Australian Government
Department of Agriculture, Water and the Environment

Chapter 3 – MARS Reports and Applications

Pre-Arrival Report (PAR)

MARS Ballast Water (BW) Report

Non First Point of Entry (NFP) Application

Human Health Update

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Department of Agriculture, Water and the Environment

Pre-Arrival Report (PAR)

Explanatory Notes

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

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

Application Security

External users

- Masters and Agency representatives are able to submit this report
- Masters can only view reports related to their own vessel
- Agency users can view reports submitted by them

Internal users

- MNCC, Vessel Inspectors and Supervisors are able to submit the report
- All internal users are able to view and search for reports

How to do it

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

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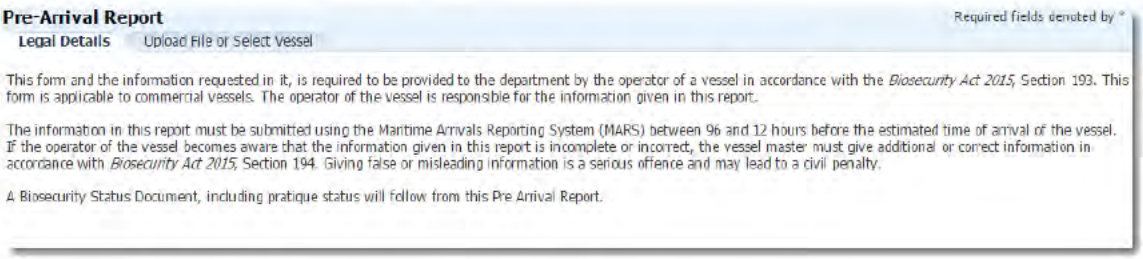
Legal Details

The **Legal Details** tab references the relevant sections of the Biosecurity Legislation that relate to the PAR.

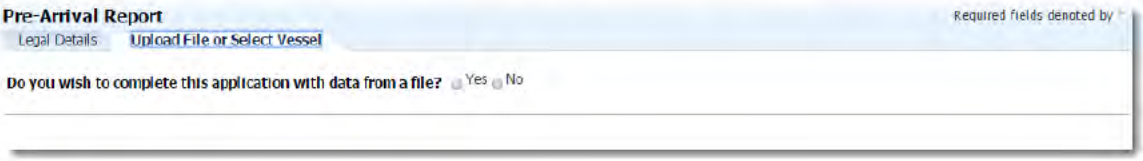
There are no fields that require completing on this tab.



Upload File or Select Vessel

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

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



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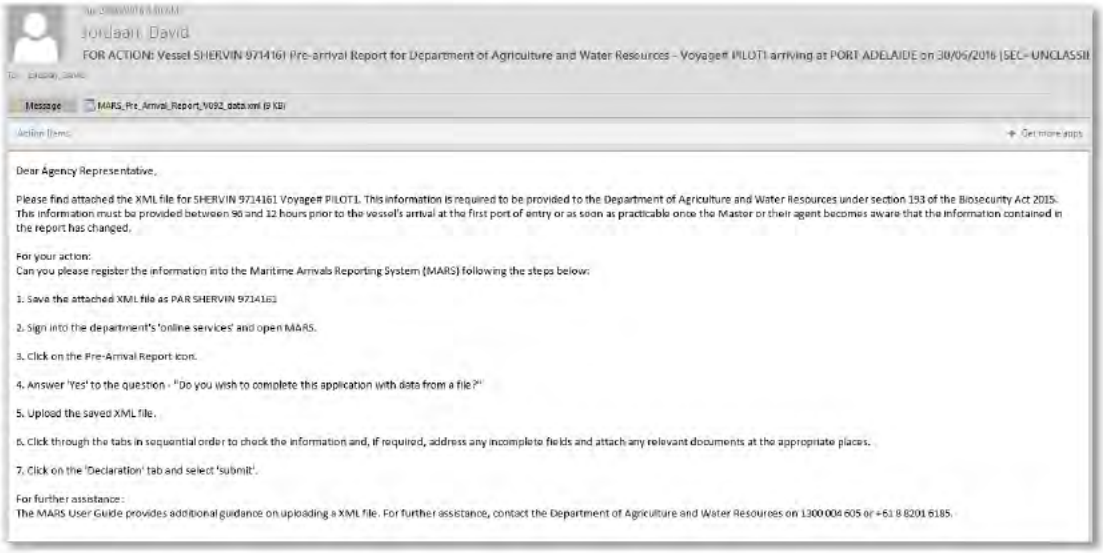
NOTE: *To save time in completing a PAR a Master may complete the PAR Offline Form and then save the file for future use.*

Save a PAR XML Data File received via Email

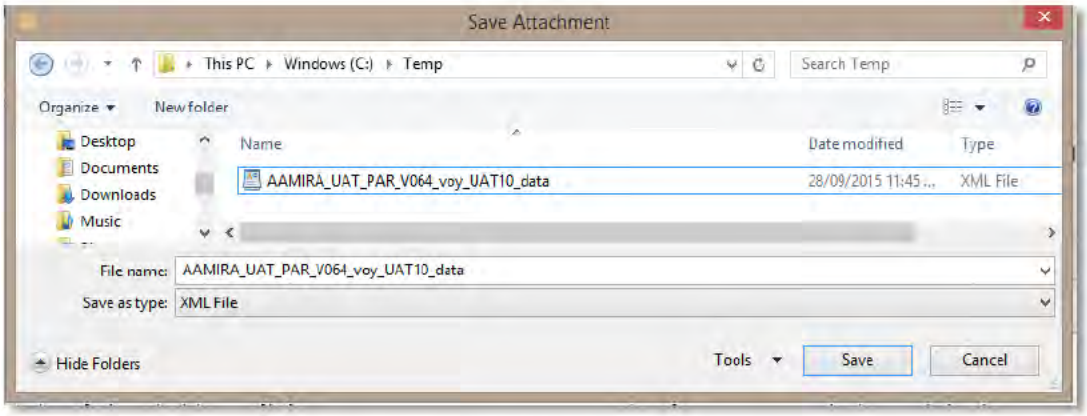
The Master of a vessel completes a PAR using an Offline Form. The Master then uses the "**Send to Agent**" function in the Offline Form to email the PAR as an XML Data file to the vessel's port Agency for that voyage.

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

- Open the e-mail received from the vessel



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



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

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NOTE: *Masters and Agents are advised to discuss appropriate naming conventions and file locations with their organisation's Network Administrator. File names and locations are only given as examples in this user guide.*

Upload a PAR to MARS from a Saved XML Data file

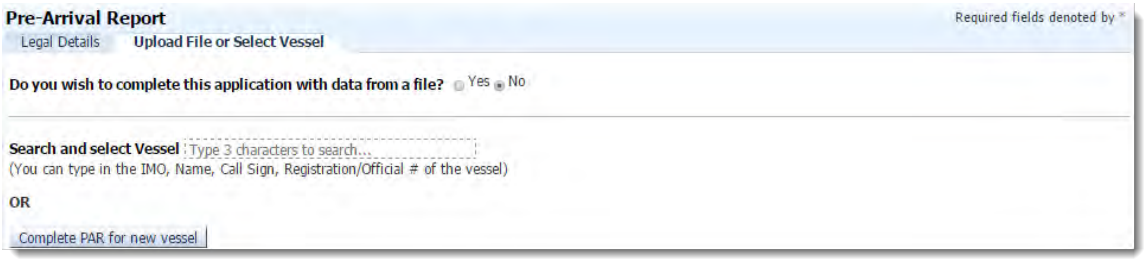
- To complete a PAR using data from an XML file answer **'**Yes' to the question '**Do you wish to complete this application with data from a file?**' Click on the **Choose File** button and navigate to the location where the file is saved on the computer. Once the file is selected the data will be automatically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

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

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

Complete a manual PAR in MARS

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



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

Vessel Particulars

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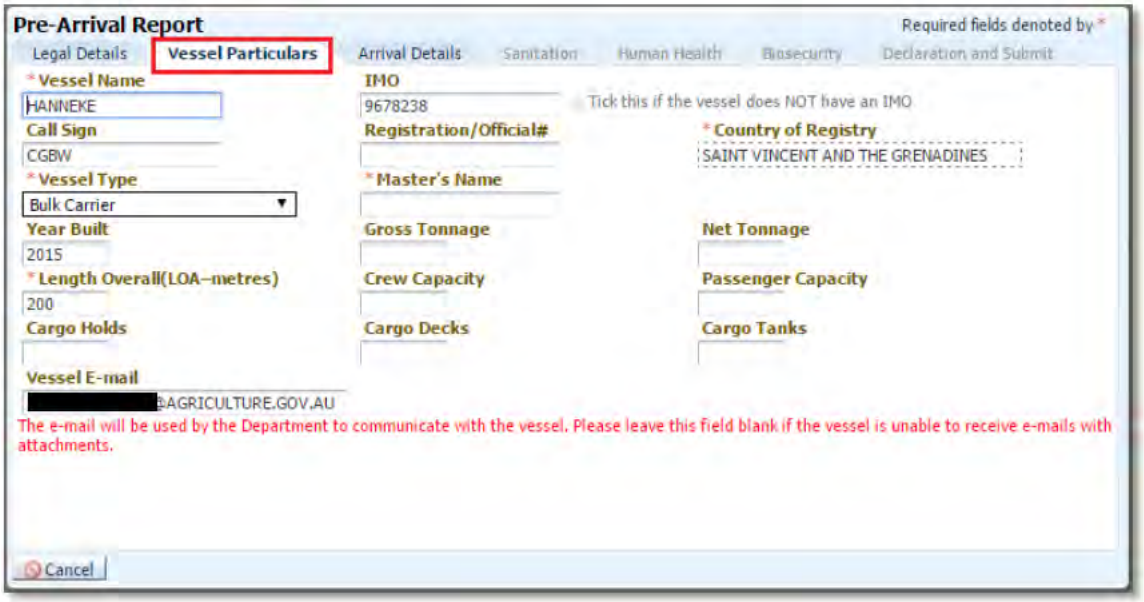
This screen is used to complete the Vessel particulars. It contains both mandatory and optional fields. All mandatory fields must be completed before you can navigate away from this tab.



Field	Content
Vessel Name	Enter the vessel name as it appears on the Ship's Particulars.
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier. The IMO number is mandatory if the tick box "**Tick this if the vessel does not have an IMO**" is not selected.
If the vessel does not have an IMO then the tick box must be selected. If not selected then the IMO becomes a mandatory field. This is to avoid vessels submitting a report without a valid IMO number.	
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars. If the vessel does not have an IMO then either of the Call Sign or Registration/Official# must be completed.
Registration/Official#	This is a non-mandatory field for vessels without an IMO. If the vessel does not have an IMO then either of the Call Sign or Registration/Official# must be completed.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choose the appropriate vessel type.
Master's Name	Enter the Master's name.

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Field	Content
Year Built	Enter the year the vessel was built. This is a non-mandatory field.
Gross Tonnage	Enter the vessels gross tonnage. This is a non-mandatory field.
Net Tonnage	Enter the vessels net tonnage. This is a non-mandatory field.
Length Overall (LOA-metres)	Enter the vessels overall length in metres.
Crew Capacity	Enter the total number of crew the vessel can accommodate. This is a non-mandatory field.
Passenger Capacity	Enter the total number of passengers the vessel can accommodate. This is a non-mandatory field.
Cargo Holds	Enter how many cargo holds the vessel has. This is a non-mandatory field.
Cargo Decks	Enter how many cargo decks the vessel has. This is a non-mandatory field.
Cargo Tanks	Enter how many cargo tanks the vessel has. This is a non-mandatory field.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.
Cancel	Clicking on the **Cancel** button on any of the tabs will close the PAR and all details will be lost. MARS does not save incomplete reports.

Arrival Details

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

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

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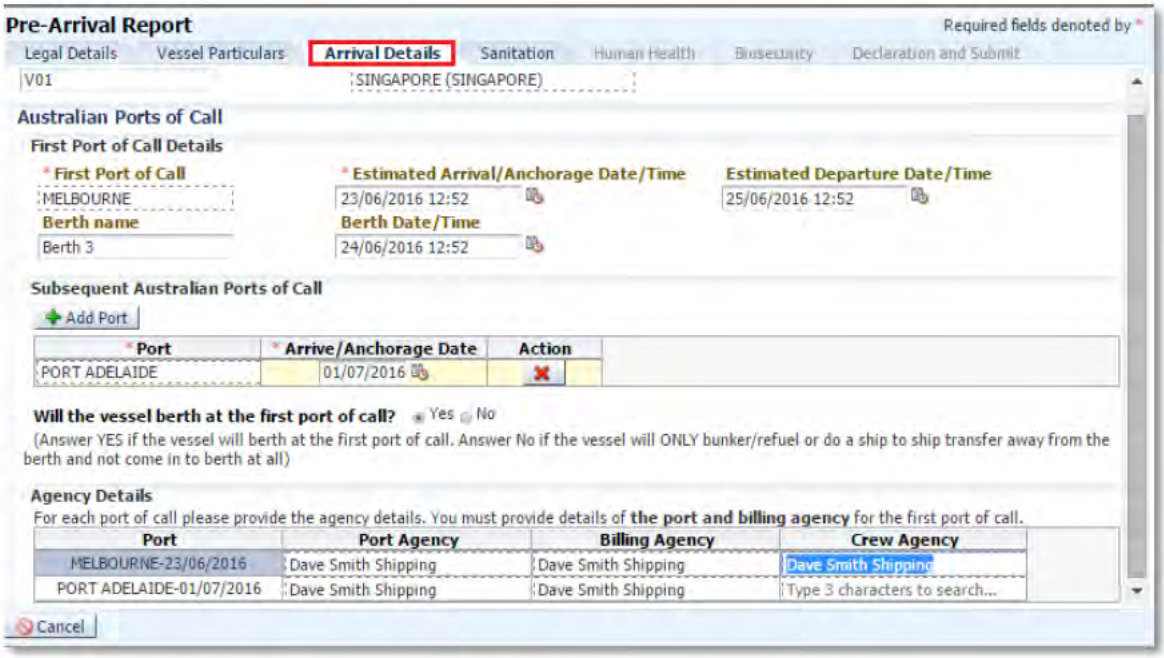

Field	Content
Voyage #	The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The voyage number must match the number on the PAR, Ballast Water, Human Health Update or NFP application for the current voyage. Only uppercase alpha-numeric characters are accepted. Spaces are not allowed.
Last Port of Call Name	Enter the last international port the vessel departed prior to sailing for Australia. At times a vessel may be required to submit a PAR when the last port was an Australian Domestic port or an installation. In this case the Master or Agent must be advised to select the port name: ADMINISTRATIVE PORT from the ports list in MARS.
When a vessel's last port of call was an Australian Domestic port or an installation and a new PAR is required the following port name must be entered in this field: ADMINISTRATIVE PORT	
First Port of Call	Enter the first Australian port the vessel will visit.
Estimated Arrival/Anchorage Date/Time	Use the calendar icon to select the date/time the vessel will arrive/anchor and click 'OK'.
Estimated Departure Date/Time	Use the calendar icon to select the date/time the vessel will depart the port and click 'OK'.
Berth name	Enter the name of the berth where the vessel will arrive.
Berth Date/Time	Use the calendar icon to select the date/time the vessel will berth and click 'OK'.

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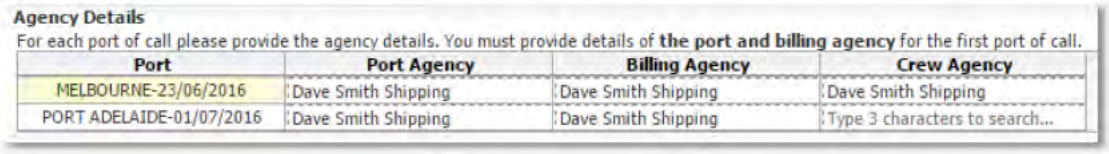
Field	Content
Add Port	Click on the **Add Port** button to enable the data entry fields. Use this button to add all the subsequent ports the vessel will visit in Australia during the current voyage.
Port	Enter the subsequent Australian Port the vessel will visit.
Arrive/Anchorage Date	Use the calendar icon to select the estimated date the vessel will arrive/anchor.
✖	Use this button to delete any subsequent ports that were added by mistake.
Will the vessel berth at the first port of call? Yes No	Answer 'Yes' if the vessel will berth at the first port of call in Australia. Answer '**No**' if the vessel will only bunker/refuel or conduct ship to ship transfer away from the berth and not come in to berth at all.
	
Port	This field will automatically pre-populate with information entered by the user in the '**First Port of Call**' and '**Subsequent Australian Ports of Call**' fields.
Entering the Port Agency for each Australian Port is mandatory. The Billing Agency is also mandatory for the first port of call. If the Billing and Crew Agency fields are not completed for subsequent ports MARS will assume that the Port Agency is also the Billing and Crew Agency for that port.	
Port Agency	For each port enter the Port Agency that will represent the vessel at the port.
Billing Agency	For each port enter the Agency nominated by the Master of the vessel to facilitate payment of accounts at the listed port. Any invoices for the listed port (except crew change activities) will be billed to this Agency.
Crew Agency	For each port enter the Agency nominated by the Master of the vessel to facilitate crew changes at the listed port. Any crew change activities at the listed port will be billed to this Agency.

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Sanitation

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

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

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

Human Health

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

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

Question 1 Details

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

* 1) Have any persons died on board during the current voyage?	Yes No
* 1.1) How many persons died?	1
* 1.2) Cause or suspected cause of death:	Accident Illness Other

Question 2 Details

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

* 2) Have any persons become ill or shown signs of illness in the past 14 days?	Yes No
How many persons	1

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

2.1) Is any person on board the vessel displaying any of the following symptoms?	
2.1.1) Temperature over 38C (if no thermometer is available, any person suspected of having a temperature should be reported) How many persons 1	Yes No
2.1.2) Acute unexplained non-itchy skin rashes or lesions, and non-itchy rashes or lesions caused by illness or exposure to hazardous agents (but not heat rashes, dermatitis, eczema, or similar common skin conditions)	Yes No
2.1.3) Muscle aches, diarrhoea, severe headaches or vomiting (but not vomiting caused by inebriation or motion sickness)	Yes No
2.1.4) Severe bruising or bleeding from the nose, ears, eyes, mouth, anus or skin (but not if the person is predisposed to nosebleeds or haemorrhoids, or has cuts and abrasions)	Yes No
2.1.5) Glandular swelling in the armpits or neck	Yes No
2.1.6) Prolonged loss of consciousness where a person cannot be roused (but not loss of consciousness caused by consumption of alcohol, drugs or medications, fainting or sleeping)	Yes No
2.1.7) Persistent coughing and difficulty breathing with no apparent cause and no history or similar symptoms (but not persistent coughing and difficulty breathing caused by asthma, heart disease, obesity, chronic bronchitis or emphysema)	Yes No
2.1.8) Except in the case of a person with restricted mobility or an otherwise healthy young child- an inability to disembark from a vessel without assistance	Yes No
2.1.9) Yellowing of the skin/whites of the eyes	Yes No

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

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

2.2.1) Been in contact with birds/bird products/someone suspected/confirmed of having Avian Influenza in the last 14 days? **How many persons** 1	Yes No
2.2.2) Eaten raw poultry/raw poultry products in the last 14 days?	Yes No
2.2.3) Handled samples suspected of containing Avian Influenza virus in the last 14 days?	Yes No
2.2.4) Travelled Africa, South/Central America or the Caribbean in the last 6 days and do not have a valid yellow fever vaccination certificate?	Yes No
2.2.5) Been in Africa in the last 21 days?	Yes No
2.2.6) Been in contact with camels or bodily fluids from a camel, including having been coughed or sneezed on by a camel, or drunk raw camel milk or consumed camel meat in a country in the Middle East?	Yes No

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

2.3) Gastro-intestinal illness

2.3.1) How many cases of diarrhoea and/or gastro-intestinal illness have been recorded in the vessel's medical log during the current voyage and/or the last 21 days?	
2.3.2) How many passengers and crew were on board during the current voyage and/or the last 21 days?	Passengers Crew
2.3.3) Was there any situation on board, which may lead, to infection or the spread of disease? **Details**	Yes No

Biosecurity

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

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Pre-Arrival Report Required fields denoted by *

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

*3) Are there any animals (including birds and/or fish) as ship's pets on board the vessel? Yes No

*4) Were there any other animals (including birds and/or fish) detected on board the vessel? Yes No

*5) Were any insects, including bees, discovered onboard during current voyage? Yes No

*6) In the past 24 months was the vessel in any Russian Far East Port/s between 40N, 60N and west of 147E during any periods between 1 July and 30 September? Yes No

*7) Since the vessel's last inspection in Australia, has the vessel carried any livestock, bulk seeds (including grain) or bulk meal (being meal that contains plant or animal, including fish or bird, material) in the last 10 cargos? Yes No

*8) Has waste on board the vessel been securely contained in a container or sealed room so that no waste is accessible to animals and there is no leakage? Yes No

*9) Do you intend to discharge waste in port? Yes No

*10) Will the crew sign off while the vessel is at berth or anchorage in Australian waters? Yes No

*11) Do you intend to discharge ballast in Australian waters? Yes No

Q	Field	Content
3	*3) Are there any animals (including birds and/or fish) as ship's pets on board the vessel? Yes No Add Row *Type of animal: Bird; *No. of animals: 1; Description (including health condition): BLUE BUDGIE; Action	
	Answer 'Yes' to this question if the vessel has any ship's pets on-board.	
	Add Row	Click on the **Add Row** button to enable the data entry fields. This section is specifically for vessel pets. If the vessel does have any pets on-board, click on the **Add Row** button to display the additional fields. Add a new row for each type of pet.
	Type of Animal	Options are Bird, Cat, Dog, Other. Select the type of pet from the list.
	Number of Animals	Enter the number of pets.
	Description (including health condition)	Enter a detailed description of the pet including identifying markings. Also include the health status of the pet.
	Action	Use this button to delete any rows that were added.
3.1	*3.1) Did Any animals die during the current voyage? Yes No *3.1.1) How many animals died? 1 *3.1.2) Describe how the dead animals were disposed: AT SEA	
	Answer 'Yes' to this question if any of the ship's pets have died during the current voyage.	
	How many animals died?	Enter the total number of all the pet(s) that died.

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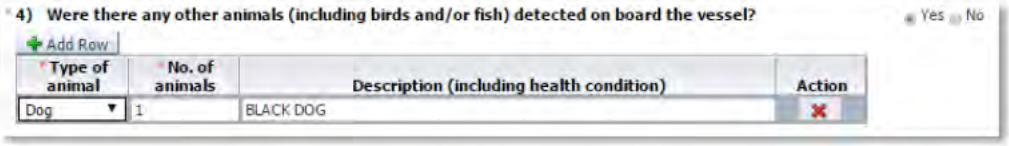
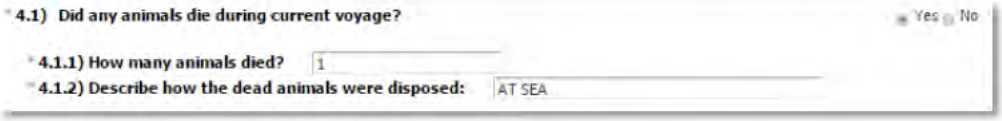
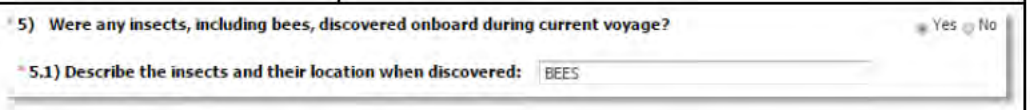
Q	Field	Content
	Describe how the dead animals were disposed:	Enter the details of how the dead pet(s) were disposed of. If the pet(s) are still on-board include the details in this section.
4		
	Answer 'Yes' to this question if there were any animals on-board the vessel during the current voyage. This question does not pertain to livestock or animals being carried as cargo. Animals carried as cargo must be addressed in Question 7.	
	Add Row	Click on the **Add Row** button to enable the data entry fields. This section is specifically for animals other than vessel pets. This may include stray animals or birds which have flown onto and remained on the vessel during the voyage. If the vessel has any animals on-board, click on the **Add Row** button to display the additional fields. Add a new row for each type of animal.
	Type of Animal	Options are Bird, Cat, Dog, Other. Select the type of animal from the list.
	Number of Animals	Enter the number of animals.
	Description (including health condition)	Enter a detailed description of the animal including identifying markings. Also include the health status of the animal.
	Action	Use this button to delete any rows that were added.
4.1		
	Answer 'Yes' to this question if any of the animals died during the current voyage.	
	How many animals died?	Enter the total number of all the animals that died.
	Describe how the dead animals were disposed of:	Enter the details of how the dead animals were disposed of. If the animals are still on-board include the details in this section.
5		
	Answer 'Yes' to this question if any insects were discovered on-board the vessel during the current voyage.	

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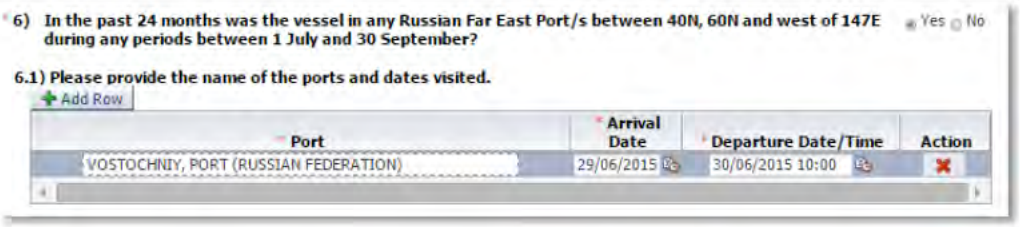
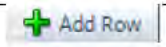
Q	Field	Content
	Describe the insects and their location when discovered:	Detailed description of the insects and where they were discovered must be entered in this field.
6.1		
	Answer 'Yes' to this question if the vessel travelled to any Far East Russian ports between the specified latitudes and longitudes and during the dates specified in the previous 24 months.	
		Click on the **Add Row** button to enable the data entry fields. Add a row for each port that was visited.
	Port	Enter the Far East Russian port name.
	Arrival Date	Enter the date the vessel arrived at the Far East Russian port.
	Departure date and Time	Enter the date and time that the vessel departed from the Far East Russian port.
		Delete any rows that were added.
6.2		
	Answer 'Yes' to this question if the vessel was inspected in any of the named countries and received an AGM freedom certificate from the local government authorities.	
	AGM Certificate Number	Enter the reference number of the AGM certificate.
	Country of Issue	From the list select the AGM certificate issuing country.
	Issue Date	Enter the date the AGM certificate was issued.
		AGM certificates must be attached to the PAR by selecting the **Attach AGM certificate** button. The Master will then need to select the **Choose File** button and navigate to the location where the AGM certificate is saved. Once the certificate is attached, additional documents can be added by selecting the **Update** button and following the above

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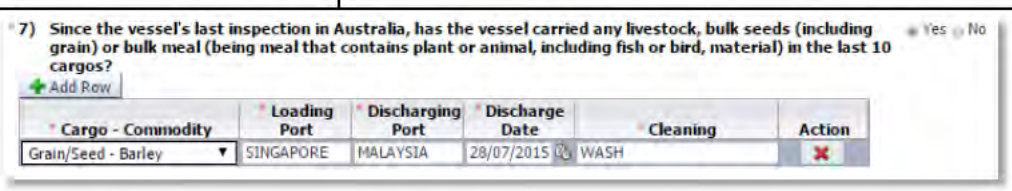
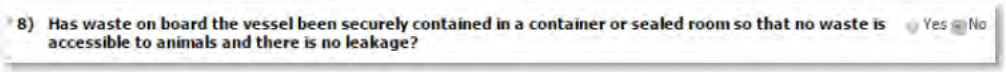
Q	Field	Content
		directions. Additional documents will need to be attached if the original certificate was not scanned into one document. Attached documents can be viewed by selecting the **View AGM certificate** hyperlink.
7		
	Answer 'Yes' to this question if the vessel had carried any commodities as cargo listed in the question.	
	Add Row	Click on the **Add Row** button to enable the data entry fields. Add a row for each commodity. If the same commodity was loaded and/or discharged at multiple ports add additional rows to reflect this.
	Cargo or Commodity	Select the commodity the vessel carried from the drop down list. Add a new row if multiple commodities were carried.
	Loading Port	Enter the port where the cargo was loaded onto the vessel.
	Discharging Port	Enter the port where the cargo was discharged.
	Discharge Date	Enter the cargo discharge date.
	Cleaning	Enter the details of the cleaning that was undertaken in removing any residual cargo from the vessel.
	Action	Delete any rows that were added.
8		
	Answer **'No'** to this question if the vessel has any issues with regard to maintaining waste securely onboard. Especially if the waste facilities are inadequate in dealing with the amount of waste being generated.	
9		

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Q	Field	Content
	Answer 'Yes' to this question if the vessel intends to discharge waste during its current voyage.	
	In Australia vessel waste may only be discharged at certain First Points of Entry. Please consult the department's website for a list of First Points of Entry.	
	Add Row	Click on the **Add Row** button to enable the data entry fields. Add a row for each port where the vessel will be discharging waste.
	Port and Arrival Date	The list only contains the port and date of arrival that was reported in the Arrival Details section of the PAR. If the port is not available for selection the port arrival details must be updated first. Select the port where the waste discharge will take place.
	Discharge Date	Enter the date the waste discharge is likely to occur.
	Estimated Volume (m^3)	Enter the estimated volume of waste to be discharged.
	Action	Delete any rows that were added.
10	* 10) Will the crew sign off while the vessel is at berth or anchorage in Australian waters? Yes No Add Row * Port - Arrival Date: MELBOURNE-01/10/2015 * Disembark date/time: 02/10/2015 15:00 * No. of Crew: 2 * Biosecurity Items to declare: Yes Item Details: MEAT Action	
	Answer 'Yes' to this question if any crew will sign off during the vessel's current voyage.	
	Add Row	Click on the **Add Row** button to enable the data entry fields. Add a row for each port where crew will be signing off. If multiple crew will sign off at different times or with different biosecurity items to declare add multiple rows.
	Port and Arrival Date	The list only contains the port and date of arrival that was reported in the **Arrival Details** tab of the PAR. If the port is not available for selection the port arrival details must updated first. Select the port where the crew will sign off.
	Disembark Date and Time	Enter the date and time the crew will be leaving the vessel.
	Number of Crew	Enter the number of crew that will be leaving the vessel.
	Biosecurity Items to Declare	Select 'Yes' or 'No' depending on whether the crew have items to declare. The department's website may be consulted to determine the biosecurity status of items. If unsure about the

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Q	Field	Content
		biosecurity status of an item select 'Yes' and enter the details in the next field.
	Item Details	Enter the details of the declared items.
	Action	Delete any rows that were added.
11	* 11) Do you intend to discharge ballast in Australian waters? Yes No	
	Answer 'Yes' to this question if the vessel intends to discharge ballast water in Australia during the current voyage	
	Warning You have indicated that you intend to discharge ballast. If you have not already done so, please submit a Ballast Water Report.	If a Master has not submitted a Ballast Water report to the department then a warning message will be displayed.
	Vessels intending to discharge ballast water in Australia must submit a Ballast Water Report.	
12	* 12) Are there any live plants on board? Yes No * 12.1) What is the location, health and condition of the live plants?	
	Question 12 is only displayed for Cruise Vessels. Answer 'Yes' to this question if the vessel has any live plants on-board.	
	A general statement as to the location, health and condition of the plants is required here. Detailed information must still be supplied on the Live Plant Vessel log. This log may be sent as an attachment with the PAR when it is submitted.	

Declaration and Submit

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

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Pre-Arrival Report

Required fields denoted by *

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

Privacy Notice

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

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

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

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

☑ I acknowledge that the above information is true and correct

Submit

Cancel

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

Withdraw a Voyage

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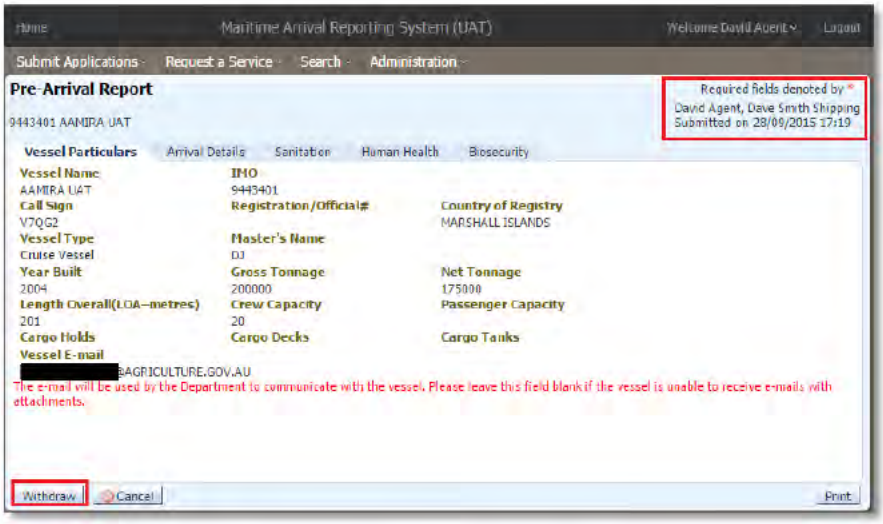

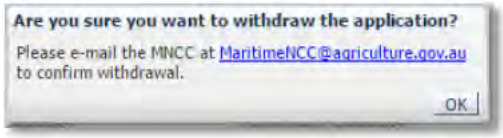

Once the PAR has been submitted the submission date and time and the name of the person who submitted the PAR will be displayed. If an Agent has submitted the PAR on behalf of a Master then the Agency name will also be listed. All fields will be read only and no amendments can be made to the PAR. A new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

Complete a Livestock Statement in MARS

NOTE: *The **Livestock Statement** tab will only be available on the PAR when the vessel type is 'Livestock Carrier'. The spacing in some sections of the on-screen Livestock Statement is close together, Masters must take NOTE of this when completing the statement in MARS to avoid any errors in reporting.*

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

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

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Section	Details
13 Cleaning/Disinfection **Treatment** Disinfectant Chemical Used / Concentration / Quantity Applied (Kilograms) Commenced (Proposed) Date/time / Completed (Proposed) Date/time General Cleaning Fresh Water Wash Disinfectant Applied Note: • (a) Prior to entering Australian waters, every livestock vessel is required to be thoroughly cleansed. The vessel is then disinfected with a 4% (weight = volume in fresh water) soda ash solution applied with a high-pressure applicator to run off stage. The solution is to be applied to all surfaces in livestock holding areas. A minimum period of 30 minutes must elapse before washing down with water. • (b) Disinfection must be completed prior to the commencement of disinsection. • (c) Sufficient stocks of disinfectant must be held with a minimum of enough for another voyage.	
Disinfectant Chemical Used	After the vessel has been thoroughly cleaned it must be washed down with a Soda Ash Solution or equivalent chemical solution. Enter the product name in this field.
Concentration	The soda ash applied must be in a 4% solution. This means 4 Kg of soda ash in every 100 Litres of water.
Quantity Applied	Enter the quantity of soda ash applied in kilograms. The amount of water used must also be recorded in the vessel's log book.
General Cleaning Dates and Times	Enter the dates and times when the general cleaning of the vessel commenced and was completed. Vessels may not be cleaned in Australian waters without prior approval from the department.
Fresh Water Wash Dates and Times	After the soda ash solution had been applied as directed all areas must be washed down with fresh water. This washing down must commence at least 30 minutes after the soda ash solution was applied to a surface. Enter the dates and times when the fresh water wash down commenced and was completed.
Disinfectant Applied Dates and Times	Enter the dates and times when the application of soda ash commenced and was completed.
14 Residual disinsection - Permethrin Insecticide Applied / Concentration Commenced (Proposed) Date/time / Completed (Proposed) Date/time Note: • (a) Applied by low-pressure applicator to at least 10% of the surfaces of open deck pennage areas, crew quarters, recreation areas, dining areas, and any areas unlikely to be adequately treated by the knock down insecticide. • (b) Protective clothing should be used as per the recommendations of the manufacturer.	
Insecticide Applied	Enter the brand name of the insecticide applied. The active ingredient must be Permethrin
Concentration	Enter the concentration of residual insecticide used
Residual Disinsection Dates and Times	Enter the dates and times the disinsection commenced and was completed.

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Section	Details
15 Knock down disinsection - Pestigas-P and/or Insectigas-D **Insecticide Applied** **Amount (grams)** **Commenced (Proposed) Date/time** **Completed (Proposed) Date/time** **Cylinders Applied (Serial Numbers)** **Cylinders Spare (Serial Numbers)** **Spray Gun Nozzle Number** Note: • (a) Dose rate for pestigas/insectigas is 200gms/300 cubic metres at a rate of 3 grams per second at 800psi. • (b) The gas must be applied with a recommended applicator and nozzle size, SS850033 or SS650033 or Tjet730023. A spare applicator and nozzle must be carried by all vessels. The gas must be applied by slowly walking along the access ways, directing the vapour upwards towards the ceiling. The application must be at a rate that enables gas to be applied to all enclosed holding areas at the required concentration. • (c) Knockdown insecticide must be applied within 2 to 48 hours prior to entering Australian waters. After application, enclosed deck areas must remain sealed until permission is granted by the Department to ventilate the area. • (d) Protective clothing should be used as per the recommendations of the manufacturer.	
Insecticide Applied	Enter the name of the insecticide applied. Either Pestigas or Insectigas may be used
Amount	Enter the amount of disinsectant used in grams
Disinsection Dates and Times	Enter dates and times when knock down disinsection commenced and was completed
Cylinders Applied (Serial Numbers)	Enter the serial numbers of all the insecticide cylinders used
Cylinders Spare (Serial Numbers)	Enter the serial numbers of all the spare insecticide cylinders
Spray Gun Nozzle Number	Enter the nozzle size used on the insecticide cylinders. The correct nozzle sizes are described in the NOTES in section 15 of the Statement.
16 Insectocutors **Activated current voyage Date/time** **Deactivated last voyage Date/time** Note: • (a) At least one insectocutor per livestock holding deck. • (b) Insectocutors to have a light intensity of at least 160 watts UV. • (c) Insectocutor trays to be activated 48 hours prior to arrival at an Australian port and remain activated until 24 hours after departure. Insects must be collected when insectocutors are deactivated, stored in vials and supplied to the Department upon the returning visit.	
Activated Current Voyage	Enter the date and time the insectocutors were activated during the current voyage. The insectocutors must be activated 48 hours prior to arrival at an Australian port
Deactivated Last Voyage	24 Hours after departure from an Australian port the insectocutors must be de-activated. Enter the date and time the insectocutors were de-activated when the vessel last visited an Australian port.

