,</li> <li>Enter the total crew and passengers,</li> <li>MARS will calculate the percentage of cases,</li> <li>Go to step 2.</li> </ul>						
None of the travellers have a Gastro-Intestinal Illness	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul>						
2.	<p>Are the number of cases greater than 3%?</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the number of cases are equal to or greater than 3%</td><td> <ul style="list-style-type: none"> <li>Select 'Yes' in the Greater than 3% column of the table.</li> </ul> <p><b>Refer to:</b> the procedure as detailed in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction.</p> <p><b>Note:</b> The TIC is not required for Gastro-Intestinal Illnesses.</p> <ul style="list-style-type: none"> <li>Go to step 3.</li> </ul> </td></tr> <tr> <td>the number of cases are less than 3%</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul> </td></tr> </table>	If...	Then...	the number of cases are equal to or greater than 3%	<ul style="list-style-type: none"> <li>Select 'Yes' in the Greater than 3% column of the table.</li> </ul> <p><b>Refer to:</b> the procedure as detailed in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction.</p> <p><b>Note:</b> The TIC is not required for Gastro-Intestinal Illnesses.</p> <ul style="list-style-type: none"> <li>Go to step 3.</li> </ul>	the number of cases are less than 3%	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul>
If...	Then...						
the number of cases are equal to or greater than 3%	<ul style="list-style-type: none"> <li>Select 'Yes' in the Greater than 3% column of the table.</li> </ul> <p><b>Refer to:</b> the procedure as detailed in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction.</p> <p><b>Note:</b> The TIC is not required for Gastro-Intestinal Illnesses.</p> <ul style="list-style-type: none"> <li>Go to step 3.</li> </ul>						
the number of cases are less than 3%	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul>						

3.	<ul style="list-style-type: none"> <li>• Advise the Regional Shipping Manager (RSM) and your team leader of the situation.</li> <li>• Contact the HBO.</li> <li>• Complete the details.</li> <li>• Record the actions taken.</li> </ul> <p><b>For example:</b> The Human Biosecurity Officer (HBO) was contacted and the details of the conversation.</p> <p><b>Important:</b> The HBO may require that additional biosecurity measures be in place. These measures must be listed as conditions on the Biosecurity Status Document (BSD).</p> <table border="1"> <thead> <tr> <th data-bbox="331 510 715 566">If...</th><th data-bbox="715 510 1347 566">Then...</th></tr> </thead> <tbody> <tr> <td data-bbox="331 566 715 965">the HBO requires additional biosecurity measures to be applied</td><td data-bbox="715 566 1347 965"> <ul style="list-style-type: none"> <li>• Contact the RSM and your team leader and inform them of the additional measures,</li> <li>• Add the additional conditions manually to the BSD prior to finalising the appointment,</li> <li>• Explain the conditions and requirements to the Master and traveller(s),</li> <li>• Contact the MNCC to seek assistance with adding manual conditions to the BSD or refer to the MARS User Guide,</li> <li>• Go to step 4.</li> </ul> </td></tr> <tr> <td data-bbox="331 965 715 1048">no additional biosecurity measures are required</td><td data-bbox="715 965 1347 1048">Go to step 4.</td></tr> </tbody> </table>	If...	Then...	the HBO requires additional biosecurity measures to be applied	<ul style="list-style-type: none"> <li>• Contact the RSM and your team leader and inform them of the additional measures,</li> <li>• Add the additional conditions manually to the BSD prior to finalising the appointment,</li> <li>• Explain the conditions and requirements to the Master and traveller(s),</li> <li>• Contact the MNCC to seek assistance with adding manual conditions to the BSD or refer to the MARS User Guide,</li> <li>• Go to step 4.</li> </ul>	no additional biosecurity measures are required	Go to step 4.
If...	Then...						
the HBO requires additional biosecurity measures to be applied	<ul style="list-style-type: none"> <li>• Contact the RSM and your team leader and inform them of the additional measures,</li> <li>• Add the additional conditions manually to the BSD prior to finalising the appointment,</li> <li>• Explain the conditions and requirements to the Master and traveller(s),</li> <li>• Contact the MNCC to seek assistance with adding manual conditions to the BSD or refer to the MARS User Guide,</li> <li>• Go to step 4.</li> </ul>						
no additional biosecurity measures are required	Go to step 4.						
4.	<p>Any situation on board which may lead to further infection or spread of the disease?</p> <table border="1"> <thead> <tr> <th data-bbox="331 1104 715 1160">If...</th><th data-bbox="715 1104 1347 1160">Then...</th></tr> </thead> <tbody> <tr> <td data-bbox="331 1160 715 1536">there is any situation which may lead to further infection or spread of disease</td><td data-bbox="715 1160 1347 1536"> <ul style="list-style-type: none"> <li>• Select 'Yes',</li> <li>• Describe the situation in the table provided,</li> <li>• Enter the number of travellers affected,</li> <li>• Advise the Regional Shipping Manager (RSM) and your team leader of the situation and seek advice,</li> <li>• Record the actions taken and the advice received,</li> <li>• Go to step 5.</li> </ul> </td></tr> <tr> <td data-bbox="331 1536 715 1624">there are no further disease risks</td><td data-bbox="715 1536 1347 1624"> <ul style="list-style-type: none"> <li>• Select 'No',</li> <li>• Go to Verify the Vessel's Medical Log.</li> </ul> </td></tr> </tbody> </table>	If...	Then...	there is any situation which may lead to further infection or spread of disease	<ul style="list-style-type: none"> <li>• Select 'Yes',</li> <li>• Describe the situation in the table provided,</li> <li>• Enter the number of travellers affected,</li> <li>• Advise the Regional Shipping Manager (RSM) and your team leader of the situation and seek advice,</li> <li>• Record the actions taken and the advice received,</li> <li>• Go to step 5.</li> </ul>	there are no further disease risks	<ul style="list-style-type: none"> <li>• Select 'No',</li> <li>• Go to Verify the Vessel's Medical Log.</li> </ul>
If...	Then...						
there is any situation which may lead to further infection or spread of disease	<ul style="list-style-type: none"> <li>• Select 'Yes',</li> <li>• Describe the situation in the table provided,</li> <li>• Enter the number of travellers affected,</li> <li>• Advise the Regional Shipping Manager (RSM) and your team leader of the situation and seek advice,</li> <li>• Record the actions taken and the advice received,</li> <li>• Go to step 5.</li> </ul>						
there are no further disease risks	<ul style="list-style-type: none"> <li>• Select 'No',</li> <li>• Go to Verify the Vessel's Medical Log.</li> </ul>						

5.	Was the Department notified of any Gastro-Intestinal Illness prior to arrival?	
	If...	Then...
	the department was notified prior to arrival	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul>
	the department was not notified prior to arrival	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to Verify the Vessel's Medical Log.</li> </ul>

### Verify the Vessel's Medical Log

- Biosecurity officers must verify the Master's declarations about the human health status on board the vessel against the vessel's medical log.
- Some vessels may not have a medical log available in English, biosecurity officers must ask one of the crew members to verbally translate the entries in the medical log.

This table outlines the steps to follow to verify the vessel's medical log against the statements made by the Master.

If the medical log...	Then...
matches the PAR or Human Health Update declaration	<ul style="list-style-type: none"> <li>Select 'Satisfactory',</li> <li>Go to the Ballast Water section.</li> </ul>
does not match the PAR or Human Health Update declaration	<ul style="list-style-type: none"> <li>Select 'Unsatisfactory',</li> <li>Provide the details and take appropriate action to mitigate the risks identified,</li> <li>Go to the Ballast Water section.</li> </ul>
was not verified	<ul style="list-style-type: none"> <li>Select 'Not Verified',</li> <li>Provide details of why the medical log wasn't verified,</li> <li>Go to the Ballast Water section.</li> </ul>

## Ballast Water

- This section of the eForm is only available if the biosecurity officer has answered 'Yes' to the question: "Does this vessel have ballast water tanks?"
- Ballast water assessment is mandatory for all vessels with ballast water tanks.
- The ballast water assessment section is used to assess the vessel's ballast water management details.
- Vessels that arrive without submitting a BW Report must have their ballast water records inspected during the routine vessel inspection in the same manner as all other vessels.

**Refer to:** the procedures in the 'Undertake a Ballast Water Inspection' work instruction to complete this section of the RVI.

### Records required

The following records and/or documentation must be available for this component of the RVI:

- The most recently submitted BW Report. Biosecurity officers can download a PDF version of the report when creating the appointment
- The vessel's ballast water record system – deck log or other ballast log book.
- The vessel's ballast water management plan.
- The most current Biosecurity Status Document (BSD).
- The vessel's admiralty chart for the voyage – may be sighted on the bridge.
- The vessel's soundings log and conversion tables.
- Evidence of the ballast pump capacity verification as declared on the BW Report.

### Does this vessel have ballast water tanks?

**Important:** If this question is answered 'No' when the vessel does have ballast tanks and the Tank Assessment table has been pre-filled by MARS all the details will be lost. The only way to remedy the situation will be to remove the eForm in MARS and create and synchronise a new eForm. All the information entered in the first eForm will be lost.

The following table outlines how to record the answers to the ballast water tank question.

If the vessel...	Then...
<ul style="list-style-type: none"> <li>• has ballast water tanks, and</li> <li>• the Responsible Officer has submitted a BW Report, or</li> <li>• no BW Report was submitted</li> </ul>	<ul style="list-style-type: none"> <li>• Select 'Yes',</li> <li>• The Ballast Water section of the eForm will be displayed,</li> <li>• Complete all relevant sections.</li> </ul> <p><b>Refer to:</b> the procedure as outlined in the 'Undertake a Ballast Water Inspection' work instruction.</p> <ul style="list-style-type: none"> <li>• Then continue with the Ship Spaces section.</li> </ul>
does not have ballast water tanks	<ul style="list-style-type: none"> <li>• Select 'No',</li> <li>• Go to the Ship Spaces section.</li> </ul>

## Ship Spaces

### How many ship spaces should be inspected?

Inspect sufficient ship spaces listed on the eForm to be confident of the vessel's biosecurity status.

### What officers must consider prior to issuing treatment directions

Prior to issuing a treatment consider whether the goods or the vessel would be damaged as a result of the treatment. The table below outlines this process.

If the treatment is likely to...	Then...
damage goods < \$1 000 000 in value	<ul style="list-style-type: none"> <li>the person in charge of the goods must be notified that the treatment is likely to damage the goods.</li> <li>the person in charge must agree to the treatment.</li> </ul> <p><b>Note:</b> The Goods subject to management control assessment and management form may be used to obtain an agreement to treat.</p>
damage goods ≥ \$1 000 000 in value	<p>approval is required from an SES1 Assistant Secretary or higher with appropriate delegations under the Act.</p> <p><b>Refer to:</b> the Treating imported goods work instruction.</p>
damage the conveyance	<p>approval is required from an EL1, Director or higher with appropriate delegations under the Act.</p> <p><b>Refer to:</b> the Treating imported goods work instruction.</p>
not damage the conveyance or goods	<p>Proceed with issuing the treatment directions in the Treatments table.</p>



## How do the treatment directions relate to powers under the Act?

The eForm treatments table enables a biosecurity officer to select from the following nine treatment directions.

Treatment direction	When to apply this treatment	Power under the Act	BCP form
Applying insecticide	To treat the risk of insect infestation.	<ul style="list-style-type: none"> <li>goods s133</li> <li>conveyance s208</li> </ul>	Goods: AG08 Vessel: AG36
Applying pest control measures	Primarily to treat the risk of rodent activity.	<ul style="list-style-type: none"> <li>goods s133</li> <li>conveyance               <ul style="list-style-type: none"> <li>treat s208</li> <li>trapping Reg54</li> </ul> </li> </ul>	Goods: AG08 Vessel: AG36
Applying other treatment as directed	Any other treatment not available in the list provided to treat a risk.	<ul style="list-style-type: none"> <li>goods s133</li> <li>conveyance s208</li> </ul>	Goods: AG08 Vessel: AG36
Cleaning	When cleaning is required i.e. seed spill, waste, plant material.	<ul style="list-style-type: none"> <li>goods s133</li> <li>conveyance s208</li> </ul>	Goods: AG08 Vessel: AG36
Movement	To ensure plants, pets etc. are kept inside the vessel.	<ul style="list-style-type: none"> <li>goods s132</li> </ul>	Goods: AG08
Voluntary Disposal	To be used when the crew voluntarily dispose of biosecurity risk material.	<ul style="list-style-type: none"> <li>goods s557</li> </ul> <p><b>Note:</b> you cannot direct someone to voluntarily dispose of goods you can only grant permission</p>	AG57
Disinfection	When disinfection of a space is required i.e. Virkon application.	<ul style="list-style-type: none"> <li>goods s133</li> <li>conveyance s208</li> </ul>	Goods: AG08
Biosecurity Control	May be used to ensure ships' pets are confined within the vessel	<ul style="list-style-type: none"> <li>goods s124</li> <li>conveyance s203</li> </ul>	Goods: AG08
Fumigation	When a professional fumigator is required to manage a biosecurity risk.	<ul style="list-style-type: none"> <li>goods s133</li> <li>conveyance s208</li> </ul> <p><b>Note:</b> treatments likely to damage a vessel such as a methyl bromide fumigation for timber pests, must be issued in AIMS.</p>	Goods: AG08 Vessel: AG36

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## Do any of the vessel spaces contain plants?

- This question is a guide for biosecurity officers on which spaces to inspect.
- Spaces with plants are recommended for inspection.

Follow the steps in the table below to record the outcome of this question.

Step	Action								
1.	Do any of the vessel spaces contain plants?								
	<table><tr><th>If...</th><th>Then...</th></tr><tr><td>there are any plants on board the vessel</td><td><ul style="list-style-type: none"><li>• Select 'Yes',</li><li>• Record the details in the space provided,</li><li>• Go to Step 2.</li></ul></td></tr><tr><td>there aren't any plants on board the vessel</td><td><ul style="list-style-type: none"><li>• Select 'No',</li><li>• Go to the Inspection Results section.</li></ul></td></tr><tr><td>the vessel is a Cruise Vessel which has plants</td><td><ul style="list-style-type: none"><li>• Select 'Yes',</li><li>• Review the Live Plant log,</li><li>• In the space provided record 'Refer to the live plant log',</li><li>• Inspect the plants and record any issues in the Inspection Results section,</li><li>• Go to step 2.</li></ul></td></tr></table>	If...	Then...	there are any plants on board the vessel	<ul style="list-style-type: none"><li>• Select 'Yes',</li><li>• Record the details in the space provided,</li><li>• Go to Step 2.</li></ul>	there aren't any plants on board the vessel	<ul style="list-style-type: none"><li>• Select 'No',</li><li>• Go to the Inspection Results section.</li></ul>	the vessel is a Cruise Vessel which has plants	<ul style="list-style-type: none"><li>• Select 'Yes',</li><li>• Review the Live Plant log,</li><li>• In the space provided record 'Refer to the live plant log',</li><li>• Inspect the plants and record any issues in the Inspection Results section,</li><li>• Go to step 2.</li></ul>
	If...	Then...							
	there are any plants on board the vessel	<ul style="list-style-type: none"><li>• Select 'Yes',</li><li>• Record the details in the space provided,</li><li>• Go to Step 2.</li></ul>							
there aren't any plants on board the vessel	<ul style="list-style-type: none"><li>• Select 'No',</li><li>• Go to the Inspection Results section.</li></ul>								
the vessel is a Cruise Vessel which has plants	<ul style="list-style-type: none"><li>• Select 'Yes',</li><li>• Review the Live Plant log,</li><li>• In the space provided record 'Refer to the live plant log',</li><li>• Inspect the plants and record any issues in the Inspection Results section,</li><li>• Go to step 2.</li></ul>								
2.	Go to the Inspection Results section of the eForm.								

## Inspection Results

This section of the eForm is used to record the results of the physical inspection of the ship spaces.

Record all risks found in a ship's space. This is also applicable when a risk was found and remedied during the inspection.

**For instance:** The biosecurity officer found a small grain spillage on the deck and instructed the crew to clean it up. This must be recorded as 'Unsatisfactory' against the applicable deck space and F/U must either be set to 'Yes' or 'Print Only' with details of the directions given to the crew recorded in the BSD comments space.

Against each space in the eForm indicate whether a space was either:

- Not Inspected
- Inspected and the result was Satisfactory
- Inspected and the result was Unsatisfactory
- Not Applicable if the indicated ship space does not exist for a particular vessel type.

## How to record risks in the Inspection Results section of the eForm

The ship spaces inspection requires inspection results to be recorded for each space on the eForm.

The table below explains how results can be recorded in the eForm.

If the space...	Then...
was not inspected	Select 'Not Inspected'.
was inspected and no risks were identified	Select 'Satisfactory'.
was inspected and one or more risks were identified	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory' next to the ship space inspected,</li> <li>• Select the appropriate Risk from the Treatments Table,</li> <li>• Select the appropriate Treatment from the Treatments Table,</li> <li>• Decide whether a Follow Up Inspection (F/U) is required.</li> </ul>
is not present on the vessel type being inspected	Select N/A.

## How to schedule Follow Up inspections

Follow Up Inspections are mandatory inspections and scheduled automatically by MARS when 'Yes' is selected in the treatment table.

**Note:** When Print Only is selected in the treatment table then the directions are published in the BSD but no Follow Up inspection is scheduled.

This table outlines how to schedule a Follow Up Inspection in the treatments table.

If a Follow Up inspection...	Then in the treatment table...
is required	Select 'Yes' for F/U.
is not required	Select 'No' for F/U.
<ul style="list-style-type: none"> <li>• is not required, but</li> <li>• the risk, the treatment and the BSD comments must appear on the BSD.</li> </ul>	Select 'Print Only' for F/U.

## Assessing and recording Plant risks

This section explains the framework for recording plant risks in the eForm.

The following records and/or documentation must be available for this component of the RVI:

- Pre-Arrival Report.
- Biosecurity Status Document.
- Live plant log (Cruise Vessels only).

The table below provides a framework for how to record plant risks.

If the vessel has plants...	Then...
that have been maintained according to the BSD conditions without any other risks	For each space where plants are found select the inspection result as 'Satisfactory'.
that need to be moved inside and away from open spaces	<ul style="list-style-type: none"> <li>• For each space where plants are found select the inspection result as 'Unsatisfactory',</li> <li>• Select the Risk as 'Plant',</li> <li>• Select the Treatment as 'Movement',</li> <li>• Select F/U as 'No',</li> <li>• Enter any relevant comments in Officer Notes,</li> <li>• Leave the BSD Comments blank.</li> </ul>
<ul style="list-style-type: none"> <li>• that have not been maintained according to the BSD conditions, or</li> <li>• a risk has been identified with the plant(s)</li> </ul>	<ul style="list-style-type: none"> <li>• For each space where plants are found select the inspection result as 'Unsatisfactory',</li> <li>• Select the appropriate risk,</li> <li>• Select the appropriate Treatment,</li> <li>• Select F/U as either 'Yes' or 'Print Only',</li> <li>• Enter any relevant comments in Officer Notes,</li> <li>• Enter appropriate treatment directions in the BSD Comments.</li> </ul>

## Assessing and recording Vector and Rodent risks

Vector and Rodent risks will result in a Ship Sanitation Control Certificate being issued by MARS when:

- F/U is set to 'Yes', and
- 'Yes' is answered to the question "Were there conditions on board that require a Ship Sanitation Control Certificate to be issued?"

**Note:** This question appears at the end of the PAR Response Verification section of the eForm.

**Important:** The exception is the Bridge space. Vectors and rodents found on the Bridge must be recorded against the Crew and Public Facilities space.

The table below provides a framework for how to record vector and rodent risks.

If rodent or vector risks...	Then...
<ul style="list-style-type: none"> <li>• are identified on the vessel, and</li> <li>• the risk can be mitigated during the inspection</li> </ul>	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory' for the vessel space where the risk was located in the Inspection Results section,</li> <li>• Select the Risk as Vector or Rodent,</li> <li>• Select the appropriate treatment,</li> <li>• Select F/U as 'Print Only',</li> <li>• Enter BSD Comments with clear directions for the Master to follow,</li> <li>• Add internal notes for subsequent inspections in Officer Notes,</li> <li>• Answer 'No' to the question "Were there conditions on board that require a Ship Sanitation Control Certificate to be issued?" after the PAR Response Verification section of the eForm.</li> </ul>
<ul style="list-style-type: none"> <li>• are identified on the vessel, and</li> <li>• the risk cannot be mitigated during the inspection</li> </ul>	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory' for the vessel space where the risk was located in the Inspection Results section,</li> <li>• Select the Risk as Vector or Rodent,</li> <li>• Select the appropriate treatment,</li> <li>• Select F/U as 'Yes',</li> <li>• Enter BSD Comments with clear directions for the Master to follow,</li> <li>• Add internal notes for subsequent inspections in Officer Notes,</li> <li>• Answer 'Yes' to the question "Were there conditions on board that require a Ship Sanitation Control Certificate to be issued?" after the PAR Response Assessment section of the eForm.</li> </ul>
are identified on the Bridge space	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory' for the Crew and Public Facilities space,</li> <li>• Follow the steps for recording the risk as set out above.</li> </ul>

## Assessing and recording Insect risks

Insects found on board a vessel must be recorded:

- in the appropriate ship space on the eForm.
- in the Incidents section on the Follow-Up Activities tab when the appointment is being finalised.

**Refer to:** the MARS User Guide.

- in the external Incidents Client database.

**Refer to:** Operational Science Services (OSS) guidelines for additional reporting of insects, insect identification requirements and the submission of insect samples.

The table below provides a framework for how to record insect risks in MARS.

If insects are found...	Then...
<ul style="list-style-type: none"> <li>• on board the vessel which do not require identification, and</li> <li>• a Follow Up is not required</li> </ul>	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory' for the vessel space where the risk was located in the Inspection Results section,</li> <li>• Select the Risk as Insect,</li> <li>• Select the appropriate treatment,</li> <li>• Select F/U as 'Print Only',</li> <li>• Enter BSD Comments with clear directions for the Master to follow,</li> <li>• Add internal notes in Officer Notes.</li> </ul>
<ul style="list-style-type: none"> <li>• on board the vessel which require identification, but</li> <li>• a Follow Up is not required</li> </ul>	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory' for the vessel space where the risk was located in the Inspection Results section,</li> <li>• Select the Risk as Insect,</li> <li>• Select the appropriate treatment,</li> <li>• Select F/U as 'No',</li> <li>• Enter BSD Comments with clear directions for the Master to follow,</li> <li>• Add internal notes in Officer Notes.</li> </ul>
<ul style="list-style-type: none"> <li>• on board the vessel which do not require identification, but</li> <li>• a Follow Up is required</li> </ul>	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory' for the vessel space where the risk was located in the Inspection Results section,</li> <li>• Select the Risk as Insect,</li> <li>• Select the appropriate treatment,</li> <li>• Select F/U as 'Yes',</li> <li>• Enter BSD Comments with clear directions for the Master to follow,</li> <li>• Add internal notes for subsequent inspections in Officer Notes.</li> </ul>
<ul style="list-style-type: none"> <li>• on board the vessel which require identification, but</li> <li>• a Follow Up is required</li> </ul>	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory' for the vessel space where the risk was located in the Inspection Results section,</li> <li>• Select the Risk as Insect,</li> <li>• Select the appropriate treatment,</li> <li>• Select F/U as 'Yes',</li> <li>• In the Officer Notes section state that the insect samples have been sent to the regional entomologist for</li> </ul>

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If insects are found...	Then...
	<p>identification and that a Follow Up Inspection may be required if the insects are of biosecurity concern,</p> <ul style="list-style-type: none"> <li>• Enter BSD Comments with clear directions for the Master to follow.</li> </ul>

### What to do when the regional entomologist gives advice on insect treatments

The steps in the table below apply once the regional entomologist has responded with formal advice. It is here only for the sake of completing the process and isn't part of the eForm.

If the insects...	Then...
Are of biosecurity concern	<ul style="list-style-type: none"> <li>• Email the subsequent port the recommendations and identification from the regional entomologist,</li> <li>• Inform the subsequent port that the Follow Up Inspection is mandatory,</li> <li>• Inform the subsequent port to contact the regional entomologist for any additional information,</li> <li>• The responsibility for managing the biosecurity risk is now with the subsequent port.</li> </ul>
are not of biosecurity concern	<ul style="list-style-type: none"> <li>• Email the subsequent port the recommendations and identification from the regional entomologist,</li> <li>• Inform the subsequent port that the Follow Up Inspection is not mandatory, the inspection may be cancelled and the reason for cancellation entered as per the advice from the regional entomologist,</li> <li>• Inform the subsequent port to contact the regional entomologist for any additional information.</li> </ul>

### Assessing and recording Ship's Pets

All ships' pets must be recorded in the Inspection Results section of the Ship Spaces module of the eForm.

- If more than one pet is on board the vessel then each pet must be recorded on a separate line in the Treatments Table.
- The Follow Up inspection and the BSD comments are the triggers for the subsequent port to inspect the vessel to ensure the pet(s) are confined as directed.

**Refer to:** the procedures as set out in the 'Ships pet on board international vessels' work instruction.

Ships' pets must be recorded in the eForm as outlined in the table below.

If the vessel has a pet on board...	Then...
<ul style="list-style-type: none"> <li>• that was declared, and</li> <li>• contained as per the BSD directions</li> </ul>	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory' for the Crew Quarters space in the Inspection Results section,</li> <li>• Select the Risk as Animal,</li> <li>• Select the Treatment as 'Movement',</li> <li>• Select F/U as 'Yes',</li> </ul>



If the vessel has a pet on board...	Then...
	<ul style="list-style-type: none"> <li>• In Officer Notes enter a clear description of the pet and where it is located,</li> <li>• In BSD Notes enter the following:               <ul style="list-style-type: none"> <li>○ A short description of the pet,</li> <li>○ Specific directions for the Master to follow to ensure the pet is confined according to departmental requirements.</li> </ul> </li> </ul>
that wasn't declared	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory' for the space where the pet was located in the Inspection Results section,</li> <li>• Select the Risk as Animal,</li> <li>• Select the Treatment as 'Movement',</li> <li>• Select F/U as 'Yes',</li> <li>• In Officer Notes enter a clear description of the pet and where it is located,</li> <li>• In BSD Notes enter the following:               <ul style="list-style-type: none"> <li>○ A short description of the pet,</li> <li>○ Specific directions for the Master to follow to ensure the pet is confined according to departmental requirements.</li> </ul> </li> <li>• Apply the appropriate Demerit in the Demerit Actions section of the eForm.</li> </ul>
<ul style="list-style-type: none"> <li>• that was declared, but</li> <li>• not confined as directed in the BSD</li> </ul>	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory' for the space where the pet was located in the Inspection Results section,</li> <li>• Select the Risk as Animal,</li> <li>• Select the Treatment as 'Movement',</li> <li>• Select F/U as 'Yes',</li> <li>• In Officer Notes enter a clear description of the pet and where it is located,</li> <li>• In BSD Notes enter the following:               <ul style="list-style-type: none"> <li>○ A short description of the pet,</li> <li>○ Specific directions for the Master to follow to ensure the pet is confined according to departmental requirements.</li> </ul> </li> <li>• Apply the appropriate Demerit in the Demerit Actions section of the eForm.</li> </ul>

## Demerit Actions

This section of the RVI is used to record any demerit actions.

- Detailed explanation of demerit actions and how they must be applied is available in the Biosecurity Management of Commercial Vessels Policy Framework.
- The information icon next to each risk in the Demerit Actions section of the eForm contains detailed information on the demerit categories and when to apply them.

The table below outlines the steps to take to record Demerit actions in the eForm.

Step	Action						
1.	Go to the Demerit Actions section.						
2.	<div>Were there any demerit actions?</div> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>there were any demerit actions</td><td> <ul style="list-style-type: none"> <li>• Select 'Yes',</li> <li>• Select the appropriate risk or risks,</li> <li>• Apply the appropriate demerit category,</li> <li>• Go to PAR Response Verification section.</li> </ul> </td></tr> <tr> <td>there were no demerit actions</td><td> <ul style="list-style-type: none"> <li>• Select 'No',</li> <li>• Go to PAR Response Verification section.</li> </ul> </td></tr> </table>	If...	Then...	there were any demerit actions	<ul style="list-style-type: none"> <li>• Select 'Yes',</li> <li>• Select the appropriate risk or risks,</li> <li>• Apply the appropriate demerit category,</li> <li>• Go to PAR Response Verification section.</li> </ul>	there were no demerit actions	<ul style="list-style-type: none"> <li>• Select 'No',</li> <li>• Go to PAR Response Verification section.</li> </ul>
If...	Then...						
there were any demerit actions	<ul style="list-style-type: none"> <li>• Select 'Yes',</li> <li>• Select the appropriate risk or risks,</li> <li>• Apply the appropriate demerit category,</li> <li>• Go to PAR Response Verification section.</li> </ul>						
there were no demerit actions	<ul style="list-style-type: none"> <li>• Select 'No',</li> <li>• Go to PAR Response Verification section.</li> </ul>						



## PAR Response Verification

This section of the RVI is used to:

- list any goods on board the vessel placed under a biosecurity control notice.
- assess the Master's response to the questions on the PAR and record the outcomes on the eForm.

The following records and/or documentation must be available for this component of the RVI:

- Pre-Arrival Report (Biosecurity officers must download a PDF version of the PAR when creating the appointment).
- Biosecurity Status Document.

The following table outlines the steps to complete the Inspection Completion section of the RVI.

Step	Action						
1.	Go to the PAR Response Verification section and then the Inspection completion section of the eForm.						
2.	<p>Were any goods secured on the vessel under a biosecurity control notice?</p> <p><b>Note:</b> Vessels with goods secured under a biosecurity control notice must not be placed on coastal status.</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>goods were secured</td><td> <ul style="list-style-type: none"> <li>• Select 'Yes',</li> <li>• List goods that have been directed to be secured under a seal (formally called bonding a good under the Quarantine Act) ,</li> <li>• Describe what is being directed, including in what space the goods are being secured. This will appear as a direction on the BSD,</li> <li>• Decide whether a Follow Up inspection of the secured goods are required,</li> <li>• Enter Officer Notes for future reference,</li> <li>• If more detailed directions for the Master are required complete the BSD Comments,</li> <li>• Go to the Animals section.</li> </ul> </td></tr> <tr> <td>goods were not secured</td><td> <ul style="list-style-type: none"> <li>• Select 'No',</li> <li>• Go to the Animals section.</li> </ul> </td></tr> </table>	If...	Then...	goods were secured	<ul style="list-style-type: none"> <li>• Select 'Yes',</li> <li>• List goods that have been directed to be secured under a seal (formally called bonding a good under the Quarantine Act) ,</li> <li>• Describe what is being directed, including in what space the goods are being secured. This will appear as a direction on the BSD,</li> <li>• Decide whether a Follow Up inspection of the secured goods are required,</li> <li>• Enter Officer Notes for future reference,</li> <li>• If more detailed directions for the Master are required complete the BSD Comments,</li> <li>• Go to the Animals section.</li> </ul>	goods were not secured	<ul style="list-style-type: none"> <li>• Select 'No',</li> <li>• Go to the Animals section.</li> </ul>
If...	Then...						
goods were secured	<ul style="list-style-type: none"> <li>• Select 'Yes',</li> <li>• List goods that have been directed to be secured under a seal (formally called bonding a good under the Quarantine Act) ,</li> <li>• Describe what is being directed, including in what space the goods are being secured. This will appear as a direction on the BSD,</li> <li>• Decide whether a Follow Up inspection of the secured goods are required,</li> <li>• Enter Officer Notes for future reference,</li> <li>• If more detailed directions for the Master are required complete the BSD Comments,</li> <li>• Go to the Animals section.</li> </ul>						
goods were not secured	<ul style="list-style-type: none"> <li>• Select 'No',</li> <li>• Go to the Animals section.</li> </ul>						

## Animals

This section sets a condition on the BSD regarding the ship's pets and adds risk points to the vessel.

- The animal must also be listed in the treatment table relating to the space.
- This section also sets demerits relating to other animals found on board the vessel.

The table below outlines the steps to follow to complete the Animal section.

Step	Action						
1.	<p>Were ship pets found on board?</p> <table> <tr> <th>If ships pets...</th><th>Then...</th></tr> <tr> <td>were found on board</td><td> <ul style="list-style-type: none"> <li>• Select 'Yes'.</li> </ul> <p><b>Refer to:</b> the instructions as set out in the 'Ship's pets on international vessels' Work Instruction where they apply to Commercial vessels.</p> <ul style="list-style-type: none"> <li>• Record the pets on the eForm by referring to the Assessing and recording Ship's Pets section of this Work Instruction,</li> <li>• Go to step 2.</li> </ul> </td></tr> <tr> <td>were not found on board</td><td> <ul style="list-style-type: none"> <li>• Select 'No',</li> <li>• Go to step 3.</li> </ul> </td></tr> </table>	If ships pets...	Then...	were found on board	<ul style="list-style-type: none"> <li>• Select 'Yes'.</li> </ul> <p><b>Refer to:</b> the instructions as set out in the 'Ship's pets on international vessels' Work Instruction where they apply to Commercial vessels.</p> <ul style="list-style-type: none"> <li>• Record the pets on the eForm by referring to the Assessing and recording Ship's Pets section of this Work Instruction,</li> <li>• Go to step 2.</li> </ul>	were not found on board	<ul style="list-style-type: none"> <li>• Select 'No',</li> <li>• Go to step 3.</li> </ul>
If ships pets...	Then...						
were found on board	<ul style="list-style-type: none"> <li>• Select 'Yes'.</li> </ul> <p><b>Refer to:</b> the instructions as set out in the 'Ship's pets on international vessels' Work Instruction where they apply to Commercial vessels.</p> <ul style="list-style-type: none"> <li>• Record the pets on the eForm by referring to the Assessing and recording Ship's Pets section of this Work Instruction,</li> <li>• Go to step 2.</li> </ul>						
were not found on board	<ul style="list-style-type: none"> <li>• Select 'No',</li> <li>• Go to step 3.</li> </ul>						
2.	<p>Verify declaration of pets on board?</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the declaration was accurate</td><td> <ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to step 3.</li> </ul> </td></tr> <tr> <td>the declaration was inaccurate</td><td> <ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate any risks identified,</li> <li>• Go to step 3.</li> </ul> </td></tr> </table>	If...	Then...	the declaration was accurate	<ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to step 3.</li> </ul>	the declaration was inaccurate	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate any risks identified,</li> <li>• Go to step 3.</li> </ul>
If...	Then...						
the declaration was accurate	<ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to step 3.</li> </ul>						
the declaration was inaccurate	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate any risks identified,</li> <li>• Go to step 3.</li> </ul>						
3.	<p>Verify declaration of other animals on board?</p> <ul style="list-style-type: none"> <li>• Other animals refer to any animal found on board a vessel which is not declared as a ship's pet and/or not manifested as cargo.</li> <li>• Masters are expected to report the presence of any hitchhiker animals on board the vessel prior to arrival or as soon as practicably possible after discovery.</li> </ul> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the animal declaration was accurate</td><td> <ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to step 4.</li> </ul> </td></tr> <tr> <td>the animal declaration was inaccurate</td><td> <ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate any risks identified,</li> <li>• Go to step 4.</li> </ul> </td></tr> </table>	If...	Then...	the animal declaration was accurate	<ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to step 4.</li> </ul>	the animal declaration was inaccurate	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate any risks identified,</li> <li>• Go to step 4.</li> </ul>
If...	Then...						
the animal declaration was accurate	<ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to step 4.</li> </ul>						
the animal declaration was inaccurate	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate any risks identified,</li> <li>• Go to step 4.</li> </ul>						

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Step	Action						
4.	Verify declaration of animal deaths on board?						
	<table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the animal declaration was accurate</td><td> <ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to the Insects section.</li> </ul> </td></tr> <tr> <td>the animal declaration was inaccurate</td><td> <ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate any risks identified,</li> <li>• Go to the Insects section.</li> </ul> </td></tr> </table>	If...	Then...	the animal declaration was accurate	<ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to the Insects section.</li> </ul>	the animal declaration was inaccurate	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate any risks identified,</li> <li>• Go to the Insects section.</li> </ul>
If...	Then...						
the animal declaration was accurate	<ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to the Insects section.</li> </ul>						
the animal declaration was inaccurate	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate any risks identified,</li> <li>• Go to the Insects section.</li> </ul>						

## Insects

This section sets a condition on the BSD regarding the Master's declaration of insects, including Asian Gypsy Moth (AGM), on board the vessel.

The table below outlines the steps to follow to complete the Insects section.

Step	Action						
1.	Verify insect declaration?						
	<table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the insect declaration was accurate</td><td> <ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to step2.</li> </ul> </td></tr> <tr> <td>the insect declaration was inaccurate</td><td> <ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate the risks identified,</li> <li>• Go to step 2.</li> </ul> </td></tr> </table>	If...	Then...	the insect declaration was accurate	<ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to step2.</li> </ul>	the insect declaration was inaccurate	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate the risks identified,</li> <li>• Go to step 2.</li> </ul>
If...	Then...						
the insect declaration was accurate	<ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to step2.</li> </ul>						
the insect declaration was inaccurate	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate the risks identified,</li> <li>• Go to step 2.</li> </ul>						
2.	Verify AGM declaration?						
	<table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the AGM declaration was accurate</td><td> <ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to step 3.</li> </ul> </td></tr> <tr> <td>the AGM declaration was inaccurate</td><td> <ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate the risks identified,</li> <li>• Go to step 3.</li> </ul> </td></tr> </table>	If...	Then...	the AGM declaration was accurate	<ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to step 3.</li> </ul>	the AGM declaration was inaccurate	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate the risks identified,</li> <li>• Go to step 3.</li> </ul>
If...	Then...						
the AGM declaration was accurate	<ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to step 3.</li> </ul>						
the AGM declaration was inaccurate	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate the risks identified,</li> <li>• Go to step 3.</li> </ul>						

Step	Action								
3.	Verify Freedom From AGM Certificate, if applicable?								
	<table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the AGM Certificate was accurate</td><td> <ul style="list-style-type: none"> <li>Select 'Satisfactory',</li> <li>For Cruise Vessels go to the Plants section,</li> <li>For other vessel types go to the Cargo section.</li> </ul> </td></tr> <tr> <td>the AGM Certificate was inaccurate</td><td> <ul style="list-style-type: none"> <li>Select 'Unsatisfactory',</li> <li>Provide the details and take appropriate action to mitigate the risks identified,</li> <li>For Cruise Vessels go to the Plants section,</li> <li>For other vessel types go to the Cargo section.</li> </ul> </td></tr> <tr> <td>the AGM Certificate is not applicable to this vessel</td><td> <ul style="list-style-type: none"> <li>Select 'N/A',</li> <li>The vessel is not required to have an AGM certificate,</li> <li>For Cruise Vessels go to the Plants section,</li> <li>For other vessel types go to the Cargo section.</li> </ul> </td></tr> </table>	If...	Then...	the AGM Certificate was accurate	<ul style="list-style-type: none"> <li>Select 'Satisfactory',</li> <li>For Cruise Vessels go to the Plants section,</li> <li>For other vessel types go to the Cargo section.</li> </ul>	the AGM Certificate was inaccurate	<ul style="list-style-type: none"> <li>Select 'Unsatisfactory',</li> <li>Provide the details and take appropriate action to mitigate the risks identified,</li> <li>For Cruise Vessels go to the Plants section,</li> <li>For other vessel types go to the Cargo section.</li> </ul>	the AGM Certificate is not applicable to this vessel	<ul style="list-style-type: none"> <li>Select 'N/A',</li> <li>The vessel is not required to have an AGM certificate,</li> <li>For Cruise Vessels go to the Plants section,</li> <li>For other vessel types go to the Cargo section.</li> </ul>
If...	Then...								
the AGM Certificate was accurate	<ul style="list-style-type: none"> <li>Select 'Satisfactory',</li> <li>For Cruise Vessels go to the Plants section,</li> <li>For other vessel types go to the Cargo section.</li> </ul>								
the AGM Certificate was inaccurate	<ul style="list-style-type: none"> <li>Select 'Unsatisfactory',</li> <li>Provide the details and take appropriate action to mitigate the risks identified,</li> <li>For Cruise Vessels go to the Plants section,</li> <li>For other vessel types go to the Cargo section.</li> </ul>								
the AGM Certificate is not applicable to this vessel	<ul style="list-style-type: none"> <li>Select 'N/A',</li> <li>The vessel is not required to have an AGM certificate,</li> <li>For Cruise Vessels go to the Plants section,</li> <li>For other vessel types go to the Cargo section.</li> </ul>								

## Plants

This section is only available on the eForm when the vessel type is Cruise Vessel.

Was the plant declaration accurate?

If...	Then...
the plant declaration was accurate	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to the Cargo section.</li> </ul>
the plant declaration was inaccurate	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Provide the details and take appropriate action to mitigate the risks identified,</li> <li>Go to the Cargo section.</li> </ul>

## Cargo

This section sets a condition on the BSD regarding the Master's declaration of the previous 10 cargoes on board the vessel.

Verify last 10 cargo declaration?

If...	Then...
the cargo declaration was accurate	<ul style="list-style-type: none"> <li>Select 'Satisfactory',</li> <li>Go to the Waste section.</li> </ul>
the cargo declaration was inaccurate	<ul style="list-style-type: none"> <li>Select 'Unsatisfactory',</li> <li>Provide the details and take appropriate action to mitigate the risks identified,</li> <li>Go to the Waste section.</li> </ul>

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## Waste

This section sets a condition on the BSD regarding the Master's declaration of waste on board the vessel.

- The waste section is only to manage the discharge of waste not for the storage of waste on board the vessel.
- Waste may only be discharged to a waste provider operating under an Approved Arrangement or under direct departmental supervision.

**Important:** Any other issues with regard to waste storage, spillage or lack of on board waste management must be addressed in the Inspection Results section of the eForm.

Has the vessel discharged all waste to a waste provider under an AA or to a non-AA provider under Departmental supervision?

If...	Then...
the waste was discharged	<ul style="list-style-type: none"> <li>• Select 'Yes',</li> <li>• Go to Ship Sanitation Control Certificate conditions section.</li> </ul>
the waste was not discharged	<ul style="list-style-type: none"> <li>• Select 'No',</li> <li>• Provide the details and take appropriate action to mitigate any risks identified,</li> <li>• Go to Ship Sanitation Control Certificate conditions section</li> </ul>
this does not apply to this vessel	<ul style="list-style-type: none"> <li>• Select 'N/A',</li> <li>• Go to Ship Sanitation Control Certificate conditions section.</li> </ul>

## Ship Sanitation Control Certificate conditions

This section is used to record inspection outcomes when a Ship Sanitation Control Certificate must be issued as a result of vectors or rodents being present on the vessel.

### Were there conditions on board that require a Ship Sanitation Control Certificate to be issued?

The answer to the question on the eForm determines whether MARS will issue a Ship Sanitation Control Certificate (SSCC) when the following conditions are met:

- The vessel is at a declared port,
- The risk is either Vector or Rodent or both, and
- Follow Up is set to 'Yes'.

Answering 'Yes' will also display the SSC Document Verification section in the eForm.

If...	Then...
<ul style="list-style-type: none"> <li>• an SSCC must be issued by MARS, and</li> <li>• the vessel is at a declared port</li> </ul>	<ul style="list-style-type: none"> <li>• Select 'Yes',</li> <li>• Go to the SSC Documentation Verification section,</li> <li>• Note on the vessel's original Ship Sanitation Control Exemption Certificate that a Ship Sanitation Control Certificate has been issued for the vessel.</li> </ul>
<ul style="list-style-type: none"> <li>• an SSCC must not be issued by MARS, or</li> <li>• the vessel is at a non-declared port</li> </ul>	<ul style="list-style-type: none"> <li>• Select 'No',</li> <li>• Go to Completing the Inspection in eForms.</li> </ul>

### SSC Document Verification

This section of the eForm is used to record the outcomes of the SSC document verification.

The following documents pertaining to certain ship facilities must be reviewed:

- The International Maritime Organisation (IMO) ship safety construction certificate:

This certificate is based on the requirements of the International Convention for the Safety of Life At Sea (SOLAS) convention as it relates to the availability of potable water on board the vessel. The table below outlines the requirements for different vessel types.

Vessel Type	Certificate Type
Cargo Vessels	Cargo Ship Safety Construction Certificate
Passenger Vessels	Certificate of Survey as a Passenger Ship
Fishing Vessels	Certificate of Survey for a Fishing Vessel
Some classes of Cargo Vessels	Certificate of Survey of a Cargo Ship

- International sewage pollution prevention certificate (ISPP).  
The ISPP certificate is issued to vessels:
  - Greater than 400 gross tonnes; or
  - Certified to carry more than 15 persons
- Ballast water records.



The vessel's Ballast Water Records as verified in the Ballast Water section of this work instruction.

**Refer to:** the Biosecurity Management of Commercial Vessels Policy Framework document for a detailed description of the SSC documentation review and how to apply control measures.

**Important:** MARS does not write any control measures applied as a result of document verification to the electronic SSCC. The control measures must be written on the SSCC once issued.

### How to verify the SSC documentation

The following table outlines the steps to verify the SSC documentation and record the outcomes:

Step	Action						
1.	<p>Ship Safety Construction Certificate verified?</p> <p>Assessment of the Construction Certificate means the following:</p> <ul style="list-style-type: none"> <li>The Master can produce the original certificate.</li> <li>The certificate is not out of date and is endorsed every 12 months.</li> </ul> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the vessel has a certificate</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 2.</li> </ul> </td></tr> <tr> <td>the vessel is not required to have a certificate</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 3.</li> </ul> </td></tr> </table>	If...	Then...	the vessel has a certificate	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 2.</li> </ul>	the vessel is not required to have a certificate	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 3.</li> </ul>
If...	Then...						
the vessel has a certificate	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 2.</li> </ul>						
the vessel is not required to have a certificate	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 3.</li> </ul>						
2.	<p>Verify the appropriate certificate for the vessel type.</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>there are no issues with the certificate</td><td> <ul style="list-style-type: none"> <li>Type 'Nil' in the Control measures field,</li> <li>Go to step 3.</li> </ul> </td></tr> <tr> <td>there are issues with the certificate</td><td> <ul style="list-style-type: none"> <li>Enter the control measures in the space provided,</li> <li>When the Master receives the electronic copy of the SSCC ask for a printed copy,</li> <li>Write the control measures in the space provided on the SSCC,</li> <li>Go to step 3.</li> </ul> </td></tr> </table>	If...	Then...	there are no issues with the certificate	<ul style="list-style-type: none"> <li>Type 'Nil' in the Control measures field,</li> <li>Go to step 3.</li> </ul>	there are issues with the certificate	<ul style="list-style-type: none"> <li>Enter the control measures in the space provided,</li> <li>When the Master receives the electronic copy of the SSCC ask for a printed copy,</li> <li>Write the control measures in the space provided on the SSCC,</li> <li>Go to step 3.</li> </ul>
If...	Then...						
there are no issues with the certificate	<ul style="list-style-type: none"> <li>Type 'Nil' in the Control measures field,</li> <li>Go to step 3.</li> </ul>						
there are issues with the certificate	<ul style="list-style-type: none"> <li>Enter the control measures in the space provided,</li> <li>When the Master receives the electronic copy of the SSCC ask for a printed copy,</li> <li>Write the control measures in the space provided on the SSCC,</li> <li>Go to step 3.</li> </ul>						
3.	<p>International Sewage Pollution Prevention Certificate verified?</p> <p>Assessment of the ISPP Certificate means the following:</p> <ul style="list-style-type: none"> <li>The Master can produce the original certificate.</li> <li>The certificate is not out of date.</li> </ul> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the vessel has an ISPP certificate</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 4.</li> </ul> </td></tr> <tr> <td>the vessel is not required to have an ISPP certificate</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 5.</li> </ul> </td></tr> </table>	If...	Then...	the vessel has an ISPP certificate	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 4.</li> </ul>	the vessel is not required to have an ISPP certificate	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 5.</li> </ul>
If...	Then...						
the vessel has an ISPP certificate	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 4.</li> </ul>						
the vessel is not required to have an ISPP certificate	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 5.</li> </ul>						



Step	Action						
4.	<p>Verify the ISPP Certificate for the vessel type.</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>there are no issues with the ISPP Certificate</td><td> <ul style="list-style-type: none"> <li>Type 'Nil' in the Control measures field,</li> <li>Go to step 5.</li> </ul> </td></tr> <tr> <td>there are issues with the ISPP Certificate</td><td> <ul style="list-style-type: none"> <li>Enter the control measures in the space provided,</li> <li>When the Master receives the electronic copy of the SSCC ask for a printed copy,</li> <li>Write the control measures in the space provided on the SSCC,</li> <li>Go to step 5.</li> </ul> </td></tr> </table>	If...	Then...	there are no issues with the ISPP Certificate	<ul style="list-style-type: none"> <li>Type 'Nil' in the Control measures field,</li> <li>Go to step 5.</li> </ul>	there are issues with the ISPP Certificate	<ul style="list-style-type: none"> <li>Enter the control measures in the space provided,</li> <li>When the Master receives the electronic copy of the SSCC ask for a printed copy,</li> <li>Write the control measures in the space provided on the SSCC,</li> <li>Go to step 5.</li> </ul>
If...	Then...						
there are no issues with the ISPP Certificate	<ul style="list-style-type: none"> <li>Type 'Nil' in the Control measures field,</li> <li>Go to step 5.</li> </ul>						
there are issues with the ISPP Certificate	<ul style="list-style-type: none"> <li>Enter the control measures in the space provided,</li> <li>When the Master receives the electronic copy of the SSCC ask for a printed copy,</li> <li>Write the control measures in the space provided on the SSCC,</li> <li>Go to step 5.</li> </ul>						
5.	<p>Ballast Water Records verified?</p> <p>Assessment of the ballast water records means the Master has followed the Australian Ballast Water Management Requirements.</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the vessel does has ballast water tanks</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 6.</li> </ul> </td></tr> <tr> <td>the vessel does not have ballast water tanks</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 7.</li> </ul> </td></tr> </table>	If...	Then...	the vessel does has ballast water tanks	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 6.</li> </ul>	the vessel does not have ballast water tanks	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 7.</li> </ul>
If...	Then...						
the vessel does has ballast water tanks	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 6.</li> </ul>						
the vessel does not have ballast water tanks	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 7.</li> </ul>						
6.	<p>Verify the vessel's ballast water records if not already verified as part of the RVI.</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>there are no issues with the ballast water</td><td> <ul style="list-style-type: none"> <li>Type 'Nil' in the Control measures field,</li> <li>Go to step 7.</li> </ul> </td></tr> <tr> <td>there are issues with the ballast water</td><td> <ul style="list-style-type: none"> <li>Enter the control measures in the space provided,</li> <li>When the Master receives the electronic copy of the SSCC ask for a printed copy,</li> <li>Write the control measures in the space provided on the SSCC,</li> <li>Go to step 7.</li> </ul> </td></tr> </table>	If...	Then...	there are no issues with the ballast water	<ul style="list-style-type: none"> <li>Type 'Nil' in the Control measures field,</li> <li>Go to step 7.</li> </ul>	there are issues with the ballast water	<ul style="list-style-type: none"> <li>Enter the control measures in the space provided,</li> <li>When the Master receives the electronic copy of the SSCC ask for a printed copy,</li> <li>Write the control measures in the space provided on the SSCC,</li> <li>Go to step 7.</li> </ul>
If...	Then...						
there are no issues with the ballast water	<ul style="list-style-type: none"> <li>Type 'Nil' in the Control measures field,</li> <li>Go to step 7.</li> </ul>						
there are issues with the ballast water	<ul style="list-style-type: none"> <li>Enter the control measures in the space provided,</li> <li>When the Master receives the electronic copy of the SSCC ask for a printed copy,</li> <li>Write the control measures in the space provided on the SSCC,</li> <li>Go to step 7.</li> </ul>						
7.	<p>Cargo Type.</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>there is cargo on board at the time of inspection</td><td> <ul style="list-style-type: none"> <li>Select the cargo type from the drop down list,</li> <li>Go to step 8.</li> </ul> </td></tr> <tr> <td>there is no cargo on board at the time of inspection</td><td> <ul style="list-style-type: none"> <li>Select 'Unladen' from the drop down list,</li> <li>Go to step 8.</li> </ul> </td></tr> </table>	If...	Then...	there is cargo on board at the time of inspection	<ul style="list-style-type: none"> <li>Select the cargo type from the drop down list,</li> <li>Go to step 8.</li> </ul>	there is no cargo on board at the time of inspection	<ul style="list-style-type: none"> <li>Select 'Unladen' from the drop down list,</li> <li>Go to step 8.</li> </ul>
If...	Then...						
there is cargo on board at the time of inspection	<ul style="list-style-type: none"> <li>Select the cargo type from the drop down list,</li> <li>Go to step 8.</li> </ul>						
there is no cargo on board at the time of inspection	<ul style="list-style-type: none"> <li>Select 'Unladen' from the drop down list,</li> <li>Go to step 8.</li> </ul>						

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Step	Action						
8.	<p>Cargo Weight (mT).</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>there is cargo on board at the time of inspection</td><td> <ul style="list-style-type: none"> <li>Enter the gross weight of the cargo on board in metric tonnes,</li> <li>Go to step 9.</li> </ul> </td></tr> <tr> <td>there is no cargo on board at the time of inspection</td><td> <ul style="list-style-type: none"> <li>Enter 0 in the space provided,</li> <li>Go to step 9.</li> </ul> </td></tr> </table>	If...	Then...	there is cargo on board at the time of inspection	<ul style="list-style-type: none"> <li>Enter the gross weight of the cargo on board in metric tonnes,</li> <li>Go to step 9.</li> </ul>	there is no cargo on board at the time of inspection	<ul style="list-style-type: none"> <li>Enter 0 in the space provided,</li> <li>Go to step 9.</li> </ul>
If...	Then...						
there is cargo on board at the time of inspection	<ul style="list-style-type: none"> <li>Enter the gross weight of the cargo on board in metric tonnes,</li> <li>Go to step 9.</li> </ul>						
there is no cargo on board at the time of inspection	<ul style="list-style-type: none"> <li>Enter 0 in the space provided,</li> <li>Go to step 9.</li> </ul>						
9.	<p>Additional Comments for the Ship Sanitation Control Certificate.</p> <p><b>Important:</b> Consult with your Team Leader prior to entering any additional comments in this field.</p>						
10.	Go to the Completing the RVI in eForms section.						

## Completing the RVI in eForms

The following table outlines the steps to take to complete the RVI in eForms.

Step	Action
1.	Go to the Duration section
2.	<p>Enter the actual duration of the inspection.</p> <p><b>Important:</b> Where another chargeable inspection is conducted at the same appointment, only record the duration of this particular inspection.</p>
3.	<p>Save the inspection and synchronise it back to MARS.</p> <p><b>Note:</b> It is important to save inspections if you will not synchronise immediately</p>
4.	<ul style="list-style-type: none"> <li>The eForms process is now complete.</li> <li>The next section describes how to complete the inspection process in MARS and finalise the appointment.</li> </ul>

## Finalising the RVI in MARS

Chapter 2 – Inspections in the MARS Internal User Guide contains details of how to finalise and search for an Appointment in MARS.

The following table outlines the process for finalising the inspection in MARS.