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

MARS Ballast Water (BW) Report

Explanatory notes

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

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NOTE: *The Biosecurity Act does not stipulate the time frame for BW Report submission, however the department recommends the time frame above to allow vessels enough time to complete additional management procedures should ballast water be deemed non-compliant with Australian Ballast Water Management Requirements prior to arrival.*

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

Application Security

External users

- Masters and Agency representatives are able to submit this report
- Masters can only view reports related to their own vessel
- Agency users can view reports submitted by them

Internal users

- MNCC, Vessel Inspectors and Supervisors are able to submit the report
- All internal users are able to view and search for reports

How to do it

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

Legal Details

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

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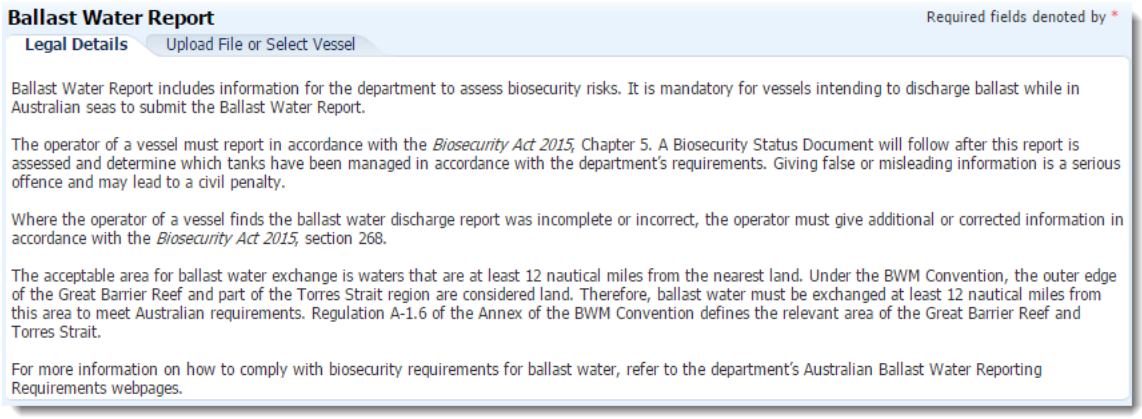
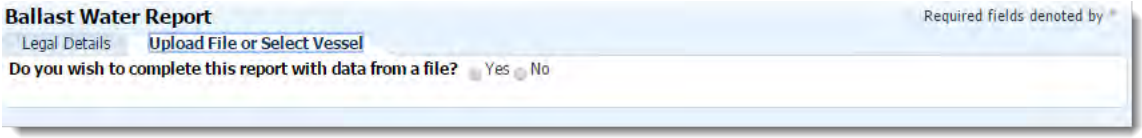


Upload File or Select Vessel

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

NOTE: *XML Data files are created by the BW Report Adobe PDF Offline Form.*

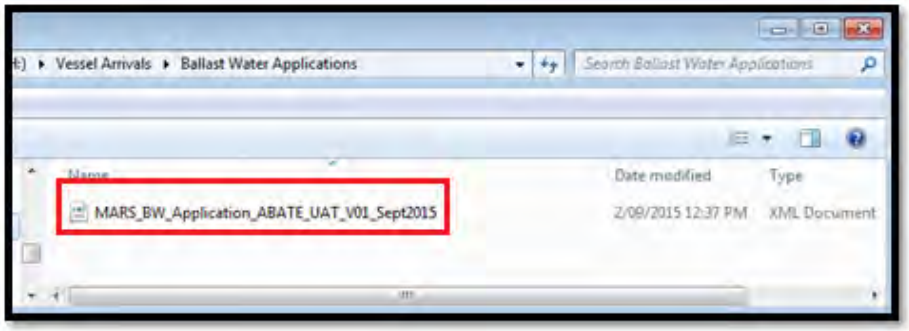


Save a BW Report XML Data File received via Email

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

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

- Open the e-mail received from the vessel
- Copy the attached XML Data file and save it to an appropriate directory on the network or locally to the computer.



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

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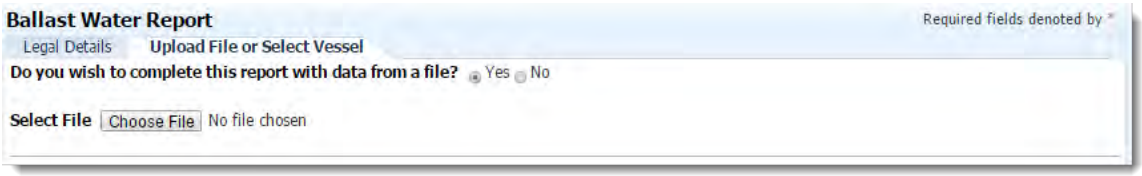
NOTE: *Masters and Agents are advised to discuss appropriate naming conventions and file locations with their organisation's Network Administrator. File names and locations are only given as examples in this user guide.*

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

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

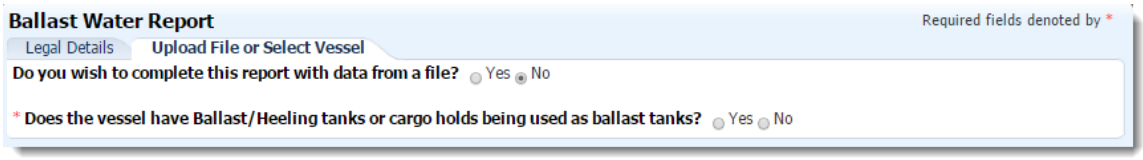


- Click through each of the tabs in sequential order to verify that all the mandatory fields have been completed.

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

Complete a manual BW Report in MARS

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



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

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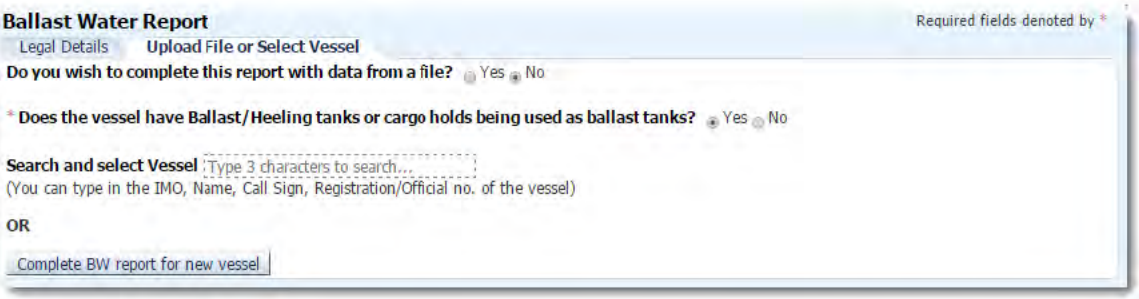


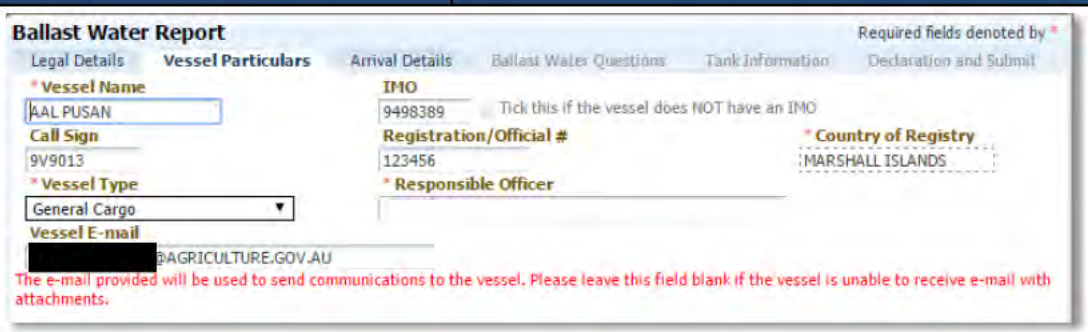
NOTE: *Type the first three letters of the vessel name or the IMO number in the search field. If the vessel is registered in MARS it will be displayed. Ensure the correct vessel is selected by verifying the IMO. If the vessel is not available for selection then a new vessel must be registered by selecting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

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

Vessel Particulars

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

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

Field	Content
	
Vessel Name	Enter the vessel's name as it appears on the Ship's Particulars.

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Field	Content
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier. The IMO number is mandatory if the tick box "**Tick this if the vessel does not have an IMO**" is not selected.
If the vessel does not have an IMO then the tick box must be selected. If not selected then the IMO becomes a mandatory field. This is to avoid vessels submitting a report without a valid IMO number.	
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars. If the vessel does not have an IMO then either of the Call Sign or Registration/Official# must be completed.
Registration/Official#	This is a non-mandatory field for vessels without an IMO. If the vessel does not have an IMO then either of the Call Sign or Registration/Official# must be completed.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choose the appropriate vessel type.
Responsible Officer	Enter the name of the vessel officer responsible for ballast water management onboard the vessel.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.

Field	Content

Tank Details

BALLAST WATER TANK CODES: Forepeak = FPT, Aftpeak = APT, Double bottom = DB, Bottom tank = BT, Bottom side tank = BST, Deep tank = DT, Wing tank = WT, Top side tank = TST, Cargo hold = CH, Heeling tank = HT, Water ballast tank = WBT, Port = P, Starboard = S, Centre = C, Bilge = BGT, Other = O (specify)

Add Tank **(All tanks must be listed, including the empty ones)**

Tank Name	Tank Capacity (m³)	Action
APT	1000	✖
DB 1 P/S	1000	✖
TST 1 P/S	1000	✖

Total Tank Capacity(m³) 3000

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Field	Content
Add Tank	The **Add Tank** button is used to add rows to the grid so that all the vessel's ballast tanks can be listed. All tanks used to store ballast water must be listed even empty tanks and tanks that aren't used often. Cargo holds only need to be listed if they are carrying ballast during the current voyage.
BALLAST WATER TANK Forepeak= FPT Aftpeak = APT Double bottom = DB Bottom tank = BT bottom side tank = BST Deep tank = DT Wing tank = WT Top side tank = TST Cargo hold = CH Healing tank = HT Water ballast tank = WBT Port = P starboard = S Centre = C Bilge = BGT Other = O (specify)	
Tank Name	Enter the name of the ballast water tank in this field. Use the abbreviations above for the tank name. The number of the tank and the location must also be listed. To keep tank names consistent the following format is recommended by the department: **[Tank Name][Number][Location] must be entered as** **[DB 1 S] or [DB 1 P/S]** **Tank Name is Double bottom tank** **Number is 1** **Location is Starboard and Port** It isn't necessary to list Portside and Starboardside tanks seperately if they are treated as one tank by the vessel for the purpose of ballast water management. Please consult the vessel's Ballast Water Management Plan for this information.
Care must be taken with the vessel's tank names. Tank names must be consistent between BW Reports.	
Tank Capacity (m^3)	Enter the total tank capacity as stipulated in the vessel's ballast documentation. Numerical values between 1 and 999999.99 may be entered.
Action	If a tank row was added by mistake the **Action** button can be used to remove the row

Field	Content
Pump Details Add Pump **(All pumps must be listed)**	

Pump Name	Current Delivery Capacity (m^3/hr)	Date Last Verified	Action
PUMP 1	500	01/01/2015	
PUMP 2	500	13/05/2015	

Add Pump	The **Add Pump** button is used to add rows to the grid so that all the vessel's ballast pumps can be listed. All pumps used to manage

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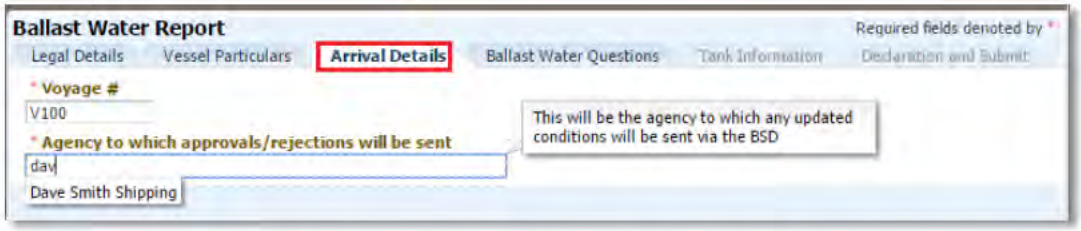
Field	Content
	ballast water must be listed. This includes the Fire Pump if used to manage ballast for certain tanks
Pump Name	Enter the name of the ballast water pump in this field.
Pump Capacity (m^3/Hr)	Enter the total pump capacity as stipulated in the vessel's ballast documentation. This is the actual pump capacity of each pump. Numerical values between 1 and 999999.99 may be entered.
Date Last Verified	Enter the date the pumps were last verified to determine the actual pump capacity. The '**Australian Ballast Water Management Requirements**' stipulate that the vessel's pumps must be tested at least every 12 months.
Action	If a pump row was added by mistake the **Action** button can be used to remove the row

Arrival Details

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

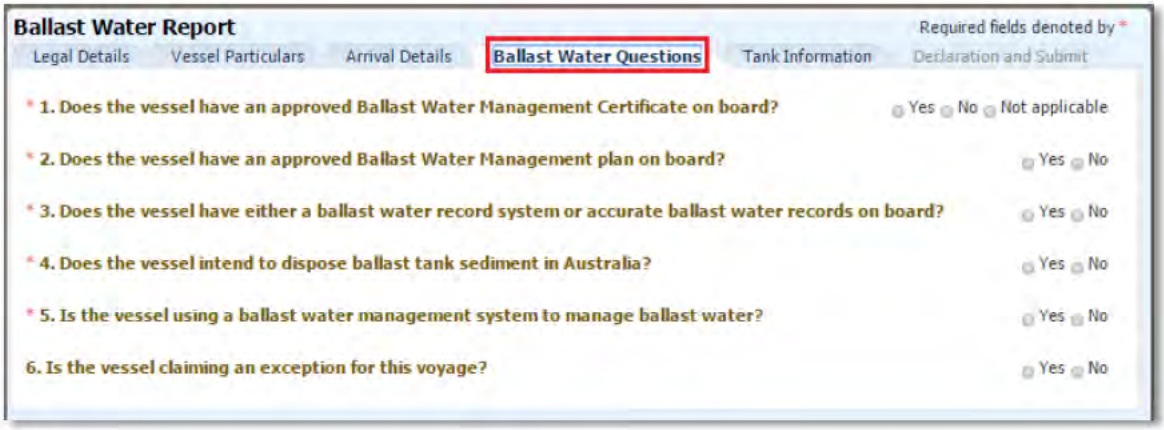
NOTE: *The Port Agency must be known to MARS. If the nominated Port Agency does not appear in the list then the Master must contact the Port Agency and request the details of the Agency's registration. The BW Report cannot be submitted without a valid Port Agency.*

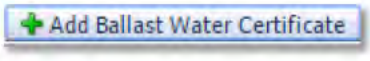
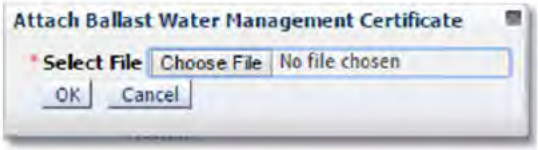
Field	Content
	
Voyage #	The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The voyage number must match the number on the PAR, Ballast Water, Human Health Update or NFP application for the current voyage. Only uppercase alpha-numeric characters are accepted. Spaces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

Ballast Water Questions

Australian Government
Department of Agriculture, Water and the Environment

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



Q	Field	Content
1		
	Answer 'Yes' to this question if the vessel has an approved Ballast Water Management Certificate onboard. Enter all the required details as they appear on the Certificate.	
	Only vessels that are using a Ballast Water Management System are required at present to have a Ballast Water Management Certificate. Until it becomes mandatory for all vessels to have a Ballast Water Management Certificate, Masters must answer 'Not Applicable' to this question unless they already have a Ballast Water Management Certificate for the vessel.	
		Click on the **Add Ballast Water Certificate** button to upload a certificate to MARS. The pop-up screen below will be displayed.
		The **Choose File** button is used to attach the Certificate to the report. If the vessel has a certificate it must be attached. Select OK to upload the file. The file along with the **Update** button will be displayed once the file is attached. The **Update** button can be used to select a different file in cases where an incorrect file was attached prior to clicking OK.
		To remove an uploaded certificate. Click on the **X** icon in the **Action** column. Once a certificate is removed a new one can be added.

Australian Government
Department of Agriculture, Water and the Environment

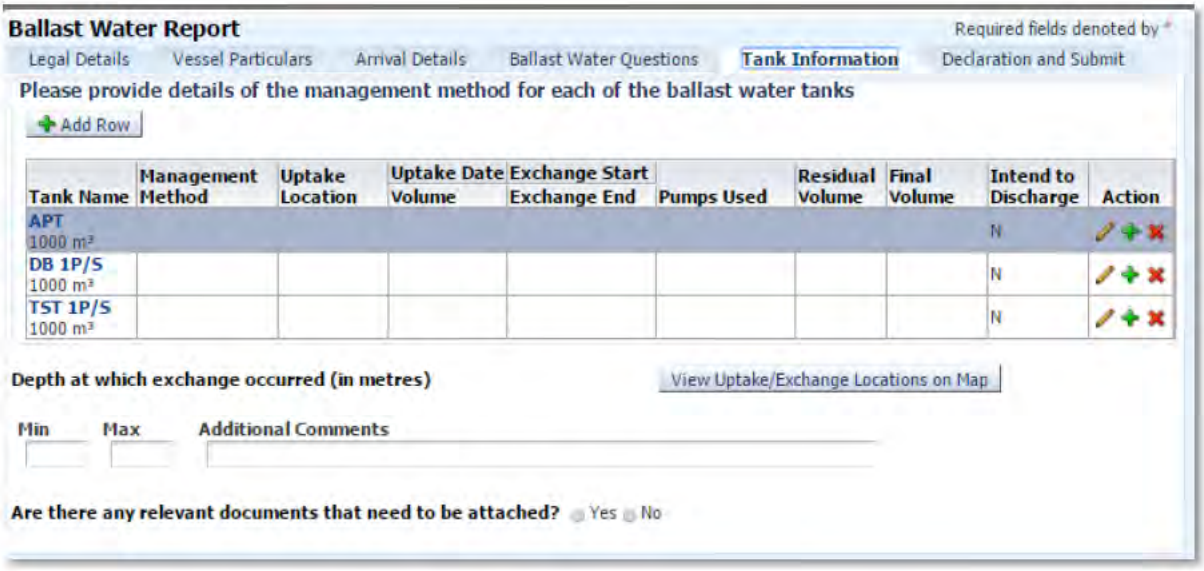
Q	Field	Content
2	* 2. Does the vessel have an approved Ballast Water Management plan on board? * 2.1 Has the vessel's ballast water been managed in accordance with the Ballast Water Management plan?	Yes No Yes No
	Answer 'Yes' to this question if the vessel has an approved Ballast Water Management plan onboard. Question 2.1 will then be displayed and must be answered.	
3	* 3. Does the vessel have either a ballast water record system or accurate ballast water records on board?	Yes No
	Answer '**Yes**' to this question if if the vessel has a system for recording ballast water management onboard the vessel. The *Australian Ballast Water Management Requirements* stipulate that a vessel must record the details of all ballast water exchanges.	
4	* 4. Does the vessel intend to dispose ballast tank sediment in Australia?	Yes No
	Answer '**Yes**' to this question if the vessel intends to discharge sediment from the ballast tanks in Australia. All ballast sediment discharge requires permission from the department.	
5	* 5. Is the vessel using a ballast water management system to manage ballast water? * 5.1 Ballast water management system used	Yes No If your system is not in the above list of type approved ballast water management systems please contact the department
	Answer '**Yes**' to this question if the vessel is using an onboard ballast water management system to manage ballast water. Question 5.1 will then be displayed and the correct system must be selected from the drop down list.	
	The department will only accept ballast water management systems that have been approved by the IMO. It is the Master's responsibility to ensure that the system being used is an approved system. Please refer to the *Australian Ballast Water Management Requirements* and the IMO regulations for further details. If the vessel's ballast water management systems is not in the list provided the Master must contact the Maritime NCC: maritimencc@agriculture.gov.au or +61 8 8201 6185	
6	6. Is the vessel claiming an exception for this voyage? * 6.1 Reason for the exception	Yes No
	This question must be answered. Answer '**Yes**' to this question if the Master was not able to manage the ballast water onboard the vessel due to an exceptional circumstance. Question 6.1 will then be displayed and the Master must then select one of the following exeptions from the list provided: **Accidental discharge due to damage; Saving life at sea; Minimising pollution; Ensuring safety of the vessel.**	
	For further information on when an exception may be claimed refer to the *Australian Ballast Water Management Requirements* and the *IMO Regulations*.	

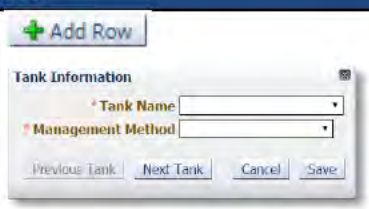
Tank Information

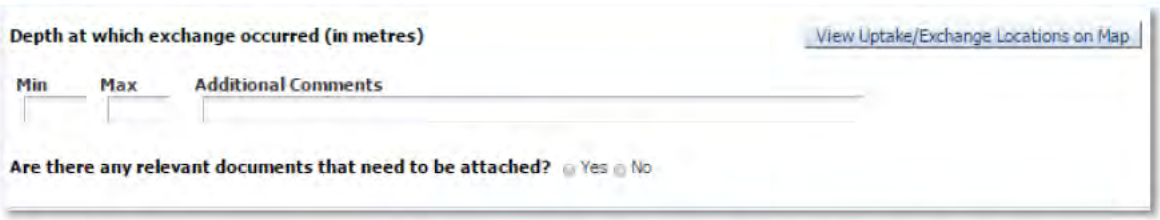
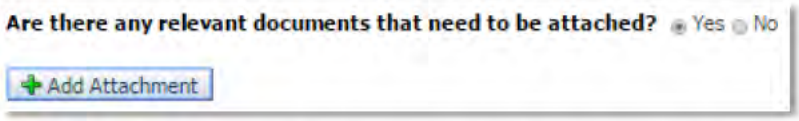
This screen is used to record and display all the ballast water management details of the ballast water tanks that were listed on the **Vessel Particulars** tab.

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

Australian Government
Department of Agriculture, Water and the Environment



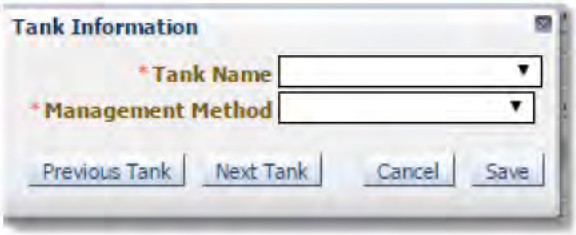
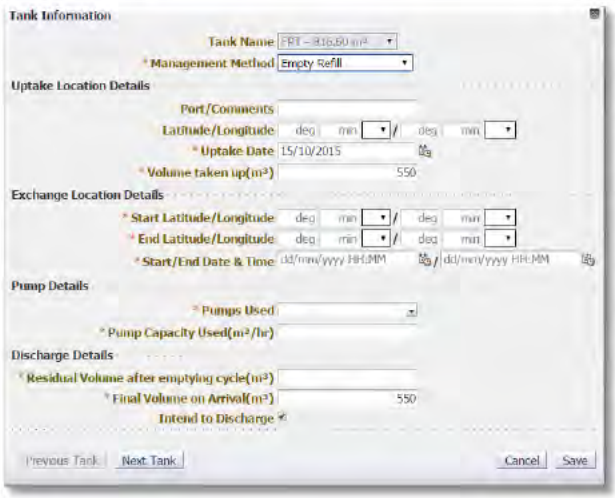
Field		Content
		This button must only be used to add an additional row for tanks where the exchange method is either Empty/Refill or Flow Through. No other management method can be used for the same tank more than once. This is to cater for scenarios where the exchange must be recorded over two lines.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

Field	Content
	
Additional Comments	Add any comments that may clarify the ballast water management process if it cannot be clearly explained by the data entered only
View Uptake/Exchange Locations on Map	Once all the exchange coordinates have been entered the exchange locations for all tanks can be viewed on a map
	
Answer **'Yes'** to this question if any documents need to be attached to the BW Report that may be used in assessing the application. Attach any files as necessary i.e. The Ballast Water Management System Certificate.	

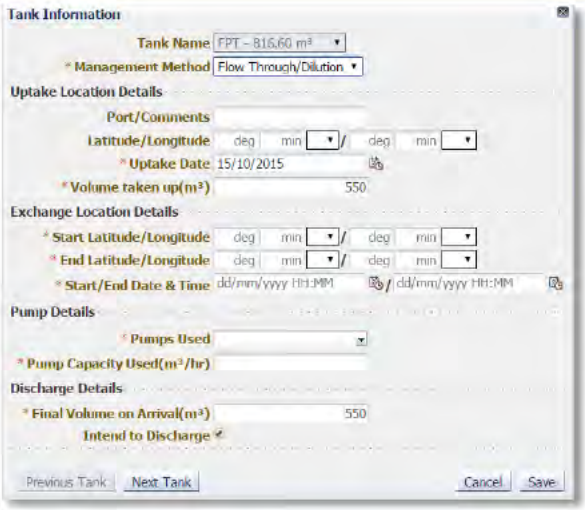
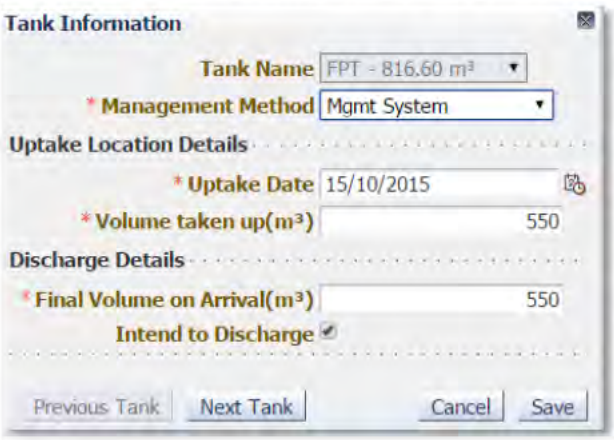
Australian Government
Department of Agriculture, Water and the Environment

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

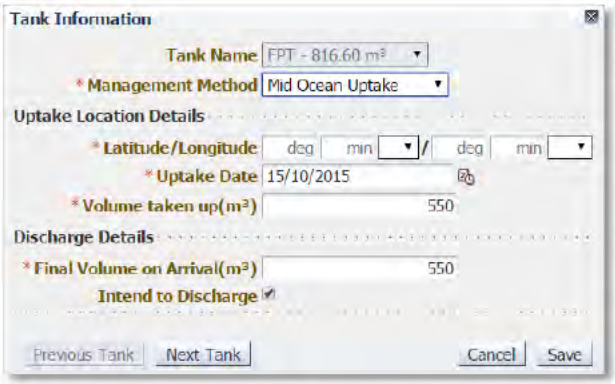
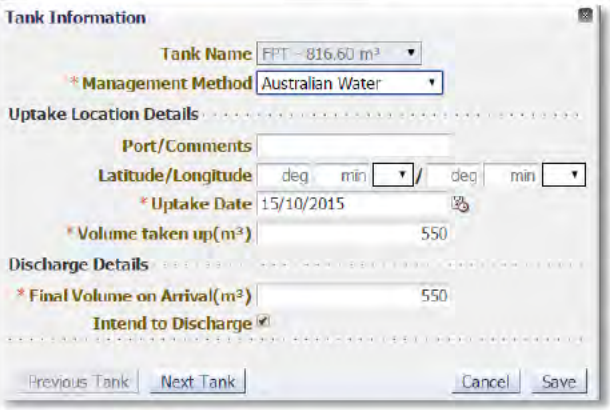
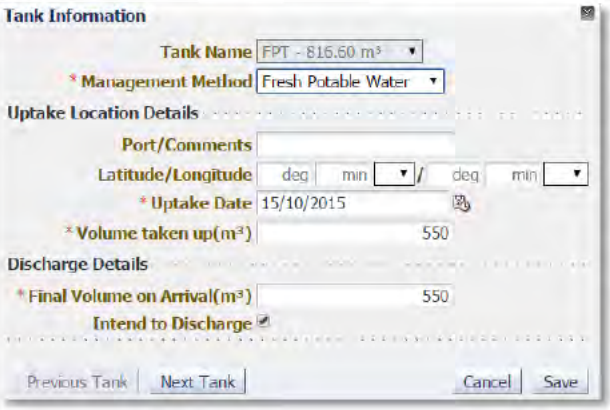
This will open a pop up screen where the tank and the management method must be selected from a drop down list. The management method selected will determine the data fields that need to be completed. All mandatory fields are marked with **red** * and must be completed.

Screen	Details
	Navigate between tanks by using the **Previous Tank** and **Next Tank** buttons. Details can be saved after each tank; however this will take the user back to the main tank grid. **The entered data will be lost if the session times out and the fields were not saved.**
Empty/Refill	
	**Tank Information –** Select the correct details from the drop down lists. Details are taken from the **Vessel Particulars** tab and can be amended there. **Uptake Location Details** – Enter the name or the coordinates of the place where ballast water was taken up; uptake date and volume of water. **Exchange Location Details –** Enter all the information of the exchange details. **Pump Details** – Pumps and pump capacity are taken from the **Vessel Particulars** tab, and can be amended there. **Discharge Details** – Enter the residual volume left in the tank after the empty cycle of the exchange is completed. The final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.
Flow Through/Dilution	

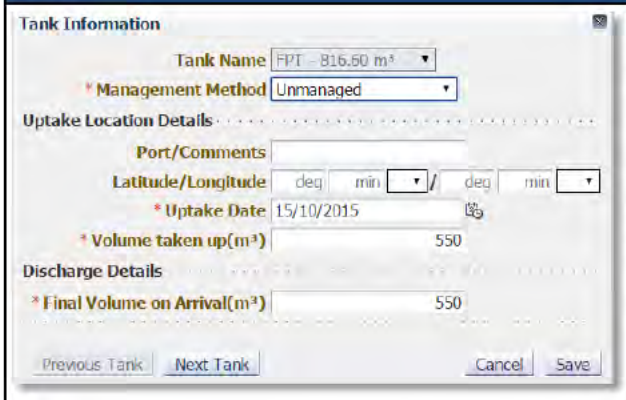
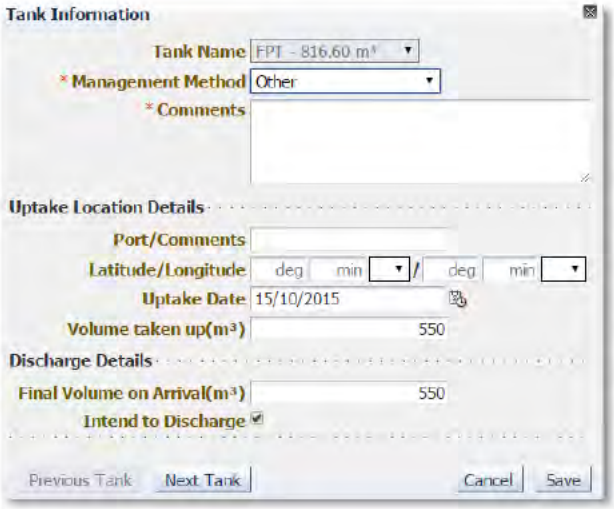
Australian Government
Department of Agriculture, Water and the Environment

Screen	Details
	**Tank Information –** Select the correct details from the drop down lists. Details are taken from the **Vessel Particulars** tab and can be amended there. **Uptake Location Details** – Enter the name or the coordinates of the place where ballast water was taken up. **Exchange Location Details –** Enter all the information of the exchange details. **Pump Details** – Pumps and pump capacity are taken from the **Vessel Particulars** tab, and can be amended there. **Discharge Details** – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.
Management System – Vessels using an IMO approved on-board ballast management system	
	**Tank Information –** Select the correct details from the drop down lists. Details are taken from the **Vessel Particulars** tab and can be amended there. **Uptake Location Details** – Enter the uptake date and the volume of ballast water that was taken up. **Discharge Details** – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.
Empty Tank	
	Tank Information – Select the correct details from the drop down lists. Details are taken from the **Vessel Particulars** tab and can be amended there. **Final Volume on Arrival** – The soundings of the tank must be accurate and reflect the residual volume of water left in the tank.
Mid Ocean Uptake	

Australian Government
Department of Agriculture, Water and the Environment

Screen	Details
	**Tank Information –** Select the correct details from the drop down lists. Details are taken from the **Vessel Particulars** tab and can be amended there. **Uptake Location Details** – Enter the date, volume of water and the coordinates of the place where ballast water was taken up. **Discharge Details** – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.
Australian Water – Water taken up inside the Australian Territorial Sea	
	**Tank Information –** Select the correct details from the drop down lists. Details are taken from the **Vessel Particulars** tab and can be amended there. **Uptake Location Details** – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up. **Discharge Details** – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.
Fresh Potable Water – Clean fresh water	
	**Tank Information –** Select the correct details from the drop down lists. Details are taken from the **Vessel Particulars** tab and can be amended there. **Uptake Location Details** – Enter the date, volume of water and the name or coordinates of the place where ballast water was taken up. **Discharge Details** – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.
Unmanaged	

Australian Government
Department of Agriculture, Water and the Environment

Screen	Details
	**Tank Information –** Select the correct details from the drop down lists. Details are taken from the **Vessel Particulars** tab and can be amended there. **Uptake Location Details** – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up. **Discharge Details** – Enter the final volume of water in the tank. This tank will not receive permission to discharge ballast in Australian waters.
Other	
	**Tank Information –** Select the correct details from the drop down lists. Details are taken from the **Vessel Particulars** tab and can be amended there. **Comments** – Enter the details of why the management method is Other and what the status of the ballast water is. The comments will be used to manually assess the risk of this tank. **Uptake Location Details** – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up. **Discharge Details** – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.

Declaration and Submit

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

Australian Government
Department of Agriculture, Water and the Environment

Ballast Water Report Required fields denoted by *

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

Privacy Notice

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the Biosecurity Act 2015 is also 'protected information' under the Biosecurity Act.

The collection of 'protected information' including personal and sensitive information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the Biosecurity Act 2015 for the purposes of assessing and managing the biosecurity risk of the vessel and related purposes. If the relevant personal information requested in this form is not provided by you, the department may be unable to unable to assess the potential biosecurity risk. Information collected by the Department will only be used or disclosed as authorised under the Biosecurity Act 2015.

The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws.

It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the Biosecurity Act 2015.

See our Privacy Policy web page (http://www.agriculture.gov.au/about/privacy) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933 or 1800 900 090.

I acknowledge that the above information is true and correct. If acting as an agent for the vessel, I acknowledge that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator.
Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☑ I acknowledge that the above information is true and correct

Submit

Field	Content
☐ I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the BW Report is correct and truthful
Submit	By clicking on the **Submit** button the BW Report will be uploaded into MARS for assessment. Once the assessment has been completed the Master and Agent will receive a Biosecurity Status Document (BSD) with the directions that are applicable to the vessel's current voyage
Information The application has been submitted successfully. You will be informed about the approval status of each of the tanks through the Biosecurity Status Document (BSD). Please make sure you have the received the BSD before arrival.	This message will be displayed if the BW Report was successfully submitted to MARS.

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

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

Australian Government
Department of Agriculture, Water and the Environment

Ballast Water Report

9498389 AAL PUSAN

David Jordaan, Departmental User, PORT ADELAIDE (Australia)
Submitted on 21/06/2016 14:16

Vessel Particulars | Arrival Details | Ballast Water Questions | Tank Information

Vessel Name	**IMO**	
AAL PUSAN	9498389	
Call Sign	**Registration/Official #**	**Country of Registry**
9V9013	123456	MARSHALL ISLANDS
Vessel Type	**Responsible Officer**	
General Cargo	ss	
Vessel E-mail		
[redacted]@AGRICULTURE.GOV.AU		

Clone a BW Report in MARS

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

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

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

Ballast Water Report Required fields denoted by *

Legal Details | Upload File or Select Vessel

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

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

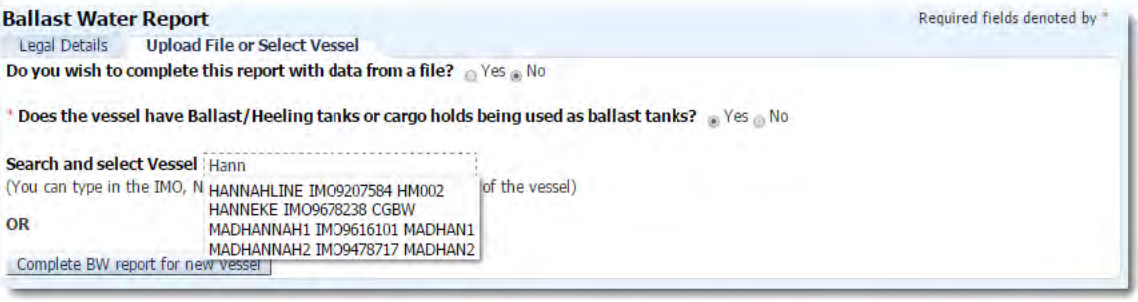
Search and select Vessel Type 3 characters to search...
(You can type in the IMO, Name, Call Sign, Registration/Official no. of the vessel)

OR

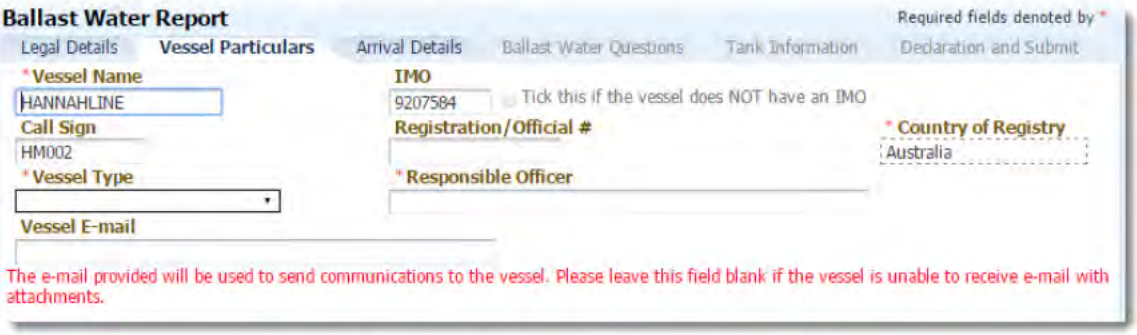
Complete BW report for new vessel

- Search for and select the vessel for which a BW report has already been submitted.

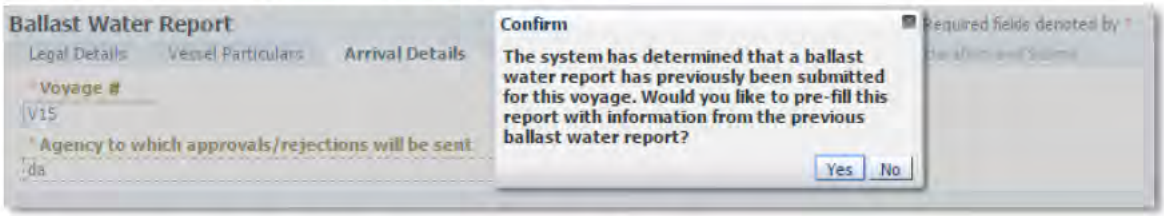
Australian Government
Department of Agriculture, Water and the Environment



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



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



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

Australian Government
Department of Agriculture, Water and the Environment

Ballast Water Report Required fields denoted by *

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

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

Add Row

Tank Name	Management Method	Uptake Location	Uptake Date Volume	Exchange Start Exchange End	Pumps Used	Residual Volume	Final Volume	Intend to Discharge	Action
TST 1 P/S 1000 m³	Empty Refill	CHINA	27/07/2015 1000 m³	27/07/2015 13:00 27/07/2015 17:00	PUMP 1 500 m³	10 m³	1000 m³	Y	
DB 1 P/S 1000 m³	Empty Refill	CHINA	27/07/2015 1000 m³	27/07/2015 08:00 27/07/2015 12:00	PUMP 1 500 m³	55 m³	1000 m³	Y	
APT 1000 m³	Australian Water	CHINA	27/07/2015 1000 m³				1000 m³	Y	

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

Min Max **Additional Comments**

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

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

Ballast Water Report Required fields denoted by *

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

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I acknowledge that the above information is true and correct. If acting as an agent for the vessel, I acknowledge that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator.
Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☑ I acknowledge that the above information is true and correct

Submit

Non First Point of Entry (NFP) Application

Explanatory notes

Australian Government
Department of Agriculture, Water and the Environment

The terminology under the Biosecurity Act has been adopted for ports previously known as Non-Proclaimed Ports. These ports are now known as Non First Points of Entry. The Non First Point of Entry (NFP) application is an amalgamation of three existing forms: 20AA Permission to Enter an Australian Non-Proclaimed Port; s33 Permission to Enter Subsequent Non-Proclaimed Ports of Call; and S20D - Application for Permission for Animals, Plants or Other Goods to be landed at a place that is not a declared port.

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

NOTE: *The NFP application only lists Non First Points of Entry. The NFP application cannot be used to list the vessel's complete voyage itinerary. The vessel's complete voyage itinerary must be supplied on the PAR or manually updated in MARS through the Visit Details screen by an internal user.*

Application Security

External users

- Masters and Agency representatives are able to submit this application
- Masters can only view applications related to their own vessel
- Agency users can view applications submitted by them

Internal users

- MNCC, Vessel Inspectors and Supervisors are able to submit the application
- All internal users are able to view and search for applications

How to do it

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

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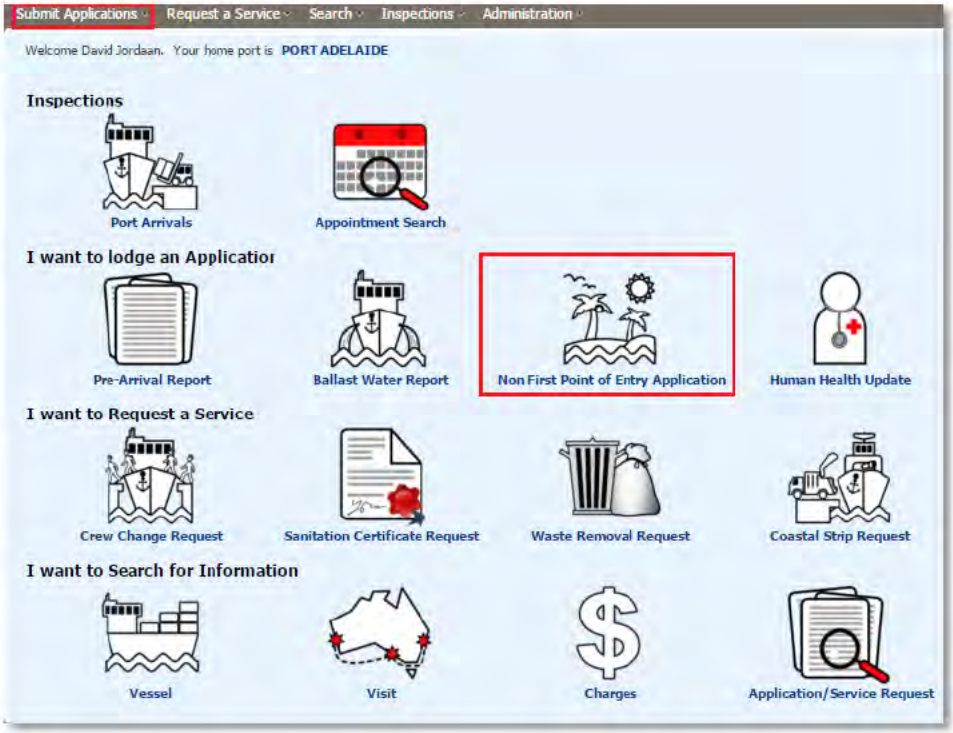


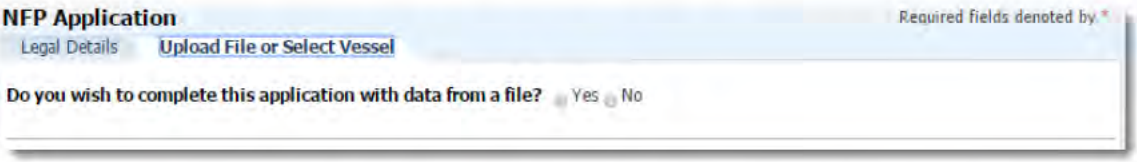
Legal Details

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

Upload File or Select Vessel

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

NOTE: *XML Data files are created by the Non-First Point of Entry PDF Offline Form.*



NOTE: *To save time in completing an NFP application a Master may complete the NFP Offline Form and then save the file for future use.*

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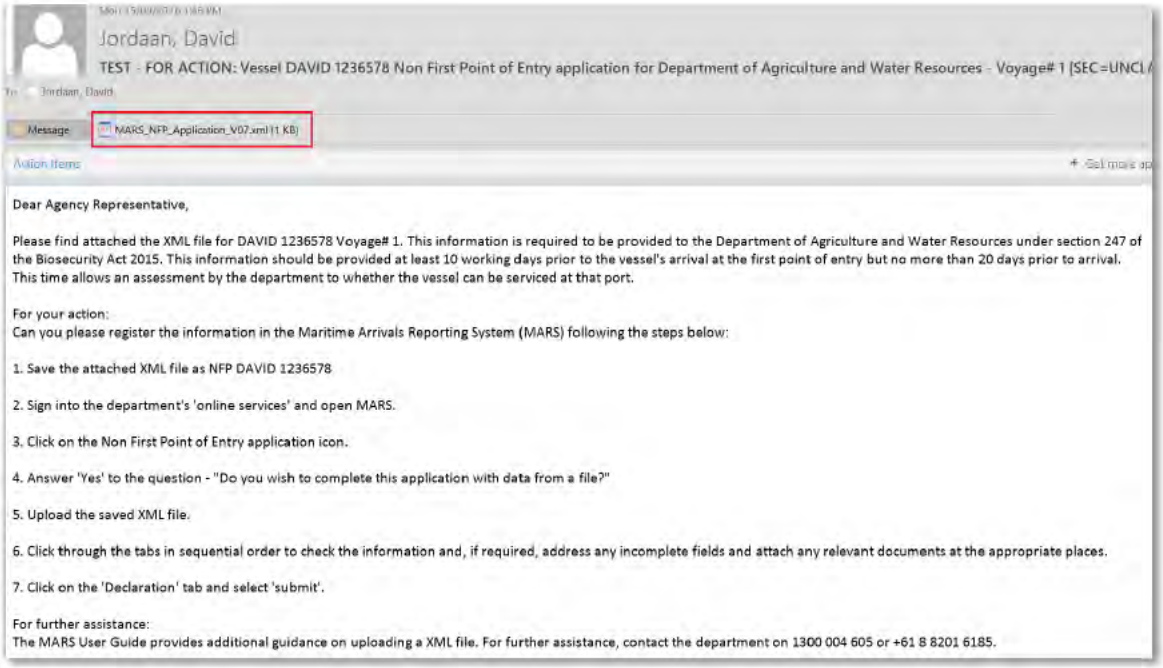
Save an NFP XML Data File received via Email

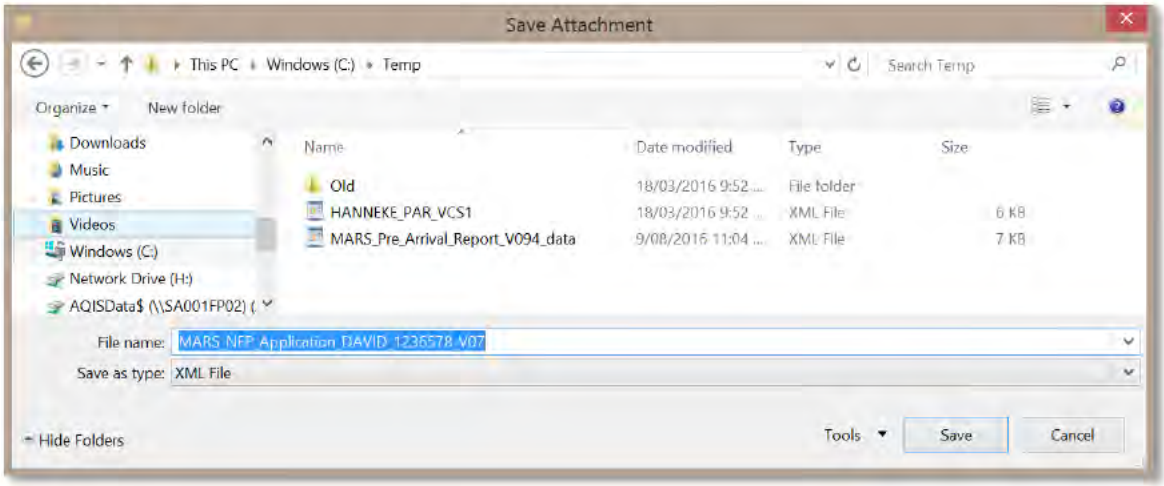
The Master of a vessel completes an NFP application using an Offline Form. The Master then uses the "Send to Agent" function in the Offline Form to email the NFP application as an XML Data file to the vessel's port Agency for that voyage.

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

- Open the e-mail received from the vessel



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



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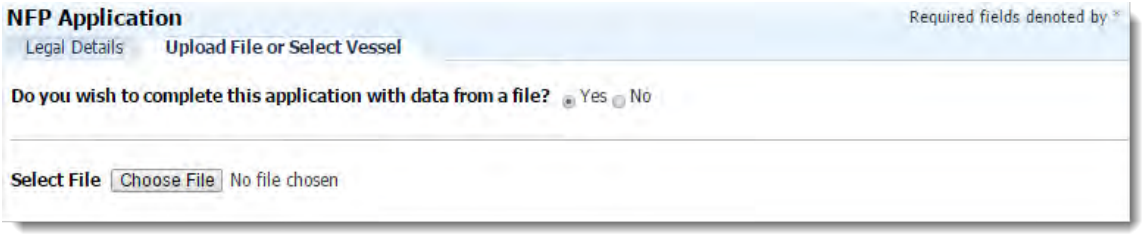
- Rename the XML Data file name to distinguish it from other applications, vessels and voyages. The file is now ready for upload to MARS.

NOTE: *Masters and Agents are advised to discuss appropriate naming conventions and file locations with their organisation's Network Administrator. File names and locations are only given as examples in this user guide.*

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

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



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

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

Complete a manual NFP in MARS

- If no XML data is available select 'No' to the question 'Do you wish to complete this application with data from a file?' and complete a new NFP application using the MARS interface.
  - **The vessel is already registered in MARS:**

    Type the IMO, Name, Call Sign or Registration number of the vessel in the 'Search and select the vessel' field to select the vessel from the list displayed; or
  - **The vessel is not registered in MARS yet:**

    Select the **Complete application for new vessel** button to enter the vessel details.

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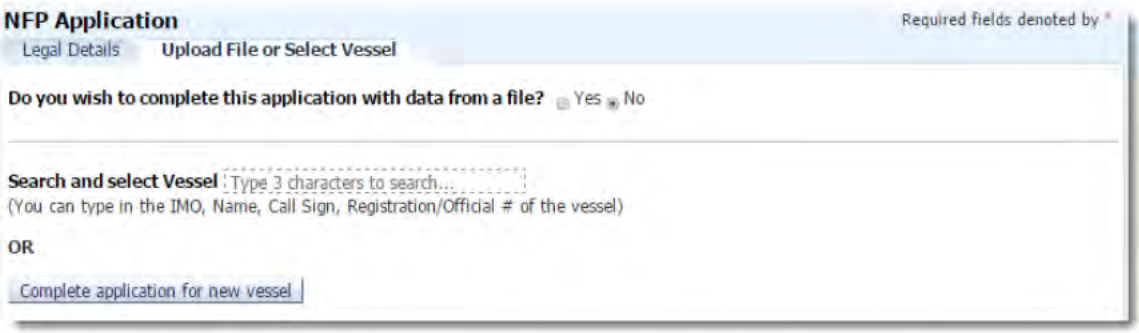

NOTE: *The NFP application must be completed in one session. If a timeout occurs the information will not be saved and the user will have to start the application from the beginning.*

Vessel Particulars

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

Field	Content
Vessel Name	Enter the official full vessel name
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier. The IMO number is mandatory if the tick box 'Tick this if the vessel does not have an IMO' is not selected.
If the vessel does not have an IMO then the tick box must be selected. If not selected then the IMO becomes a mandatory field. This is to avoid vessels submitting a report without a valid IMO number.	
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars. If the vessel does not have an IMO then either of the Call Sign or Registration/Official # must be completed.
Registration/Official #	This is a non-mandatory field for vessels without an IMO. If the vessel does not have an IMO then either of the Call Sign or Registration/Official# must be completed.

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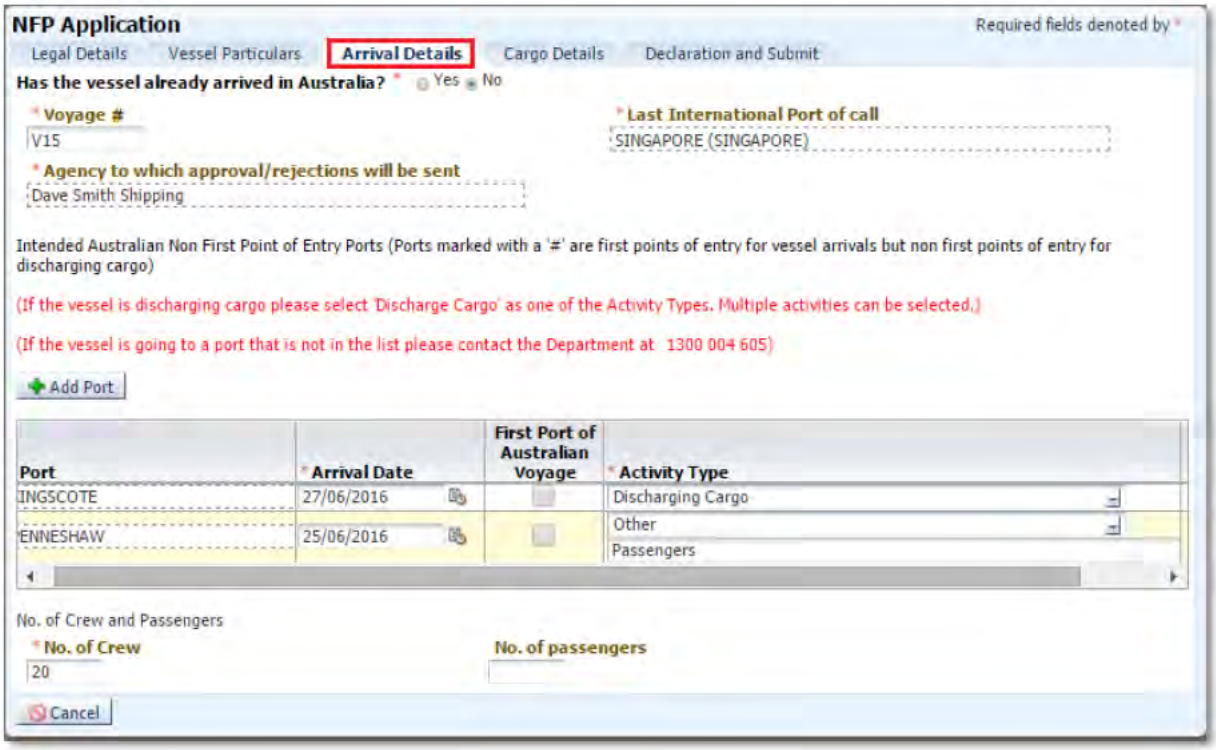
Field	Content
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choosing the appropriate vessel type.
Master's Name	Enter the Master's name.
Length Overall (LOA-metres)	Enter the vessel's overall length in metres.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments.

Arrival Details

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



Field	Content
Has the vessel already arrived in Australia?* Yes	
Answer 'Yes' to the question if the vessel has already arrived at an Australian port and has not yet applied for permission to arrive at a Non First Point of Entry.	
Has the vessel already arrived in Australia?* No	

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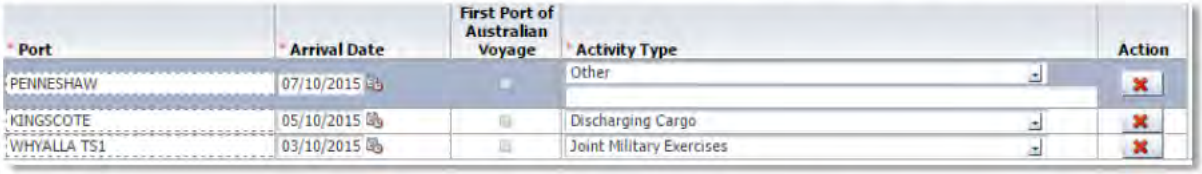
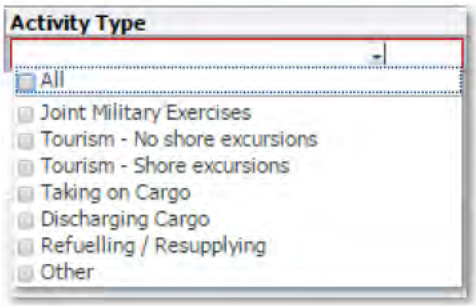
Field	Content
Answer 'No' to the question if the vessel has not yet arrived at an Australian Port. The last International port of call field will be displayed if this answer is selected.	
Voyage Number	The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The voyage number must match the number on the PAR, Ballast Water Report, Human Health Update or NFP application for the current voyage. Only uppercase alpha-numeric characters are accepted. Spaces are not allowed.
Last International Port of call	Enter the last International port the vessel called at before departing for Australia. Enter the first three letters of the port name and select the port from the list. This field is only visible if the question was answered '**No**'.
Agency to which approval/rejection will be sent	Enter the first three letters of the Agency name and select the correct Agency from the list provided.
'Intended Australian Non First Point of Entry Ports (Ports marked with a '#' are first points of entry for vessel arrivals but non first points of entry for discharging cargo)'	
It is important to note that a port may be a First Point of Entry for vessel arrivals, however, the port may be a Non First Point of Entry for cargo discharge.	
Add Port	Use the **Add Port** button to display the required fields. A separate row must be added for each Non First Point of Entry to be visited.
	
Port	Enter the first three letters of the port and select the correct port form the list. Only NFP ports can be entered here. Vessels cannot supply their full itinerary which may include First Points of Entry with no restrictions on cargo discharge.
Arrival Date	Select the arrival date.
First Port of Australian Voyage	Select the box next to the port if the port will be the first port of call on the current Australian voyage.
	This field is used to select the activity that will take place at the Non First Point of Entry. More than one activity may be selected. **Joint Military Exercises** – Vessels taking part in joint military exercises with the Australian Navy must select this option. **Tourism – No shore excursions** – If the main objective of the visit is for tourism and no crew or passengers will go onshore this option must be selected. **Tourism – Shore excursions** - If the main objective of the visit is for tourism and crew or passengers will go onshore this option must be selected. **Taking on Cargo** – Select this option if the vessel will only take on cargo at the nominated port.

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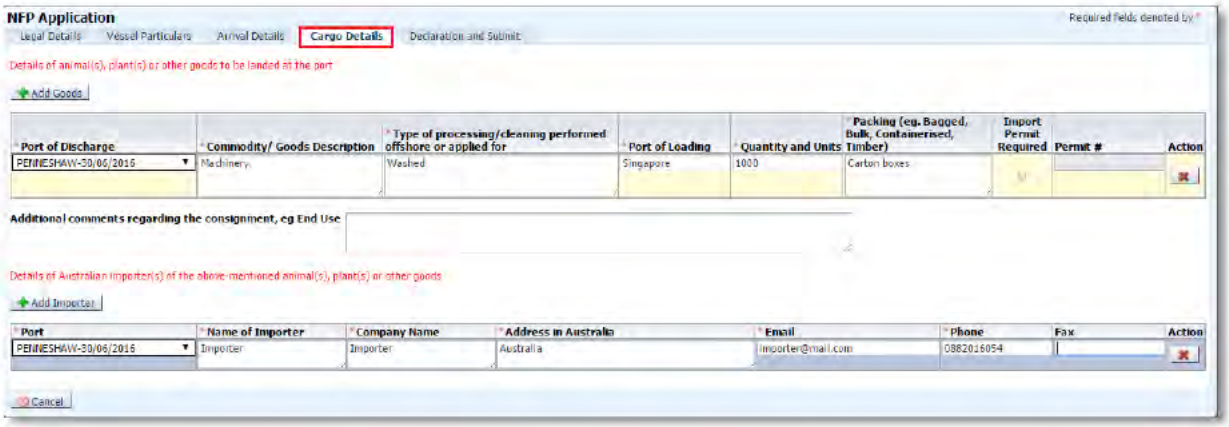
Field	Content
	Discharging Cargo – Select this option if the vessel will be discharging cargo at the nominated port. This option must also be selected when cargo is to be discharged at a First Point of Entry which is a Non First Point of Entry for the discharge of certain goods or cargo. **Refuelling/Resupplying** – Select this option if the vessel intends to refuel or take on supplies and the nominated port. **Other** – Select this option if the reason for the visit to the Non First Point of Entry is not available from the options listed. Enter the details in the text box that will be available when this option is selected.
Action	Remove any lines added by mistake.
No. of Crew	Enter the total number of crew on-board the vessel.
No. of Passengers	Enter the total number of passengers on-board the vessel.

Cargo Details

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



Field	Content
'Details of animal(s), plant(s) or other goods to be landed at the port.'	
All goods intended for discharge must be recorded here. If any dunnage or other packing material is to be discharged it must also be listed.	
Add Goods	Use the **Add Goods** button to display the required fields. A separate row must be added for each type of good to be discharged.
Port of Discharge	Select the port where the goods will be discharged from the list of available ports. Only the ports that were supplied in the **Arrivals Details** tab will be listed.

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Field	Content
If the correct discharge port cannot be found in the list the port arrival details must be added to the Arrival Details tab in the NFP application.	
Commodity/Goods description	Enter a description of the goods e.g. wooden pallets, stockfeed, mining equipment. Be as thorough as possible. A separate line must be used for each commodity.
Type of processing/cleaning performed offshore or applied for	Detailed description of the processing or cleaning of the goods to address any biosecurity concerns. For instance goods were steam cleaned prior to loading and then covered in tarpaulins.
Port of Loading	Enter name of the port where the goods were loaded. Type the first three letters of the port name and then select the correct port from the list.
Quantity and units	Enter the quantity of goods and the number of units. For instance 5 Bags or 100 Kilograms etc.
Packing (e.g. Bagged, Bulk, Containerised, Timber)	Describe how the goods have been packed for shipping. In bulk, bags, containers etc. Also include a description of any packing material used e.g. straw and wooden crates.
Import Permit Required	Tick this box if an import permit was required for the goods.
Permit #	Enter the import permit number. This field will only be displayed if the Import Permit Required box has been checked.
Action	Remove any lines added by mistake.
Additional Comments regarding the consignment, e.g. End Use	Use this field to record any additional information that may assist in the biosecurity risk assessment of the goods. For instance, End Use.
'Details of Australian importer(s) of the above mentioned animal(s), plant(s) or other goods.'	
List the details of the importer associated with each line of goods	
Add Importer	Use the **Add Importer** button to display the required fields. A separate row must be added for each importer.
Port	Select the port where the importer of the goods is located from the list of available ports. Only the ports that were supplied in the **Arrivals Details** tab will be listed.
Name of Importer	Enter the name of the importer.
Company Name	Enter the Importing Company name.
Address in Australia	Enter the importer's address in Australia.
E-mail	Enter the importer's e-mail address.
Phone	Enter the importer's contact telephone number with all the relevant prefixes.
Fax	Enter the importer's fax number. This is the only optional field in the grid.
Action	Remove any lines added by mistake.

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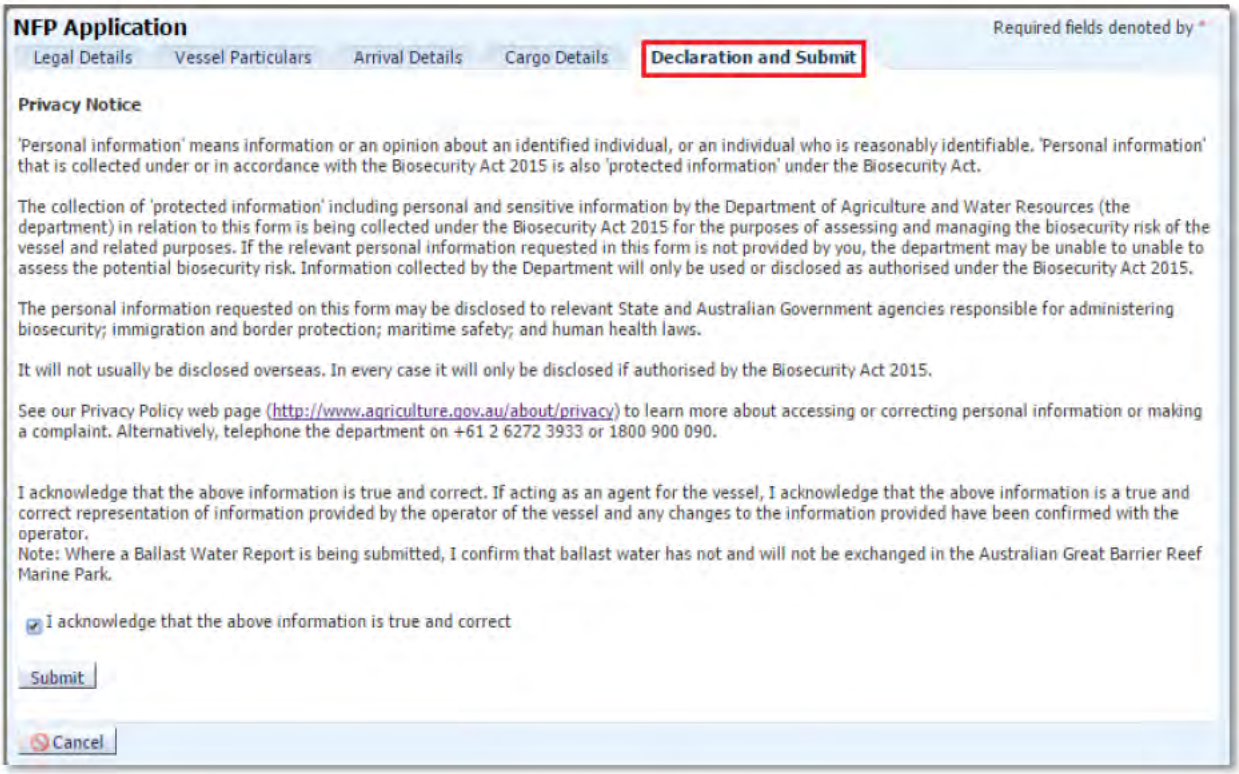
Declaration and Submit

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



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

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Human Health Update

Explanatory notes

The Master or Agent must complete Human Health Update to report to the department any change in the health status of passengers and crew originally reported on the PAR. Prior to the vessel entering the next Australian port of call:

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

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

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

Application Security

External users

- Masters and Agency representatives are able to submit this report
- Masters can only view reports related to their own vessel
- Agency users can view reports submitted by them

Internal users

- MNCC, Vessel Inspectors and Supervisors are able to submit the report
- All internal users are able to view and search for reports

How to do it

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

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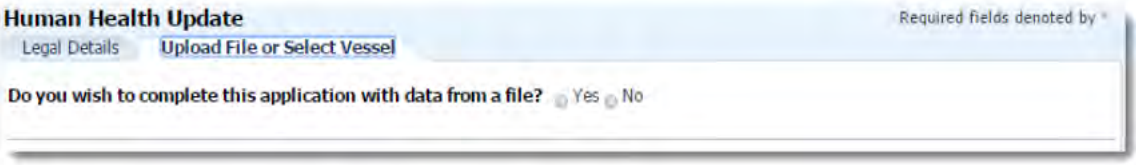
Legal Details

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

Upload File or Select Vessel

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

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



NOTE: *To save time in completing a Human Health Update report a Master may complete the Offline Form and then save the file for future use.*

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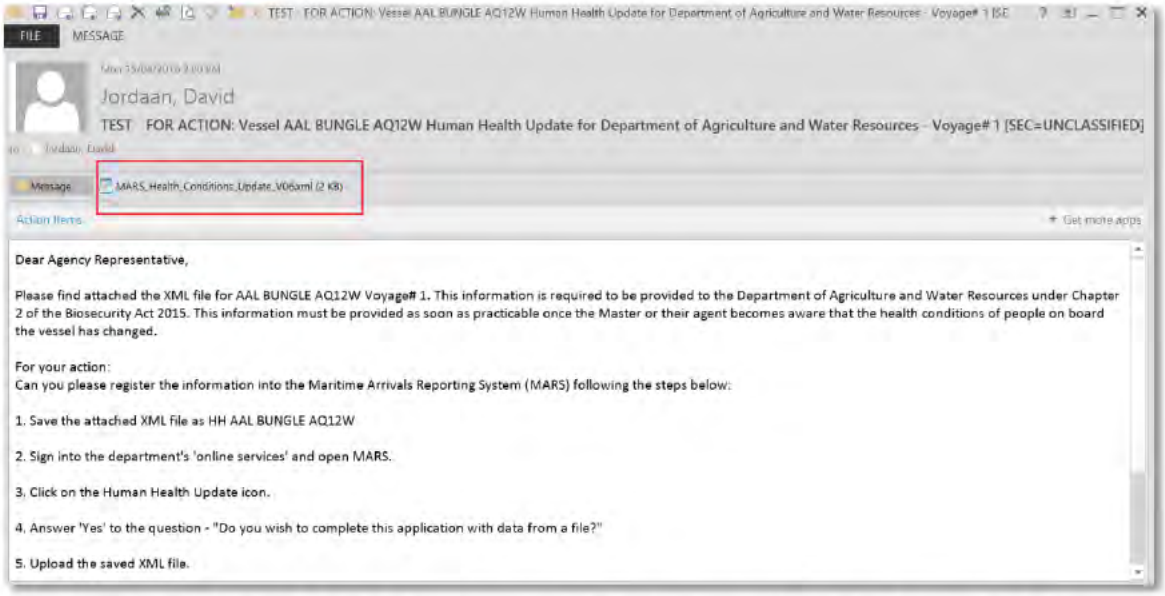
Save a Human Health Update XML Data File received via Email

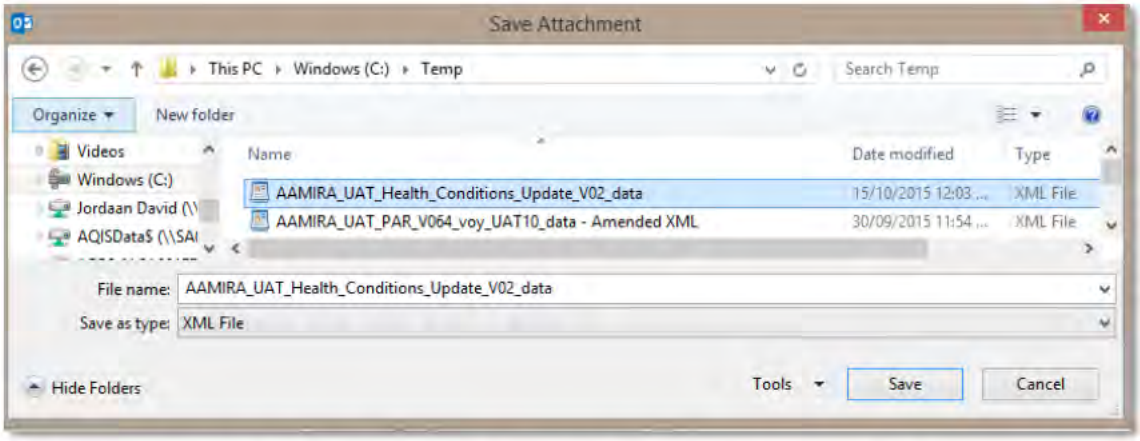
The Master of a vessel completes a Human Health Update report using an Offline Form. The Master then uses the "**Send to Agent**" function in the Offline Form to email the application as an XML Data file to the vessel's port Agency for that voyage.

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

- Open the e-mail received from the vessel



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



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

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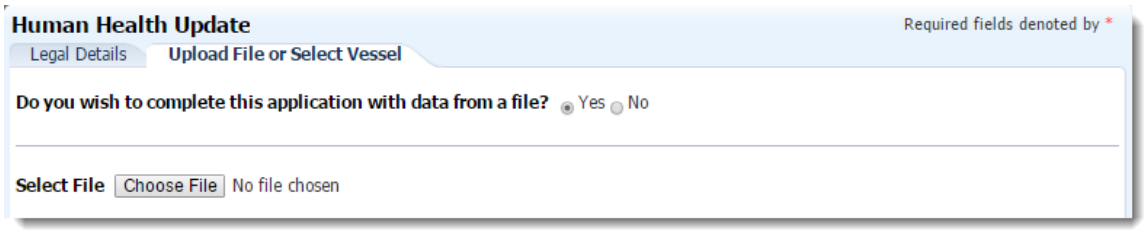
NOTE: *Masters and Agents are advised to discuss appropriate naming conventions and file locations with their organisation's Network Administrator. File names and locations are only given as examples in this user guide.*

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

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

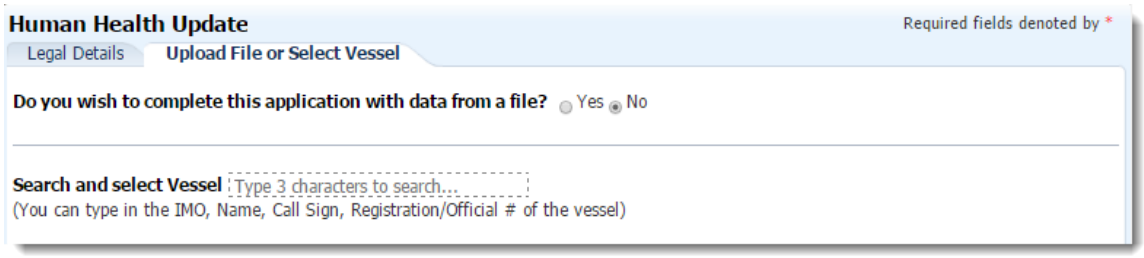


- Click through each of the tabs in sequential order to verify that there aren't any validation errors and that the correct Agency or Agencies have been nominated in the **Arrival Details** tab.