Step	Action								
1.	Search for the Appointment in MARS.								
2.	<ul style="list-style-type: none"> <li>Click on the Inspections tab.</li> <li>Confirm the inspection date and start time, the duration and the number of biosecurity officers is correct.</li> </ul> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>incorrect</td><td> <ul style="list-style-type: none"> <li>Change and enter the correct values,</li> <li>Go to step 3.</li> </ul> </td></tr> <tr> <td>correct</td><td>go to step 3</td></tr> </table>	If...	Then...	incorrect	<ul style="list-style-type: none"> <li>Change and enter the correct values,</li> <li>Go to step 3.</li> </ul>	correct	go to step 3		
If...	Then...								
incorrect	<ul style="list-style-type: none"> <li>Change and enter the correct values,</li> <li>Go to step 3.</li> </ul>								
correct	go to step 3								
3.	Confirm the Status is Uploaded. <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>in progress</td><td> <ul style="list-style-type: none"> <li>Click on Refresh,</li> <li>Go to step 4.</li> </ul> </td></tr> <tr> <td>uploaded</td><td>Go to step 4.</td></tr> </table>	If...	Then...	in progress	<ul style="list-style-type: none"> <li>Click on Refresh,</li> <li>Go to step 4.</li> </ul>	uploaded	Go to step 4.		
If...	Then...								
in progress	<ul style="list-style-type: none"> <li>Click on Refresh,</li> <li>Go to step 4.</li> </ul>								
uploaded	Go to step 4.								
4.	Click on Confirm and Process Inspection(s).								
5.	Confirm the Demerits applied are correct and whether additional demerits need to be added. <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>demerits need to be changed</td><td> <ul style="list-style-type: none"> <li>Contact your team leader for permission to adjust the demerits to 0 points,</li> <li>Change the Demerits,</li> <li>Add reasons for the change,</li> <li>Go to step 6.</li> </ul> <p><b>Note:</b> Demerits may only be adjusted to 0 points if a mistake was made. No other adjustments of demerits are permitted.</p> </td></tr> <tr> <td>an additional demerit needs to be added</td><td> <ul style="list-style-type: none"> <li>Contact your team leader to get permission to add an additional demerit that wasn't recorded during the inspection,</li> <li>Add the additional demerit,</li> <li>Add the reasons for adding the demerit,</li> <li>Go to step 6.</li> </ul> </td></tr> <tr> <td>nothing changes</td><td>Go to step 6.</td></tr> </table>	If...	Then...	demerits need to be changed	<ul style="list-style-type: none"> <li>Contact your team leader for permission to adjust the demerits to 0 points,</li> <li>Change the Demerits,</li> <li>Add reasons for the change,</li> <li>Go to step 6.</li> </ul> <p><b>Note:</b> Demerits may only be adjusted to 0 points if a mistake was made. No other adjustments of demerits are permitted.</p>	an additional demerit needs to be added	<ul style="list-style-type: none"> <li>Contact your team leader to get permission to add an additional demerit that wasn't recorded during the inspection,</li> <li>Add the additional demerit,</li> <li>Add the reasons for adding the demerit,</li> <li>Go to step 6.</li> </ul>	nothing changes	Go to step 6.
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demerits need to be changed	<ul style="list-style-type: none"> <li>Contact your team leader for permission to adjust the demerits to 0 points,</li> <li>Change the Demerits,</li> <li>Add reasons for the change,</li> <li>Go to step 6.</li> </ul> <p><b>Note:</b> Demerits may only be adjusted to 0 points if a mistake was made. No other adjustments of demerits are permitted.</p>								
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nothing changes	Go to step 6.								

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Step	Action												
6.	<p>Click on follow up activities</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>an inspection is required to verify compliance</td><td> <ul style="list-style-type: none"> <li>Select the Verification check box,</li> <li>Enter a Start After date and time for the inspection,</li> <li>Add the reasons for the recommended inspection to verify compliance,</li> <li>Go to step 7.</li> </ul> </td></tr> <tr> <td>an incident needs to be added</td><td> <ul style="list-style-type: none"> <li>Add an incident. All insects found on the vessel must be recorded here,</li> <li>Go to step 7.</li> </ul> </td></tr> <tr> <td>nothing to be added</td><td>Go to step 7.</td></tr> </table>	If...	Then...	an inspection is required to verify compliance	<ul style="list-style-type: none"> <li>Select the Verification check box,</li> <li>Enter a Start After date and time for the inspection,</li> <li>Add the reasons for the recommended inspection to verify compliance,</li> <li>Go to step 7.</li> </ul>	an incident needs to be added	<ul style="list-style-type: none"> <li>Add an incident. All insects found on the vessel must be recorded here,</li> <li>Go to step 7.</li> </ul>	nothing to be added	Go to step 7.				
If...	Then...												
an inspection is required to verify compliance	<ul style="list-style-type: none"> <li>Select the Verification check box,</li> <li>Enter a Start After date and time for the inspection,</li> <li>Add the reasons for the recommended inspection to verify compliance,</li> <li>Go to step 7.</li> </ul>												
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nothing to be added	Go to step 7.												
7.	<p>Click on Appointment Charges tab.</p> <ul style="list-style-type: none"> <li>Adjust charges if more than one biosecurity officer must be charged for any activity other than an inspection.</li> <li>Add a minimum of 1 Unit for In Office Service Charges. This is to ensure in-office time taken to prepare for the inspection is correctly charged for.</li> </ul> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>appointment date and start times need to change</td><td> <ul style="list-style-type: none"> <li>Amend as required,</li> <li>Go to step 8.</li> </ul> </td></tr> <tr> <td>fee information or Billing Agent needs to be amended or added</td><td> <ul style="list-style-type: none"> <li>Change the Billing Agent if recorded in the Inspection Notes during the Pre-Inspection Interview with the Master,</li> <li>Click on edit and amend the charges as required,</li> <li>Add additional fees as required,</li> <li>Delete existing fees as required,</li> <li>Go to step 8.</li> </ul> </td></tr> <tr> <td>there was any unbillable travel time</td><td> <ul style="list-style-type: none"> <li>Add the travel time,</li> <li>Go to step 8.</li> </ul> </td></tr> <tr> <td>the Agent requires an invoice at this point</td><td> <ul style="list-style-type: none"> <li>Click on Invoice Now in the Appointments Charges tab of the Appointments screen.</li> <li>Go to step 8.</li> </ul> </td></tr> <tr> <td>nothing needs to be amended or updated</td><td>Go to step 8.</td></tr> </table>	If...	Then...	appointment date and start times need to change	<ul style="list-style-type: none"> <li>Amend as required,</li> <li>Go to step 8.</li> </ul>	fee information or Billing Agent needs to be amended or added	<ul style="list-style-type: none"> <li>Change the Billing Agent if recorded in the Inspection Notes during the Pre-Inspection Interview with the Master,</li> <li>Click on edit and amend the charges as required,</li> <li>Add additional fees as required,</li> <li>Delete existing fees as required,</li> <li>Go to step 8.</li> </ul>	there was any unbillable travel time	<ul style="list-style-type: none"> <li>Add the travel time,</li> <li>Go to step 8.</li> </ul>	the Agent requires an invoice at this point	<ul style="list-style-type: none"> <li>Click on Invoice Now in the Appointments Charges tab of the Appointments screen.</li> <li>Go to step 8.</li> </ul>	nothing needs to be amended or updated	Go to step 8.
If...	Then...												
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Step	Action										
8.	<p>Click on Finalise Appointment tab.</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the inspection summary is incorrect</td><td> <ul style="list-style-type: none"> <li>Go to the appropriate tab and correct the information,</li> <li>Go to Step 9.</li> </ul> </td></tr> <tr> <td>a biosecurity officer needs to be added</td><td> <ul style="list-style-type: none"> <li>Add any additional biosecurity officers that weren't charged for but that attended the inspection,</li> <li>Go to Step 9.</li> </ul> </td></tr> <tr> <td>the BSD needs to be viewed or edited prior to sending</td><td> <ul style="list-style-type: none"> <li>Tick the check box, view the BSD and/or update the BSD,</li> <li>Go to Step 9.</li> </ul> </td></tr> <tr> <td>nothing needs to be added</td><td>Go to Step 9.</td></tr> </table>	If...	Then...	the inspection summary is incorrect	<ul style="list-style-type: none"> <li>Go to the appropriate tab and correct the information,</li> <li>Go to Step 9.</li> </ul>	a biosecurity officer needs to be added	<ul style="list-style-type: none"> <li>Add any additional biosecurity officers that weren't charged for but that attended the inspection,</li> <li>Go to Step 9.</li> </ul>	the BSD needs to be viewed or edited prior to sending	<ul style="list-style-type: none"> <li>Tick the check box, view the BSD and/or update the BSD,</li> <li>Go to Step 9.</li> </ul>	nothing needs to be added	Go to Step 9.
If...	Then...										
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nothing needs to be added	Go to Step 9.										
9.	<p>Click on Finalise the Appointment.</p> <ul style="list-style-type: none"> <li>The appointment must always be finalised on board the vessel, if there are connectivity issues the appointment must be finalised as soon as practicable.</li> <li>Additional charges may be added after the appointment is finalised. This may be necessary when there are delays in transiting from the vessel to the wharf gate.</li> <li>The BSD and any certificates issued as a result of the inspection will be sent to relevant email recipients.</li> <li>Explain the inspection outcomes to the Master if it hasn't already been discussed.</li> <li>The Master will receive all electronic documents if the vessel's email address was supplied in the PAR.</li> <li>The listed Port Agency will receive the BSD, copies of certificates and the invoice once it has been generated.</li> </ul>										

## Final Actions

Even though the appointment has now been finalised, complete any outstanding actions identified during the RVI or recorded in the Inspection Notes. These may include:

- Manually adding amendments to the SSCC if one was issued during the RVI.
- Updating the Vessel Details screen in MARS with any changes recorded in the Inspection Notes during the Interview with the Master.
- Updating the vessel's itinerary in MARS if changes were noted during the inspection.
- Adding or adjusting charges due to delays in transiting between the vessel and the wharf gate.

Consider the time it will take to complete these additional tasks and add appropriate in-office fees.

**Refer to:** the MARS User Guide for adding service fees.

## Related material

The following list of related materials should be read in conjunction with this work instruction:

- Document: [Travellers with illness checklist](#)
- Document: [Deceased traveller report](#)
- Document: [Traveller with illness checklist privacy notice](#)
- Document: [Human biosecurity control order \(HBCO\)](#)
- Guideline: [Department of Agriculture and Water Resources Charging Guidelines](#)
- Guideline: [Australian Ballast Water Management Requirements](#)
- Reference: Biosecurity Management of Commercial Vessels
- User Guide: MARS User Guide
- Work Instruction: Undertake a Ballast Water Inspection
- Work Instruction: Undertake a Human Health Inspection
- Work Instruction: Clearance of maritime crew leaving a vessel
- Work Instruction: Ships pets on board international vessels
- Work Instruction: [Death or illness of a traveller on board an international vessel](#)

## Document information

The following table contains administrative metadata.

<b>Instructional material owner:</b>	National Director, Travellers and Vessels Section
<b>Instructional Material Library document ID:</b>	TBC
<b>Freedom of information exemption:</b>	No
<b>Records Manager container number:</b>	TBC
<b>Review date:</b>	June 2018



## Version history

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

Version	Date	Amendment details	eForms Version
0.5	31/05/2016	First draft of the new WI to accommodate MARS and the new Biosecurity Act	
0.6	04/08/2016	Pilot Feedback Updates, HH section updates	
0.7	16/08/2016	IMAT review updates	
0.8	24/08/2016	Post training updates	
0.9	26/09/2016	New eForms, IMAT and Structure Update	
0.10	24/01/2017	PPD Update, eForm updates	
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0.12	12/05/2017	Revisions and feedback updates; PPD Approved	RVI (1.7)

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# WORK INSTRUCTION

## Undertake a Human Health Inspection on board international vessels

### Direction to staff

This document is instructional material for the Department of Agriculture and Water Resources under its Practice Statement Framework. All staff must comply with it.

### Summary of main points

This document outlines the procedures for the Department of Agriculture and Water Resources biosecurity officers to:

- attend to a deceased or ill traveller on board an international vessel in Australia, and
- complete the Human Health (HH) Inspection eForm.

### In this document

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## Purpose of this document

This document sets out procedures that apply to the biosecurity activities involved in managing the risks associated with the death or illness of a traveller on board an international vessel arriving at a port in Australian Territory.

Where a human health risk is identified biosecurity officers must also follow the procedures as set out in the [‘Death or illness of a traveller on board an international vessel’](#) work instruction.

## Policy statement

- Biosecurity officers performing the activities specified in this document must have undertaken the relevant training to perform these activities.
- Every vessel entering Australia from International ports and waters poses a potential biosecurity risk and must be managed appropriately.
- Human Health Inspections must be performed in compliance with:
  - the World Health Organisation (WHO);
  - International Health Regulations (IHR);
  - the International Maritime Organisation (IMO);
  - the *Biosecurity Act 2015* (and subordinate legislation); and
  - the Australian Ballast Water Management Requirements.

**Note:** The policy that underpins this work instruction is found in the document Biosecurity Management of Commercial Vessels Policy Framework.

## Legislative framework

The following list outlines the legislation that applies to this work instruction:

Legislation	Scope
Biosecurity Act 2015	Chapter 2 – Managing biosecurity risks: human health
Biosecurity (Pre-arrival Notices and Reports) Regulation 2016	Regulation 14: When, how and where pre-arrival information for vessels to be given
Biosecurity (Managing Human Remains) Instrument 2016	Section 6: Individuals who have died in transit or on arrival
Biosecurity (Negative Pratique) Instrument 2016	Section 5: Classes of incoming aircraft or vessels and requirements that must be complied with for pratique to be granted

## Roles and responsibilities

The following table outlines the roles and responsibilities undertaken in this work instruction.

Role	Responsibility
Biosecurity Officer	<p>Manages risks associated with vessels whilst in Australian waters through:</p> <ul style="list-style-type: none"> <li>physical inspections of vessels</li> <li>assessing documentation</li> <li>assessing goods and crew</li> <li>identifying new risks not reported in pre-arrival information</li> <li>providing treatment directions for identified risks</li> <li>liaising with Agents/Masters to inform compliance and managing non-compliance</li> <li>reporting inspection outcomes and raising associated charges</li> <li>taking appropriate action when a biosecurity risk is identified.</li> </ul>
Human Biosecurity Officer (HBO)	<p>Provides advice and direction on human biosecurity matters. The HBO is a person who is authorised under s563 of the <i>Biosecurity Act 2015</i> to be a human biosecurity officer with appropriate clinical expertise. These authorised people can be:</p> <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>
Maritime National Coordination Centre (MNCC)	<p>The MNCC is the central contact point for Agencies, Masters and the inspectorate for advice on vessel clearance activities. Responsibilities include:</p> <ul style="list-style-type: none"> <li>providing documentary risk assessment of all pre-arrival information</li> <li>liaising with Agents/Masters to inform compliance</li> <li>providing directions for risks that can be managed offshore</li> <li>communicating assessment outcomes and raise associated charges.</li> </ul>
Master of a vessel	The Master is the person responsible for the vessel.
Regional Directors – Travellers and Vessels	<p>Ensure:</p> <ul style="list-style-type: none"> <li>implementation at respective ports occur in accordance with this document.</li> <li>relevant biosecurity officers are appropriately trained.</li> </ul>

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## Work Health and Safety

- Biosecurity officers must comply with the Work Health and Safety Act 2011.
- Biosecurity officers must take all reasonable and practical steps to ensure that they do not take any action that creates a risk or increases an existing risk to their own health or safety, or that of other people, and to advise their employer of any potential hazards in the workplace.
- Biosecurity officers must wear the appropriate Personal Protective Equipment (PPE) when attending an ill or deceased traveller on board an international vessel. Biosecurity officers should at a minimum wear gloves. Face masks may be appropriate in some circumstances.

**Note:** The risk to border workers of being infected with a Listed Human Disease (LHD) in everyday situations is extremely low. Relevant Work Health and Safety (WHS) guidelines must be followed for precautions.

**Refer to:** the department's WHS policies and procedures on MyLink.

### Initial risks to consider when communicating with a traveller

- when communicating with a traveller you must maintain a safe distance.
- a traveller's medical needs must always take first priority.

The following table outlines the initial risk assessment of the situation when first communicating with the traveller:

If...	Then...
you can maintain >1m distance from the ill traveller	maintain >1m distance to minimise the risk of droplet transmission.
you cannot maintain >1m distance from the ill traveller	apply PPE if necessary.
an officer is referred to or identifies an ill traveller(s) and the traveller(s) has a fever and a cough	request, where possible, that a mask be placed on the ill traveller(s).
an ill traveller(s) is having difficulty breathing	wear a mask and gloves when interacting with an ill traveller(s) who are having difficulty breathing.
urgent medical assistance is required	ensure an ambulance is called and other border agencies have been notified.

### Essential equipment

- Gloves
- Goggles
- Mobile phone or two way radio
- Human Biosecurity Officer Contact List
- P2 respirator
- Traveller with Illness Checklist (TIC)
- Deceased Travellers Report (DTR)



## Identifying vessels due for a Human Health Inspection

- All vessel arrivals for the port will be visible in the MARS Port Arrivals Screen.
- The Human Health Inspection along with any other inspections queued for a vessel will be displayed in the Queued Inspections column.
- The inspection code is HH.

**Refer to:** the MARS User Guide for further information on the Port Arrivals Screen.

## Why does MARS queue a HH Inspection?

MARS will queue a HH Inspection in the following circumstances:

- The vessel has submitted a Pre-Arrival Report (PAR) with human health risks.
- The Master has submitted a Human Health Update report with human health risks.

Only vessels on an active voyage in MARS are able to submit Human Health Updates electronically through MARS.

**Note:** The HH Inspection is a child inspection of both the RVI and SSC Inspections, if a HH Inspection is queued when the vessel already has an RVI or SSC Inspection queued MARS will remove the HH Inspection when an appointment is created.

## Inspection Planning and Preparation in MARS

This section outlines the steps to take to prepare for the HH Inspection using MARS. This procedure is dependent on the following:

- the Master or Agent has submitted a Pre-Arrival Report (PAR) or Human Health Update report with human health risks.
- a HH Inspection is pending for the port.

**Refer to:** the '[Death or illness of a traveller on board an international vessel](#)' work instruction where a human health risk is identified on board the vessel.

The following table outlines the first steps to take when preparing for a HH Inspection in MARS:

Step	Action								
1.	Search for the vessel in the Port Arrivals screen and identify vessels due for a HH Inspection. <b>Note:</b> Chapter 2 – Inspections in the MARS User Guide contains detailed information on how to complete the inspection planning process in MARS. These steps are the same for all inspections in MARS.								
2.	<ul style="list-style-type: none"> <li>Verify the vessel's arrival status is set to 'Arrived' (AR) or 'Berthed' (BE).</li> <li>The vessel's arrival status must be 'Arrived' or 'Berthed' otherwise the eForm upload process will fail.</li> </ul> <table> <tr> <th>If the arrival status is...</th><th>Then...</th></tr> <tr> <td>Arrived or Berthed</td><td>Go to step 3</td></tr> <tr> <td>Expected (EX), No Show (NS) or Not Expected (NE)</td><td> <b>Refer to:</b> Chapter 6 in the MARS User Guide on how to change a vessel's arrival status, <ul style="list-style-type: none"> <li>Change the status to 'Arrived' or 'Berthed',</li> <li>Go to step 3.</li> </ul> </td></tr> <tr> <td>Departed (DE)</td><td> <ul style="list-style-type: none"> <li>Appointments cannot be created for vessels with a status of 'Departed'.</li> <li>Contact the MNCC for advice on how to proceed.</li> </ul> </td></tr> </table>	If the arrival status is...	Then...	Arrived or Berthed	Go to step 3	Expected (EX), No Show (NS) or Not Expected (NE)	<b>Refer to:</b> Chapter 6 in the MARS User Guide on how to change a vessel's arrival status, <ul style="list-style-type: none"> <li>Change the status to 'Arrived' or 'Berthed',</li> <li>Go to step 3.</li> </ul>	Departed (DE)	<ul style="list-style-type: none"> <li>Appointments cannot be created for vessels with a status of 'Departed'.</li> <li>Contact the MNCC for advice on how to proceed.</li> </ul>
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Departed (DE)	<ul style="list-style-type: none"> <li>Appointments cannot be created for vessels with a status of 'Departed'.</li> <li>Contact the MNCC for advice on how to proceed.</li> </ul>								
3.	Click on the information icon next to the vessel name.								
4.	Click on the Create Appointment button.								
5.	Evaluate the Risks and the Inspection tabs: <ul style="list-style-type: none"> <li>evaluate and act on any System Added Notifications</li> <li>review the vessel's inspection history</li> <li>review the vessel's risk factors</li> <li>verify the correct inspection type is populated in the inspections tab (HH).</li> </ul>								
6.	Generate the eForm and download the appropriate PDF document(s).								
7.	Go to eForms and synchronise. <b>Note:</b> The MARS derived eForm and the selected PDF document(s) will now be available on the mobile device ready for use during the inspection.								

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## Undertake a HH Inspection and Record the Results

HH Inspections can be divided into the following components:

- Interview with the Master
- Human Health Inspection – This may require a biosecurity officer to follow the procedures in the [‘Death or illness of a traveller on board an international vessel’](#) work instruction.
- Completing the HH Inspection in eForms
- Finalising the HH Inspection in MARS

### Interview with the Master

- The interview with the Master or delegate is used to verify the information provided to the department is factual and that all the documents required for biosecurity clearance are available on board the vessel.
- The interview also gives the Master the opportunity to verbally declare anything that may have changed or that has been previously overlooked.

### What if the Master states something different to what was declared on the PAR or Human Health Update?

- Assess whether it was intentional or unintentional.
- Refer to the department’s policy on reporting non-compliance.
- Record all information supplied by the Master on the HH Inspection eForm.

### Points to verify with the Master at the commencement of the HH Inspection

The following records and/or documentation must be available for this component of the Human Health Inspection:

- Ship’s Particulars.
- Port, Billing and Crew Agency details.

The following table outlines the details to verify with the Master at the commencement of the HH Inspection.

Step	Action						
1.	<p>Introduce yourself to the Master or their delegate and explain the purpose of the visit and the inspection procedure.</p> <table> <tr> <th>If the Master...</th><th>Then...</th></tr> <tr> <td>questions the authority of the biosecurity officer</td><td> <ul style="list-style-type: none"> <li>Advise the Master that as per the Biosecurity Act 2015:               <ul style="list-style-type: none"> <li>s191 the vessel is subject to biosecurity control</li> <li>s199 a biosecurity officer may inspect the vessel</li> <li>s200 a biosecurity officer may ask questions about the vessel</li> <li>s201 a biosecurity officer may request documents relating to the conveyance to be produced</li> <li>s215 a person must comply with a direction to undertake a biosecurity measure</li> </ul> </li> <li>Go to step 2.</li> </ul> </td></tr> <tr> <td>does not question the authority of the biosecurity officer</td><td>Go to step 2.</td></tr> </table>	If the Master...	Then...	questions the authority of the biosecurity officer	<ul style="list-style-type: none"> <li>Advise the Master that as per the Biosecurity Act 2015:               <ul style="list-style-type: none"> <li>s191 the vessel is subject to biosecurity control</li> <li>s199 a biosecurity officer may inspect the vessel</li> <li>s200 a biosecurity officer may ask questions about the vessel</li> <li>s201 a biosecurity officer may request documents relating to the conveyance to be produced</li> <li>s215 a person must comply with a direction to undertake a biosecurity measure</li> </ul> </li> <li>Go to step 2.</li> </ul>	does not question the authority of the biosecurity officer	Go to step 2.
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does not question the authority of the biosecurity officer	Go to step 2.						
2.	Open the HH Inspection eForm, and go to the Inspection Header Information section.						
3.	<p>Confirm with the Master whether anything on the vessel has changed since the PAR or Human Health Update was submitted.</p> <table> <tr> <th>If there are...</th><th>Then...</th></tr> <tr> <td>any changes</td><td> <ul style="list-style-type: none"> <li>Record the changes in the Inspection Notes section of the eForm</li> <li>Take the appropriate action to ensure any changes that may impact on the inspection are considered</li> <li>Go to step 4.</li> </ul> </td></tr> <tr> <td>no changes</td><td>Go to step 4.</td></tr> </table>	If there are...	Then...	any changes	<ul style="list-style-type: none"> <li>Record the changes in the Inspection Notes section of the eForm</li> <li>Take the appropriate action to ensure any changes that may impact on the inspection are considered</li> <li>Go to step 4.</li> </ul>	no changes	Go to step 4.
If there are...	Then...						
any changes	<ul style="list-style-type: none"> <li>Record the changes in the Inspection Notes section of the eForm</li> <li>Take the appropriate action to ensure any changes that may impact on the inspection are considered</li> <li>Go to step 4.</li> </ul>						
no changes	Go to step 4.						
4.	<ul style="list-style-type: none"> <li>Go to the Vessel Details section.</li> <li>Confirm the vessel details with the Master.</li> <li>Verify the vessel details against a copy of the ships' particulars. Biosecurity officers are not required to keep a copy of the ships' particulars.</li> <li>Inform the Master that all updates to applications, service requests and other reports associated with the current voyage must use the same voyage number as recorded in the Vessel Details section.</li> </ul> <table> <tr> <th>If the vessel details...</th><th>Then...</th></tr> <tr> <td>have any changes</td><td> <ul style="list-style-type: none"> <li>Record the changes in the Inspection Notes section of the eForm.</li> <li>Update MARS with the changes once the inspection is completed.</li> <li>Go to step 5.</li> </ul> </td></tr> <tr> <td>have no changes</td><td>Go to step 5.</td></tr> </table>	If the vessel details...	Then...	have any changes	<ul style="list-style-type: none"> <li>Record the changes in the Inspection Notes section of the eForm.</li> <li>Update MARS with the changes once the inspection is completed.</li> <li>Go to step 5.</li> </ul>	have no changes	Go to step 5.
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have no changes	Go to step 5.						

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Step	Action						
5.	<ul style="list-style-type: none"> <li>Go to the Inspection Particulars section.</li> <li>Confirm with the Master the correct Port, Billing and Crew Change Agencies have been recorded.</li> </ul> <table> <tr> <th>If the Agency details...</th><th>Then...</th></tr> <tr> <td>are incorrect</td><td> <ul style="list-style-type: none"> <li>Record the changes in the Inspection Notes section of the eForm.</li> <li>Update MARS with the changes once the inspection is completed.</li> <li>Go to Step 6.</li> </ul> </td></tr> <tr> <td>are correct</td><td>Go to step 6.</td></tr> </table>	If the Agency details...	Then...	are incorrect	<ul style="list-style-type: none"> <li>Record the changes in the Inspection Notes section of the eForm.</li> <li>Update MARS with the changes once the inspection is completed.</li> <li>Go to Step 6.</li> </ul>	are correct	Go to step 6.
If the Agency details...	Then...						
are incorrect	<ul style="list-style-type: none"> <li>Record the changes in the Inspection Notes section of the eForm.</li> <li>Update MARS with the changes once the inspection is completed.</li> <li>Go to Step 6.</li> </ul>						
are correct	Go to step 6.						
6.	Record the inspection start date and time.						
7.	Record the number of billable biosecurity officers.						
8.	<p>Record any inspection notes in the space provided.</p> <table> <tr> <th>If there are ...</th><th>Then...</th></tr> <tr> <td>inspection notes pertaining to the Vessel Details and/ or Agency Details</td><td> <ul style="list-style-type: none"> <li>After the inspection is completed update the relevant details in MARS.</li> </ul> <p><b>Refer to:</b> Chapter 6 in the MARS User Guide on how to change vessel details.</p> <ul style="list-style-type: none"> <li>Go to the Human Health Inspection section.</li> </ul> </td></tr> <tr> <td>inspection notes pertaining to the HH Inspection</td><td> <ul style="list-style-type: none"> <li>Go to the Human Health Inspection section</li> <li>Enter the details in the appropriate section of the HH Inspection eForm.</li> </ul> </td></tr> </table>	If there are ...	Then...	inspection notes pertaining to the Vessel Details and/ or Agency Details	<ul style="list-style-type: none"> <li>After the inspection is completed update the relevant details in MARS.</li> </ul> <p><b>Refer to:</b> Chapter 6 in the MARS User Guide on how to change vessel details.</p> <ul style="list-style-type: none"> <li>Go to the Human Health Inspection section.</li> </ul>	inspection notes pertaining to the HH Inspection	<ul style="list-style-type: none"> <li>Go to the Human Health Inspection section</li> <li>Enter the details in the appropriate section of the HH Inspection eForm.</li> </ul>
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inspection notes pertaining to the Vessel Details and/ or Agency Details	<ul style="list-style-type: none"> <li>After the inspection is completed update the relevant details in MARS.</li> </ul> <p><b>Refer to:</b> Chapter 6 in the MARS User Guide on how to change vessel details.</p> <ul style="list-style-type: none"> <li>Go to the Human Health Inspection section.</li> </ul>						
inspection notes pertaining to the HH Inspection	<ul style="list-style-type: none"> <li>Go to the Human Health Inspection section</li> <li>Enter the details in the appropriate section of the HH Inspection eForm.</li> </ul>						

## Human Health

This section of the HH Inspection is used to verify whether:

- a potential Listed Human Disease (LHD) is present on board the vessel,
- any death(s) on board the vessel may have been as a result of an LHD.

Where a human health risk is identified biosecurity officers must follow the procedures as set out in the [‘Death or illness of a traveller on board an international vessel’](#) work instruction.

**Important:** It is the Department of Health (Health) policy that the TIC be administered face to face.

- Considering that there are some circumstances where completing the TIC in person presents an elevated WHS risk to biosecurity officers, Health has agreed to implement a six (6) month trial where biosecurity officers can complete the TIC over the phone in these specific circumstances.
- Health will review the policy after the six month period is complete.

**Refer to:** the Operational Staff Notice of 27 July 2016 for more information.

The following records and/or documentation must be available:

- Pre-Arrival Report (PAR) - download a PDF version of the PAR when creating the appointment.
- Biosecurity Status Document (BSD).
- [Traveller with illness checklist \(AG65-2016\) \(Biosecurity Act\)](#) (TIC).
- [Traveller with illness checklist privacy notice](#)
- [Human biosecurity control order \(HBCO\)](#)
- [Death or illness of a traveller on board an international vessel](#) work instruction.
- Human Biosecurity Officer Contact list.
- [Directions for managing specified human remains \(AG34-2016 \) \(Biosecurity Act\)](#)
- [Human remains brought into Australian territory \(Biosecurity Act 2015\)](#)
- [Deceased traveller report \(AG83-2016\) \(Biosecurity Act\)](#) (DTR).
- Ship’s medical log.



## Death On Board

The following table outlines the steps to take when verifying the details of a death on board.

Step	Action						
1.	Go to the Human Health section in the eForm.						
2.	Go to the Death On board section in the eForm. <ul style="list-style-type: none"> <li>Open the Human Health Update or PAR pdf that was downloaded as part of the eForm creation process.</li> <li>Compare the Master's answers to the questions asked in the eForm to the answers supplied in the reports.</li> </ul>						
3.	Was there a death on board during the current voyage? <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>there was a death on board</td><td> <ul style="list-style-type: none"> <li>Select 'Yes'.</li> </ul> <b>Refer to:</b> the procedure as detailed in the 'Death or illness in transit on board international vessels' work instruction.           <ul style="list-style-type: none"> <li>Add the details of each incident on board in the eForm,</li> <li>Enter the number of travellers affected by each incident,</li> <li>Record the actions taken,</li> <li>Go to step 4.</li> </ul> </td></tr> <tr> <td>there wasn't a death on board</td><td>Go to the Illness and Injury section.</td></tr> </table>	If...	Then...	there was a death on board	<ul style="list-style-type: none"> <li>Select 'Yes'.</li> </ul> <b>Refer to:</b> the procedure as detailed in the 'Death or illness in transit on board international vessels' work instruction. <ul style="list-style-type: none"> <li>Add the details of each incident on board in the eForm,</li> <li>Enter the number of travellers affected by each incident,</li> <li>Record the actions taken,</li> <li>Go to step 4.</li> </ul>	there wasn't a death on board	Go to the Illness and Injury section.
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there wasn't a death on board	Go to the Illness and Injury section.						
4.	Was the department notified of the death on board prior to berthing? <table> <tr> <th>If the department was notified...</th><th>Then...</th></tr> <tr> <td>prior to berthing</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to the Illness and Injury section.</li> </ul> </td></tr> <tr> <td> <ul style="list-style-type: none"> <li>after berthing; or</li> <li>not notified</li> </ul> </td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate the risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.           <ul style="list-style-type: none"> <li>Go to the Illness and Injury section.</li> </ul> </td></tr> </table>	If the department was notified...	Then...	prior to berthing	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to the Illness and Injury section.</li> </ul>	<ul style="list-style-type: none"> <li>after berthing; or</li> <li>not notified</li> </ul>	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate the risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details. <ul style="list-style-type: none"> <li>Go to the Illness and Injury section.</li> </ul>
If the department was notified...	Then...						
prior to berthing	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to the Illness and Injury section.</li> </ul>						
<ul style="list-style-type: none"> <li>after berthing; or</li> <li>not notified</li> </ul>	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate the risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details. <ul style="list-style-type: none"> <li>Go to the Illness and Injury section.</li> </ul>						

## Illness and Injury

The following table outlines the steps to take to verify whether an illness or injury occurred on board the vessel.

Step	Action								
1.	<p>Go to the Illness and Injury section in the eForm.</p> <ul style="list-style-type: none"> <li>Open the Human Health Update or PAR pdf that was downloaded as part of the eForm creation process.</li> <li>Compare the Master's answers to the questions asked in the eForm to the answers supplied in the reports.</li> </ul>								
2.	<p>Does any traveller on the vessel have an illness or injury?</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>there is a traveller with an injury</td><td> <ul style="list-style-type: none"> <li>Next to Any Injuries? select 'Yes',</li> <li>Describe the details of the injury in the eForm.</li> <li>Biosecurity officers may need to contact AMSA if the injury was due to unsafe practices on-board the vessel.</li> </ul> <p><b>Refer to:</b> your team leader for advice.</p> <ul style="list-style-type: none"> <li>Go to step 3.</li> </ul> </td></tr> <tr> <td>there is a traveller with an illness</td><td> <ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'Yes',</li> <li>Go to step 5.</li> </ul> </td></tr> <tr> <td>there aren't any travellers with illness or injury</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 10.</li> </ul> </td></tr> </table>	If...	Then...	there is a traveller with an injury	<ul style="list-style-type: none"> <li>Next to Any Injuries? select 'Yes',</li> <li>Describe the details of the injury in the eForm.</li> <li>Biosecurity officers may need to contact AMSA if the injury was due to unsafe practices on-board the vessel.</li> </ul> <p><b>Refer to:</b> your team leader for advice.</p> <ul style="list-style-type: none"> <li>Go to step 3.</li> </ul>	there is a traveller with an illness	<ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'Yes',</li> <li>Go to step 5.</li> </ul>	there aren't any travellers with illness or injury	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 10.</li> </ul>
If...	Then...								
there is a traveller with an injury	<ul style="list-style-type: none"> <li>Next to Any Injuries? select 'Yes',</li> <li>Describe the details of the injury in the eForm.</li> <li>Biosecurity officers may need to contact AMSA if the injury was due to unsafe practices on-board the vessel.</li> </ul> <p><b>Refer to:</b> your team leader for advice.</p> <ul style="list-style-type: none"> <li>Go to step 3.</li> </ul>								
there is a traveller with an illness	<ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'Yes',</li> <li>Go to step 5.</li> </ul>								
there aren't any travellers with illness or injury	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 10.</li> </ul>								
3.	<p>Was the Department notified of the injured traveller disembarking to seek medical attention?</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the department was notified</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 4.</li> </ul> </td></tr> <tr> <td>the department was not notified</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate the risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 4.</li> </ul> </td></tr> <tr> <td>the traveller did not disembark</td><td> <ul style="list-style-type: none"> <li>Select 'Did not disembark',</li> <li>Go to step 4.</li> </ul> </td></tr> </table>	If...	Then...	the department was notified	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 4.</li> </ul>	the department was not notified	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate the risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 4.</li> </ul>	the traveller did not disembark	<ul style="list-style-type: none"> <li>Select 'Did not disembark',</li> <li>Go to step 4.</li> </ul>
If...	Then...								
the department was notified	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 4.</li> </ul>								
the department was not notified	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate the risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 4.</li> </ul>								
the traveller did not disembark	<ul style="list-style-type: none"> <li>Select 'Did not disembark',</li> <li>Go to step 4.</li> </ul>								

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Step	Action						
4.	<p>Were there any illnesses on board in addition to any injuries?</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>there were illnesses on board</td><td> <ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'Yes',</li> <li>Go to step 5.</li> </ul> </td></tr> <tr> <td>there were no illnesses on board</td><td> <ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'No',</li> <li>Go to step 10.</li> </ul> </td></tr> </table>	If...	Then...	there were illnesses on board	<ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'Yes',</li> <li>Go to step 5.</li> </ul>	there were no illnesses on board	<ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'No',</li> <li>Go to step 10.</li> </ul>
If...	Then...						
there were illnesses on board	<ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'Yes',</li> <li>Go to step 5.</li> </ul>						
there were no illnesses on board	<ul style="list-style-type: none"> <li>Next to Any Illnesses? select 'No',</li> <li>Go to step 10.</li> </ul>						
5.	<p>Has any traveller had fever, chills or sweats in the last 24 hours?</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>any traveller on the vessel had any fever, chills or sweats in the previous 24 hours</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Complete a Travellers with Illness Checklist (TIC) for every ill traveller.</li> </ul> <p><b>Refer to:</b> the procedure as detailed in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction.</p> <ul style="list-style-type: none"> <li>Go to step 6.</li> </ul> </td></tr> <tr> <td>none of the travellers had any of the listed symptoms</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 7.</li> </ul> </td></tr> </table>	If...	Then...	any traveller on the vessel had any fever, chills or sweats in the previous 24 hours	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Complete a Travellers with Illness Checklist (TIC) for every ill traveller.</li> </ul> <p><b>Refer to:</b> the procedure as detailed in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction.</p> <ul style="list-style-type: none"> <li>Go to step 6.</li> </ul>	none of the travellers had any of the listed symptoms	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 7.</li> </ul>
If...	Then...						
any traveller on the vessel had any fever, chills or sweats in the previous 24 hours	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Complete a Travellers with Illness Checklist (TIC) for every ill traveller.</li> </ul> <p><b>Refer to:</b> the procedure as detailed in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction.</p> <ul style="list-style-type: none"> <li>Go to step 6.</li> </ul>						
none of the travellers had any of the listed symptoms	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to step 7.</li> </ul>						
6.	<p>Complete the TIC Summary in the eForm for each traveller:</p> <ul style="list-style-type: none"> <li>Enter a summary of the illness.</li> <li>Enter the number of travellers affected.</li> <li>Record the actions taken.</li> </ul> <p><b>For example:</b> The Human Biosecurity Officer (HBO) was contacted and the details of the conversation.</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the HBO requires additional biosecurity measures to be applied</td><td> <ul style="list-style-type: none"> <li>Contact the RSM and your team leader and inform them of the additional measures,</li> <li>Add the additional conditions manually to the BSD prior to finalising the appointment,</li> <li>Explain the conditions and requirements to the Master and traveller(s),</li> <li>Contact the MNCC to seek assistance with adding manual conditions to the BSD or refer to the MARS User Guide,</li> <li>Go to step 7.</li> </ul> </td></tr> <tr> <td>no additional biosecurity measures are required</td><td>Go to step 7.</td></tr> </table>	If...	Then...	the HBO requires additional biosecurity measures to be applied	<ul style="list-style-type: none"> <li>Contact the RSM and your team leader and inform them of the additional measures,</li> <li>Add the additional conditions manually to the BSD prior to finalising the appointment,</li> <li>Explain the conditions and requirements to the Master and traveller(s),</li> <li>Contact the MNCC to seek assistance with adding manual conditions to the BSD or refer to the MARS User Guide,</li> <li>Go to step 7.</li> </ul>	no additional biosecurity measures are required	Go to step 7.
If...	Then...						
the HBO requires additional biosecurity measures to be applied	<ul style="list-style-type: none"> <li>Contact the RSM and your team leader and inform them of the additional measures,</li> <li>Add the additional conditions manually to the BSD prior to finalising the appointment,</li> <li>Explain the conditions and requirements to the Master and traveller(s),</li> <li>Contact the MNCC to seek assistance with adding manual conditions to the BSD or refer to the MARS User Guide,</li> <li>Go to step 7.</li> </ul>						
no additional biosecurity measures are required	Go to step 7.						

Step	Action								
7.	<p>When was the Department notified of the ill traveller(s)?</p> <table> <tr> <th>If the department was...</th><th>Then...</th></tr> <tr> <td>notified prior to inspection</td><td> <ul style="list-style-type: none"> <li>Select 'Prior to Inspection',</li> <li>Go to step 8.</li> </ul> </td></tr> <tr> <td>notified at inspection</td><td> <ul style="list-style-type: none"> <li>Select 'At Inspection',</li> <li>Add the reason for the Master's omission to notify prior to inspection,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 8.</li> </ul> </td></tr> <tr> <td>not notified</td><td> <ul style="list-style-type: none"> <li>Select 'Not Notified',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 8.</li> </ul> </td></tr> </table>	If the department was...	Then...	notified prior to inspection	<ul style="list-style-type: none"> <li>Select 'Prior to Inspection',</li> <li>Go to step 8.</li> </ul>	notified at inspection	<ul style="list-style-type: none"> <li>Select 'At Inspection',</li> <li>Add the reason for the Master's omission to notify prior to inspection,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 8.</li> </ul>	not notified	<ul style="list-style-type: none"> <li>Select 'Not Notified',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 8.</li> </ul>
If the department was...	Then...								
notified prior to inspection	<ul style="list-style-type: none"> <li>Select 'Prior to Inspection',</li> <li>Go to step 8.</li> </ul>								
notified at inspection	<ul style="list-style-type: none"> <li>Select 'At Inspection',</li> <li>Add the reason for the Master's omission to notify prior to inspection,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 8.</li> </ul>								
not notified	<ul style="list-style-type: none"> <li>Select 'Not Notified',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 8.</li> </ul>								
8.	<p>Did the ill traveller(s) disembark to seek medical attention?</p> <table> <tr> <th>If the ill traveller...</th><th>Then...</th></tr> <tr> <td>disembarked to seek medical attention</td><td>Go to step 9.</td></tr> <tr> <td>is still on board the vessel</td><td>Go to step 10.</td></tr> </table>	If the ill traveller...	Then...	disembarked to seek medical attention	Go to step 9.	is still on board the vessel	Go to step 10.		
If the ill traveller...	Then...								
disembarked to seek medical attention	Go to step 9.								
is still on board the vessel	Go to step 10.								

Step	Action						
9.	<p>Was the Department notified prior to the ill traveller(s) disembarking?</p> <table> <tr> <th>If the department...</th><th>Then...</th></tr> <tr> <td>was notified prior to the ill traveller(s) disembarking</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 10.</li> </ul> </td></tr> <tr> <td>was notified after the ill traveller(s) disembarked</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 10.</li> </ul> </td></tr> </table>	If the department...	Then...	was notified prior to the ill traveller(s) disembarking	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 10.</li> </ul>	was notified after the ill traveller(s) disembarked	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 10.</li> </ul>
If the department...	Then...						
was notified prior to the ill traveller(s) disembarking	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to step 10.</li> </ul>						
was notified after the ill traveller(s) disembarked	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to step 10.</li> </ul>						
10.	<p>Cruise Vessels require an additional section of the eForm to be completed.</p> <table> <tr> <th>If the vessel...</th><th>Then...</th></tr> <tr> <td>is a Cruise Vessel</td><td>Go to Gastro-Intestinal Illness.</td></tr> <tr> <td>is not a Cruise Vessel</td><td>Go to Verify the Vessel's Medical Log.</td></tr> </table>	If the vessel...	Then...	is a Cruise Vessel	Go to Gastro-Intestinal Illness.	is not a Cruise Vessel	Go to Verify the Vessel's Medical Log.
If the vessel...	Then...						
is a Cruise Vessel	Go to Gastro-Intestinal Illness.						
is not a Cruise Vessel	Go to Verify the Vessel's Medical Log.						

### Gastro-Intestinal Illness

This section of the eForm will only be displayed if the vessel type is a Cruise Vessel.

The table below outlines the steps to take to verify the Gastro-Intestinal illness status on board the vessel.

Step	Action						
1.	<p>Does any traveller have a Gastro-Intestinal illness?</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>any traveller has a Gastro-Intestinal Illness</td><td> <ul style="list-style-type: none"> <li>Check the BSD to confirm if any actions were applied during the initial risk assessment by the MNCC.</li> </ul> <p>On the eForm:</p> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Complete the table with illness details,</li> <li>Enter the number of cases,</li> <li>Enter the total crew and passengers,</li> <li>MARS will calculate the percentage of cases,</li> <li>Go to step2.</li> </ul> </td></tr> <tr> <td>None of the travellers have a Gastro-Intestinal Illness</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul> </td></tr> </table>	If...	Then...	any traveller has a Gastro-Intestinal Illness	<ul style="list-style-type: none"> <li>Check the BSD to confirm if any actions were applied during the initial risk assessment by the MNCC.</li> </ul> <p>On the eForm:</p> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Complete the table with illness details,</li> <li>Enter the number of cases,</li> <li>Enter the total crew and passengers,</li> <li>MARS will calculate the percentage of cases,</li> <li>Go to step2.</li> </ul>	None of the travellers have a Gastro-Intestinal Illness	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul>
If...	Then...						
any traveller has a Gastro-Intestinal Illness	<ul style="list-style-type: none"> <li>Check the BSD to confirm if any actions were applied during the initial risk assessment by the MNCC.</li> </ul> <p>On the eForm:</p> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Complete the table with illness details,</li> <li>Enter the number of cases,</li> <li>Enter the total crew and passengers,</li> <li>MARS will calculate the percentage of cases,</li> <li>Go to step2.</li> </ul>						
None of the travellers have a Gastro-Intestinal Illness	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul>						

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Step	Action						
2.	<p>Are the number of cases greater than 3%?</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the number of cases are equal to or greater than 3%</td><td> <ul style="list-style-type: none"> <li>Select 'Yes' in the Greater than 3% column of the table.</li> </ul> <p><b>Refer to:</b> the 'Attending to an ill traveller' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <p><b>Note:</b> The TIC is not required for Gastro-Intestinal Illnesses.</p> <ul style="list-style-type: none"> <li>Go to step 3.</li> </ul> </td></tr> <tr> <td>the number of cases are less than 3%</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul> </td></tr> </table>	If...	Then...	the number of cases are equal to or greater than 3%	<ul style="list-style-type: none"> <li>Select 'Yes' in the Greater than 3% column of the table.</li> </ul> <p><b>Refer to:</b> the 'Attending to an ill traveller' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <p><b>Note:</b> The TIC is not required for Gastro-Intestinal Illnesses.</p> <ul style="list-style-type: none"> <li>Go to step 3.</li> </ul>	the number of cases are less than 3%	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul>
If...	Then...						
the number of cases are equal to or greater than 3%	<ul style="list-style-type: none"> <li>Select 'Yes' in the Greater than 3% column of the table.</li> </ul> <p><b>Refer to:</b> the 'Attending to an ill traveller' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <p><b>Note:</b> The TIC is not required for Gastro-Intestinal Illnesses.</p> <ul style="list-style-type: none"> <li>Go to step 3.</li> </ul>						
the number of cases are less than 3%	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul>						
3.	<ul style="list-style-type: none"> <li>Advise the Regional Shipping Manager (RSM) and your team leader of the situation.</li> <li>Contact the HBO regarding the status.</li> <li>Complete the details.</li> <li>Record the actions taken.</li> </ul> <p><b>For example:</b> The Human Biosecurity Officer (HBO) was contacted and the details of the conversation.</p> <p><b>Important:</b> The HBO may require that additional biosecurity measures be in place. These measures must be listed as conditions on the Biosecurity Status Document (BSD).</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the HBO requires additional biosecurity measures to be applied</td><td> <ul style="list-style-type: none"> <li>Contact the RSM and your team leader and inform them of the additional measures,</li> <li>Add the additional conditions manually to the BSD prior to finalising the appointment,</li> <li>Explain the conditions and requirements to the Master and traveller(s),</li> <li>Contact the MNCC to seek assistance with adding manual conditions to the BSD or refer to the MARS User Guide,</li> <li>Go to step 4.</li> </ul> </td></tr> <tr> <td>no additional biosecurity measures are required</td><td>Go to step 4.</td></tr> </table>	If...	Then...	the HBO requires additional biosecurity measures to be applied	<ul style="list-style-type: none"> <li>Contact the RSM and your team leader and inform them of the additional measures,</li> <li>Add the additional conditions manually to the BSD prior to finalising the appointment,</li> <li>Explain the conditions and requirements to the Master and traveller(s),</li> <li>Contact the MNCC to seek assistance with adding manual conditions to the BSD or refer to the MARS User Guide,</li> <li>Go to step 4.</li> </ul>	no additional biosecurity measures are required	Go to step 4.
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no additional biosecurity measures are required	Go to step 4.						



Step	Action						
4.	Any situation on board which may lead to further infection or spread of the disease? <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>there is any situation which may lead to further infection or spread of disease</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Describe the situation in the table provided,</li> <li>Enter the number of travellers affected,</li> <li>Advise the Regional Shipping Manager (RSM) and your team leader of the situation and seek advice,</li> <li>Record the actions taken and the advice received,</li> <li>Go to step 5.</li> </ul> </td></tr> <tr> <td>there are no further disease risks</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul> </td></tr> </table>	If...	Then...	there is any situation which may lead to further infection or spread of disease	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Describe the situation in the table provided,</li> <li>Enter the number of travellers affected,</li> <li>Advise the Regional Shipping Manager (RSM) and your team leader of the situation and seek advice,</li> <li>Record the actions taken and the advice received,</li> <li>Go to step 5.</li> </ul>	there are no further disease risks	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul>
If...	Then...						
there is any situation which may lead to further infection or spread of disease	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Describe the situation in the table provided,</li> <li>Enter the number of travellers affected,</li> <li>Advise the Regional Shipping Manager (RSM) and your team leader of the situation and seek advice,</li> <li>Record the actions taken and the advice received,</li> <li>Go to step 5.</li> </ul>						
there are no further disease risks	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul>						
5.	Was the Department notified of any Gastro-Intestinal Illness prior to arrival? <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the department was notified prior to arrival</td><td> <ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul> </td></tr> <tr> <td>the department was not notified prior to arrival</td><td> <ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to Verify the Vessel's Medical Log.</li> </ul> </td></tr> </table>	If...	Then...	the department was notified prior to arrival	<ul style="list-style-type: none"> <li>Select 'Yes',</li> <li>Go to Verify the Vessel's Medical Log.</li> </ul>	the department was not notified prior to arrival	<ul style="list-style-type: none"> <li>Select 'No',</li> <li>Add the reason for the Master's omission to notify and take appropriate action to mitigate any risks identified,</li> <li>Report any instances of vessel operators failing to report a death or illness as per the pre-arrival reporting requirements to the Regional Shipping Manager and the Assistant Director – Travellers and Vessels.</li> </ul> <p><b>Refer to:</b> the 'Non-reporting of ill or deceased travellers' section in the <a href="#">'Death or illness of a traveller on board an international vessel'</a> work instruction for further details.</p> <ul style="list-style-type: none"> <li>Go to Verify the Vessel's Medical Log.</li> </ul>
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## Verify the Vessel's Medical Log

- Biosecurity officers must verify the Master's declarations about the human health status on board the vessel against the vessel's medical log.
- Some vessels may not have a medical log available in English, biosecurity officers must ask one of the crew members to verbally translate the entries in the medical log.

This table outlines the steps to follow to verify the vessel's medical log against the statements made by the Master.

If the medical log...	Then...
matches the PAR or Human Health Update declaration	<ul style="list-style-type: none"> <li>• Select 'Satisfactory',</li> <li>• Go to Completing the Inspection in eForms.</li> </ul>
does not match the PAR or Human Health Update declaration	<ul style="list-style-type: none"> <li>• Select 'Unsatisfactory',</li> <li>• Provide the details and take appropriate action to mitigate the risks identified,</li> <li>• Go to Completing the Inspection in eForms.</li> </ul>
was not verified	<ul style="list-style-type: none"> <li>• Select 'Not Verified',</li> <li>• Provide details of why the medical log wasn't verified,</li> <li>• Go to Completing the Inspection in eForms.</li> </ul>

## Completing the HH Inspection in eForms

This table outlines the steps to take to complete the HH Inspection in eForms.

Step	Action
1.	Go to the Duration section
2.	Enter the actual duration of the inspection. <b>Important:</b> Where another chargeable inspection is conducted at the same appointment, only record the duration of this particular inspection.
3.	Save the inspection and synchronise it back to MARS. <b>Note:</b> It is important to save inspections if you will not synchronise immediately.
4.	<ul style="list-style-type: none"> <li>The eForms process is now complete.</li> <li>The next section describes how to complete the inspection process in MARS and finalise the appointment.</li> </ul>

## Finalising the HH Inspection in MARS

Chapter 2 – Inspections in the MARS Internal User Guide contains details of how to finalise and search for an Appointment in MARS.

The steps in the table below outline the process for finalising the inspection in MARS.

Step	Action						
1.	Search for the Appointment in MARS.						
2.	<ul style="list-style-type: none"> <li>Click on the Inspections tab.</li> <li>Confirm the inspection date and start time, the duration and the number of biosecurity officers is correct.</li> </ul> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>incorrect</td><td> <ul style="list-style-type: none"> <li>Change and enter the correct values,</li> <li>Go to step 3.</li> </ul> </td></tr> <tr> <td>correct</td><td>Go to step 3.</td></tr> </table>	If...	Then...	incorrect	<ul style="list-style-type: none"> <li>Change and enter the correct values,</li> <li>Go to step 3.</li> </ul>	correct	Go to step 3.
If...	Then...						
incorrect	<ul style="list-style-type: none"> <li>Change and enter the correct values,</li> <li>Go to step 3.</li> </ul>						
correct	Go to step 3.						
3.	Confirm the Status is Uploaded. <table> <tr> <th>If the status is...</th><th>Then...</th></tr> <tr> <td>in progress</td><td> <ul style="list-style-type: none"> <li>Click on Refresh,</li> <li>Go to step 4.</li> </ul> </td></tr> <tr> <td>uploaded</td><td>Go to step 4.</td></tr> </table>	If the status is...	Then...	in progress	<ul style="list-style-type: none"> <li>Click on Refresh,</li> <li>Go to step 4.</li> </ul>	uploaded	Go to step 4.
If the status is...	Then...						
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uploaded	Go to step 4.						
4.	Click on Confirm and Process Inspection(s).						

Step	Action								
5.	<p>Confirm the Demerits applied are correct and whether additional demerits need to be added.</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>demerits need to be changed</td><td> <ul style="list-style-type: none"> <li>Contact your team leader for permission to adjust the demerits to 0 points,</li> <li>Change the demerits,</li> <li>Add reasons for the change,</li> <li>Go to step 6.</li> </ul> <p><b>Note:</b> Demerits may only be adjusted to 0 points if a mistake was made. No other adjustments of demerits are permitted.</p> </td></tr> <tr> <td>an additional demerit needs to be added</td><td> <ul style="list-style-type: none"> <li>Contact your team leader to get permission to add an additional demerit that wasn't recorded during the inspection,</li> <li>Add the additional demerit,</li> <li>Add the reasons for adding the demerit,</li> <li>Go to step 6.</li> </ul> </td></tr> <tr> <td>nothing changes</td><td>Go to step 6.</td></tr> </table>	If...	Then...	demerits need to be changed	<ul style="list-style-type: none"> <li>Contact your team leader for permission to adjust the demerits to 0 points,</li> <li>Change the demerits,</li> <li>Add reasons for the change,</li> <li>Go to step 6.</li> </ul> <p><b>Note:</b> Demerits may only be adjusted to 0 points if a mistake was made. No other adjustments of demerits are permitted.</p>	an additional demerit needs to be added	<ul style="list-style-type: none"> <li>Contact your team leader to get permission to add an additional demerit that wasn't recorded during the inspection,</li> <li>Add the additional demerit,</li> <li>Add the reasons for adding the demerit,</li> <li>Go to step 6.</li> </ul>	nothing changes	Go to step 6.
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6.	<p>Click on Follow Up activities tab.</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>an inspection is required to verify compliance</td><td> <ul style="list-style-type: none"> <li>Select the Verification check box,</li> <li>Enter a Start After date and time for the inspection,</li> <li>Add the reasons for the recommended inspection to verify compliance,</li> <li>Go to step 7.</li> </ul> </td></tr> <tr> <td>an incident needs to be added</td><td> <ul style="list-style-type: none"> <li>Add an incident. All insects found on the vessel must be recorded here,</li> <li>Go to step 7.</li> </ul> </td></tr> <tr> <td>nothing to be added</td><td>Go to step 7.</td></tr> </table>	If...	Then...	an inspection is required to verify compliance	<ul style="list-style-type: none"> <li>Select the Verification check box,</li> <li>Enter a Start After date and time for the inspection,</li> <li>Add the reasons for the recommended inspection to verify compliance,</li> <li>Go to step 7.</li> </ul>	an incident needs to be added	<ul style="list-style-type: none"> <li>Add an incident. All insects found on the vessel must be recorded here,</li> <li>Go to step 7.</li> </ul>	nothing to be added	Go to step 7.
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Step	Action												
7.	<p>Click on Appointment Charges tab.</p> <ul style="list-style-type: none"> <li>Adjust charges if more than one biosecurity officer must be charged for any activity other than an inspection.</li> <li>Add a minimum of 1 Unit for In Office Service Charges. This is to ensure in-office time taken to prepare for the inspection is correctly charged for.</li> </ul> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>appointment date and start times need to change</td><td> <ul style="list-style-type: none"> <li>Amend as required,</li> <li>Go to step 8.</li> </ul> </td></tr> <tr> <td>fee information or Billing Agent needs to be amended or added</td><td> <ul style="list-style-type: none"> <li>Change the Billing Agent if recorded in the Inspection Notes during the Pre-Inspection Interview with the Master,</li> <li>Click on edit and amend the charges as required,</li> <li>Add additional fees as required,</li> <li>Delete existing fees as required,</li> <li>Go to step 8.</li> </ul> </td></tr> <tr> <td>there was any unbillable travel time</td><td> <ul style="list-style-type: none"> <li>Add the travel time,</li> <li>Go to step 8.</li> </ul> </td></tr> <tr> <td>the Agent requires an invoice at this point</td><td> <ul style="list-style-type: none"> <li>Click on Invoice Now in the Appointments Charges tab of the Appointments screen.</li> <li>Go to step 8.</li> </ul> </td></tr> <tr> <td>nothing needs to be amended or updated</td><td>Go to step 8.</td></tr> </table>	If...	Then...	appointment date and start times need to change	<ul style="list-style-type: none"> <li>Amend as required,</li> <li>Go to step 8.</li> </ul>	fee information or Billing Agent needs to be amended or added	<ul style="list-style-type: none"> <li>Change the Billing Agent if recorded in the Inspection Notes during the Pre-Inspection Interview with the Master,</li> <li>Click on edit and amend the charges as required,</li> <li>Add additional fees as required,</li> <li>Delete existing fees as required,</li> <li>Go to step 8.</li> </ul>	there was any unbillable travel time	<ul style="list-style-type: none"> <li>Add the travel time,</li> <li>Go to step 8.</li> </ul>	the Agent requires an invoice at this point	<ul style="list-style-type: none"> <li>Click on Invoice Now in the Appointments Charges tab of the Appointments screen.</li> <li>Go to step 8.</li> </ul>	nothing needs to be amended or updated	Go to step 8.
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8.	<p>Click on Finalise Appointment tab.</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the inspection summary is incorrect</td><td> <ul style="list-style-type: none"> <li>Go to the appropriate tab and correct the information,</li> <li>Go to Step 9.</li> </ul> </td></tr> <tr> <td>a biosecurity officer needs to be added</td><td> <ul style="list-style-type: none"> <li>Add any additional biosecurity officers that weren't charged for but that attended the inspection,</li> <li>Go to Step 9.</li> </ul> </td></tr> <tr> <td>the BSD needs to be viewed or edited prior to sending</td><td> <ul style="list-style-type: none"> <li>Tick the check box, view the BSD and/or update the BSD,</li> <li>Go to Step 9.</li> </ul> </td></tr> <tr> <td>nothing needs to be added</td><td>Go to Step 9.</td></tr> </table>	If...	Then...	the inspection summary is incorrect	<ul style="list-style-type: none"> <li>Go to the appropriate tab and correct the information,</li> <li>Go to Step 9.</li> </ul>	a biosecurity officer needs to be added	<ul style="list-style-type: none"> <li>Add any additional biosecurity officers that weren't charged for but that attended the inspection,</li> <li>Go to Step 9.</li> </ul>	the BSD needs to be viewed or edited prior to sending	<ul style="list-style-type: none"> <li>Tick the check box, view the BSD and/or update the BSD,</li> <li>Go to Step 9.</li> </ul>	nothing needs to be added	Go to Step 9.		
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nothing needs to be added	Go to Step 9.												
9.	<p>Click on Finalise the Appointment.</p> <ul style="list-style-type: none"> <li>The appointment must always be finalised on board the vessel, if there are connectivity issues the appointment must be finalised as soon as practicable.</li> <li>Additional charges may be added after the appointment is finalised. This may be necessary when there are delays in transiting from the vessel to the wharf gate.</li> </ul>												

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

Step	Action
	<ul style="list-style-type: none"> <li>• The BSD and any certificates issued as a result of the inspection will be sent to relevant email recipients.</li> <li>• Explain the inspection outcomes to the Master if it hasn't already been discussed.</li> <li>• The Master will receive all electronic documents if the vessel's email address was supplied in the PAR.</li> <li>• The listed Port Agency will receive the BSD, copies of certificates and the invoice once it has been generated.</li> </ul>

## Final Actions

Even though the appointment has now been finalised, complete any outstanding actions identified during the HH Inspection or recorded in the Inspection Notes. These may include:

- Updating the Vessel Details screen in MARS with any changes recorded in the Inspection Notes during the Interview with the Master.
- Updating the vessel's itinerary in MARS if changes were noted during the inspection.
- Adding or adjusting charges due to delays in transiting between the vessel and the wharf gate.

Consider the time it will take to complete these additional tasks and add appropriate in-office fees.

**Refer to:** the MARS User Guide for adding service fees.

## Record keeping

**Refer to:** the 'Death or illness in transit on board international vessels' work instruction for record keeping requirements.

## Related material

The following list of related materials should be read in conjunction with this work instruction:

- Document: [Travellers with illness checklist](#)
- Document: [Deceased traveller report](#)
- Document: [Traveller with illness checklist privacy notice](#)
- Document: [Human biosecurity control order \(HBCO\)](#)
- Guideline: [Department of Agriculture and Water Resources Charging Guidelines](#)
- Notice: Operational Staff Notice – 27 July 2016
- Reference: Biosecurity Management of Commercial Vessels Policy Framework
- User Guide: MARS User Guide
- Work Instruction: [Death or illness of a traveller on board an international vessel](#)

## Document information

The following table contains administrative metadata.

<b>Instructional material owner:</b>	National Director, Travellers and Vessels
<b>Instructional Material Library document ID:</b>	
<b>Freedom of information exemption:</b>	No
<b>TRIM container number:</b>	
<b>Review date:</b>	March 2019

## Version history

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

Version	Date	Amendment details	eForm Version
0.1	July 2016	New MARS work instruction	
0.3	01/08/2016	Draft revision updates includes feedback from Travellers and Vessels	
0.4	17/08/2016	Pilot Feedback Updates	
0.5	24/08/2016	Post training updates	1.19
0.6	16/11/2016	Policy review	1.19
0.7	06/12/2016	PPD Review Updates	1.19
0.8	23/01/2017	PPD feedback updates	1.2
0.9	14/03/2017	Final version ready for IML	1.2
0.10	12/05/2017	Minor updates for consistency; PPD Approved	HHTH (1.3)

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Undertake a Human Health Inspection on board international vessels

Version no.: PPD to complete

Date published: PPD to complete

Classification type (optional—delete if not required)

24 of 24



Australian Government  
Department of Agriculture

## GUIDELINE

# Death or illness of a traveller on board an international vessel

### Direction to staff

This document is instructional material for the Department of Agriculture (the department) under its Practice Statement Framework. All staff must comply with it.

### Summary of main points

This document outlines the process that occurs to manage human biosecurity risks when a traveller on board an international vessel

- has died  
or
- is ill  
or
- has been ill.

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## Purpose of this document

This document details the process to manage human biosecurity risks associated with the death or illness of a traveller on board an international vessel arriving at a port in Australia.

## Definitions

The following table defines terms used in this document.

Term	Definition
Deceased traveller report (DTR)	A report completed by biosecurity officers that provides information on the deceased traveller.
Department of Health (Health)	The Department responsible for the administration and development of human biosecurity policy as contained within the <i>Biosecurity Act 2015</i> (as outlined in the Administrative Arrangements Order).
Human Biosecurity Control Order (HBCO)	An order imposed on an individual under section 60 of the <i>Biosecurity Act 2015</i> .

Term	Definition
Human biosecurity officer (HBO)	<p>A person who is authorised under section 563 of the <i>Biosecurity Act 2015</i> to be a human biosecurity officer with appropriate clinical expertise.</p> <p><b>Note:</b> The authorised person can be:</p> <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>
Listed human disease (LHD)	<p>Any disease declared to be a listed human disease by the Director of Human Biosecurity (DHB) through a determination.</p> <p><b>Note:</b> For more information visit the <a href="#">Department of Health website</a>.</p>
Personal protective equipment (PPE)	<p>Any item that helps protect a person from harm or injury.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• This usually refers to gloves, ear protection, safety vests and protective footwear.</li> <li>• In the context of human quarantine, it generally refers to masks, gloves, gowns, eyewear (goggles) and ethanol hand solution or gel.</li> </ul>
Pratique	<p>The <i>International Health Regulation</i> defines pratique as:</p> <p>‘permission for a ship to enter a port, embark or disembark, discharge or load cargo or stores; permission for an aircraft, after landing, to embark or disembark, discharge or load cargo or stores; and permission for a ground transport vehicle, upon arrival, to embark or disembark, discharge or load cargo or stores’.</p> <p><b>Note:</b> This is to ensure risks to human health can be identified and managed before the vessel or aircraft is unloaded or disembarked.</p>
Pratique (negative)	<p>The Director of Human Biosecurity (DHB) specifies the circumstances in which positive pratique is not granted and when negative pratique must be given manually by a biosecurity officer.</p> <p><b>Note:</b> These circumstances may relate to:</p> <ul style="list-style-type: none"> <li>• human health aspects related to disinsection measures or</li> <li>• listed human disease signs or symptoms or</li> <li>• death on board.</li> </ul>
Pratique (positive)	<p>Under the <i>Biosecurity Act 2015</i>, 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 (DHB) as being subject to negative pratique.</p>

Term	Definition
Pre-arrival report (PAR)	<p>The form completed by a vessel master or agent to notify the department of impending vessel arrivals</p> <p><b>Note:</b> It includes information about:</p> <ul style="list-style-type: none"> <li>• the vessel</li> <li>• the itinerary</li> <li>• human health</li> <li>• biosecurity issues.</li> </ul> <p><b>Important:</b> All commercial vessels must submit a PAR from 96 to 12 hours before the estimated time of arrival of the vessel.</p>
Traveller with illness checklist (TIC)	<p>The primary assessment tool used at the Australian border to screen the presence of listed human diseases.</p> <p><b>Note:</b> It is:</p> <ul style="list-style-type: none"> <li>• completed by biosecurity officers</li> <li>• designed to provide information required to determine whether an ill traveller poses a serious risk to Australia's human health status.</li> </ul>
Travellers	<p>People on an international vessel.</p> <p><b>Note:</b> The term includes:</p> <ul style="list-style-type: none"> <li>• passengers</li> <li>• the master</li> <li>• officers</li> <li>• crew members.</li> </ul>

## Legislative framework

The following table outlines the legislation that applies to the management of the death or illness of a traveller onboard an international vessel arriving at a port in Australia.

Legislation	Scope
<i>Biosecurity Act 2015</i> (the Act)	<ul style="list-style-type: none"> <li>• Sections 34–41: Protections</li> <li>• Section 42: Listing human diseases</li> <li>• Section 44: Entry requirements</li> <li>• Section 46: Civil penalties for failing to comply with certain entry and exit requirements</li> <li>• Section 48–49: Positive and negative pratique</li> <li>• Section 51: Determining preventative biosecurity measures</li> <li>• Section 52: Civil penalty for failing to comply with a preventative biosecurity measure</li> <li>• Sections 54–58: Information gathering powers</li> <li>• Sections 60–69: Imposing a human biosecurity control order on an individuals</li> <li>• Sections 71–74: When an individual is required to comply with a biosecurity measure</li> <li>• Sections 82–85: Biosecurity measure that may be included in a human biosecurity control order</li> <li>• Section 88: Risk minimisation interventions</li> <li>• Section 95: No use of force to required compliance with certain biosecurity measures</li> <li>• Section 102: Consular assistance</li> <li>• Section 103: Detention</li> <li>• Section 107: Offence for failing to comply with a human</li> <li>• Section 108: Expenses incurred in complying with human biosecurity control orders</li> <li>• Section 112: Individuals who have died in transit or on arrival</li> <li>• Section 193–194: Pre-arrival reporting.</li> </ul>
Biosecurity (Pre-arrival Notices and Reports) Regulation 2016	Regulation 14: When, how and where pre-arrival information for vessels to be given.
Biosecurity (Managing Human Remains) Instrument 2016	Section 6: Individuals who have died in transit or on arrival.
Biosecurity (Negative Pratique) Instrument 2016	Section 5: Classes of incoming aircraft or vessels and requirements that must be complied with for pratique to be granted.

## Roles and responsibilities

The following table outlines the roles and responsibilities undertaken in this guideline.

Role	Responsibility
Australian Federal Police (AFP)	Enforcing sections of the Act when a person refuses to comply with human-health-related directions.  <b>Note:</b> Section 103 of the Act allows for the AFP to utilise the detention powers.
Biosecurity officer	Undertaking activities in accordance with this instructional material.
Department of Health	Administering and developing human biosecurity policy as contained within the Act.
Director of Human Biosecurity	Providing advice and direction on human biosecurity disease matters.
Human biosecurity officer	Providing advice and direction on human biosecurity matters.
Maritime National Coordination Centre (MNCC)	Providing a single point of contact for: <ul style="list-style-type: none"> <li>• vessel operators</li> <li>• shipping agents</li> <li>• biosecurity officers</li> <li>• department staff across the country.</li> </ul> The group: <ul style="list-style-type: none"> <li>• evaluates the risk of vessels before they arrive</li> <li>• determines and coordinates appropriate arrival and intervention activities.</li> </ul> <b>Note:</b> Located in Adelaide.
Regional directors, travellers and vessels	Ensuring: <ul style="list-style-type: none"> <li>• implementation at respective ports occurs in accordance with this document</li> <li>• relevant biosecurity officers are appropriately trained.</li> </ul>
State or local police	When contacted, utilising detention powers under Section 103 of the Act in remote locations where there may not be an AFP presence.

## Work health and safety

Officers must:

- comply with the *Work Health and Safety Act 2011*
- take all reasonable and practical steps to
  - ensure that they do not take any action that creates a risk, or increases an existing risk, to their own health or safety, or that of other people
  - advise their employer of any potential hazards in the workplace.

- wear the appropriate personal protective equipment when attending an ill or deceased traveller on board an international vessel.

**Important:**

- Officers must wear gloves at a minimum.
- Face masks may be appropriate in some circumstances.

**Note:** The risk to border workers of being infected with a listed human disease in everyday situations is extremely low. Relevant work health and safety guidelines must be followed as a precaution.

## Traveller communication

When communicating with a traveller ensure a safe distance is maintained.

If a distance of greater than one metre from the ill traveller...	Then...
can be maintained	a distance of one metre from the ill traveller is maintained. <b>Note:</b> This minimises the risk of droplet transmission.
cannot be maintained	apply personal protective equipment if necessary.

## When an officer is referred to, or identifies, a traveller with a fever or a cough

Request, where possible, that a mask be placed on the ill traveller.

## When an ill traveller is having difficulty breathing

Wear a mask and gloves when interacting with an ill traveller who is having difficulty breathing.

## When urgent medical assistance is required

Ensure:

- an ambulance is called
- other border agencies have been notified.

**Important:** A traveller's medical needs must always take first priority.

## Essential equipment

- gloves
- goggles
- mobile phone or two-way radio
- Human biosecurity officer contact list
- P2 respirator
- [Traveller with illness checklist](#)
- [Deceased travellers report form](#).



## Gathering information about the death or illness of a traveller on board an international vessel

The following table outlines the process for gathering information about the death or illness of a traveller on board an international vessel.

Stage	What happens						
1.	<p>The operator of an international vessel submits a pre-arrival report.</p> <table> <tr> <th>When the operator of a vessel...</th><th>Then...</th></tr> <tr> <td>has submitted a pre-arrival report to the MNCC</td><td><b>continue to Stage 2.</b></td></tr> <tr> <td>has not submitted a pre-arrival report to the MNCC</td><td> <ul style="list-style-type: none"> <li>a biosecurity officer at the port of arrival               <ul style="list-style-type: none"> <li>is notified of the arrival of the vessel by Australian Border Force</li> <li>attends the vessel on arrival.</li> </ul> </li> <li><b>go to Stage 3 of section: <a href="#">Attending a vessel on arrival that has reported a death or illness.</a></b></li> </ul> </td></tr> </table>	When the operator of a vessel...	Then...	has submitted a pre-arrival report to the MNCC	<b>continue to Stage 2.</b>	has not submitted a pre-arrival report to the MNCC	<ul style="list-style-type: none"> <li>a biosecurity officer at the port of arrival               <ul style="list-style-type: none"> <li>is notified of the arrival of the vessel by Australian Border Force</li> <li>attends the vessel on arrival.</li> </ul> </li> <li><b>go to Stage 3 of section: <a href="#">Attending a vessel on arrival that has reported a death or illness.</a></b></li> </ul>
When the operator of a vessel...	Then...						
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has not submitted a pre-arrival report to the MNCC	<ul style="list-style-type: none"> <li>a biosecurity officer at the port of arrival               <ul style="list-style-type: none"> <li>is notified of the arrival of the vessel by Australian Border Force</li> <li>attends the vessel on arrival.</li> </ul> </li> <li><b>go to Stage 3 of section: <a href="#">Attending a vessel on arrival that has reported a death or illness.</a></b></li> </ul>						



Stage	What happens								
2.	<p>The MNCC checks the pre-arrival report for details of:</p> <ul style="list-style-type: none"> <li>any person on board the vessel who has died during the voyage</li> <li>any person on board the vessel who has, or had during the voyage, signs or symptoms of an illness.</li> </ul> <p><b>Note:</b> In exceptional circumstances (for example: when the presence of an LHD has been confirmed):</p> <ul style="list-style-type: none"> <li>the MNCC may be required to contact the HBO directly</li> <li>the HBO may request that the MNCC attach further conditions to the approval to berth (ATB), which the vessel operator must comply with.</li> </ul> <table border="1"> <thead> <tr> <th>When the pre-arrival report...</th><th>Then...</th></tr> </thead> <tbody> <tr> <td>does not include details about the death or illness of a traveller</td><td>the MNCC continues with the clearance of the vessel.</td></tr> <tr> <td>includes details about an ill traveller</td><td><b>continue to Stage 3.</b></td></tr> <tr> <td>includes details about the death of a traveller</td><td> <p>the MNCC:</p> <ul style="list-style-type: none"> <li>confirms details of the death with the vessel operator, as per the pre-arrival report (PAR) questions</li> <li>adds any further conditions to the approval to berth (ATB) if advice received by the HBO</li> <li>completes the DTR in communication with the shipping agent</li> <li>explains to the vessel operator that travellers must not disembark the vessel until permission has been given by <ul style="list-style-type: none"> <li>a biosecurity officer</li> <li>or</li> <li>(chief) human biosecurity officer.</li> </ul> </li> <li>informs the relevant officer at the destination port to meet the vessel on its arrival</li> <li>forwards the completed DTR and relevant information to the officer at the destination port.</li> </ul> </td></tr> </tbody> </table>	When the pre-arrival report...	Then...	does not include details about the death or illness of a traveller	the MNCC continues with the clearance of the vessel.	includes details about an ill traveller	<b>continue to Stage 3.</b>	includes details about the death of a traveller	<p>the MNCC:</p> <ul style="list-style-type: none"> <li>confirms details of the death with the vessel operator, as per the pre-arrival report (PAR) questions</li> <li>adds any further conditions to the approval to berth (ATB) if advice received by the HBO</li> <li>completes the DTR in communication with the shipping agent</li> <li>explains to the vessel operator that travellers must not disembark the vessel until permission has been given by <ul style="list-style-type: none"> <li>a biosecurity officer</li> <li>or</li> <li>(chief) human biosecurity officer.</li> </ul> </li> <li>informs the relevant officer at the destination port to meet the vessel on its arrival</li> <li>forwards the completed DTR and relevant information to the officer at the destination port.</li> </ul>
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Stage	What happens								
3.	<p>The MNCC confirms details of the illness with the vessel operator or shipping agent, as per the pre-arrival report (PAR) questions.</p> <table> <tr> <th>When the reported signs or symptoms are due to...</th><th>Then...</th></tr> <tr> <td> <ul style="list-style-type: none"> <li>a pre-existing physical condition</li> <li>an injury</li> <li>inebriation</li> <li>the effects of a drug other than alcohol</li> <li>motion sickness</li> </ul> </td><td>the MNCC continues with the clearance of the vessel.</td></tr> <tr> <td>           an illness other than:           <ul style="list-style-type: none"> <li>a pre-existing physical condition</li> <li>an injury</li> <li>inebriation</li> <li>the effects of a drug other than alcohol</li> <li>motion sickness</li> </ul> </td><td> <ul style="list-style-type: none"> <li>the MNCC               <ul style="list-style-type: none"> <li>explains to the operator of the vessel that travellers must not disembark the vessel until permission has been given by an officer or (chief) human biosecurity officer</li> <li>adds any further conditions to the ATB if advice received by the HBO</li> <li>asks the agent whether the operator of the vessel has contacted the relevant state authority</li> <li>informs the biosecurity officer at the port of arrival whether the relevant state authority has been contacted by the agent</li> </ul> </li> <li><b>continue to Stage 4.</b></li> </ul> </td></tr> </table>	When the reported signs or symptoms are due to...	Then...	<ul style="list-style-type: none"> <li>a pre-existing physical condition</li> <li>an injury</li> <li>inebriation</li> <li>the effects of a drug other than alcohol</li> <li>motion sickness</li> </ul>	the MNCC continues with the clearance of the vessel.	an illness other than: <ul style="list-style-type: none"> <li>a pre-existing physical condition</li> <li>an injury</li> <li>inebriation</li> <li>the effects of a drug other than alcohol</li> <li>motion sickness</li> </ul>	<ul style="list-style-type: none"> <li>the MNCC               <ul style="list-style-type: none"> <li>explains to the operator of the vessel that travellers must not disembark the vessel until permission has been given by an officer or (chief) human biosecurity officer</li> <li>adds any further conditions to the ATB if advice received by the HBO</li> <li>asks the agent whether the operator of the vessel has contacted the relevant state authority</li> <li>informs the biosecurity officer at the port of arrival whether the relevant state authority has been contacted by the agent</li> </ul> </li> <li><b>continue to Stage 4.</b></li> </ul>		
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4.	<p>The MNCC checks if a Gastrointestinal illness notification form (for cruise vessels only) has been submitted with the pre-arrival report (PAR).</p> <table> <tr> <th>When...</th><th>Then...</th></tr> <tr> <td>the notification form has hasn't been submitted</td><td><b>continue to Stage 5.</b></td></tr> <tr> <td> <ul style="list-style-type: none"> <li>the notification form has been submitted</li> <li>less than 3 per cent of travellers on board the vessel have gastro-intestinal illness</li> </ul> </td><td><b>continue to Stage 5.</b></td></tr> <tr> <td> <ul style="list-style-type: none"> <li>the notification form has been submitted</li> <li>3 per cent or more of travellers on board the vessel have gastro-intestinal illness</li> </ul> </td><td> <ul style="list-style-type: none"> <li>the MNCC reports the vessel to               <ul style="list-style-type: none"> <li>the HBO</li> <li>the Department of Health.</li> </ul> </li> <li><b>continue to Stage 5.</b></li> </ul> </td></tr> </table>	When...	Then...	the notification form has hasn't been submitted	<b>continue to Stage 5.</b>	<ul style="list-style-type: none"> <li>the notification form has been submitted</li> <li>less than 3 per cent of travellers on board the vessel have gastro-intestinal illness</li> </ul>	<b>continue to Stage 5.</b>	<ul style="list-style-type: none"> <li>the notification form has been submitted</li> <li>3 per cent or more of travellers on board the vessel have gastro-intestinal illness</li> </ul>	<ul style="list-style-type: none"> <li>the MNCC reports the vessel to               <ul style="list-style-type: none"> <li>the HBO</li> <li>the Department of Health.</li> </ul> </li> <li><b>continue to Stage 5.</b></li> </ul>
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5.	<p>The MNCC:</p> <ul style="list-style-type: none"> <li>informs the relevant officer at the destination port to meet the vessel on arrival</li> <li>forwards relevant information to the officer at the destination port.</li> </ul>								

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## Attending a vessel on arrival that has reported a death or illness

The following table outlines the process for attending to a vessel on arrival that has reported the death or illness of a traveller.

Stage	What happens								
1.	<p>A biosecurity officer receives notification of the death or illness of a traveller on board an international vessel from the MNCC.</p> <p><b>Important:</b> When a biosecurity officer discovers that a traveller is ill, or has been ill, or has died, and it was not mentioned in a pre-arrival report, <b>go to section:</b> <a href="#">Non-reporting of a death or illness on board an international vessel</a>.</p> <p><b>Note:</b> Negative pratique applies to:</p> <ul style="list-style-type: none"> <li>• non-commercial vessels</li> <li>• any vessel where the pre-arrival report includes details of a traveller who <ul style="list-style-type: none"> <li>○ has, or had during the voyage, signs or symptoms of a LHD</li> <li>or</li> <li>○ has died during the voyage.</li> </ul> </li> </ul>								
2.	The biosecurity officer checks that the vessel is flying the quarantine signal.								
3.	<p>The biosecurity officer:</p> <ul style="list-style-type: none"> <li>• confirms whether the vessel operator or shipping agent has contacted <ul style="list-style-type: none"> <li>○ the state or territory police</li> <li>○ state ambulance.</li> </ul> </li> <li>• ensures that travellers do not disembark the vessel until permission has been given by <ul style="list-style-type: none"> <li>○ a biosecurity officer</li> <li>or</li> <li>○ a (chief) HBO.</li> </ul> </li> </ul>								
4.	<p>The biosecurity officer embarks onto the international vessel on arrival.</p> <table border="1"> <thead> <tr> <th>When...</th><th>Then...</th></tr> </thead> <tbody> <tr> <td>a traveller on board the vessel has died</td><td>continue to section: <a href="#">Attending to a death on board an international vessel</a>.</td></tr> <tr> <td> a traveller on board the vessel: <ul style="list-style-type: none"> <li>• is ill</li> <li>or</li> <li>• has been ill</li> </ul> </td><td>go to section: <a href="#">Attending to an illness on board an international vessel</a>.</td></tr> <tr> <td> no travellers: <ul style="list-style-type: none"> <li>• have died</li> <li>or</li> <li>are ill</li> <li>or</li> <li>• have been ill</li> </ul> </td><td>if they are satisfied that there are no other human biosecurity issues, the biosecurity officer grants pratique,</td></tr> </tbody> </table>	When...	Then...	a traveller on board the vessel has died	continue to section: <a href="#">Attending to a death on board an international vessel</a> .	a traveller on board the vessel: <ul style="list-style-type: none"> <li>• is ill</li> <li>or</li> <li>• has been ill</li> </ul>	go to section: <a href="#">Attending to an illness on board an international vessel</a> .	no travellers: <ul style="list-style-type: none"> <li>• have died</li> <li>or</li> <li>are ill</li> <li>or</li> <li>• have been ill</li> </ul>	if they are satisfied that there are no other human biosecurity issues, the biosecurity officer grants pratique,
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## Attending to a death on board an international vessel

The following table outlines the process for managing the death of a traveller on board an international vessel.

Stage	What happens						
1.	<p>The biosecurity officer confirms the details of the death recorded on the deceased traveller report (DTR).</p> <table> <tr> <th>When the deceased traveller...</th><th>Then...</th></tr> <tr> <td>did not have signs or symptoms of an LHD</td><td> <p>the biosecurity officer:</p> <ul style="list-style-type: none"> <li>if they are satisfied that there are no other human biosecurity issues, grants pratique</li> <li>advises that the body of the deceased traveller can be transported to the relevant state authority once the AFP or state police have confirmed that it is not a crime scene.</li> </ul> </td></tr> <tr> <td>had signs or symptoms of an LHD</td><td> <ul style="list-style-type: none"> <li>the biosecurity officer contacts the human biosecurity officer to inform them that the death may have been caused by a listed human disease.</li> <li>when the officer is unable to contact the HBO, <b>go to section: <a href="#">Difficulties in contacting a Human biosecurity officer</a></b></li> <li><b>continue to Stage 2.</b></li> </ul> </td></tr> </table>	When the deceased traveller...	Then...	did not have signs or symptoms of an LHD	<p>the biosecurity officer:</p> <ul style="list-style-type: none"> <li>if they are satisfied that there are no other human biosecurity issues, grants pratique</li> <li>advises that the body of the deceased traveller can be transported to the relevant state authority once the AFP or state police have confirmed that it is not a crime scene.</li> </ul>	had signs or symptoms of an LHD	<ul style="list-style-type: none"> <li>the biosecurity officer contacts the human biosecurity officer to inform them that the death may have been caused by a listed human disease.</li> <li>when the officer is unable to contact the HBO, <b>go to section: <a href="#">Difficulties in contacting a Human biosecurity officer</a></b></li> <li><b>continue to Stage 2.</b></li> </ul>
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did not have signs or symptoms of an LHD	<p>the biosecurity officer:</p> <ul style="list-style-type: none"> <li>if they are satisfied that there are no other human biosecurity issues, grants pratique</li> <li>advises that the body of the deceased traveller can be transported to the relevant state authority once the AFP or state police have confirmed that it is not a crime scene.</li> </ul>						
had signs or symptoms of an LHD	<ul style="list-style-type: none"> <li>the biosecurity officer contacts the human biosecurity officer to inform them that the death may have been caused by a listed human disease.</li> <li>when the officer is unable to contact the HBO, <b>go to section: <a href="#">Difficulties in contacting a Human biosecurity officer</a></b></li> <li><b>continue to Stage 2.</b></li> </ul>						
2.	<p>The human biosecurity officer considers if the deceased traveller had signs or symptoms of a listed human disease.</p> <table> <tr> <th>When the HBO...</th><th>Then the HBO...</th></tr> <tr> <td>suspects the deceased traveller had signs or symptoms of a LHD</td><td> <ul style="list-style-type: none"> <li>informs the biosecurity officer how to mitigate the risk of infecting a person with the suspected LHD</li> <li>informs the biosecurity officer when, and if, pratique can be granted</li> <li>provides any other necessary directions to the biosecurity officer to follow.</li> </ul> </td></tr> <tr> <td>does not suspect the deceased traveller had signs or symptoms of a LHD</td><td> <ul style="list-style-type: none"> <li>if they are satisfied that there are no other human biosecurity issues present, informs the biosecurity officer that pratique may be granted</li> <li>releases the body of deceased traveller to the relevant state authority once the AFP or state police have confirmed that it is not a crime scene.</li> </ul> </td></tr> </table>	When the HBO...	Then the HBO...	suspects the deceased traveller had signs or symptoms of a LHD	<ul style="list-style-type: none"> <li>informs the biosecurity officer how to mitigate the risk of infecting a person with the suspected LHD</li> <li>informs the biosecurity officer when, and if, pratique can be granted</li> <li>provides any other necessary directions to the biosecurity officer to follow.</li> </ul>	does not suspect the deceased traveller had signs or symptoms of a LHD	<ul style="list-style-type: none"> <li>if they are satisfied that there are no other human biosecurity issues present, informs the biosecurity officer that pratique may be granted</li> <li>releases the body of deceased traveller to the relevant state authority once the AFP or state police have confirmed that it is not a crime scene.</li> </ul>
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## Attending to an illness on board an international vessel

### Medical emergencies when attending to an ill traveller on board a vessel

When completing the TIC, the medical needs of a traveller must always take first priority.

**Important:** Urgent or life-threatening medical needs must not be delayed in order to complete the TIC.

**Note:** If the ill traveller cannot walk or talk, or their health is deteriorating rapidly, refer to **section: [Traveller who cannot walk or talk or whose health is deteriorating rapidly during assessment](#)**.

### Ill traveller that needs to use the toilet

If an ill traveller needs to use the toilet, see **section: [Ill traveller needing to use the toilet](#)**.

### Traveller from a non-English speaking background

If the ill traveller is from a non-English speaking background, the biosecurity officer must confirm whether the traveller understands English.

**Note:** Refer to **section: [Traveller from non-English speaking background](#)**.

### Unaccompanied minors or incapable travellers

- A biosecurity officer must attempt to contact the parent, guardian or next of kin of an unaccompanied minor or incapable traveller prior to completing the TIC.
- The biosecurity officer or HBO must continue with completing the TIC irrespective of whether a parent, guardian or next of kin has been contacted.

### Diplomatic or consular officials

When communicating with a diplomatic or consular official, the biosecurity officer must ensure it is in accordance with the Vienna Convention.

**Note:** If the ill traveller is a diplomatic or consular official, refer to **section: [Diplomatic or consular official](#)**.

### Completing the Traveller with illness checklist

- If there is more than one ill traveller on board the international vessel, the biosecurity officer must complete a TIC for each ill traveller.
- A TIC must be completed either on board the vessel or within the maritime precinct, depending on when/where the ill traveller is identified.
- On completion of the TIC, the officer must provide the traveller with a privacy statement in accordance with the [Traveller with illness checklist privacy statement](#).

## Attending to an ill traveller

The following table outlines the process for attending to a traveller who is ill or has been ill on board an international vessel.

Stage	What happens						
1.	The biosecurity officer asks the operator of the vessel to direct them to the ill traveller.						
2.	<p>The biosecurity officer:</p> <ul style="list-style-type: none"> <li>commences the TIC</li> <li>asks the first question: 'Have you had a fever, chills or sweats in the last 24 hours?'.</li> </ul> <table> <tr> <th>When the traveller answers...</th><th>Then the biosecurity officer...</th></tr> <tr> <td>yes</td><td><b>goes to Stage 3.</b></td></tr> <tr> <td> <ul style="list-style-type: none"> <li>no</li> <li>or</li> <li>don't know</li> </ul> </td><td> <ul style="list-style-type: none"> <li>does not continue with the TIC</li> <li>advises the ill traveller that if they feel unwell they should               <ul style="list-style-type: none"> <li>seek their own medical advice</li> <li>inform their medical practitioner of their travel history.</li> </ul> </li> <li>if they are satisfied that there are no other human biosecurity issues, grants pratique</li> <li>advises the operator that pratique has been granted.</li> </ul> </td></tr> </table>	When the traveller answers...	Then the biosecurity officer...	yes	<b>goes to Stage 3.</b>	<ul style="list-style-type: none"> <li>no</li> <li>or</li> <li>don't know</li> </ul>	<ul style="list-style-type: none"> <li>does not continue with the TIC</li> <li>advises the ill traveller that if they feel unwell they should               <ul style="list-style-type: none"> <li>seek their own medical advice</li> <li>inform their medical practitioner of their travel history.</li> </ul> </li> <li>if they are satisfied that there are no other human biosecurity issues, grants pratique</li> <li>advises the operator that pratique has been granted.</li> </ul>
When the traveller answers...	Then the biosecurity officer...						
yes	<b>goes to Stage 3.</b>						
<ul style="list-style-type: none"> <li>no</li> <li>or</li> <li>don't know</li> </ul>	<ul style="list-style-type: none"> <li>does not continue with the TIC</li> <li>advises the ill traveller that if they feel unwell they should               <ul style="list-style-type: none"> <li>seek their own medical advice</li> <li>inform their medical practitioner of their travel history.</li> </ul> </li> <li>if they are satisfied that there are no other human biosecurity issues, grants pratique</li> <li>advises the operator that pratique has been granted.</li> </ul>						
3.	<p>The biosecurity officer continues to complete the TIC.</p> <table> <tr> <th>When the TIC indicates...</th><th>Then the biosecurity officer...</th></tr> <tr> <td>that an LHD is not present</td><td> <ul style="list-style-type: none"> <li>advises the ill traveller that if they feel unwell, they should               <ul style="list-style-type: none"> <li>seek their own medical advice</li> <li>inform their medical practitioner of their travel history.</li> </ul> </li> <li>if they are satisfied that there are no other human biosecurity issues, grants pratique</li> <li>advises the operator that pratique has been granted.</li> </ul> </td></tr> <tr> <td>that an LHD is present</td><td> <ul style="list-style-type: none"> <li>contacts a HBO in their state or territory</li> <li><b>Important:</b> when the officer is unable to contact the HBO after two attempts within a five-minute period <b>go to section: <a href="#">Difficulties in contacting a Human biosecurity officer.</a></b></li> <li><b>continues to Stage 4.</b></li> </ul> </td></tr> </table>	When the TIC indicates...	Then the biosecurity officer...	that an LHD is not present	<ul style="list-style-type: none"> <li>advises the ill traveller that if they feel unwell, they should               <ul style="list-style-type: none"> <li>seek their own medical advice</li> <li>inform their medical practitioner of their travel history.</li> </ul> </li> <li>if they are satisfied that there are no other human biosecurity issues, grants pratique</li> <li>advises the operator that pratique has been granted.</li> </ul>	that an LHD is present	<ul style="list-style-type: none"> <li>contacts a HBO in their state or territory</li> <li><b>Important:</b> when the officer is unable to contact the HBO after two attempts within a five-minute period <b>go to section: <a href="#">Difficulties in contacting a Human biosecurity officer.</a></b></li> <li><b>continues to Stage 4.</b></li> </ul>
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4.	The HBO considers if the signs or symptoms displayed by the ill traveller indicate a LHD.						



Stage	What happens						
5.	<p>The HBO provides advice to the biosecurity officer.</p> <table> <tr> <th>When the HBO advises the biosecurity officer...</th><th>Then the biosecurity officer...</th></tr> <tr> <td>that they suspect that a LHD is present</td><td><b>continues to section:</b> <a href="#">Managing a traveller with a suspected LHD.</a></td></tr> <tr> <td>that they suspect that a LHD is not present</td><td> <ul style="list-style-type: none"> <li>advises the ill traveller that if they feel unwell they should <ul style="list-style-type: none"> <li>seek their own medical advice</li> <li>inform their medical practitioner of their travel history.</li> </ul> </li> <li>if they are satisfied that there are no other human biosecurity issues, confirms with the HBO that pratique can be granted</li> <li>advises the operator pratique has been granted based on advice from the HBO.</li> </ul> </td></tr> </table>	When the HBO advises the biosecurity officer...	Then the biosecurity officer...	that they suspect that a LHD is present	<b>continues to section:</b> <a href="#">Managing a traveller with a suspected LHD.</a>	that they suspect that a LHD is not present	<ul style="list-style-type: none"> <li>advises the ill traveller that if they feel unwell they should <ul style="list-style-type: none"> <li>seek their own medical advice</li> <li>inform their medical practitioner of their travel history.</li> </ul> </li> <li>if they are satisfied that there are no other human biosecurity issues, confirms with the HBO that pratique can be granted</li> <li>advises the operator pratique has been granted based on advice from the HBO.</li> </ul>
When the HBO advises the biosecurity officer...	Then the biosecurity officer...						
that they suspect that a LHD is present	<b>continues to section:</b> <a href="#">Managing a traveller with a suspected LHD.</a>						
that they suspect that a LHD is not present	<ul style="list-style-type: none"> <li>advises the ill traveller that if they feel unwell they should <ul style="list-style-type: none"> <li>seek their own medical advice</li> <li>inform their medical practitioner of their travel history.</li> </ul> </li> <li>if they are satisfied that there are no other human biosecurity issues, confirms with the HBO that pratique can be granted</li> <li>advises the operator pratique has been granted based on advice from the HBO.</li> </ul>						

#### Managing a traveller with a suspected listed human disease

The biosecurity officer must maintain the privacy, dignity and confidentiality of the traveller (i.e. where possible avoid asking questions in public places).

The following table outlines the process to manage a traveller with a suspected LHD.

Stage	What happens						
1.	<p>The biosecurity officer:</p> <ul style="list-style-type: none"> <li>follows the advice provided by the HBO</li> <li>once the HBO is satisfied that there are no other human biosecurity issues, grants pratique.</li> </ul>						
2.	The biosecurity officer advises the operator that other travellers can disembark after they escort the ill traveller off the vessel.						
3.	<p>The biosecurity officer escorts the ill traveller off the vessel to a:</p> <ul style="list-style-type: none"> <li>health room</li> <li>or</li> <li>private room.</li> </ul>						
4.	<p>The biosecurity officer maintains contact with the HBO and follows their advice.</p> <table> <tr> <th>When the HBO...</th><th>Then the biosecurity officer...</th></tr> <tr> <td>intends to impose a HBCO</td><td> <ul style="list-style-type: none"> <li>follows the advice provided by the HBO</li> <li><b>continues to section:</b> <a href="#">Advising a traveller that a HBCO will be imposed.</a></li> </ul> </td></tr> <tr> <td>does not advise that they intend to impose a HBCO</td><td> <ul style="list-style-type: none"> <li>follows the advice provided by the HBO, including communicating to the ill traveller any medical advice</li> <li>advises the ill traveller that if they feel unwell they should follow the advice of the HBO.</li> </ul> </td></tr> </table>	When the HBO...	Then the biosecurity officer...	intends to impose a HBCO	<ul style="list-style-type: none"> <li>follows the advice provided by the HBO</li> <li><b>continues to section:</b> <a href="#">Advising a traveller that a HBCO will be imposed.</a></li> </ul>	does not advise that they intend to impose a HBCO	<ul style="list-style-type: none"> <li>follows the advice provided by the HBO, including communicating to the ill traveller any medical advice</li> <li>advises the ill traveller that if they feel unwell they should follow the advice of the HBO.</li> </ul>
When the HBO...	Then the biosecurity officer...						
intends to impose a HBCO	<ul style="list-style-type: none"> <li>follows the advice provided by the HBO</li> <li><b>continues to section:</b> <a href="#">Advising a traveller that a HBCO will be imposed.</a></li> </ul>						
does not advise that they intend to impose a HBCO	<ul style="list-style-type: none"> <li>follows the advice provided by the HBO, including communicating to the ill traveller any medical advice</li> <li>advises the ill traveller that if they feel unwell they should follow the advice of the HBO.</li> </ul>						

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### Advising a traveller that a Human Biosecurity Control Order will be imposed

Officers must impose a Human Biosecurity Control Order (HBCO) when they are directed to by an HBO.

The following table outlines the process for advising a traveller that a HBCO will be imposed.

Stage	What happens						
1.	A biosecurity officer or the HBO advises the traveller that a HBCO will be imposed.						
2.	The biosecurity officer provides the ill traveller with the HBCO information sheet located at Attachment A of the HBCO.						
3.	<p>The biosecurity officer informs the ill traveller that they may be required to remain at a designated place for up to six hours, until the HBCO has been imposed.</p> <table> <tr> <th>When the traveller...</th><th>Then the biosecurity officer...</th></tr> <tr> <td>is prepared to remain at the designated place for up to 6 hours</td><td>continues to section: <a href="#">Imposing a Human Biosecurity Control Order</a>.</td></tr> <tr> <td>refuses to remain at the designated place for up to 6 hours</td><td> <ul style="list-style-type: none"> <li>advises the ill traveller that               <ul style="list-style-type: none"> <li>under section 68 of the <i>Biosecurity Act 2015</i> they are authorised to require them to remain in a designated place for up to six hours</li> <li>if they refuse to remain at the designated place, the AFP or state enforcement agency will be contacted, informed of the situation, and their assistance will be requested</li> </ul> </li> <li>continues to Stage 4.</li> </ul> </td></tr> </table>	When the traveller...	Then the biosecurity officer...	is prepared to remain at the designated place for up to 6 hours	continues to section: <a href="#">Imposing a Human Biosecurity Control Order</a> .	refuses to remain at the designated place for up to 6 hours	<ul style="list-style-type: none"> <li>advises the ill traveller that               <ul style="list-style-type: none"> <li>under section 68 of the <i>Biosecurity Act 2015</i> they are authorised to require them to remain in a designated place for up to six hours</li> <li>if they refuse to remain at the designated place, the AFP or state enforcement agency will be contacted, informed of the situation, and their assistance will be requested</li> </ul> </li> <li>continues to Stage 4.</li> </ul>
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4.	<p>The biosecurity officer confirms if the traveller is prepared to remain at the designated place for up to 6 hours.</p> <table> <tr> <th>When the traveller...</th><th>Then the biosecurity officer...</th></tr> <tr> <td>is prepared to remain at the location for up to 6 hours</td><td>continues to section: <a href="#">Imposing a Human Biosecurity Control Order</a>.</td></tr> <tr> <td>still refuses to remain at the designated place for up to 6 hours</td><td> <ul style="list-style-type: none"> <li>lets the traveller leave</li> <li>contacts the local AFP or state enforcement agency to update them on the situation</li> <li>retains the traveller's               <ul style="list-style-type: none"> <li>international passenger card (IPC)</li> <li>or</li> <li>crew declaration card (CDC).</li> </ul> </li> <li>contacts the HBO to inform them that the traveller has refused to remain at the designated place</li> <li>sends a copy of the IPC/CDC to Border Health with all available information and documentation, via the National Incident Room inbox [REDACTED]@health.gov.au)</li> <li>in urgent situations, phones the National Incident Room hotline on 02 6289 3030.</li> </ul> </td></tr> </table>	When the traveller...	Then the biosecurity officer...	is prepared to remain at the location for up to 6 hours	continues to section: <a href="#">Imposing a Human Biosecurity Control Order</a> .	still refuses to remain at the designated place for up to 6 hours	<ul style="list-style-type: none"> <li>lets the traveller leave</li> <li>contacts the local AFP or state enforcement agency to update them on the situation</li> <li>retains the traveller's               <ul style="list-style-type: none"> <li>international passenger card (IPC)</li> <li>or</li> <li>crew declaration card (CDC).</li> </ul> </li> <li>contacts the HBO to inform them that the traveller has refused to remain at the designated place</li> <li>sends a copy of the IPC/CDC to Border Health with all available information and documentation, via the National Incident Room inbox [REDACTED]@health.gov.au)</li> <li>in urgent situations, phones the National Incident Room hotline on 02 6289 3030.</li> </ul>
When the traveller...	Then the biosecurity officer...						
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## Imposing a Human Biosecurity Control Order

Biosecurity officers must only impose measures within section 6a and/or 6b of a Human Biosecurity Control Order (HBCO).

**Note:** An HBCO is usually imposed following advice from the HBO. However, measures within section 6a and/or 6b of a HBCO can be imposed prior to advice from the HBO if there is reasonable grounds to suspect an ill traveller has, or has been exposed to, an LHD.

The following table outlines the process for imposing an HBCO on a traveller.

Stage	What happens						
1.	A HBO, or a biosecurity officer under the direction of the HBO, completes sections 1–5 of the HBCO.						
2.	<p>The HBO or biosecurity officer:</p> <ul style="list-style-type: none"> <li>advises the ill traveller that measures contained in section 6a and/or 6b of the HBCO will be imposed</li> <li>seeks the traveller's consent.</li> </ul> <table> <tr> <th>When the traveller...</th><th>Then...</th></tr> <tr> <td>consents</td><td> <ul style="list-style-type: none"> <li>the biosecurity officer completes sections 6a and/or 6b of the HBCO</li> <li>the biosecurity officer or HBO reads out the contents of 6a and/or 6b</li> <li>the biosecurity officer requests the traveller to sign the HBCO consent (under section 6b).</li> </ul> </td></tr> <tr> <td>does not consent</td><td> <p>the biosecurity officer or HBO:</p> <ul style="list-style-type: none"> <li>advises the traveller that the DHB can issue a direction to the traveller to comply with the measure</li> <li>requests the DHB to give a direction for the traveller to comply with the biosecurity measures contained in the HBCO</li> <li>requests that the traveller signs the HBCO (under section 6b) declaring that they               <ul style="list-style-type: none"> <li>do not consent to the measures contained in the HBCO</li> <li>understand that the DHB may give direction requiring their compliance.</li> </ul> </li> </ul> </td></tr> </table>	When the traveller...	Then...	consents	<ul style="list-style-type: none"> <li>the biosecurity officer completes sections 6a and/or 6b of the HBCO</li> <li>the biosecurity officer or HBO reads out the contents of 6a and/or 6b</li> <li>the biosecurity officer requests the traveller to sign the HBCO consent (under section 6b).</li> </ul>	does not consent	<p>the biosecurity officer or HBO:</p> <ul style="list-style-type: none"> <li>advises the traveller that the DHB can issue a direction to the traveller to comply with the measure</li> <li>requests the DHB to give a direction for the traveller to comply with the biosecurity measures contained in the HBCO</li> <li>requests that the traveller signs the HBCO (under section 6b) declaring that they               <ul style="list-style-type: none"> <li>do not consent to the measures contained in the HBCO</li> <li>understand that the DHB may give direction requiring their compliance.</li> </ul> </li> </ul>
When the traveller...	Then...						
consents	<ul style="list-style-type: none"> <li>the biosecurity officer completes sections 6a and/or 6b of the HBCO</li> <li>the biosecurity officer or HBO reads out the contents of 6a and/or 6b</li> <li>the biosecurity officer requests the traveller to sign the HBCO consent (under section 6b).</li> </ul>						
does not consent	<p>the biosecurity officer or HBO:</p> <ul style="list-style-type: none"> <li>advises the traveller that the DHB can issue a direction to the traveller to comply with the measure</li> <li>requests the DHB to give a direction for the traveller to comply with the biosecurity measures contained in the HBCO</li> <li>requests that the traveller signs the HBCO (under section 6b) declaring that they               <ul style="list-style-type: none"> <li>do not consent to the measures contained in the HBCO</li> <li>understand that the DHB may give direction requiring their compliance.</li> </ul> </li> </ul>						

Stage	What happens						
3.	<p>The biosecurity officer checks with the HBO whether they will be attending.</p> <table> <tr> <th>When the HBO advises that they...</th><th>Then the biosecurity officer...</th></tr> <tr> <td>can attend</td><td> <ul style="list-style-type: none"> <li>advises the traveller that the HBO will be attending to complete the remainder of the HBCO</li> <li>waits with the traveller until the HBO attends</li> <li><b>continues to Stage 4.</b></li> </ul> </td></tr> <tr> <td>can't attend</td><td> <ul style="list-style-type: none"> <li>completes the HBCO under direction of the HBO</li> <li>ensures that the HBO can talk to the ill traveller directly</li> <li><b>goes to Stage 5.</b></li> </ul> </td></tr> </table>	When the HBO advises that they...	Then the biosecurity officer...	can attend	<ul style="list-style-type: none"> <li>advises the traveller that the HBO will be attending to complete the remainder of the HBCO</li> <li>waits with the traveller until the HBO attends</li> <li><b>continues to Stage 4.</b></li> </ul>	can't attend	<ul style="list-style-type: none"> <li>completes the HBCO under direction of the HBO</li> <li>ensures that the HBO can talk to the ill traveller directly</li> <li><b>goes to Stage 5.</b></li> </ul>
When the HBO advises that they...	Then the biosecurity officer...						
can attend	<ul style="list-style-type: none"> <li>advises the traveller that the HBO will be attending to complete the remainder of the HBCO</li> <li>waits with the traveller until the HBO attends</li> <li><b>continues to Stage 4.</b></li> </ul>						
can't attend	<ul style="list-style-type: none"> <li>completes the HBCO under direction of the HBO</li> <li>ensures that the HBO can talk to the ill traveller directly</li> <li><b>goes to Stage 5.</b></li> </ul>						
4.	The biosecurity officer provides the partially completed HBCO to the HBO for completion.						
5.	The HBO reads out the contents of the HBCO to the traveller.						
6.	<p>The biosecurity officer remains with the ill traveller until:</p> <ul style="list-style-type: none"> <li>the ill traveller is transported by the relevant state authority to hospital</li> <li>advised by the HBO that their attendance is no longer required.</li> </ul>						
7.	<p>Within 24 hours, the biosecurity officer or HBO provides the completed HBCO to the:</p> <ul style="list-style-type: none"> <li>traveller</li> <li>Department of Health (██████████@health.gov.au).</li> </ul>						

## Non-reporting of a death or illness on board an international vessel

When a biosecurity officers discovers that a traveller is ill or has been ill or has died and it was not mentioned in the pre-arrival report, or in an update to the pre-arrival report, the biosecurity officer must report the incident in an email to [arrivals@agriculture.gov.au](mailto:arrivals@agriculture.gov.au).

The following information must be obtained from the vessel's crew and reported to the Assistant Director, Conveyances and Ports at the above email, and included in the Form: Non-compliance report notification:

- the vessel operator's name and work contact details
- the details of crew members who advised the vessel operator of the deceased or ill traveller
- the traveller details (obtainable from the TIC)
- complete details of the incident.

The biosecurity officer must complete the DTR or TIC as per normal procedure.

## Difficulties in contacting a Human Biosecurity Officer

- When an officer is required to call a HBO, the appropriate first point of contact on the HBO contact list for that jurisdiction must be contacted immediately.
- In many jurisdictions, the first point of contact is a switchboard. The officer may
  - be transferred directly to an HBO
  - or
  - need to leave a message with the switchboard for an HBO to return the call.

**Important:** Officers must not contact an HBO in another State or Territory: HBOs are appointed by name and region and are not authorised to provide advice outside of their jurisdiction.

- Officers must record instances where there has been difficulty contacting an HBO
  - on the TIC
  - in an email to arrivals@agriculture.gov.au

The following table outlines the process for contacting alternative human biosecurity officers.

Stage	What happens						
1.	<p>The biosecurity officer contacts the next HBO (see <a href="#">HBO contact list</a>).</p> <table> <tr> <th>When...</th><th>Then the biosecurity officer...</th></tr> <tr> <td>an officer has not received a return call from a HBO after 10 minutes of leaving a message with the switchboard</td><td>must contact the appropriate point of contact again.</td></tr> <tr> <td> <ul style="list-style-type: none"> <li>• an officer has left a second message</li> <li>• a return call has still not been received after a further 10 minutes</li> </ul> </td><td>must contact the National Incident Room emergency line on 02 6289 3030 (monitored 24/7).</td></tr> </table>	When...	Then the biosecurity officer...	an officer has not received a return call from a HBO after 10 minutes of leaving a message with the switchboard	must contact the appropriate point of contact again.	<ul style="list-style-type: none"> <li>• an officer has left a second message</li> <li>• a return call has still not been received after a further 10 minutes</li> </ul>	must contact the National Incident Room emergency line on 02 6289 3030 (monitored 24/7).
When...	Then the biosecurity officer...						
an officer has not received a return call from a HBO after 10 minutes of leaving a message with the switchboard	must contact the appropriate point of contact again.						
<ul style="list-style-type: none"> <li>• an officer has left a second message</li> <li>• a return call has still not been received after a further 10 minutes</li> </ul>	must contact the National Incident Room emergency line on 02 6289 3030 (monitored 24/7).						
2.	<p>Contact is made with a HBO.</p> <table> <tr> <th>When it is...</th><th>Then the biosecurity officer...</th></tr> <tr> <td>a deceased traveller</td><td>returns to Stage 2 of section: <a href="#">Attending to a death on board an international vessel</a>.</td></tr> <tr> <td>an ill traveller</td><td>returns to Stage 4 of section: <a href="#">Attending to an illness on board an international vessel</a>.</td></tr> </table>	When it is...	Then the biosecurity officer...	a deceased traveller	returns to Stage 2 of section: <a href="#">Attending to a death on board an international vessel</a> .	an ill traveller	returns to Stage 4 of section: <a href="#">Attending to an illness on board an international vessel</a> .
When it is...	Then the biosecurity officer...						
a deceased traveller	returns to Stage 2 of section: <a href="#">Attending to a death on board an international vessel</a> .						
an ill traveller	returns to Stage 4 of section: <a href="#">Attending to an illness on board an international vessel</a> .						

## Traveller who cannot walk or talk, or whose health is deteriorating rapidly during assessment

A biosecurity officer must only grant pratique after the ill traveller has been taken off the vessel by the relevant state health authority.

The following table outlines the process for attending to a traveller who is unable to walk or talk upon arrival, or whose health is deteriorating rapidly during assessment.

Stage	What happens
1.	<p>The biosecurity officer:</p> <ul style="list-style-type: none"> <li>• ensures an ambulance is called</li> <li>• contacts Australian Border Force to arrange immigration clearance.</li> </ul>
2.	<p>The biosecurity officer advises the ambulance crew that:</p> <ul style="list-style-type: none"> <li>• the traveller is potentially infected with a LHD</li> <li>• should be treated as such until a diagnosis is made.</li> </ul>

Stage	What happens
3.	The biosecurity officer records: <ul style="list-style-type: none"> <li>the name and passport number of the traveller</li> <li>the number and origin of the voyage on the TIC.</li> </ul>
4.	Where possible, the biosecurity officer records on the TIC the name of the hospital that the traveller is being transported to.
5.	The biosecurity officer finalises the TIC to the extent possible based on the information collected.
6.	The biosecurity officer retains the traveller's IPC, if it has been completed.
7.	The biosecurity officer: <ul style="list-style-type: none"> <li>contacts the HBO</li> <li>advises them of the circumstances</li> <li>provides any requested information.</li> </ul>

### Ill traveller needing to use the toilet

- A traveller must not use staff toilets.
- A biosecurity officer must only allow a traveller to use the pre-determined facility identified for this purpose.
- Once used by an ill traveller the facility must remain closed to the public until advice is received by the department.