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

Complete a manual Human Health Update in MARS

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



NOTE: *The report must be completed in one session. If a timeout occurs the information will not be saved and the user will have to start the report from the beginning. MARS does not save incomplete reports.*

Vessel Particulars

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

Field	Content
Vessel Name	Enter the official full vessel name
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier. The IMO number is mandatory if the tick box 'Tick this if the vessel does not have an IMO' is not selected.
If the vessel does not have an IMO then the tick box must be selected. If not selected then the IMO becomes a mandatory field. This is to avoid vessels submitting a report without a valid IMO number.	
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars. If the vessel does not have an IMO then either of the Call Sign or Registration/Official# must be completed.
Registration/Official #	This is a non-mandatory field for vessels without an IMO. If the vessel does not have an IMO then either of the Call Sign or Registration/Official # must be completed.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choosing the appropriate vessel type.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments.

Arrival Details

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

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

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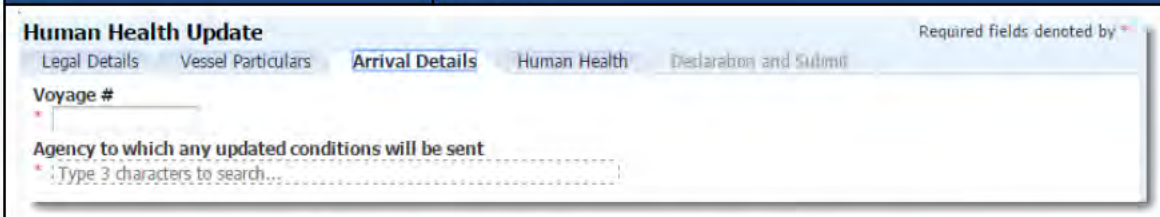
Field	Content
	
Voyage #	The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The voyage number must match the number on the PAR, Ballast Water Report, Human Health Update or NFP application for the current voyage. Only uppercase alpha-numeric characters are accepted. Spaces are not allowed.
Agency to which approvals/rejections will be sent	Enter the name of the Agency that will represent the vessel at the intended Australian port of call. The Biosecurity Status Document (BSD) with any conditions pertaining to Human Health will be sent to the Agency listed here.

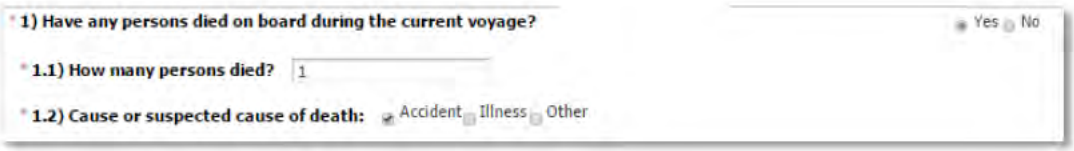
Human Health

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

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

Question 1 Details

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



Question 2 Details

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

* 2) Have any persons become ill or shown signs of illness in the past 14 days?	◉ Yes ○ No
How many persons 1	

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

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

2.1) Is any person on board the vessel displaying any of the following symptoms?	
2.1.1) Temperature over 38C (if no thermometer is available, any person suspected of having a temperature should be reported) How many persons 1	◉ Yes ○ No
2.1.2) Acute unexplained non-itchy skin rashes or lesions, and non-itchy rashes or lesions caused by illness or exposure to hazardous agents (but not heat rashes, dermatitis, eczema, or similar common skin conditions)	○ Yes ◉ No
2.1.3) Muscle aches, diarrhoea, severe headaches or vomiting (but not vomiting caused by inebriation or motion sickness)	○ Yes ◉ No
2.1.4) Severe bruising or bleeding from the nose, ears, eyes, mouth, anus or skin (but not if the person is predisposed to nosebleeds or haemorrhoids, or has cuts and abrasions)	○ Yes ◉ No
2.1.5) Glandular swelling in the armpits or neck	○ Yes ◉ No
2.1.6) Prolonged loss of consciousness where a person cannot be roused (but not loss of consciousness caused by consumption of alcohol, drugs or medications, fainting or sleeping)	○ Yes ◉ No
2.1.7) Persistent coughing and difficulty breathing with no apparent cause and no history or similar symptoms (but not persistent coughing and difficulty breathing caused by asthma, heart disease, obesity, chronic bronchitis or emphysema)	○ Yes ○ No
2.1.8) Except in the case of a person with restricted mobility or an otherwise healthy young child- an inability to disembark from a vessel without assistance	○ Yes ◉ No
2.1.9) Yellowing of the skin/whites of the eyes	○ Yes ◉ No

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

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

2.2.1) Been in contact with birds/bird products/someone suspected/confirmed of having Avian Influenza in the last 14 days? — Yes No
How many persons 1

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

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

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

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

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

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

2.3) Gastro-intestinal illness

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

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

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

Declaration and Submit

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

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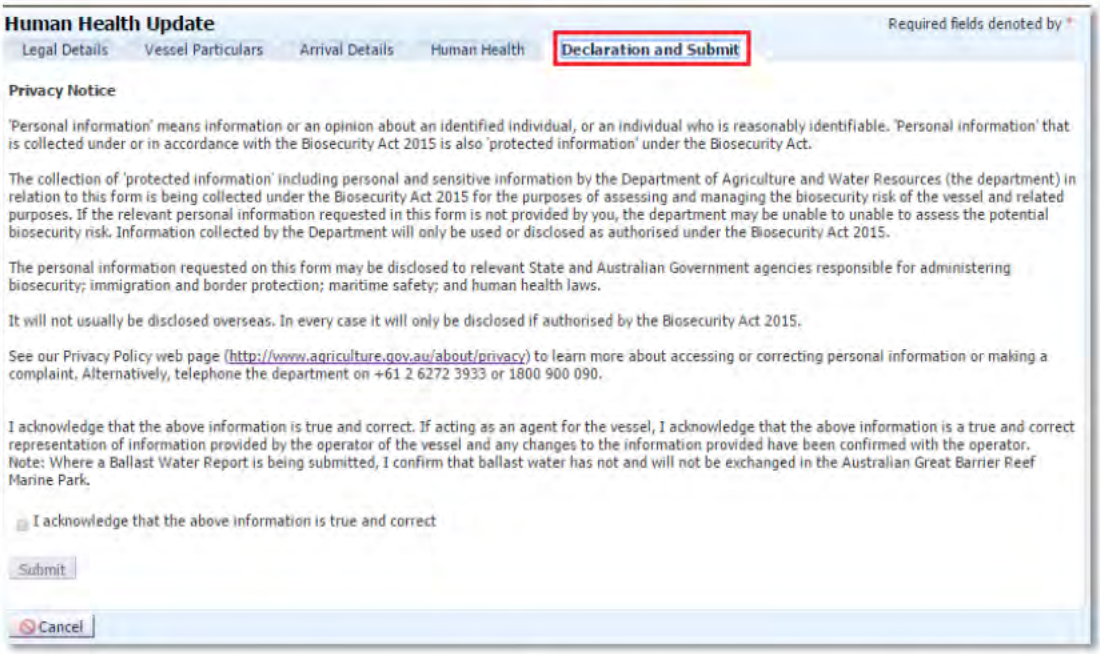
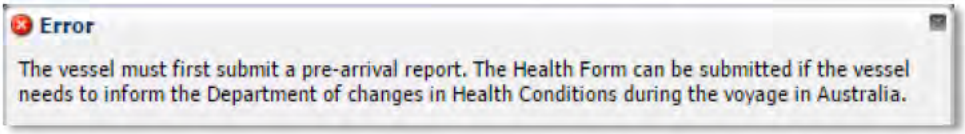
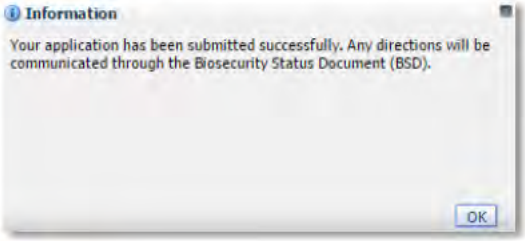
Field	Content
	
I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the Human Health Update is correct and truthful.
Submit	By clicking on the **Submit** button the report will be uploaded into MARS for assessment. Once the assessment has been completed the Master and the Agent will receive a Biosecurity Status Document (BSD) with the directions that are applicable to the vessel's current voyage.
 This error message will be displayed if the Master or Agent attempts to submit a Human Health Update report for a vessel without an active visit recorded in MARS. Only the submission of a PAR or NFP application will create a visit for the vessel.	
	This message will be displayed if the Human Health Update was successfully submitted to MARS.
Cancel	Use the **Cancel** button to cancel the form and return to the MARS Home screen.

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Chapter 4 – MARS Service Requests

Crew Change Request

Ship Sanitation Certification (SSC) Requests

Waste Removal Request

Coastal Strip Request

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Crew Change Request

Explanatory notes

The Master or Agent of a vessel must notify the department when crew need to disembark from the vessel. The notification may be submitted through the PAR when it is completed prior to arrival, or the department may also be notified by submitting a service request through MARS post arrival. Service Requests may be submitted through the **Request a Service** menu on the MARS home screen or by clicking on the **Crew Change Request** icon. The Master or Agent will not receive a response from MARS as the result of a Service Request being submitted. The receiving port must contact the Master or Agent to let them know whether the service will be performed or not. This communication takes place outside of MARS.

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

How to do it

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

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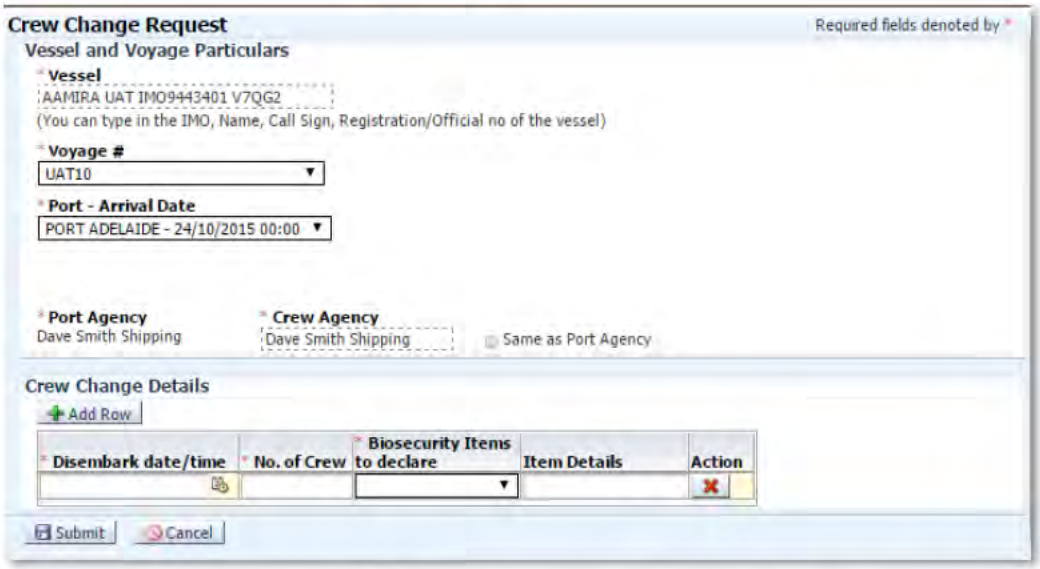
Field	Content
	
Vessel	Type the first three characters of the vessel's name. Select the correct vessel from the list displayed.
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival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

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Field	Content
Action	Delete a row.
Submit	Click on this button to submit the completed request.
Your request has been submitted successfully. OK	The success message will be displayed once the request has been successfully submitted to MARS.
Cancel	Click on the **Cancel** button to cancel the request prior to submission.

Sanitation Certificate Request

Explanatory notes

The department administers Ship Sanitation Certification (SSC) requirements on behalf of the Department of Health.

SSC are required for all vessels on international voyages that enter Australian waters.

In Australia, SSC inspections and the issuing or renewal of subsequent certificates can only be done at ports that are declared by the department's Director of Human Biosecurity on behalf of the Department of Health.

Ship Sanitation Control Exemption Certificates / Ship Sanitation Control Certificates are issued in accordance with Article 39 of the *International Health Regulations (2005)* (IHR). Ship Sanitation Certificates are required for all vessels on international voyages that call at a port of a State that is a party to the IHR.

In Australia a Ship Sanitation Certificate can only be issued or extended for a vessel at a Declared port. Ship Sanitation Certificates remain valid for a period of six months from the date of issue. This period may be extended by one month if the inspection cannot be conducted at the Declared port.

The department consulted extensively with the Department of Health and the World Health Organisation (WHO) when developing the new SSC templates and received full endorsement from both parties. On 12 June 2018, the WHO published the updated IHR Authorised Ports List to issue SSCs which clearly states that Australian certificates are issued electronically: IHR, WHO List of Authorised SSC Ports. Annex 3 of the IHR publication is provided as a model for each country's certificates, and that all information on the model is replicated in the department's Australian certificate templates.

International country Health Authorities can verify the validity of an Australian Ship Sanitation Certification by contacting the department's Maritime National Coordination Centre (MNCC) and quoting the Certificate Number: Email: Maritime NCC or telephone: 1300 004 605 within Australia or +61 8 8201 6185 outside Australia.

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Extensions to Ship Sanitation Control Exemption Certificates will be given effect by a biosecurity officer after endorsing a current and valid certificate and after the original sanitation certificate is sighted by the biosecurity officer.

Exemption certificates must be issued by an appropriate authority in the country of origin, and regardless of the language of issue, must be identifiable as to what it certifies, and any specified conditions. Any vessel that arrives at an Australian port without a valid certificate will be subject to additional biosecurity conditions.

Refer to the department's website for information about Australia's ship sanitation and certification processes as well as sample copies of Australian Ship Sanitary Exemption Certificates: http://www.agriculture.gov.au/biosecurity/avm/vessels/commercial-vessels/sanitation.

SSC Requests and MARS

The department manages the online portal Maritime Arrivals Reporting System (MARS), which issues electronic SSC with unique certificate numbers and a digital signature and seal. Department stamps are no longer applied to relevant forms and certificates such as maritime vessel Ship Sanitation Control Exemption, Ship Sanitation Control and Ship Sanitation Extension Certificates.

Renewal of a Ship Sanitation Exemption Certificate may be requested by the Master or Agent when submitting the PAR or by submitting a Sanitation Certificate Request in MARS to arrange for an inspection.

Service Requests may be submitted through the **Request a Service** menu on the MARS home screen or by clicking on the **Sanitation Certificate Request** icon. The Master or Agent will not receive a response from MARS as the result of a Service Request being submitted. The receiving port must contact the Master or Agent to let them know whether the service will be performed or not. This communication takes place outside of MARS.

NOTE: *A service request can only be submitted in MARS if a visit to a Declared port exists for that voyage. A port visit is created when a PAR or NFP application (for an SSC to be issued one of the ports must be a Declared port on the NFP application) is submitted. Prior to conducting a Sanitation Certificate Inspection biosecurity officers must verify that the vessel is berthed or anchored at a Declared port.*

How to do it

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

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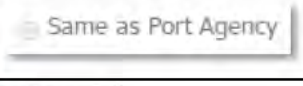
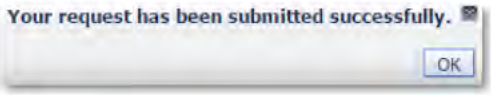
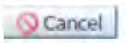
Field	Content
Vessel	Type the first three characters of the vessel's name. Select the correct vessel from the list displayed.
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival Date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

Waste Removal Request

Explanatory notes

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The Master or Agent must notify the department when waste removal is required. The notification may be submitted through the biosecurity section of the PAR when it is completed prior to arrival or the department may be notified by submitting a Service Request through MARS post arrival. Service Requests may be submitted through the **Request a Service** menu on the MARS main screen or by clicking on the **Waste Removal Request** icon. The Master or Agent will not receive a response from MARS as the result of a Service Request being submitted. The receiving port must contact the Master or Agent to let them know whether the service will be performed or not. This communication takes place outside of MARS.

Some ports are not proclaimed for the removal of waste from vessels. The Master or Agent must refer to the department's website for details about First Points of Entry. Waste cannot be discharged at Non First Points of Entry ports without the necessary approval from the department. Vessel Masters are not required to submit a Waste Removal Request if the waste is being discharged to a waste provider operating under an Approved Arrangement (AA).

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

How to do it

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

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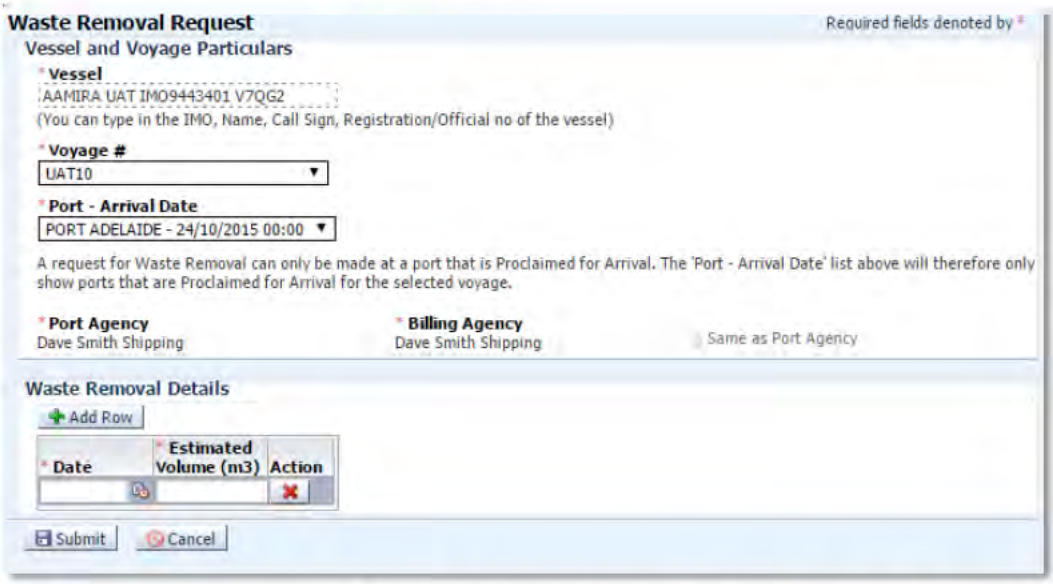
Field	Content
	
Vessel	Type the first three characters of the vessel's name. Select the correct vessel from the list displayed.
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival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

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Coastal Strip Request

Explanatory notes

International vessels intending to stay in Australian waters for an extended period of time may apply to the department to be granted coastal status. Having coastal status releases a vessel from biosecurity control. The vessel's Agent or Master may submit a Coastal Strip Request to initiate this process. Usually coastal status is granted after an inspection of the vessel is completed and all biosecurity risks are managed in an approved manner.

The department's website contains detailed information for the Master on how to prepare the vessel prior to the inspection commencing.

The request must be submitted as a Service Request in MARS through the **Request a Service** menu on the MARS main screen or by clicking on the **Coastal Strip Request** icon. The Master or Agent will not receive a response from MARS as the result of a Service Request being submitted. The receiving port must contact the Master or Agent to let them know whether the service will be performed or not. This communication takes place outside of MARS.

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

How to do it

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

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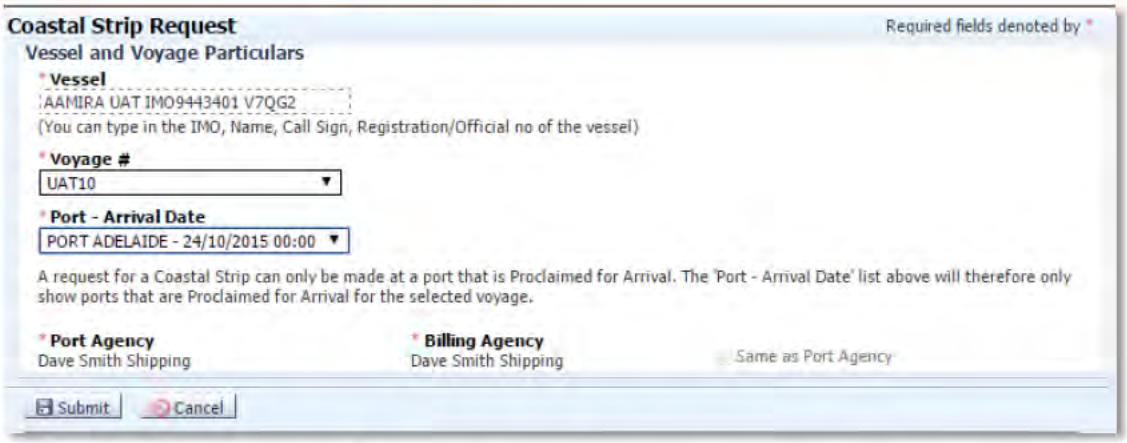
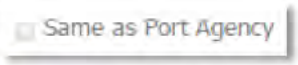
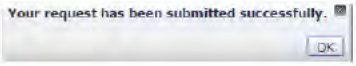
Field	Content
	
Vessel	Type the first three characters of the vessel's name. Select the correct vessel from the list displayed.
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival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

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Chapter 5 – MARS Information Search

Vessel Search

Voyage Search

Visit Search

Application and Service Request Search

Charges Search

Agency Search

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Vessel Search

Explanatory notes

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

NOTE: *Only the submission of a Pre Arrival Report (PAR) or a Non First point of Entry (NFP) application will create a visit in MARS. The BW Report by itself does not create a visit for the vessel in MARS.*

Security

Internal Users

- All internal users have search capability and can view any vessels
- MNCC officers can additionally see and use the **Create Vessel** button

External Users

- Agency users have search capability and can view any vessel
- Vessel officers have no access to this page

How to do it

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

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

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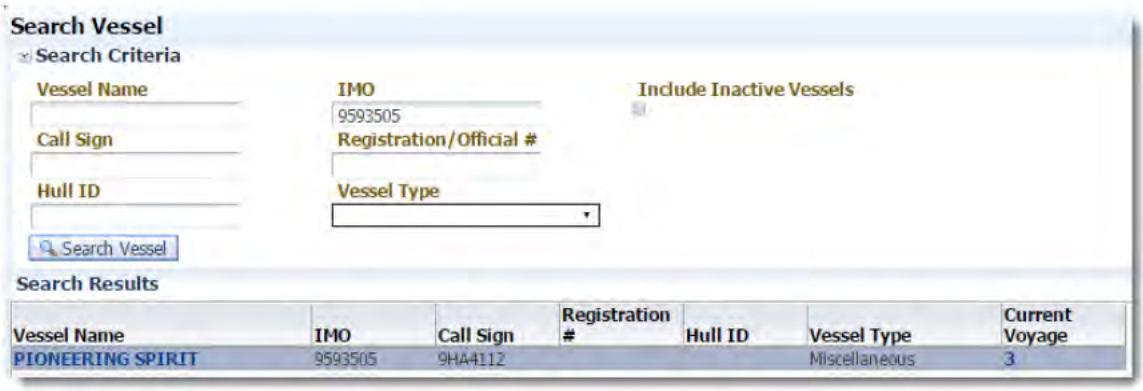
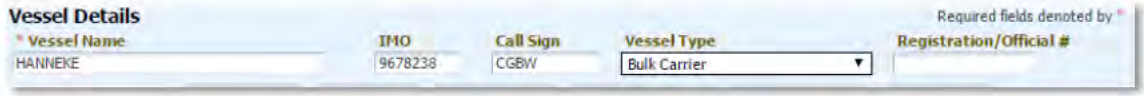


3. The **Vessel details** screen is displayed. The table below outlines the information that is accessible from this screen.

NOTE: *Internal users may have read only or full write access to the Vessel Details screen depending on their profile entitlements. Generally Vessel Processing Officers and MARS Administrators will have full write access. External users can only update these screens when they change the vessel information in a new report or application.*

Field	Description
Vessel Details screen header information	
	
Vessel Details	The **Vessel Name**; **Call Sign**; **Vessel Type** and **Registration number** may all be edited on this screen. Write access depends on the user's security profile settings in MARS. All changes must be saved prior to exiting this screen. External users do not have write access in this screen, these users can only update the vessel's details when they submit a new report or application.
Although the vessel's IMO number is not greyed out it cannot be edited. The only way to change a vessel's IMO number is to submit an application or report where the IMO number is updated.	

Vessel Particulars Tab

This tab contains the vessel particulars. Access to fields are restricted based on a user's MARS security entitlements, therefore not all fields will be visible and/or editable by all users.

Security

External Users:

- Vessel officers have read only access and only for their vessel
- Agency users have read only access

Internal Users:

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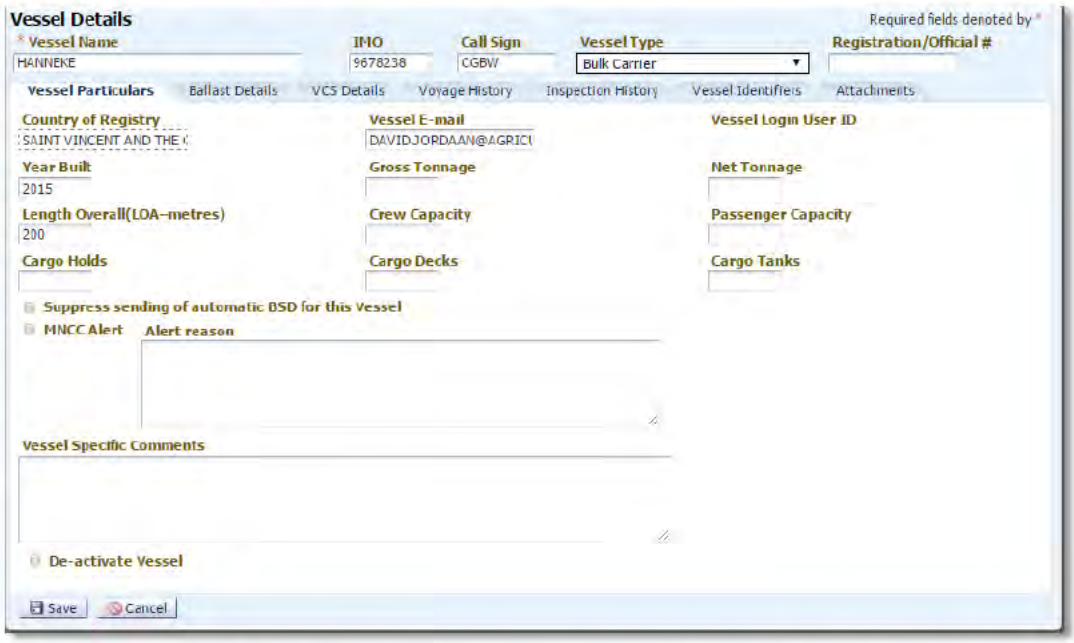
Department of Agriculture, Water and the Environment

- Biosecurity officers, MNCC officers, NAQS officers and MARS Administrators have full access (All buttons are enabled).
- All other internal users have read only access (All buttons are invisible).

Field	Description
	
Country of Registry	This is the country of registry as it appears on the ship's particulars. The country list is specified in MARS and typing the first three characters of a country's name will return a result.
Vessel E-mail	This is the email address of the vessel. The BSD and any certificates issued by MARS will be sent to this email address. This email address must be able to accept attachments.
Vessel Login User ID	This will display the User ID associated with the vessel. This is the User ID of the Master who was approved by the Agency Administrator or MNCC to have access to this vessel. This field is visible to the Master and Internal users. For all other external users this field will be blank.
Year Built; Gross Tonnage; Net Tonnage; Length Overall; Crew Capacity; Passenger Capacity; Cargo Holds; Cargo Decks; Cargo Tanks	These fields contain the vessel's particulars as they appear on the ship's particulars. These fields are not mandatory and can be edited.
Suppress sending of automatic BSD for this Vessel	When this check box is selected MARS will not send an automatic BSD for this vessel. A task will be created for the MNCC to action. An MNCC officer will have to manually send out a BSD. An indication that the BSD has not been sent will be no colours

Field	Description
	displayed on the traffic lights on the BSD details tab. This field is only visible to internal users and can be updated only by MNCC officers and the MARS Administrator. The system will show a confirmation message when this box is checked: *'Checking this will result in the system not sending out the BSD automatically. You will have to generate the BSD manually, edit it using word and then send it. Are you sure you want to suppress the sending of automatic BSD for this vessel?'*
The Suppress sending of the automatic BSD for this vessel check box must not be selected by any user other than the MNCC. Any information added to a manual BSD will not be transferred to a system generated BSD.	
MNCC Alert and Alert Reason	When this box is selected the MNCC will receive an alert task every time this vessel submits an application. The reasons for the alert setting must be supplied in the free text box. This part of the screen is not displayed to external users as it may contain sensitive information. Only MNCC officers can update this field.
Vessel Specific Comments	This is a free text field that may be used to enter vessel specific comments. This field is only visible to internal users and can be updated only by MNCC Officers, MARS Administrator and biosecurity officers. It is good practise to enter the biosecurity officer's name and the date on which the comments were made and whether the comments should persist with the vessel or be removed after a specified time. These comments are never displayed to external users. Comments will be displayed in the risks tab of the **Appointment Details** screen when a biosecurity officer schedules an inspection appointment in MARS. **See Attachment A** for a list of directions to copy and use as standard directions.
Comments must adhere to the APS Code of Conduct, although the comments are only visible to internal users these comments may be requested by external stakeholders as part of FOI requests.	
De-activate Vessel	This field is only visible to internal users and can be updated only by MNCC officers. A confirmation message will be shown to MNCC officers when they try to de-activate a vessel. They will also be able to un-tick the flag if they want to activate the vessel again. If the vessel has been de-activated then a message will be shown at the top in red –'Vessel currently inactive'. **NOTE:** A vessel will be de-activated by the MNCC when a vessel was created in error through the submission of a report or application.

Ballast Details Tab

This tab lists the vessel's ballast water details. Ballast tank and pump details may be updated on this tab by internal users. Masters have read only access to this tab and can only update the details when a new Ballast Water Report is submitted.

Security

External Users

- External Government Users, the Master of that vessel have read access to this tab

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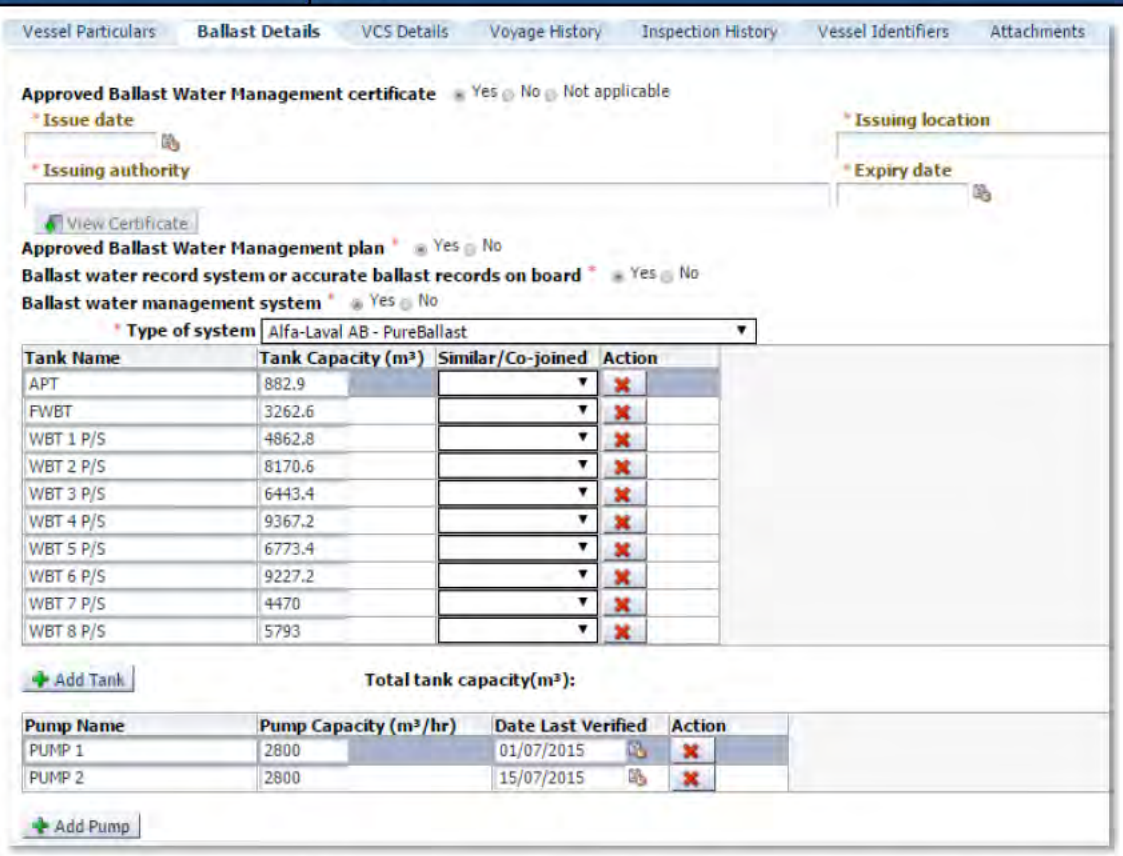
- Other External users have no access to this tab

Internal Users

- All internal users have the read access to this tab.
- Additionally MNCC officers and biosecurity officers have access to update the vessel details.

Field	Description
	
Approved Ballast Water Management Certificate	If the vessel has an approved ballast water management certificate the details of the certificate are captured here. The details in MARS must match the details of the actual certificate. Most vessels will select 'Not applicable' for this certificate when they submit their BW Reports. Certificates may also be viewed from this tab if the Master has attached a certificate during the BW Report submission process.
Approved Ballast Water Management Plan	All vessels must have an approved ballast water management plan on board.
Ballast water record system or accurate ballast records on board	All vessels must have accurate ballast water management records on board. Records may be in any format as described in the vessel's ballast water management plan. These records must be verified during a ballast water inspection. Inadequate records may result in a vessel being non-compliant with ***'Australian Ballast Water Management Requirements'***.

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Field	Description
Ballast Water management system	If the Master selected 'Yes' then the type of system installed must be selected from the list. Only IMO approved systems will be available in the list. If the vessel's system is not available in the list provided then the Master will not be able to select Management System as a ballast management method during the ballast water reporting process. In these circumstances the Master must contact the MNCC for assistance.
Tank details	Tank Name is the actual name of the ballast water tank. This name is taken from the information submitted on the BW Report. The Master must include all the vessel's tank names on each BW Report, failure to do so will over write this table. The tank naming convention must be followed: **[NAME] [NUMBER] [POSITION].** The tank capacity must be entered as detailed in the vessel's ballast water management plan.
Maximum of 60 Tanks and 20 Pumps can be added. Tank names may have spaces and / in them but cannot start with these characters. No 2 pumps or tanks can have the same name.	
Similar/Co-joined	MARS will reject any tanks where the flow through method was used simultaneously on dissimilar tanks using the same pumps. It is the Master's or Agent's responsibility to contact the department and inform a biosecurity officer whether the tanks used are similar or co-joined. This table is used to pair dissimilar tanks so that future rejections by MARS can then be overridden by a biosecurity officer and the BW Report approved for discharge from these tanks. Biosecurity officers must verify the information supplied by the Master or Agent during the ballast water inspection. If the tanks are not similar or co-joined then this table must be edited. Biosecurity officers must refer to the *Australian Ballast Water Management Requirements* for more information.
Pump Details	The pump details include the pump name, capacity and the date the pumps were last verified. These details must be confirmed during a ballast water inspection. Each ballast pump's capacity should be verified every 12 months. Biosecurity officers must refer to the *Australian Ballast Water Management Requirements* for more information.

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VCS Details Tab

This tab details the vessel's current and historical VCS history. This tab is not available to external users and serves as a support tool for internal users.

Security

External Users:

- External Government Users, the Master of that vessel have read access to this tab
- Other External users have no access to this tab

Internal Users:

- MNCC officers and biosecurity officers have full access
- All other internal users have read only access

Field	Description

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

Vessel Compliance Scheme Details

As at the start of the current voyage

Voyage # : 29
On VCS : YES
Credit Balance : Nil
Cycle : IDDIDIDDID (I-Inspection, D-Documentary Release)
Due : I (Inspection)

Historical VCS Details

Voyage #	Start Date	End Date	Demerits	On VCS	Reason Off VCS	Credit Balance	Due	Received
28	07/03/2017	21/04/2017	0	Y		0	D	D
027	11/02/2017	14/02/2017	0	Y		0	D	D
MIGRATION3	08/10/2016	08/10/2016	0	N		0		
MIGRATION2	04/10/2016	04/10/2016	0	N		0		
MIGRATION1	05/09/2016	05/09/2016	0	N		0		

Due
I = Inspection
D = Documentary Release

Received
I = Inspection
D = Documentary Release
MI = Missed Inspection
NP = Non-Serviceable Port

Current VCS Details

Cumulative 3 voyages
Maximum 3 voyages threshold : 20
Demerit from previous 2 voyages : 0 **Single Voyage Threshold :** 10
Demerit points remaining : 20

Current Voyage
Voyage threshold = min(0,10)=10
Demerits accrued during this voyage : 0
Demerits remaining to stay on VCS : 10

Qualification Criteria
- The Vessel Type must be one of the eligible vessel types
- The vessel must have had 3 voyages in the past 12 months 3rd voyage must start <= 12 months after the 1st voyage ended
- The vessel must not have crossed the instant failure threshold (10 points)
- The vessel must not have crossed the cumulative failure threshold (20 points)

Vessel Compliance Scheme Details – VCS status at the start of the current voyage

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Field	Description
Vessel Compliance Scheme Details As at the start of the current voyage Voyage # : 29 On VCS : YES Credit Balance : Nil Cycle : IDDIDIDDID (I-Inspection, D-Documentary Release) Due : I (Inspection)	**The details on the left will only be available if the Vessel is on the VCS**
Voyage #	This is the current active voyage the vessel is on. Hyperlinked to the Voyage Details screen.
On VCS	Can be '**Yes**' or '**No**'. If there is an active voyage for the vessel then this is the VCS status at the start of that voyage. If there are no active voyages for the vessel then this is the VCS status at the end of the last closed voyage and details what can be expected for the next voyage when the vessel returns.
Credit Balance	This displays the vessel's inspection credit or debit balances. If a vessel was due a documentary clearance but it received an RVI or RVI equivalent inspection then the vessel will receive a credit. If the vessel was due an inspection but received a documentary clearance then the vessel will receive a debit. The values can be +1 (Credit) or -1 (Debit) or Nil.
MARS will apply the debit or the credit on the next voyage. This means that for a vessel with -1 Debit the VCS Cycle will state that a Documentary clearance is due, however, in the port arrivals screen there will be an RVI QI for the vessel. Biosecurity officers must consult the VCS screen to see why an RVI was scheduled when a Doc clearance was expected	
Cycle	This is the ten visit cycle for the vessel. The vessel must first receive three qualifying visits before this cycle will be shown. The first (I) in the cycle is essentially the 4th visit after the previous three qualifying visits were completed. The **(I)** stands for inspection and the **(D)** for documentary clearance.
The VCS Cycle is a static counter. It will not change when a vessel has a credit or a debit. The counter will continue. Biosecurity officers must check the counter with the debits or credits and the Port Arrivals screen when informing clients of the vessel's VCS status.	
Due	This indicates whether the vessel is due an Inspection or a Documentary Clearance either at the start of the current voyage or if the voyage is closed at the start of the next voyage.
Received	This is not used at the moment and may be removed in a future release.
Historical VCS Details	

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Field	Description

Historical VCS Details

Voyage #	Start Date	End Date	Demerits	On VCS	Reason Off VCS	Credit Balance	Due	Received
28	07/03/2017	21/04/2017	0	Y		0	D	D
027	11/02/2017	14/02/2017	0	Y		0	D	D
MIGRATION3	08/10/2016	08/10/2016	0	N		0		
MIGRATION2	04/10/2016	04/10/2016	0	N		0		
MIGRATION1	05/09/2016	05/09/2016	0	N		0		

Due
I = Inspection
D = Documentary Release

Received
I = Inspection
D = Documentary Release
MI = Missed Inspection
NP = Non-Serviceable Port

Voyage Details	The voyage number and the voyage start and end dates.
Demerits	The total demerit points accumulated during the specified voyage. This will be a total of all the demerits accumulated at each visit during the voyage.
On VCS	Indicates whether the vessel was on the VCS for that voyage.
Reason off VCS	Reason the vessel was not on the VCS at the time the voyage commenced.
Credit Balance	The credits or debits that were present at the start of that voyage.
Due	Whether the vessel was due for either a documentary release (D) or routine vessel inspection (I) at the start of the voyage.
Received	Received is the inspection code for the voyage. At the start of the voyage this is what the vessel should receive, at the end of the voyage it is what it did receive.

I	Inspection	The vessel received or was due an RVI.
D	Documentary Release	The vessel received or was due a Documentary release as part of the 5 visit VCS cycle.
MI	Missed Inspection	This vessel was due a physical inspection, but was missed.
NP	No service Port	The vessel visited a no-service port (e.g. offshore bunkering point or roadstead) and is not inspected by the department. If the vessel visits this place only it counts as a visit and accrues a debit for the vessel.

Current VCS Details

Current VCS Details

Cumulative 3 voyages
Maximum 3 voyages threshold 20
Demerit from previous 2 voyages 0
Demerit points remaining 20

Single Voyage
Instant failure threshold 10

Current Voyage
Voyage threshold = min(0,10)=10
Demerits accrued during this voyage 6
Demerits remaining to stay on VCS 4

The details on the left will only be available if the Vessel is on the VCS

Cumulative 3 voyages

Field	Description
Maximum 3 Voyages threshold	This value is set to 20 Demerit points in MARS. It indicates the maximum number of demerits a vessel can accumulate over three voyages before it is removed from the VCS.
Demerit from previous 2 voyages	This value is the sum of the demerits accumulated during the vessel's last 2 voyages.
Demerit points remaining	This number is derived by deducting the demerits from the previous 2 voyages from the maximum 3 voyage threshold. For instance if the vessel accumulated 15 demerits during the previous 2 voyages this value will be 5. If the vessel accumulates 5 demerits during the current voyage it will be removed from the VCS.
Instant failure threshold	This value is set to 10 in MARS. It indicates the maximum number of demerits a vessel can accumulate in one voyage. If the vessel accumulates 10 demerits in one voyage the vessel is removed from the VCS.
Current Voyage	
Voyage threshold	The demerit threshold set for the current voyage. This is a MARS setting and is currently set at 10 demerits. Crossing this threshold will remove the vessel from the VCS.
Demerits accrued during this voyage	The sum of demerit points accumulated during the current voyage.
Demerits remaining to stay on VCS	The threshold value (10) minus the accrued value (6) equals the demerits remaining to stay on the VCS.

Voyage History Tab

This tab displays the voyage history of the vessel. It is also used to manually create a new voyage. The ability to create a new voyage is dependent on the internal user's security entitlements in MARS, as a result this function may not be available to all internal users.

Security

External Users:

- All external users have view access to the screen (including the use of **hyperlinks**).

Internal Users:

- All internal users have view access to the screen (including the use of **hyperlinks**).

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Field	Description

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

Voyage #	Status	First Port	Arrival Date	Last Port	Departure Date
VCS10	Closed	PORT ADELAI...	22/03/2016	PORT ADELA...	22/03/2016
VCS20	Active	PORT ADELAI...	26/01/2016	PORT ADELA...	
VCS19	Closed	PORT ADELAI...	25/01/2016	PORT ADELA...	25/01/2016
VCS18	Closed	PORT ADELAI...	24/01/2016	PORT ADELA...	24/01/2016
VCS17	Closed	PORT ADELAI...	22/01/2016	PORT PIRIE	23/01/2016
VCS16	Closed	PORT ADELAI...	21/01/2016	PORT GILES	22/01/2016
VCS15	Closed	DAMPIER	17/01/2016	BRISBANE	20/01/2016
VCS14	Closed	PORT ADELAI...	16/01/2016	PORT ADELA...	16/01/2016
VCS13	Closed	PORT ADELAI...	15/01/2016	PORT ADELA...	15/01/2016
VCS12	Closed	PORT ADELAI...	14/01/2016	PORT ADELA...	14/01/2016
VCS11	Closed	PORT ADELAI...	13/01/2016	PORT ADELA...	13/01/2016
VCS10B	Closed	PORT ADELAI...	12/01/2016	PORT ADELA...	12/01/2016
VCS9	Closed	PORT ADELAI...	11/01/2016	PORT ADELA...	11/01/2016
VCS8	Closed	PORT ADELAI...	10/01/2016	PORT ADELA...	10/01/2016
VCS7	Closed	PORT ADELAI...	09/01/2016	PORT ADELA...	09/01/2016
VCS6	Closed	PORT ADELAI...	06/01/2016	PORT LINCOLN	07/01/2016
VCS5	Closed	PORT ADELAI...	05/01/2016	PORT GILES	06/01/2016
VCS4	Closed	PORT ADELAI...	04/01/2016	PORT ADELA...	04/01/2016
VCS3	Closed	PORT ADELAI...	03/01/2016	PORT ADELA...	03/01/2016
VCS2	Closed	PORT ADELAI...	02/01/2016	PORT ADELA...	02/01/2016
VCS1	Closed	PORT ADELAI...	01/01/2016	PORT ADELA...	01/01/2016

Create Voyage

Save | Cancel

Voyage #	The Voyage number is a **hyperlink** to the **Voyage Details** screen.
Status	The voyage status may either be: **Pending:** The vessel hasn't arrived yet **Active:** The vessel has arrived or berthed **Closed:** The vessel has departed the last port on the itinerary **Withdrawn:** The voyage has been withdrawn
First Port	The first port of call in Australia.
Arrival Date	The actual arrival date at the first port of call.
Last Port	The last port of call in Australia before leaving Australian waters.
Departure Date	Actual date the vessel has departed from the last Australian port.
Create Voyage	In certain circumstances biosecurity officers with the appropriate security entitlements may create a manual voyage for a vessel.
Create Voyage Pop Up Screen	

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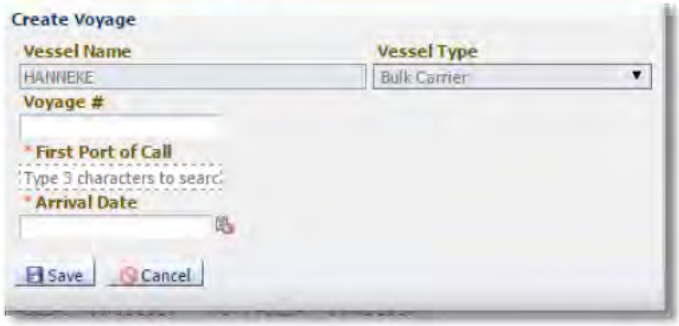
Field	Description
	
Vessel Name and Type	Read only fields based on the vessel selected.
Voyage #	This voyage number must be solicited from the Master or Agent. All applications, service requests and reports for the vessel related to this manually created voyage must use the same voyage number.
First Port of Call	The first Australian port where this vessel will call during this voyage.
Arrival Date	The expected arrival date at the first port of call.

Inspection History Tab

This tab lists the vessel's entire inspection history with links to the original eForms that were completed. eForms are not accessible by external users. This tab also allows internal users to access completed appointments.

Security

External Users:

- All external users have view access to the screen (not including the use of **hyperlinks**).

Internal Users:

- All internal users have view access to the screen (including the use of **hyperlinks**).

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Field	Description

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

Details of completed inspections

Appointment Date	Port	Inspection Date	Inspection Type	Duration (hours)	Risk Points	Breaches	Inspection Demerit Points
22/03/2016	PORT ADELAIDE	22/03/2016	CREW	00:30	70	Undeclared items or inaccurate declaration made by crew leaving vessel	2
26/01/2016	PORT ADELAIDE	26/01/2016	RVI	01:00	0		0
25/01/2016	PORT ADELAIDE	25/01/2016	RVI	01:00	50	Major infestation of insects found on board	6
24/01/2016	PORT ADELAIDE	24/01/2016	RVI	01:00	50	Minor infestation of insects found on board	3
22/01/2016	PORT ADELAIDE	22/01/2016	RVI	01:00	100		0
21/01/2016	PORT ADELAIDE	21/01/2016	RVI	01:00	100	Major infestation of insects found on board	6
20/01/2016	BRISBANE	20/01/2016	FUP	00:30	0	Minor infestation of insects found on board	3
19/01/2016	SYDNEY	19/01/2016	FUP	00:30	0	Minor infestation of insects found on board	3
18/01/2016	MELBOURNE	18/01/2016	FUP	00:30	0	Minor infestation of insects found on board	3
17/01/2016	DAMPIER	17/01/2016	RVI	01:00	30		0
17/01/2016	PORT ADELAIDE	17/01/2016	SURV	00:30	50	Minor infestation of insects found on board	3
13/01/2016	PORT ADELAIDE	13/01/2016	RVI	01:00	0		0
12/01/2016	PORT ADELAIDE	12/01/2016	RVI	01:00	0		0
10/01/2016	PORT ADELAIDE	10/01/2016	RVI	01:00	0		0
08/01/2016	PORT LINCOLN	08/01/2016	CREW	00:30	0		0
04/01/2016	PORT ADELAIDE	04/01/2016	RVI	01:00	0		0
03/01/2016	PORT ADELAIDE	03/01/2016	RVI	01:00	0		0
02/01/2016	PORT ADELAIDE	02/01/2016	RVI	01:00	0		0
01/01/2016	PORT ADELAIDE	01/01/2016	RVI	01:00	0		0

Save | Cancel

Appointment Date	This field is a **hyperlink** to the **Appointment Details** screen. The appointment may also contain inspections still in progress.
System added notifications are accessed via the Appointment Date hyperlink when an appointment is saved. This is the only way to access system notifications other than creating a new appointment. Biosecurity officers must view the system added notifications when a vessel is in port.	
Port	The port where the appointment was created.
Inspection Date	The date the inspection was completed.
Inspection Type	The type of inspection that was completed. The inspection type is a **hyperlink** to the completed eForm in read only format.
Duration	The time it took to complete the inspection.
Risk Points	The risk points allocated by MARS as a result of inspection outcomes.
Demerits	A description of the Demerits that were accrued during the inspection.
Inspection Demerit Points	The total demerit points accumulated for all the inspections in the specific appointment.

Vessel Identifiers Tab

This tab contains details of any additional parameters that can be used to identify a vessel. This tab is primarily reserved for non-commercial vessels.

Security

Internal Users

- Biosecurity officers, MNCC officers are able to view and update vessel details.

External Users

- All external users have view only access.

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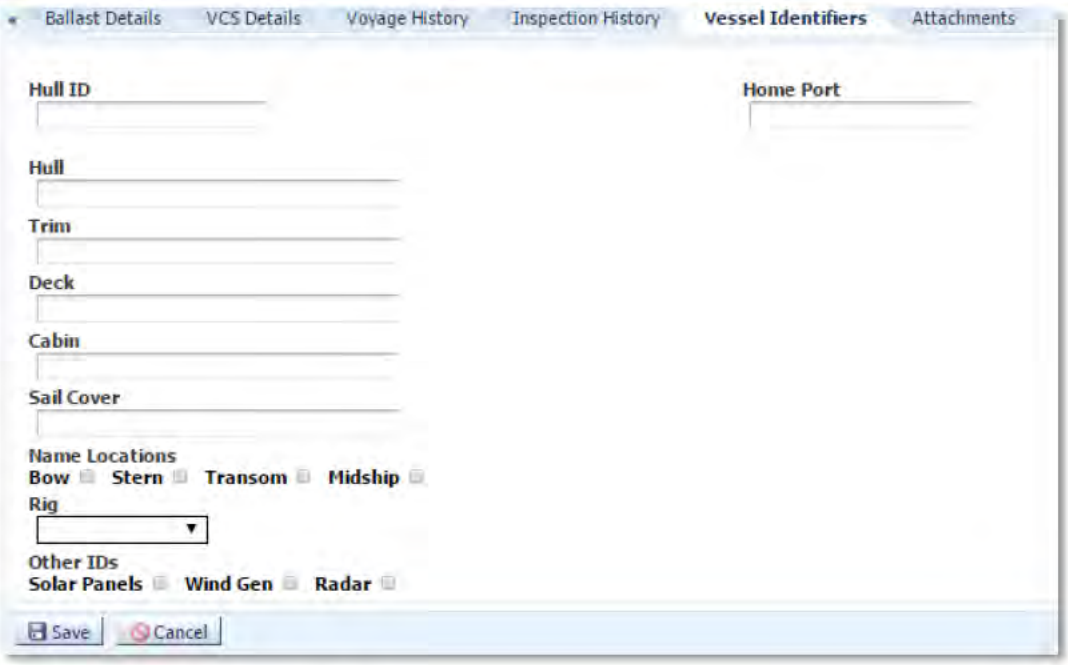
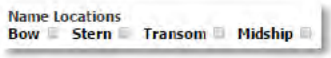
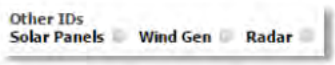
Field	Description
	
Hull ID	The number that is unique to the vessel often identified as the Hull ID.
Home Port	The vessel's home port.
Hull	The type of hull.
Trim	Trim details in terms of identifying features.
Deck	Any identifying features of the deck, or multiple decks.
Cabin	Any identifying features on the cabin.
Sail Cover	Sail details and identifying features.
	Where the vessel's name is located on the hull.
Rig	The type of Rig: Catamaran, Schooner/Ketch, Sloop, Trimaran or Other.
	Any other physical identification markers.

Attachments Tab

This tab is used to save files against the vessel's profile. Only internal users can attach files against the vessel profile. External users can view attachments. Files attached here must be vessel specific and different from the files attached against the Voyage. Generally certificates will be attached against the Vessel and Live Plant Logs for Cruise Vessels will be attached against the Voyage.

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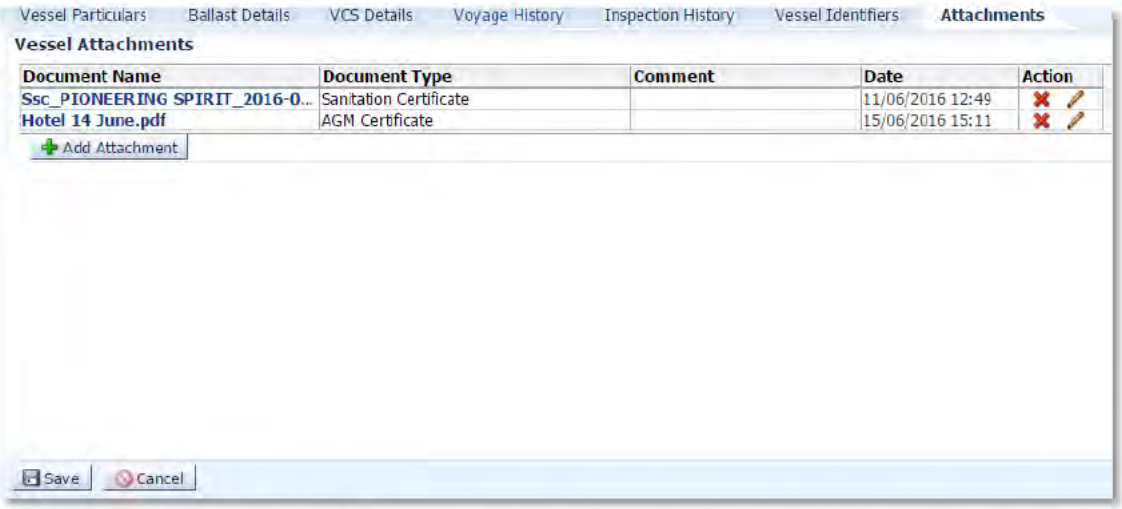
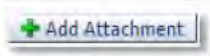
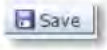
Field	Description
	
Vessel Attachments	This grid displays all the attachments saved to the vessel's profile. These attachments remain with the vessel and are not specific to a particular visit or voyage.
	These buttons are used to either remove or edit the existing attachments.
	This button is used to add an attachment and will open up a pop-up screen.
	Once an attachment has been uploaded it must be saved using this button, unsaved attachments will be removed when the user exists from this tab.
Add/Edit Attachment	
Select File	Use this button to browse for and attach the document.

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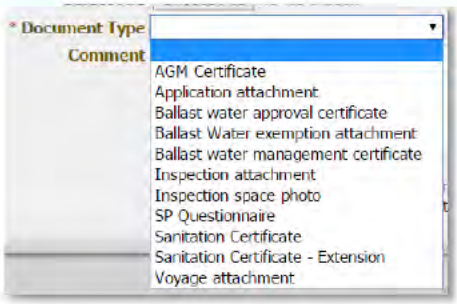
Field	Description
Document Type	 Select the document type from the list presented. The list suggests the type of documents that should be attached to the vessel's profile.
Comment	This field can be used to type any comments that may be specific to the attached document.

Voyage Search

Explanatory notes

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

Security

External Users:

- Agency users (that are associated with the vessel for that voyage) have read only access. Other Agency users have no access. Agency users that are associated with the vessel for that voyage is defined as them being either a Port/Billing/Crew Agency at any port during the voyage.
- Vessel users can only access a voyage that is related to their vessel.

Internal Users:

- Biosecurity officers, MNCC officers and MARS Administrators have update access.

How to do it

Voyage Search – BW Report Submitted

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

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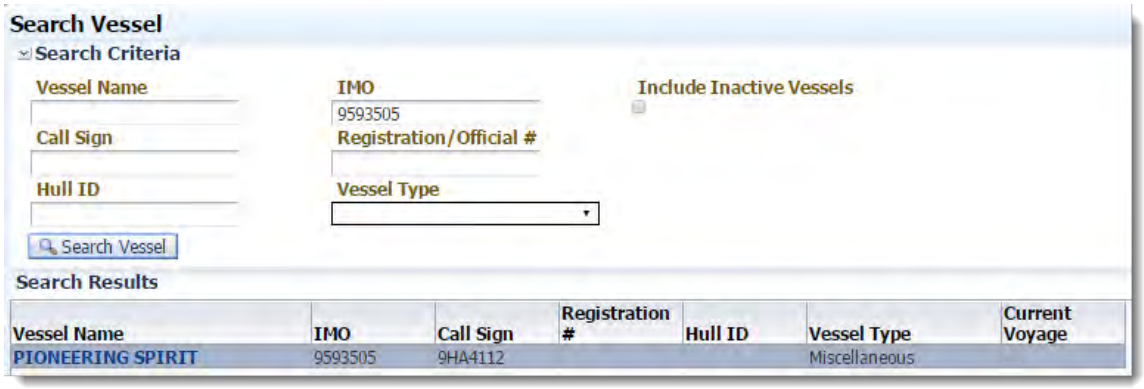
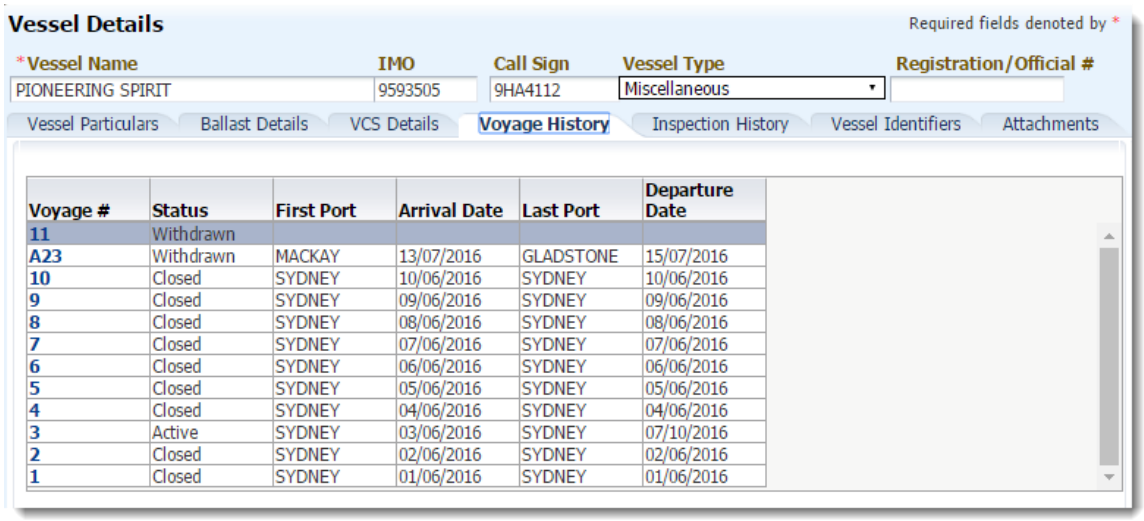
- Enter the vessel name or any other details in the search fields, and click on the **Search Vessel** button. The vessel details will be displayed in the search results grid. Click on the **Vessel Name hyperlink** to access the **Vessel Details** screen.

NOTE: *When the Search Vessel screen is loaded the Search Results grid will be populated with the last 10 vessel's the user has previously searched for. The most recent search will appear at the top of the grid.*



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



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

Voyage Search – PAR and/or NFP Application Submitted

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

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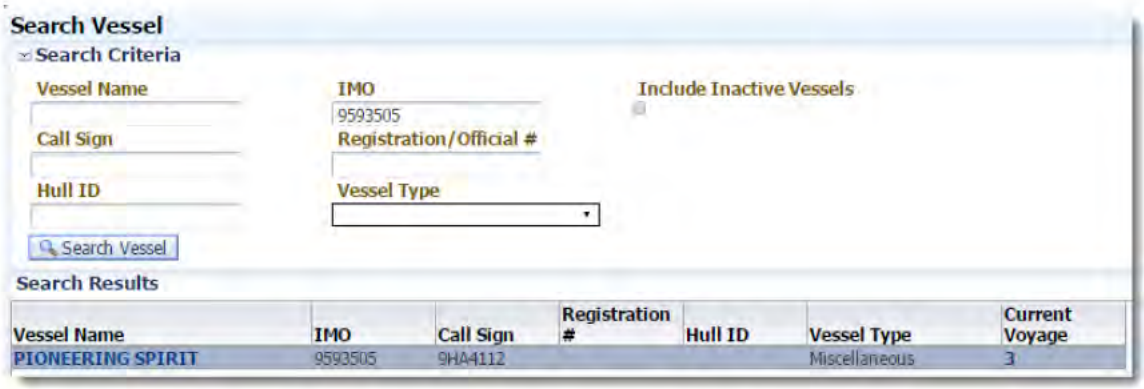
- Enter the vessel name or any other details in the search fields, and click on the **Search Vessel** button. The vessel details will be displayed in the search results grid. Click on the **Current Voyage hyperlink** to access the **Voyage Details** screen.

NOTE: *When the Search Vessel screen is loaded the Search Results grid will be populated with the last 10 vessel's the user has previously searched for. The most recent search will appear at the top of the grid.*



- The **Voyage Details** screen will be displayed. See the sections below.

Voyage Details Tab

This tab displays all the details of the voyage that was selected. The voyage may also be withdrawn from any of the tabs in the Voyage Details screen. The Voyage Details screen has a **hyperlink** to the Vessel Details screen when the Vessel Name is clicked on. The vessel type and the status of the selected voyage as well as the voyage number is also displayed. These details will be displayed on all the tabs in the Voyage Details screen.

NOTE: *The Voyage # field is editable for some internal users. This field must not be changed.*

External Users:

- All external users have view access to the screen.

Internal Users:

- All internal users have view access to the screen (Including use of all hyperlinks - All buttons are invisible)
- MNCC officers, biosecurity officers and MARS Administrators have full access (Including use of all hyperlinks - All buttons are visible/enable).

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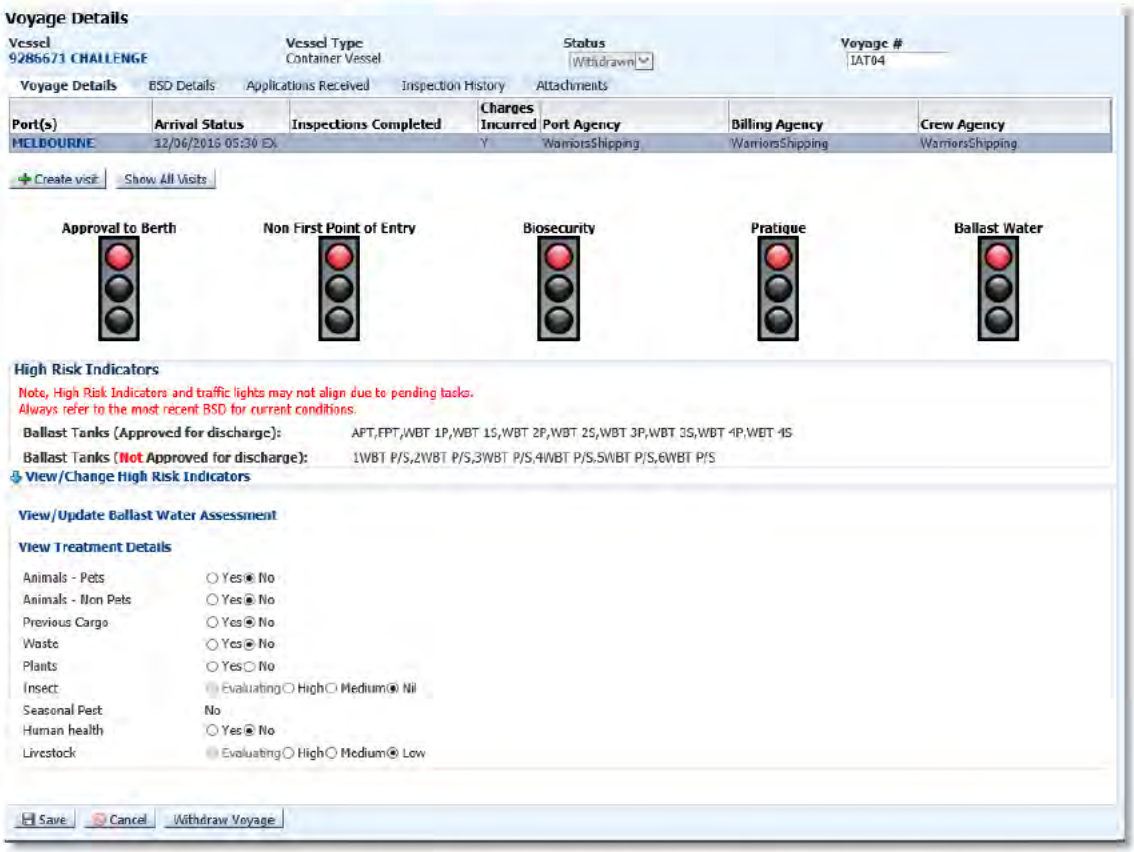
Field	Description



Port(s)	This field displays all the Australian ports in the vessel's itinerary. Selecting the **Port Name hyperlink** will open the Visit Details screen.
Arrival Status	This field indicates the actual arrival date and time of the vessel at the relevant port. The code next to the date and time displays the arrival status: **AR – Arrived; EX – Expected; NS – No Show; NE – Not Expected; DE – Departed.**
Inspections Completed	Any inspections completed at the port will be listed in this field. The inspection code is a **hyperlink** to the saved eForm for that inspection.
Charges Incurred	This field either has a 'Y' or 'N' entry depending on whether any inspection charges were incurred at the port.
Agency Details	The Port, Billing and Crew Agency will be listed here for the relevant port.
Create Visit	This button takes a user to the Visit Details screen from where a new visit can be created for the vessel and the selected voyage. Refer to the **Creating a Manual Visit** section in this User Guide for more details.
Show All Visits	This will show all the visits attached to the voyage.
Traffic Lights	The traffic lights are a copy of the most recent BSD sent to the Master or Agent. The traffic lights will be updated once a new BSD is sent.
High Risk Indicators	

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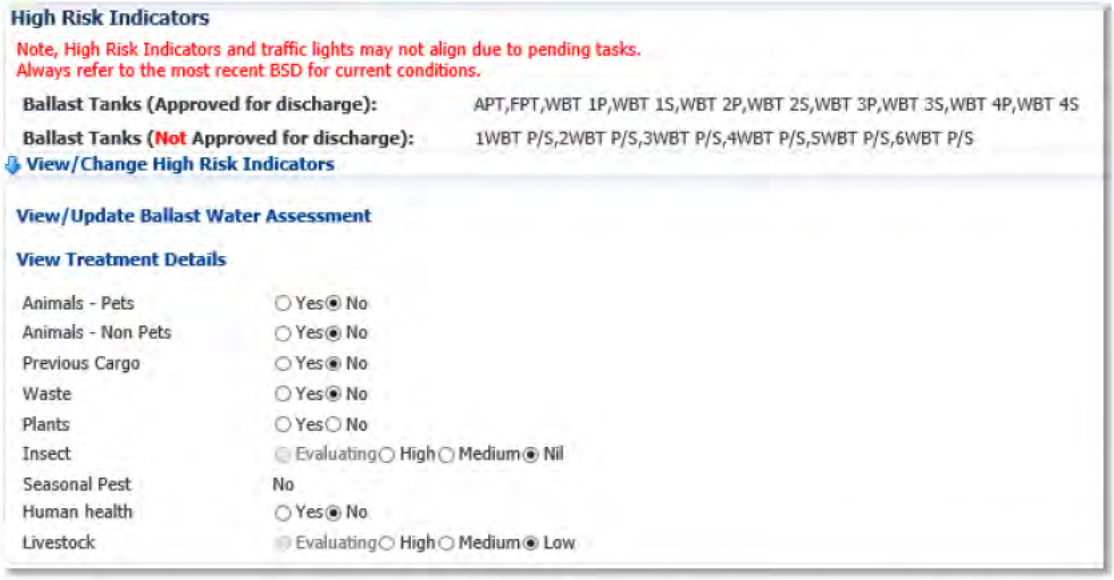
Field	Description
	
High Risk Indicators	This displays the high risk indicators taken from reports submitted such as the BW Report and the PAR.
The high risk indicators are assessed by MARS based on the information supplied in the applications and reports the Master has submitted. As soon as MARS has made an assessment the high risk indicators will be updated when the screen is refreshed. Some high risks may have resulted in a holding task for the MNCC to assess. MARS will not update the BSD until the MNCC has actioned the holding task. In these instances the BSD traffic lights displayed on this screen may be different to the high risk indicators. The Master will only be aware of the conditions as they are indicated on the most recent BSD that was sent. Biosecurity officers must keep this in mind when communicating vessel risks to the Master.	
Ballast Tanks	This will display a list of the ballast water tanks that have either been approved or not approved for discharge. The tanks will also be listed in the Ballast Water section of the BSD.
View/Change High Risk Indicators	Selecting this **hyperlink** will expand the section and display the View/Update Ballast Water Assessment section if the vessel has submitted a BW Report; The View Treatment Details **hyperlink** will display the Treatments Table if a treatment has been directed during an inspection for the vessel; All the risk flags will be displayed.
View/Update Ballast Water Assessment	This **hyperlink** opens the Ballast Water Assessment section of MARS. This section is used by Vessel Processing Officers to assess the BW Report when MARS has created a Ballast Water Task. For more information refer to the **Complete a Ballast Assessment** section of this User Guide.
View the ballast water uptake/exchange locations on a map (GIS)	• Planning – Port Arrivals tab • Search for the vessel • Click on the Information Icon • Select the most recent Ballast Water report hyperlink In the **Application Table** • Select the Tank Information tab • Scroll to the bottom of the Ballast Water Report tab

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Field	Description
	Click on the View Uptake/Exchange Locations on Map
View Treatment Details	This **hyperlink** displays the Treatment Details table where all the treatments that were ordered during an inspection will be recorded. Data in this table must not be changed.
PAR Reported Risks	
Animals - Pets	○ Yes ◉ No
Animals - Non Pets	○ Yes ◉ No
Previous Cargo	○ Yes ◉ No
Waste	○ Yes ◉ No
Plants	○ Yes ○ No
Insect	Evaluating ○ High ○ Medium ◉ Nil
Seasonal Pest	No
Human health	○ Yes ◉ No
Livestock	Evaluating ○ High ○ Medium ◉ Low
Biosecurity Risks	The risks will be displayed as reported on the PAR. This section is used by Vessel Processing Officers when manually assessing the vessel's biosecurity risks. For other internal users the fields will be read only. These indicators are also known as Risk Flags or Indicators.
When the risks flags are changed the colour of the traffic lights will change.	
Withdraw Voyage	Vessel Processing Officers may use this function to withdraw a voyage.

BSD Details Tab

This screen allows the user to view the BSD details. External users will only see one hyperlink to view the most current BSD on this screen.

Security

This screen is split into two parts (the top part is just the link to the current BSD). External users will only be able to view the top part of the screen.

External Users:

- The Vessel Master, Border Force Officer, Maritime Officer, Health Officer, and Environment Officer have view access to the current BSD.
- Additionally any users associated with the Port Agency, Billing Agency or Crew Agency of the vessel for that particular voyage has view access to the current BSD.

Internal Users:

- All internal users have at least view access to all of the screen but will not be able to see the buttons.

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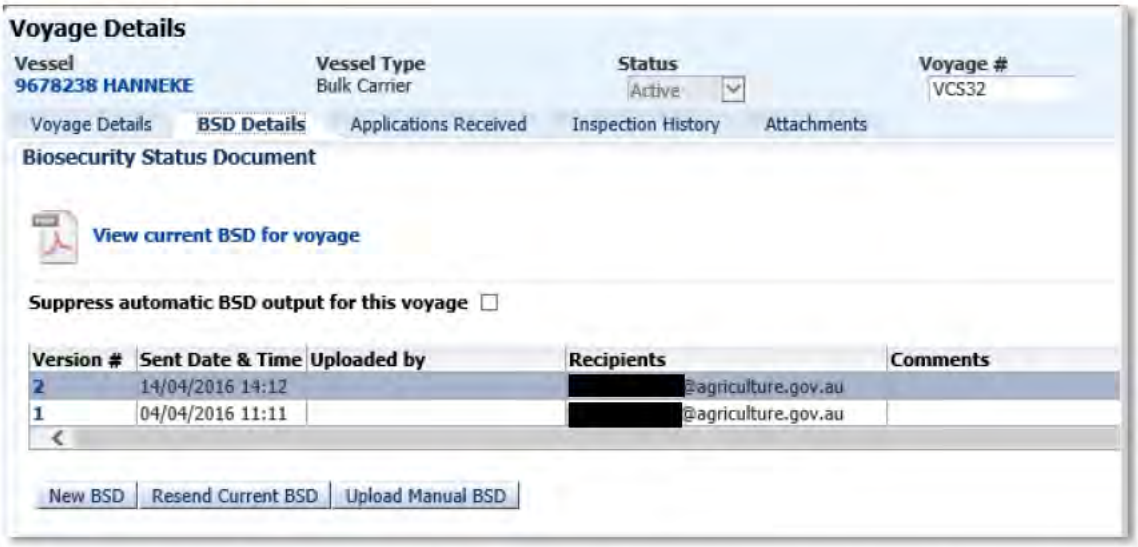
- The **New BSD**, **Resend Current BSD** and **Upload Manual BSD** buttons are only available for biosecurity officers, team leaders and MNCC officers.