**Note:** Advice will be made available to the seaport operator as soon as relevant information is received from the Department of Health on any specific cleaning that may be required prior to reopening of the facility.

The following table outlines the process for an ill traveller to use a toilet.

Stage	What happens
1.	The biosecurity officer: <ul style="list-style-type: none"> <li>escorts the traveller to the identified facility</li> <li>ensures no other user is present before the traveller is allowed to use the facility.</li> </ul>
2.	Once the facility is used by the ill traveller the biosecurity officer ensures that the facility is closed to the public.
3.	The biosecurity officer escorts the traveller back to the assessment point to complete the health-assessment process.



## Traveller from non-English speaking background

The following table outlines the process an officer follows when the traveller is from a non-English speaking background.

Stage	What happens						
1.	<p>The biosecurity officer confirms whether the traveller understands what is happening.</p> <table> <tr> <th>When the ill traveller...</th><th>Then...</th></tr> <tr> <td>understands what is happening</td><td>return to Stage 2 of section: <a href="#">Attending to an ill traveller</a>.</td></tr> <tr> <td>does not understand what is happening</td><td> <ul style="list-style-type: none"> <li>the biosecurity officer seeks assistance to engage an appropriate interpreter on the vessel, such as a               <ul style="list-style-type: none"> <li>crew member</li> <li>or</li> <li>travelling companion.</li> </ul> </li> <li>continue to Stage 2.</li> </ul> </td></tr> </table>	When the ill traveller...	Then...	understands what is happening	return to Stage 2 of section: <a href="#">Attending to an ill traveller</a> .	does not understand what is happening	<ul style="list-style-type: none"> <li>the biosecurity officer seeks assistance to engage an appropriate interpreter on the vessel, such as a               <ul style="list-style-type: none"> <li>crew member</li> <li>or</li> <li>travelling companion.</li> </ul> </li> <li>continue to Stage 2.</li> </ul>
When the ill traveller...	Then...						
understands what is happening	return to Stage 2 of section: <a href="#">Attending to an ill traveller</a> .						
does not understand what is happening	<ul style="list-style-type: none"> <li>the biosecurity officer seeks assistance to engage an appropriate interpreter on the vessel, such as a               <ul style="list-style-type: none"> <li>crew member</li> <li>or</li> <li>travelling companion.</li> </ul> </li> <li>continue to Stage 2.</li> </ul>						
2.	<p>Was an appropriate interpreter available?</p> <table> <tr> <th>When an interpreter...</th><th>Then...</th></tr> <tr> <td>is available</td><td> <ul style="list-style-type: none"> <li>the biosecurity officer continues with the assessment using the interpreter to communicate with the ill traveller</li> <li>return to Stage 2 of section: <a href="#">Attending to an ill traveller</a>.</li> </ul> </td></tr> <tr> <td>is not available</td><td> <p>the biosecurity officer:</p> <ul style="list-style-type: none"> <li>escorts the ill traveller from the aircraft</li> <li>contacts a senior officer to arrange for an interpreter.</li> </ul> <p><b>Note:</b> Information on the interpreter service can be found on the mylink <a href="#">Translating and Interpreting Services</a> page.</p> </td></tr> </table>	When an interpreter...	Then...	is available	<ul style="list-style-type: none"> <li>the biosecurity officer continues with the assessment using the interpreter to communicate with the ill traveller</li> <li>return to Stage 2 of section: <a href="#">Attending to an ill traveller</a>.</li> </ul>	is not available	<p>the biosecurity officer:</p> <ul style="list-style-type: none"> <li>escorts the ill traveller from the aircraft</li> <li>contacts a senior officer to arrange for an interpreter.</li> </ul> <p><b>Note:</b> Information on the interpreter service can be found on the mylink <a href="#">Translating and Interpreting Services</a> page.</p>
When an interpreter...	Then...						
is available	<ul style="list-style-type: none"> <li>the biosecurity officer continues with the assessment using the interpreter to communicate with the ill traveller</li> <li>return to Stage 2 of section: <a href="#">Attending to an ill traveller</a>.</li> </ul>						
is not available	<p>the biosecurity officer:</p> <ul style="list-style-type: none"> <li>escorts the ill traveller from the aircraft</li> <li>contacts a senior officer to arrange for an interpreter.</li> </ul> <p><b>Note:</b> Information on the interpreter service can be found on the mylink <a href="#">Translating and Interpreting Services</a> page.</p>						

## Diplomatic or consular official

The following table outlines the process when there is a suspicion that a diplomatic/consular official might be infected or exposed to an LHD.

Stage	What happens						
1.	<p>The biosecurity officer requests that the diplomatic or consular official cooperates with the health procedures.</p> <table> <tr> <th>When the official...</th><th>Then...</th></tr> <tr> <td>agrees to cooperate with the health procedures</td><td>return to Stage 2 of section: <a href="#">Attending to an ill traveller</a>.</td></tr> <tr> <td>declines to cooperate with the health procedures</td><td> <ul style="list-style-type: none"> <li>the biosecurity officer advises the official that the Australian Government will bring the matter to the attention of the official's diplomatic mission</li> <li>continue to Stage 2.</li> </ul> </td></tr> </table>	When the official...	Then...	agrees to cooperate with the health procedures	return to Stage 2 of section: <a href="#">Attending to an ill traveller</a> .	declines to cooperate with the health procedures	<ul style="list-style-type: none"> <li>the biosecurity officer advises the official that the Australian Government will bring the matter to the attention of the official's diplomatic mission</li> <li>continue to Stage 2.</li> </ul>
When the official...	Then...						
agrees to cooperate with the health procedures	return to Stage 2 of section: <a href="#">Attending to an ill traveller</a> .						
declines to cooperate with the health procedures	<ul style="list-style-type: none"> <li>the biosecurity officer advises the official that the Australian Government will bring the matter to the attention of the official's diplomatic mission</li> <li>continue to Stage 2.</li> </ul>						

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

Stage	What happens
2.	<p>The biosecurity officer:</p> <ul style="list-style-type: none"> <li>• sends an email to arrivals@agriculture.gov.au with the diplomatic or consular official details</li> <li>• advises a senior biosecurity officer of the incident.</li> </ul>
3.	The senior biosecurity officer informs the National Director, Travellers and Vessels, in the Pathway Compliance Branch in Canberra.

## Record keeping

### How are Deceased traveller report forms filed?

- The completed DTR must be scanned and emailed to the Department of Health at Humanbiosecurity@health.gov.au.
- A copy of the email and completed DTR must be filed in an appropriate records management container marked as DLM 'Sensitive: Personal'.
- The original copy of the DTR must be destroyed after it has been correctly scanned, emailed and filed.

### How are Traveller with illness checklist and gastrointestinal illness forms filed?

- The completed TIC must be scanned and emailed to the Department of Health at Humanbiosecurity@health.gov.au.
- A copy of the email and completed TIC must be filed in an appropriate records management container marked as DLM 'Sensitive: Personal'.
- The original copy of the TIC must be destroyed after it has been correctly scanned, emailed and filed.

### How are Human Biosecurity Control Order forms filed?

- Copies of the HBCO must be provided to
  - Department of Health at Health.Ops@health.gov.au
  - the contacted HBO.
- The national office must be notified by reporting the incident to the Assistant Director, Travellers and Vessels.
- A copy of the email sent to the Department of Health with the completed HBCO attached must be filed in an appropriate records management container marked as DLM 'Sensitive: Personal'.
- The original copy of the HBCO must be destroyed after it has been correctly scanned, emailed and filed.

**Note:** If the HBO has attended to the ill traveller and imposed a HBCO, the original HBCO form will be kept by the HBO.

### How are records from the vessel visit and inspection filed?

All records associated with the vessel visit and inspection must be retained and filed as per department procedures.

**Note:** For further information, refer to the [Routine Vessel Inspection Standard Operating Procedure](#).



## Related material

The following related material is available on the Instructional Material Library:

- Reference: [Traveller with illness checklist privacy notice](#)
- Form: [Deceased traveller report](#)
- Form: [Traveller with illness checklist](#)

The following related material is available on mylink:

- List: [Human Biosecurity Officer HBO contact list](#)
- Assistance: [Employee Assistance Program](#)
- [HBO contact list](#)
- [Translating and Interpreting Services](#)

The following related material is available online:

- [Department of Health website](#)—for information about biosecurity as it relates to human health
- Legislation—[Work Health and Safety Act 2011](#).

## Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-12-1941	Director, Conveyances and Ports, Compliance Pathway Branch, Compliance Division

## Version history

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

Version	Date	Amendment details
1.0	09/09/2016	<ul style="list-style-type: none"> <li>• Complete rewrite of Doc ID 2012/2150.</li> <li>• Updated work instruction in line with implementation of <i>Biosecurity Act 2015</i>.</li> </ul>
2.0	26/08/2019	<ul style="list-style-type: none"> <li>• Updated email address for providing completed TICs to the Department of Health.</li> <li>• Other small edits.</li> </ul>

# ASSESSING ILL TRAVELLERS AT AUSTRALIA'S INTERNATIONAL BORDER

Department of Health  
Office of Health Protection



Australian Government  
Department of Health

## Version Status

Version number	Date	Reason for release	Approved by
1.0	31/1/12	Policy document specifically addressing assessing ill travellers at Australia's border	CMO/ A/g Deputy Secretary  Biosecurity  Department of Agriculture
1.1	2015	Updated to include privacy policy	
1.2	May 2017	Updated to align with <i>Biosecurity Act 2015</i>	Director of Human Biosecurity
1.3	July 2018	Updated to include diplomats, outgoing and transit travellers, and changes to record keeping requirements	Director of Human Biosecurity
1.4	May 2019	Updated to include information regarding pre-arranged medical transfers in the pre-arrival reporting conditions	

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## 2 PURPOSE

To articulate Australia's policy for:

- assessing ill travellers entering Australia for the purpose of minimising the entry of Listed Human Diseases (LHDs), and
- meeting Australia's obligations under the *International Health Regulations* (2005) (IHR) to prevent, protect against and control the international spread of disease.

## 3 SCOPE

This policy applies to all travellers arriving at or exiting through Australia's international borders. It describes the policy intent underpinning the assessment of ill travellers for the presence of LHDs that could cause significant impact to human beings. The policy also acknowledges that it is not possible to eliminate all health risks associated with incoming or outgoing international travellers.

This policy applies to the management of ill travellers arriving at an Australian landing place consistent with Division 2 or 3 of Part 4 of Chapter 4 of the *Biosecurity Act 2015* (the Act).

Minimising the entry and spread of LHDs is achieved through a continuum of management strategies which operate pre-border, at the border and post-border. Pre-border strategies primarily include the provision of information for travellers through social media, websites (health.gov.au and smartraveller.gov.au) and targeted communication campaigns. Post-border strategies include the use of state and territory public health systems to identify and treat diseases not intercepted through the border processes.

This policy describes the normal business arrangements at the border. The scope of possible biosecurity activities at the border includes:

- entry requirements for travellers
- pratique for incoming aircraft and vessels
- preventative biosecurity measures such as banning or restricting a behaviour or practice, requiring a behaviour or practice, requiring specific actions, reports or tests on goods
- information gathering powers
- notifications to foreign National Focal Points (NFPs) regarding outgoing ill travellers
- Human Biosecurity Control Orders (HBCO), and
- establishing human health response zones.

This policy can also operate concurrently in circumstances where heightened threats require the commencement of additional processes to identify ill travellers for assessment.

### 3.1 What's out of scope?

This policy does not deal with the management of travellers who may have died en route to Australia. Deaths in transit or on arrival in Australia are dealt with in the *Biosecurity (Managing Human Remains) Instrument 2016* and are included in the Department of Health's (Health) *Managing Human Remains Policy*.

The management of ill travellers on cruise ships is not covered in this policy. Specific details in relation to cruise ships are dealt with in Health's National Policy for Managing Communicable Disease Outbreaks Onboard Cruise Ships.

This policy also excludes illegal foreign fishers brought to Australia under the management of Commonwealth authorities, who are subject to health checks in accordance with the Communicable Disease Network Australia (CDNA) protocols.

## 4 DEFINITIONS

For the purposes of interpretation and implementation of this policy:

- the term "Listed Human Diseases" has the same meaning as in section 43 of the Act and encompass the LHDs defined in the *Biosecurity (Listed Human Diseases) Determination 2016* (the LHD Determination)
- the term "Australian landing place" has the same meaning as in Division 2 or 3 of Part 4 of Chapter 4 of the Act
- the term "traveller" has the same meaning as in the *International Health Regulations (2005)* (IHR) that is; "any natural person undertaking an international voyage"
- the term "outgoing traveller" is taken to mean any natural person undertaking an international voyage that is exiting an Australian landing place
- the term "international transit passenger" is taken to mean any natural person transiting through an Australian landing place (and not leaving that place) to continue on an international voyage
- the term "operator" has the same meaning as in section 21 of the Act
- the term "aircraft" has the same meaning as in section 9 of the Act that is: "any machine or craft that can derive support in the atmosphere from the reaction of the air, other than the reaction of the air against the earth's surface"
- the term "vessel" has the same meaning as in section 9 of the Act that is: "any kind of vessel used in navigation by water, however propelled or moved, including the following:
  - a barge, lighter or other floating craft, or
  - an air-cushion vehicle, or other similar craft, used wholly or primarily in navigation by water"
- the term "primary line" is taken to mean the primary immigration clearance process required of all incoming travellers at an Australian landing place, operated by the Australian Border Force (ABF), which is the operational arm of the Department of Home Affairs (Home Affairs)
- the term "biosecurity officer" is taken to mean an employee of the Department of Agriculture and Water Resources (DAWR), or another officer who is formally appointed under the Act to perform biosecurity functions at the border



- the term “Human Biosecurity Officers (HBO)” is taken to mean state or territory officers appointed to perform biosecurity activities authorised under section 563 of the Act
- the term “Chief Human Biosecurity Officer (CHBO)” is taken to mean state or territory officers appointed to perform biosecurity activities authorised under section 562 of the Act, and
- the term “Director of Human Biosecurity (DHB)” is taken to mean the person who occupies, or is acting in, the position of Commonwealth Chief Medical Officer as outlined in section 544 of the Act.

## 5 CONTEXT

The number of travellers entering Australia every day is significantly large, averaging over 1.7 million arrivals every month via commercial aircraft (ABS data for all arrivals Jan 2017- Dec 2017). This number is increasing by approximately 5% per annum. Specific health risks are posed by these international travellers arriving in Australia.

With the speed of air travel, an outbreak of an LHD may occur on the other side of the world and an infected traveller may bring that disease into Australia within hours. Effective human biosecurity activities are an essential part of protecting Australia from an LHD.

### 5.1 Legislative basis for biosecurity activities

The Act provides the legislative basis for a range of biosecurity activities which form the first line of defence against exotic pathogens, pests and LHDs. The Australian Government Minister for Health and the Australian Government Minister for Agriculture and Water Resources share responsibility for biosecurity measures and administration of the Act. DAWR has primary responsibility for the implementation of the Act at Australia’s borders and administers the human biosecurity provisions on behalf of Health.

State and territory governments have legislative powers that enable them to implement biosecurity arrangements within their borders that would act to complement Commonwealth biosecurity arrangements.

The IHR, to which Australia is a signatory, is an international public health treaty that commits signatory countries to take actions to prevent, protect against, control and provide a public health response to the international spread of disease, in ways which avoid unnecessary interference with international traffic and trade. In particular, the IHR core capacity requirements for designated Points of Entry recommend that procedures and administrative provisions be in place to conduct inspections and receive reports of cases of illness and/or other evidence of public health risks on board arriving conveyances. These capacities aim to empower the competent authority to conduct inspections to identify public health risks and implement required control measures, including reporting public health related events on board aircraft and vessels.

## 5.2 Listed Human Diseases

An LHD is a human disease determined by the DHB to be communicable and that may cause significant harm to human health. LHDs currently include (see the LHD Determination):

- human influenza with pandemic potential
- Middle East Respiratory Syndrome (MERS)
- plague
- Severe Acute Respiratory Syndrome (SARS)
- Viral Haemorrhagic Fever in Humans (VHF)
- smallpox
- yellow fever

Emerging and re-emerging communicable diseases that may cause significant harm to human health can be determined to be an LHD by the DHB. This determination can be done rapidly and the process is outlined in Health's *Standard Operating Procedure for Determining LHDs*.

## 6 ROLES AND RESPONSIBILITIES

Several Australian Government and state and territory government agencies work in close partnership with Health on human biosecurity activities.

### 6.1 Department of Health

Health is responsible for the development of policies to protect Australia from human health biosecurity risks. These policies provide direction for the delivery of human biosecurity services at Australian landing places. Health is also responsible for provision of support and advice as necessary.

The DHB has specific human health biosecurity powers defined under the Act. The DHB is supported in the application of these powers by the CHBOs and HBOs.

Health, in consultation with DAWR, CHBOs and HBOs, develops and reviews the Traveller with Illness Checklist (TIC) (described in section 7.5), which is a questionnaire that facilitates the initial assessment of arriving travellers who are declared, reported or identified as ill.

### 6.2 Department of Agriculture and Water Resources

Under the provisions of the DAWR and Health Memorandum of Understanding (MoU) (most recently reviewed in 2018), DAWR is responsible for carrying out human biosecurity services at Australia's international border. DAWR is also responsible for the development of standard operating procedures and associated work instructions to guide its border staff in delivering human biosecurity services.

DAWR administers the TIC to undertake the initial assessment of people arriving in Australia who are ill and refers anyone meeting the requirements of the TIC to a CHBO or HBO.

Biosecurity officers may also administer a limited range of measures under a HBCO, or administer the Yellow Fever Action Card (YFAC).

### **6.3 State and territory health authorities**

Each state and territory health authority provides medical officers to be authorised as HBOs and a senior public health medical officer to perform the duties of CHBO for their jurisdiction under the Act. CHBOs and HBOs are appointed under the Act to provide advice and necessary actions regarding human biosecurity activities at the border.

If a traveller is suspected of having an LHD based on the completion of the TIC, the CHBO or HBO in the relevant state/territory will be notified by the biosecurity officer. A case management decision concerning the traveller will be made by the CHBO or HBO based on the traveller's medical requirements and the protection of public health.

### **6.4 Department of Home Affairs**

Home Affairs, through the ABF, administers the Incoming Passenger Card (IPC) which fulfils a number of immigration and biosecurity functions, but also includes two questions related to health, one of which concerns an LHD.

As part of administering the IPC at the Primary Line, an ABF officer will obtain information concerning tuberculosis and yellow fever. Travellers indicating they have been in Africa, South/Central America, or the Caribbean in the past 6 days are processed for yellow fever entry requirements. Further information on yellow fever entry requirements can be found in Health's *Yellow Fever Policy*.

Home Affairs manages screening for tuberculosis of incoming non-citizens under the *Migration Act 1958*. Home Affairs health requirements aim to protect the Australian health care system from significant costs and ensure that additional pressure is not put on health care and community services that are in short supply.

The contact information on the IPC is used by Health for contact tracing of travellers who may have been sitting near or come into contact with a traveller with a suspected or confirmed communicable disease.

### **6.5 Australian Federal Police**

The Australian Federal Police (AFP) is responsible for enforcing sections of the Act at Australian landing places when a traveller refuses to comply with directions. More information on these enforcement powers can be found in Health's *HBCO Policy*.

## 6.6 Department of Foreign Affairs and Trade

The Department of Foreign Affairs and Trade (DFAT) is responsible for managing foreign diplomats and officials including providing advice on privileges and immunities.

## 7 RISK

The consequences of the risks posed by ill travellers arriving at the Australian border can range from insignificant to potentially devastating for the Australian community and economy. At a community level, an outbreak of an LHD could cause distress and affect people's health and lives, and consume valuable resources within our health system. A widespread outbreak or restriction of movement could curtail provision of essential services and basic community functions. A major outbreak could disrupt industry and commercial enterprises. Tourism could also be affected.

From an economic point of view there would be consequences associated with additional costs for health care, biosecurity measures and surveillance activities if an outbreak occurred.

### 7.1 Known threats

There are a large number of known communicable diseases already identified by health authorities in Australia as potential threats. The National Notifiable Disease List, maintained by Health, is a good indicator of the diseases of most concern (see <http://www.health.gov.au/internet/main/publishing.nsf/Content/cda-surveil-nndss-casedefs-distype.htm>). Not all of the notifiable diseases pose a threat at our international borders as some may already be present in Australia.

A small subset of the notifiable diseases have been designated as of major concern and forms the LHDs under the LHD Determination (see section 4.2 for the list).

### 7.2 Emerging disease threats

The emergence of new diseases is an ongoing concern. Australia conducts international surveillance activities to help monitor current disease outbreaks around the world and identify emerging disease threats. Should a disease be of sufficient concern or threat, it can be determined to be an LHD by the DHB. This will allow biosecurity measures to be implemented that may delay or halt its arrival in Australia and transmission to the Australian community.

### 7.3 Re-emerging diseases

Certain diseases such as polio and measles can be considered in risk management. An imported polio case identified in Australia in late 2007 was a reminder of the need to remain vigilant.

Health, as part of Australian health networks, regularly monitors re-emerging diseases. Should a disease be of sufficient concern or threat, it can be determined to be an LHD by the DHB.

## **8 SCREENING AND ASSESSMENT OF INCOMING ILL TRAVELLERS**

### **8.1 Overview of border screening and assessment processes**

The process of screening for, and assessing the presence of, LHDs at Australian landing places involves four main mechanisms:

- pre-arrival reporting of illness by operators of aircraft and vessels (section 7.2 of this policy)
- positive pratique (section 7.3 of this policy) or negative pratique (section 7.4 of this policy)
- administration of the TIC (section 7.5 of this policy), and
- contacting CHBOs or HBOs, if necessary (section 7.7 of this policy).

An associated mechanism is the IPC, which includes a process for assessing travellers who have arrived from yellow fever declared countries.

A traveller may have a HBCO imposed upon them if no other risk management measure is deemed to be effective (further information is contained in Health's *HBCO Policy*).

### **8.2 Pre-arrival reporting of illness by operators of aircraft or vessels**

Under the *Biosecurity Regulation 2016* (the Biosecurity Regulation), the operator of an aircraft or vessel must provide a pre-arrival report that includes:

- details of any person on board the aircraft or vessel who has signs or symptoms of an LHD (see signs and symptoms below) during the flight/voyage, or
- details of any person on board the aircraft who has died during the flight/voyage.

The operator of an aircraft or vessel is not required to ask passengers if they are suffering from an infectious disease, but if they notice someone is ill they must report travellers with any of the following signs and symptoms:

- fever or suspected fever
- jaundice
- a new rash
- unusual bleeding
- a new coughing illness, or
- any illness that requires prompt medical assistance.

If there is any doubt whether an ill traveller needs to be reported, the operator should contact a biosecurity officer.

Operators do not need to report travellers whose illness is a result of:

- drug or alcohol use
- an injury or a pre-existing physical condition, or
- motion sickness.

Operators are not required to report a traveller who has a pre-arranged medical transfer prior to boarding the flight.

Operators are also required to report any changes to this status that occur after submitting the pre-arrival report. Under section 47 of the Biosecurity Regulation, aircraft on a scheduled flight landing at an Australian landing place are exempt from providing a pre-arrival report if there is nothing to report (i.e. there is no traveller on board with possible signs or symptoms of an LHD and no traveller on board has died during the flight).

Should an operator report the presence of an ill traveller in the pre-arrival report, the aircraft or vessel will be met by a biosecurity officer on arrival (with the exception of vessels anchored offshore that may present an elevated work health and safety (WHS) risk – see section 7.5.3). The biosecurity officer will administer the TIC to determine whether any further action needs to be taken (see section 7.5 of this policy).

Pre-arrival reporting is also required by international law under Articles 37 and 38 of the IHR, to which Australia is a signatory.

### 8.3 Positive pratique

Positive pratique is the permission granted under section 48 of the Act for an incoming aircraft or vessel arriving at a landing place or port in Australian territory to:

- unload or load anything onto the aircraft or vessel, and
- disembark travellers from or embark travellers onto an aircraft or vessel.

Positive pratique is automatically granted to all aircraft and vessels arriving at a landing place or port in Australia unless the aircraft or vessel is in a class specified in the *Biosecurity (Negative Pratique) Instrument 2016* (the Pratique Instrument). These classes of aircraft and vessels are deemed to have negative pratique and must meet a number of requirements, as set out in the Pratique Instrument, to be granted pratique by a biosecurity officer.

### 8.4 Negative pratique

Details of classes specified in the Pratique Instrument relating to assessing ill travellers at an Australian landing place are outlined below (all other classes can be found in the Pratique Instrument):

- Aircraft or vessels in relation to which:
  - a pre-arrival report was given that included details about a traveller on board who:

- has, or had during the flight or voyage, signs or symptoms of an LHD
  - died during the flight or voyage, or
- the DHB, a CHBO, a HBO or a biosecurity officer becomes aware of a traveller on board who:
  - has, or had during the flight or voyage, signs or symptoms of an LHD
  - has been exposed to an LHD, or
  - died during the flight or voyage.

If an aircraft or vessel is deemed to be in a negative pratique class, the operator of the aircraft or vessel must ensure that no travellers disembark unless permission to do so has been given by a CHBO, a HBO, or a biosecurity officer. Permission would usually be granted subsequent to administration of the TIC and possible imposition of a HBCO on the ill traveller/s.

More information on positive and negative pratique can be found in Health's *Pratique for Aircraft and Vessels Policy*.

## 8.5 Traveller with Illness Checklist

The primary assessment tool used at our borders to screen for the presence of LHDs is the TIC.

The TIC is administered by biosecurity officers and is designed to provide information required to determine whether an ill traveller has signs or symptoms of an LHD. While most travellers are anticipated to cooperate with its completion, section 56 of the Act enables the DHB, a CHBO, a HBO or biosecurity officer to require a traveller to answer questions, or provide written information if:

- the traveller has one or more signs or symptoms of an LHD
- the traveller has been exposed to:
  - an LHD, or
  - another individual who has one or more signs or symptoms of an LHD, or
- the questions asked or the information sought relates to:
  - human remains
  - a traveller who died in transit before arriving in Australian territory, or
  - a traveller who died on arrival in Australian territory.

Biosecurity officers are not medically trained. The questions used in the TIC are therefore designed to make reporting requirements more practical for non-medically trained staff.

The TIC is used to note the signs and symptoms of the traveller, enabling a biosecurity officer to assess the possibility that they may have an LHD and to advise whether further action is required (i.e. contacting the CHBO or HBO).

The TIC is also used to assess the travellers' potential exposure to LHDs. This information is important in alerting officers to travellers who pose a risk of infection, particularly in cases of known outbreaks in certain locations. Criteria used to determine this exposure are:



- travel history – has the traveller recently visited a country or region with known or active transmission of an LHD , and
- history of direct contact with a sick person.

### 8.5.1 Urgent or life–threatening medical needs

In the administration of the TIC, the medical needs of a traveller must **always** take first priority. Under section 35 of the Act, urgent or life-threatening medical needs should not be delayed in order to complete the TIC.

If the traveller is seriously ill on arrival, particularly if they cannot walk or talk, the biosecurity officer must follow appropriate procedures to facilitate the traveller's immigration and biosecurity clearance and transfer to a hospital. The biosecurity officer must report the details of the incident to the CHBO or HBO for follow up.

### 8.5.2 Administration of the Traveller with Illness Checklist

A biosecurity officer will administer the TIC if:

- the operator of an aircraft or vessel has reported that they have an ill traveller on board
- a traveller is identified who is obviously unwell outside the aircraft or vessel, but prior to completion of all customs, immigration and biosecurity procedures
- a traveller presents themselves to an ABF or biosecurity officer and indicates they are unwell, or
- they are notified by the Health National Incident Room that an NFP of any country has advised that an ill traveller is on a particular flight.

The TIC includes the following questions:

1. Have you had fever, chills or sweats in the last 24 hours?
2. Do you have a new coughing illness, which developed in the last 2 weeks?
3. Have you been in contact with any birds or bird products within the last two weeks (e.g. handling, slaughtering, defeathering, butchering, preparation for consumption)?
4. Have you consumed raw poultry or raw poultry products (including blood)?
5. Have you been caring for, speaking with, or touching a person who is a suspected, probable, or confirmed Avian Influenza case?
6. Have you handled samples (animal or human) suspected of containing Avian Influenza virus in a laboratory or other setting?
7. Have you been caring for, speaking with or touching a person who is a suspected or confirmed MERS case while they were ill?
8. Have you been in a healthcare facility (as a patient, worker or visitor) while in a country in the Middle East? A checklist of countries of concern is included in the TIC.
9. Have you touched camels or other bodily fluids, 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?
10. Do you have any unusual bleeding, such as bleeding from the eyes or ears or nose?
11. Do you have any severe bruising?

12. Do you have any of the following symptoms: muscle aches, vomiting, diarrhoea or severe headache?
13. Have you been in any country within Africa in the last 3 weeks?
14. Do you have a new rash which developed in the last 2 weeks? Is the rash itchy?  
The person may provide a verbal description of the location of the rash or mark the location on the human body diagram supplied to them.
15. Have you, or anyone around you, noticed the whites of your eyes and/or skin has yellowed?
16. Were you in Africa, South/Central America or the Caribbean within the previous 6 days (including transit)? Which country(s) did you visit? A checklist of countries of concern is included in the TIC. Do you have a valid Yellow Fever vaccination certificate?

When the TIC is administered, the traveller being assessed is provided with the short privacy statement (**Attachment A**).

Additional questions may be added when an emerging or re-emerging disease is of sufficient concern or threat, and has been determined to be an LHD by the DHB.

Depending on the answers given, the biosecurity officer will:

- advise the ill traveller to seek their own medical advice and to inform the doctor of their travel history, or
- contact the CHBO or HBO in the relevant state or territory health department (the TIC provides guidance on this). The CHBO or HBO will determine a course of action depending on the information reported by the biosecurity officer.

If the CHBO or HBO determines that the traveller has a suspected LHD, they will stipulate which hospital the traveller is to be taken to and contact the hospital in question to advise them of the arrival and circumstances surrounding the traveller.

The biosecurity officer will request the airport or seaport to call an ambulance to transport the traveller to the designated hospital.

### **8.5.3 Administering the Traveller with Illness Checklist remotely**

In instances where a vessel has reported an ill traveller and does not berth at a port but anchors outside of the port, and where boarding the vessel to administer the TIC in person may present elevated WHS risks, a biosecurity officer may administer the TIC remotely.

*Please note that administering the TIC in person is always the preferred approach.*

### **8.5.4 Travellers from a non-English speaking background**

All travellers from non-English speaking backgrounds should be offered an interpreter (as the traveller is the best judge of their comprehension of English).

If the traveller indicates that they do not need an interpreter, however the biosecurity officer has some doubt around the traveller's level of English, the biosecurity officer should seek an appropriate interpreter to facilitate the process.

### **8.5.5 Unaccompanied minors and incapable persons**

If an unaccompanied minor or incapable person is ill on arrival and action, such as administering the TIC, is required, the biosecurity officer or CHBO or HBO must take reasonable steps to contact a parent, guardian or next of kin of the person before taking the action.

### **8.5.6 Travellers whose health is deteriorating rapidly during administration of the TIC**

If a traveller's health is deteriorating rapidly during the administration of the TIC, the biosecurity officer should call an ambulance, and subsequently notify airport authorities. The biosecurity officer should also report the details of the incident to the CHBO or HBO for follow-up.

### **8.5.7 Diplomatic/Consular Officials**

In the event that there is a suspicion that a particular diplomatic/consular official might be infected or has been exposed to an LHD, a biosecurity officer will request that the official cooperate with health procedures. If the official agrees, the biosecurity officer will apply the standard procedures for any traveller.

If the official refuses to cooperate with health procedures, the biosecurity officer should contact DFATs Protocol Emergency Advice Line on (02) 6273 1355 or 0418167127 or [protocol.branch@dfat.gov.au](mailto:protocol.branch@dfat.gov.au). The advice line is manned 24 hours, 7 days a week.

### **8.5.8 International transit passengers**

International transit passengers should be considered in the same way as incoming ill travellers. The human health powers under the Act may be exercised, as long as the requirements for exercising the specific power are satisfied in each case.

## **8.6 Human Biosecurity Control Orders**

The majority of travellers passing through Australia's international borders comply willingly with human biosecurity measures. In instances that travellers are non-compliant and present a human biosecurity risk through suspected exposure to or infection with an LHD, it may be appropriate to impose a HBCO under section 60 of the Act. It is expected that a HBCO would only be imposed in exceptional and serious circumstances.

A HBCO may require a traveller to comply with certain biosecurity measures that are based on clinical evidence. Biosecurity measures available include:

- travel restrictions
- the mandatory provision of contact information and information about a traveller's health status
- behaviour restrictions, and
- risk minimisation interventions and requirements to undergo medical practices such as:
  - examination
  - decontamination
  - vaccination or treatment
  - the provision of bodily fluid samples
  - receiving medication, and
  - isolation measures.

A traveller may consent or refuse to consent to a biosecurity measure included in a HBCO that is in force in relation to the traveller. In the majority of cases, a traveller will comply with a biosecurity measure, but in rare cases where an individual refuses to consent with a biosecurity measure, they may be directed by the DHB to comply with the measure.

For some biosecurity measures, a traveller who is given a direction from the DHB must do so immediately. For other biosecurity measures, a traveller is given a period of time to apply for review before being required to comply with the measure.

If a biosecurity officer or CHBO or HBO intends to impose a HBCO on a traveller, the traveller can be required to remain at a location for a period of no more than 6 hours, until the HBCO has been imposed.

More detailed information on HBCOs can be found in Health's *HBCO Policy*.

## **8.7 Contacting Chief Human Biosecurity Officers or Human Biosecurity Officers**

Some answers given in the completion of the TIC will prompt biosecurity officers to call a CHBO or HBO. CHBOs or HBOs are only to be contacted **after** completing the TIC **if** trigger points indicate this should be done.

If the TIC answers/outcomes do not trigger communication with a CHBO or HBO, but the traveller is obviously unwell, the biosecurity officer should advise the traveller to seek medical advice as soon as possible and ensure their doctor is aware of their travel history.

### **8.7.1 In cases of difficulty contacting a Chief Human Biosecurity Officer or Human Biosecurity Officer**

If the TIC indicates that the biosecurity officer must call a CHBO or HBO, the primary contact on the CHBO or HBO contact list for that jurisdiction should be contacted immediately. Alternatively, the biosecurity officer should contact the

other individuals on that list until such time as they reach a CHBO or HBO.

The biosecurity officer must not contact a CHBO or HBO in another State or Territory as they will not be authorised to provide advice for that jurisdiction (CHBOs and HBOs are appointed by name and jurisdiction).

If the biosecurity officer cannot contact any individual on the contact list for the relevant jurisdiction, the biosecurity officer should contact Health on (02) 6289 3030 (24 hours, 7 days a week).

*Please note that it is important that **biosecurity officers** record details on the TIC of instances where there has been difficulty contacting a CHBO or HBO within the first ten minutes.*

## 9 SCREENING AND ASSESSMENT OF OUTGOING ILL TRAVELLERS

There is a very low risk that outgoing ill travellers will have contracted an LHD whilst in Australia. Therefore it can be assumed that outgoing travellers who present with illness are unlikely to have an LHD and attendance by a biosecurity officer or administration of the TIC is not required.

Should Health, a CHBO or HBO be aware of a traveller with a suspected or confirmed LHD intending to depart Australia, human health powers under the Act (such as imposition of an HBCO or notification by Australia's NFP to the destination country) may be exercised, as long as the requirements for exercising the specific power are satisfied in each case.

## 10 HEALTH PROTECTION MEASURES

The risk to border workers (such as ABF officers and biosecurity officers) of being infected with an LHD in everyday situations is extremely low. Relevant WHS guidelines should be followed for precautions.

Normal health protective measures include washing hands or using an alcohol-based hand sanitiser after touching a traveller, using the toilet and before eating or preparing food. Disposable gloves should be used if handling items that may be contaminated.

## 11 RECORD KEEPING

### 11.1 Traveller with Illness Checklist

The TIC incorporates a log of:

- the date and time the biosecurity officer administered the TIC
- the name, gender, date of birth, contact details and flight/vessel details of the traveller
- what triggered the use of the TIC (e.g. Pre-arrival reporting from an aircraft or vessel, identified by ABF, or identified by a biosecurity officer in the airport), and

- any actions taken (e.g. the traveller was returned to the primary line, the CHBO or HBO was contacted, the traveller collapsed and an ambulance was sent for, or a HBCO was imposed on the traveller).

The purpose of collecting this information is:

- to ensure resource planners fully comprehend the time and resources required by biosecurity officers to administer the TIC
- to assist future planning by facilitating more accurate predictions of how and when the TIC is used
- to make the process more effective by pointing out areas of delay or duplication
- to assist with contact tracing of ill travellers if follow up action is required, and
- to enable review of individual cases should this be required.

Once the TIC is completed, it must be scanned and emailed by the biosecurity officer to [Humanbiosecurity@health.gov.au](mailto:Humanbiosecurity@health.gov.au). The biosecurity officer should ensure that all pages of the TIC are scanned. The email must be marked as 'Sensitive: Personal'.

A copy of the email and the completed TIC will be filed in an appropriate records management container and marked with the DLM indicator 'Sensitive: Personal'. The physical copy of the TIC must be destroyed by the biosecurity officer, once the email has been sent.

Health stores the electronic TICs for a period of 2 years, at which point they can be destroyed.

### 11.2 Australian Privacy Principle 5 (APP 5) Notification

To comply with the *Privacy Act 1988*, all individuals assessed through the TIC process or imposed with a HBCO are provided with a short statement around why the information is being gathered, by whom and where more information can be found on privacy principles and policies.

When the TIC is administered, a short form (**Attachment A**) is printed out and provided to the traveller being assessed. When a HBCO is imposed, the short privacy statement is included in the HBCO form. A copy of the HBCO form is provided to the individual on completion of the HBCO.

Health's website includes the entire APP 5 notice requirements and links to Health and DAWR privacy policies.

### 11.3 Human Biosecurity Control Order

Completed HBCOs are stored by Health for 2 years at a 'Confidential' level.

## 12 MONITORING AND EVALUATION

Health uses the TIC and HBCO forms for statistical purposes, such as activity levels at particular locations. These statistics inform future planning on the effectiveness of the forms and systems in place.

## ATTACHMENTS

### Attachment A

Privacy short statement for the TIC





## ATTACHMENT A

### IMPORTANT INFORMATION

#### Privacy and your personal information

Your personal information is protected by law, including the *Privacy Act 1988*.

'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* (Biosecurity Act) is also 'protected information' under the Biosecurity Act.

'Sensitive information' is a type of personal information and includes any information or opinion about an individual's racial or ethnic origin; political opinions; religious beliefs or affiliations; philosophical beliefs; sexual orientation or practices; membership of a political association, professional or trade association or union; or criminal record. It also includes health or genetic information about an individual and biometric information or templates.

I am an officer who is authorised to collect protected information under the Biosecurity Act, including personal and sensitive information, in relation to the conduct of this health assessment for the purpose of managing human health biosecurity risks.

If you do not provide the health information requested penalties authorised under the Biosecurity Act may apply.

The Department of Agriculture and Water Resources will disclose your personal information to the Department of Health.

The Department of Health may disclose some or all of the personal information collected about you to Australian state and/or territory health officials.

The Department of Health may disclose some of the personal information collected about you to overseas recipients, in particular relevant health authorities and the World Health Organization, during public health emergencies of international concern or in connection with specific public health risks. It is not practical to specify the countries we may disclose your information to as it will depend on the particular circumstances.

Personal information collected will only be used or disclosed as authorised under the Biosecurity Act.

You can find out more about how to access your personal information or raise privacy concerns from the privacy policies published on the Australian Government Department of Health and Department of Agriculture and Water Resources websites ([www.health.gov.au](http://www.health.gov.au) and <http://www.agriculture.gov.au/about/privacy>).

## Traveller with Illness Checklist

### Air and Sea Travellers

#### Step 1: Determine if the person has had a fever, chills or sweats

Ask the ill traveller...

<b>At any time in the last 24 hours have you had a fever, chills or sweats;</b> <b>OR</b> <b>A new coughing illness which developed in the past 2 weeks?</b>	<input type="checkbox"/> Yes
--	------------------------------

If **NO** or **DO NOT KNOW** advise the traveller to seek their own medical advice.

If **YES**, continue to **STEP 2**

**UPDATE March 2020: Question 1 – Step 3.0 has been modified.**

**UPDATE February 2020:** Initial screening question has been expanded and Question 1 – Step 3.0 has been modified.

**UPDATE January 2020:** Additional screening questions have been added (Question 1 & 2 -Step 3.0 and Questions 21 & 22 – Step 4.0). Please ensure they are completed prior to contacting a Human Biosecurity Officer.

**When assessing an ill traveller on an aircraft, the following aircraft door policy applies**

DAWE Policy update as of 23 August 2018:

***‘During the biosecurity assessment of an ill traveller on board an aircraft, the aircraft door must be in the closed (but not latched/locked) position’.***

During the assessment of the ill traveller on board the aircraft, under Section 48 of the *Biosecurity Act 2015*, the aircraft has not yet been granted pratique and it is a legislative requirement that the **operator of the aircraft ensures** that individuals **do not** disembark unless permission to do so is given by the attending biosecurity officer or human biosecurity officer.

Failure to do so may result in non-compliance action against the operator of the airline, *which may include a civil penalty of 120 penalty units.*

This policy update is to provide consistency to:

- operational staff
- airline operators, and
- prevent individuals from disembarking the aircraft prior to pratique being granted.

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**Step 2: Collect information****Assessment details**

Name of airport/seaport:		
Date of assessment:		
Was the assessment conducted:	<input type="checkbox"/> Face to face	<input type="checkbox"/> Over the phone (vessels only)
Name Biosecurity officer(s):		
Department of Agriculture was notified of an ill traveller by:	<input type="checkbox"/> the Airline/Vessel Master prior to disembarkation from the vessel Name of Airline/ Vessel Master: _____  <input type="checkbox"/> Australian Border Force <input type="checkbox"/> Other If other, please specify: _____	
	Was non-compliance action against airline/vessel recorded? <b>NB:</b> a Non-Compliance Report Notification Form should be completed, where applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	
What symptoms or information were provided with notification?		
Was a HBO/CHBO contacted?	<input type="checkbox"/> Yes Provide details at Step 4, page 7.	<input type="checkbox"/> No No details required.

**III Traveller's personal particulars:**

Name (first name and surname)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/intersex/unspecified
Date of Birth (dd/mm/yy)	
Nationality	
Flight Number / Vessel Name	
Origin of flight/voyage	
Contact address in Australia	
Contact number in Australia	
Final destination in Australia	
Email address	

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Ask the ill traveller...	Tick as appropriate	
1) In the 14 days before your symptoms started, were you in a country with an increased coronavirus risk?*	<input type="checkbox"/> Yes ➤ <b>Action Required:</b> <b>See Directions Below</b>	<input type="checkbox"/> No ➤ <b>Go to Question 2</b>
2) Have you recently been in contact with any unwell people who were suspected or confirmed to have coronavirus?	<input type="checkbox"/> Yes ➤ <b>Action Required:</b> <b>See Directions Below</b>	<input type="checkbox"/> No ➤ <b>Go to STEP 3.1</b>

\*For biosecurity officers: refer to the current risk country list provided by the Department of Health.

Note for state/territory health officials: the list is based on the list of higher and moderate risk countries in the COVID-19 Series of National Guidelines.

### Directions if Action Required

If **YES** to **either** Question 1 **or** 2:

- Immediately proceed to **Question 21, STEP 4; AND**
- Contact a Human Biosecurity Officer.

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### Step 3.1: Establish if there are other symptoms

Please complete the entire checklist in full. All questions (as indicated) must be asked of the ill traveller and recorded.

#### Step 3.1: Cough

Ask the ill traveller...	Tick as appropriate		
3) Do you have a new coughing illness, which developed in the last 2 weeks?	<input type="checkbox"/> Yes ➤ <b>Ask Questions 4 to 9</b>		<input type="checkbox"/> No ➤ <b>Go to STEP 3.2</b>
4) Have you been in contact with any birds or bird products within the last two weeks (e.g. handling, slaughtering or eating raw poultry products)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Do not know
5) Have you recently been in contact with any unwell people who were suspected or confirmed to have Avian Influenza?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Do not know
6) Have you recently handled samples (animal or human) suspected of containing Avian Influenza virus in a laboratory or other setting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Do not know
7) Have you recently been in contact with any unwell people who were suspected or confirmed to have MERS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Do not know
8) Have you recently been in a healthcare facility while in a country in the Middle East?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Do not know
9) Have you recently been in contact with camels or drunk raw camel milk or eaten camel meat in a country in the Middle East?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Do not know

If **YES** to Questions 4, 5, 6, 7, 8 or 9 immediately proceed to **Question 21, STEP 4 AND** contact a Human Biosecurity Officer;

OR

If **NO** or **DO NOT KNOW** to all of the above continue to **STEP 3.2**.

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## Step 3.2: Bleeding and bruising

Ask the ill traveller....	Tick as appropriate	
<b>10) Have you been in any country within Africa* in the last 3 weeks?</b>	<input type="checkbox"/> Yes <b>Ask Questions 11 to 13</b>	<input type="checkbox"/> No ➤ <b>Go to STEP 3.3</b>

\* Not including Egypt

Ask the ill traveller....	Tick as appropriate	
<b>11) Do you have any unusual bleeding, such as bleeding from the eyes or ears or nose?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>12) Do you have any severe bruising?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>13) Do you have any of the following symptoms: muscle aches, vomiting, diarrhoea or severe headache?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If **YES** to **any of** Question 11 **or** 12 **or** 13, immediately proceed to **Question 21, STEP 4 AND** contact a Human Biosecurity Officer;

OR

If **NO** to Question 11 **and** 12 **and** 13 continue to **STEP 3.3**.

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**Step 3.3: Rash**

Ask the ill traveller...	Tick as appropriate	
14) Do you have a new rash which developed in the last 2 weeks?	<input type="checkbox"/> Yes ➤ <b>Go to Question 15</b>	<input type="checkbox"/> No ➤ <b>Go to STEP 3.4</b>
15) Is the rash itchy?	<input type="checkbox"/> Yes ➤ <b>Go to STEP 3.4</b>	<input type="checkbox"/> No ➤ <b>Action Required: See Below</b>

If **NO** to Question 15:

- Immediately proceed to **Question 21, STEP 4; AND**
- Contact a Human Biosecurity Officer.

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### Step 3.4: Yellow eyes and/or skin

Ask the ill traveller...	Tick as appropriate	
16) Have you, or anyone around you, noticed the whites of your eyes and/or skin has yellowed?	<input type="checkbox"/> Yes ➤ Go to Question 17	<input type="checkbox"/> No ➤ Advise person to seek own medical advice
17) Were you in Africa, South/Central America or the Caribbean within the last 6 days (including transit)?	<input type="checkbox"/> Yes ➤ Go to Question 18	<input type="checkbox"/> No ➤ Advise person to seek own medical advice

#### 18) Which country(s) did you visit?

South or Central America/Caribbean	Africa	
<input type="checkbox"/> Argentina (Misiones province and Corrientes province only)	<input type="checkbox"/> Angola	<input type="checkbox"/> Guinea
<input type="checkbox"/> Bolivia	<input type="checkbox"/> Benin	<input type="checkbox"/> Guinea-Bissau
<input type="checkbox"/> Brazil	<input type="checkbox"/> Burkina Faso	<input type="checkbox"/> Kenya
<input type="checkbox"/> Colombia	<input type="checkbox"/> Burundi	<input type="checkbox"/> Liberia
<input type="checkbox"/> Ecuador (excluding the Galapagos Islands)	<input type="checkbox"/> Cameroon	<input type="checkbox"/> Mali
<input type="checkbox"/> French Guiana	<input type="checkbox"/> Central African Republic	<input type="checkbox"/> Mauritania
<input type="checkbox"/> Guyana	<input type="checkbox"/> Chad	<input type="checkbox"/> Niger
<input type="checkbox"/> Panama	<input type="checkbox"/> Congo, Democratic Republic of the	<input type="checkbox"/> Nigeria
<input type="checkbox"/> Paraguay	<input type="checkbox"/> Congo, Republic of the	<input type="checkbox"/> Rwanda
<input type="checkbox"/> Peru	<input type="checkbox"/> Cote d'Ivoire (Ivory Coast)	<input type="checkbox"/> Senegal
<input type="checkbox"/> Suriname	<input type="checkbox"/> Equatorial Guinea	<input type="checkbox"/> Sierra Leone
<input type="checkbox"/> Trinidad	<input type="checkbox"/> Ethiopia	<input type="checkbox"/> South Sudan
<input type="checkbox"/> Venezuela	<input type="checkbox"/> Gabon	<input type="checkbox"/> Sudan
	<input type="checkbox"/> Gambia	<input type="checkbox"/> Togo
	<input type="checkbox"/> Ghana	<input type="checkbox"/> Uganda
<input type="checkbox"/> None of the countries listed above	<input type="checkbox"/> None of the countries listed above	

If **NONE of the countries listed above**, advise the person to seek their own medical advice.  
Otherwise if a country(s) is selected from the above, **proceed to Question 19**.

	Tick as appropriate		
19) Do you have a Yellow Fever vaccination certificate?	<input type="checkbox"/> Yes ➤ Go to Question 20	<input type="checkbox"/> No	<input type="checkbox"/> Do not know

If **NO or DO NOT KNOW** to Question 19 immediately proceed to **Question 21, STEP 4** and contact a Human Biosecurity Officer.

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<u>Through observation...</u>	Tick as appropriate	
20) Yellow Fever vaccination certificate sighted?	<input type="checkbox"/> Yes Advise ill traveller to seek own medical advice	<input type="checkbox"/> No

If **NO** to Question 20, complete **Question 21, STEP 4** and immediately contact a Human Biosecurity Officer.

### Step 4: HBO/ CHBO Contact Summary

To be completed in circumstances where a Human Biosecurity Officer (including the Chief Human Biosecurity Officer) is to be contacted regarding the ill traveller.

Ask the ill traveller...	Tick as appropriate
21) When did your symptoms start?	<input type="checkbox"/> less than one week ago <input type="checkbox"/> one to two weeks ago <input type="checkbox"/> more than two weeks ago  <b>Go to Question 22.</b>
22) What countries have you visited in the last month?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <b>Proceed to contacting a Human Biosecurity Officer and complete Section 1 - 3 below.</b>

### SECTION 1

(C)HBO Name:			
State / Territory:			
Time contacted:		Time advice received:	
Advice provided: <input type="checkbox"/> Traveller to seek own medical advice. No Further information required <input type="checkbox"/> Other (please specify) _____  <input type="checkbox"/> Further assessment required. ➤ <b>Complete Section 2 &amp; 3</b>			

### SECTION 2

Please complete the record of communications made during the administration of the Checklist.

CONTACT LOG		
Person contacted	Date and time	Purpose

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**SECTION 3**

☐ (C)HBO detailed in Section 1 advised that:

*“Duty of care for this traveller has been transferred to you as the relevant Human Biosecurity Officer”*

☐ Traveller transferred by ambulance to \_\_\_\_\_ (name of hospital)

☐ Traveller subject to a Human Biosecurity Control Order (HBCO)

HBCO reference:

Traveller referred to (please tick appropriate):

☐ Hospital

☐ GP

☐ Other

☐ Traveller provided with a Yellow Fever Action Card

☐ Other - please specify \_\_\_\_\_

Once the TIC is completed, scan all pages and e-mail to [humanbiosecurity@health.gov.au](mailto:humanbiosecurity@health.gov.au).

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## **National Protocol for Pandemic (H1N1) 2009 on Cruise Ships**

July 2009

### **Purpose**

The purpose of this protocol is to ensure clarity of intent, responsibility and action in responding to the likelihood of the presence of Pandemic (H1N1) 2009 on cruise ships during the Protect Phase (see Attachment A for a schedule of upcoming cruise ship visits). The protocol will apply until the end of the current winter cruise season (31 August 2009), and will be reviewed prior to the commencement of peak cruise season over spring and summer.

Cruise ships may carry domestic or international passengers and crew who are infected with Pandemic (H1N1) 2009. This may also lead to the spread of the disease to other passengers and crew, particularly given the relative population density, the duration of cruises and the mixing patterns of people on board. It is therefore necessary to enhance surveillance and control measures among passengers and crew to;

- protect the health of passengers and crew on cruise vessels;
- minimise the likelihood of large numbers of infected people returning to Australia and further spreading the disease among the community; and,
- prevent the spread of the disease among populations in cruise voyage destinations in the Pacific and South East Asia.

### **Background**

On 17 June 2009, the Minister for Health and Ageing, the Hon. Nicola Roxon, MP, announced a move to the PROTECT phase. The new phase recognises that the infection with Pandemic (H1N1) 09 is not as severe as originally envisaged when the Australian Health Management Plan for Pandemic Influenza (AHMPPI) was written in 2008 and that this new disease is mild in most cases, severe in some and moderate overall. Border health measures will therefore be geared to managing clearly symptomatic travellers.

### **Responsibilities**

#### **Cruise ship operator**

Cruise Ship operators will;

- Provide public health messages to passengers and crew;
- Have arrangements in place on board cruise ships:
  - to reduce and/or manage the risk of Pandemic (H1N1) 2009 (see Attachment B)
  - to manage suspect cases (see Attachment C)

#### **Commonwealth Government**

The Department of Health and Ageing (DoHA) will;

- provide public health advice to cruise ship operators;
- Coordinate between border agencies and state and territory government health agencies.

The Australian Quarantine Inspection Service (AQIS) will follow normal pratique procedures and administer enhanced Passenger with Illness Card (PIC) arrangements.

## State/territory governments

State and Territory Governments will;

- Communicate with ship operators, border agencies and the National Incident Room regarding the management of cruise ships following identification of symptomatic passengers and crew.

## Process

### *Pre-embarkation:*

- Passengers will receive public health messages when booking passage on cruise ships, when embarking and prior to disembarking.
- Passengers and staff who fall within a 'vulnerable' group<sup>1</sup> may need to reconsider travelling on a cruise ship as contact with large numbers of people can increase the risk that they come into contact with the infection.
- All passengers, crew and visitors must be screened by the cruise ship operator for symptoms of influenza like illness (ILI) prior to embarkation.
- Anyone who has obvious symptoms of an ILI should be strongly encouraged to reconsider their travel plans.

### *During the voyage:*

- Passengers and crew should be encouraged, through appropriate on board messaging, to;
  - practise hand hygiene and cough etiquette; and
  - attend the medical clinic for assessment and management if they become symptomatic during a voyage (see Attachment C).
- If an outbreak of ILI is detected, cruise ships are recommended to:
  - provide frequent messages to passengers and crew about hand hygiene and cough etiquette, and to seek urgent medical assessment and treatment if they develop respiratory symptoms or fever (ideally medical assessment is provided free under these circumstances);
  - intensify and target appropriate on-board environmental disinfection practices following identification of suspect cases;
  - provide ready access to hand hygiene measures throughout the ship (including alcohol based hand rub, soap and running water); and
  - cruise ship operators should recommend to passengers and crew who develop ILI symptoms on completion of the voyage to minimise their contact with others, and seek medical advice if they are part of a vulnerable group or have moderate to severe illness.

### *Disembarkation:*

- Cruise ships will notify the Australian Quarantine and Inspection Service (AQIS) of sick passengers and crew as per normal pratique procedures.
- Symptomatic passengers and crew identified by the cruise ship will receive an information sheet from an AQIS officer if this has not already been provided by the cruise ship operator (Attachment D).

*For further information on Pandemic (H1N1) 2009, please visit the web sites listed at Attachment E.*

<sup>1</sup> See:

[http://www.healthemergency.gov.au/internet/healthemergency/publishing.nsf/Content/resources/\\$File/annex\\_part2.pdf](http://www.healthemergency.gov.au/internet/healthemergency/publishing.nsf/Content/resources/$File/annex_part2.pdf)

## Attachment A

CRUISE VESSEL SCHEDULES						
June 2009 - September 2009						
Port	Date	Vessel Name	Pax #	Crew #	Previous Port	Next Port
WYNDHAM	27Jun2009	Orion	106	76	Kupang	Broome
GERALDTON	02Jul2009	Sun Princess	2000	1000	Singapore	Fremantle
SYDNEY	02Jul2009	Pacific Dawn	2000	710	Fiji	New Caledonia
SYDNEY	05Jul2009	Dawn Princess	1950	900	Lifou	Auckland
SYDNEY	11Jul2009	Pacific Dawn	2000	710	New Caledonia	New Caledonia
GERALDTON	18Jul2009	Sun Princess	2000	1000	Singapore	Fremantle
SYDNEY	21Jul2009	Pacific Dawn	2000	710	New Caledonia	New Caledonia
SYDNEY	31Jul2009	Pacific Dawn	2000	710	New Caledonia	RTC Syd-Syd
GERALDTON	08Aug2009	Sun Princess	2000	1000	Singapore	Fremantle
BRISBANE	12Aug2009	Pacific Sun	1700	760	Noumea	Willis Island
SYDNEY	14Aug2009	Pacific Dawn	2000	710	New Caledonia	RTC Syd-Syd
FREMANTLE	25Aug2009	Sun Princess	2000	1000	Singapore – Geraldton	Geraldton
SYDNEY	31Aug2009	Pacific Dawn	2000	710	New Caledonia	New Caledonia
BRISBANE	05Sep2009	Pacific Sun	1700	760	Pt Vila	Noumea
SYDNEY	09Sep2009	Pacific Dawn	2000	710	New Caledonia	New Caledonia
BRISBANE	12Sep2009	Pacific Sun	1700	760	Pt Vila	Noumea
BRISBANE	19Sep2009	Pacific Sun	1700	760	Pt Vila	Willis Island
SYDNEY	25Sep2009	Pacific Dawn	2000	710	Fiji	New Caledonia

**Attachment B****Resources that cruise ships are to have in place to reduce and/or manage the risk of Pandemic (H1N1) 2009 on board**

Cruise ship operators are to have the following capabilities and arrangements on board for passengers and crew who may present with Influenza Like Illnesses (ILIs):

1. Disinfection plans for preventing and responding to influenza outbreaks on board;
2. Ready access to a medical clinic for passengers and crew experiencing ILI symptoms;
3. Sufficient point-of-care tests for influenza A, and appropriately trained clinical staff competent to administer them;
4. Sufficient influenza antiviral medicine (Tamiflu and Relenza) to treat any symptomatic patient;
5. A plan for response to a crew member, worker or passenger who is influenza A positive (through point of care testing) (see Attachment C);
6. All medical crew should be aware of 'Protect Phase - Annex to the Australian Health Management Plan for Pandemic Influenza', and other advice for health care providers, available at the healthemergency website:  
<http://www.healthemergency.gov.au/internet/healthemergency/publishing.nsf/Content/home-1;>
7. Surgical masks and alcohol-based hand rub for use by suspect cases to reduce the risk of transmission to others;
8. Plentiful alcohol-based hand rub for use by all passengers and crew routinely throughout the ship;
9. Prominent signage about cough etiquette and hand hygiene; and,
10. Appropriate Personal Protective Equipment (PPE) for test sample collection.



## Attachment C

**Management Process for Suspect Cases**

The following processes are to be followed by cruise ship operators when a suspect Pandemic (H1N1) 2009 case is identified during a voyage.

1. If a person presents with symptoms of an influenza like illness (ILI), the medical clinic on board should collect specimens to enable a point of care test for type 'A' influenza to be completed as a matter of urgency.
2. If the person is negative, they should be managed in a manner consistent with their symptoms. However, if they are in a vulnerable group they should be considered for treatment with influenza antivirals.
3. If the person's point of care test is positive to type 'A' influenza the following steps are to be followed:
  - a. The person should be isolated in their cabin away from other passengers and crew (where this is practicable)<sup>1</sup>.
  - b. The person should be commenced immediately on a treatment course of influenza antivirals.
  - c. The close contacts<sup>2</sup> of the person should be identified and advised to report to the medical clinic for assessment if they develop any symptoms.
  - d. As part of normal pratique arrangements, the Australian Quarantine and Inspection Service (AQIS) should be notified, through the vessel's shipping agent, that a person has tested positive to influenza type 'A' on a vessel due into an Australian port. AQIS will notify the local jurisdiction's Chief Quarantine Officer (CQO).
4. Disinfection plans must be activated to minimise the risk of further spread of the disease. This should include targeted disinfection of high risk areas such as affected cabins and facilities such as child care centres, spas etc. that may have been used by the sick person
5. If the removal of a suspected Pandemic H1N1 2009 case from the ship is required due to the severity of the illness, arrangements should be made through AQIS and the local public health authority.

<sup>1</sup> Duration of isolation: Cases can be released from isolation precautions seven days after the onset of symptoms provided they no longer have fever. Cases taking anti-influenza medicine can be released from isolation precautions after three days of treatment provided they no longer have fever.

<sup>2</sup> Close contacts are generally people who have been within 1 metre of the person for at least 15 minutes. Examples of a close contact on a cruise ship could be any of the following: a person that shares a cabin, a family or friend travelling with the person, a person that has repeatedly socialised with the person (e.g. drinking or dining together, playing cards), a crew member in continued close contact with the person such as a child care worker, a spa worker, etc.



**Australian Government**  
**Department of Health and Ageing**

**Attachment D**

**PANDEMIC (H1N1) 2009 – PROTECT PHASE**  
**Health Information Sheet**  
**Current as of 18 June 2009**

Pandemic (H1N1) 2009 has been found to be mild in most, but severe in some.

**IF YOU HAVE A FEVER** and any of the following symptoms:

- cough or sore throat
- headache
- tiredness
- runny or stuffy nose
- body aches
- diarrhoea, or
- vomiting.

**AND** you fall into one of the groups that has been shown to be vulnerable to this disease:

- People with chronic respiratory conditions including asthma and Chronic Obstructive Pulmonary Disease
- Pregnant women (particularly in second and third trimesters)
- People with morbid obesity
- Indigenous people of any age
- People with chronic illness predisposing to severe influenza such as:
  - cardiac disease (excluding simple hypertension);
  - diabetes mellitus;
  - chronic metabolic diseases;
  - chronic renal disease;
  - haemoglobinopathies;
  - immunosuppressed (including cancers, HIV/AIDS infection, drugs); and
  - chronic neurological conditions.

**THEN** you should contact your doctor or the flu clinic so that you can be assessed. General measures to treat flu symptoms include rest, fluids and pain relievers.

It is important if you are part of a vulnerable group to seek medical care early in your illness.

**When to seek medical advice if you are not part of a vulnerable group**

If you have any of the following symptoms, you should definitely seek medical help:

- shortness of breath;
- difficulty breathing or chest pain;
- you become confused;
- inability to keep liquids down because of vomiting;
- you become dehydrated (dizzy when standing, passing much less urine than normal).

For parents with a young child who is ill, seek medical care immediately if a child has fast, strained or laboured breathing, continuing fever or convulsions (fits/seizures).

## **PROTECTING THE COMMUNITY**

It is important that we try to reduce the spread of influenza and other respiratory viruses, to minimise the number of people becoming ill and reduce the impact of these illnesses on the community. Therefore, we recommend the following measures whilst you have influenza symptoms.

### **Hand hygiene**

Hand hygiene is essential in the reduction of transmission of infectious agents. Hand hygiene includes washing hands with soap and water or cleaning hands with alcohol-based products (gels, rinses, foams) that can be used without water.

- If your hands are visibly dirty with respiratory secretions (phlegm, spit), you need to wash them with soap and warm water, scrubbing your wrists, palms, fingers and nails for 15-20 seconds, and then dry with a clean dry towel or paper towel.
- If there is no visible dirt, you could use alcohol-based products with an emollient.
- In general, try to keep your hands away from your face.

### **Cough and sneeze etiquette**

If you cough or sneeze, you should:

- Cover your nose and mouth with a disposable tissue rather than your hands.
- If there are no tissues available, cover your nose and mouth with your upper arm rather than your hands. Wash your upper arm (or sleeve) as soon as practical if you have sneezed or coughed into it.
- Dispose of used tissues in the nearest bin.
- Wash your hands afterwards or after touching used tissues.

### **Attending public events**

People who are unwell with the disease should always isolate themselves from others and protect their neighbours and the community by staying away from gatherings and trying to limit the spread of the illness.

### **What about using a mask?**

If you are not sick you do not have to wear a mask.

If you are sick, wear a surgical mask when seeking medical attention or when in close company of vulnerable people. A vulnerable household member should consider wearing a surgical mask if they need to come within one metre of an ill person who is not able to wear a mask.

## **WANT FURTHER INFORMATION?**

Further information is available on the website [healthemergency.gov.au](http://healthemergency.gov.au) or by calling the Commonwealth Health Hotline for Pandemic (H1N1) 2009 on **1802007**.

## Attachment E

**ADDITIONAL INFORMATION ON PANDEMIC (H1N1) 2009****Australian Department of Health and Ageing**

Pandemic (H1N1) 2009 website: <http://www.healthemergency.gov.au/>

Pandemic Influenza website \*: <http://www.flupandemic.gov.au/>

\* Includes links to the *Australian Health Management Plan for Pandemic Influenza (2008)*.

**State and Territory Health Departments**

ACT Department of Health

<http://health.act.gov.au/c/health?a=da&did=10098808&pid=1240874209>

NSW Department of Health

[http://www.health.nsw.gov.au/publichealth/swine\\_flu.asp](http://www.health.nsw.gov.au/publichealth/swine_flu.asp)

NT Government Department of Health and Families

[http://www.health.nt.gov.au/Centre\\_for\\_Disease\\_Control/index.aspx](http://www.health.nt.gov.au/Centre_for_Disease_Control/index.aspx)

Queensland Government

[http://access.health.qld.gov.au/hid/InfectionsandParasites/ViralInfections/swineFlu2009\\_fs.asp](http://access.health.qld.gov.au/hid/InfectionsandParasites/ViralInfections/swineFlu2009_fs.asp)

SA Department of Health

<http://flu.sa.gov.au/Swineflu.aspx>

Tasmanian Government

<http://www.pandemic.tas.gov.au/>

Victorian Government

<http://www.health.vic.gov.au/ideas/diseases/swine-influenza>

WA HEALTH

[http://www.health.wa.gov.au/swine\\_flu/home/](http://www.health.wa.gov.au/swine_flu/home/)

Date	COVID-19 changes for MARS	Outcome
4 February 2020	Urgent Request for Service (RFS) submitted to Information Services Division (ISD) for MARS changes for COVID	Proposed changes to manage the COVID-19 risk included: <ul style="list-style-type: none"> <li>- Question in PAR and Human Health Update about people on board spending time in China</li> <li>- Auto email to MNCC where COVID-19 risk reported</li> <li>- Enable biosecurity directions to be driven by COVID-19 answer</li> </ul>
6 February 2020	Dept. Health request additional changes to MARS	Total of three questions to be added to PAR and Human Health Update forms: <ul style="list-style-type: none"> <li>- Has the vessel been to China in last 14 days</li> <li>- Has anyone on board been to China in last 14 days</li> <li>- Has anyone been exposed to confirmed case in last 14 days</li> </ul>
7 February 2020	Implemented interim manual process to collect COVID-19 risk information from vessels	Vessel crew required to reply to automated email answering the following COVID-19 questions: <ol style="list-style-type: none"> <li>1. Has the vessel been in mainland China on or after 1 February 2020 and less than 14 days ago?</li> <li>2. Has any person on the vessel been in mainland China on or after the 1 February and less than 14 days ago?</li> </ol> <p>2a. How many?</p> <ol style="list-style-type: none"> <li>3. Has any person on the vessel been in contact with a proven case of novel coronavirus infection in the last 14 days?</li> </ol> <p>3a. How many?</p> <p>The automated email had a pdf attachment provided by Dept of Health - COVID Info for Travellers factsheet MARS, 4 Feb 2020.</p> <p>Vessel crew were required to send the email to MNCC for assessment. MNCC process includes assessing answers and manually applying biosecurity directions to the Biosecurity Status Document.</p>
15 February 2020	New version of MARS goes live	The changes implemented during system outage commencing at 11pm. The new questions mirrored what was introduced via automated email on 7 February and were integrated into the Pre-Arrival Report and Human Health Update applications. <ol style="list-style-type: none"> <li>1. Has the vessel been in mainland China on or after 1 February 2020 and less than 14 days ago?</li> <li>2. Has any person on the vessel been in mainland China on or after the 1 February and less than 14 days ago?</li> <li>3. Has any person on the vessel been in contact with a proven case of novel coronavirus infection in the last 14 days?</li> </ol> <p>Questions 2 and 3 each had an associated question of 'How many persons?' which was displayed if the question was answered in the affirmative.</p> <p>The questions in the automated email (implemented 7 Feb) were discontinued at this time.</p>
21 February 2020	MARS and offline forms changes: PAR & Human Health Reports revised, COVID-19 questions updated.	A change to the COVID-19 questions in the Pre-Arrival Report and Human Health Update was implemented. <ol style="list-style-type: none"> <li>1. Has the vessel left mainland China in the last 14 days?</li> <li>2. Has any person on the vessel left mainland China in the last 14 days??</li> <li>3. Has any person on the vessel been in contact with a proven case of novel coronavirus (COVID-19) in the last 14 days?</li> </ol> <p>Questions 2 and 3 continued to have an associated question of 'How many persons?' which was displayed if the question was answered in the affirmative.</p>

6 March 2020	MARS and offline forms changes: PAR & Human Health Reports revised, COVID-19 questions updated.	<p>A change to the COVID-19 questions in the Pre-Arrival Report and Human Health Update was implemented.</p> <ol style="list-style-type: none"> <li>1. Has the vessel left mainland China and/or Iran and/or Republic of Korea and/or Italy in the last 14 days?</li> <li>2. Has any person on the vessel felt mainland China and/or Iran and/or Republic of Korea and/or Italy in the last 14 days?</li> <li>3. Has any person on the vessel been in contact with a proven case of COVID-19 in the last 14 days?</li> </ol> <p>Questions 2 and 3 continued to have an associated question of 'How many persons?' which was displayed if the question was answered in the affirmative.</p>
20 March 2020	MARS and offline forms changes: PAR & Human Health Reports revised, COVID-19 questions updated.	<p>A change to the COVID-19 questions in the Pre-Arrival Report and Human Health Update was implemented.</p> <ol style="list-style-type: none"> <li>1. Has the vessel left or transited through a port outside of Australia in the last 14 days?</li> <li>2. Has any person on the vessel been in a country other than Australia in the last 14 days?</li> <li>3. Has any person on the vessel been in contact with a confirmed case of COVID-19 in the last 14 days?</li> </ol> <p>Questions 2 and 3 continued to have an associated question of 'How many persons?' which was displayed if the question was answered in the affirmative.</p>

**From:** Bursle, Guy  
**Sent:** Fri, 21 Feb 2020 09:56:35 +1100  
**To:** Hall, Craig  
**Cc:** McAllan, Joyce  
**Subject:** RE: NSW Health and Cruise Vessels [SEC=UNCLASSIFIED]

Thanks Craig – I'll raise at our catch up next week.

**Guy Bursle**

Director

Conveyances and Ports

Ph: +61 2 [REDACTED] | +61 [REDACTED]

---

**From:** Hall, Craig  
**Sent:** Friday, 21 February 2020 8:04 AM  
**To:** Bursle, Guy  
**Cc:** McAllan, Joyce  
**Subject:** NSW Health and Cruise Vessels [SEC=UNCLASSIFIED]

Hi Guy

I have investigated further the heightened presence of NSW at international cruise vessel arrivals in Sydney.

NSW Health have been attending any international first port cruise vessel that has reported it is carrying a passenger with an illness. Previously they would not attend unless the prevalence of illness on board reached the 3% threshold; although there have been occasions where they attend when there are multiple cases of norovirus or gastro lower than the 3% mark. When they have attended in the past (with a lower than 3% incidence) Biosecurity have been notified in advance. This week NSW Health have been attending and conducting their own assessments on-board including discussions with the Medical Officer, we have not been required to administer the TIC as we would normally do due to the presence of the NSW Health team. NSW Health have directed the master that they are not allowed to commence the discharge of passengers until all the health assessments have been completed.

Recent attendance by NSW Health are as follows;

13 Feb - Ovation of the Seas

14 Feb – Norwegian Jewel

16 Feb – Maasdam

17 Feb – Silver Muse

18 Feb – Splendour of the Seas

18 Feb – Voyager of the Seas

19 Feb – Pacific Princess

We had not been informed by NSW Health that they were increasing their surveillance of arriving cruise vessels not that they would be delaying the discharge of passengers.

On Wednesday 19 February the disembarking of the passengers from the Voyager of the Seas was delayed 2 hours past the scheduled time. Under normal operations passengers are allowed to disembark deck by deck which allows for a managed flow of passengers through the Biosecurity screening/inspection area. Due to the tight turnaround of these vessels in port the disembarkation of passengers was expedited which caused congestion and a backlog in the passenger terminal.

Please let me know if you require further information

Regards

*Craig Hall*

Assistant Director | Inspections Group | Biosecurity Operations Division

Phone +61 2 [REDACTED] | Mobile [REDACTED]

Department of Agriculture, Water and the Environment



Level 1 Arrivals, Sydney Kingsford Smith Airport, Mascot NSW  
Postal Address: PO Box 858 Canberra ACT 2601

**From:** Kelly-Anne Ressler (South Eastern Sydney LHD)  
**Sent:** Fri, 21 Feb 2020 09:40:04 +1100  
**To:** Odermatt, Franz  
**Cc:** Mark Ferson (South Eastern Sydney LHD); Hall, Craig  
**Subject:** RE: Schedule of ships for health assessment [SEC=UNCLASSIFIED]

sure

---

**From:** Odermatt, Franz [mailto: [REDACTED]@awe.gov.au]  
**Sent:** Friday, 21 February 2020 9:18 AM  
**To:** Kelly-Anne Ressler (South Eastern Sydney LHD)  
**Cc:** Mark Ferson (South Eastern Sydney LHD) ; Hall, Craig  
**Subject:** RE: Schedule of ships for health assessment [SEC=UNCLASSIFIED]

Thanks Kelly

Could you send me txt or e-mail once the risk assessment is done and your team decides to attend a vessel for both OPT and WHB

Thank you

Regards

Franz Odermatt

Team Leader Seaports Sydney | Regional Vessel Coordinator

Inspection Group | Biosecurity Operations Division

Mobile: [REDACTED] Phone: 02 [REDACTED]

Department of Agriculture, Water and the Environment

Sydney International Airport, Level 1 Arrivals, Mascot NSW 2020

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**From:** Kelly-Anne Ressler (South Eastern Sydney LHD) [mailto: [REDACTED]@health.nsw.gov.au]  
**Sent:** Friday, 21 February 2020 8:15 AM  
**To:** Odermatt, Franz [mailto: [REDACTED]@awe.gov.au]  
**Cc:** Mark Ferson (South Eastern Sydney LHD) < [REDACTED]@health.nsw.gov.au>  
**Subject:** Schedule of ships for health assessment [SEC=UNCLASSIFIED]

Hi Franz

A risk assessment is undertaken for every ship coming in to Sydney.

A decision is made whether or not to board the morning before (we used to make this decision at 4pm, but are aiming now at 9:30).

It all depends on how much information the ship can provide.

So unfortunately I can't send you a list of ships we will be attending.

Your management can contact Mark Ferson if there are any concerns.

Regards

Kelly

**Kelly-Anne Ressler**

Epidemiologist | **Public Health Unit**

[REDACTED]  
Tel (02) [REDACTED] | Fax (02) [REDACTED] | Mob [REDACTED] | [REDACTED]@health.nsw.gov.au

[Website](#) | [Facebook](#) | [Twitter](#)

In office Monday Tuesday Thursday Friday



**Health**  
South Eastern Sydney  
Local Health District

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Views expressed in this message are those of the individual sender, and are not necessarily the views of NSW Health or any of its entities.

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**From:** Mark Ferson (South Eastern Sydney LHD)  
**Sent:** Fri, 21 Feb 2020 09:25:19 +1100  
**To:** Odermatt, Franz; Kelly-Anne Ressler (South Eastern Sydney LHD)  
**Cc:** Hall, Craig  
**Subject:** RE: Schedule of ships for health assessment [SEC=UNCLASSIFIED]

Dear Franz

The current process is for a NSW Health panel to review each cruise ship risk assessment by about 1pm on the day prior to arrival, so unless there is missing information on a particular ship, we will notify the ship, agent and yourself after that.

Did you make any progress with your question yesterday about cargo vessels?

Regards

Mark

---

**Prof Mark J Ferson** MPH MArtTh MD FRACP FAFPHM FRSPH  
 Director and Public Health Officer, Public Health Unit,  
 Planning, Population Health and Equity,  
 South Eastern Sydney Local Health District;  
 Conjoint Professor, School of Public Health  
 & Community Medicine, UNSW;  
 Adjunct Professor, School of Medicine Sydney,  
 University of Notre Dame Australia.

[REDACTED], Australia

Tel: +61 2 [REDACTED], Fax: +61 2 [REDACTED], Mobile: [REDACTED]

<http://www.seslhd.health.nsw.gov.au/public-health>

---

**From:** Odermatt, Franz [mailto:[REDACTED]@awe.gov.au]  
**Sent:** Friday, 21 February 2020 9:18 AM  
**To:** Kelly-Anne Ressler (South Eastern Sydney LHD)  
**Cc:** Mark Ferson (South Eastern Sydney LHD) ; Hall, Craig  
**Subject:** RE: Schedule of ships for health assessment [SEC=UNCLASSIFIED]

Thanks Kelly

Could you send me txt or e-mail once the risk assessment is done and your team decides to attend a vessel for both OPT and WHB

Thank you

Regards

Franz Odermatt

Team Leader Seaports Sydney | Regional Vessel Coordinator

Inspection Group | Biosecurity Operations Division

Mobile: [REDACTED] Phone: 02 [REDACTED]

Department of Agriculture, Water and the Environment

Sydney International Airport, Level 1 Arrivals, Mascot NSW 2020

---

**From:** Kelly-Anne Ressler (South Eastern Sydney LHD) [mailto:[REDACTED]@health.nsw.gov.au]  
**Sent:** Friday, 21 February 2020 8:15 AM  
**To:** Odermatt, Franz [mailto:[REDACTED]@awe.gov.au]  
**Cc:** Mark Ferson (South Eastern Sydney LHD) [mailto:[REDACTED]@health.nsw.gov.au]  
**Subject:** Schedule of ships for health assessment [SEC=UNCLASSIFIED]

Hi Franz

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It all depends on how much information the ship can provide.  
So unfortunately I can't send you a list of ships we will be attending.  
Your management can contact Mark Ferson if there are any concerns.

Regards

Kelly

**Kelly-Anne Ressler**

Epidemiologist | **Public Health Unit**

Tel (02) [REDACTED] | Fax (02) [REDACTED] | Mob [REDACTED] | [REDACTED] [@health.nsw.gov.au](mailto:[REDACTED]@health.nsw.gov.au)  
[Website](#) | [Facebook](#) | [Twitter](#)

In office Monday Tuesday Thursday Friday



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If you are not the intended recipient, please delete it and notify the sender.

Views expressed in this message are those of the individual sender, and are not necessarily  
the views of NSW Health or any of its entities.

**From:** Odermatt, Franz  
**Sent:** Fri, 6 Mar 2020 12:42:20 +1100  
**To:** 'Robert Rybanic'  
**Subject:** FW: Cruise vessel terminal coronaviruses Announcements  
[SEC=UNCLASSIFIED]  
**Attachments:** Coronavirus Announcements 6 Mar 2020.zip

Hi Robert

As per e-mail below can this Corona virus message be played inside the terminals (OPT & WHB5) during disembarkation of passengers and crew. Effective immediately

Thank you

Regards

Franz Odermatt

Team Leader Seaports Sydney | Regional Vessel Coordinator

Inspection Group | Biosecurity Operations Division

Mobile: [REDACTED] Phone: 02 [REDACTED]

Department of Agriculture, Water and the Environment

Sydney International Airport, Level 1 Arrivals, Mascot NSW 2020

---

**From:** Antoniou, Andrew  
**Sent:** Friday, 6 March 2020 12:30 PM  
**To:** Odermatt, Franz  
**Cc:** Brar, Lakhwinder  
**Subject:** Cruise vessel terminal coronaviruses Announcements [SEC=UNCLASSIFIED]  
Hi Franz,

Can you please engage terminal operators to have the attached recordings played during cruise vessel clearances.

The announcements should be played at 15 -20 min intervals.

If you have any questions please see Craig or myself.

Regards

**Andrew Antoniou**

A/g Assistant Director

Biosecurity Operations Division | Inspections Group

Phone: 1800 900 090

Department of Agriculture, Water and the Environment

Level 7, 185 O'Riordan Street Mascot NSW 2020

GPO Box 858, Canberra, ACT, 2601, Australia



The department acknowledges the traditional custodians of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to traditional custodians, their cultures and elders past and present.

**From:** Odermatt, Franz  
**Sent:** Mon, 16 Mar 2020 13:13:56 +1100  
**To:** Kaech, Andreas;Cruise Ops - ISS  
Sydney; [REDACTED]@carnivalaustralia.com  
**Cc:** Seaports Sydney  
**Subject:** FW: Traveller fact sheets [SEC=OFFICIAL]  
**Attachments:** coronavirus-covid-19-isolation-guidance\_3 - Final 15 March 9.36pm.pdf,  
Information sheet for international travellers COVID-19 - FINAL 15 March 9.35pm.pdf, On arrival  
announcement 16 March 2020.docx  
**Importance:** High

Hi all

Attached is information for all vessels arriving in Australia. This includes vessel that arrived a few days ago and sitting at berth or anchor. No day trips are allowed as of today as passengers are considered international.

The on arrival announcement is made before passengers disembark

This is the information we have at the moment and this could change on short notice.

Regards

Franz Odermatt

Team Leader Seaports Sydney | Regional Vessel Coordinator

Inspection Group | Biosecurity Operations Division

Mobile: [REDACTED] Phone: 02 [REDACTED]

Department of Agriculture, Water and the Environment

Sydney International Airport, Level 1 Arrivals, Mascot NSW 2020





Australian Government  
Department of Health

# Novel coronavirus (COVID-19)

## Information for international travellers

There is currently a global outbreak of novel coronavirus (COVID-19).

Symptoms of COVID-19 are similar to other respiratory illnesses and can include fever, sore throat, cough, tiredness and shortness of breath. This information sheet should be read in conjunction with the 'What you need to know' and 'Isolation guidance' information sheets. Go to [www.health.gov.au/covid19-travellers](http://www.health.gov.au/covid19-travellers) for the list of high risk countries and information sheets.

## Who is required to stay at home?

All travellers must isolate for a period of 14 days after they have entered Australia. If you need to transit domestically, you may complete this transit and then begin your precautionary 14 day self-isolation period. If you have a layover, you must remain in the airport or self-isolate in your accommodation for the transit period. Refer to the 'Isolation guidance' information sheet for further information.

If you have returned from a country or region that is at higher risk for COVID-19, you may also be required to undergo enhanced health screening on arrival in Australia.

## What do I do if I am sick right now?

If you are experiencing symptoms of COVID-19, let a member of the airline or ship crew know now. If you are in the airport or seaport contact a biosecurity officer now.

## What do I do if I get sick while in Australia?

If you become unwell, you must:

- Stay in your home or hotel.
- Isolate yourself from others and use a separate bathroom if available.
- Put on a surgical mask if you are near other people. If you don't have one, cover your cough and sneeze.
- Wash your hands frequently with soap and water and use alcohol-based hand rub.
- Call a doctor and tell them your recent travel history.

If you have serious symptoms such as difficulty breathing, call 000, ask for an ambulance and notify the ambulance officers of your recent travel history.

## How can I prevent the spread of coronavirus?

Practising good hand and sneeze/cough hygiene is the best defence against most viruses:

- Wash your hands frequently with soap and water, including before and after eating, and after going to the toilet.
- Cover your cough and sneeze, dispose of tissues, and wash your hands.
- If unwell, avoid contact with others (stay more than 1.5 metres from people).

## More information

For the latest advice, information and resources, go to [www.health.gov.au](http://www.health.gov.au)

Call the National Coronavirus Help Line on 1800 020 080. It operates 24 hours a day, seven days a week. If you require translating or interpreting services, call 131 450.

The phone number of each state or territory public health agency is available at [www.health.gov.au/state-territory-contacts](http://www.health.gov.au/state-territory-contacts)

If you have concerns about your health, speak to a doctor.  
Information for international travellers – Version 2 (15/03/2020)  
Novel coronavirus (COVID-19)

**From:** Odermatt, Franz  
**Sent:** Wed, 18 Mar 2020 14:09:29 +1100  
**To:** Wallace, Jane;Salazar, Julio;Herne, Greg;Costello, Andrea;Walsh, Craig;Vallesi, Silvana;Thliveris, Chris;Berrell, Edward;Mancevski, Daniela;Joseph, Traci;Moutiamills, Alicia;Miro, Javier;Tan, Keong  
**Subject:** FW: FOR NOTING AND ACTION: COVID-19 Update - TIC country list [DLM=For-Official-Use-Only]  
**Attachments:** 17March2020-DAWE - Traveller with Illness Checklist - Question 1 - list ....pdf

Hi team  
New TIC as of today  
Regards

Franz Odermatt  
Team Leader Seaports Sydney | Regional Vessel Coordinator  
Inspection Group | Biosecurity Operations Division  
Mobile: [REDACTED] Phone: 02 [REDACTED]  
Department of Agriculture, Water and the Environment  
Sydney International Airport, Level 1 Arrivals, Mascot NSW 2020

---

**From:** Ferrer, Teresa  
**Sent:** Wednesday, 18 March 2020 9:28 AM  
**To:** Odermatt, Franz ; Wallace, Jane ; Begic, Zeljko  
**Subject:** FW: FOR NOTING AND ACTION: COVID-19 Update - TIC country list [DLM=For-Official-Use-Only]  
Good morning  
Please email below and attachment for revised attachment for the TIC.  
Thanks, Teresa

---

**From:** Hall, Craig  
**Sent:** Wednesday, 18 March 2020 8:21 AM  
**To:** ISG CE Airport Managers <[CentralEast-AirportManagers@agriculture.gov.au](mailto:CentralEast-AirportManagers@agriculture.gov.au)>; ISG CE Airport Managers <[CentralEast-AirportManagers@agriculture.gov.au](mailto:CentralEast-AirportManagers@agriculture.gov.au)>; ISG CE Controller <[CentralEastRegion.Controller@agriculture.gov.au](mailto:CentralEastRegion.Controller@agriculture.gov.au)>  
**Cc:** Richardson, Skye [REDACTED] <[\[REDACTED\]@agriculture.gov.au](mailto:[REDACTED]@agriculture.gov.au)>; Antoniou, Andrew [REDACTED] <[\[REDACTED\]u@agriculture.gov.au](mailto:[REDACTED]u@agriculture.gov.au)>  
**Subject:** FW: FOR NOTING AND ACTION: COVID-19 Update - TIC country list [DLM=For-Official-Use-Only]  
Dear all,  
Please note the information contained below and the revised attachment to the TIC.  
Please ensure that old copies of the TIC attachment are replaced with the new version.

#### COVID-19 Update

There is no change to the advice from the Department of Health which states the risk to border staff working at the primary line and biosecurity inspection areas is considered low. The risk to border staff working in the cargo and mail processing areas and other areas of air and sea ports is considered extremely low. This advice has not changed.

##### Situation in Australia

- As of 16 March 2020, there have been 336 laboratory confirmed cases of COVID-19 in Australia, including 5 deaths.
- Since yesterday's Situation Report, an additional 57 cases have been reported in Australia.

##### Situation Overseas

- As of 16 March 2020, a total of 163,899 cases of COVID-19 have been reported globally, including 6,430 deaths.
- Italy's deaths have increased by 368 since yesterday's reporting, the highest recorded deaths in one day
- Rome post reports that Lombardy's health system is reaching saturation point.

#### **Airports**

As of 16 March 2020, international airports have facilitated over 52,571 passengers for health screening undertaken by health professionals from the State Government Department of Health. Of the 52,571 passengers, 255 (0.48%) passengers were transferred to hospital for testing for COVI-19.

#### **Traveller with Illness Checklist (TIC) Country List – For action**

The country list for the TIC has changed. This includes:

- List of countries with increased risk of coronavirus has changed back to only include the following countries (*does not apply to travellers who have only transited within the last 24 hours*):
  - Mainland China
  - Iran
  - Italy
  - Republic of Korea
- If the traveller has not been in one of the countries listed above
  - a) Remind the traveller to refer to the information for international travellers COVID-19 factsheet from their airline; and
  - b) Provide the traveller with a surgical mask if they do not already have one; and
  - c) Continue administering the TIC as per normal processes:
    - If the TIC prompts the traveller to 'seek own medical advice', advise the traveller to do so as outlined in the factsheet.

This document is attached and is also on the compliance portal:

<http://mylink.agdaff.gov.au/team/PM/CR/IR/Yellow%20Fever/Forms/Default.aspx>

Regards

Craig



Australian Government  
Department of Health

## Novel coronavirus (COVID-19)

### Information for Traveller with Illness Checklist version 19 Guidance for Department of Agriculture, Water and the Environment

There is currently a global outbreak of novel coronavirus (COVID-19).

Question 1 in the Traveller with Illness Checklist (TIC) has been updated to ask the ill traveller '*In the 14 days before your symptoms started, were you in a country with an increased coronavirus risk?*'

An updated list will be provided to the Department of Agriculture, Water and the Environment regularly. The list is consistent with information provided in the Department of Health's COVID-19 Series of National Guidelines.

Please ensure you are referencing the most current list.

#### List of countries with increased risk of coronavirus\* – 17 March

\***Note:** This list **does not** apply to travellers who have only transited within the last 24 hours.

- Mainland China
- Iran
- Italy
- Republic of Korea

#### **IF THE TRAVELLER HAS NOT BEEN IN ONE OF THE COUNTRIES LISTED ABOVE:**

- a) Remind the traveller to refer to the Information for international travellers COVID-19 factsheet from their airline; and
- b) Provide the traveller with a surgical mask if they do not already have one; and
- c) Continue administering the TIC as per normal processes:
  - If the TIC prompts the traveller to 'seek own medical advice', advise the traveller to do so as outlined in the fact sheet.



Australian Government

**MARITIME TRAVELLER PROCESSING  
COMMITTEE**

5 Constitution Avenue CANBERRA CITY 2601  
Phone (02) 6275-5814

**To the Master and Operator of:**

Ruby Princess  
C/o- Valerie Burrows  
Carnival Australia  
Level 5  
465 Victoria Avenue  
Chatswood NSW 2067

██████████@carnivalaustralia.com

**Maritime Travellers Processing Permission for Vessel**

Ruby Princess

**Permission is granted in accordance with s58 of the Customs Act 1901 and  
s247 of the Biosecurity Act 2015**

Permission is granted by the Maritime Travellers Processing Committee (MTPC) for the Master of the vessel, Ruby Princess to permit their vessel to arrive at and depart from a port other than an appointed port and/or restricted minor port in accordance with the Schedule in **Attachment A** and subject to the following conditions:

1)	The Master and Operator acknowledges receipt of this permission, together with their agreement to adhere to all the conditions contained herein, to be received by the MTPC by 18 March 2020 via e-mail <a href="mailto:mtpc@abf.gov.au">mtpc@abf.gov.au</a> .
2)	The operator or its agent/representative are to pay costs associated with this approval which includes transfers of border agency personnel, officers' travel time and all associated costs including officers' overtime and salaries in accordance with relevant Commonwealth Legislation.
3)	ABF officers may attend ports that are other than an appointed port and/or restricted minor port. Shall attendance occur, your company or its Agent is to pay all costs associated with this approval including transfers of officers from home port to the various places other than an appointed port and/or restricted minor port and return to home port, general maintenance of the officers, and all costs associated with officers' services, including overtime and salaries.
4)	Permission is granted for the period of 19 March 2020 only in accordance with <b>Attachment A</b> .
5)	Under sections s64ACA and s64ACB of the <i>Customs Act 1901</i> , operators are obliged to provide a report on all people on board at each and every port in Australia within the specified time frames outlined in the Customs Regulations 2015. This report is in two parts - Customs Form 2A (Passenger Report Cover Sheet), Customs Form 2B (Passenger Report) and Form 3B (Sea crew Report).
6)	Under s118CA of the Customs Act 1901, (outbound clearance certificate) for each port/approved place. The master of a ship must not depart with the ship from any port in Australia without receiving from the Collector (from the ABF District Manager) a Certificate of Clearance in respect of the ship.



7)	<p>The District Manager or Supervisor at the nearest ABF office to the port that is other than an appointed port and/or restricted minor port must be advised at least 72 hours prior to the arrival of your vessel as to the information below:</p> <ul style="list-style-type: none"> <li>• The approximate number of passengers to go ashore</li> <li>• The approximate number of crew to go ashore for leave</li> <li>• The times that location boats and ship's tenders (if approved) will be departing from and returning to the vessel.</li> </ul>
8)	<p>Passengers will not be permitted to leave or join the vessel permanently at a port that is other than an appointed port and/or restricted minor port which does not have a permanent biosecurity and/or ABF presence. Unless there are exceptional circumstances and notification and approval has been given by Australian Border Force (ABF) and Department of Agriculture. In the case of emergencies notification is required to be given as soon as reasonably possible.</p>
9)	<p>Only passengers and crew on day excursions or crew on day leave may leave the vessel at ports that are other than an appointed port and/or restricted minor port. All passengers and crew must be accounted for back on board before the vessel departs the port. If any passenger or crew fails to return to the vessel, the Master of the vessel must notify ABF immediately.</p>
10)	<p>Passengers and crew on day excursions are to be advised not to take ashore any packages, parcels or foodstuffs, including picnic lunches, nor are any packages, parcels or foodstuffs to be removed from the vessel for any reason unless permission has been granted by Department of Agriculture or ABF.</p>
11)	<p>Where visitors have been invited to board a cruise ship for a function or other purpose, the cruise line operator should advise the MTPC at least ten (10) working days prior to the visit, or as soon as practical. Visitors departing a cruise ship must not remove any item of biosecurity concern including food, animal and/or plant material. Please refer to 'Advice to Industry 2012/01 – Procedures: Visitors Boarding a Cruise Ship.'</p>
12)	<p>For zodiacs, kayaks, tenders and other watercraft carried on vessels for use during a voyage:</p> <ol style="list-style-type: none"> <li>1. Goods, including food, fresh produce (eg: fruit, meats and dairy products), and prepared meals are not to be removed from the vessel during any excursion/activity.</li> <li>2. Any watercraft that is discharged from the vessel must be free from biosecurity risk contamination (eg: soil, sand, feathers, seeds, plant and plant products, food of any kind, food scraps or waste) as these items can carry disease organisms and plant pests.</li> <li>3. Watercraft being discharged from the vessel must be clean and free from biofouling and any pooled water. Biofouling are the marine plants and animals that attach and grow on the submerged parts of a vessel like the hull, propellers, anchors, niche areas and fishing gear. For further information, visit Managing biofouling in Australia.</li> <li>4. All watercraft must return to the originating vessel upon completion of the excursion/activity.</li> </ol>

13)	<p>The operator or its agent/representative are required to submit any tour guide itineraries and schedules originating or terminating ship side (eg: zodiac or kayak tours) to the local ABF office prior to commencement, with times, dates, passenger/crew details.</p> <p>Permission needs to be gained from all port authorities for zodiac or kayak tours.</p> <p>If a sea door is open waterside to launch/recover kayaks/zodiacs it must be manned by cruise vessel security and setup to assess passengers/crew departing/returning.</p> <p>Kayaks/zodiacs are not to come ashore at any stage without prior ABF approval (or contact ABF immediately in case of emergency situation).</p> <p>No activity with any other vessels other than Ruby Princess and her kayaks/zodiacs.</p> <p>Kayaks and any other items removed from the vessel and taken back on the vessel must be reported on Form 43 and Form 44 to ABF of that region.</p> <p><u>Tasmania Additional</u></p> <p>Kayaks/zodiacs not to land at Port Arthur Historic Site including Point Puer and Isle of the Dead. For further information/clarification, contact TAS National Parks &amp; Wildlife.</p>
14)	All crew members must be accounted for back on board before the vessel departs any of the ports. If any crew fail to return to the vessel, the Master must notify ABF immediately.
15)	An exchange of crew members will not be permitted at ports that are other than an appointed port and/or restricted minor port, except in exceptional circumstances and with the written permission from the ABF District Manager or Supervisor at the nearest ABF office to the port that is other than an appointed port and/or restricted minor port.
16)	Where approval has been given by the ABF District Manager or Supervisor for the ship's lifeboats and tenders to be used to transport travellers to and from the ship, these will be subject to compliance with Commonwealth and state laws. Lifeboats and tenders are not to be used for any other purposes unless the nearest ABF District Manager or Supervisor has specifically agreed to such an arrangement.
17)	Domestic voyages will require duty and GST payments for bunkers and stores. Duty free shopping should not be available to domestic passengers.
18)	Travellers are subject to inwards Immigration and Customs clearance at <b>(Sydney)</b> . En route clearances should be requested as per Advice to Industry 2014/01.
19)	Travellers are subject to outwards Immigration and Customs clearance at <b>(Sydney)</b> unless immigration cleared at a previous port. The operator or its Agent is to pay all costs associated with providing such infrastructure and facilities.
20)	Passengers should be advised that the Tourist Refund Scheme (TRS) will only be processed at the last appointed port in Australia <b>(Sydney)</b> prior to international departure.
21)	No goods are to be loaded or offloaded unless approval has been given by ABF.
22)	For Department of Agriculture approval and conditions, to moor at a Non First Point of Entry (s247), please refer to the MARS Biosecurity Status Document (BSD) issued by the Department of Agriculture. Both the BSD and the Maritime Travellers Processing Committee (MTPC) approval letter must be kept by the vessel operator/master and be produced on request.
23)	Aviation and Maritime Security (AMS) has advised that although this application has been approved, it remains the operator or its agent/representative's responsibility to ensure regulatory compliance with the Maritime Transport and Offshore Facilities Security Act 2003 and Maritime Transport and Offshore Facilities Security Regulations.



24)	<p>Parks Australia has advised that commercial tourism activities within an Australian Marine Park require an authorisation from the Director of National Parks.</p> <p>The operator must apply for a commercial tourism licence where a cruise ship has a destination point (meaning the ship will stop or slow) within an Australian Marine Park to ensure compliance with the Environmental Protection and Biodiversity Conservation Act 1999.</p> <p>Although this MTPC application has been approved, it remains the operator's or its agent/representative's responsibility to ensure regulatory compliance with this Act.</p> <p>Further information can be obtained from the Parks Australia website: <a href="https://parksaustralia.gov.au/marine/">https://parksaustralia.gov.au/marine/</a> or by contacting <a href="mailto:marineparks@environment.gov.au">marineparks@environment.gov.au</a></p>
25)	No goods are to be offloaded without approval from Department of Agriculture and ABF.
26)	No galley waste, food or plant material is landed at ports other than an appointed port and/or restricted minor port, unless authorised by a Department of Agriculture officer.
27)	All refuse is to be stored in sealed, leak proof containers approved for use by Department of Agriculture and on board galley grinders are not to be used in port.
28)	Macerator/garbage grinder and/or swing bin are not to be used while the vessel is in Australian ports or waters.
29)	If an inspection of the vessel is required, it is the responsibility of the Master (via the nominated shipping agent) through an agreement with the Department of Agriculture to meet all transport, accommodation and incidental costs, for a biosecurity officer to attend the vessel, in accordance with the Biosecurity Charges Imposition Regulation 2016.
30)	If any biosecurity breaches are detected, any cost associated with biosecurity services provided (eg: fee for service) will be in accordance with the Biosecurity Charges Imposition Regulation 2016.
31)	Shipping Entities remit the Passenger Movement Charge (PMC) for all non-exempt passengers, currently AUD \$60.00, with the PMC Remittance Report and payment to the Department in accordance with the PMC Arrangement Payment Schedule (due on the 25 <sup>th</sup> day of every month after departure).
32)	Any other condition, which an ABF Officer in charge may impose to protect the law as administered by ABF, Department of Agriculture and the Department of Infrastructure must be adhered to.
33)	A copy of this permission is to be forwarded to the local ship's Agent, so that they are aware of their responsibilities in relation to the ship's visit to the various ports.
34)	Should circumstances arise that require you to vary in any way the conditions prescribed in this permission, immediately contact either the Supervisor or District Manager at the nearest ABF office to the various ports that are other than an appointed port and/or restricted minor port and the Maritime Travellers Processing Committee. Contact details are provided in <b>Attachment B</b> .
35)	Should there be a change in the Master of the vessel, the new Master should confirm their agreement to the conditions outlined in this approval via email to <a href="mailto:mtpc@abf.gov.au">mtpc@abf.gov.au</a>

## PENALTIES FOR BREACH OF CONDITIONS

36)

**BREACH: Biosecurity Act 2015****247(4) Biosecurity Act 2015 states:**

A person is commits an offence if:

- (a) the person is the person in charge or the operator of the vessel; and,
- (b) the person has been given a permission under subsection (2); and,
- (c) the permission is subject to conditions; and,
- (d) the person engages in conduct; and,
- (e) the conduct contravenes the conditions.

Penalty: Imprisonment for 5 years or 300 penalty units, or both.

**247(5) Biosecurity Act 2015 states:**

The Person in charge of a vessel commits an offence if:

- (a) the operator of the vessel has been given a permission under subsection (2); and,
- (b) the permission is subject to conditions; and,
- (c) the conditions are not complied with.

Penalty: Imprisonment for 5 years or 300 penalty units, or both.

**247(6) Biosecurity Act 2015 states:**

The operator of a vessel commits an offence if:

- (a) the person in charge of the vessel has been given a permission under subsection (2); and,
- (b) the permission is subject to conditions; and,
- (c) the conditions are not complied with.

Penalty: Imprisonment for 5 years or 300 penalty units, or both.

**247(7) Biosecurity Act 2015 states:**

The person in charge and the operator of the vessel are each liable to a civil penalty if:

- (a) the person in charge or the operator of the vessel has been given a permission under subsection (2); and,
- (b) the permission is subject to conditions; and,
- (c) the conditions are not complied with.

Civil penalty: 120 penalty units.

37)	<p><b>BREACH: CUSTOMS ACT 1901</b></p> <p><b>S58 (2) Customs Act 1901 states:</b></p> <p>A Collector may, by notice in writing given to the master of a ship or the pilot of an aircraft who has applied for permission to bring his ship or aircraft to a place other than a port or airport, give the person permission, subject to such conditions (if any) as are specified in the notice, to bring the ship or aircraft to, or to remain at, that place.</p> <p><b>S58 (3) Customs Act 1901 States:</b></p> <p>A person who has been given permission under subsection (2) shall not refuse or fail to comply with any condition (including a condition imposed or varied under subsection (4)) to which that permission is subject.</p> <p>Penalty: 100 penalty units.</p>
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### **PLEASE NOTE**

Where a carrier brings an inadequately or undocumented passenger to Australia, they may be liable, upon conviction, to a fine of \$10,000. As an alternative to prosecution, carriers may elect to pay a prescribed penalty of \$5,000 for an offence (an infringement notice).

**Approved on behalf of the Chair of the MTPC – 18/3/2020**

## Attachment A

**Schedule for Ruby Princess (19 March 2020) – Approved by the MTPC**

Arrival Port/Anchorage	Date of Arrival	Time of Arrival	Departure Port/Anchorage	Date of Departure	Time of Departure
Sydney	19/03/2020	0200	Sydney	19/03/2020	1600

\* Red Highlight Indicates ports *other than* Appointed Ports and/or restricted minor ports.

## Attachment B

**ABF CONTACT DETAILS**

Region	Telephone Number	Email Address
<b>NORTHERN TERRITORY</b>		
Darwin	08 8980 6654 0437 928 980 (A/hrs)	<a href="mailto:darwin.shipping@abf.gov.au">darwin.shipping@abf.gov.au</a> <a href="mailto:rcu_nc@abf.gov.au">rcu_nc@abf.gov.au</a>
<b>TASMANIA</b>		
Burnie	03 6332 3600 0418 144 049 (A/hrs)	<a href="mailto:abf.burnie@abf.gov.au">abf.burnie@abf.gov.au</a>
Launceston	03 6332 3600 0418 144 049 (A/hrs)	<a href="mailto:abf.launceston@abf.gov.au">abf.launceston@abf.gov.au</a>
Hobart	03 6230 1222 0418 120 054 (A/hrs)	<a href="mailto:abf.hobart@abf.gov.au">abf.hobart@abf.gov.au</a>
Tasmania	24 Hour coverage	<a href="mailto:rcuvictas@abf.gov.au">rcuvictas@abf.gov.au</a>
<b>NEW SOUTH WALES</b>		
Sydney	0418 215 192	<a href="mailto:sbo@abf.gov.au">sbo@abf.gov.au</a>
Eden	02 6496 8000	<a href="mailto:dmeden@abf.gov.au">dmeden@abf.gov.au</a>
Newcastle	02 4926 7500	<a href="mailto:newcastleclearing@abf.gov.au">newcastleclearing@abf.gov.au</a>
New South Wales	24 Hour coverage	<a href="mailto:rcunsw@abf.gov.au">rcunsw@abf.gov.au</a>
<b>QUEENSLAND</b>		
Bundaberg	07 4331 7200	<a href="mailto:bundaberg@abf.gov.au">bundaberg@abf.gov.au</a>
Mackay (Airlie Beach – Funnel Bay)	07 4965 7100	<a href="mailto:shipping.mackay@abf.gov.au">shipping.mackay@abf.gov.au</a>
Cairns	07 4052 3580	<a href="mailto:cairnssshipping@homeaffairs.gov.au">cairnssshipping@homeaffairs.gov.au</a>
Townsville	07 4722 3700	<a href="mailto:townsvilledo@abf.gov.au">townsvilledo@abf.gov.au</a> <a href="mailto:townsville.shipping@abf.gov.au">townsville.shipping@abf.gov.au</a>
Thursday Is	07 4083 1800	<a href="mailto:thursdayisland@abf.gov.au">thursdayisland@abf.gov.au</a>
Brisbane	07 3895 6906	<a href="mailto:brisshipping@abf.gov.au">brisshipping@abf.gov.au</a>
Gladstone	07 4976 3600	<a href="mailto:gladstonedo@abf.gov.au">gladstonedo@abf.gov.au</a>
Queensland	24 Hour coverage	<a href="mailto:rcuqld@abf.gov.au">rcuqld@abf.gov.au</a>
<b>VICTORIA</b>		
Melbourne	03 9244 9125 (0600-2300 hrs)	<a href="mailto:viccruiseships@abf.gov.au">viccruiseships@abf.gov.au</a>
Geelong	03 5224 3100	<a href="mailto:dmvicgeelong@abf.gov.au">dmvicgeelong@abf.gov.au</a>
Portland	03 5522 3900	<a href="mailto:dmvicportl2@abf.gov.au">dmvicportl2@abf.gov.au</a>
Victoria (24 hrs)		<a href="mailto:rcuvictas@abf.gov.au">rcuvictas@abf.gov.au</a>
<b>SOUTH AUSTRALIA</b>		
Adelaide	08 8447 9284	<a href="mailto:shippingadelaide@abf.gov.au">shippingadelaide@abf.gov.au</a>
Port Lincoln	08 8682 8900	<a href="mailto:portlincoln@abf.gov.au">portlincoln@abf.gov.au</a>
South Australia (24 hrs)	08 8447 9377	<a href="mailto:rcucentral@abf.gov.au">rcucentral@abf.gov.au</a>
<b>WESTERN AUSTRALIA</b>		
Fremantle	08 9430 1570	<a href="mailto:wacruiseships@abf.gov.au">wacruiseships@abf.gov.au</a>
Broome	08 9193 6999	<a href="mailto:broome.shipping@abf.gov.au">broome.shipping@abf.gov.au</a>





Attachment # 1

## Pre-Arrival Report



Australian Government

Department of Agriculture,  
Water and the Environment

This is a COPY of the Pre-Arrival Report submitted to the Department of Agriculture, Water and the Environment. If the Master or Agent of this vessel becomes aware that the information contained in this report is inaccurate, incomplete or out of date, they must complete a new report correcting the information as soon as practicable. Failure to provide this information is in breach of the *Biosecurity Act 2015*.

## Vessel Particulars

Vessel Name	IMO	
RUBY PRINCESS	9378462	
Call Sign	Registration/Official #	Country of Registry
ZCDY2	737959	BERMUDA
Vessel Type	Master's Name	
Cruise Vessel	GIORGIO POMATA	
Year Built	Gross Tonnage	Net Tonnage
2008	113561	83977
Length (m)	Crew Capacity	Passenger Capacity
289	1200	3599
Cargo Holds	Cargo Decks	Cargo Tanks
Vessel Email		
██████████@princesscruises.com		

## Arrival Details

Voyage #	Last International Port of Call	
RU2007	NAPIER (NEW ZEALAND)	
Australian Ports of Call		
Will the vessel berth at the first port of call? <input type="checkbox"/> Y <input type="checkbox"/>		
First Port of Call	Arrival/Anchorage Date/Time	Departure Date/Time
SYDNEY	19/03/2020 06:00	19/03/2020 18:45
Berth Name	Berth Date/Time	
OVERSEAS PASSENGER TERMINAL	19/03/2020 06:00	

## Vessel Itinerary in Australia

Port	Date	Port Agency	Billing Agency	Crew Agency
SYDNEY	19/03/2020	CARNIVAL AUSTRALIA SYDNEY	CARNIVAL AUSTRALIA SYDNEY	CARNIVAL AUSTRALIA SYDNEY



## Sanitation

Certificate Type

Control Exemption  
Certificate

Port of Issue

SYDNEY  
(AUSTRALIA)

Date of Issue

05/12/2019

Will the vessel require a new Sanitation Certificate?

N

## Human Health

1.) Have any persons died on board during the current voyage?

N

1.1) How many persons died?

1.2) Cause or suspected cause of death:

Res  
pon  
se

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

Y

53

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

2.1.1) Temperature over 38°C (if no thermometer is available, any person suspected of having a temperature should be reported)	Y	10
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)		
2.1.3) Muscle aches, diarrhoea, severe headaches or vomiting (but not vomiting caused by inebriation or motion sickness)	Y	4
2.1.4) Severe bruising or bleeding from the nose, ears, eyes, mouth, anus or skin (but not in a person pre-disposed to nosebleeds or haemorrhoids, or has cuts and abrasions)		
2.1.5) Glandular swelling in armpits or neck		
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)		
2.1.7) Persistent coughing and difficulty breathing with no apparent cause and no history of similar symptoms (but not persistent coughing and difficulty breathing caused by asthma, heart disease, obesity, chronic bronchitis or emphysema)		
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		
2.1.9) Yellowing of the skin/whites of the eyes		

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		
2.2.2) Eaten raw poultry/poultry products in the last 14 days		
2.2.3) Handled samples suspected of containing Avian Influenza virus in the last 14 days		
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?		
2.2.5) Been in Africa in the last 21 days		
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?		

## 2.3) Gastro-intestinal illness

2.3.1) 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

4

Passenger  
Crew  
s

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

2647

1148

2.3.3) Was there any situation on board, which may lead to infection or the spread of disease

N

Details:

2.a) Has the vessel been in mainland China on or before 1 February 2020 and less than 14 days ago?

N

2.b) Has any person on the vessel been in mainland China on or after the 14 February and less than 14 days ago?

N

How many persons?

2.c) Has any person on the vessel been in contact with a proven case of novel coronavirus infection in the last 14 days?

N

How many persons?



3) Are there any animals (including birds and/or fish) as ship's pets on board the vessel?

N

Type of Animal	No.	Description (including health condition)
----------------	-----	--

3.1) Did any animals die during the current voyage?

3.1.1) How many animals died?

3.1.2) Describe how the dead animals were disposed

4) Were there any other animals (including birds and/or fish) detected on board the vessel?

Type of Animal	No.	Description (including health condition)
----------------	-----	--

4.1) Did any animals die during the current voyage?

4.1.1) How many animals died?

4.1.2) Describe how the dead animals were disposed

5) Were there any insects, including bees, discovered onboard during the current voyage?

Describe the insects and their location when discovered on the vessel:

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?

6.1) Please provide the names and dates of the ports visited

Port	Arrival Date	Departure Date	Time
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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?

AGM Certificate No.	Country of Issue	Issue Date
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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?

Cargo - Commodity	Loading Port	Discharging Port	Discharge Date	Cleaning
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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?

9) Do you intend to discharge waste in port?

Port-Arrival Date	Discharge Date	Estimated Volume (m3)
-------------------	----------------	-----------------------

SYDNEY- 19/03/2020	19/03/2020	99
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10) Will the crew sign off while the vessel is at berth or anchorage in Australian waters?