Field	Description
	
View Current BSD for voyage	Selecting this **hyperlink** opens up a PDF version of the most current BSD for the voyage.
Suppress automatic BSD output for this voyage	If selected this prevents MARS from sending out an automatic BSD after an assessment has been completed. A manual BSD task will be queued if this is selected.
Biosecurity officers must never select the Suppress Automatic BSD filed. This field is reserved for the MNCC.	
Version #	Each BSD is versioned. The most recent version will appear on top and clicking on the number **hyperlink** will open up a PDF copy of the BSD.
Sent Date and Time	The date and time stamp of when the BSD was sent to the email recipients.
Uploaded By	Only applicable is a manual BSD was uploaded by an MNCC officer.
Recipients	The email addresses of the recipients of the BSD.
Comments	Comments are only applicable to manually uploaded BSDs.
New BSD	Selecting this button opens the BSD Details window. Here a biosecurity officer may add additional comments to the BSD. Refer Chapter 6 in this document for more details on how to create a manual BSD.
Resend Current BSD	Selecting this button allows a biosecurity officer to resend the current BSD. Biosecurity officers must manually add the email addresses of the recipients.
Upload Manual BSD	This function is used to upload a manually created BSD into MARS. This functionality is reserved for the MNCC.

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Applications Received Tab

This screen displays the list of all the reports/applications/service requests received during the voyage.

Security

External Users:

- Agency users have read only access
- Vessel users can only access a voyage that is related to their vessel

Internal Users:

- Biosecurity officers, MNCC officers and MARS Administrators have update access

Field	Description
Application Type	This **hyperlink** lists the reports, applications and service requests received for the voyage. The hyperlink opens up the original report, application or service request in read only format.
Port	The port will be listed where service requests were submitted.
Status	This is the status of the report, application or service request. Most applications, reports, service requests will have a status of complete. This means they have been processed by MARS. NFP applications may have a status of pending when the associated approval tasks await completion.
Date Submitted	The date and time the report, application or service request was submitted into MARS.

Inspection History Tab

This tab lists the vessel's entire inspection history for the selected voyage with links to the original eForms that were completed. It includes both completed and in progress inspections for the voyage. eForms are not accessible by external users. This tab also allows internal users to access completed appointments.

Security

External Users:

- Have view access to this tab. The risk points column is hidden and the **hyperlinks** are not available.

Internal Users:

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- All internal users have view access

Field	Description
Appointment Date	This field is a **hyperlink** to the **Appointment Details** screen. The appointment may also contain inspections still in progress.
System added notifications are accessed via the Appointment Date hyperlink when an appointment is saved. This is the only way to access system notifications other than creating a new appointment. Biosecurity officers must view the system added notifications when a vessel is in port.	
Port	The port where the appointment was created.
Inspection Date	The date the inspection was completed.
Inspection Type	The type of inspection that was completed. The inspection type is a **hyperlink** to the completed eForm in read only format.
Duration	The time it took to complete the inspection.
Risk Points	The risk points allocated by MARS as a result of inspection outcomes.
Demerits	A description of the Demerits that were accrued during the inspection.
Inspection Demerit Points	The total demerit points accumulated for all the inspections in the specific appointment.

Attachments Tab

This tab is used to save files against the vessel's profile. Only internal users can attach files against the vessel profile. External users can view attachments. Files attached here must be voyage specific and different from the files attached against the Vessel profile. Generally certificates will be attached against the Vessel and Live Plant Logs for Cruise Vessels will be attached against the Voyage.

Cruise Vessels or their Agents must email the Live Plant Log to the MNCC for upload into MARS. It is the responsibility of biosecurity officers at the First Point of Entry to ensure that the most up to date Live Plant Log is attached to the visit when an RVI is scheduled. Cruise vessels do not need to send the Live Plant Log to every subsequent port on the vessel's itinerary.

Security

External Users:

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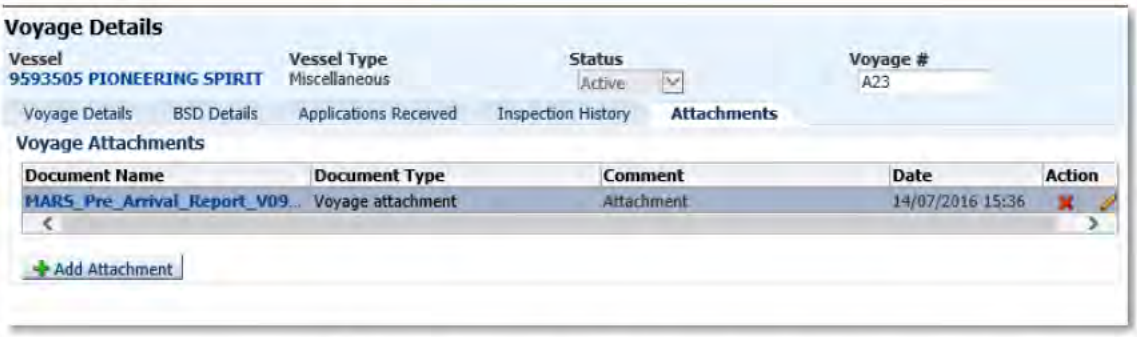
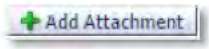
- Only the Port Agency for the first port of the voyage will have view access.

Internal Users:

- All internal users have view access to the screen (including the use of **hyperlinks** - all buttons are invisible).
- MNCC officers, biosecurity officers and MARS Administrators have full access (all buttons are visible and enabled).

Field	Description
	
Voyage Attachments	This grid displays all the attachments saved to the vessel's voyage. These attachments remain with the voyage. Attachments can only be uploaded by internal users. External users have view access only.
	These buttons are used to either remove or edit the existing attachments.
	This button is used to add an attachment and will open up a pop-up screen
	Once an attachment has been uploaded it must be saved using this button, unsaved attachments will be removed when the user exists from this tab.
Add Attachment	
Select File	Use this button to browse for and attach the document.

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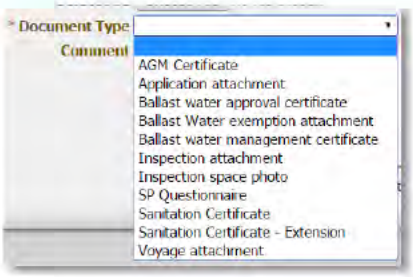
Field	Description
Document Type	 Select the document type from the list presented. The list suggests the type of documents that should be attached to the vessel's profile.
Comment	This field can be used to type any comments that may be specific to the attached document.

Visit Search

Explanatory notes

Use this search to find details about the vessel's current visit to an Australian port. The visit contains port specific details such as the visit charges and inspection history at the port. The Visit Details screen has three tabs: **Visit Details**, **Visit Charges** and **Inspection History**.

Once a vessel has departed a port and the Visit Status is set to 'Departed' then the information on the **Visit Details** tab can no longer be edited.

Security

External Users:

- All external users have full access
- Agency users and Agency administrators will only be able to see their own Port Agency, Billing Agency and Crew Agency value. If there are other Agencies recorded against any of these 3 fields, it will display as "Other".

Internal Users:

- All internal users have full access to the screen

How to do it

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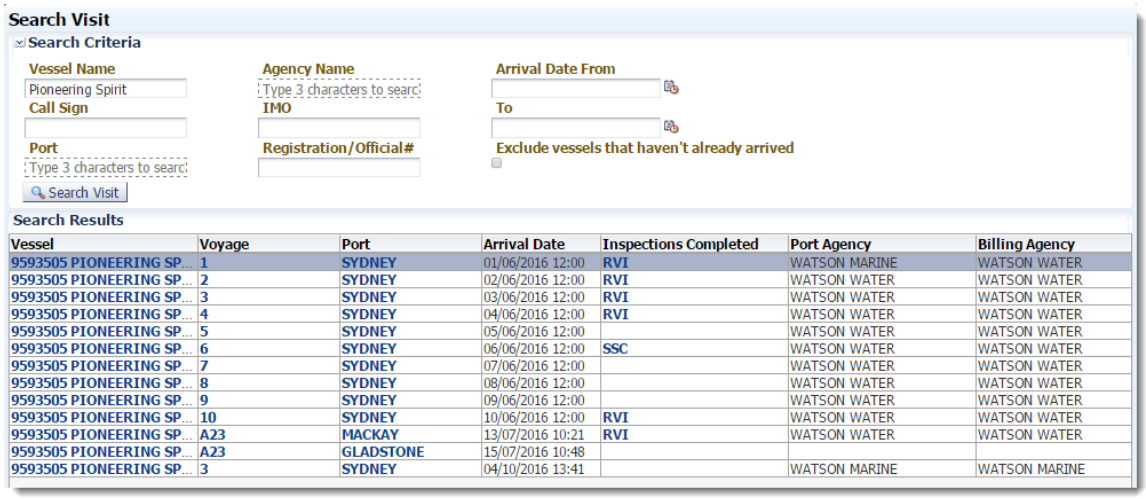
Enter the vessel name or any other details in the search fields, and click on the **Search Visit** button. The search details will be displayed in the search results grid. Click on the **Port hyperlink** to access the **Visit Details** screen.



Vessel	Voyage	Port	Arrival Date	Inspections Completed	Port Agency	Billing Agency
9593505 PIONEERING SP...	1	SYDNEY	01/06/2016 12:00	RVI	WATSON MARINE	WATSON WATER
9593505 PIONEERING SP...	2	SYDNEY	02/06/2016 12:00	RVI	WATSON WATER	WATSON WATER
9593505 PIONEERING SP...	3	SYDNEY	03/06/2016 12:00	RVI	WATSON WATER	WATSON WATER
9593505 PIONEERING SP...	4	SYDNEY	04/06/2016 12:00	RVI	WATSON WATER	WATSON WATER
9593505 PIONEERING SP...	5	SYDNEY	05/06/2016 12:00		WATSON WATER	WATSON WATER
9593505 PIONEERING SP...	6	SYDNEY	06/06/2016 12:00	SSC	WATSON WATER	WATSON WATER
9593505 PIONEERING SP...	7	SYDNEY	07/06/2016 12:00		WATSON WATER	WATSON WATER
9593505 PIONEERING SP...	8	SYDNEY	08/06/2016 12:00		WATSON WATER	WATSON WATER
9593505 PIONEERING SP...	9	SYDNEY	09/06/2016 12:00		WATSON WATER	WATSON WATER
9593505 PIONEERING SP...	10	SYDNEY	10/06/2016 12:00	RVI	WATSON WATER	WATSON WATER
9593505 PIONEERING SP...	A23	MACKAY	13/07/2016 10:21	RVI	WATSON WATER	WATSON WATER
9593505 PIONEERING SP...	A23	GLADSTONE	15/07/2016 10:48			
9593505 PIONEERING SP...	3	SYDNEY	04/10/2016 13:41		WATSON MARINE	WATSON MARINE

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

Visit Details Tab

The **Visit Details** Tab shows all the details that relates to a visit within a particular voyage.

Security

External Users:

- Agency representatives have update access only for all vessels for the following fields: Port Agency; Billing Agency; and Crew Agency.
- Masters have full access for their vessel (in current voyage) for the following fields: Port Agency; Billing Agency; and Crew Agency.
- External users will not see the **View Customs Data** button.
- Other external users will have read only access.

Internal Users:

- MNCC officers, biosecurity officers, MARS Administrator have full access (all buttons are visible).
- All other internal users have read only access (Including use of all **hyperlinks**. All buttons are invisible).

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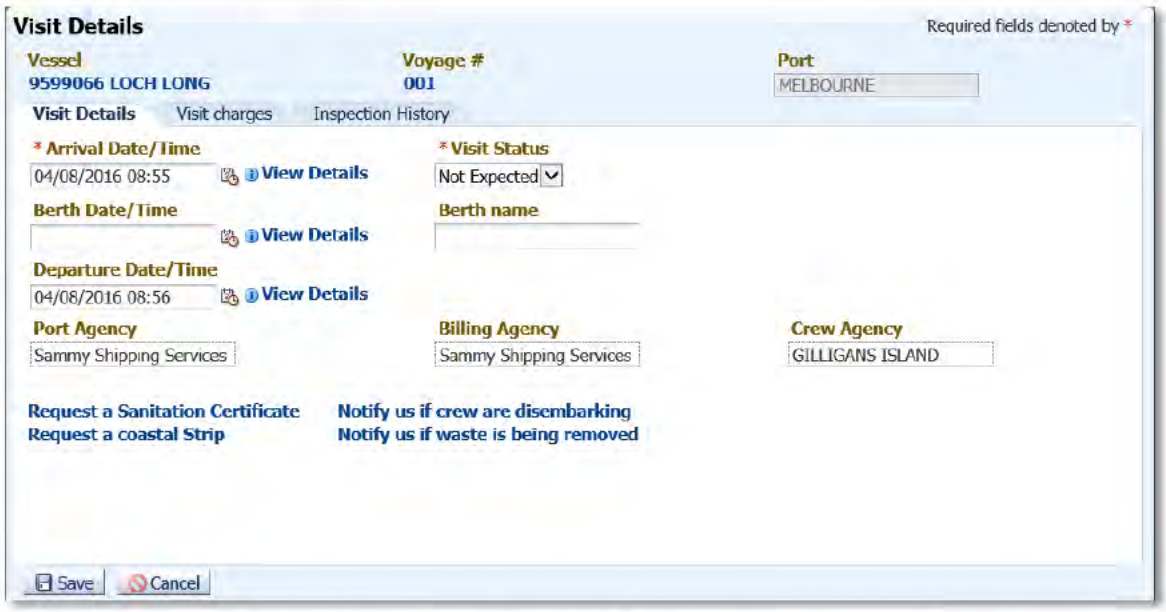
Field	Description
	
View Details	This window indicates the source of the vessel's movement data. It also indicates the time and date the information was first received into MARS.
Arrival Date/Time	This could either be the vessel's estimated arrival date and time as indicated on the PAR or NFP. The **View Details** button will have information on the origin of this field. It may also be derived from actual AMSA or ABF feeds.
Visit Status	The visit may have the following in the Visit Status filed: **Arrived (AR):** The vessel has arrived in port. **Berthed (BE):** The vessel has berthed. **Departed (DE):** The vessel has departed the port. **Expected (EX):** The vessel has included the port in its itinerary and is expected to arrive. **Not Expected (NE):** The vessel is due to arrive at the port but the port wasn't included in the vessel's itinerary. **No Show (NS):** The vessel was expected at the port but due to an itinerary change never arrived.
Berth Date/Time	This field is usually only updated from the PAR or manually by biosecurity officers.
Berth Name	The name of the berth.
Departure Date/Time	This field may be derived from the PAR or NFP as an estimated date and time. It may also be populated from AMSA and ABF movement feeds.
The visit status must be set to 'Departed' in order for an invoice to be generated automatically. The visit status must be set to 'Departed' manually when a port does not receive and movement feeds from AMSA or ABF.	
Port, Billing and Crew Agency	The Billing Agency is mandatory if the vessel has requested a Coastal Strip or a Sanitation Certificate. Only an Agency with a department COM code can be identified as a Billing Agency.

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Field	Description
Changing Agency Names	**The following rules apply for changes to Agency names in this screen:** a) If the Agency field is blank a user can select their associated Agency name and save. This will change the Agency in the visit table. b) If the Agency field is blank a user can select an Agency not associated with them. An e-mail will go out to the selected Agency advising them that they have been nominated as the Agency. c) If the Agency field is 'Other', the user can choose their Agency. When the user tries to save this the following message will be shown - 'You have nominated yourself as the Agency where one already exists. Your request has been received and the department will assess this and make the change if appropriate. Till the decision is made the system will not update the Agency to your Agency.' d) If the Agency field is 'Other' the user will not be able to 'blank out the Agency'. e) **An Agency user can 'blank out the Agency' if the Agency field shows their Agency.**
Request a Sanitation Certificate **Request a coastal Strip**	**Notify us if crew are disembarking** **Notify us if waste is being removed**
Service Requests	Users may also submit service requests from this tab. These requests are no longer available once the visit status is '**Departed**'.

Visit Charges Tab

This visit charges screen is used by external Agency users to view all the charges related to them for a visit. Charges occur as a result of (A) inspections which can come from one or more appointments, and also (B) work done in office to support reports/applications and service requests. It is also the place for internal users to view, adjust and add new charges if necessary.

Security

External Users:

- Most external roles have no access and so will not see the tab
- Agency users have partial access (Only their own charges will be shown. If there are no charges against the visit related to the agency, the table will be empty).

Internal Users:

- All internal users have read access (all buttons are inactive), but MNCC officers, Finance Officers, biosecurity officers and MARS Administrators have full access.

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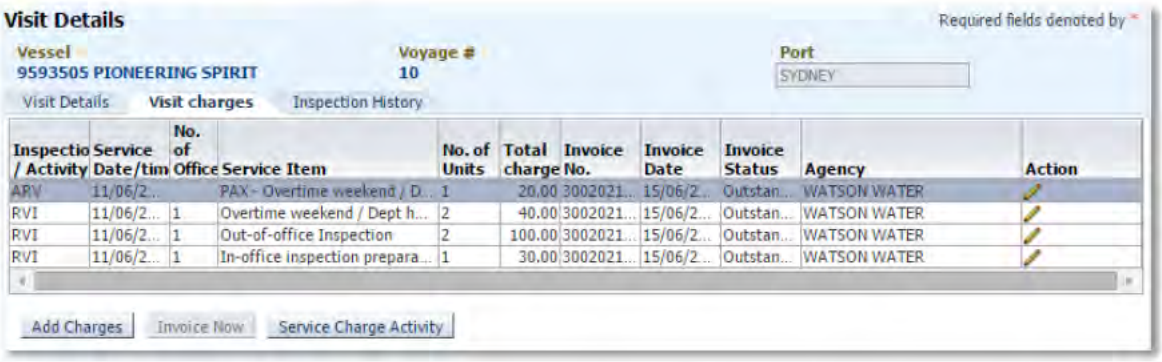
Field	Description
	
Inspection/Activity	Each Inspection or Activity has a code which appears in this field. The figure to the left lists all the MARS Activity codes.
Service Date/Time	The date and time the activity took place.
No. of Officers	The number of biosecurity officers undertaking the activity.
Service Item	A list of service items which can be charged for in MARS. Details of service charges can be found in the department's Fees and Charges Guidelines.
No. of Units	The number of units for each service item.
Total Charges	Total charges for the service item.
Invoice No.	The invoice number the service charge will appear on.
Invoice Date	Date the service items were invoiced.
Invoice Status	The invoice may have one of the following statuses: Outstanding; Paid or Part Paid.

Visit Details

Required fields denoted by *

Vessel: 9593505 PIONEERING SPIRIT
Voyage #: 10
Port: SYDNEY

Visit Details | Visit charges | Inspection History

Inspectio / Activity	Service Date/tim	No. of Office	Service Item	No. of Units	Total charge	Invoice No.	Invoice Date	Invoice Status	Agency	Action
ARV	11/06/2...		PAX - Overtime weekend / D...	1	20.00	3002021...	15/06/2...	Outstan...	WATSON WATER	
RVI	11/06/2...	1	Overtime weekend / Dept h...	2	40.00	3002021...	15/06/2...	Outstan...	WATSON WATER	
RVI	11/06/2...	1	Out-of-office Inspection	2	100.00	3002021...	15/06/2...	Outstan...	WATSON WATER	
RVI	11/06/2...	1	In-office inspection prepara...	1	30.00	3002021...	15/06/2...	Outstan...	WATSON WATER	

Add Charges | Invoice Now | Service Charge Activity

Code	Value
AGM1	AGM Inspection (Russian port)
AGM2	AGM Inspection (Non-Russian port)
ARPR	Arrival Processing
BPL	BPL Inspection
BW	Ballast Water Inspection
CREW	Crew Change
CSTP	Coastal Strip
FUP	Follow-up
HHTH	Human Health
LGDS	Landed Goods
LIVE	Livestock
PAX	Passenger
RVI	Routine Vessel Inspection
SSC	Ship Sanitation
SURV	General Surveillance
VERI	Verification
WAST	Waste Surveillance

PAX - Overtime weekend / Dept Holiday
Arrival Levy (includes remission)
In-office documentation assessment
In-office inspection preparation
Out-of-office Inspection
Overtime weekday continuous
Overtime weekday non-continuous
Overtime weekend / Dept holiday
PAX - In-office documentation assessment
PAX - In-office inspection preparation
PAX - Out-of-office Inspection
PAX - Overtime weekday continuous
PAX - Overtime weekday non-continuous
PAX - Overtime weekend / Dept Holiday
Surveillance - per qtr hour

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Field	Description
Agency	The Agency to which the invoice was sent.
Action	The edit function used to edit the service item.
Add Charges	Manually adding additional assessment or inspection activity charges to the voyage.
Invoice Now	Selecting this button will generate an invoice at that time.
Service Charge Activity	Detailed audit trail of all the service charge activities.

Inspection History Tab

Displays all inspections that has been recorded against a visit. This tab is only accessible for internal staff.

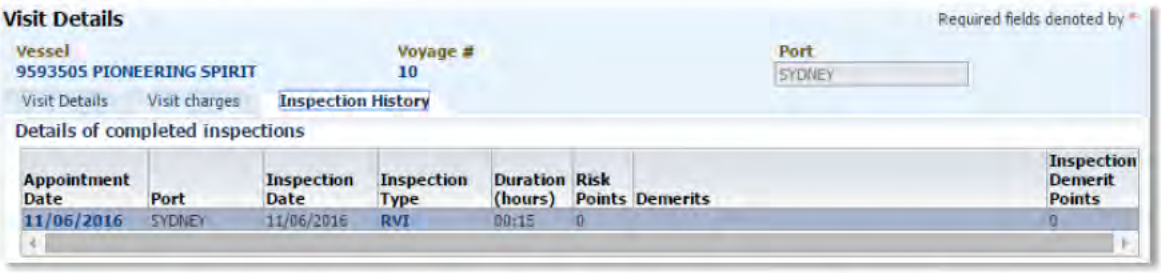
Security

External Users:

- For Agency users - Allow read access only to those Agencies that are associated with the voyage (are the Port/Billing/Crew Agency for any port in the voyage). The tab is hidden for all other Agency users.

Internal Users:

- View Access (**Hyperlinks** are enabled and all buttons are invisible).

Field	Description
	
Appointment Date	Selecting the **hyperlink** will open the Appointment Details screen for that appointment.
Port	The port where the inspection took place.
Inspection date	The date the inspection took place at the port.
Inspection Type	For internal users this will open a **hyperlink** to a read only copy of the inspection eForm.
Pop ups must be enabled in the browser to allow the eForm to be displayed.	
Duration	The total time the inspection took.
Risk Points	Risk points accumulated during the inspection.
Demerits	Description of the demerit if any were accumulated during the inspection.
Inspection Demerit Points	The total demerit points accumulated for the inspection.

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Application and Service Request Search

Explanatory notes

Use this search to find applications and or service requests submitted for this vessel. The applications are read only and reflect the details as they were at the time of submission.

Security

External Users:

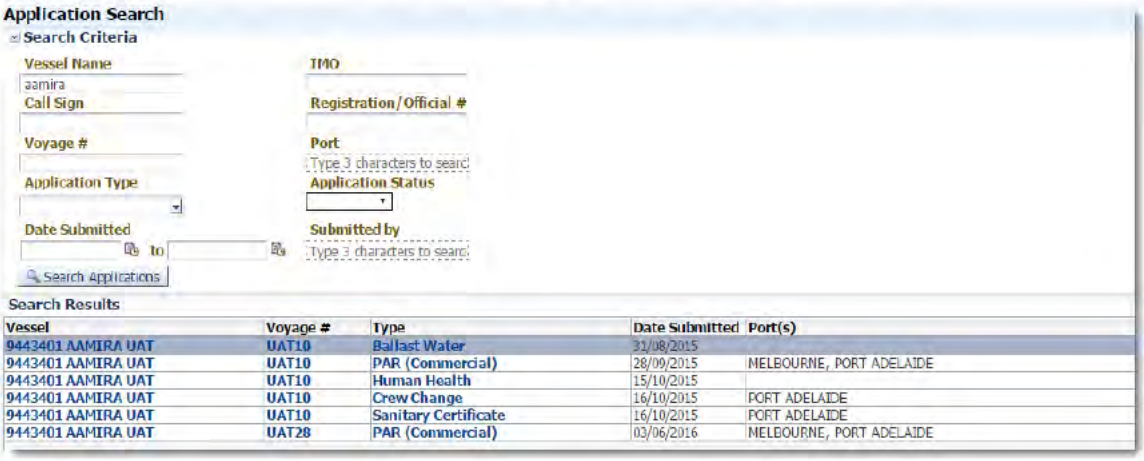
- Most external roles have no access and so will not see the tab
- Agency users have partial access (only their own charges will be shown. If there are no charges against the visit related to the agency, the table will be empty).

Internal Users:

All internal users have read access (all buttons are inactive), but MNCC officers, Finance Officers, biosecurity officers and MARS Administrators have full access.

How to do it

Enter the vessel name or other details in the search fields, or any other search criteria such as the application type and click on the **Search Applications** button. The vessel details and voyage number, the application type, status and date submitted will be displayed in the search results grid. Click on the **Type hyperlink** to access the appropriate application or service request details.



Vessel	Voyage #	Type	Date Submitted	Port(s)
9443401 AAMIRA UAT	UAT10	Ballast Water	31/08/2015	
9443401 AAMIRA UAT	UAT10	PAR (Commercial)	28/09/2015	MELBOURNE, PORT ADELAIDE
9443401 AAMIRA UAT	UAT10	Human Health	15/10/2015	
9443401 AAMIRA UAT	UAT10	Crew Change	16/10/2015	PORT ADELAIDE
9443401 AAMIRA UAT	UAT10	Sanitary Certificate	16/10/2015	PORT ADELAIDE
9443401 AAMIRA UAT	UAT28	PAR (Commercial)	03/06/2016	MELBOURNE, PORT ADELAIDE

NOTE: *When the Voyage number is less than 3 characters a wildcard must be used. For example if the Voyage number is 1A then 1A% must be entered in the Voyage# search field.*

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Department of Agriculture, Water and the Environment

Charges Search

Explanatory Notes

The **Charges Search** screen lists all the charges a vessel has accumulated.

Security

Internal Users

- All internal users will be able to search for charges

External Users

- Agency users can search for charges associated with their agency
- Vessel Master does not have access to this screen
- Other external users/agencies do not have access to this screen

How to do it

From the MARS home screen click on the **Charges Search** icon. The **Charges Search** screen is displayed. Enter the **Search Criteria** and click on **Search**. The Search Results will be displayed in the grid. Click on the **Total Charges hyperlink** to access the **Charges Details** screen.

Search Criteria	
Vessel	Enter the first three characters of the vessel's name or IMO and select the appropriate vessel from the list presented.
Voyage Number	Enter the voyage number to which the charges apply.
Agency Name	Enter the first three characters of the Agency name and select the Agency from the list. This field will default to the user's Agency when an external Agent is logged in.

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Appointment Search	
Visit Port	Enter the name of the port where the charges occurred.
Arrival Date	The date range when the vessel arrived at the port.
Charge Type Filter	Dropdown has the following values: 1. All 2. Invoiced 3. Uninvoiced 4. Uninvoiced and aged • If option 4 is selected then a textbox is displayed that will allow users to enter the no. of days. • Only options 1 to 3 are available to external clients. • *Default is set to 'All Charges'.* • Uninvoiced and Aged option will only be available and visible for internal users. • Number of days only visible and available when Uninvoiced and Aged selected.
Invoice Number	Invoice Number is not wild-carded or auto-suggested. It is a simple text field that, if present, must be an exact match.
Invoice Date	Invoice Date filter only applies to invoiced records i.e. it should still pick up all uninvoiced records that meet the other search criteria.
Search	Clicking on the **Search** button will execute the search. A maximum of 100 results will be returned on one page. User must have entered a minimum set of search criteria as follows: • An Invoice Number • A Vessel • An Agency plus a date range not exceeding 32 days • A Port plus a date range not exceeding 32 days

For external users: If the user has not entered a Vessel, an Invoice Number, or a Date range then an error will show saying "You must enter a Vessel, an Invoice Number, or a Date range".

For internal users: If the user has not entered a Vessel, an Invoice Number, a Port with a Date range, or an Agency with a Date range then an error will show saying "You must enter a Vessel, an Invoice Number, a Port with a Date range, or an Agency with a Date range".

If **any user** has entered a Port and/or an Agency but no other criteria, then an error will show saying "You must provide a date range if only the Agency or Port fields have been specified".

If **any user** has not entered and Invoice Number or a Vessel then they must have entered a date range and it must not exceed **32 days**. If it does then an error will show saying "The date range must not exceed 1 month unless you have supplied an invoice number or a vessel".

If **any user** has supplied a voyage number, they must also have selected a vessel, otherwise an error will show saying "You must select a vessel if you choose to filter by voyage number".

Search Results

Australian Government
Department of Agriculture, Water and the Environment

Appointment Search	
Vessel	This is a **hyperlink** to the Vessel Details screen in MARS. For more details on this screen refer to the Vessel Search section in this User Guide.
Voyage Number	This is a **hyperlink** to the Voyage Details screen in MARS. For more details on this screen refer to the Vessel Search section in this User Guide.
Port	This is a **hyperlink** 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.
Total Charges	Clicking on the link takes the user to the **Visit Charges** tab on the Visit Details screen for this visit.
Invoice Number	Comma separated list of all invoice numbers for this line. Multiple Invoices (or mixture of invoiced and uninvoiced charges) will be shown as three asterisks (***), but hover text will show a comma separated list of all invoice numbers (excluding those with parent or credit pointers).
Invoice Date	If invoiced only once, then the invoice date otherwise asterisks will be displayed.
Invoice Status	If invoiced only once, then the invoice status returned from e5 otherwise asterisks will clarify the status. Note the asterisk (*) in the column header and the matching asterisk (*) text in the page footer.
Arrival Date	The vessel's arrival date at the port.
Agency Name	This field will not be displayed for Agency users (externals). The Agency is shown at the top of the screen and will always be the same.
Resend Invoice(s)	Clicking on the Resend (envelope) icon presents a confirmation dialog with the Invoice numbers of the invoices that will be sent. "*Do you want to receive copies of the following Invoice(s) - INVXXXX1, INVXXXX2*" Buttons - Yes/No If the user clicks Yes a request will be sent to E5 to resend the invoices. Only those Invoices that don't have an associated parent invoice number or a replaced by invoice number can be resent so only they will come up in the confirmation dialog. The Resend Invoices icon should not be displayed if there are no real invoices for this line i.e. only if there is one or more invoices which does not have a parent invoice number and is not a credit note.

Agency Search

Explanatory Notes

The **Agency Search** screen lists all the vessel Agencies registered in MARS. It also lists all the Agency Representatives associated with that Agency. Agency details can be edited and updated on the **Agency Details** tab and Agents can be removed on the **Agency Representative Details** tab.

Security

Australian Government
Department of Agriculture, Water and the Environment

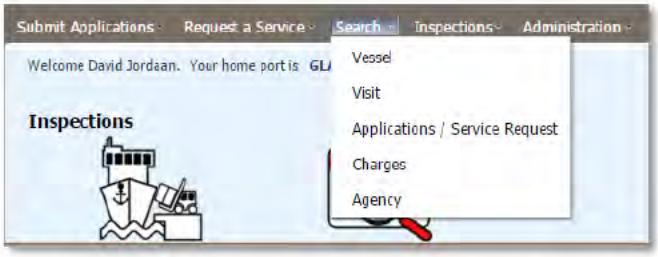
Internal Users

- All internal users will be able to search for Agencies.

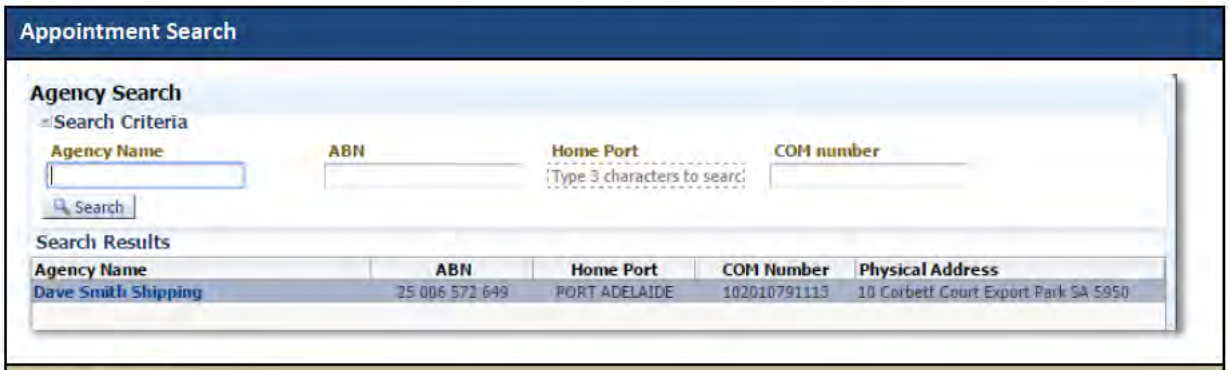
External Users

- Other external users/agencies do not have access to this screen

How to do it



From the MARS home screen click on the **Search** menu on the toolbar. Click on **Agency**. The **Agency Search** window will be displayed. Enter the **Search Criteria** and click on **Search**. The Search Results will be displayed in the grid. Click on the **Agency Name hyperlink** to access the **Agency Details** screen.



Search Criteria	
Agency Name	Enter the first three characters of the Agency's name.
ABN	Enter the registered Australian Business Number of the company.
Home Port	Enter the Agency's registered home port that was configured during the registration process.
COM Number	Enter the COM number if known.
Search	Clicking on the **Search** button will execute the search. A maximum of 100 results will be returned on one page.
Search Results	
Agency Details	This is a **hyperlink** to the Agency & Representative Details screen in MARS. This screen contains the details of the Agency as registered during the registration process. This screen is editable based on user security access.

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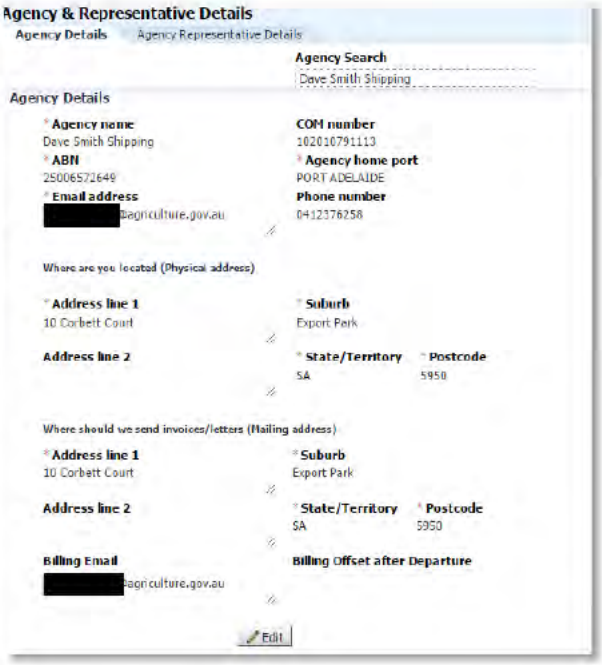
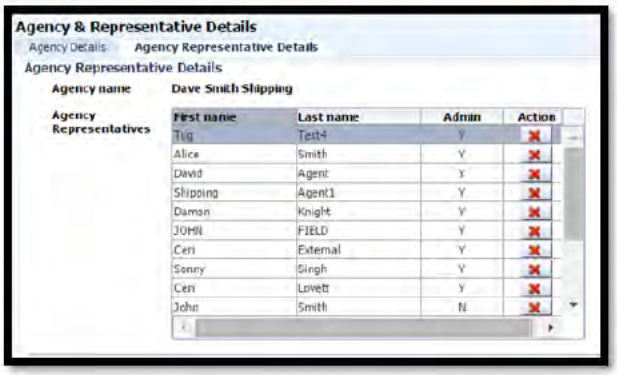
Appointment Search



- The Agency Details are displayed as configured during the Agency registration process.
- All the fields are editable by clicking on the Edit box at the bottom of the screen.
- Agency MARS Administrators can update their Agency's details.
- Internally only MNCC users may update Agency details.

Agency Representative Details	This tab displays all the Agency Representatives registered with their contact details.



- All the Agents associated with an Agency are displayed on this tab.
- The **Action** button can be used to permanently remove Agents' access from MARS.
- Agency MARS Administrators can remove Agents.
- Internally only MNCC users may remove Agents upon request from an Agency MARS Administrator.

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Chapter 6 – MARS Related Tasks

How to Update a Vessel's Arrival/Departure Status

How to Create a Visit in MARS

How to Complete a Ballast Assessment in MARS

How to Manually Add Conditions to the BSD and using standard free text directions

How to Add PAX charges to a Visit

Australian Government
Department of Agriculture, Water and the Environment

How to Update a Vessel's Arrival/Departure Status

Explanatory notes

MARS relies on an accurate itinerary to manage a vessel's voyage in Australia. Vessel movement data feeds are received from government agencies such as AMSA and Border Force. In some ports biosecurity officers will have to manually enter vessel movement data into MARS. Once a vessel's movement details have been entered the vessel's arrival status must also be updated.