Port-Arrival Date	Disembark Date	Disembark Time	No. of Crew	Biosecurity items to declare	Item Details
SYDNEY-19/03/2020	19/03/2020	07:00:00	73	N	

11) Do you intend to discharge any ballast water sourced in Australia during this voyage?

**Port – Arrive/Anchorage Date**

12) Are there any live plants on board?

12.1) What is the location, health and condition of the live plants?

Report Attached

**End of Pre-Arrival Report**

**Submitted by**

RUBYPRINCESS

**Submitted on**

16/03/2020 13:46



Document title here

Dear Master/Agent

The Novel Coronavirus (COVID-19) emerged in China and has since spread to a number of other countries. On 30 January 2020, the World Health Organization declared the COVID-19 outbreak a Public Health Emergency of International Concern.

In response to a request from the Commonwealth Chief Medical Officer, the Department of Agriculture, Water and the Environment (the department) has added questions to the MARS pre-arrival report specific to COVID-19.

Attached to this email is a factsheet for Novel coronavirus in English, issued by the department on behalf of the Australian Government Department of Health.

Below are links to the factsheet and other documents in other languages.

Please provide the attached factsheet and the applicable documents linked below to all crew and passengers on board.

Coronavirus (COVID-19) resources in Simplified or Traditional Chinese, incl. the factsheet and isolation guidelines - <https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources-in-simplified-chinese>

Coronavirus (COVID-19) resources in Farsi, incl. the factsheet and isolation guidelines - <https://www.health.gov.au/resources/collections/coronavirus-covid-19-resources-in-farsi>

Report any symptoms or sickness of crew or passengers in the MARS pre-arrival report and advise your agent or alert the Maritime National Coordination Centre (MNCC) if there are any changes in the health status of any crew or passengers email [maritimencc@awe.gov.au](mailto:maritimencc@awe.gov.au)

Visit the Australian Department of Health's website at <http://www.health.gov.au> for the latest information on COVID-19.

Regards

**Maritime National Coordination Centre (MNCC)**

Outside Australia

Phone: +61 8 8201 6185 | Fax: +61 8 8201 6176

Within Australia

Phone: 1300 004 605 | Fax: 1300 005 882

Email: [maritimencc@agriculture.gov.au](mailto:maritimencc@agriculture.gov.au)

Audit ID	Hosts	Accept From	Accept Time	Source
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<2080928118.70709.1587699681360.javamail.weblogic@act001vapp02>	donotreply@agriculture.gov.au	@iss-shipping.com
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	donotreply@agriculture.gov.au	@carnivalaustralia.com
	donotreply@agriculture.gov.au	@princesscruises.com
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<547294131.5687.1584342818313.javamail.weblogic@act001vapp01>	donotreply@agriculture.gov.au	@carnivalaustralia.com
<547294131.5687.1584342818313.javamail.weblogic@act001vapp01>	donotreply@agriculture.gov.au	@princesscruises.com
<0cca36005e7d467696fb83238ec43ddd@act001exp012.agdaff.gov.au>	maritimenc@agriculture.gov.au	@princesscruises.com
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<250476330.5307.1584334473350.javamail.weblogic@act001vapp01>	donotreply@agriculture.gov.au	@carnivalaustralia.com
<115280370.4743.1584326764733.javamail.weblogic@act001vapp01>	maritimenc@agriculture.gov.au	@princesscruises.com
<115280370.4743.1584326764733.javamail.weblogic@act001vapp01>	maritimenc@agriculture.gov.au	@carnivalaustralia.com
<918490396.4741.1584326764253.javamail.weblogic@act001vapp01>	maritimenc@agriculture.gov.au	@carnivalaustralia.com
<918490396.4741.1584326764253.javamail.weblogic@act001vapp01>	maritimenc@agriculture.gov.au	@princesscruises.com
<1500891201.4739.1584326763838.javamail.weblogic@act001vapp01>	maritimenc@agriculture.gov.au	@carnivalaustralia.com
<1500891201.4739.1584326763838.javamail.weblogic@act001vapp01>	maritimenc@agriculture.gov.au	@princesscruises.com



[illegible]

[illegible]

Verdict	Details	Filter Policy	Policy Group
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --22-- Outbound - DAFF Legal Disclaimer			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --20-- Outbound Application Mail - Storage Exclusion			
Content Filtering violation: --21-- Outbound - Catchall		#NAME?	encrypted attachment exemption group
Content Filtering violation: --21-- Outbound - Catchall		#NAME?	encrypted attachment exemption group
Content Filtering violation: --21-- Outbound - Catchall		#NAME?	encrypted attachment exemption group
Content Filtering violation: --21-- Outbound - Catchall		#NAME?	encrypted attachment exemption group
Content Filtering violation: --21-- Outbound - Catchall		#NAME?	encrypted attachment exemption group
Content Filtering violation: --21-- Outbound - Catchall		#NAME?	encrypted attachment exemption group

Verdict	Details	Viruses	Attachments	Suspect Attachments
			bsd-ruby princess-ver11-2020-04-24.pdf	
			bsd-ruby princess-ver11-2020-04-24.pdf	
			bsd-ruby princess-ver10-2020-04-24.pdf	
			bsd-ruby princess-ver10-2020-04-24.pdf	
			bsd-ruby princess-ver9-2020-04-17.pdf	
			bsd-ruby princess-ver9-2020-04-17.pdf	
			bsd-ruby princess-ver8-2020-04-09.pdf	
			bsd-ruby princess-ver8-2020-04-09.pdf	
			bsd-ruby princess-ver7-2020-04-06.pdf	
			bsd-ruby princess-ver7-2020-04-06.pdf	
			bsd-ruby princess-ver7-2020-04-06.pdf	
			bsd-ruby princess-ver5-2020-03-19.pdf	
			bsd-ruby princess-ver5-2020-03-19.pdf	
			bsd-ruby princess-ver4-2020-03-16.pdf	
			bsd-ruby princess-ver4-2020-03-16.pdf	
			bsd-ruby princess-ver3-2020-03-16.pdf	
			bsd-ruby princess-ver3-2020-03-16.pdf	
			image001.jpg	
			bsd-ruby princess-ver2-2020-03-16.pdf	
			bsd-ruby princess-ver2-2020-03-16.pdf	
Content Filtering violation: --22-- Outbound - DAFF Legal Disclaimer			spq-ruby princess-asian gypsy moth (non-far east russian port)-mon mar16 13:46:04 est 202	
Content Filtering violation: --22-- Outbound - DAFF Legal Disclaimer			spq-ruby princess-asian gypsy moth (non-far east russian port)-mon mar16 13:46:04 est 202	
Content Filtering violation: --22-- Outbound - DAFF Legal Disclaimer			spq-ruby princess-novel coronavirus-mon mar 16 13:46:04 est 2020.pdf	
Content Filtering violation: --22-- Outbound - DAFF Legal Disclaimer			spq-ruby princess-novel coronavirus-mon mar 16 13:46:04 est 2020.pdf	
Content Filtering violation: --22-- Outbound - DAFF Legal Disclaimer			spq-ruby princess-burnt pine longicorn-mon mar 16 13:46:03 est2020.pdf	
Content Filtering violation: --22-- Outbound - DAFF Legal Disclaimer			spq-ruby princess-burnt pine longicorn-mon mar 16 13:46:03 est2020.pdf	

Scanner Actions	Quarantine Actions	Day Zero Actions
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Abort message (message timed out)	None	None
Abort message (message timed out)	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Abort message (message timed out)	None	None
Abort message (message timed out)	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Add annotation, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Bypass one or more content filtering policies, Bounce attack signature added	None	None
Create an informational incident, Add annotation, Bounce attack signature added	None	None
Create an informational incident, Add annotation, Bounce attack signature added	None	None
Create an informational incident, Add annotation, Bounce attack signature added	None	None
Create an informational incident, Add annotation, Bounce attack signature added	None	None
Create an informational incident, Add annotation, Bounce attack signature added	None	None
Create an informational incident, Add annotation, Bounce attack signature added	None	None



Content Incident Folder Actions	Deliver To	Deliver Time
None	124.47.163.55:25	Friday, Apr 24, 2020 01:52:46 PM AEST
None	124.47.163.55:25	Friday, Apr 24, 2020 01:52:46 PM AEST
None	124.47.163.55:25	Friday, Apr 24, 2020 01:41:24 PM AEST
None	124.47.163.55:25	Friday, Apr 24, 2020 01:41:24 PM AEST
None	124.47.163.55:25	Friday, Apr 17, 2020 03:27:23 PM AEST
None	124.47.163.55:25	Friday, Apr 17, 2020 03:27:23 PM AEST
None		
None		
None	124.47.163.55:25	Thursday, Apr 09, 2020 06:12:37 PM AEST
None	124.47.163.55:25	Thursday, Apr 09, 2020 06:12:37 PM AEST
None	124.47.163.55:25	Monday, Apr 06, 2020 07:14:14 AM AEST
None	124.47.163.55:25	Monday, Apr 06, 2020 07:14:14 AM AEST
None	124.47.163.55:25	Monday, Apr 06, 2020 07:14:14 AM AEST
None	124.47.163.55:25	Thursday, Mar 19, 2020 07:40:19 AM AEDT
None	124.47.163.55:25	Thursday, Mar 19, 2020 07:40:19 AM AEDT
None		
None		
None	124.47.163.55:25	Monday, Mar 16, 2020 06:14:36 PM AEDT
None	124.47.163.55:25	Monday, Mar 16, 2020 06:14:36 PM AEDT
None	124.47.163.55:25	Monday, Mar 16, 2020 06:14:27 PM AEDT
None	124.47.163.55:25	Monday, Mar 16, 2020 06:14:27 PM AEDT
None	124.47.163.55:25	Monday, Mar 16, 2020 04:56:45 PM AEDT
None	124.47.163.55:25	Monday, Mar 16, 2020 03:54:38 PM AEDT
None	124.47.163.55:25	Monday, Mar 16, 2020 03:54:38 PM AEDT
Message deleted from folder Informational Incidents by admin on Wednesday, Apr 15, 2020 10:00:27 PM AEST	10.6.10.143:41025	Monday, Mar 16, 2020 01:46:46 PM AEDT
Message deleted from folder Informational Incidents by admin on Wednesday, Apr 15, 2020 10:00:27 PM AEST	10.6.10.143:41025	Monday, Mar 16, 2020 01:46:46 PM AEDT
Message deleted from folder Informational Incidents by admin on Wednesday, Apr 15, 2020 10:00:27 PM AEST	10.6.10.143:41025	Monday, Mar 16, 2020 01:46:42 PM AEDT
Message deleted from folder Informational Incidents by admin on Wednesday, Apr 15, 2020 10:00:27 PM AEST	10.6.10.143:41025	Monday, Mar 16, 2020 01:46:42 PM AEDT
Message deleted from folder Informational Incidents by admin on Wednesday, Apr 15, 2020 10:00:27 PM AEST	10.6.10.143:41025	Monday, Mar 16, 2020 01:46:30 PM AEDT
Message deleted from folder Informational Incidents by admin on Wednesday, Apr 15, 2020 10:00:27 PM AEST	10.6.10.143:41025	Monday, Mar 16, 2020 01:46:30 PM AEDT

Deliver To	Deliver Time	Deliver To	Deliver Time	Deliver To	Deliver Time
124.47.163.55:25	Friday, Apr 24, 2020 01:52:46 PM AEST				
124.47.163.55:25	Friday, Apr 24, 2020 01:52:46 PM AEST				
124.47.163.55:25	Friday, Apr 24, 2020 01:41:24 PM AEST				
124.47.163.55:25	Friday, Apr 24, 2020 01:41:24 PM AEST				
124.47.163.55:25	Friday, Apr 17, 2020 03:27:23 PM AEST				
124.47.163.55:25	Friday, Apr 17, 2020 03:27:23 PM AEST				
124.47.163.55:25	Thursday, Apr 09, 2020 06:12:37 PM AEST				
124.47.163.55:25	Thursday, Apr 09, 2020 06:12:37 PM AEST				
124.47.163.55:25	Monday, Apr 06, 2020 07:14:14 AM AEST	124.47.163.55:25	Monday, Apr 06, 2020 07:14:14 AM AEST		
124.47.163.55:25	Monday, Apr 06, 2020 07:14:14 AM AEST	124.47.163.55:25	Monday, Apr 06, 2020 07:14:14 AM AEST		
124.47.163.55:25	Monday, Apr 06, 2020 07:14:14 AM AEST	124.47.163.55:25	Monday, Apr 06, 2020 07:14:14 AM AEST		
124.47.163.55:25	Thursday, Mar 19, 2020 07:40:19 AM AEDT				
124.47.163.55:25	Thursday, Mar 19, 2020 07:40:19 AM AEDT				
124.47.163.55:25	Monday, Mar 16, 2020 06:14:36 PM AEDT				
124.47.163.55:25	Monday, Mar 16, 2020 06:14:36 PM AEDT				
124.47.163.55:25	Monday, Mar 16, 2020 06:14:27 PM AEDT				
124.47.163.55:25	Monday, Mar 16, 2020 06:14:27 PM AEDT				
124.47.163.55:25	Monday, Mar 16, 2020 03:54:38 PM AEDT				
124.47.163.55:25	Monday, Mar 16, 2020 03:54:38 PM AEDT				
10.6.10.143:41025	Monday, Mar 16, 2020 01:46:46 PM AEDT	124.47.163.55:25	Monday, Mar 16, 2020 01:46:47 PM AEDT	124.47.163.55:25	Monday, Mar 16, 2020 01:46:47 PM AEDT
10.6.10.143:41025	Monday, Mar 16, 2020 01:46:46 PM AEDT	124.47.163.55:25	Monday, Mar 16, 2020 01:46:47 PM AEDT	124.47.163.55:25	Monday, Mar 16, 2020 01:46:47 PM AEDT
10.6.10.143:41025	Monday, Mar 16, 2020 01:46:42 PM AEDT	124.47.163.55:25	Monday, Mar 16, 2020 01:46:42 PM AEDT	124.47.163.55:25	Monday, Mar 16, 2020 01:46:42 PM AEDT
10.6.10.143:41025	Monday, Mar 16, 2020 01:46:42 PM AEDT	124.47.163.55:25	Monday, Mar 16, 2020 01:46:42 PM AEDT	124.47.163.55:25	Monday, Mar 16, 2020 01:46:42 PM AEDT
10.6.10.143:41025	Monday, Mar 16, 2020 01:46:30 PM AEDT	124.47.163.55:25	Monday, Mar 16, 2020 01:46:30 PM AEDT	124.47.163.55:25	Monday, Mar 16, 2020 01:46:30 PM AEDT
10.6.10.143:41025	Monday, Mar 16, 2020 01:46:30 PM AEDT	124.47.163.55:25	Monday, Mar 16, 2020 01:46:30 PM AEDT	124.47.163.55:25	Monday, Mar 16, 2020 01:46:30 PM AEDT













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ction: Quarantine – DAFF, DAFF
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ction: Quarantine – DAFF, DAFF
ction: Quarantine – DAFF, DAFF
ction: Quarantine – DAFF, DAFF
ction: Quarantine – DAFF, DAFF
ction: Quarantine – DAFF, DAFF
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nbound – Size Restriction: Q
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ction: Quarantine – DAFF, DAFF
nbound – Size Restriction: Q
nbound – Size Restriction: Q
nbound – Size Restriction: Q
nbound – Size Restriction: Q
nbound – Size Restriction: Q
nbound – Size Restriction: Q
nbound – Size Restriction: Q

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MARS_TASK_ID	CREATION_DTTM	COMPLETION_DTTM	TASK_STATUS_CODE	DAFF_OFFICER_ID
43991	16/03/2020 13:46	16/03/2020 18:13	AN	
43992	16/03/2020 13:46	16/03/2020 14:14	AN	
43993	16/03/2020 13:46	16/03/2020 18:13	AN	
43994	16/03/2020 13:46	16/03/2020 14:09	AP	
44009	16/03/2020 15:01	16/03/2020 15:54	AP	
44172	18/03/2020 8:54	18/03/2020 8:56	AP	
44244	18/03/2020 19:21	19/03/2020 7:05	AP	
45666	5/04/2020 21:29	6/04/2020 7:13	AP	

TASK_TYPE_CODE	VESSEL_ID	VOYAGE_ID	VISIT_ID	INTERNATIONAL_PORT_CODE
VSPQ	9905	104180		
VSPQ	9905	104180		
VSPQ	9905	104180		
VHH	9905	104180	155914	AUSYD
VHH	9905	104180		
VHH	9905	104180		
VHH	9905	104180		
VHH	9905	104180		

APPLICATION_ID	LAST_CHANGED_WHO	LAST_CHANGED_WHEN	BPM_PROCESS_INSTANCE_ID
180475	dickmann tamara	16/03/2020 18:13	11420247
180475	dickmann tamara	16/03/2020 14:14	11420248
180475	dickmann tamara	16/03/2020 18:13	11420249
180475	dickmann tamara	16/03/2020 14:09	11420250
180496	hosking andrew	16/03/2020 15:54	11420793
180757	lock david	18/03/2020 8:56	11438943
180876	lock david	19/03/2020 7:05	11455934
183336	lock david	6/04/2020 7:13	11639410

MARS_TASK_ID	CREATION_DTTM	COMPLETION_DTTM	TASK_STATUS	DAFF_OFFICER_ID
43991	16/03/2020 13:46	16/03/2020 18:13	Actioned - Negative	
43992	16/03/2020 13:46	16/03/2020 14:14	Actioned - Negative	
43993	16/03/2020 13:46	16/03/2020 18:13	Actioned - Negative	
43994	16/03/2020 13:46	16/03/2020 14:09	Actioned - Positive	
44009	16/03/2020 15:01	16/03/2020 15:54	Actioned - Positive	
44172	18/03/2020 8:54	18/03/2020 8:56	Actioned - Positive	
44244	18/03/2020 19:21	19/03/2020 7:05	Actioned - Positive	
45666	5/04/2020 21:29	6/04/2020 7:13	Actioned - Positive	

MARS_TASK_TYPE	VESSEL_NAME	VOYAGE_NO	VISIT_ID
Verify Seasonal Pest Questionnaire	RUBY PRINCESS	RU2007	
Verify Seasonal Pest Questionnaire	RUBY PRINCESS	RU2007	
Verify Seasonal Pest Questionnaire	RUBY PRINCESS	RU2007	
Verify Human Health	RUBY PRINCESS	RU2007	155914
Verify Human Health	RUBY PRINCESS	RU2007	
Verify Human Health	RUBY PRINCESS	RU2007	
Verify Human Health	RUBY PRINCESS	RU2007	
Verify Human Health	RUBY PRINCESS	RU2007	

INTERNATIONAL_PORT	APPLICATION_TYPE	LAST_CHANGED_WHO	LAST_CHANGED_WHEN
SYDNEY	PAR (Commercial)	dickmann tamara	16/03/2020 18:13
	PAR (Commercial)	dickmann tamara	16/03/2020 14:14
	PAR (Commercial)	dickmann tamara	16/03/2020 18:13
	PAR (Commercial)	dickmann tamara	16/03/2020 14:09
	Human Health	hosking andrew	16/03/2020 15:54
	Human Health	lock david	18/03/2020 8:56
	Human Health	lock david	19/03/2020 7:05
	Human Health	lock david	6/04/2020 7:13



BPM\_PROCESS\_INSTANCE\_ID

11420247

11420248

11420249

11420250

11420793

11438943

11455934

11639410



Australian Government  
Department of Agriculture,  
Water and the Environment

# Maritime Arrivals Reporting System (MARS)

## Biosecurity Officer (Internal) User Guide

Author	Changes	Reviewed by	Date	Version
David Jordaan, Conveyances and Ports, Compliance Division	First published version	Tanya Blake	May 2017	0.12
Conveyances and Ports, Compliance Division	Incorporated many single documents into this one as a better one-stop shop: Orphan eForms, Cheat Sheet for navigating MARS, VCS Demerit List, List of Free Text, Commercial decision tree, FAQs, Managing the Port Arrivals screen, determining a non-commercial vessel, ship sanitation certification explanation, business continuity planning (BCP)	Sherry Seaman	July 2019	0.13
Conveyances and Ports, Compliance Division	New conditions being introduced for removing and the use of queued vessel inspections, branding update.	Sherry Seaman	February 2020	2
<b>Disclaimer:</b> Content of user guide is true and accurate as at the last update. 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)

## eForms







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# User Guide Introduction

## Scope

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This User Guide has been developed for use by all internal department officers. The screens in this User Guide are not role specific, as a result users may not have all the MARS icons and functionality available as described in this guide. MARS access and user registration is not within the scope of this guide and is covered in detail in the *MARS Access and User Registration Guide*. The following is in scope for this User Guide:

**Chapter 1 - Introduction**

**Chapter 2 - Inspections**

**Chapter 3 - MARS Reports and Applications**

**Chapter 4 - MARS Service Requests**

**Chapter 5 - MARS Information Search**

**Chapter 6 - MARS Related Tasks**

**Chapter 7 - MARS Documents and Certificates**

**Chapter 8 - MARS Risk Calculations**

**Chapter 9 - MARS Administration**

## Contact

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For further assistance please contact the MNCC.

 <b>Department of Agriculture and Water Resources</b> Within Australia 1300 004 605 Outside Australia +61 8 8201 6185	 <a href="mailto:maritimenc@agriculture.gov.au">maritimenc@agriculture.gov.au</a> <a href="http://agriculture.gov.au/biosecurity/avm/vessels">agriculture.gov.au/biosecurity/avm/vessels</a>
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## 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 may 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 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.  The BSD replaced 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.
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 replaced and combined the 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 under the Quarantine Act 1908.
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 replaced 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 for the purposes of the Act. Port Agency is mandatory in the PAR for first Australian



Term	Definition
	port. Port Agency can be different to Crew and Billing Agency. It can also change from port to port.
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	<p>Offline Forms are interactive PDF documents that allow the Master to complete a PAR and a Ballast Water Report and submit the data electronically to the Agent. Offline pre-arrival reporting forms can be used by vessel masters or officers where there is limited or unreliable internet connectivity to meet their pre-arrival reporting obligations, as an alternative to direct MARS access.</p> <p>Masters with email but no internet access download and complete offline forms that have been provided by a shipping agent or downloaded direct from the department's Vessels webpages. Once the form is completed, the master emails the xml data file (see the Submit page of the form) back to the agent. The agent will then load this data file into MARS.</p>
Vessel Agent	The Agent representing the Master and the vessel in Australia. Vessel Agents include Port, Billing and Crew Agents.
Visit	Vessel's intended/actual arrival at a single Australian port.
Voyage	The journey a vessel undertakes during its 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 number.</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)	The 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. VCS replaced the PDC (Pratique Documentary Clearance) system.
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.



## How to Determine Whether a Vessel is Commercial or Non-Commercial

---

### Non Commercial Legislative Definition

The Biosecurity Regulations 2016 define non-commercial vessels as: **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). The regulation uses this definition in terms of the reporting obligations for vessels and refers to 'commercial' vessels as 'conveyances other than non-commercial vessels'.

### Distinguishing between Commercial and Non-Commercial Vessels

How do officers decide whether a vessel is commercial or non-commercial when it is not clear which category the vessel falls into? Small yachts are clearly non-commercial. Those that are importing goods or have ballast water on board should be classified as commercial.

Officers should assess: **"Can the department manage the risk by treating the vessel as commercial?"**

- If yes, then the vessel can be treated as commercial
- If no, then the vessel must receive a coastal strip and released from biosecurity control

In considering this question the officer should consider:

- What is the vessel's intended itinerary? Is it fixed or do they intend to visit non-first points of entry?
  - If the vessel has no fixed itinerary or intends to visit a large number of non-first points of entry, it should be striped to coastal.
- What is the vessel's preference?
  - Discuss the options with vessel's agent.
- How is the vessel being treated by the Department of Immigration and Border Protection?
  - DIBP use a define a pleasure craft as:

**Pleasure craft** means a ship that from the time of its arrival at its first port of arrival in Australia from a place outside Australia until the time of its departure from its last port of departure in Australia is:

- (a) used or intended to be used wholly for recreational activities, sporting activities or both; and
- (b) not used or intended to be used for any commercial activity; and
- (c) not offered or intended to be offered for sale or disposal.

### Application of the Arrival Levy

The Arrival Levy is based on the length of the vessel as determined by the Biosecurity Charges Imposition (Customs) Regulation 2016. This means that vessels less than 25m has a \$100 levy and vessels more than 25m - \$920 levy.



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MARS will automatically apply a \$720 levy for all vessels that arrive in the system. If the vessel is under 25m the inspecting officer should delete the levy in the visit screen of MARS and apply the correct levy.





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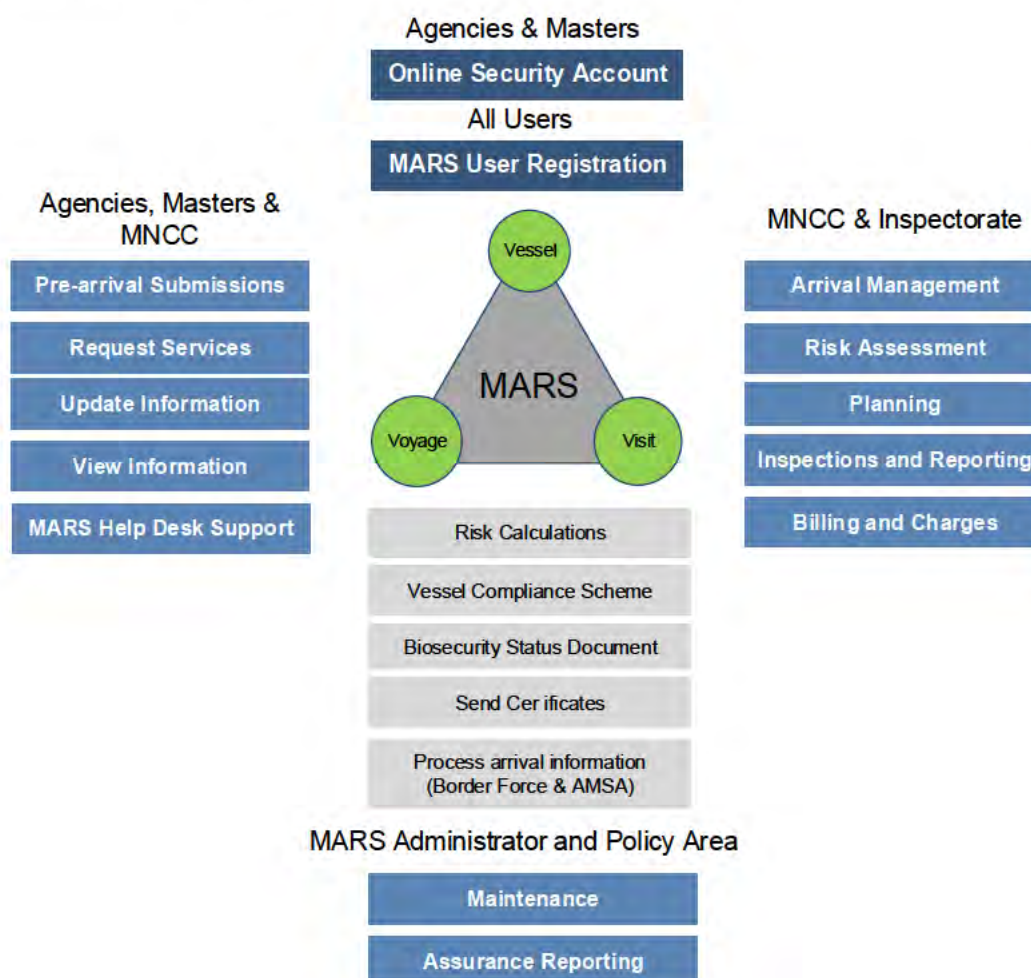
# Maritime Arrivals Reporting System

## 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, Water and the Environment. 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.





## Accessing MARS

---

Internal departmental users have access to MARS through the Single Sign-on process.

1. All internal users requiring MARS access must be provisioned with the correct roles and entitlements by the MARS Administrator first, by requesting access. See (search for) the MARS access request form on MYLINK. Staff requesting access must submit a completed access request form to the MARS Admin mailbox using the form listed on Mylink:  
<http://mylink.agdaff.gov.au/StaffServices/IT/Systems/Pages/SystemsCatalogue.aspx>

Approval must be given by their local SMG member. Approval can be given by:

- the SMG member's signature on the scanned form
- the SMG member's written approval in the email trail when the filled form is submitted to [MARS.Administrator@agriculture.gov.au](mailto:MARS.Administrator@agriculture.gov.au)

The MARS Administrator will complete access in the Oracle Identity Manager and reply to the officer's email advising they have been granted access.

2. First time users can then access MARS by visiting the [Vessel web home page](#) and selecting the MARS link.


Users accessing MARS externally from the department's network may use their departmental login credentials to access MARS. Once logged in to the department's customer service portal users must click on the MARS icon and the MARS home screen will appear. Through the icons and menus on this screen all MARS functions can be accessed.

You can access MARS in either Internet Explorer or Google Chrome and create a regular bookmark to use over and over again. The steps below guide users on how to configure IE 11 for MARS access.


## Configuring Internet Explorer (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  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 HP Helpdesk or 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.

## 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** icon.
2. Click on Internet options.
3. On the **General** tab go to Browsing history.
4. Click on the **Delete...** button.
5. Select all the boxes in the Delete Browsing History window.
6. Click on Delete.

## Internet Explorer – Trusted Sites

---

eForms offline requires Internet Explorer (IE) to be configured correctly on mobile tablets. eForms offline is designed to save inspections data even if there is no connectivity. This is achieved by



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eForms creating a local database on the tablet to store inspections. When a user hits Sync, it sends this information back to MARS.

IE appears to create multiple copies of eForms database depending on internet 'zone'. A change was raised to add the eForms endpoints to the IE Trusted Sites list. This change should have rolled out to all tablets. However, on some tablets this patch appears to have either not been deployed or has been rolled back.

Without this patch, IE will toggle between trusted sites and internet sites thus creating multiple copies of the eForms database. When this occurs, it gives biosecurity officers the impression that user-entered inspections data is lost in the eForm. To ensure this doesn't happen, follow the steps below:

### Ensure IE has the correct patch installed.

1. Click on the MARS bookmark created when IE was configured for MARS access.
2. Click on the eForms offline icon.



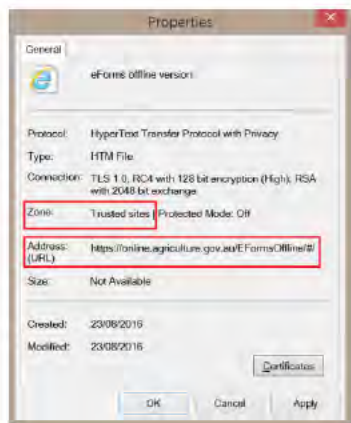
3. eForms will open up in a new browser tab.
4. On the IE toolbar select 'File'.



5. Select Properties.
6. Confirm the following:
  - a. Zone: 'Trusted Sites'.
  - b. URL address: <https://online.agriculture.gov.au/EFormsOffline>



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7. If the settings are not as indicated above, contact the MNCC for advice on how to proceed.

## 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 MARS URL in the web browser's address bar.

MARS Environment	URL
MARS (Production Environment)	<a href="https://online.agriculture.gov.au/selfservice">https://online.agriculture.gov.au/selfservice</a>
eForms Production (Offline Access)	<a href="https://online.agriculture.gov.au/EFormsOffline">https://online.agriculture.gov.au/EFormsOffline</a>

## MARS Login Screens

### Single Sign-on

Internal users can access MARS through the single sign-on process when the tablet device is connected to the department's network through the LAN or remotely via Direct Access. When the internal user enters the MARS URL in the browser's address bar they will be taken to the department's customer portal without the need to enter a User ID and password.

**NOTE:** *Direct Access must be connected for single sign-on to work.*

### How to do it

1. Copy the MARS production URL (<https://online.agriculture.gov.au/selfservice>) into your web browser's address bar.

**NOTE:** *Clicking on the MARS bookmark (if one was created) will also open the department's customer portal.*

2. Press enter.
3. The department's customer portal will be displayed.
4. Click on the MARS icon to access MARS.



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## User Login Screen

External users will always access the department's customer portal through the Login screen. Internal users will only be directed to the Login screen when Direct Access is not connected on their tablet device.

When an internal user is directed to the Login screen they must enter their departmental Login credentials. That is their usual network user name and password.

**NOTE:** *When the Log In screen is displayed MARS will be accessed through the internet and **not** through the department's network.*

## How to do it

1. Copy the MARS production URL (<https://online.agriculture.gov.au/selfservice>) into your web browser's address bar.

**NOTE:** *Clicking on the MARS bookmark if one was created will also open the department's customer portal.*

2. Press enter.
3. The customer portal Login screen will be displayed.
4. Enter your departmental login credentials (This is your normal network user name and password)
5. Select 'I accept the terms of use'.
6. Select Login.
7. The department's customer portal will be displayed.
8. Click on the MARS icon to access MARS.

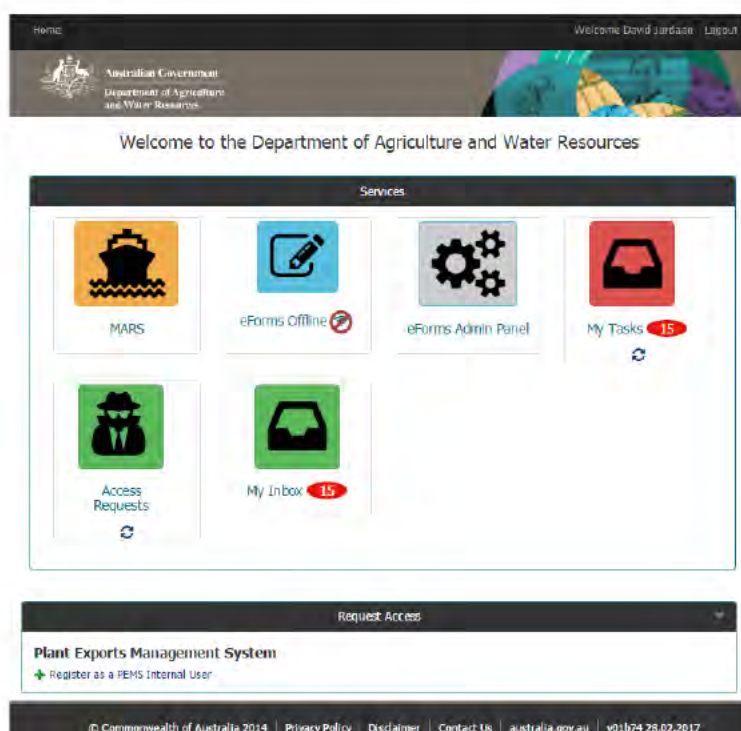






## Department's Customer Portal





MARS is accessed via the department's customer portal. The customer portal hosts all the department's online applications the user has access to. The customer portal is accessed via the single sign on process. This means an authorised internal user will not need to enter a user ID or password when accessing MARS.

When accessing the customer portal via the single sign on process the following screen will be displayed:



Icon	Details
 MARS	<p>Once users have been given the appropriate MARS entitlements 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>
 eForms Offline	<p>Biosecurity officers will have access to the eForms Offline icon when the eForms user entitlement is assigned to their user profile. Clicking on this icon opens the eForms client on the user's device. eForms is the software used to record all inspection outcomes in MARS. This icon is primarily used to access eForms without going through the Appointment Details screen.</p> <p>Paper copies of all eForms are available for Business Continuity Planning (BCP).</p>



	<b>NOTE:</b> For normal inspection planning biosecurity officers will access eForms by selecting the 'Go to eForms and Sync' hyperlink in the Inspections tab of the Appointment Details screen.
 eForms Admin Panel	This icon allows access to the Administrative functions in eForms. Access is only available to MARS Administrators with the correct entitlements
 My Tasks 2283	Biosecurity officers with the Vessel Processing Officer entitlement (MNCC users) will have access to the My Tasks icon. Clicking on this icon opens the Oracle Business Process Workspace application. This application is used to manage all tasks created by MARS. The counter displays the tasks available for action.
 Access Requests 243	Biosecurity officers with the Vessel Processing Officer entitlement (MNCC users) will have access to the Access Requests icon. Clicking on this icon opens the Oracle OIM Worklist application. This application is used to manage all access request tasks from external users. The counter displays the tasks available for action.
 My Inbox 662	External users and internal users without the Vessel Processing Officer entitlement in MARS will have access to the My Inbox icon. Clicking on this icon gives users access to all the tasks allocated to them.  For external users this will primarily be tasks related to user access requests. For internal users like biosecurity officers NFP approval tasks will be accessed through this icon. The counter displays the tasks available for action.
<div>Request Access</div> <div>Plant Exports Management System</div> <div>Register as a PEMS Internal User</div>	This allows an internal or external user to request access to other departmental online systems.

## MARS Internal User Entitlements

Internal departmental users have access to MARS through the Single Sign-on process. However, all internal users requiring MARS access must be provisioned with the correct roles and entitlements first. Users accessing MARS externally from the department's network may use their departmental login credentials to access MARS. Once logged in to the department's customer service portal users must click on the MARS icon and the MARS home screen will appear. Through the icons and menus on this screen all MARS functions can be accessed.

The table below lists the common internal user roles and the associated MARS entitlements. Internal users must ensure that they have the appropriate entitlements as assigned to their role.

MARS User Role	MARS Entitlements associated with the user role
----------------	---





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	MARS Vessel Inspector Supervisor	MARS Vessel Processing Officer	MARS Vessel Inspector	MARS Cargo Inspector	MARS Cargo Delegate	MARS Vessel Delegate	MARS eForm User
Vessel Inspector Supervisor	X			X			X
Vessel Inspector			X	X			X
Vessel Processing Officer	X	X					X
Vessel Delegate						X	
Cargo Delegate					X		

## MARS Home Screen

---

As stated above, a user's role determines the MARS entitlements he or she may have, as a result the appearance of the icons in the screen below and the access to tabs within screens may differ from user group to user group. The MARS home screen has four main sections:



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**Water and the Environment**

Home **1**
Maritime Arrivals Reporting System
Welcome David Jordaan ▾ Logout

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

Welcome David Jordaan. Your home port is **MELBOURNE**

**3**  
**Inspections**

Port Arrivals
 Appointment Search

**I want to lodge an Application**

Pre-Arrival Report
 Ballast Water Report
 Non First Point of Entry Application
 Human Health Update

**I want to Request a Service**

Crew Change Request
 Sanitation Certificate Request
 Waste Removal Request
 Coastal Strip Request

**I want to Search for Information**

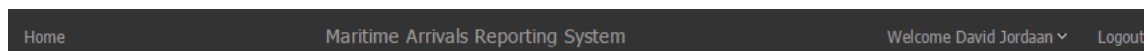
Vessel
 Visit
 Charges
 Application/Service Request

**4**
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## 1. MARS Home Toolbar



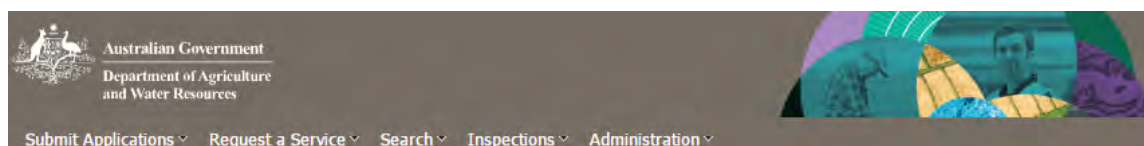
**Home** – Clicking on Home will return the user back to the main page of the department’s online portal.

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

**Welcome [User Name]** – Clicking on the User Name [hyperlink](#) will take a user their profile screen where user entitlements are displayed.

**Logout** – Click on the logout button to Exit the online portal and return to the department’s website.

## 2. MARS Home Menu Bar



1. **Submit Applications** – There are four reports/applications/updates than can be completed from this menu.
  - a. Pre-Arrival Report
  - b. Ballast Water Report
  - c. Non First Port of Entry Application
  - d. Human Health Update
2. **Request a Service** – Users 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 user can search for information regarding the current voyage of the vessel. Users may search for:
  - a. Vessel details
  - b. Visit details
  - c. Applications, Service Requests and Reports that have been submitted
  - d. Charges
  - e. Agency details
4. **Inspections** – Only available to internal users
  - a. Planning – Port Arrivals
  - b. Search Appointments
5. **Administration** – The availability of menu items may be restricted to certain users with Administration functions.
  - a. Reference Data Maintenance
  - b. Manage BSD Conditions



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- c. Manage External Data Feed Movement
- d. Manage External Data Feed Crew
- e. User Details
- f. External Company Details
- g. User Security Details
- h. Batch Jobs

### 3. MARS Home Screen Shortcuts

The MARS home screen displays all the MARS functions the user has access to. The shortcuts are alternatives to the drop down menus and list the same menu items. Clicking on the home port [**Port Name**] [hyperlink](#) will take the user to the **Port Arrivals** screen.

The user's home port is configured through the **User Details** screen in the **Administration** menu.

**NOTE:** Internal users must configure their default home port the first time they log in to MARS. This parameter is used by the workflow engine to ensure biosecurity officers can only see tasks that relate to their geographical location.

Configuring the home port also ensures that searches in the Port Arrivals screen defaults to the user's home port.







## 4. MARS Home Screen Footer




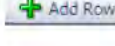

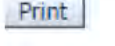

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The footer contains the department's privacy policy and contact details. It also contains the MARS software version which is important for troubleshooting purposes when an external user contacts the department for assistance. This version number is for MARS itself.

The department's customer portal has its own version number.

## 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.

## MARS Troubleshooting and Frequently Asked Questions (FAQs)

Attachment B provides a set of FAQs as supplementary support for vessel assessment and inspection activities using MARS.



## A Cheat Sheet for Navigating (MARS)

### Tips for using and navigating MARS in Internet Explorer, the tablet and productivity jacket)

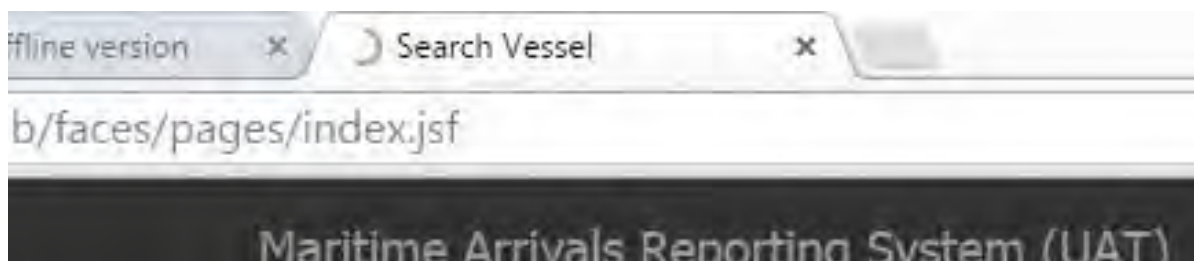
#### Using Tabs in Internet Explorer

Clicking on a link in MARS will either bring up a new page or a new tab. Tabs are across the top of the page. eForms for example, will always open as a new tab. You can have multiple instances of MARS open across a couple of tabs to see different screens at once (e.g. the Appointment screen and the Voyage screen). To close a tab click on the X at the right hand side of the tab.



**Screen shot 1: Multiple tabs open in MARS.**

If you see a circle in the tab, Internet Explorer is loading the page and will be displayed shortly. Additional clicking will not make the page load any quicker and in some cases will cause issues.



**Screen shot 2: Internet Explorer page loading.**




## Moving from dock to Productivity Jacket

You do not need to turn off or shut down the computer to move from the dock to productivity jacket. Simply lift tablet out and place it into the jacket and close the lid, you will not lose any information and will not drain the battery. We recommend that you keep all pages open so you can be ready to go on the vessel.

In some instances, reconnecting to dock will cause connection issues to network drives, however restarting the computer resolves this issue.

## Showing the Bookmarks Bar

A useful toolbar in Internet Explorer is the Bookmarks Bar, this can display the MARS bookmark. To show it go to the menu icon , then Bookmarks, then Show Bookmarks Bar.

## Navigating MARS

In MARS, anytime you see a **BLUE LINK** it will take you to the relevant page. The table below sets out where each link takes you.

Clicking on	takes you to	this page in MARS
Vessel name		Vessel Details for that vessel
Voyage Number		Voyage Details for that vessel
Port		Visit Details for that voyage
Date		Appointment date for that visit
Inspection Type		eForm record for that inspection

## The four spaces essential to navigating around MARS

### 1. Header Bar

- In the Header Bar, clicking on Home will take you to the first page you see after logging in.
- Clicking on the Maritime Arrivals Reporting System header will take you the home page for MARS.

### 2. Menu Bar

- At any point you can use the Menu Bar to jump to another section of MARS without going back to the home page. In some circumstance you will need to Save or Cancel from the page you are currently on.

### 3. Header Bar

- From the header bar if you click on Vessel Name or Voyage number it will take you to the Vessel Details or Voyage details page. **DO NOT UNDER ANY CIRCUMSTANCES CHANGE THE INFORMATION IN THE HEADER BAR.**





#### 4. MARS Tabs

- Each tab contains information related to the current page you are on (e.g. different parts of the Vessel Details page)
- This is different to the tabs used by Internet Explorer (see above).

## Tablet Tips

Holding down Alt and pressing Tab will bring up all the pages in Windows allowing you to switch quickly between eforms and the PDF Ballast Water Report or PAR.



# eForms

## What is eForms

eForms is software developed to create and support an electronic form which replaces the existing paper based inspection forms biosecurity officers print from VMS. eForms provides the capability for biosecurity officers to complete the electronic form on their mobile device.

Each inspection type has an associated eForm. The eForm is the only approved method to record the outcomes of a vessel inspection. Once an eForm is completed, it is synchronised to MARS. This process saves the original eForm and copies inspection outcomes like demerit actions, directions and treatments to MARS. The Inspections Chapter of this User Guide provides more information on this process.

**NOTE:** For Business Continuity Planning (BCP) each eForm will have an associated word document.

## Inspection eForm Types

The following table provides a list of inspection eForms. Each eForm is titled according to the inspection type. Each eForm inspection also has an associated Work Instruction. The Work

Instruction explains the inspection process and also serves as an eForm User Guide.

[view](#)

eForms Inspection Templates		
MARS - Asian Gypsy Moth 1 Inspection	MARS - Surveillance Inspection	MARS - Human Health Inspection
MARS - Asian Gypsy Moth 2 Inspection	MARS - Verification Inspection	MARS - Landed Goods Inspection
MARS - Ballast Water Inspection	MARS - Waste Discharge Inspection	MARS - Livestock Inspection
MARS - Burnt Pine Longicorn Inspection	MARS – Follow Up Inspection	MARS - Follow Up Inspection
MARS - Coastal Strip Inspection	MARS - Routine Vessel Inspection	MARS - Crew Change Inspection
MARS - Ship Sanitation Certification Inspection		

## Accessing eForms with an Internet Connection

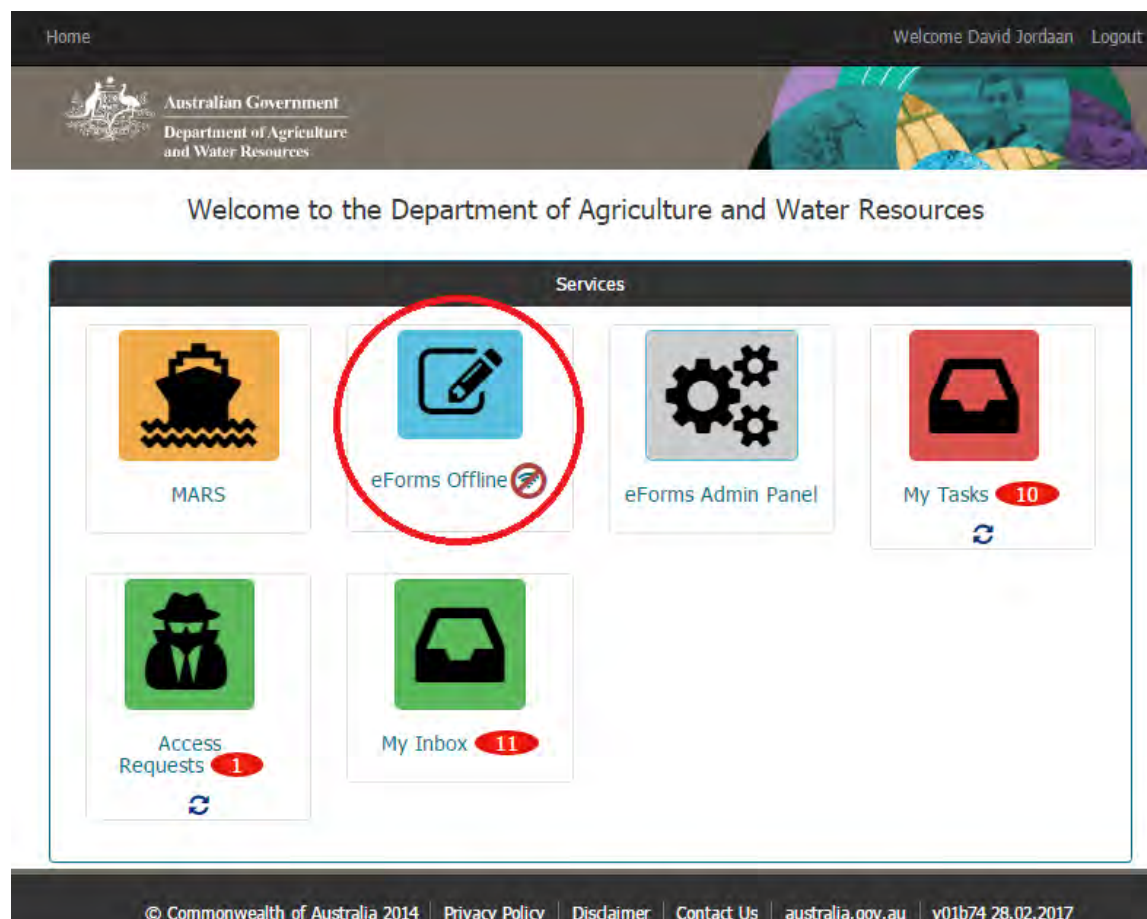
eForm templates mentioned above are all accessible to biosecurity officers through the eForms icon in the department's customer portal. Only biosecurity officers with the eForms User entitlement will have access to eForms. The department's customer portal can only be accessed with an active internet connection.



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Biosecurity officers will generally access eForms through the **Appointment Details** screen in MARS, however, eForms may also be accessed directly from the customer portal by clicking on the eForms Offline icon.

**NOTE:** Refer to the MARS Access section in this User Guide for steps on how to access to department's customer portal.



## Steps to Configure eForms for Use without an Internet Connection

In order for eForms to be used without an internet connection the steps below must be followed while the device has an **active** internet connection:

### Step 1: Create an eForms Offline shortcut

1. On the desktop, right click and then choose New, then Shortcut.
2. Copy and paste the eForms Production URL into the shortcut, <https://online.agriculture.gov.au/EFormsOffline/> and click next.
3. Change the name of the shortcut to 'eForms Offline'.
4. Click 'Finish'.

### Step 2: Synchronise eForms



1. Double click on the shortcut you created in step 1.
2. When eForms opens up click on Synchronise.
3. Wait till eForms is finished synchronising.
4. eForms should now be ready for use without an internet connection.
5. Close the browser.

### Step 3: Test eForms without an internet connection

1. Go to the tablet settings and set Airplane mode to 'ON'.
2. Double click on the bookmark created in Step 1.
3. eForms will open up with all the information that was updated during the last synchronising event.
4. **Forms to Process** – Will contain eForms that were synchronised when an internet connection was available. These eForms will be pre-populated with vessel information.
5. **Create new eForm** – Will open up an empty inspection eForm without any pre-filled vessel information. Biosecurity officers must fill in all the vessel details.

**NOTE:** When biosecurity officers travel to a port or berth with known internet connectivity issues they must ensure that they synchronise eForms offline while they have internet connectivity. eForms offline (bookmark) must be accessed and synchronised regularly to ensure the most up to date eForm templates are available on the tablet. Users cannot synchronise eForms offline without an active internet connection.

## Clearing eForms Cache

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When eForm changes are made new templates are promoted to the eForm server. When the user synchronises eForms the templates should be updated. However, at times a user may experience problems with synchronising eForms. In these circumstances it may be necessary to manually clear the eForm cache.

**NOTE:** Clearing the eForms cache will remove all eForms the user has not uploaded to MARS. This means a user will lose their saved eForms and all inspection data will be lost. This cannot be recovered so this function must be used with caution.

### How to do it

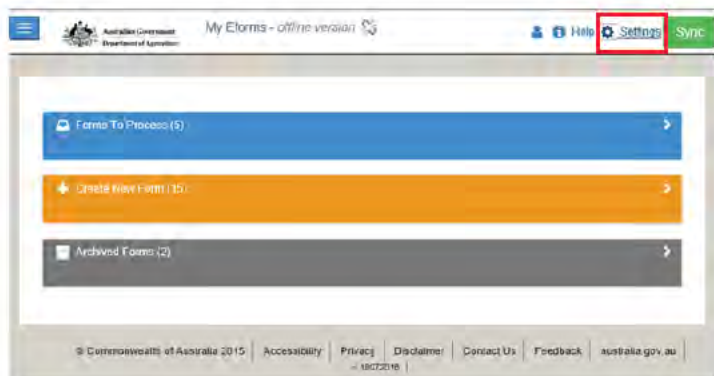
1. Click on the eForms offline icon in the customer portal.



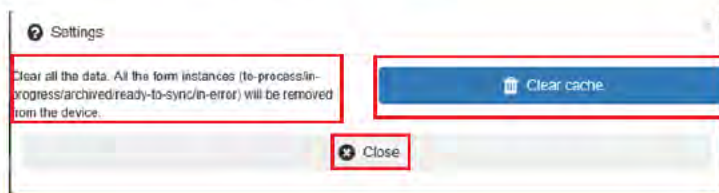
2. The eForms application will be displayed.
3. Click on Settings.



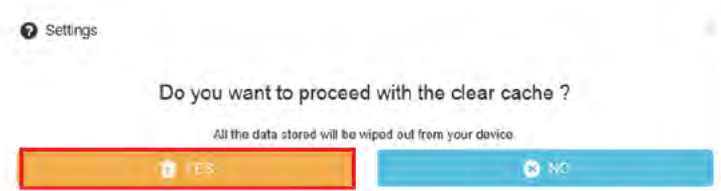
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4. The Settings screen is displayed. Read the note to the left before selecting Clear Cache. If you have any eForms matching the description on the left, click close to return to eForms. Finalise the outstanding eForms or make notes of any important data. Once you click on Clear Cache the information will not be recoverable.

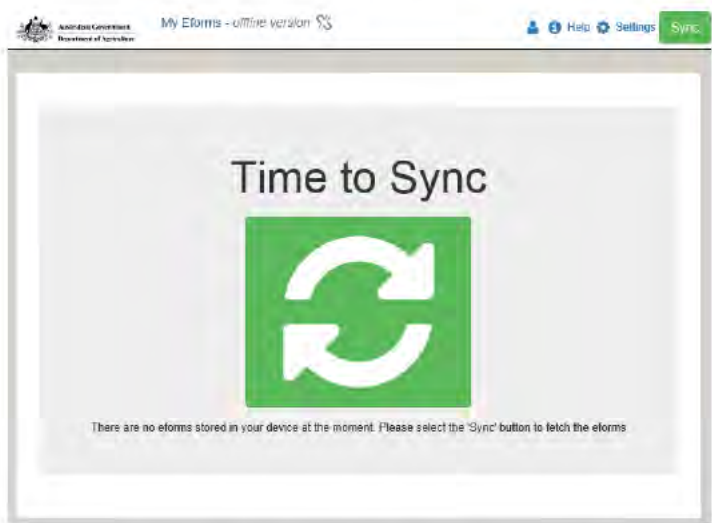


5. When you click on Clear Cache a confirmation message will be displayed. If you want to proceed with clearing the eForm cache select 'Yes'.

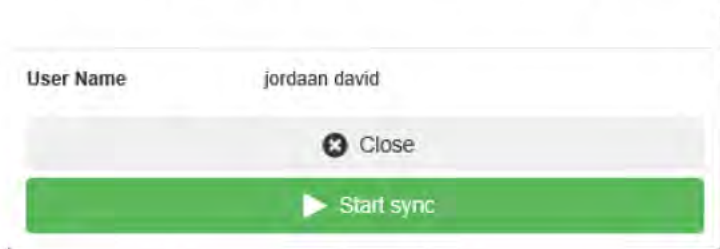


6. eForms will return with Time to Sync screen. Click on the large green icon in the middle of the screen.





7. A message box will be displayed. Click on Start sync.



8. eForms will start the synchronising process clearing out the Cache and loading new eForm templates to the device.



## Removing Orphan ERN (Old Stale/Faulty/Duplicate) eForms from a Cache

For old eForms that can't be removed/deleted in the Time to Sync List but have been finalised as an appointment with another eForm, these old eForms are referred to as orphan eForms.

Email the IT Help Desk, providing them with the EF number and the vessel name/s. IT will remove those old eForms from the cache. Biosecurity officers must provide the unique eForm identifier (EF number/s). *See the example below.*



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Your New eForms

Search

ERN	Title	Action date	
EF841585	MARS RVI STELLAR VENTURE	22-02-2019 12:23:240	<a href="#">➔</a>
EF842500	MARS RVI THOR MODI	23-02-2019 11:00:754	<a href="#">➔</a>
EF842518	MARS CSTP THOR MODI	23-02-2019 11:00:915	<a href="#">➔</a>
EF842526	MARS CREW THOR MODI	23-02-2019 11:00:399	<a href="#">➔</a>
EF862771	MARS RVI ALPHA PRUDENCE	13-03-2019 11:52:683	<a href="#">➔</a>
EF901850	MARS RVI SHANDONG DING SHENG	24-04-2019 09:54:424	<a href="#">➔</a>





## NFP Tasks – My Inbox



External users and internal users without the Vessel Processing Officer role in MARS will have access to the My Inbox icon. This icon will be displayed next to the MARS icon in the customer portal. Clicking on this icon gives a user access to all the tasks allocated to them.

For external users this will primarily be tasks related to user access requests. For internal users like cargo inspectors, cargo delegates and vessel delegates NFP approval tasks will be accessed through this icon. If a vessel has an overdue inspection or there has been a change in the arrival date for a vessel at a non-first point of entry then the tasks will also appear here. The counter displays the number of tasks available for action.

### NFP Task Descriptions

The table below contains descriptions of the NFP tasks as they may appear in MARS.

Task Description	User Access	Details
NFP - Service Arrival	Vessel Inspector	Task created for the vessel's arrival at a non-first point of entry.
NFP - Service Cargo Discharge	Cargo Inspector	Task created for the discharge of cargo at a non-first point of entry. Also for first points of entry not proclaimed for certain cargo.
	Cargo Delegate	Receives the final confirmation task to approve the NFP Cargo discharge request.
NFP – Final Confirmation	Vessel Delegate	Receives the final confirmation task to approve the NFP vessel arrival request.
NFP - MNCC Confirmation	Vessel Processing Officer	Task for the MNCC to review.
Overdue Inspection(s)	Vessel Inspector	This vessel has departed Australia, but has outstanding inspection activity at this port. Please complete any outstanding appointments so that the voyage may be closed.



**NOTE:** The tasks will be visible to all biosecurity officers and delegates with the correct MARS roles. It is important that local procedures are in place around responsibilities for actioning tasks and communication.

## How to action an NFP Service Cargo Discharge Task

Service cargo discharge tasks are generated when a vessel has submitted an NFP application for arrival at a first or subsequent non-first point of entry and intends to discharge cargo. The task will also be generated for first points of entry not proclaimed for the specific cargo discharge. The purpose of this task is to alert the arrival port of the vessel's arrival and intention to discharge cargo. The port determines whether the vessel arrival and cargo discharge can be serviced and whether additional conditions are required on the BSD at the non-first point of entry.

### How to do it

1. Click on the My Inbox icon. All tasks will be displayed.

#### My Inbox

\* Task types:  \* Status:

Show 10 entries Search:

#	Title	Task number	Priority	Assigned date
	(MARS) NFP - Service Cargo Discharge: HANNEKE Voyage #: NFP1	261462	3	10/10/2016 09:41:29
	(MARS) NFP - Service Arrival: HANNEKE Voyage #: NFP1	261460	3	10/10/2016 09:41:28
	(MARS) NFP - Final Confirmation: CHERRY ISLAND Voyage #: 07102016	261234	3	07/10/2016 02:59:38
	(MARS) Overdue Inspection(s) : CY LIVE9 Voyage #: 999	261219	3	07/10/2016 02:29:21
	(MARS) NFP - Final Confirmation: CHERRY ISLAND Voyage #: 6102016	261155	3	06/10/2016 09:44:08
	(MARS) NFP - Final Confirmation: CF DIAMOND Voyage #: V72H8T	260817	3	26/09/2016 02:38:12
	(MARS) Overdue Inspection(s) : CAPE ADVANCE Voyage #: 3	260106	3	27/08/2016 01:56:55
	(MARS) NFP - Service Arrival: KCCBR Voyage #: 001	259464	3	04/08/2016 12:08:54
	(MARS) NFP - Service Arrival: KCCBR Voyage #: JIRA1964	259447	3	03/08/2016 05:03:59
	(MARS) Change in arrival date at a first port that is a non first point of entry port : JP CITRUS Voyage #: JIRA1924	259153	3	21/07/2016 01:44:58

Showing 1 to 10 of 449 entries Previous 1 2 3 4 5 ... 45 Next

2. Open the NFP-Service Cargo Discharge task.





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**(MARS) NFP - Service Cargo Discharge: HANNEKE Voyage #:NFP1 - (task number - 261462)**

**(MARS) NFP - Service Cargo Discharge: HANNEKE Voyage #:NFP1** Claim Actions ▾

**Details** ⓘ

**Contents**

Non first point of entry Port - Service Cargo Discharge

Vessel	IMO	Call Sign	Registration/Official #	Vessel Type
HANNEKE	9678238	CGBW		Cruise Vessel

Voyage #	Port	Arrival Date
NFP1	KINGSCOTE	15/10/2016

An application has been made by vessel to **discharge cargo** at the above port on the date listed above.

This vessel has also requested permission to enter the port

Please review the request and make a recommendation.

[NFP Application](#)

[Previous Notes for this Application](#)

**User Notes** (These notes will be viewed by other Departmental Officers)

**Port specific comments for the BSD**  
 (These comments will appear against this port on the Biosecurity Status Document)

**Voyage specific comments for the BSD**  
 (These comments will appear in the NFP section of the Biosecurity Status Document)

Serviceable Not Serviceable

3. The table below explains the details contained in the task:

Field	Details
Vessel Arrival details	This part of the task contains all the arrival details as reported on the NFP application. The <a href="#">Vessel Name hyperlink</a> will open the Vessel Details screen in MARS if selected.
Application text	This explains the reasons for the NFP application
NFP Application	The <a href="#">NFP Application hyperlink</a> will open up the original NFP Application as it was submitted into MARS. It contains all the details of the application and the name of the person who submitted the application and the date and time of submission.
Previous Notes for this Application	If any notes were added to this application by any biosecurity officer it will be displayed here. This is to ensure all notes associated with the application process are visible to the biosecurity officers and delegates approving the application.
User Notes	This space is allocated for internal user notes. These notes will be viewed by all biosecurity officers and delegates. It will not appear on the BSD and will not be accessible to external users.



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Field	Details
Port specific comments for the BSD	Comments entered in this section of the task will appear against the port name in the BSD. Approving officers may enter conditions in this section that pertain to the vessel's discharge of cargo at the nominated discharge port.
Voyage specific comments for the BSD	Comments entered in this section will be valid for the vessel's entire voyage and will cover all ports.
Serviceable	This button must be selected if the port can service the cargo discharge. This will complete the task for the cargo inspector role. The cargo delegate will now have to approve the task.
Not Serviceable	By selecting this button the cargo officer will complete the task. The cargo delegate will get the task and confirm the reasons for the vessel not being serviceable. Biosecurity officers must refer to the program and regional guidelines when deciding on this action.



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## Chapter 2 – Inspections

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Managing the Port Arrivals Screen

Create Inspection Appointment

Synchronise and Upload eForms

Confirm Inspections and Finalise Appointments

Cancel Appointments

Appointment Search





## Port Arrivals Screen

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### Explanatory Notes

The **Port Arrivals** screen is an internal user screen that shows a list of expected and arrived vessels in the user's home port. The purpose of the **Port Arrivals** screen is primarily to plan for inspections within the next 12 Hours. The **Port Arrivals** screen is not designed for planning vessel movements and resource allocations days or weeks in advance.

Ports are advised to use their own tools for horizon planning such as white boards and port authority vessel movement websites. It is the responsibility of biosecurity officers to ensure vessel movements such as arrival, berth and departure date and time are updated for all vessels in their port. The purpose of the itinerary update form on the department's website is to advise the department of itinerary changes and updates and not specific port movement updates. The **Port Arrivals** screen derives the vessel arrival and departure details from electronic feeds received from external Government Agencies. The search results lists all the scheduled inspection activities against each vessel that could take place during the vessel's time in the port.

**NOTE:** *MARS will queue an inspection for a vessel at all the ports on the vessel's itinerary. The inspection will remain until a biosecurity officer has finalised the appointment. Part of the inspection planning process is to ensure that the vessel is actually due for an inspection in the port. The Voyage Details screen can be accessed for this purpose by clicking on the traffic lights in the Port Arrivals Search Results grid.*

Inspection planning starts with this screen. The inspection **Appointment** is created in the **Details** section of the **Port Arrivals** screen.

### Security

- External users do not have access to this screen
- All internal users have view access (**Search** button is enabled)
- Vessel Processing Officers, Vessel Inspectors, Vessel Inspector Supervisors, PAX Inspectors, MARS Administrators, Cargo Inspectors and NAQS Inspectors have full access (**Create appointment** button is enabled)

### How to access this screen

- Open the **Port Arrivals** icon on the MARS home screen, or
- Select the **Home Port hyperlink** on the MARS home screen this **hyperlink** directs to the **Port Arrivals** screen. Internal users must configure their home port through the **Administration User Details** function; or
- Users may also access the **Port Arrivals** screen by selecting **Inspections - Planning – Port Arrivals** from the toolbar menu.





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The **Port Arrivals** screen is essentially a search screen which displays results, based on user entered search criteria, in a table. The **Port Arrivals** screen consists of three sections: **Search Criteria**; **Search Results** and **Details**.

**Port Arrivals**

**Search Criteria**

Port: PORT ADELAIDE

Arrival Date/Time: 20/06/2016 10:00 to 20/06/2016 22:00

Include child ports: ☐ Include all ports in region: ☐ Exclude Type 2 Ports: ☒

Status:  Vessel:

**Search Results**

Vessel	Port	Arrival/Berth	Status	Berth Name	Departure	Risk Score	Queued Insp	Allocation	Actd ATB	NFP	BIO	PTQ	BW
No data to display.													

**Details**

## Search Criteria

The Port Arrivals screen will search for all vessels which are/were/will be in the port during the requested period, rather than look for vessels which arrived in the requested period. The default search request period is set from the current date and time (time the Port Arrivals Screen is opened) up to the next 12 hours.

So, if a user requests a search period from A to B (see the table below), it means that a vessel which will arrive after B or depart before A won't be listed in the search results. The search results will display all the vessels having arrived (vessels at anchorage for instance) before B and leaving any time after A.

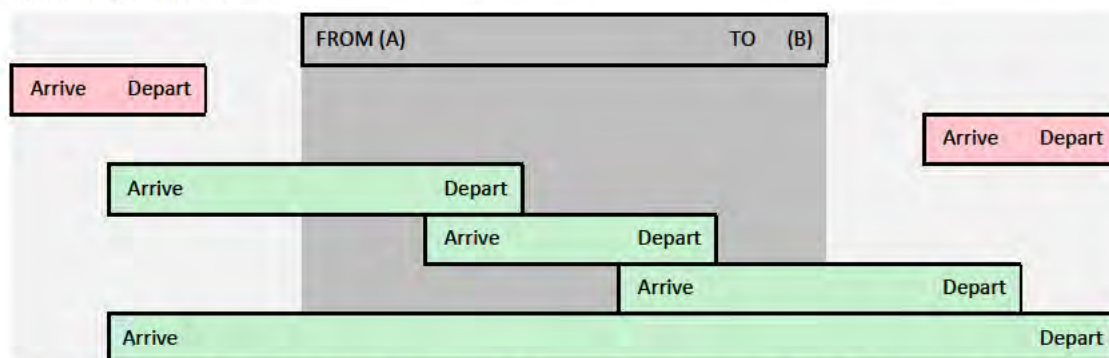
In the table below the grey area represents the search criteria period a user enters into the Port Arrivals search screen. Red vessels would not be included in search results but all the green vessels would.





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**NOTE:** Due to this feature users will see vessels in the search results which fall outside of the entered search date criteria.



Search criteria can be customised to suit local port circumstances as well as individual user preferences. The **Search Criteria** section minimises by default after the search results are returned to increase results or details space on this screen. Click on the arrow next to the **Search Criteria** heading to expand this section when a new search is required.

Field	Content
<b>Port</b>	A user's home port can be configured in the User Details screen as part of the Administration function in MARS. If a home port is configured it will always default in the Search Criteria screen. A user may also type in the first three characters of a port name to search for vessel arrivals at another port.
<b>Include child ports</b>	If this box is ticked then results will include all child ports associated with the port criteria if applicable. Child ports are usually regional ports that are serviced by a central port.
<b>Include all ports in region</b>	If this box is ticked then results will include all ports associated with the region derived from the port criteria.
<b>Exclude Type 2 Ports</b>	This box is selected by default. If this box is selected then results will exclude all Type 2 ports associated with the region derived from the port criteria. Vessels arriving at Type 2 ports will always receive provisional documentary clearance.
<b>Australian Ports in MARS are configured to be either Serviceable or Non-Serviceable. Essentially Type 2 Ports are Non-Serviceable ports. When a vessel submits a PAR for a Non-Serviceable port MARS will depart the vessel as soon as the vessel arrival message is received from AMSA. This will ensure the arrival levy is charged and the visit is closed without any human intervention.</b>	
<b>Arrival Date/Time</b>	This field is auto filled when the screen is loaded. The 'from' field defaults to now (the date and time the screen was opened) and the 'to' field will be auto filled to 12 hours from now. The fields are editable so that users can set specific date ranges to filter results.





Field	Content
Status	The user may select the appropriate vessel arrival status as a search filter. Selecting a filter will only display vessels with the selected status. Multiple selections may be made.
Vessel	User may search for a specific vessel. Enter the vessel's IMO or name in the search field.
<p>Search filters are provided to allow custom searching based on specific criteria. When the search criteria is used to track vessel movements in a port the appropriate search filters must be used to avoid incomplete results from being displayed. Users are advised to use the Vessel or Visit search functions in MARS to search for historical vessel details rather than the Port Arrivals screen search.</p>	

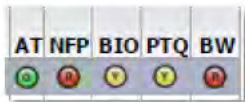

## Search Results

Search result outputs are based on the search criteria that were entered taking into account the explanation above about how MARS interprets the search date and time. The search results grid displays a summary of vessels' arrival, departure and risk information as well as queued inspections. The results can be minimised by clicking on the arrow below the **Search Results** heading.

Field	Content																																																																																																																																																
<div>Search Results</div> <table><tr><th></th><th>Vessel</th><th>Port</th><th>Arrival/Berth</th><th>Status</th><th>Berth Name</th><th>Departure</th><th>Risk Score</th><th>Queued Insp</th><th>Allocation</th><th>Actd</th><th>ATB</th><th>NFP</th><th>BIO</th><th>PTQ</th><th>BW</th></tr><tr><td></td><td>EVER SMILE</td><td>PAE</td><td>10/06 12:35</td><td>EX</td><td></td><td></td><td>24.984</td><td>H R</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>COOK STRAIT</td><td>PAE</td><td>18/06 14:20</td><td>EX</td><td></td><td></td><td>24.431</td><td>B R</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>BLUE SKY</td><td>PAE</td><td>21/06 16:00</td><td>EX</td><td>patricks</td><td></td><td>22.303</td><td>R</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>US SEALING</td><td>PAE</td><td>18/06 10:00</td><td>EX</td><td></td><td></td><td>21.444</td><td>R</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>AAMIRA UAT</td><td>PAE</td><td>12/06 00:00</td><td>EX</td><td></td><td></td><td></td><td>R</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>KYPARISSIA TEST</td><td>PAE</td><td>19/06 00:00</td><td>NE</td><td></td><td></td><td></td><td>R</td><td></td><td>Y</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>MANGAS</td><td>PAE</td><td>15/06 16:00</td><td>DE</td><td>patricks</td><td>15/06 16:01</td><td>27.931</td><td></td><td></td><td>Y</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>ARGENT SUNRISE</td><td>PAE</td><td>13/06 11:29</td><td>DE</td><td></td><td>13/06 11:30</td><td>21</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>			Vessel	Port	Arrival/Berth	Status	Berth Name	Departure	Risk Score	Queued Insp	Allocation	Actd	ATB	NFP	BIO	PTQ	BW		EVER SMILE	PAE	10/06 12:35	EX			24.984	H R									COOK STRAIT	PAE	18/06 14:20	EX			24.431	B R									BLUE SKY	PAE	21/06 16:00	EX	patricks		22.303	R									US SEALING	PAE	18/06 10:00	EX			21.444	R									AAMIRA UAT	PAE	12/06 00:00	EX				R									KYPARISSIA TEST	PAE	19/06 00:00	NE				R		Y							MANGAS	PAE	15/06 16:00	DE	patricks	15/06 16:01	27.931			Y							ARGENT SUNRISE	PAE	13/06 11:29	DE		13/06 11:30	21								
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Information Icon	Selecting the information icon next to the vessel’s name opens up the Details section of the Port Arrivals Screen. The Details section must be displayed in order for a user to create a new vessel appointment.																																																																																																																																																
Flag Icon	The flag appears next to the vessel’s name when either one or all of the following criteria are met: the vessel has claimed Sovereign Immunity; the vessel has arrived and no PAR has been submitted; or the vessel is not berthing at this port. The reason for the flagged item will be displayed in the Details section.																																																																																																																																																
Vessel	The vessel name is a <a href="#">hyperlink</a> to the Vessel Details screen in MARS.																																																																																																																																																
Port	The three letter United Nations Port code is used for all ports. The port name is a <a href="#">hyperlink</a> to the Visit Details screen in MARS.																																																																																																																																																
Arrival/Berth	The most current arrival or berth date and time for the vessel. This field is updated initially from the PAR information and subsequently from data received from external Government Agencies. This field is editable in the Visit Details screen.																																																																																																																																																
For ports where vessel movement updates are received from external parties (port websites, industry emails or movement schedules etc.) users may manually update vessel arrival/berthing and departure dates and times in the Visit Details screen. Updated vessel movements will be displayed in the Port Arrivals screen once a new search is run. Ports are advised to verify arrival dates with the local port																																																																																																																																																	















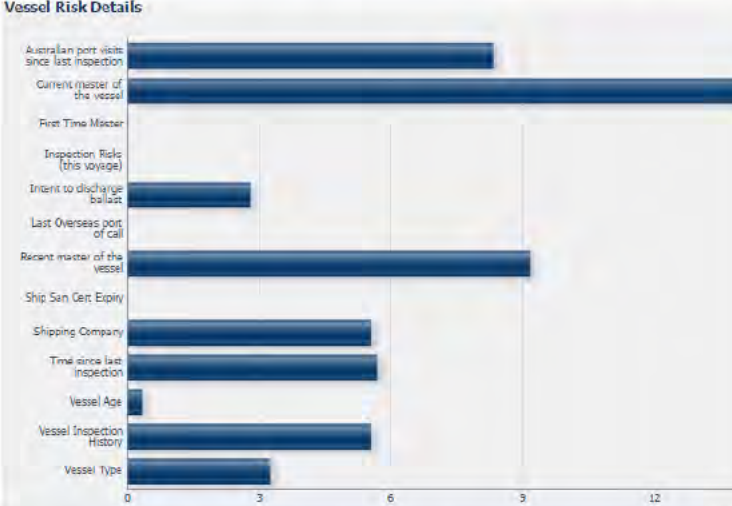


Field	Content
authority websites. At some ports the external government agency feed will not record vessels which have arrived at an anchorage point. Only actual berthing dates and times will be displayed.	
<b>Status</b>	<p>This is the most current arrival/departure status of the vessel.</p> <p>Vessels may have the following Status in MARS:</p> <p><b>Arrived (AR):</b> The vessel has arrived in port.</p> <p><b>Berthed (BE):</b> The vessel has berthed.</p> <p><b>Departed (DE):</b> The vessel has departed the port.</p> <p><b>Expected (EX):</b> The vessel has included the port in its itinerary and is expected to arrive.</p> <p><b>Not Expected (NE):</b> The vessel is due to arrive at the port but the port wasn't included in the vessel's itinerary.</p> <p><b>No Show (NS):</b> The vessel was expected at the port but due to an itinerary change never arrived.</p>
<b>Berth Name</b>	The name of the berth as supplied on the PAR or entered in the Visit Details screen. This field is editable in the Visit Details screen.
<b>Departure</b>	The most current departure date and time for the vessel. This field is updated initially from the PAR information and subsequently from data received from external Government Agencies. This field is editable in the Visit Details screen
<b>Risk Score</b>	A number that is derived from the weighted risks associated with the vessel. Higher score indicates a higher risk.
<b>Queued Inspection</b>	<p>Abbreviations for all the inspections MARS has queued for the vessel at this port. This will only include pending inspections.</p> <p>Displays an amalgamation of letters representing the collection of inspection queues (RVI, Seasonal Pest, PAX, Crew, Follow Up) against a visit.</p> <p>RVI = RVI, Seasonal Pest = SP, PAX = PAX, Crew = CC, Follow Up = FU, Surveillance = SUV, Human Health = HH, Ballast Water = BW, Coastal Strip = CS, Livestock = LS, San Cert = SSC</p> <p>An inspection for which an eForm has been created will be marked with an asterisk.</p> <p>Once a vessel has departed queued inspections will be removed.</p>
<b>Allocation</b>	This is a free text field that is completed in the Details section. This field may be used to allocate individual biosecurity officers or teams to service a specific vessel. Essentially this is a planning tool to assist with the allocation of work.
<b>Actioned (Actd)</b>	A 'Y' flag will appear in this column if any appointment has been created for this vessel at the port. If an appointment has been cancelled the 'Y' flag will not appear.
<b>BSD Flags</b>	<p>These flags are as they appear on the most current BSD. It will show the current status for the different BSD sections and the colours will be either Red/Green/Amber or Black. When an indicator is Black it means a BSD has not been issued for this vessel. Each indicator is a <a href="#">hyperlink</a> to the Voyage Details screen.</p> 
<p>Search results in the Port Arrivals screen is ordered by default on a hidden sequence score for each vessel.</p> <p> The sequence score is comprised of the sort_order number derived from the queued inspections (a value associated with each inspection type) awaiting that vessel, plus the risk score. Risk calculation and sequence score details are explained in the Risk Chapter of this document</p>	





## Details

The **Details** section will only be displayed when a user clicks on the information icon  to the left of the vessel name in the search results grid or on any of the vessel details that aren't **hyperlinked**. The **Details** screen is also the point from which a biosecurity officer initiates the creation of an appointment. Appointment creation is covered in detail in the next section.

Field	Content																												
<b>Details</b>	<p><b>Name:</b> NOLENGRACHT <b>IMO:</b> 9571533 <b>Call Sign:</b> PCJG <b>Rego/Official#:</b> 2324922012 <b>Type:</b> General Cargo <b>Port:</b> MELBOURNE <b>On VCS:</b> N <b>Reason:</b> Crossed the instant failure threshold</p> <p><b>Flagged Item(s)</b> No PAR</p> <p><b>Risk Score</b> 55.39 </p> <p><b>Arrival Date</b> 02/05/2017 00:01 </p> <p><b>Berth Date</b> 02/05/2017 13:04 </p> <p><b>Departure Date</b> 04/05/2017 16:00 </p> <p><b>Status</b> Berthed</p> <p> <b>Current BSD</b></p> <p><b>Allocation</b></p> <p> Save  Cancel  Create Appointment</p> <table border="1"> <thead> <tr> <th>Inspections</th><th>Status</th><th>Inspector</th></tr> </thead> <tbody> <tr> <td>Routine Vessel Inspection</td><td>Pending</td><td></td></tr> <tr> <td>Arrival Processing</td><td>Uploaded</td><td></td></tr> </tbody> </table> <p> Add Inspection to Queue</p> <table border="1"> <thead> <tr> <th>Application</th><th>Submission Date</th></tr> </thead> <tbody> <tr> <td>Ballast Water</td><td>06/03/2017</td></tr> <tr> <td>Ballast Water</td><td>06/03/2017</td></tr> </tbody> </table>	Inspections	Status	Inspector	Routine Vessel Inspection	Pending		Arrival Processing	Uploaded		Application	Submission Date	Ballast Water	06/03/2017	Ballast Water	06/03/2017													
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	<b>The Details screen is important as this is the only screen in MARS from where a new appointment can be initiated for a vessel. Biosecurity officers must ensure they are competent in using this screen.</b>																												
<b>Flagged Items</b>	This is a comma separated list that can include the following values - <b>Sovereign Immunity, No PAR or Not Berthing</b> . Such a vessel would be flagged in the Port Arrivals table.																												
<b>Risk Score</b>	<p>Clicking on the yellow folder icon  will open up the details of the risk score. 'Vessel Risk Details'. Refer to the Risk chapter in this document for a detailed explanation of how MARS calculates the risk scores.</p> <p><b>Vessel Risk Details</b></p>  <table border="1"> <caption>Vessel Risk Details Data</caption> <thead> <tr> <th>Risk Factor</th> <th>Score (0-12)</th> </tr> </thead> <tbody> <tr> <td>Australian port visits since last inspection</td> <td>8</td> </tr> <tr> <td>Current master of the vessel</td> <td>10</td> </tr> <tr> <td>First Time Master</td> <td>1</td> </tr> <tr> <td>Inspection Risk (this voyage)</td> <td>1</td> </tr> <tr> <td>Intent to discharge ballast</td> <td>3</td> </tr> <tr> <td>Last Overseas port of call</td> <td>1</td> </tr> <tr> <td>Recent master of the vessel</td> <td>9</td> </tr> <tr> <td>Ship San Cert Expiry</td> <td>1</td> </tr> <tr> <td>Shipping Company</td> <td>6</td> </tr> <tr> <td>Time since last inspection</td> <td>6</td> </tr> <tr> <td>Vessel Age</td> <td>1</td> </tr> <tr> <td>Vessel Inspection History</td> <td>6</td> </tr> <tr> <td>Vessel Type</td> <td>3</td> </tr> </tbody> </table>	Risk Factor	Score (0-12)	Australian port visits since last inspection	8	Current master of the vessel	10	First Time Master	1	Inspection Risk (this voyage)	1	Intent to discharge ballast	3	Last Overseas port of call	1	Recent master of the vessel	9	Ship San Cert Expiry	1	Shipping Company	6	Time since last inspection	6	Vessel Age	1	Vessel Inspection History	6	Vessel Type	3
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<b>Arrival Date</b>	<p>Clicking on the yellow folder icon will show where MARS received the latest arrival details from. The source data can come from either the PAR, Customs data, AMSA data or manually entered data by a departmental user.</p> <table border="1"> <thead> <tr> <th></th><th>PAR</th><th>Customs</th><th>AMSA</th><th>Dept. Officer</th></tr> </thead> <tbody> <tr> <td>Arrival Date/Time</td><td></td><td>02/05/2017 00:01</td><td></td><td></td></tr> <tr> <td>First Received at</td><td></td><td>01/05/2017 11:13</td><td></td><td></td></tr> </tbody> </table>		PAR	Customs	AMSA	Dept. Officer	Arrival Date/Time		02/05/2017 00:01			First Received at		01/05/2017 11:13															
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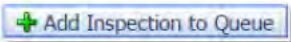
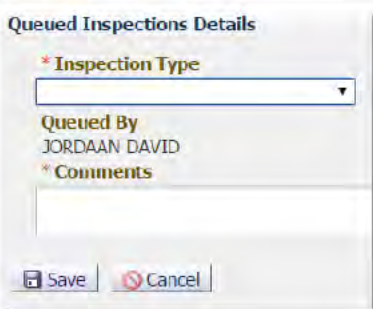
Field	Content															
Berth Date	Clicking on the yellow folder icon will show where MARS received the latest berth details from. The source data can come from either the PAR, Customs data, AMSA data or manually entered data from a departmental user.															
Departure Date	Clicking on the yellow folder icon will show where MARS received the latest departure details from. The source data can come from either the PAR, Customs data, AMSA data or manually entered data from a departmental user.															
Status	The status of the vessel. A vessel may have any of the following status flags: <b>Arrived; Departed; No Show; Not Expected; Expected</b> or <b>Berthed</b> . Vessel status flag is set by the arrival and departure data received from other Government Agencies. Users may also enter arrival and departure data manually if they have the security entitlements.															
Current BSD	This is a <a href="#">hyperlink</a> to the PDF version of the most current BSD issued by MARS.															
Allocation	This is a free text field where a vessel may be allocated to a biosecurity officer or group of biosecurity officers for planning purposes. Updates to this field must be saved and the search executed again before the Search Results screen will be updated.															
Inspections Grid																
<table><tr><th>Inspections</th><th>Status</th><th>Inspector</th></tr><tr><td><a href="#">AGM Inspection (Non-Ru...</a></td><td>Pending</td><td></td></tr><tr><td><a href="#">Routine Vessel Inspection</a></td><td>Pending</td><td></td></tr><tr><td><a href="#">AGM Inspection (Non-Ru...</a></td><td>In Progress</td><td>YORSTON CR...</td></tr><tr><td><a href="#">Routine Vessel Inspection</a></td><td>In Progress</td><td>YORSTON CR...</td></tr></table>		Inspections	Status	Inspector	<a href="#">AGM Inspection (Non-Ru...</a>	Pending		<a href="#">Routine Vessel Inspection</a>	Pending		<a href="#">AGM Inspection (Non-Ru...</a>	In Progress	YORSTON CR...	<a href="#">Routine Vessel Inspection</a>	In Progress	YORSTON CR...
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<a href="#">Routine Vessel Inspection</a>	In Progress	YORSTON CR...														
<div> This grid needs some explanation. When the status is <b>Pending</b> it indicates that the inspection is a QI (MARS queued inspection). When the officer generates an eForm the status changes to <b>In Progress</b> and a duplicate inspection line is added to the grid. This inspection refers to the actual eForm inspection that is taking place. When a biosecurity officer uploads the completed eForm to MARS the status changes to <b>Uploaded</b> it is at this point that the <b>Pending</b> QI will be removed and only the actual completed inspection with a status of <b>Uploaded</b> remains.</div>																
Inspections	This grid is a visual summary of the inspections queued for the relevant vessel at the port. Selecting the Inspection <a href="#">hyperlink</a> when the status is <b>Pending</b> will open the <b>Queued Inspections Details</b> pop-up screen. This screen is used to remove an unwanted inspection.  Selecting the inspection <a href="#">hyperlink</a> when the status is <b>In Progress</b> or <b>Uploaded</b> will open the inspection eForm.															
<div> Ensure pop ups are allowed for the department's website in the browser when selecting the Inspections <a href="#">hyperlink</a>.</div>																
Status	An inspection status may either be <b>Pending, In Progress, Removed</b> or <b>Uploaded</b> . <b>Pending</b> – No eForm has been generated for this inspection															



Field	Content
	<p><b>In Progress</b> – An eForm has been generated for this inspection</p> <p><b>Uploaded</b> – An eForm has been completed and uploaded to MARS from this inspection</p> <p><b>Removed</b> – When an inspection has been deleted with the delete reason appended</p>
<p><b>i</b> Biosecurity officers must take note that all Queued Inspections (QIs) will be visible in the grid with a Pending status until the eForm is Uploaded to MARS. This includes the child inspections i.e. Ballast Water and Human Health when an RVI is queued. However, the RVI inspection line will be the only line with a status of In Progress and the eForm generated will only be for an RVI</p>	
Inspector	This is the name of the biosecurity officer who created and then synchronised the inspection eForm to their tablet.
<h3>Removing a Queued Inspection - Queued Inspections Details Pop-Up Screen</h3>	
<div> <div> <p>Queued Inspections Details</p> <p>Inspection Type Routine Vessel Inspection</p> <p>Start After Date/Time</p> <p>Queued By System</p> <p>Delete Reason Removed - Low Risk</p> <p>Comments Comments to explain why the inspection was cancelled must be entered in here</p> <p>Delete Cancel</p> </div> <div> <p>This screen allows users to delete an inspection if the inspection status is <b>Pending</b>. When the status is <b>Removed</b> the delete reasons can be edited.</p> <p>Only users with Vessel Processing Officer, MARS Admin and Vessel Inspector entitlements can remove inspections.</p> </div> </div>	
Inspection Type	This is a read only field and is derived from the queued inspection.
Start After Date/Time	This field is read only and is manually populated by a biosecurity officer when adding a new inspection from the Details screen. In most cases this field will not contain any information. It is intended for Verification Inspections where the inspection should only take place after a set date or time.
Queued By	If the inspection was manually queued by a biosecurity officer the biosecurity officer's name will appear here. If the inspection was queued by MARS then 'System' will be printed here.
Delete Reasons	<p><b>Removed – Advice from master/agent</b></p> <p><b>Removed – WHS impediment</b></p> <p><b>Removed – Resource constraints</b></p> <p><b>Removed – Sovereign immunity</b></p> <p><b>Removed – Early departure</b></p> <p><b>Removed – Low risk/below threshold</b></p> <p><i>On 9 December 2019, the dropdown reasons a biosecurity officer can remove a queued inspection was updated with a new set of 5 reasons (as above) as approved by the Shipping Managers Group.</i></p> <p>The reason for the deletion must be supplied. These fields are all reported against and verified for consistency.</p>





Field	Content
	A Follow Up QI cannot be added or deleted manually. It can only be removed by doing an inspection.
<b>Deletion reasons explained</b>	<p>Removed – Advice from master/agent – master or agent submitted the request and then have changed their mind.</p> <p>Removed – WHS impediment - e.g. no available staff trained in boarding at sea or in working at heights, reported illness on board that could be infectious.</p> <p>Removed – Resource constraints - e.g. all staff are booked to inspect other vessels for the time the vessel is in port. Inspections are prioritised due to staff shortages or number of vessels.</p> <p>Removed – Sovereign immunity – ie. The department can't legally undertake the inspection so the queued inspection is removed.</p> <p>Removed – Early departure - e.g. Vessel was in port for a very short period or outside of office hours so the inspection could not be performed.</p> <p>Removed – Low risk/below threshold - i.e based on the levels of the risks identified by MARS, the officer deems the inspection unnecessary or a lesser priority than other vessels in port.</p>
<b>Comments</b>	Whenever an inspection is deleted a reason must be supplied.
<b>Delete and Cancel</b>	Clicking on Delete removes the queued inspection permanently. Cancel closes the screen without any changes to the queued inspection.
<b>Manually Adding an Inspection - Queued Inspections Details Pop-Up Screen</b>	
	This function is used to manually add a queued inspection. The <b>Queued Inspection Details</b> pop-up screen below is displayed. This is the same screen as above but instead of removing an inspection it is now used to add an inspection.
	<p>This screen allows users to manually add inspections.</p> <p>Only users with Vessel Processing Officer, MARS Admin and Vessel Inspector entitlements can add inspections.</p>
<b>Inspection Type</b>	The inspection type must be selected from the list provided. There are guidelines which biosecurity officers must follow when deciding on which inspection to add. A follow up QI cannot be added manually. They are created automatically by the system based on the biosecurity officer stating that a follow up inspection is required in the treatments table of the eForm.
<b>Queued By</b>	This will be the biosecurity officer who is adding the inspection. It is a system generated field and cannot be edited
<b>Comments</b>	When selecting one of these options, the officer must enter further notes in the Comments field on why the inspection was removed.





Field	Content						
	Comments are mandatory. These comments will be audited and verified for consistency in approach.						
<b>Reasons for Queued Inspection Removal</b>	<b>When to use it</b>						
<b>Removed – WHS impediment</b>	When there are no available staff with the appropriate WHS training. For example: <ul style="list-style-type: none"> <li>• boarding at sea</li> <li>or</li> <li>• working at heights</li> <li>or</li> <li>• any other WHS situation where conducting an inspection may endanger staff.</li> </ul>						
<b>Removed – Resource constraints</b>	When: <ul style="list-style-type: none"> <li>• all on-duty staff are booked to inspect other vessels, or other activities for the time the vessel is in port</li> <li>or</li> <li>• the amount of travel required to inspect the vessel does not match the biosecurity risk posed by the vessel.</li> </ul>						
<b>Removed – Early departure</b>	When the vessel is in port: <ul style="list-style-type: none"> <li>• for a very short period</li> <li>or</li> <li>• outside of regular office hours.</li> </ul>						
<b>Removed – Low risk/below threshold</b>	When the officer deems the inspection: <ul style="list-style-type: none"> <li>• unnecessary</li> <li>or</li> <li>• a lower priority than other vessels in port, based on the risks identified by MARS.</li> </ul>						
<b>Removed – Sovereign immunity</b>	When the vessel has declared sovereign immunity.						
<b>Save and Cancel</b>	Clicking on Save queues a new inspection and clicking Cancel closes the screen without adding a new inspection.						
<b>Application Table</b>							
<table border="1"> <thead> <tr> <th>Application</th><th>Submission Date</th></tr> </thead> <tbody> <tr> <td>Ballast Water</td><td>06/03/2017</td></tr> <tr> <td>Ballast Water</td><td>06/03/2017</td></tr> </tbody> </table>	Application	Submission Date	Ballast Water	06/03/2017	Ballast Water	06/03/2017	<p>This table will show the following application types:</p> <p><b>PAR</b> – Most recent valid (non withdrawn) one for the voyage</p> <p><b>BW Report</b> – Most recent valid (non withdrawn) one for the voyage</p> <p><b>Human Health Update Report</b> associated with the port</p> <p><b>Crew Change</b> and <b>Waste Removal service requests</b> associated with the port</p> <p><b>Coastal Strip</b> and <b>San Cert service requests</b> associated with the port</p> <p>The PAR and the BW Report will be at the top of the list. The other applications/reports/requests will be ordered based on most recently submitted at the top.</p>
Application	Submission Date						
Ballast Water	06/03/2017						
Ballast Water	06/03/2017						
<b>Application</b>	Clicking on the application <a href="#">hyperlink</a> will open the application screens in MARS in read only mode. The date and time the application was submitted and the name of the user who submitted the application will be available.						
<b>Submission Date</b>	The date the application was submitted to MARS.						



## Managing the Port Arrivals Screen

How to manage the *Port Arrivals* screen in MARS to maintain accurate vessel-movement information. Maintenance of this screen is essential to ensure:

- complete and correct vessel information is displayed when a search is conducted
- appropriate inspection planning
- voyages are not withdrawn by the system
- invoices are sent in a timely manner.

Term	Definition
Child port	A port (typically unstaffed) that is managed by staff at a different port location (i.e. the parent port).
Parent port	Responsible for management of vessel arrivals and inspections at its child ports.
Home port	The port where the biosecurity officer is located.
<i>Port Arrivals</i> screen	The <i>Port Arrivals</i> screen is a search screen which displays results, based on user-entered search criteria. The search results list vessel arrival and departure information in a user's home port and any child port(s) associated with that port. The screen is used by biosecurity officers for inspection planning.

Biosecurity officers are responsible for ensuring vessel movements in their port and corresponding child ports are correctly reflected in MARS.

The *Port Arrivals* screen is designed to be used for inspection planning purposes within the next 12 hours, and not for horizon planning.

Ports are advised to use their own tools for horizon planning. These tools may include white boards, spreadsheets or port-authority vessel-movement websites.

## Roles and responsibilities

The following table outlines the roles and responsibilities.

Role	Responsibility
Agent (The person appointed as a representative for a vessel)	<ul style="list-style-type: none"> <li>• Submitting and receiving relevant departmental documentation.</li> <li>• Responding to any queries regarding the vessel for the purposes of the <i>Biosecurity Act 2015</i> (the Act).</li> </ul>
Maritime National Coordination Centre (MNCC)	<ul style="list-style-type: none"> <li>• Providing documentary risk assessment of all pre-arrival information.</li> <li>• Liaising with agents/masters to inform compliance.</li> <li>• Providing directions for risks that can be managed offshore.</li> <li>• Communicating assessment outcomes and raising associated charges.</li> </ul>



	<b>Note:</b> The MNCC is the central contact point for agencies, masters and the inspectorate for advice on vessel-clearance activities.
Regional directors and Shipping Manager Group (SMG) members	Ensuring implementation at respective ports occur in accordance with this document.
Vessel master (Person, other than a ship's pilot) in charge or command of the vessel)	Legally responsible for pre-arrival reporting to the department and for complying with biosecurity directions.

## How do I set my default home port in MARS?

Biosecurity officers who perform cargo and/or vessel inspections must set their default home port in MARS to ensure they are able to see tasks that relate to their geographical location. This also enables searches in the *Port Arrivals* screen to filter to the officer's home port.

**Note:** Biosecurity officers can only be associated with one default port at a time. If an officer transfers to a different port office either temporarily or permanently, they must update their default port setting.

The following table outlines the procedure for setting a default home port in MARS.

Step	Action
1.	In MARS, go to the <i>Administration</i> menu.
2.	Select <i>User Details</i> .
3.	Enter your surname in the <i>User ID</i> field and select your name when it appears.
4.	Type your home port name in the <i>Default Port</i> field and select it from the list that appears.
5.	Click <i>Submit</i> to save your settings. <b>Note:</b> Once set, the top of your MARS home screen will display your home port name. Click on the link and it will take you directly to the <i>Port Arrivals</i> screen and default to your home port in the search criteria.

## Maintaining accurate vessel-movement details in MARS

It is the responsibility of staff at each port to ensure the *Port Arrivals* screen accurately reflects vessel movements within their jurisdictions.

**Note:** If vessel-movement data is not updated and time lapses, MARS will automatically withdraw the voyage and charges will not be invoiced. This places a significant burden on industry and the MNCC to rectify the issue.

In most instances the *Port Arrivals* screen derives the vessel arrival and departure details from electronic feeds received from the following two government agencies:

- Australian Maritime Safety Authority (AMSA)
- Australian Border Force (ABF).

At times, this data is not accurate and biosecurity officers must manually enter and update vessel movement dates and times based on information listed on local port-authority websites and



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

communications received from port agencies. Some child ports are not subject to AMSA or ABF feeds, and movement details at these ports are required to be updated manually.

Refer to ***MARS Withdrawn voyages*** for details on how voyages are withdrawn by the system and ***Information on external feeds*** for more information on external feeds.

The following table outlines the procedure for maintaining accurate vessel-movement details on the *Port Arrivals* screen, and must be performed by the biosecurity officer at least daily.





Step	Action								
1.	In MARS, go to the <i>Port Arrivals</i> screen.								
2.	<p>The <i>search criteria</i> fields should display the following default settings:</p> <ul style="list-style-type: none"> <li>home port name</li> <li><i>Child Ports</i> box is selected</li> <li>a date range for <i>Vessels in port</i> set at 24 hours from the current time.</li> </ul> <p>Click on the <i>Status</i> field and select all the types in the list, then click <i>search</i> to display results.</p> <p>To ensure the regional location captures all relevant information, child ports must be included in the search criteria when the <i>Port Arrivals</i> screen is updated. Failing to include <i>child ports</i> will result in MARS listing vessels as 'No Shows' if the vessel-movement details are not updated. This will then result in a withdrawn voyage.</p>								
3.	<p>For each vessel listed in the Port Arrivals screen, check the latest arrival details on the local port-authority website or via other communications from port agencies.</p> <table> <tr> <th>If</th><th>Then</th></tr> <tr> <td>The arrival, berth and/or departure details do not match</td><td> <ul style="list-style-type: none"> <li>Click the port name and go to the <i>Visit Details</i> screen</li> <li>Update the Arrival, berth and departure fields to reflect the latest vessel arrival information available</li> </ul> </td></tr> <tr> <td>The arrival, berth and departure details match</td><td> <ul style="list-style-type: none"> <li>Continue to Step 4.</li> </ul> </td></tr> <tr> <td>The local port authority of local agency reports a vessel has arrived but the vessel is not listed in the Port Arrivals screen</td><td> <ul style="list-style-type: none"> <li>Go to section: Finding a vessel not listed on the Port Arrivals screen</li> </ul> </td></tr> </table>	If	Then	The arrival, berth and/or departure details do not match	<ul style="list-style-type: none"> <li>Click the port name and go to the <i>Visit Details</i> screen</li> <li>Update the Arrival, berth and departure fields to reflect the latest vessel arrival information available</li> </ul>	The arrival, berth and departure details match	<ul style="list-style-type: none"> <li>Continue to Step 4.</li> </ul>	The local port authority of local agency reports a vessel has arrived but the vessel is not listed in the Port Arrivals screen	<ul style="list-style-type: none"> <li>Go to section: Finding a vessel not listed on the Port Arrivals screen</li> </ul>
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		<p>Note: To view the visit details for the no-show visit, click on the <i>Show All Visits</i> button in the Voyage details screen and click on the port name. This may be useful for retrieving port and billing agency details.</p> <ul style="list-style-type: none"> <li>click the <i>Create Visit</i> button</li> </ul> <p>Note: Refer to Chapter 6 for detailed instructions on creating a visit in MARS.</p> <ul style="list-style-type: none"> <li>record all the visit details.</li> </ul>
5.	Click <i>Save</i> at the bottom of the screen to record your changes then select <i>Planning – Port Arrivals</i> from the <i>Inspections</i> menu to return to the <i>Port Arrivals</i> screen.	
6.	Repeat steps 3-5 for the remaining vessels on the Port Arrivals screen.	

## Finding a vessel not listed on the Port Arrivals screen

The following table outlines what to do if the local port authority (or agency information) reports that a vessel is expected or has arrived, but the vessel is not listed in the MARS *Port Arrivals* screen.

Step	Action								
1.	In MARS, go to the <i>Search Visit</i> screen. <b>Note:</b> Refer to Chapter 5 for detailed information on conducting a Vessel Search in MARS.								
2.	Enter the vessel IMO then click <i>Search Visit</i> to confirm it has a current voyage. <b>Note:</b> If you do not know the IMO, and are using the vessel name for the search, put the name (or part of the name) of the vessel between percentage signs (e.g. use “%Cape%” to search for all vessels with Cape in their name). This will capture those vessels which may be spelled differently or have “MV” before their name.								
3.	<table border="1"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>the visit status is <i>Expected, Arrived or Berthed</i></li> <li>the arrival date and time is incorrect</li> </ul> </td><td> <ul style="list-style-type: none"> <li>click on the port name to go to the <i>Visit Details</i> screen</li> <li>update the fields to reflect the correct arrival details</li> <li>click <i>Save</i> to record changes.</li> </ul> </td></tr> <tr> <td>the visit status is <i>Departed</i></td><td> <ul style="list-style-type: none"> <li>click on the Voyage Number hyperlink</li> <li>verify that the voyage is current by looking at                             <ul style="list-style-type: none"> <li>the dates and times in the <i>Arrival Status</i> column</li> <li>the departure details in the <i>Visit Details</i> screen.</li> </ul> </li> <li>Continue to Step 4.</li> </ul> </td></tr> <tr> <td>the visit status is <i>Not Expected</i> or <i>No Show</i></td><td> <ul style="list-style-type: none"> <li>Click on the <i>Voyage Number</i> hyperlink</li> <li>Click on the <i>Show All Visits</i> button</li> <li>Verify that the voyage is current by looking at the date and time in the <i>Arrival Status</i> column</li> </ul> </td></tr> </tbody> </table>	If	Then	<ul style="list-style-type: none"> <li>the visit status is <i>Expected, Arrived or Berthed</i></li> <li>the arrival date and time is incorrect</li> </ul>	<ul style="list-style-type: none"> <li>click on the port name to go to the <i>Visit Details</i> screen</li> <li>update the fields to reflect the correct arrival details</li> <li>click <i>Save</i> to record changes.</li> </ul>	the visit status is <i>Departed</i>	<ul style="list-style-type: none"> <li>click on the Voyage Number hyperlink</li> <li>verify that the voyage is current by looking at                             <ul style="list-style-type: none"> <li>the dates and times in the <i>Arrival Status</i> column</li> <li>the departure details in the <i>Visit Details</i> screen.</li> </ul> </li> <li>Continue to Step 4.</li> </ul>	the visit status is <i>Not Expected</i> or <i>No Show</i>	<ul style="list-style-type: none"> <li>Click on the <i>Voyage Number</i> hyperlink</li> <li>Click on the <i>Show All Visits</i> button</li> <li>Verify that the voyage is current by looking at the date and time in the <i>Arrival Status</i> column</li> </ul>
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<ul style="list-style-type: none"> <li>the visit status is <i>Expected, Arrived or Berthed</i></li> <li>the arrival date and time is incorrect</li> </ul>	<ul style="list-style-type: none"> <li>click on the port name to go to the <i>Visit Details</i> screen</li> <li>update the fields to reflect the correct arrival details</li> <li>click <i>Save</i> to record changes.</li> </ul>								
the visit status is <i>Departed</i>	<ul style="list-style-type: none"> <li>click on the Voyage Number hyperlink</li> <li>verify that the voyage is current by looking at                             <ul style="list-style-type: none"> <li>the dates and times in the <i>Arrival Status</i> column</li> <li>the departure details in the <i>Visit Details</i> screen.</li> </ul> </li> <li>Continue to Step 4.</li> </ul>								
the visit status is <i>Not Expected</i> or <i>No Show</i>	<ul style="list-style-type: none"> <li>Click on the <i>Voyage Number</i> hyperlink</li> <li>Click on the <i>Show All Visits</i> button</li> <li>Verify that the voyage is current by looking at the date and time in the <i>Arrival Status</i> column</li> </ul>								





		<ul style="list-style-type: none"> <li>Continue to Step 4.</li> </ul>
	the vessel is not listed	<ul style="list-style-type: none"> <li>The vessel has arrived without completing their pre-arrival reporting requirements</li> <li>Contact the MNCC for assistance.</li> </ul>
4.	Check the <i>Voyage Status</i> .	
	<b>If</b>	<b>Then</b>
	<ul style="list-style-type: none"> <li>the dates indicate the voyage is current</li> <li>the <i>Voyage Status</i> is <i>Closed</i></li> </ul>	<ul style="list-style-type: none"> <li>click the <i>Create Visit</i> button in the <i>Voyage Details</i> screen</li> <li>create a new visit for the arrival. Note: Refer to Chapter 6 for detailed instructions on creating a Visit in MARS.</li> </ul>
	<ul style="list-style-type: none"> <li>the dates indicate the voyage is current</li> <li>The <i>Voyage Status</i> is <i>Closed</i></li> </ul>	<ul style="list-style-type: none"> <li>Click the <i>Create Visit</i> button in the <i>Voyage Details</i> screen</li> <li>Create a new visit for the arrival, which will reactivate the voyage. Note: Refer to Chapter 6 for detailed instructions on creating a Visit in MARS.</li> </ul>
	<ul style="list-style-type: none"> <li>the dates indicate the voyage is current</li> <li>The <i>Voyage Status</i> is <i>Withdrawn</i></li> </ul>	<ul style="list-style-type: none"> <li>The voyage may have been withdrawn               <ul style="list-style-type: none"> <li>Automatically by the system</li> <li>or</li> <li>By the MNCC</li> </ul> </li> <li>Contact the MNCC for assistance. Note: Refer to <i>MARS Withdrawn Voyages</i> for further information on when MARS will withdraw a vessel's voyage.</li> </ul>
	The dates indicate the voyage is not current	<ul style="list-style-type: none"> <li>The vessel has arrived without completing their pre-arrival reporting requirements</li> <li>Contact the MNCC for assistance.</li> </ul>
	It is difficult to verify if the voyage is current	<ul style="list-style-type: none"> <li>Contact the MNCC for assistance.</li> </ul>

## How to ensure all departed vessels have been departed in MARS

Vessels that have departed must have their *Vessel Status* set to *Departed* in MARS in order to finalise outstanding charges and for the invoice to be sent. Vessels which remain with a status set to *Arrived* or *Berthed* after they have physically departed will not receive an invoice.

At least weekly, a biosecurity officer must ensure all departed vessels in their home and child ports have had their status changed to *Departed* in MARS by following the process outlined in the table below.



Step	Action						
1.	In MARS, go to the <i>Search Visit</i> screen. <b>Note:</b> Refer to Chapter 5 for detailed information on conducting a Vessel Search in MARS.						
2.	Enter your home port name and adjust the arrival dates to search for past arrivals.						
3.	Using information from the local port authority or agency, check that all vessels that have departed the port have a <i>Departed</i> status in MARS. <table border="1"> <tr> <th>If</th><th>Then</th></tr> <tr> <td>A vessel has departed the port, and has a <i>Departed</i> status in MARS</td><td> <ul style="list-style-type: none"> <li>No changes are required.</li> </ul> </td></tr> <tr> <td>A vessel has departed the port, but the visit status in MARS is not marked to departed</td><td> <ul style="list-style-type: none"> <li>Click on the port name to go to the <i>Visit Details</i> screen</li> <li>Updated the <i>Visit Status</i> to <i>Departed</i></li> <li>Click Save to record the change.</li> </ul> <p><b>Note:</b> Refer to Chapter 5 for more details on how to update the visit status of vessels.</p> </td></tr> </table>	If	Then	A vessel has departed the port, and has a <i>Departed</i> status in MARS	<ul style="list-style-type: none"> <li>No changes are required.</li> </ul>	A vessel has departed the port, but the visit status in MARS is not marked to departed	<ul style="list-style-type: none"> <li>Click on the port name to go to the <i>Visit Details</i> screen</li> <li>Updated the <i>Visit Status</i> to <i>Departed</i></li> <li>Click Save to record the change.</li> </ul> <p><b>Note:</b> Refer to Chapter 5 for more details on how to update the visit status of vessels.</p>
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## Managing multiple vessel listings in the Port Arrivals screen

If a vessel appears more than once in the *Port Arrivals* screen, it may be due to:

- duplicate voyages
- or
- duplicate visits for the same voyage.

The following table outlines the procedure for managing multiple vessel listings in the *Port Arrivals* screen.

Step	Action						
1.	If a vessel appears more than once in the Port Arrivals screen, compare the voyage numbers by clicking on the Biosecurity Status Document (BSD) traffic lights for each listing. <table border="1"> <tr> <th>If</th><th>Then</th></tr> <tr> <td>The voyage numbers are the same</td><td>Continue to Step 2.</td></tr> <tr> <td>The voyage numbers are different</td><td>Go to Step 5.</td></tr> </table>	If	Then	The voyage numbers are the same	Continue to Step 2.	The voyage numbers are different	Go to Step 5.
If	Then						
The voyage numbers are the same	Continue to Step 2.						
The voyage numbers are different	Go to Step 5.						