The steps in this section may also be used to manually depart a vessel. It is the local port's responsibility to ensure the vessel movement records are updated in MARS.

NOTE: *If a vessel does not have an arrival status of AR (Arrived) or BE (Berthed) then the synchronisation of the eForm after an inspection has been completed will fail.*

Application Security

External users

- Agency users can update vessel status
- Masters cannot update vessel status

Internal users

- MNCC, biosecurity officers and team leaders are able to update vessel status

How to do it

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

- Enter the vessel IMO in the search fields, and click on the **Search Visit** button. The search details will be displayed in the search results grid. Click on the **Port hyperlink** to access the **Visit Details** screen.

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Search Visit

Search Criteria

Vessel Name: Pioneering Spirit
Agency Name: Type 3 characters to searc
Arrival Date From:
Call Sign:
IMO:
To:
Port: Type 3 characters to searc
Registration/Official#:
Exclude vessels that haven't already arrived

Search Visit

Search Results

Vessel	Voyage	Port	Arrival Date	Inspections Completed	Port Agency	Billing Agency	Visit Status
9593505 PIONEERING SPIRIT	A23	GLADSTONE	15/07/2016 10:48				Departed
9593505 PIONEERING SPIRIT	1	SYDNEY	01/06/2016 12:00	RVI	WATSON MARINE	WATSON WATER	Departed
9593505 PIONEERING SPIRIT	3	SYDNEY	04/10/2016 13:41		WATSON MARINE	WATSON MARINE	Arrived

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

Visit Details Required fields denoted by *

Vessel: 9593505 PIONEERING SPIRIT
Voyage #: 3
Port: SYDNEY

Visit Details | Visit charges | Inspection History

*Arrival Date/Time: 04/10/2016 13:41 View Details
*Visit Status: Arrived
Berth Date/Time: 04/10/2016 14:41 View Details
Berth name:
Departure Date/Time: 07/10/2016 13:41 View Details
Port Agency: WATSON MARINE
Billing Agency: WATSON MARINE
Crew Agency: Type 3 characters to searc

Request a Sanitation Certificate
Request a coastal Strip
Notify us if crew are disembarking
Notify us if waste is being removed

Save | Cancel

- Enter or verify the correct arrival date and time if required.
- Enter or verify the correct berth date and time.
- Enter or verify the expected departure date and time.
- Change the visit status.
- Click on **Save** to update the MARS record.

How to add Charges to a Visit

Explanatory notes

Biosecurity officers may need to add manual charges to a Visit to record in-office assessment charges for Waste, Landed Goods or Crew Change inspections or to add billable travel charges for vessels visiting Non First Points of Entry.

Australian Government
Department of Agriculture, Water and the Environment

NOTE: *Biosecurity officers must follow the department's Charging Guidelines when adding visit charges.*

Application Security

External users

- Cannot add visit charges

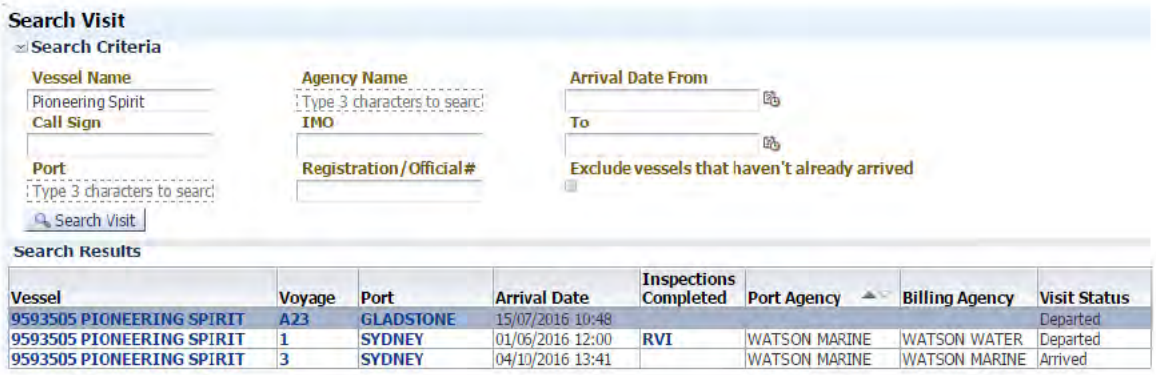
Internal users

- MNCC, biosecurity officers and team leaders are able to add visit charges

How to do it

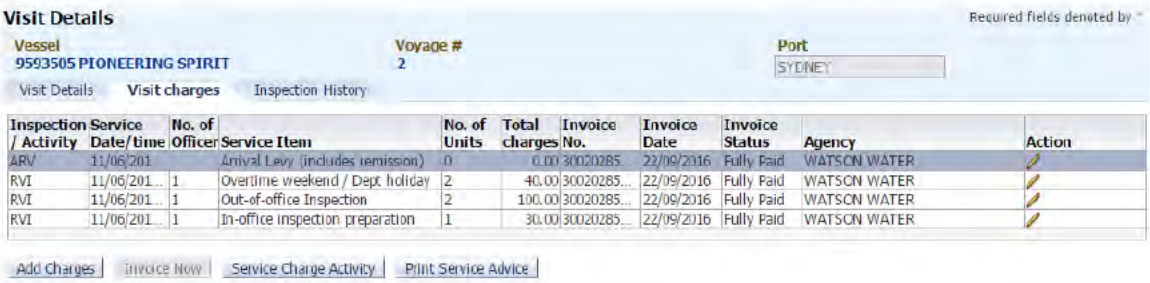
- Click on the **Visit** icon on the MARS home screen.

- Enter the vessel IMO in the search fields, and click on the **Search Visit** button. The search details will be displayed in the search results grid. Click on the **Port hyperlink** to access the **Visit Details** screen.



Vessel	Voyage	Port	Arrival Date	Inspections Completed	Port Agency	Billing Agency	Visit Status
9593505 PIONEERING SPIRIT	A23	GLADSTONE	15/07/2016 10:48				Departed
9593505 PIONEERING SPIRIT	1	SYDNEY	01/06/2016 12:00	RVI	WATSON MARINE	WATSON WATER	Departed
9593505 PIONEERING SPIRIT	3	SYDNEY	04/10/2016 13:41		WATSON MARINE	WATSON MARINE	Arrived

- The **Visit Details** screen will be displayed for the port that was selected.
- Click on the **Visit Charges** tab.



Inspection / Activity	Service Date/time	No. of Officer	Service Item	No. of Units	Total charges	Invoice No.	Invoice Date	Invoice Status	Agency	Action
ARV	11/06/201		Arrival Levy (includes remission)	0	0.00	30020285	22/09/2016	Fully Paid	WATSON WATER	
RVI	11/06/201...	1	Overtime weekend / Dept holiday	2	40.00	30020285...	22/09/2016	Fully Paid	WATSON WATER	
RVI	11/06/201...	1	Out-of-office Inspection	2	100.00	30020285...	22/09/2016	Fully Paid	WATSON WATER	
RVI	11/06/201...	1	In-office inspection preparation	1	30.00	30020285...	22/09/2016	Fully Paid	WATSON WATER	

Add Charges | Invoice Now | Service Charge Activity | Print Service Advice

- Click on the **Add Charges** button.
- The **Add/Edit Charges** details screen will be displayed.
- Select the **Assessment Activity** radio button.
- Select the appropriate **Activity** to charge for.
- Select the appropriate **Service Item**.
- Enter the number of **Units**.
- Enter the **Agency Name**.
- Enter any **Comments** that may be applicable.
- Enter or verify the correct berth date and time.
- Click OK.
- Click Save.

NOTE: *Whenever manual charges are added after the vessel has departed the biosecurity officer must click on the **Invoice Now** button to ensure the charges will be invoiced.*

How to Create a Visit in MARS

Explanatory notes

MARS relies on an accurate itinerary to manage a vessel's voyage in Australia. MARS relies on vessel movement data feeds from government agencies such as AMSA and Border Force. In some ports biosecurity officers will have to manually enter vessel movement data into MARS. MARS will also close a voyage 48 hours after a vessel has departed the last Australian port in the vessel's itinerary.

If a vessel returns to an Australian port after a voyage has been closed MARS will attempt to match the returning visit to a recent voyage and on most occasions the closed voyage will be re-activated. Where a vessel has spent significant time at anchorage prior to returning to an Australian port MARS may flag the vessel as having arrived without a PAR in the Port Arrivals screen. One way to mitigate this risk is for biosecurity officers to ask Masters for itinerary updates at the time of inspection. The department also has an Offline Form Masters can complete and email to the MNCC with itinerary updates. In both cases a visit can be created manually for the vessel in MARS.

This section describes how to manually create a visit in MARS.

NOTE: *Itinerary updates pre-arrival must be communicated through the submission of a new PAR. Post arrival itinerary updates must only be done through the Offline Form or through the Master informing the biosecurity officer during the inspection. A new PAR must not be submitted post-arrival.*

Application Security

External users

- Agency users can create a manual visit
- Masters cannot create a manual visit

Internal users

- MNCC, biosecurity officers and team leaders are able to create a manual visit

Australian Government
Department of Agriculture, Water and the Environment

How to do it

New visits are added in the **Voyage Details** tab of the **Voyage Details** screen. Refer to the **Voyage Search** section of this User Guide on how to locate the **Voyage Details** screen in MARS.

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

- Enter the vessel IMO the search fields, and click on the **Search Vessel** button.
- The vessel details will be displayed in the search results grid. Click on the **Current Voyage hyperlink** to access the **Voyage Details** screen.
- Click on the **Create Visit** button to create a new visit for the current voyage.
- Follow the steps in the table below to create the visit.

Field	Description
Vessel Name	Ensure the correct vessel has been selected. Vessels often share the same name so biosecurity officers must search on the vessel IMO to be sure they have the correct vessel.
Voyage #	Verify that the new visit will be created under the correct voyage number.
Create visit	This button is used to create a new visit for the vessel and the indicated voyage.
Click on the Create visit button to create a new visit for the vessel: Visit Details Screen	

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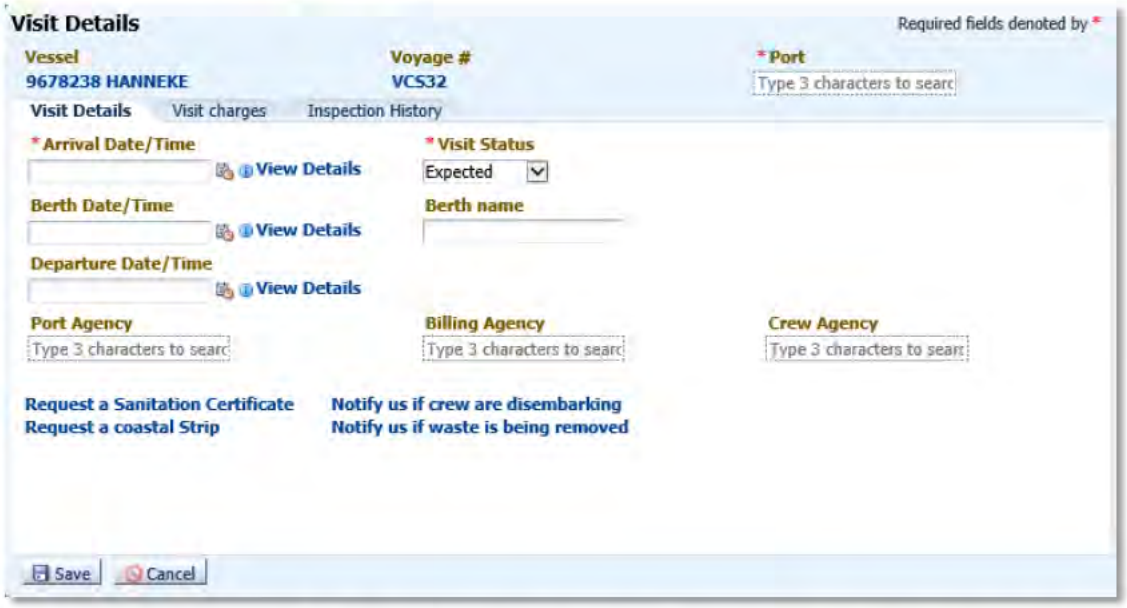
Field	Description
	
Port	Type the first three characters of the Australian port for which this visit will be created. Select the port from the list.
Arrival Date/Time	Enter the estimated arrival date and time as communicated by the Master.
Visit Status	The visit status must be left as **'Expected'**.
Berth Date/Time	Enter the estimated berth date and time if known.
Berth Name	Enter the berth name if known.
Departure Date/Time	Enter the expected departure date and time if known.
Port Agency	Type the first three characters of the nominated Port Agency as supplied by the Master and select the correct Agency from the list provided.
Billing Agency	Type the first three characters of the nominated Billing Agency as supplied by the Master and select the correct Agency from the list provided.
Crew Agency	Type the first three characters of the nominated Crew Agency as supplied by the Master and select the correct Agency from the list provided.
Save	Save the new visit. MARS will display a message dialogue box if the visit was created successfully.

The new visit will not appear in the Voyage Details tab unless the user first navigates away from the screen and then returns to the Voyage Details screen.

Australian Government
Department of Agriculture, Water and the Environment

How to Complete a Ballast Assessment in MARS

Explanatory notes

MARS assesses all the ballast tanks when a BW Report is submitted. The results of the assessment will be sent to the Master in the BSD if the BW Report is compliant with *Australian Ballast Water Management Requirements*. If MARS assess a BW Report as non-compliant then MARS also creates a BW task which must be actioned before the BSD is sent. Vessel Processing Officers must use this screen when assessing the ballast water.

NOTE: *This screen may not be available to all internal users. For some users read only access may apply.*

Application Security

External users

- Have no access to this screen.

Internal users

- MARS Administrators and Vessel Processing Officers have full access to this screen.
- Other internal users have read only access.

How to do it

1. Search for the vessel and open the **Voyage History** tab.
2. Select the correct **Voyage # hyperlink** to open the **Voyage Details** screen.
3. Expand the **View/Change High Risk Indicators hyperlink** and then select the **View/Update Ballast Water Assessment hyperlink**.
4. The **Ballast Assessment** screen is displayed.

Australian Government
Department of Agriculture, Water and the Environment

Field	Description

Ballast Assessment

Vessel	IMO	Call Sign	Registration/Official#	Vessel Type
CHALLENGE	9286671	MCCG5		Container Vessel

Voyage #
LAT04

View Ballast Report View most recent issued BSD

Tanks marked with a * require re-assessment

Tank	Management Method	Information for Assessor	Discharge Requested	* Eligible for Discharge	* Reason Rejected	* Reason Modified
1WBT P/S	Tank Empty	There is no water to discharge	No	No	Tank Empty	
2WBT P/S	Tank Empty	There is no water to discharge	No	No	Tank Empty	
3WBT P/S	Tank Empty	There is no water to discharge	No	No	Tank Empty	
4WBT P/S	Tank Empty	There is no water to discharge	No	No	Tank Empty	
5WBT P/S	Tank Empty	There is no water to discharge	No	No	Tank Empty	
6WBT P/S	Tank Empty	There is no water to discharge	No	No	Tank Empty	
APT	Empty Refill	Exchange performed appropriately	No	Yes		
FPT	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 1P	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 1S	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 2P	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 2S	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 3P	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 3S	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 4P	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 4S	Empty Refill	Exchange performed appropriately	No	Yes		

* Should a Ballast Water inspection be queued for this Vessel? ○ Yes ◉ No

* Ballast Water Doco Risk Nil

☐ Edit BSD before sending

Vessel	**Hyperlink** to the Vessel Details screen
Voyage #	**Hyperlink** to the Voyage Details screen
View Ballast Report	**Hyperlink** to the Ballast Water Report associated with this assessment.
View most recent issued BSD	**Hyperlink** which opens a PDF of the most recent BSD sent to the vessel.

Tank Assessment Grid

Tank	Management Method	Information for Assessor	Discharge Requested	* Eligible for Discharge	* Reason Rejected	* Reason Modified
1WBT P/S	Tank Empty	There is no water to discharge	No	No	Tank Empty	
2WBT P/S	Tank Empty	There is no water to discharge	No	No	Tank Empty	
3WBT P/S	Tank Empty	There is no water to discharge	No	No	Tank Empty	
4WBT P/S	Tank Empty	There is no water to discharge	No	No	Tank Empty	
5WBT P/S	Tank Empty	There is no water to discharge	No	No	Tank Empty	
6WBT P/S	Tank Empty	There is no water to discharge	No	No	Tank Empty	
APT	Empty Refill	Exchange performed appropriately	No	Yes		
FPT	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 1P	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 1S	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 2P	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 2S	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 3P	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 3S	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 4P	Empty Refill	Exchange performed appropriately	No	Yes		
WBT 4S	Empty Refill	Exchange performed appropriately	No	Yes		

Tanks marked with an *	Not all tanks require re-assessment by a biosecurity officer. Only tanks with an * need to be assessed.
Tank	The tank name as it appears in the vessel's ballast tank profile in the Vessel Details screen and as it was submitted in the BW Report.
Management Method	The ballast management method the Master has reported in the BW Report.

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Field	Description
Information for Assessor	MARS assessment of the tank. It gives more information for the assessor when assessing the tanks.
Discharge Requested	Whether the Master has requested ballast water discharge from the tank in the BW Report.
Eligible for Discharge	Whether MARS has assessed a tank as eligible for discharge. This parameter may be changed by the assessor. The exception is empty tanks, these tanks can never be eligible for discharge.
Reason Rejected	The reason MARS or the assessor has rejected the tank. The reason must be selected from the list provided.
Reason Modified	Free text field for the assessor to enter the reason they modified the MARS decision.
Should a Ballast Water Inspection be queued for this vessel	This must be set to 'Yes' when a ballast water verification inspection is required. MARS will queue a Ballast Water Inspection for the vessel.
Ballast Water document Risk	This parameter must be set to Nil, Minor or Major if any of the documentation questions asked in the BW Report indicated a risk. Assessors may also set this parameter to Nil if they had assessed the risk through communication with the Master.
Edit BSD before sending	If this box is selected the BSD will not be sent once Saved is clicked. The BSD screen will be displayed where a biosecurity officer can add any additional text to appear on the BSD. For more details on creating a new BSD refer to the section in this User Guide.
Save	Clicking on save will send the BSD with the updates made by the assessor unless the **Edit BSD before sending** box has been selected.

How to Manually Add Conditions to the BSD

Explanatory notes

Biosecurity officers are often required to add manual conditions to the BSD. This section describes how to do that. The BSD can be edited when the inspections appointment is being finalised. This is the recommended place for biosecurity officers to add manual conditions to the BSD.

Vessel Processing Officers (MNCC) can add additional conditions to the BSD by creating a new BSD in the **BSD Details** tab of the Voyage Details screen.

Attachment A provides biosecurity officers with a selection of commonly used free text directions to be used when recording the inspection outcomes and directions to vessel masters. These statements can be used on MARS eForms and/or on the BSD. These statements ensure the recorded information in MARS is nationally consistent.

On the MARS RVI eForm, under Ship Spaces, where the inspection outcome is 'unsatisfactory', the following directions can be cut and pasted to the eForm and/or included in the Biosecurity Status Document 'BSD notes' section. See Attachment A - List of Free Text Directions for Vessel Masters.

Australian Government
Department of Agriculture, Water and the Environment

NOTE: *Biosecurity officers must follow the inspection work instructions when adding manual conditions to the BSD.*

Application Security

External users

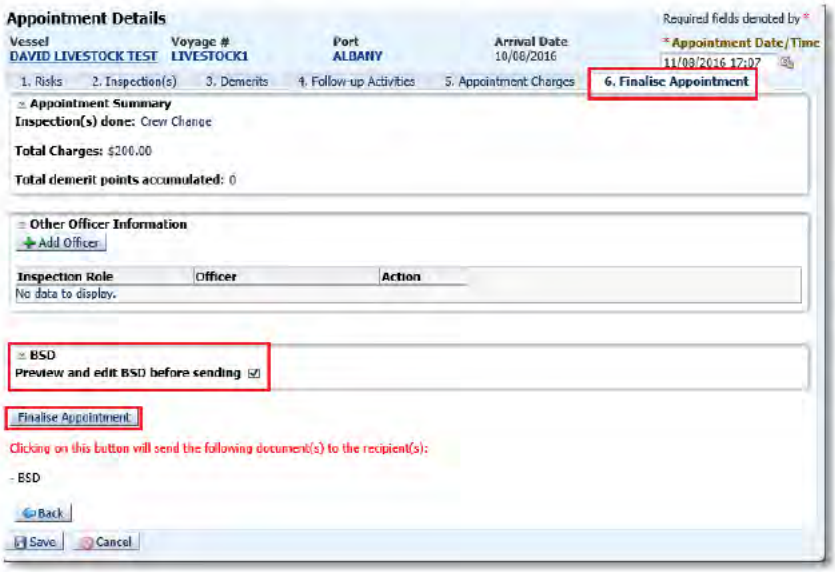
- No access

Internal users

- MNCC, biosecurity officers and team leaders are able to manually add conditions to the BSD.

How to do it

- Open the Appointment Details screen (refer to the Inspections Chapter of this User Guide).
- Go to the **Finalise Appointment** tab.



- Select the checkbox next to the statement "Preview and edit BSD before sending".
- Click on Finalise Appointment.
- The BSD template will be displayed.

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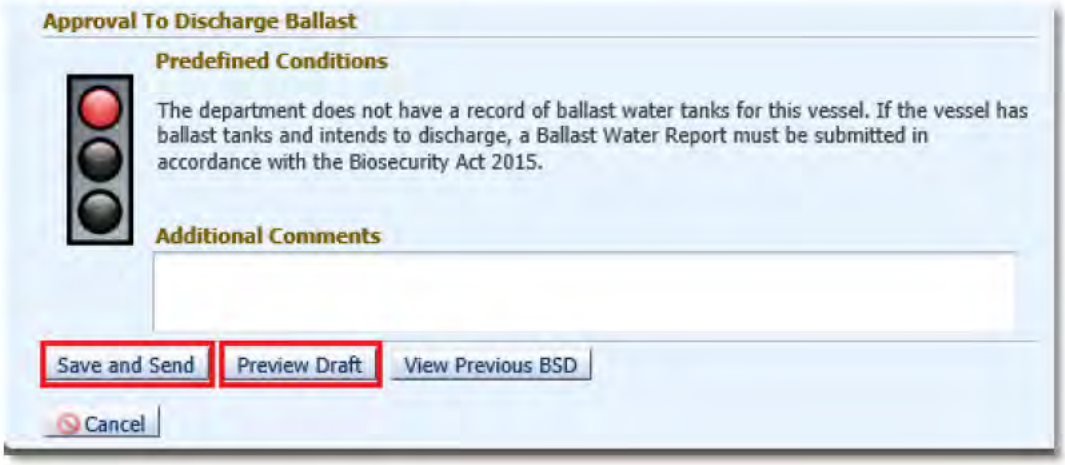
- Verify the intended recipients of the BSD are correct.
- Navigate to the appropriate section of the BSD and type in the Additional Comments section the directions to be issued to the Master.



- Scroll to the bottom of the BSD.
- Select Preview Draft.
- Review the directions that were added.
- If the directions are correct click on Save and Send.
- The BSD will be sent to the email recipients noted at the top of the BSD.

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How to add PAX charges to a visit

Explanatory notes

Biosecurity officers are required to add charges for day-tripper surveillance of Cruise Vessels when in port. This section explains how an officer can add PAX charges manually in MARS.

NOTE: *Biosecurity officers must follow the department's fees and charges guidelines when adding charges for day-tripper surveillance.*

Application Security

External users

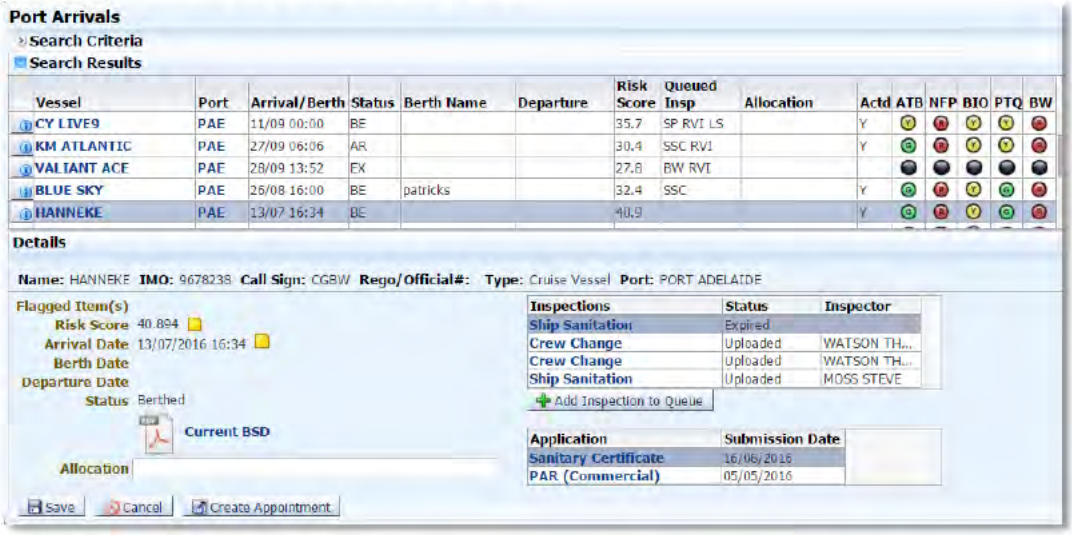
- No access

Internal users

- MNCC, biosecurity officers and team leaders are able to add manual charges.

How to do it

- Find the vessel in the Port Arrivals screen.



- Click on **Create Appointment.**
- Go to the **Inspection(s)** tab in the Appointment details screen, and click on the **Add Inspection** button.
- From the drop list select **Passenger** as the inspection type.

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Appointment Details

Required fields denoted by *

Vessel	Voyage #	Port	Arrival Date	* Appointment Date/Time
9678238 HANNEKE	SSC09	PORT ADELAIDE	13/07/2016	30/09/2016 11:42

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 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.

Add Inspection

* Type	Status	Allocated Officer	Inspection Start Date/Time	Duration	No. of Officers	Risk Points	Action
Passenger	Not Yet Created	JORDAAN DAVID					

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 **Generate eForm**, click OK for Appointment saved successfully information box.
- Confirm the Inspection Start Date and Time; enter the duration of the surveillance in HR:MIN format; enter the number of biosecurity officers to charge for.

* Type	Status	Allocated Officer	Inspection Start Date/Time	Duration	No. of Officers	Risk Points	Action
Passenger	Uploaded	JORDAAN DAVID	30/09/2016 11:47	01:30	1		

Generate e-Form | Confirm & Process Inspection(s) | Refresh | Cancel Appointment

- Click on **Confirm & Process Inspection(s)**.
- Click through the **Demerit** and **Follow-up Activities** tabs.
- In the **Appointment Charges** tab verify the Appointment Start and End Dates and Times are correct. Add total unbillable travel time if it applies to this inspection.

Appointment Details

Required fields denoted by *

Vessel	Voyage #	Port	Arrival Date	* Appointment Date/Time
9678238 HANNEKE	SSC09	PORT ADELAIDE	13/07/2016	30/09/2016 11:47

1. Risks 2. Inspection(s) 3. Demerits 4. Follow-up Activities 5. Appointment Charges 6. Finalise Appointment

* Appointment Start Date/Time	* Appointment End Date/Time	Total Unbillable Travel Time
30/09/2016 11:47	30/09/2016 13:17	

Fee Calculation Information

Inspection PAX: Add 6 x PPJ. Inspection PAX is during normal work hours. No overtime applies. Inspection PAX: Add 0 x PPINI.

Inspection Type	Inspect Start	No. of Officers	Service Item	No. of Units	Total Charges	Agency	Action
PAX	30/09/2016 11:47	1	PAX - Out-of-office Inspection	6	300	WATSON MARINE	
PAX	30/09/2016 11:47	1	PAX - In-office Inspection preparation	1	30	WATSON MARINE	

Add Charges | Invoice Now | Service Charge Activity

Back Next

Save | Cancel

- Confirm the PAX – Out of office inspection charges are correct.

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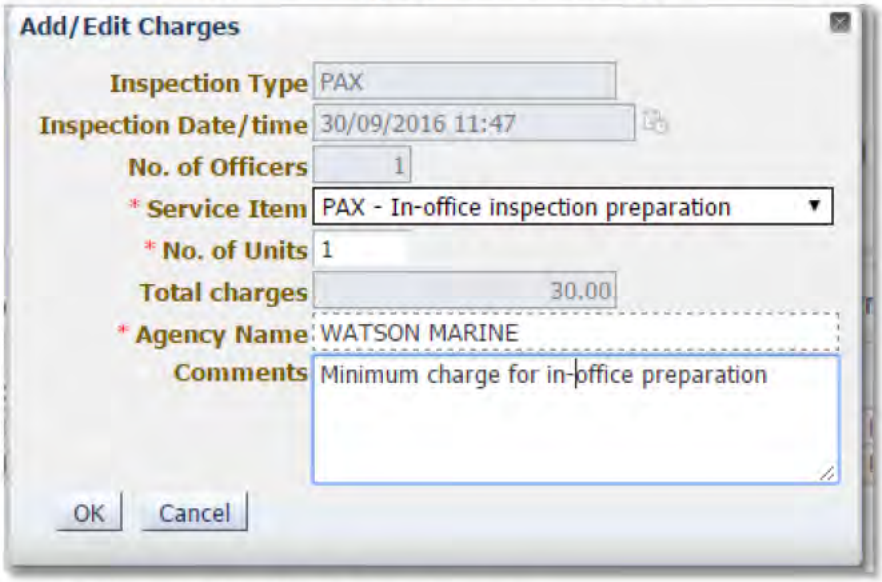
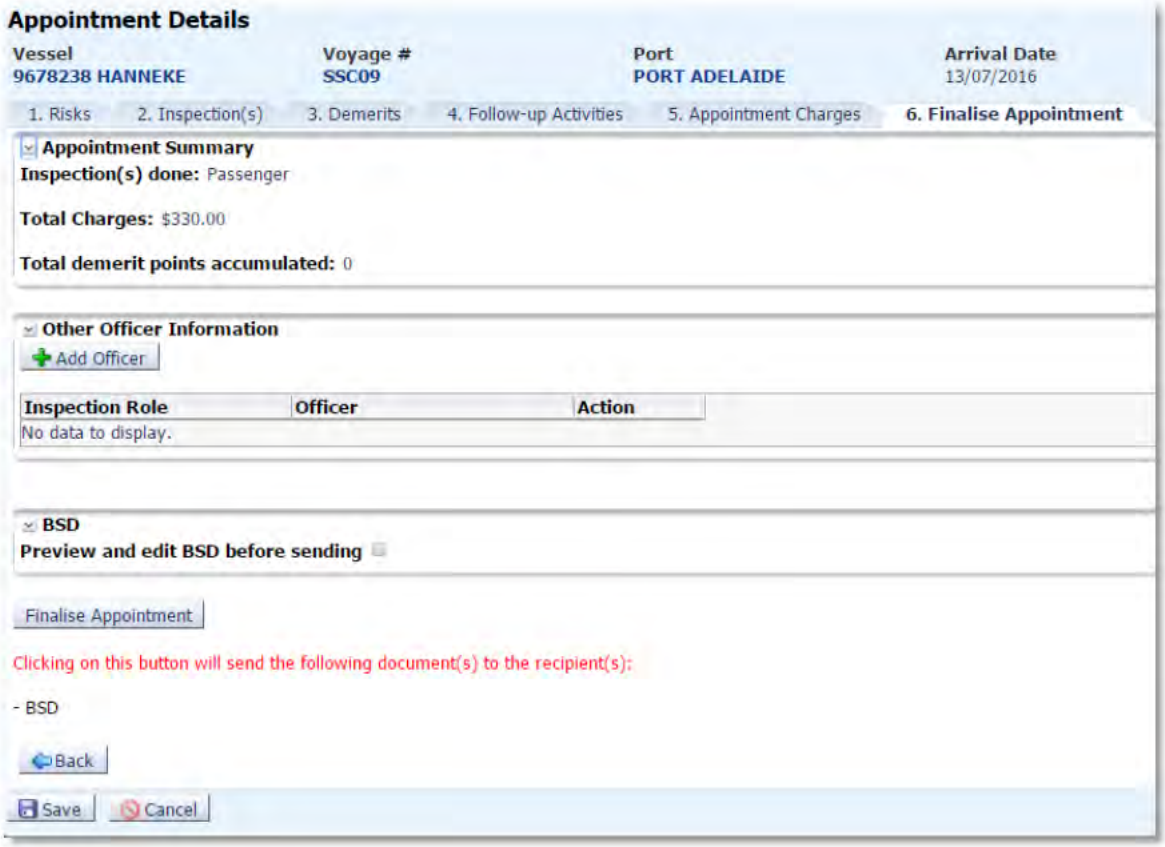
- Click on the pencil icon and change the units of PAX - in-office inspection preparation to 1 unit. More units may be added if the preparation time took longer than 30 minutes. Biosecurity officers should confirm the appropriate in-office charge with their team leader.



- Click **Next** and then **Finalise Appointment**.



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Chapter 7 – MARS Documents and Certificates

Biosecurity Status Document (BSD)

Ship Sanitation Certificate (SSC)

Certificate of Freedom from Asian Gypsy Moth (AGM)

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Biosecurity Status Document (BSD)

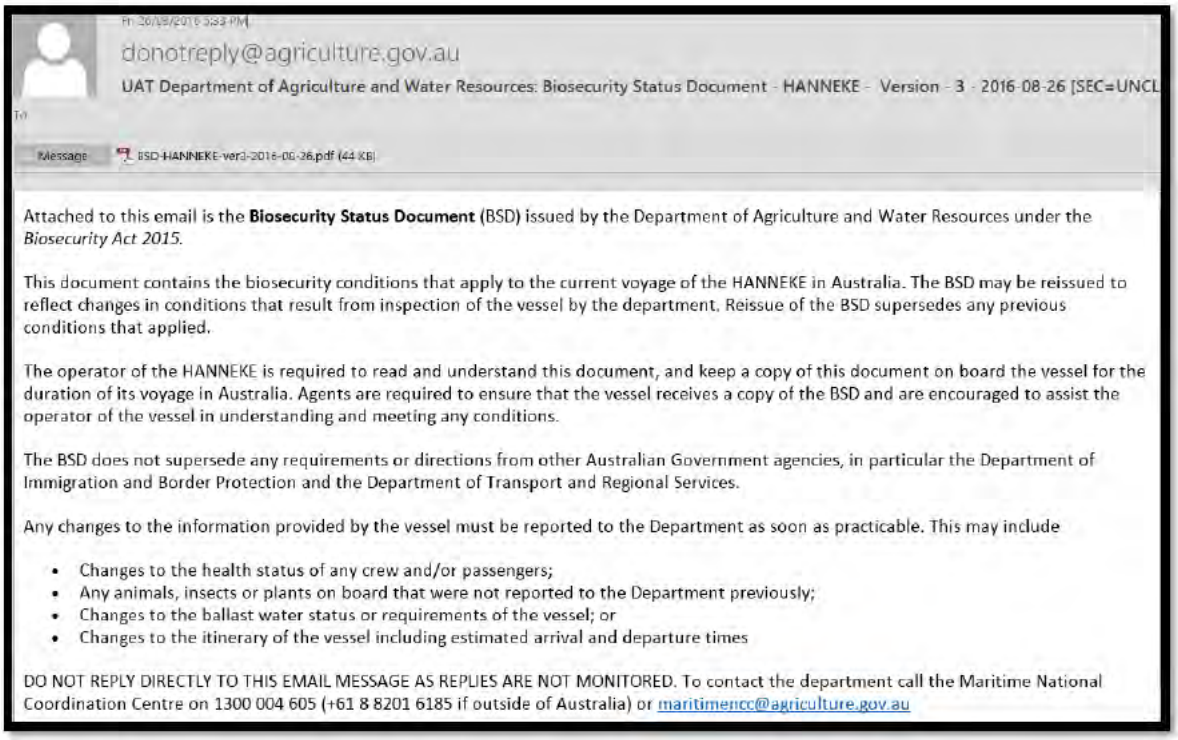
Explanatory notes

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

The BSD will include:

- Berthing conditions in Australian First Points of Entry
- Berthing conditions in Australian Non First Points of Entry
- Vessel Biosecurity (Including Biosecurity Treatment Directions)
- Vessel Pratique (PTQ) and Ship Sanitation
- Ballast Status

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



donotreply@agriculture.gov.au

UAT Department of Agriculture and Water Resources: Biosecurity Status Document - HANNEKE - Version - 3 - 2016-08-26 [SEC=UNCL

Message BSD-HANNEKE-ver3-2016-08-26.pdf (44 KB)

Attached to this email is the **Biosecurity Status Document** (BSD) issued by the Department of Agriculture and Water Resources under the *Biosecurity Act 2015*.

This document contains the biosecurity conditions that apply to the current voyage of the HANNEKE in Australia. The BSD may be reissued to reflect changes in conditions that result from inspection of the vessel by the department. Reissue of the BSD supersedes any previous conditions that applied.

The operator of the HANNEKE is required to read and understand this document, and keep a copy of this document on board the vessel for the duration of its voyage in Australia. Agents are required to ensure that the vessel receives a copy of the BSD and are encouraged to assist the operator of the vessel in understanding and meeting any conditions.