2.	Review the BSD traffic lights.	
	If	Then
	the BSD traffic lights are black for one of the voyages	<ul style="list-style-type: none"> <li>the data feeds have not been matched with the pre-arrival reporting</li> <li>email the MNCC to withdraw the voyage</li> <li>do not continue with this work instruction.</li> </ul>
3.	the BSD traffic lights are the same for all voyages	<ul style="list-style-type: none"> <li>the Pre-Arrival Report (PAR) or data feeds have listed the same port as two or more arrivals</li> <li>go to the Voyage Details screen to verify the information (the same port will be listed one or more times on the screen)</li> <li>Continue to Step 3.</li> </ul>
	Check the local port authority/agency information to determine the movements of the vessel.	
	If	Then
4.	The vessel is berthing in the port once	Continue to Step 4.
	The vessel is intending to arrive at the port multiple times	<ul style="list-style-type: none"> <li>Click on the port name and go to the <i>Visit Details</i> screen</li> <li>Update the arrival details</li> <li>Repeat for all visits with incorrect details.</li> </ul> <p>Note: Refer to Chapter 6 for more details on how to update the arrival/departure details for a vessel.</p>
	In the <i>Voyage Details</i> screen, check if any charges are incurred for each of the duplicate visits listed. <b>Note:</b> It is essential to check which visits have charges added before changing <i>Visit Status</i> . Charges attached to a visit that is changed to <i>Not Expected</i> will not be invoiced.	
	If	Then
	Only one visit has charges incurred	<ul style="list-style-type: none"> <li>Click on the port name for the duplicate visit with no charges incurred</li> <li>Change the <i>Visit Status</i> to <i>Not Expected</i></li> <li>Save changes</li> <li>Repeat for all the duplicate visits with no charges attached.</li> </ul> <p>Note: Refer to Chapter 5 for more details on how to update the visit status of vessels.</p>
	One or more duplicate visits have charges incurred	<ul style="list-style-type: none"> <li>Select one of the duplicate visits to keep open in Expected, Arrived or Berthed status</li> <li>For each of the other duplicate visits, click on the port name and go to the <i>Visit Charges</i> tab</li> </ul>



		<ul style="list-style-type: none"><li>• Note the details of the charge(s) and add it/them to the visit that will remain open</li><li>• Delete the charge(s) from the duplicate visit by<ul style="list-style-type: none"><li>○ Clicking the red cross next to the charge</li><li>○ Saving the change</li></ul></li><li>• Change the <i>Visit Status</i> for all duplicate visits to <i>Not Expected</i></li><li>• Save changes.</li></ul> <p>Note: Refer to Chapter 6 for more details on how to add charges.</p>								
5.	<p>Verify if the voyages are current by looking at the arrival dates.</p> <p><b>Note:</b> Refer to the arrival dates reported on the application if a PAR or Non First Point of Entry (NFP) has been submitted.</p> <table><tr><th>If</th><th>Then</th></tr><tr><td>Only one voyage is current</td><td>This is the current listing for the vessel, and is to be used for inspection planning. Note: the selection criteria set for the search has resulted in other voyages being listed for the same vessel and/or included a future voyage for the vessel with an NFP approval.</td></tr><tr><td>All voyages are current</td><td><ul style="list-style-type: none"><li>• The agent has submitted pre-arrival information (PAR, Ballast Water Report (BWR) and NFP) using different voyage numbers</li><li>• Call the agent to resubmit using one of the voyage numbers</li><li>• Email the MNCC with the vessel name and voyage number of the voyage(s) that must be withdrawn.</li></ul></td></tr><tr><td>It is difficult to establish which is the current voyage</td><td>Contact the MNCC for assistance.</td></tr></table>		If	Then	Only one voyage is current	This is the current listing for the vessel, and is to be used for inspection planning. Note: the selection criteria set for the search has resulted in other voyages being listed for the same vessel and/or included a future voyage for the vessel with an NFP approval.	All voyages are current	<ul style="list-style-type: none"><li>• The agent has submitted pre-arrival information (PAR, Ballast Water Report (BWR) and NFP) using different voyage numbers</li><li>• Call the agent to resubmit using one of the voyage numbers</li><li>• Email the MNCC with the vessel name and voyage number of the voyage(s) that must be withdrawn.</li></ul>	It is difficult to establish which is the current voyage	Contact the MNCC for assistance.
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It is difficult to establish which is the current voyage	Contact the MNCC for assistance.									

## MARS withdrawn voyages

It is important to ensure the *Port Arrivals* screen is updated with actual vessel movements within the port to avoid the unnecessary withdrawal of voyages.

When MARS withdraws a voyage due to the *Port Arrivals* screen not being updated, a significant burden is placed on industry and the MNCC to rectify the issue.

**Note:** In MARS a *No Show* status is not a viable visit. The table below explains when MARS will withdraw a vessel's voyage.

If	Then
----	------



<ul style="list-style-type: none"> <li>a Ballast Water Report (BW Report) is submitted</li> <li>no visit has been created after 25 days</li> </ul>	<ul style="list-style-type: none"> <li>MARS will withdraw the voyage</li> <li>the voyage status will change to <i>Withdrawn</i>.</li> </ul>
<ul style="list-style-type: none"> <li>a PAR is submitted</li> <li>after 15 days, the vessel status is not changed to <i>Arrived</i> or <i>Berthed</i></li> </ul>	MARS will change the visit status to <i>No Show</i> .
after 25 days still no viable visit is listed for the vessel	<ul style="list-style-type: none"> <li>MARS will withdraw the voyage</li> <li>the voyage status will change to <i>Withdrawn</i>.</li> </ul>

## Information on external feeds

### When external feeds update port-arrival information, does MARS auto-refresh?

No, the *Port Arrivals* screen is a search screen and not a dynamic vessel-movement screen.

- Biosecurity officers will need to refresh the *Port Arrivals* screen periodically throughout the day by triggering a new search, similar to the current need to check arrivals and update whiteboards or spreadsheets.
- In cases where ABF and /or AMSA are unable to provide vessel arrival and departure data, perhaps due to an extended outage, biosecurity officers have the option to manually enter this information into MARS.

### Will the external feeds update port-arrival information for vessels at subsequent ports?

Yes, MARS manages subsequent-port messages (or second-port messaging) automatically. The following information explains how MARS is designed to achieve this:

- The integration of data from ABF and AMSA will alert MARS to the presence of the vessel at the port.
- Any outstanding inspections for the subsequent port will float to the next port. This means that as soon as a vessel enters port limits MARS will look for an active voyage.
- MARS will then populate the *Port Arrivals* screen, and if this is the second port and no inspections are scheduled, the vessel will appear at the bottom of the *Port Arrivals* screen.
- Biosecurity officers will know of the vessel's arrival by monitoring the *Port Arrivals* screen in MARS.

## Assistance with Port arrivals

Biosecurity officers requiring assistance with:

- MARS** should refer to the following resources on the Maritime Pathway SharePoint site and Instructional Material Library
  - MARS Internal User Guide
  - MARS work instructions
- system-related issues** should contact the Maritime National Coordination Centre (MNCC) for assistance with MARS
- policy questions** must be directed to your Shipping Manager Group (SMG) representative.
- Other biosecurity officers and your MARS champion may have previously encountered the issue and may also be able to assist.





## Create an Inspection Appointment

### Overview

A vessel will be visible in the Port Arrivals screen of every port listed in the vessel's itinerary. Biosecurity officers must access the **Voyage details** screen to see whether the vessel is due an inspection in their port prior to creating an appointment. The **Voyage Details** screen is accessed by clicking on the traffic lights in the Port Arrivals screen.

Creating a vessel inspection appointment is a multi-step process. This section only includes the steps to follow up to the point of generating the eForm.

**Step 1:** Search for the vessel in the Port Arrivals screen

**Step 2:** Click on the Traffic lights

**Step 3:** Verify the vessel is due for an inspection in the port in the Voyage Details screen

**Step 4:** Click on the information icon next to the vessel name

**Step 5:** Click on the **Create Appointment** button

**Step 6:** Evaluate the **Risks** tab and click Next to access the **Inspections** tab

**Step 7:** Evaluate the **Inspections** tab and click on the **Generate eForm** button.

### Security

- External users do not have access to this screen
- All internal users have read only access
- Vessel Processing Officers, Vessel Inspectors, Vessel Inspector Supervisors, PAX Inspectors, MARS Administrators, Cargo Inspectors and NAQS Inspectors have full access (**Create appointment** button is enabled)

### How to do it

- Open **Port Arrivals** from the MARS home screen. Enter the required search criteria.
- From the search results click on the traffic lights associated with the relevant vessel. The traffic lights section is a [hyperlink](#) to the Voyage Details screen.

Port Arrivals												
Search Criteria												
Search Results												
Vessel	Port	Arrival/Berth	Status	Berth Name	Departure	Risk Score	Queued Insp	Allocation	Actd	ATB	NFP	BIO
US SEALING	PAE	18/06 10:00	EX			21.4	R H					
JAMIE	PAE	25/06 07:00	EX	Inner Harbour grain b...		21.8	W C R					
KYPARISSIA TEST	PAE	19/06 00:00	NE				R		Y			
PEGASUS ACE	PAE	30/06 20:00	EX		01/07 05:00		R					
PEGASUS ACE	PAE	30/06 09:56	BE		02/07 09:56	20.3			Y			
KYPARISSIA TEST	PAE	19/06 00:00	NE									
KYPARISSIA TEST	PAE	19/06 00:00	NE									
WESTERN AIDA	PAE	26/06 05:00	EX		09/07 16:00							

- The Voyage Details screen is displayed. Verify that any queued inspections are for the relevant port by checking the Port and Arrival Status.





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**NOTE:** The biosecurity officer must ensure that the vessel Status is AR (Arrived) or BE (Berthed). If the vessel's status is not AR or BE then the synchronisation of the eForm will fail with a message that the Voyage is Inactive.

**Voyage Details**

Vessel: 9150341 PEGASUS ACE Vessel Type: Ro-Ro Cargo Status: Active Voyage #

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

Port(s)	Arrival Status	Inspections Completed	Charges Incurred	Port Agency	Billing Agency	Crew Agency
FREMANTLE	26/06/2016 07:45 DE	ARPR	N			
PORT ADFA LAIDE	30/06/2016 20:00 EX		N			
MELBOURNE	02/07/2016 15:30 EX		N			

Create visit

Approval to Berth Non First Point of Entry Biosecurity Pratique Ballast Water

- Return to the search results in the Port arrivals screen by clicking on the **Cancel** button.
- From the search results select the information icon to the left of the vessel name.

**Port Arrivals**

Search Criteria

Search Results

Vessel	Port	Arrival/Berth	Status	Berth Name	Departure	Risk Score	Queued Insp	Allocation	Act/ATB/NFP/BIO/PTQ/BW
MOL ENGRACHT	MEL	02/05 12:04	BE		04/05 16:00	55.4	RVT	MEL - NAS	Y Y Y Y Y Y
OOCL YOKOHAMA	MEL	03/05 14:00	EX	DP-WORLD	04/05 22:00	25.4	RVT	MEL - NAS	Y Y Y Y Y Y
BOUGAINVILLE	WEP	03/05 08:00	EX	LONG ISLAND POINT	06/05 18:00	28.4	WS RVT	MEL - NAS	Y Y Y Y Y Y
GLORIOUS LEADER	MEL	03/05 06:00	EX	2W	04/05 11:00	25.2	RVT	MEL - NAS	Y Y Y Y Y Y
HIGHLAND CHIEF	MEL	03/05 16:00	EX	EAST SWANSON DOCK	04/05 22:00	23.9	CC RVT	MEL - NAS	Y Y Y Y Y Y
KEN ORCHID	MEL	30/04 23:42	AR		06/05 15:00	21.4	RVT	MEL - NAS	Y Y Y Y Y Y
GLORIOUS KAURI	MEL	24/04 03:00	AR		06/05 07:00	58.0			Y Y Y Y Y Y
STEVE IRWIN	MEL	06/03 07:54	BE			26.9			Y Y Y Y Y Y
MOL ENGRACHT	MEL	02/05 13:04	AR		04/05 16:00	27.2	CC		Y Y Y Y Y Y
AKIKO	MEL	10/02 09:00	BE			26.5			Y Y Y Y Y Y
NAVE LUMINOSITY	MEL	10/04 17:00	BE	holden dock		19.9		MEL - NAS	Y Y Y Y Y Y
COROSSOL	MEL	26/04 01:00	BE	GELLBRAND PIER	04/05 18:00	20.1		MEL - NAS	Y Y Y Y Y Y
HIGH TRADER	MEL	02/05 12:00	EX	HOLDEN DOCK	10/05 18:00	17.8			Y Y Y Y Y Y
MT SEACHANCE	MEL	01/05 03:15	AR		04/05 13:24	15.9			Y Y Y Y Y Y
CSC PROGRESS	MEL	01/05 19:01	AR		04/05 07:00	15.5			Y Y Y Y Y Y
OOCL DUBAI	MEL	03/05 00:21	BE		04/05 23:59	11.3			Y Y Y Y Y Y
THERESA MICRONESIA	MEL	19/04 00:00	EX						Y Y Y Y Y Y

**Details**

Name: MOL ENGRACHT IMO: 9571533 Call Sign: PCIG Rego/Official#: 232492/2012 Type: General Cargo Port: MELBOURNE On VCS: N Reason: Crossed the instant failure threshold

Flagged Item(s) No PAR Risk Score: 55.39 Arrival Date: 02/05/2017 00:01 Berth Date: 02/05/2017 13:04 Departure Date: 04/05/2017 16:00 Status: Berthed

Current BSD

Allocation

Inspections Status Inspector

Inspection	Status	Inspector
Relative Vessel Inspection	Pending	
Arrival Processing	Uploaded	

Add Inspection to Queue

Application	Submission Date
Ballast Water	06/03/2017
Ballast Water	06/03/2017

Save Cancel Create Appointment

- The **Details** section will be displayed below the Search Results grid.
- Click on the **Create Appointment** button to start the appointment process. The **Appointment Details** screen will be displayed.

**NOTE:** When the appointment is created only the **Risks** and the **Inspections** tabs are displayed. The other tabs will only be displayed once the eForm has been uploaded to MARS.

**NOTE:** Once an Appointment has been created by a biosecurity officer MARS will not risk assess any PAR submitted after that point.



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**Appointment Details**

Vessel: 9314454 VEA Voyage #: DJ/TEST/1 Port: PORT ADELAIDE Arrival Date: 22/02/2016 Appointment Date/Time: 25/02/2016 09:16

1. Risks 2. Inspection(s)

**Vessel Risks**

**System Added Notifications**

Notification	Date Added	Associated Text
RVI Reason	12/01/2016	An RVI has been scheduled because This vessel is not being cleared on documentation.
RVI Reason	12/01/2016	An RVI has been scheduled because This vessel is not being cleared on documentation.
RVI Reason	12/01/2016	An RVI has been scheduled because This vessel is not being cleared on documentation.
RVI Reason	12/01/2016	This vessel is eligible for VCS and is due for clearance on documentation.
RVI Reason	22/02/2016	An RVI has been scheduled because This vessel is not being cleared on documentation.

**Vessel Inspection History (past 1 year)**

Port	Inspection Date	Inspection Type	Risk Points	Breaches
MELBOURNE	01/03/2016	RVI	0	
PORT ADELAIDE	22/02/2016	LIVE	0	
PORT ADELAIDE	22/02/2016	AGM1	0	
PORT ADELAIDE	22/02/2016	SSC	0	
BRISBANE	01/02/2016	RVI	0	
PORT ADELAIDE	12/01/2016	ARPR	0	
PORT ADELAIDE	01/01/2016	RVI	0	

**Risk**  
 Risk Score: 0.701

Top 5 Risk Factors: Australian port visits since last inspection, Vessel Age

**Treatment Details**  
[View Treatment Details](#)

[next](#)

[Save](#) [Cancel](#)

Field	Content
<b>Appointment Details</b> Vessel: 9314454 VEA Voyage #: DJ/TEST/1 Port: PORT ADELAIDE Arrival Date: 22/02/2016 Appointment Date/Time: 25/02/2016 09:16	
<b>Vessel Hyperlink</b>	Clicking on this <a href="#">hyperlink</a> opens the Vessel Details screen
<b>Voyage Number Hyperlink</b>	Clicking on the <a href="#">hyperlink</a> opens the Voyage Details screen
<b>Port Hyperlink</b>	Clicking on the <a href="#">hyperlink</a> opens the Visit Details screen
<b>Arrival Date</b>	Read only – Date the vessel arrived in port
<b>Appointment Date/Time</b>	This is the date and time the appointment was created. This field is editable.
<b>Risks Tab – This tab shows the risks associated with the vessel</b>	
1. Risks 2. Inspection(s) <b>Vessel Risks</b> Vessel Specific Comments This vessel needs specific actions	
<b>Vessel Specific Comments</b>	Comments contained in the <b>Vessel Specific Comments</b> text box. These comments can only be added by an internal user on the Vessel Details screen in MARS. These comments are only visible to internal users and may contain sensitive information about the vessel. Comments displayed here can be edited in the Vessel Details screen by internal users with the appropriate profile entitlements.
<b>Comments must adhere to the APS Code of Conduct, although the comments are only visible to internal users these comments may be supplied to external stakeholders as part of FOI requests.</b>	





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Field	Content																									
Queued Inspections with Comments	Inspections manually added by an internal user will appear here with the comments added. Manual inspections are added in the Details section of the Port Arrivals screen.																									
<div>1. Risks 2. Inspection(s)</div> <div>Vessel Risks</div> <div><div>System Added Notifications</div><table><thead><tr><th>Notification</th><th>Date Added</th><th>Associated Text</th></tr></thead><tbody><tr><td>Issued/queued inspection</td><td>20/06/2016</td><td>Inspection RVP was either not performed or is still in progress at a previous port and remains in the queue for this visit. Please verify before undertaking an inspection of this type.</td></tr><tr><td>RVI Reason</td><td>20/06/2016</td><td>An RVI has been scheduled because This vessel is not being cleared on documentation.</td></tr></tbody></table></div>		Notification	Date Added	Associated Text	Issued/queued inspection	20/06/2016	Inspection RVP was either not performed or is still in progress at a previous port and remains in the queue for this visit. Please verify before undertaking an inspection of this type.	RVI Reason	20/06/2016	An RVI has been scheduled because This vessel is not being cleared on documentation.																
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RVI Reason	20/06/2016	An RVI has been scheduled because This vessel is not being cleared on documentation.																								
System Added Notifications	Notifications are simple database records created by MARS to inform MARS users of activity that has taken place that may be of interest to biosecurity officers as they are planning their inspection activities for a vessel. Notifications are created and acquitted by the system and are visible from the <b>Risk</b> tab on the appointment screen. Refer to the MARS Notifications section in this document for more details.																									
<div><div></div><div>When a Vessel is on the VCS and receives a MARS recommended RVI QI when a documentary clearance is expected the RVI Reason in the Notifications table will state 'An RVI has been scheduled because This vessel is not being cleared on documentation'. The biosecurity officer is advised to go to the VCS Details tab on the Vessel Details screen to determine why the vessel didn't receive a documentary clearance. A vessel with a Debit of (-1) will always receive a MARS QI for an RVI regardless of the expected status of the VCS Cycle. The VCS cycle will return to normal once an RVI or equivalent inspection has been completed.</div></div>																										
<div><div>Vessel Inspection History (past 1 year)</div><table><thead><tr><th>Port</th><th>Inspection Date</th><th>Inspection Type</th><th>Risk Points</th><th>Demerits</th></tr></thead><tbody><tr><td>MELBOURNE</td><td>22/06/2016</td><td>FUP</td><td>0</td><td></td></tr><tr><td>MELBOURNE</td><td>22/06/2016</td><td>CREW</td><td>0</td><td></td></tr><tr><td>PORT ADELA...</td><td>21/06/2016</td><td>RVI</td><td>50</td><td></td></tr><tr><td>PORT ADELA...</td><td>21/06/2016</td><td>AGM1</td><td>0</td><td></td></tr></tbody></table></div>		Port	Inspection Date	Inspection Type	Risk Points	Demerits	MELBOURNE	22/06/2016	FUP	0		MELBOURNE	22/06/2016	CREW	0		PORT ADELA...	21/06/2016	RVI	50		PORT ADELA...	21/06/2016	AGM1	0	
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PORT ADELA...	21/06/2016	AGM1	0																							
Vessel Inspection History past 1 year	Summary of the inspections completed and the results obtained over the past 12 months. <a href="#">Hyperlinks</a> open the stored eForm for the inspection.																									
<div><div>Risk</div><div>Risk Score: 27.859</div><div>Top 5 risk Factors: First Time Master, Time since last inspection, Inspection Risks (this voyage), Vessel Type, Vessel Age</div></div>																										
Risk	<p><b>Risk Score:</b> The overall risk score of the vessel at this point in time. Click on the link to view the details of the risk. Clicking on the <a href="#">hyperlink</a> opens up a screen to show the <b>Risk Factors</b> as shown in the screen below and described in the MARS Risk Calculations Chapter in this document.</p> <p><b>Top 5 risk factors:</b> This is a comma separated list of the top 5 risk factors associated with this vessel used to determine the risk score. This helps to inform the inspecting biosecurity officers of the high risk areas associated with the vessel at this point in time.</p>																									



Field	Content																
	<p><b>Risk Factors</b></p> <p>Risk points are only allocated when a demerit is applied through the eForm. Manually added demerits will not include risk points. Biosecurity officers must be aware of this when adding manual demerits when finalising the appointment.</p> <p> <a href="#">Treatment Details</a>  <a href="#">View Treatment Details</a> </p> <p><a href="#">Next</a></p>																
Treatment Details	<p>This table will be displayed when treatment was ordered and a Follow Up Inspection required. For most appointments the treatment table will not be displayed. The details in this table are derived from the eForm where the risks were recorded by the biosecurity officer during the original inspection which resulted in the Follow Up Inspection being queued.</p>																
	<p><b>Treatment Details</b></p> <table border="1"> <thead> <tr> <th>Space</th><th>Risk</th><th>Treatment</th><th>Follow-up Required</th><th>Treatment Category</th><th>BSD Notes</th><th>Officer Notes</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Bridge</td><td>Vector</td><td>Cleaning ▼</td><td>Yes ▼</td><td>Treatment ▼</td><td>bhjbhj</td><td>bhjb</td><td></td></tr> </tbody> </table> <p> <a href="#">Save</a> <a href="#">Cancel</a> </p> <p>The data in this table should not be changed under normal circumstances. Only change the data if there are no other options available</p>	Space	Risk	Treatment	Follow-up Required	Treatment Category	BSD Notes	Officer Notes	Action	Bridge	Vector	Cleaning ▼	Yes ▼	Treatment ▼	bhjbhj	bhjb	
Space	Risk	Treatment	Follow-up Required	Treatment Category	BSD Notes	Officer Notes	Action										
Bridge	Vector	Cleaning ▼	Yes ▼	Treatment ▼	bhjbhj	bhjb											
	<p>All the fields in the treatment table are editable, however these fields must not be changed.</p>																
	<p><b>Inspection(s) tab</b> – This tab links MARS to eForms and shows the inspection status</p>																





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Field	Content																
<div><div><div><div><div>Appointment Details</div><div><div><div>Vessel</div><div>9714161 SHERVIN</div></div><div><div>Voyage #</div><div>14A</div></div><div><div>Port</div><div>PORT ADELAIDE</div></div><div><div>Arrival Date</div><div>16/03/2016</div></div></div><div><div>Required fields denoted by *</div><div><div>Appointment Date/Time</div><div>16/03/2016 13:14</div></div></div></div><div><div>1. Risks</div><div>2. Inspection(s)</div></div><div><p>The table below will be automatically populated when it is first opened based on what 'queued inspections' (QI) are still pending for this voyage. The following rules apply:</p><ul style="list-style-type: none"><li>Service requests will only appear in the table if they are scheduled for the current port</li><li>Only one inspection of the same kind will appear in the table (so if there are 2 crew changes queued for this port, for example, only one of them will appear in the list)</li><li>If a 'parent' inspection is queued, then none of its 'child' inspections will appear in the list. For example, if an RVI is queued then any human health or ballast water inspections will be excluded from the table because they are completely encompassed by an RVI.</li></ul></div><div><div>+ Add Inspection</div></div><div><table><tr><th>Type</th><th>Status</th><th>Allocated Officer</th><th>Inspection Start Date/Time</th><th>Duration</th><th>No. of Officers</th><th>Risk Points</th><th>Action</th></tr><tr><td>Routine Vessel Inspe</td><td>Not Yet Created</td><td>JORDAAN DAVID</td><td></td><td></td><td></td><td></td><td></td></tr></table></div><div><div>Generate e-Form</div><div>Confirm &amp; Process Inspection(s)</div><div> Refresh</div><div> Cancel Appointment</div></div><div><div>Go to e-Form(s) and sync</div><div>Only click the 'Confirm &amp; Process Inspection(s)' button once all the Inspections in the Appointment have been uploaded. Once you click this button this tab will be disabled. You will not be able to update any information on these tabs</div></div><div><div> Back</div><div> Save  Cancel</div></div></div></div></div>		Type	Status	Allocated Officer	Inspection Start Date/Time	Duration	No. of Officers	Risk Points	Action	Routine Vessel Inspe	Not Yet Created	JORDAAN DAVID					
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	<div><div><div>+ Add Inspection</div></div><div><p>This button is used to add inspections. Once an inspection is added an eForm can be generated. Biosecurity officers may use this function to add additional inspections on top of the inspections queued by MARS. Prior to adding an inspection biosecurity officers must ensure they are familiar with the parent child relationship that exists between inspections. Refer to the Inspection Types section in this document for more details.</p></div></div>																
	<div><div><div><table><tr><th>Type</th><th>Status</th><th>Allocated Officer</th><th>Inspection Start Date/Time</th><th>Duration</th><th>No. of Officers</th><th>Risk Points</th><th>Action</th></tr><tr><td>Routine Vessel Inspe</td><td>Not Yet Created</td><td>JORDAAN DAVID</td><td></td><td></td><td></td><td></td><td></td></tr></table></div></div></div>	Type	Status	Allocated Officer	Inspection Start Date/Time	Duration	No. of Officers	Risk Points	Action	Routine Vessel Inspe	Not Yet Created	JORDAAN DAVID					
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Routine Vessel Inspe	Not Yet Created	JORDAAN DAVID															
Type	<p>This field is read only when the inspection was generated by MARS. For biosecurity officer created inspections the inspection type may be changed and selected from the list of inspections displayed. Only parent inspections will be listed in the grid, MARS automatically removes any child inspections when the appointment is created.</p>																
Status	<p>This is the status of the inspection as it relates to the eForm. The initial status of all inspections will be: <b>'Not Yet Created'</b>: This means any biosecurity officer can create the eForm and the allocated (Actd) biosecurity officer can be changed.</p> <p>Once an eForm has been generated the status will change to <b>'In Progress'</b>: This means a biosecurity officer has clicked the <b>Generate eForm</b> button and an eForm is waiting to be synchronised to their tablet. It may also mean that the eForm has been created but hasn't yet been synchronised to the biosecurity officer's device.</p> <p>When the eForm is completed and then synchronised back to MARS the status will change to <b>'Uploaded'</b>. The eForm is now locked and no more changes can be made to the allocated biosecurity officer or the risk points. The inspection times, duration and number of biosecurity officers may be changed prior to Confirming and Processing the Inspection.</p>																



Field	Content																
<b>Allocated Officer</b>	This field defaults to the biosecurity officer who created the appointment. When an eForm is generated it will be synchronised to the tablet of the biosecurity officer listed in this field. The allocated biosecurity officer field may be changed to another biosecurity officer prior to selecting the <b>Generate eForm</b> button.																
<b>i</b> The following fields are only populated once the completed eForm has been synchronised and Uploaded to MARS																	
<b>Inspection Start Date/time</b>	The inspection date and times as recorded on the eForm, the field is editable																
<b>Duration</b>	The duration of the inspection as recorded on the eForm, the field is editable																
<b>No. of Officers</b>	The number of billable biosecurity officers recorded on the eForm, the field is editable																
<b>Risk Points</b>	The total risk points accumulated during the inspection, the field is editable																
<b>Action</b>	This button is used to remove an inspection. To remove an eForm from the eForms client this button must be used.																
<div> <span>Generate e-Form</span> <span>Confirm &amp; Process Inspection(s)</span> <span>Refresh</span> <span>Cancel Appointment</span> </div> <p>Go to e-Form(s) and sync</p> <p>Back</p> <p>Only click the 'Confirm &amp; Process Inspection(s)' button once all the Inspections in the Appointment have been uploaded. Once you click this button this tab will be disabled. You will not be able to update any information on these tabs</p>																	
<b>Generate eForm</b>	Clicking on this button creates the eForm for the inspection. The status will change from 'Not Yet Created' to 'In Progress'.																
<table border="1"> <thead> <tr> <th>Type</th><th>Status</th><th>Allocated Officer</th><th>Inspection Start Date/Time</th><th>Duration</th><th>No. of Officers</th><th>Risk Points</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Routine Vessel Inspection</td><td>In Progress</td><td>JORDAAN DAVID</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		Type	Status	Allocated Officer	Inspection Start Date/Time	Duration	No. of Officers	Risk Points	Action	Routine Vessel Inspection	In Progress	JORDAAN DAVID					
Type	Status	Allocated Officer	Inspection Start Date/Time	Duration	No. of Officers	Risk Points	Action										
Routine Vessel Inspection	In Progress	JORDAAN DAVID															
<b>i</b> Up to this point the biosecurity officer has created the appointment and generated an eForm. The steps below explain the next process to synchronise and access the eForms.																	

## Appointment Search

### Explanatory Notes

The **Appointment Search** screen is an internal user screen that shows a list of in progress or finalised appointments. Depending on the search criteria used it can also show historical appointment details.

### Security

External users do not have access to this screen  
All internal users can do an appointment search

### How to do it





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From the MARS home screen click on the **Appointment Search** icon. The **Appointment Search** screen is displayed. Enter the **Search Criteria** and click on **Search**. The Search Results will be displayed in the grid. Click on the **Appointment Date** hyperlink to access the **Appointment Details** screen.

Appointment Search																							
<b>Appointment Search</b> <b>Search Criteria</b> <div> <div> <b>Allocated Officer</b>  JORDAAN DAVID </div> <div> <b>Port</b>  PORT ADELAIDE </div> <div> <input type="checkbox"/> <b>Include Child Ports</b> </div> <div> <input type="checkbox"/> <b>Include All Ports in Region</b> </div> </div> <div> <div> <b>Appointment Status</b>  <input checked="" type="radio"/> In Progress/Uploaded <input type="radio"/> Finalised </div> <div> <b>Appointment Date</b>  to </div> <div> <b>Vessel</b>  Type 3 characters to search... </div> </div> <div> <input type="button" value="Search"/> </div>																							
<b>Search Results</b> <table border="1"> <thead> <tr> <th>Vessel</th> <th>Port</th> <th>Appointment Date</th> <th>Allocated Officer(s)</th> <th>Appointment Status</th> <th>Inspection Type</th> </tr> </thead> <tbody> <tr> <td>HANNEKE</td> <td>PORT ADELA...</td> <td>04/04/2016</td> <td>JORDAAN DAVID</td> <td>In Progress</td> <td>RVI</td> </tr> <tr> <td>VEA</td> <td>PORT ADELA...</td> <td>11/01/2016</td> <td>JORDAAN DAVID</td> <td>In Progress</td> <td>RVI</td> </tr> </tbody> </table>						Vessel	Port	Appointment Date	Allocated Officer(s)	Appointment Status	Inspection Type	HANNEKE	PORT ADELA...	04/04/2016	JORDAAN DAVID	In Progress	RVI	VEA	PORT ADELA...	11/01/2016	JORDAAN DAVID	In Progress	RVI
Vessel	Port	Appointment Date	Allocated Officer(s)	Appointment Status	Inspection Type																		
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VEA	PORT ADELA...	11/01/2016	JORDAAN DAVID	In Progress	RVI																		
Search Criteria																							
<b>Allocated Officer</b>	This is name of the biosecurity officer who created the appointment. The biosecurity officer's first name or last name may be typed. Just typing the first three characters will prompt MARS to display a list of biosecurity officers.																						
<b>Port</b>	Entering the Port name only will return results for all the appointments scheduled for that port.																						
<b>Include Child Ports</b>	By ticking this box all the child ports will be included for the parent Port listed in the search criteria. Can only be selected if the Port field is not blank.																						
<b>Include All Ports in Region</b>	By ticking this box all the ports in the region of the parent port will be included in the search results. Can only be selected if the Port field is not blank.																						
<b>Appointment Status</b>	The appointment status is based on the status of inspections in the appointment. Appointments may have three statuses: <b>In Progress</b> – The appointment is created. The status remains the same when the eForm has been generated. <b>Uploaded</b> – The appointment is created and the eForm has been completed and Uploaded to MARS. <b>Finalised</b> – The appointment is completed and has been finalised.																						
<b>Appointment Date</b>	The appointment date range is only available if the <b>Finalised</b> radio button is selected. Only finalised appointments within the date range will be displayed in the search results																						
<b>Vessel</b>	Enter the first three characters of the vessel's name or IMO and select the appropriate vessel from the list presented																						



Appointment Search	
<b>Search</b>	Clicking on the <b>Search</b> button will execute the search. A maximum of 100 results will be returned on one page. The default sort order will be based on the appointment date with the most recent appointment at the top of the grid. The search results will not include appointments that were cancelled.
Search Results	
<b>Vessel</b>	This is a <a href="#">hyperlink</a> to the Vessel Details screen in MARS. For more details on this screen refer to the Vessel Search section in this User Guide
<b>Port</b>	This is a <a href="#">hyperlink</a> to the Visit Details screen for the vessel in MARS. For more details on this screen refer to the Visit Search section in this User Guide
<b>Appointment Date</b>	This is a <a href="#">hyperlink</a> to the Appointment Details screen for the vessel in MARS. For more details on this screen refer to the Inspections Chapter in this User Guide
<b>Allocated Officer(s)</b>	This is the name of the biosecurity officer who created the appointment
<b>Appointment Status</b>	The status of the appointment
<b>Inspection Type</b>	The inspection type or types that are related to the selected appointment.

## Synchronise and Upload eForms

### Overview

Synchronising and then accessing the eForm(s) is a multi-step process. This section includes the steps to follow up to the point of confirming and processing the inspection(s).

**NOTE:** *New appointments are created from the **Port Arrivals** screen as described above. When accessing an existing appointment to continue with the inspection process the **Search Appointments** function must be used. In most cases biosecurity officers will return to the **Appointment Details** screen through the **Search Appointments** function.*


**Step 8:** Go to eForms and synchronise

**Step 9:** Complete the eForm(s) and synchronise

**Step 10:** Review the uploaded inspection details

### How to do it

- Access the appointment that was created. Refer to **Appointment Search** in this document.
- Select and open the relevant appointment.
- Go to the **Inspection(s)** tab and click on the [Go to eForms and sync hyperlink](#).

Field	Content
	Up to this point the biosecurity officer has created the appointment and generated an eForm. The steps below explain the next steps in the appointment/inspection process.





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Field	Content																
	<div><div>Generate e-Form</div><div>Confirm &amp; Process Inspection(s)</div><div>Refresh</div><div>Cancel Appointment</div></div> <div><div>Go to e-Form(s) and sync</div><div>Only click the 'Confirm &amp; Process Inspection(s)' button once all the Inspections in the Appointment have been uploaded. Once you click this button this tab will be disabled. You will not be able to update any information on these tabs</div></div> <div><div>Back</div></div>																
Go to eForms and sync	Click on this button to access the eForms offline client. A new screen is opened in the browser. The eForms main screen is displayed. Clicking on the <b>Synchronise</b> button will update the user's eForm client with the eForm for the inspections associated with the appointment that was created in the steps above.																
<div><div></div><div>Pop-ups for *.agriculture.gov.au must be enabled for eForms. Refer to the Configuring Internet Explorer for MARS access section in this User Guide.</div></div>																	
<div><div><div><div><div></div><div>Australian Government Department of Agriculture</div></div><div>My Eforms - offline version</div><div><div>Help</div><div>Settings</div><div>Sync</div></div></div><div><div><div>Forms To Process (1)</div><div>Forms Ready To Sync (1)</div><div>Create New Form (15)</div><div>Archived Forms (10)</div></div></div></div></div>																	
<div><div><div>Refer to the relevant inspection Work Instruction for information on how to complete the eForms and synchronise back to MARS. When the inspection is completed the eForm must be uploaded to MARS. This is achieved by selecting the Sync button in eForms. The inspection status in MARS will change to Uploaded and the inspection details will be completed with the information from the eForm. The next step is to review the information prior to proceeding with Confirm and Process Inspection(s).</div></div></div>																	
<table><tr><th>Type</th><th>Status</th><th>Allocated Officer</th><th>Inspection Start Date/Time</th><th>Duration</th><th>No. of Officers</th><th>Risk Points</th><th>Action</th></tr><tr><td>Routine Vessel Inspe...</td><td>Uploaded</td><td>JORDAAN DAVID</td><td>16/03/2016 13:16</td><td>01:00</td><td>1</td><td>50</td><td></td></tr></table>		Type	Status	Allocated Officer	Inspection Start Date/Time	Duration	No. of Officers	Risk Points	Action	Routine Vessel Inspe...	Uploaded	JORDAAN DAVID	16/03/2016 13:16	01:00	1	50	
Type	Status	Allocated Officer	Inspection Start Date/Time	Duration	No. of Officers	Risk Points	Action										
Routine Vessel Inspe...	Uploaded	JORDAAN DAVID	16/03/2016 13:16	01:00	1	50											
Type	The inspection type that was uploaded is described here. The <a href="#">hyperlink</a> opens up the original inspection eForm in read only mode.																
Status	This is the status of the inspection and should change to Uploaded.																
Allocated (Actd) Officer	The name of the biosecurity officer whose tablet device the eForm was synchronised to.																



Field	Content
<b>Inspection Start Date/Time</b>	The start date and time as recorded on the eForm. This field may be edited at this stage. Once the appointment has been confirmed and processed this field will be read only.
<b>Duration</b>	The duration of the inspection as recorded on the eForm. The field may be edited to reflect any additional times such as waiting times for transport or security escorts from the vessel.
<b>No. of Officers</b>	Final confirmation of the number of billable biosecurity officers. Adjusting this field will adjust the fees and charges.
<b>Risk Points</b>	The risk points added during the inspection by MARS. This field cannot be edited.
<b>Action</b>	Removing the inspection will result in the eForm also being removed from MARS. A new eForm must be generated and completed and synchronised. Uploaded eForms are archived and cannot be re-submitted to MARS.

## Confirm Inspections and Finalise Appointments

### Overview

The completed inspection now needs to be confirmed and processed. This step opens up additional tabs on the Appointment Details screen. This section includes the steps to follow up to the point of finalising the appointment.


**NOTE:** *New appointments are created from the Port Arrivals Screen as described above. When accessing an existing appointment to continue with the inspection process the Search Appointments function must be used.*

**Step 11:** Confirm and Process Inspections

**Step 12:** Finalise the Appointment

### How to do it

- Access the appointment that was created. Refer to **Appointment Search** in this document
- Select and open the relevant appointment.
- Go to the **Inspection(s)** tab and click on the **Confirm & Process Inspection(s)** button

Field	Content
	Now the appointment is ready to be processed and finalised. The next step is to click on the Confirm & Process Inspections button.





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Field	Content												
<div><div>Generate e-Form</div><div>Confirm &amp; Process Inspection(s)</div><div>Refresh</div><div>Cancel Appointment</div></div> <div>Go to e-Form(s) and sync</div> <div>Back</div> <div>Only click the 'Confirm &amp; Process Inspection(s)' button once all the Inspections in the Appointment have been uploaded. Once you click this button this tab will be disabled. You will not be able to update any information on these tabs</div>													
Confirm and Process Inspections	Once all the inspections in the appointment have been uploaded then click this button to confirm and process the inspection in MARS. Once this button is clicked all the other tabs in the <b>Appointment Details</b> screen will be displayed.												
Cancel Appointment	Prior to selecting the <b>Confirm and Process Inspection</b> button the appointment can still be cancelled. Cancellation is no longer possible once the inspection process has been confirmed												
Refresh	This button refreshes the screen and the appointment status.												
<div><div><div></div></div><div>The Inspections tab will change once the Confirm and Process Inspections button has been selected. The inspection cannot be deleted either. It is crucial that the biosecurity officer is confident that the inspection details are correct prior to selecting the Confirm and Process Inspections button.</div></div>													
Demerits tab – This tab lists all the demerits identified during the inspection and allows a biosecurity officer to add additional demerits after the inspection has been processed.													
<div><div><div>Appointment Details</div><div><div>Required fields denoted by *</div><div>Vessel 9172428 EMERALD INDAH</div><div>Voyage #</div><div>Port PORT LINCOLN</div><div>Arrival Date 13/07/2016</div><div>Appointment Date/Time 13/07/2016 15:07</div></div><div><div>1. Risks</div><div>2. Inspection(s)</div><div>3. Demerits</div><div>4. Follow-up Activities</div><div>5. Appointment Charges</div><div>6. Finalise Appointment</div></div><div>List of Demerits</div><div><div>+ Add Additional Dement</div><table><thead><tr><th>Inspection Type</th><th>Question</th><th>Answer</th><th>Demerit</th><th>Demerit Points</th><th>Comments</th></tr></thead><tbody><tr><td>Arrival Processing</td><td></td><td></td><td>Failure to submit a Pre-Arr</td><td>10</td><td></td></tr></tbody></table></div></div></div>		Inspection Type	Question	Answer	Demerit	Demerit Points	Comments	Arrival Processing			Failure to submit a Pre-Arr	10	
Inspection Type	Question	Answer	Demerit	Demerit Points	Comments								
Arrival Processing			Failure to submit a Pre-Arr	10									
<div>+ Add Additional Dement</div>	Biosecurity officers may add additional demerits after the eForm has been processed. Changes to the eForm are not possible at this stage. Any changes made here will update MARS but will not be on the eForm completed during the inspection. Biosecurity officers have an opportunity to add, or edit demerits and demerit points in this screen. Adding manual demerits are generally reserved for when a non-compliant action cannot be recorded on the eForm. In this case the biosecurity officer has the discretion of adding a demerit when finalising the appointment.												
<div><div><div></div></div><div>Biosecurity officers must get permission from their Team Leaders prior to manually adding any demerits. Biosecurity officers must take care when adding manual demerits. These demerits cannot be removed once added. Comments are mandatory when adding demerits to the appointment.</div></div>													
Inspection Type	The inspection that was completed during which the demerit actions were identified												
Question	The question on the eForm the demerit relates to												
Answer	The answer the biosecurity officer supplied to the question on the eForm												
Demerits	The demerits associated with the answer that was supplied on the eForm												





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Field	Content
<b>Demerit Points</b>	The points associated with the demerit. Demerit points may not be adjusted by the officer. Comments are mandatory when demerit points are adjusted.
<b>Comments</b>	Comments an officer must supply when adjusting the demerit points allocated by MARS. Biosecurity officers must follow the APS Code of Conduct guidelines when entering comments in any field in MARS.
<p><b>i</b> Demerit points have been published to external stakeholders and such must not be changed by a biosecurity officer. The only time demerit points may be changed is when a demerit has been added by mistake. In this event the demerit points must be set to zero (0). Biosecurity officers must always confirm any changes with their team leader in the first instance.</p>	
<p><b>Follow-up Activities tab – This tab allows a biosecurity officer to schedule a verification inspection, it lists the details of the treatment table as listed on the eForm and allows for incidents to be added.</b></p>	
<b>Verification Recommended</b>	<p>Tick this box if a verification inspection is required at the next port, or at the same port at a later date or time. This inspection is usually chosen when a Follow Up Inspection as a result of a treatment isn't required but the biosecurity officer feels that a verification inspection is required.</p> <p><b>NOTE:</b> If a Follow Up Inspection has been queued for the vessel as a result of an inspection outcome the Verification Recommended check box will not be available.</p>
<p><b>i</b> The Recommended Verification box when selected will queue a verification inspection in MARS. This replaces the requirement to send a separate message to a port advising that a verification inspection is required. This may be used to follow up on outstanding ballast water issues or treatments which cannot be added in the treatment table on the eForm.</p>	
<b>Start After</b>	A specific date and time may be recorded in this field when the verification inspection is required after a specific date and time.
<p><b>i</b> Biosecurity officers may enter the date and time to ensure the vessel has adequate time to address the issues identified prior to a verification inspection required. This is especially important where a re-inspection may be required at a later time on the same day.</p>	



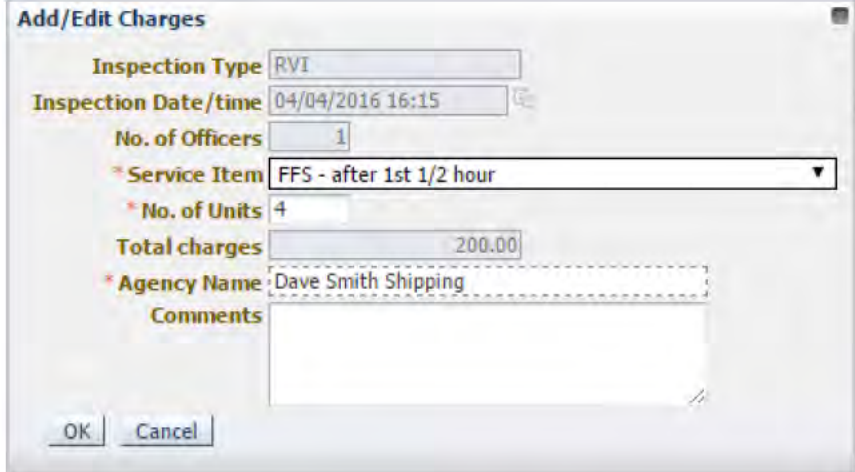





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Field	Content
<b>Officer Comments</b>	Comments are mandatory and must include a description of what the next inspecting officer is required to verify. The more detail the better with a contact number if further information is required by the inspecting biosecurity officer.
<b>Treatment Details</b>	A copy of the treatments table as completed during the inspection. These details are read only and cannot be edited.
<b>Incidents</b>	Adding samples to the incidents database and attaching bottle IDs for samples being sent to OSS for identification.
<b>1</b> Biosecurity officers must also complete the client incident database entry outside of MARS. Biosecurity officers must follow departmental guidelines for the reporting of insects.	
<b>Appointment Charges tab – This tab contains all the fee calculation information and allows a biosecurity officer to generate an invoice for the services performed during that appointment.</b>	
<b>Appointment Start Date/Time</b>	The date and time the appointment was started.
<b>Appointment End Date/Time</b>	The date and time the appointment ended.
<b>Total Unbillable Travel Time</b>	Here biosecurity officers may add any travel time that is unbillable. Refer to the policy framework for when it is appropriate to add unbillable travel time. The format to add the time is greater than 00:00 and less than 24:00.
<b>Inspection Type</b>	The inspection type is derived from the eForm.

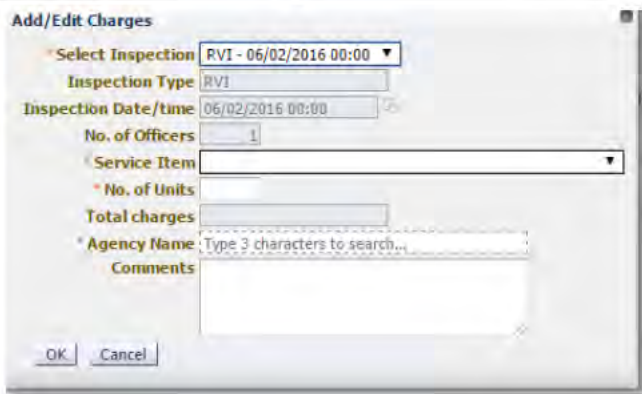


Field	Content
Inspection Start	The date and time the inspection started as derived from the eForm.
No. of Officers	The number of billable biosecurity officers derived from the eForm.
 <b>The number of billable officers will not automatically update the number of units to charge. The figure is indicative only. Prior to finalising the appointment the biosecurity officer must adjust the number of units to correctly reflect the number of biosecurity officers to be charged for.</b>	
Service Item	The service item for the service that was delivered.
No. of Units	The number of units of each service item.
Total Charges	The total charge for each service item.
Agency	The Agency responsible for the charges.
 <b>Edit or Delete</b>	The edit function is used to add or change details. The delete function will remove the service record.
<b>Add or Edit Charges</b>	
	
Service Item	The service item may be selected from the list presented in the drop down box
No. of Units	The number of units
 <b>Biosecurity officers must refer to the Fees and Services guidelines when amending MARS recommended service charges</b>	
Agency Name	The Agency name may be changed. Only Agencies listed in MARS can be selected. Type the first three characters of the Agency name and select the correct Agency from the list presented.





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Field	Content
<b>Comments</b>	Biosecurity officers may add comments related to the service. Biosecurity officers must write comments in accordance with the APS Code of Conduct.
<div> <a href="#">Add Charges</a> <a href="#">Invoice Now</a> <a href="#">Service Charge Activity</a> </div>	
<b>Add Charges</b>	Additional service charges may be added using this button
	
<b>Select Inspection</b>	The drop down list will contain all the inspections that were completed as part of the appointment. Biosecurity officers must select the correct inspection to allocate the charges to.
<b>Service Item</b>	The service item must be selected from the list presented. Biosecurity officers must refer to the fees and charges guidelines for the appropriate service item to select.
<b>No. of Units</b>	Enter the number of units for the selected service item.
<b>Agency Name</b>	Type in the first three characters of the Agency name and select the appropriate Agency responsible for the service charges from the list.
<b>Comments</b>	Add any comments related to the service being charged for and a reason for adding a manual charge.
<div> <a href="#">Add Charges</a> <a href="#">Invoice Now</a> <a href="#">Service Charge Activity</a> </div>	
<b>Invoice Now</b>	<p>Clicking on this button will invoice the charges immediately and not wait until the vessel has departed.</p> <p><b>NOTE:</b> The invoice will normally be generated 24 hours after the vessel has departed from the port.</p>
<b>Service Charge Activity</b>	This allows a user to download an Excel spreadsheet with the charges activities related to that appointment.



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Field	Content
<b>Finalise Appointment tab – This tab lists a summary of the appointment, ability to add additional officers, preview the BSD and Finalise the Appointment</b>	
<p>The screenshot shows the 'Finalise Appointment' tab with the following sections:</p> <ul style="list-style-type: none"> <li><b>Appointment Summary:</b> Inspection(s) done: Routine Vessel Inspection; Total Charges: \$1000.00; Total demerit points accumulated: 0.</li> <li><b>Other Officer Information:</b> Includes an 'Add Officer' button and a table with columns 'Inspection Role', 'Officer', and 'Action'. The table is currently empty with the message 'No data to display.'</li> <li><b>Preview Certificate(s):</b> Shows two certificates: 'Sanitation Certificate' and 'AGM Certificate'.</li> <li><b>BSD:</b> Includes a checkbox for 'Preview and edit BSD before sending'.</li> <li><b>Finalise Appointment:</b> A button that, when clicked, sends documents to the recipient(s). The documents listed are 'BSD' and 'Ship Sanitation Certificate'.</li> <li><b>Navigation:</b> Includes 'Back', 'Save', and 'Cancel' buttons.</li> </ul>	
<b>Appointment Summary</b>	Biosecurity officers must confirm the summary of the appointment before proceeding to finalise the appointment. The charges should reflect the actual charges incurred and must be correct.
<b>Other Officer Information</b>	This allows for the inspecting officer to add any additional persons that accompanied the inspection but weren't considered to be billable biosecurity officers. This may include visitors from central office or trainees.
<b>Preview Certificate(s)</b>	Certificates issued as a result of the inspection may be previewed prior to finalising the appointment.
<b>Preview BSD before sending</b>	When this box is selected the BSD will be displayed and editing allowed when the officer clicks on the <b>Finalise Appointment</b> button. This allows the officer to review any BSD comments or show directions to the Master prior to finalising the appointment.
<b>Finalising Appointment</b>	This will finalise the appointment and list the documents that will be sent to the Master and the Agent when the appointment is finalised.
<b>The voyage will remain Active until all appointments are finalised</b>	





## Cancel Appointments

### Overview

It may be necessary for a biosecurity officer to cancel an appointment. The scenarios below explain how an eForm may be removed and an appointment may be cancelled in MARS.

**Attachment D, a commercial vessel intervention decision tree**, can help determine if a vessel will not be serviced and the inspection cancelled.

### Security

External users do not have access to this screen

All internal users with the appropriate entitlements can cancel an appointment

### How to do it

**Scenario 1:** A biosecurity officer has created an appointment in MARS and synchronised an eForm to the tablet. For some reason, the inspection doesn't go ahead and the biosecurity officer wants the following outcomes:

- Remove the eForm from the tablet, and
- Cancel the appointment in MARS.
- Use the Appointment Search function to find the appointment in MARS. Open the relevant Appointment by clicking on the [Appointment Date hyperlink](#) and navigate to the Inspection(s) tab.

**Appointment Search**

**Search Criteria**

**Allocated Officer**  
JORDAAN DAVID

**Port**  
PORT ADELAIDE

**Include Child Ports** ☐

**Include All Ports in Region** ☐

**Appointment Status**  
☒ In Progress/Uploaded ☐ Finalised

**Appointment Date**  
to

**Vessel**  
Type 3 characters to search...

**Search Results**

Vessel	Port	Appointment Date	Allocated Officer(s)	Appointment Status	Inspection Type
<a href="#">MK EARTH</a>	<a href="#">PORT ADELA...</a>	<a href="#">09/05/2016</a>	JORDAAN DAVID	In Progress	RVI
<a href="#">VECTOR</a>	<a href="#">PORT ADELA...</a>	<a href="#">14/01/2016</a>	JORDAAN DAVID	Uploaded	RVI
<a href="#">VECTOR</a>	<a href="#">PORT ADELA...</a>	<a href="#">13/01/2016</a>	JORDAAN DAVID	In Progress	SSC

- Remove the queued inspection by clicking on the **Action** button, select 'Yes' when the information box is displayed and then click on **Save**.





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

**Appointment Details**

Vessel: 5672246 MK EARTH Voyage #: RV101 Port: PORT ADELAIDE Arrival Date: 10/05/2016 Appointment Date/Time: 09/05/2016 09:41

1. Risks 2. Inspection(s)

The table below will be automatically populated when it is first opened based on what 'queued inspections' (QI) are still pending for this voyage. The following rules apply:

- Service requests will only appear in the table if they are scheduled for the current port.
- Only one inspection of the same kind will appear in the table (so if there are 2 crew changes queued for this port, for example, only one of them will appear in the list).
- If a 'parent' inspection is queued, then none of its 'child' inspections will appear in the list. For example, if an RVT is queued then any human health or ballast water inspections will be excluded from the table because they are completely encompassed by an RVT.

+ Add Inspection

Type	Status	Allocated Officer	Inspection Start Date/Time	Duration	No. of Officers	Risk Points	Action
Routine Vessel Inspection	In Progress	JORDAAN DAVID					X

Generate e-Form Confirm & Process Inspection(s) Refresh Cancel Appointment

Go to e-Form(s) and sync Only click the 'Confirm & Process Inspection(s)' button once all the inspections in the Appointment have been uploaded. Once you click this button this tab will be disabled. You will not be able to update any information on these tabs.

Back Save Cancel

- Click on the **Cancel Appointment** button and select 'Yes' when the information box is displayed.

**Appointment Details**

Vessel: 9672246 MK EARTH Voyage #: RV101 Port: PORT ADELAIDE Arrival Date: 10/05/2016 Appointment Date/Time: 09/05/2016 09:41

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+ Add Inspection

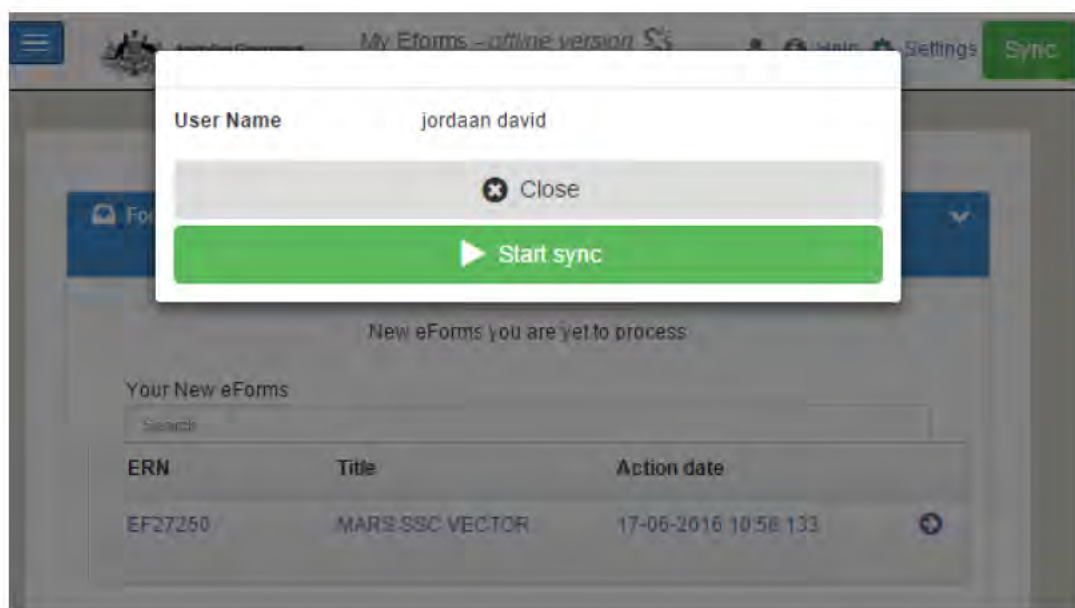
Type	Status	Allocated Officer	Inspection Start Date/Time	Duration	No. of Officers	Risk Points	Action
Routine Vessel Inspection	In Progress	JORDAAN DAVID					X

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Back Save Cancel

- Open eForms offline and synchronise. The eForm will now be removed from the biosecurity officer's list of eForms to complete.



**Scenario 2:** Biosecurity officer A is allocated (Actd) to an inspection and has synchronised the eForm to his or her tablet device. The inspection is then re-allocated to biosecurity officer B by the Team Leader. Biosecurity officer A wants the following outcomes:

- The eForm needs to be removed from biosecurity officer A's tablet device

**How does biosecurity officer A flush the eForm instance (no longer allocated (Actd) to him or her) from his or her tablet device?**

Biosecurity officer A opens eForms offline on his or her tablet device and synchronises. This action will remove the eForms instance that is no longer assigned to him or her.