The BSD does not supersede any requirements or directions from other Australian Government agencies, in particular the Department of Immigration and Border Protection and the Department of Transport and Regional Services.

Any changes to the information provided by the vessel must be reported to the Department as soon as practicable. This may include

- Changes to the health status of any crew and/or passengers;
- Any animals, insects or plants on board that were not reported to the Department previously;
- Changes to the ballast water status or requirements of the vessel; or
- Changes to the itinerary of the vessel including estimated arrival and departure times

DO NOT REPLY DIRECTLY TO THIS EMAIL MESSAGE AS REPLIES ARE NOT MONITORED. To contact the department call the Maritime National Coordination Centre on 1300 004 605 (+61 8 8201 6185 if outside of Australia) or maritimencc@agriculture.gov.au

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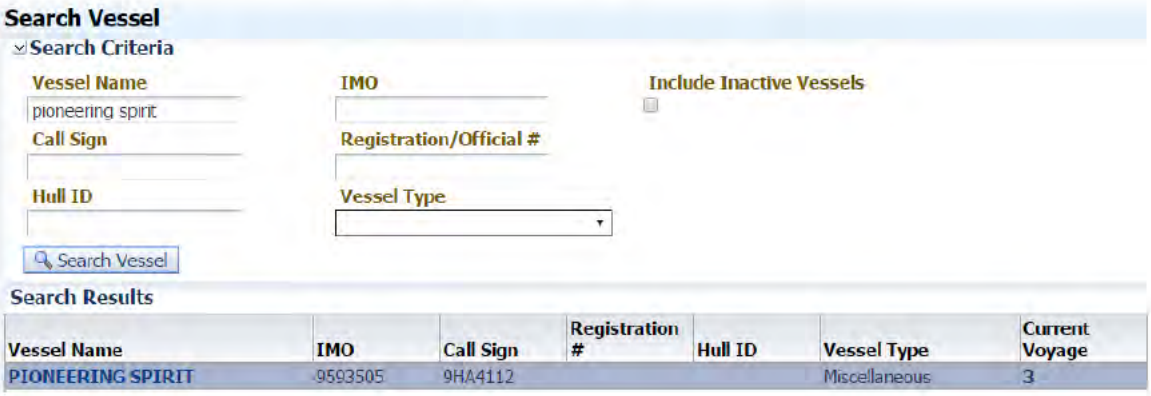
How to find the BSD when a BW Report was submitted

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

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

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



- Click on the **Vessel Name hyperlink**.
- On the **Vessel Details** screen open the **Voyage History** tab and select the **Voyage Number hyperlink.**

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Vessel Details Required fields denoted by *

* Vessel Name	IMO	Call Sign	Vessel Type	Registration/Official #
PIONEERING SPIRIT	9593505	9HA4112	Miscellaneous	

« Ballast Details | VCS Details | Voyage History | Inspection History | Vessel Identifiers | Attachments

Voyage #	Status	First Port	Arrival Date	Last Port	Departure Date
11	Withdrawn				
A23	Withdrawn	MACKAY	13/07/2016	GLADSTONE	15/07/2016
10	Closed	SYDNEY	10/06/2016	SYDNEY	10/06/2016
9	Closed	SYDNEY	09/06/2016	SYDNEY	09/06/2016
8	Closed	SYDNEY	08/06/2016	SYDNEY	08/06/2016
7	Closed	SYDNEY	07/06/2016	SYDNEY	07/06/2016
6	Closed	SYDNEY	06/06/2016	SYDNEY	06/06/2016
5	Closed	SYDNEY	05/06/2016	SYDNEY	05/06/2016
4	Closed	SYDNEY	04/06/2016	SYDNEY	04/06/2016
3	Active	SYDNEY	03/06/2016	SYDNEY	07/10/2016
2	Closed	SYDNEY	02/06/2016	SYDNEY	02/06/2016
1	Closed	SYDNEY	01/06/2016	SYDNEY	01/06/2016

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

Voyage Details

Vessel	Vessel Type	Status	Voyage #
9593505 PIONEERING SPIRIT	Miscellaneous	Withdrawn	11

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

Biosecurity Status Document

View current BSD for voyage

Suppress automatic BSD output for this voyage

Version #	Sent Date & Time	Uploaded by	Recipients	Comments
1	15/06/2016 13:48		tom@tomwatson.com.au	

New BSD | Resend Current BSD | Upload Manual BSD

How to find the BSD when a PAR or NFP Application was submitted

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

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

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

Search Visit

Search Criteria

Vessel Name: Pioneering Spirit
Agency Name: Type 3 characters to searc
Arrival Date From:
Call Sign:
IMO:
To:
Port: Type 3 characters to searc
Registration/Official#:
Exclude vessels that haven't already arrived

Search Visit

Search Results

Vessel	Voyage	Port	Arrival Date	Inspections Completed	Port Agency	Billing Agency	Visit Status
9593505 PIONEERING SPIRIT	A23	GLADSTONE	15/07/2016 10:48				Departed
9593505 PIONEERING SPIRIT	1	SYDNEY	01/06/2016 12:00	RVI	WATSON MARINE	WATSON WATER	Departed
9593505 PIONEERING SPIRIT	3	SYDNEY	04/10/2016 13:41		WATSON MARINE	WATSON MARINE	Arrived
9593505 PIONEERING SPIRIT	2	SYDNEY	02/06/2016 12:00	RVI	WATSON WATER	WATSON WATER	Departed
9593505 PIONEERING SPIRIT	3	SYDNEY	03/06/2016 12:00	RVI	WATSON WATER	WATSON WATER	Departed
9593505 PIONEERING SPIRIT	4	SYDNEY	04/06/2016 12:00	RVI	WATSON WATER	WATSON WATER	Departed
9593505 PIONEERING SPIRIT	5	SYDNEY	05/06/2016 12:00		WATSON WATER	WATSON WATER	Departed
9593505 PIONEERING SPIRIT	6	SYDNEY	06/06/2016 12:00	SSC	WATSON WATER	WATSON WATER	Departed
9593505 PIONEERING SPIRIT	7	SYDNEY	07/06/2016 12:00		WATSON WATER	WATSON WATER	Departed
9593505 PIONEERING SPIRIT	8	SYDNEY	08/06/2016 12:00		WATSON WATER	WATSON WATER	Departed
9593505 PIONEERING SPIRIT	9	SYDNEY	09/06/2016 12:00		WATSON WATER	WATSON WATER	Departed
9593505 PIONEERING SPIRIT	10	SYDNEY	10/06/2016 12:00	RVI	WATSON WATER	WATSON WATER	Departed
9593505 PIONEERING SPIRIT	A23	MACKAY	13/07/2016 10:21	RVI	WATSON WATER	WATSON WATER	Departed

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

Voyage Details

Vessel: 9593505 PIONEERING SPIRIT
Vessel Type: Miscellaneous
Status: Withdrawn
Voyage #: A23

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

Biosecurity Status Document

View current BSD for voyage

Suppress automatic BSD output for this voyage

Version #	Sent Date & Time	Uploaded by	Recipients	Comments
3	09/08/2016 12:30		tom@tomwatson.com.au	
2	12/07/2016 10:32		tom@tomwatson.com.au	
1	12/07/2016 10:23		tom@tomwatson.com.au	

New BSD | Resend Current BSD | Upload Manual BSD

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Department of Agriculture and Water Resources

Biosecurity Status Document

Vessel Name: JP CITRUS
IMO Number: 9317389
Document Version: 2
Call Sign: C4PA2
Voyage Number: TEST1795
Issued on: 27/06/2016 9:28:48 AM (Canberra Time)

Details

The following information provides the status of this voyage as of the date noted above. Where changes occur, a revised version of this document will be provided.

Conditions outlined in this document include directions issued under a specific section of the *Biosecurity Act 2015* and guidance on how to comply with the department's requirements. Failure to follow these conditions may constitute an offence, which may lead to penalties or prosecution under the *Biosecurity Act 2015*. More detail is in the footnotes included at the end of this document.

The vessel's master and agent must comply with the department's requirements and directions, including providing all relevant documentation upon request. The department must be notified immediately of any changes to the information provided in relation to this voyage. This includes changes to berthing/departure times or locations.

Berthing Conditions in Australian First Point of Entry Ports

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

Berthing Conditions in Australian Non First Point of Entry Ports

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

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

Vessel Biosecurity

All plants should be kept inside and away from open doors and with windows closed. Unless authorised to do so, all plants should be kept inside the vessel while the vessel is in port and remain on board the vessel in Australian territory.

No plant / foodstuff / goods on the vessel (excluding goods carried as cargo) may be removed without the approval/direction of a departmental officer until it has left Australian territory after the last port of call.

Galley grinders, overboard waste discharge chutes and swing bins must not be used in Australian ports or waters[d].

Masters must advise the department of:

- any crew departing; or,
- waste being discharged from the vessel to a provider that does not have an approved arrangement.

T +61 8 8201 6185 or 1300 004 605 | 18 Marcus Clarke Street Canberra City ACT 2601 | GPO Box 858 Canberra ACT 2601 | www.agriculture.gov.au ABN 24 113 085 695

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

Vessel Pratique and Ship Sanitation

Pratique is granted to the JP CITRUS for all ports in Australia[c]. The Quarantine Signal (letter Q in the International Code of Signals) is not required to be displayed.

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

Ballast Status

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

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

If the vessel becomes aware that the information provided in the Ballast Water Report is incomplete or incorrect, additional or corrected information must be provided as soon as possible. Information provided in the Ballast Water Report may be verified on arrival.

Ballast water exchange must not be conducted in the Great Barrier Reef Marine Park, as defined by the Biosecurity (Acceptable Ballast Water Exchange Area) Declaration 2016 and set out in the Australian Ballast Water Requirements.

The vessel may commit an offence if sediment is discharged from any tank on this vessel. All ballast sediment should be removed to a landside facility in accordance with Australian federal and state waste management policies. Disposal of ballast tank sediment outside the 200Nm limit is an acceptable management practice.

T +61 8 8201 6185 or 1300 004 605 | 18 Marcus Clarke Street Canberra City ACT 2601 | GPO Box 858 Canberra ACT 2601 | www.agriculture.gov.au ABN 24 113 085 695

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Ship Sanitation Certificate (SSC)

Explanatory notes

The Ship Sanitation Certificate is issued electronically by MARS following a completed Ship Sanitation or Routine Vessel Inspection. This is the only way in which an SSC can be issued.

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

The vessel must meet the following criteria:

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

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

A **Ship Sanitation Control Certificate** will be issued when, at the time of inspection, there are signs or evidence of vectors, and subsequent measures are applied to control vectors; or relevant certification of vessel facilities is invalid, out of date and/or out of order. The outcome of the inspection is recorded in the eForm and based on the information contained in the eForm the Control certificate will be issued automatically by MARS.

The vessel must meet the following criteria:

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

If a vessel has met any of the above criteria:

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

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

NOTE: Ship Sanitation Certificate extensions must be done outside of MARS. Details are in the relevant Work Instruction.

Domestic Vessels

Domestic vessels may require the department to issue a Ship Sanitation certificate from time to time. When an SSC request is received from a Master or Agent they must be referred to the MNCC. The MNCC will discuss the procedures to follow with the Agent or Master. Generally the Master will be required to submit a PAR for the vessel or the MNCC will create a manual voyage and visit for the vessel. Biosecurity officers must always refer the Master or Agent to the MNCC for assistance with this.

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SSC Layout in MARS

The SSC is issued automatically by MARS. The ship spaces section of the eForm is linked to the Areas Inspected section on the SSC. If a vector (Rodent or Mosquito) is found in a ship space and Follow Up selected in the treatment table on the eForm then MARS will automatically generate an SSC Control Certificate. Biosecurity officers will no longer issue an SSC manually. The exception is an extension certificate which has to be manually endorsed.

The table below maps the ship spaces on the eForm to the ship spaces on the SSC template:

Ship Space on e-Form	Ship Space Displayed on SSC
*Bridge	*Not written to the SSC
Galley(s)	Galley(s)
Day Pantry(s)	Day Pantry(s)
Provision Stores	Provision Stores
~Other Stores	~Other Stores/Lockers
Mess Rooms	Mess Rooms
~Crew Quarters	~Accommodation
~Medical Facilities	~Hospital
Crew and Public Facilities	Crew and Public Facilities
External Super Structure	External Super Structure
Waste Facilities	Waste Facilities
Aft Deck	Aft Deck
Main Deck	Main Deck
Forward Deck	Forward Deck
Forecastle	Forecastle
Mast Houses/Lockers	Mast Houses/Lockers
Holds/Bays	Holds/Bays
Engine Room	Engine Room

***NOTE:** *The Bridge space on the eForm is not mapped to a space on the SSC. Vectors located on the Bridge which require an SSC Control Certificate to be issued must be recorded as found in the **Crew and Public Facilities** space on the eForm.*

~NOTE: *Other Stores on the eForm will write to the Other Stores/Lockers space on the SSC; Crew Quarters on the eForm will write to Accommodation on the SSC and Medical Facilities on the eForm will write to Hospital on the SSC.*

Where to find the vessel's SSC

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

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

- Open the Vessel icon on the MARS home screen

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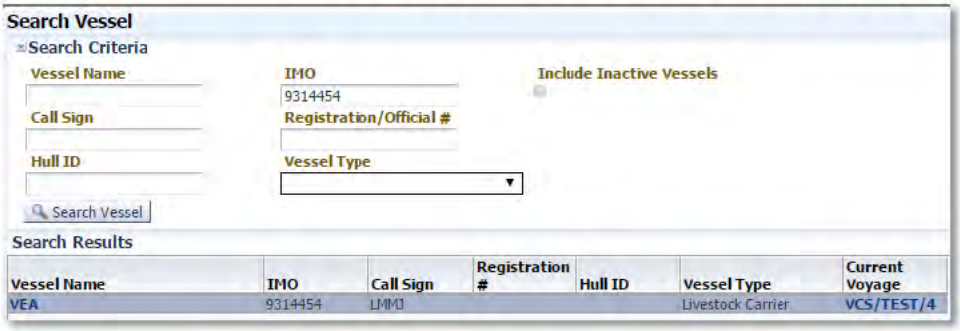
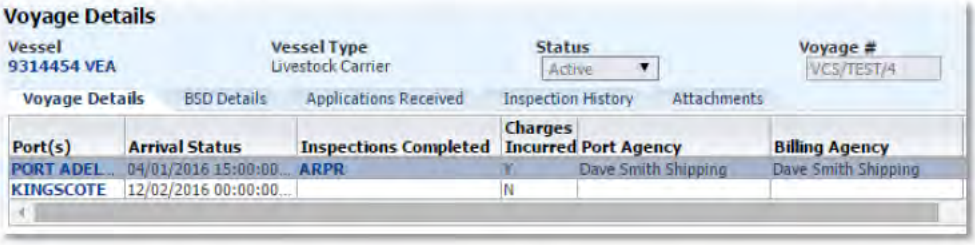
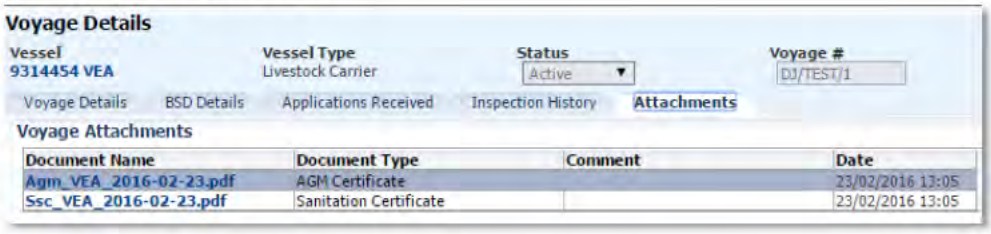
- Enter the vessel's IMO number in the IMO search field and click on **Search Vessel**



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



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



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SHIP SANITATION CONTROL/EXEMPTION CERTIFICATE

Vessel Details

Vessel Name	vesselName
IMO Number	imoNumber
Country of Registry	countryOfRegistry
Cargo Type	cargoType
Cargo Weight (mT)	

Electronic Certificate Details

Certificate Identification Number	certificateNumber
Issue Date	
Expiry Date	
Port of Issue	portOfIssue
Digital Signature of Inspecting Officer	inspectorName

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This electronic certificate is issued in accordance with the *Biosecurity Act 2015* and the International Health Regulations 2005.

Inspection Details

Areas Inspected	Rodent Vector	Mosquito Vector	Rodent Vector Control Measures Applied	Mosquito Vector Control Measures Applied
F areaName	rodentVector	mosquitoVector	rodentVectorControl	mosquitoVectorControl E

Facility Review	Documents	Verified	Control Measures Applied
Ballast Tanks	Ballast Records	ballastRecordsVerified	ballastRecordsControl
Potable Water	IMO Documentation	imoDocoVerified	imoDocoControl
Sewage	ISPP Certificate	isppCertVerified	isppCertControl

Additional Comments, including other risks to human health

additionalComments

Notes on the issue of this certificate

Information on this certificate reflects the condition of the ship at the time of inspection and does not guarantee that the ship will remain in a sanitary condition after issue. It may be reviewed or revoked should there be any change in relevant conditions on board the ship. Ship Sanitation Certificates are valid for a maximum of six (6) months. The period of validity may be extended for one (1) month if an inspection cannot be carried out at the port. Information on human cases of disease is collected in quarantine pre-arrival reporting and may be followed up by Australian public health authorities. Where such disease is of international concern and is caused by a condition on the ship, this will be noted on the certificate along with any control measures taken.

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E maritimeecc@agriculture.gov.au

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SHIP SANITATION CONTROL/EXEMPTION CERTIFICATE

The Ship Sanitation Control Exemption/Ship Sanitation Control Certificate is issued in accordance with the Biosecurity Act 2015 and the International Health Regulations (2005) (IHR). The purpose of the IHR is to prevent, protect against, control and provide a public health response to the international spread of disease in ways that are commensurate with and restricted to public health risks, and which avoid unnecessary interference with international traffic and trade.

Ships are inspected for the presence of, or evidence of the presence of vectors of diseases of international concern. For the purpose of this certificate, vectors are taken to mean rodents, mosquitoes and humans with illness indicative of an infectious disease with the potential to spread from one country to another. Ship's documents are also sighted to ensure that sanitary facilities on board a ship meet a minimum standard; contributing to preventing the international spread of infectious diseases.

A Ship Sanitation Control Exemption Certificate should be issued when, at the time of inspection, no measures are required to control vectors and relevant certification of ship facilities is valid and/or in order. A Ship Sanitation Control Certificate should be issued when, at the time of inspection, measures are required to control vectors; or relevant certification of ship facilities is invalid, out of date and/or out of order. If the conditions under which the control measures are taken are such that a satisfactory result cannot be obtained, then the quarantine officer shall make a note to that effect on the Ship Sanitation Control Certificate so control measures can be undertaken at a subsequent port.

Nothing on this certificate shall prevent or prejudice further ship inspection by competent authorities of any country. This certificate does not guarantee that the ship will remain in a sanitary condition after issue and may be reviewed or revoked should there be any change in relevant conditions on board the ship.

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Sample

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Certificate of Freedom from Asian Gypsy Moth

Explanatory notes

Under the Biosecurity Act the department requires all vessels that have visited a Far East Russian port between 40°N to 60°N, and west of 147°E anytime between 1 July and 30 September in the previous two calendar years provide an AGM freedom certificate.

The certificate must be issued by the agriculture authorities in Australia, Canada, New Zealand, Russia or the United States of America. If the certification is issued by the Russian agriculture authorities, the certificate must include the date and time of departure from the port where the vessel was inspected for AGM and cleared.

If the Master of a vessel requests a Certificate of Freedom from Asian Gypsy Moth to be issued a full AGM inspection will be conducted by the department.

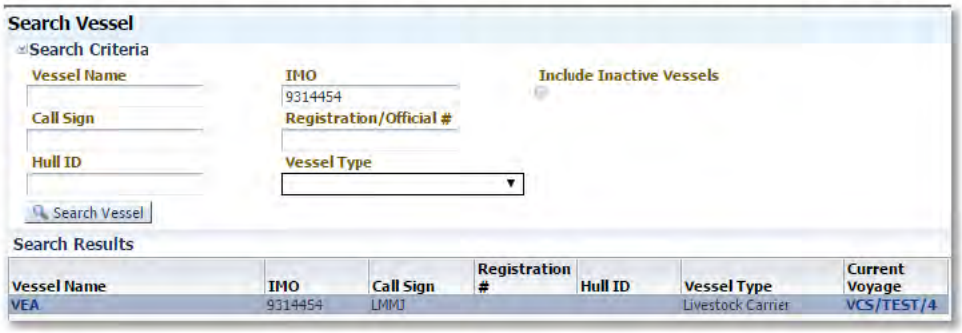
Where to find the vessel's Certificate of Freedom from Asian Gypsy Moth in MARS

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

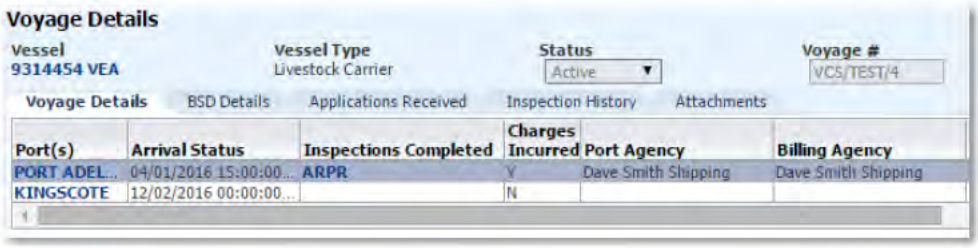
To locate the vessel's Asian Gypsy Moth Certificate in MARS follow the steps below:

- Open the Vessel icon on the MARS home screen

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



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



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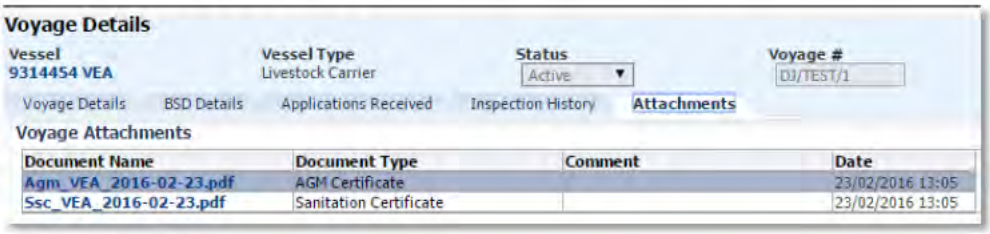
- Open the **Attachments** tab. The available attachments for that will be displayed. Click on the **hyperlink** to open the AGM Certificate



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CERTIFICATE OF FREEDOM FROM ASIAN GYPSY MOTH

Certificate Details

Vessel	KAN2
Call Sign	ASFG4
IMO Number	9550852
Voyage Number	PILOT1
Arrived on	2016-06-28
Certificate Number	AGM0000040

Details

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

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

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

Certificate

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

Biosecurity Officer	David Jordaan
Port	PORT ADELAIDE
Issue Date	2016-07-13
Issue Time	11:38:42

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

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Chapter 8 – MARS Risk Calculations

Risk Calculations in MARS

Risk Terminology

Risk Factors

Sequence Scores

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Risk Calculations in MARS

Explanatory notes

MARS is a system for managing the biosecurity and human health risks posed by ocean-going vessels. It does this by monitoring the arrival of vessels from overseas, tracking their movements in Australian waters, and intervening where appropriate. Certain risk assessments may be made based on written information and on a combination of the vessel's compliance history and inherent risk factors. However, the best quality *risk* information is gathered via physical inspections.

Whilst the actual inspections take place during a vessel's visit at a port, the inspection process commences a lot earlier than this. It starts, in fact, when a vessel first signals its intention to arrive in Australia. Upon receipt of a report or application (BW, NFP, PAR, HH) the MARS decision support engine analyses the information provided and, as a result, makes recommendations in the form of queued inspections (QI) and tasks. The QIs are used by biosecurity officers when deciding whether to board a vessel and, if they choose to, what inspections to perform. Tasks are allocated to roles and are serviced by biosecurity officers holding that role.

Risk Terminology

Term	Description
Demerit Points	A measure of non-compliance. These are allocated at inspection both for some inspection findings and also where the finds do not match the declarations. They are primarily used for the Vessel Compliance Scheme (VCS) but also in the risk engine.
Logistic Regression	A type of probabilistic statistical classification model which we will use to predict the chances of negative inspection findings on a vessel. The effect of the regression function is to keep the output within a fixed range (say 0-99) and to flatten out the gradient of the curve at the top and bottom ends of the scale by steepening it in the middle – thus it gives lower scores than a linear scale for those below a threshold (say 50%) but higher than linear above that threshold.
Logit Regression	Another name for Logistic Regression
Normalised Factor Score	Raw Factor Score divided by Risk Factor Range to give a value between 0 and 1.
Normalised Weight	Risk Factor Weighting divided by the sum of all the Risk Factor Weightings to give a value between 0 and 1.
Probability of non-compliance	A number that we will calculate using logistical regression based on some range factors and the uncapped risk score. This will be stored against the visit and snap-shotted against the appointment and later used for data analysis to compare the calculated probability of non-compliance with the actual non-compliance found at inspection.
Risk Factor	There will be a list of risk factors held in the Ref_Risk_Factor table which will each contribute a risk factor score for a given visit and which will be combined together to give the overall risk score.
Risk Factor Cap	Each risk factor may have a cap value, which represents the maximum contributable value to the overall score from this factor. For example if the vessel risk factor is capped at 50 points, then a score of 50 points or above will deliver the maximum weighting for this factor. This same value is

Term	Description
	used as a range maximum to normalise each factor score so a score of 20 points would deliver 20/50 = 40% of the total weighting.
Raw Factor Score	The score extracted from MARS for a factor before any range scaling or weighting is applied. The range will be used to convert this to a Normalised Factor Score, then a normalised factor weighting can be applied to produce the Weighted Factor Score.
Risk Factor Weighting	Each risk factor will have a weighting which dictates how much influence this factor score will have on the overall risk score. A weighting of zero effectively disables this risk factor.
Risk Points	Risk points are accumulated during inspections and will be totalled up for each voyage.
Risk Score	In general, this is a number between 0 and 100 which is calculated for each vessel as information changes and which will be used to risk rank the vessels in a port for surveillance inspections. However, we will actually be calculating three values. There is the Uncapped Weighted Risk score which is used to calculate the Probability of non-compliance (in this score an individual factor may contribute more than its nominal cap would suggest but the logistic algorithm still ranges the final score to an upper bound). Next there is the Capped Weight Risk Score which limits each individual factor score to its cap. This is used to calculate the Spike factor and then the spike factor is added to it to get the Risk Score (the 3rd value), which is displayed on the MARS screens.
Spike Factor Score	In order to prevent low risk vessels avoiding surveillance inspections altogether, we apply a spike factor to some risk scores to increase the likelihood of them being selected for inspection. There are three Configuration table settings which control whether a vessel is selected for spiking and by how much they are spiked.
Weighted Factor Score	Normalised Factor Score multiplied by Normalised Weight. This is the effective contribution of this risk factor to the overall risk score

Risk Factors

Risk factors can be added dynamically in MARS, though this is not a trivial exercise, so this list represents the risk factors that will be used in MARS for the initial production release in 2016.

The Vessel Risk Details table shows a list of all the risk factors which do not have a zero weighting, plus the Sampling Spike value (which is not technically a risk factor but may contribute to the risk score). (Noting that factor weightings will be set to zero to effectively disable that factor). This means that this list of factors is effectively dynamic in length.

The risk factors are sorted by a "risk factor sort order sequence" held in reference data, and then by "risk factor name" within that (in case of duplicate or missing sequence numbers). The Sampling Spike will always be at the bottom of the list.

The bars showing the size of each factor will range between zero and the individual factor's normalised weighting. It is unlikely that one individual factor will have a weighting of over 50 but in theory it is possible that we only have one factor with a non-zero weighting so it could potentially be 100. The scale is fixed at 0-100 so users can meaningfully compare one vessel's risk details table with another.

Risk Factor Screen in MARS

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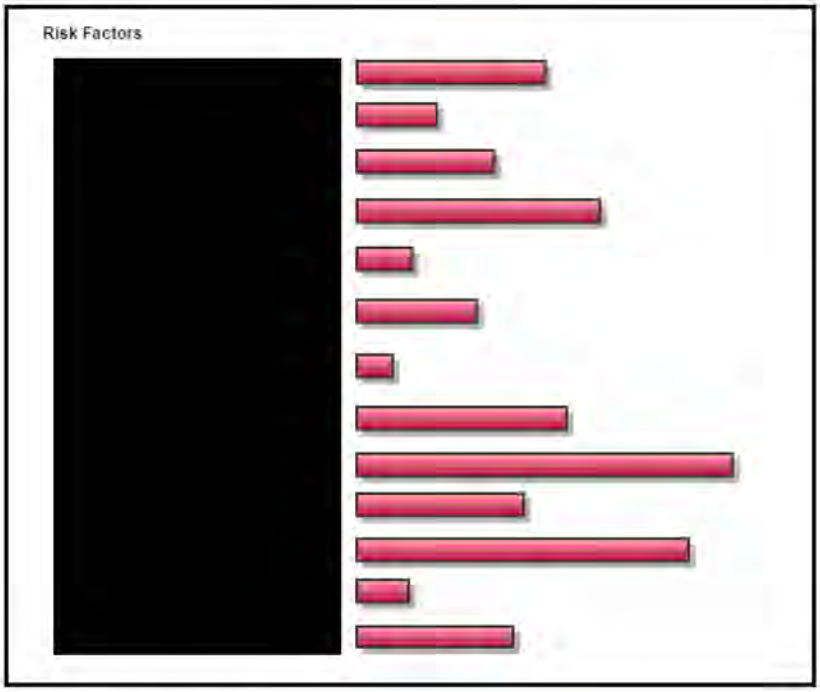
This screen is accessed from the **Risks** tab in the **Appointment Details** screen. This screen is only available to internal users. External users have no access to this screen.



Risk Details Table

Risk Factor Code	Risk Factor Description	Purpose
[redacted]		

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Risk Factor Code	Risk Factor Description	Purpose
[redacted]		

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Risk Factor Code	Risk Factor Description	Purpose
[redacted]		

Sequence Scores

The port arrivals screen will show the risk score and also a sequence score for each vessel. The sequence score is comprised of the sort order number derived from the queued inspections awaiting that vessel, plus the risk score.

The sequence score contributions based on the queued inspections will be taken from the REF_Inspection_Type Sort_Order column. If there are multiple queued inspections, these will be summed together. Broadly the sort order scores for inspections will be as follows:

Inspection Type	Sort Order	Necessity
[redacted]	(1,000,000+)	Mandatory
	(100,000+)	
	(10,000+)	
	(1,000+)	Recommended
	(200+)	
	(100+)	
Surveillance	(0-99)	If possible

The ranking within surveillance will be determined by the risk scores. In order to implement this ranking, the risk scores are set between 0 and 99, and then powers of 10 are added for each category above surveillance, so add 100 for [redacted], 1000 for [redacted] up to 1 million for [redacted]

However, if an inspection has been done already at the port, then the vessel should drop down the priority ranking list, so the system adds 100 points for each vessel which has not yet had a surveillance done so the ones which have been done still maintain a risk ranking within themselves but are all below those not yet inspected (assuming they have no other inspection requirements).

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Chapter 9 – MARS Administration

MARS Notifications

MARS Inspections Explained

MARS Inspection Types

Vessel Compliance Scheme (VCS) Explained

Business Continuity Planning (BCP)

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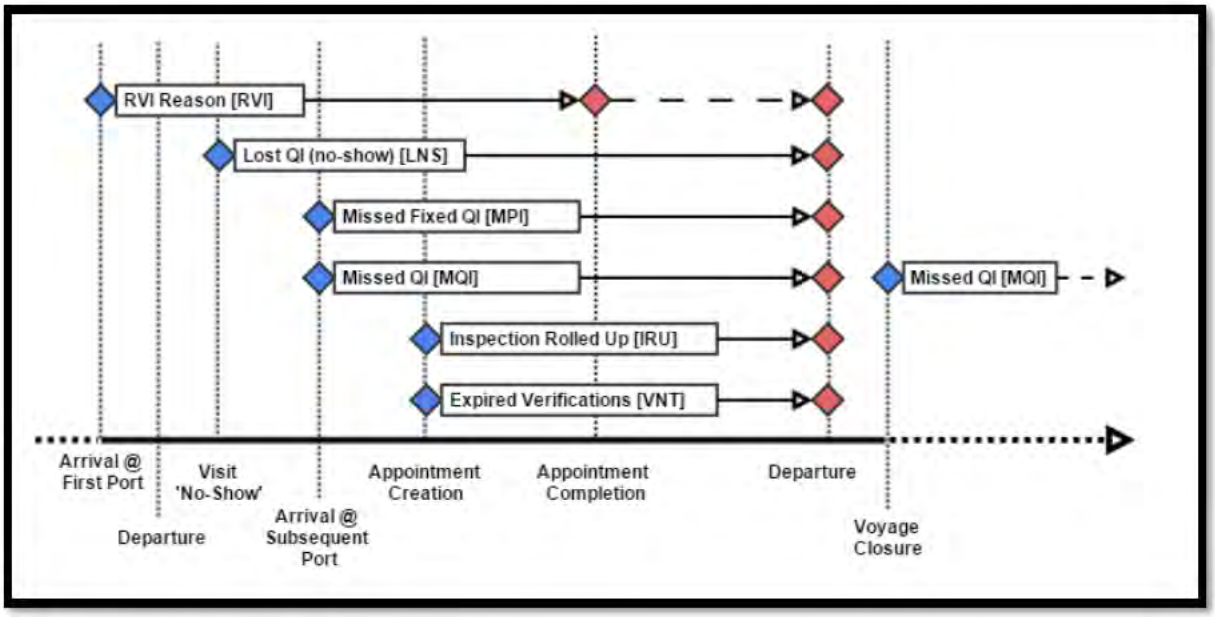
MARS Notifications

This section provides an overview of the role of notifications in MARS, describes the different types, and shows how and when they created.

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 **Risk** tab on the appointment screen.



Notification Description

Notification	Description
Inspection Rolled Up	When a vessel has a number of inspections queued, the inspection screen will suppress some of them because they are subordinate to other queued inspection. For example, there is no point asking a biosecurity officer to perform a BW inspection if they are already doing an RVI, as the RVI includes a full BW inspection component. However, it is important to inform the biosecurity officer that a BW inspection has been queued because this indicates that something has triggered MARS to force a BW inspection - i.e. some information provided by the Master has indicated that there is sufficient risk in the management of the vessel's ballast. This notification simply informs the biosecurity officer to pay particular attention to this section of the RVI.
Lost port-specific QI due to no show	If a vessel fails to show up at a port, then there is no need to keep any fixed QIs from that port. Failure to arrive at a port is called a 'No-show' and the design team is mindful that these may sometimes occur 'erroneously' - for example if an itinerary change shuffles the order of the ports or changes the arrival dates significantly then MARS may not be able to determine whether the new information pertains to the same visit record and so decides to 'no show' the visit record. These notifications inform biosecurity officers at the next port that a service request has been lost so that they can make enquiries as to whether they are still required.

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Notification	Description
Missed port-specific Inspection	Informs users that a queued port-specific inspection (a crew-change, for example) from a previous port was not performed. NOTE: the logic does not check to see if there is an in-progress inspection of the same type, as this is no guarantee that the inspection has actually been performed. This is an informational notification only, as there is little action for a biosecurity officer to take at this stage.
Missed Queued Inspection	This notification is similar to the one above except it relates to non-fixed (i.e. floating) QIs. There is no acquittal of QIs in this step, but a notification is created so that biosecurity officers in the new port can verify that the inspection really was missed before undertaking the activity themselves.
RVI Reason	Every vessel arriving in Australia must either be fully inspected or cleared on documentation. For those that are inspected, there are a number of reasons why. This notification provides a brief description to the biosecurity officer as to why the RVI has been queued. It includes things like 'No PAR lodged', 'Expired Ship Sanitation Certificate', and so on.
Verifications Not Performed	This notification informs the biosecurity officer that there were pending verification tasks (including MNCC alerts) in the workflow relating to this vessel that have been acquitted without being processed. MARS acquits these tasks as it is too late to 'verify' any pre-arrival information if the biosecurity officer is already planning to board the vessel. The decision support processes in MARS assume the worst case scenario before creating a verification task. This means that if the task is not serviced by a human, then there is no chance of ignoring the risk.

Notification Creation Triggers

Notification	Creation Trigger
Inspection Rolled Up	The trigger for this notification is when an appointment is created as this is the time that the biosecurity officer will start planning the inspections and needs as much information as possible about where to focus their energies.
Lost port-specific QI due to no show	This is triggered when we discover that a vessel has failed to appear at the nominated port. The corresponding queued inspection is also acquitted when the notification is added.
Missed port-specific Inspection	This action needs to be triggered when we are reasonably certain that the inspection has actually been missed. Whilst this could be done on departure from the nominated port, this is probably too early as the biosecurity officer may not have had an opportunity to upload the information into MARS before the vessel departs. Instead we delay this until the arrival at the next port providing it is not a provisional clearance port (i.e. we only do it if this is a port where we have biosecurity officers available to inspect the vessel. **NOTE:** The corresponding queued inspection is also acquitted when the notification is added.
Missed Queued Inspection	This notification is similar to the one above except it relates to non-fixed (i.e. floating) QIs. There is no acquittal of QIs in this step, but a notification is created so that biosecurity officers in the new port can verify that the inspection really was missed before undertaking the activity themselves.
RVI Reason	This notification cannot be triggered before the vessel arrives at the first port because one of the RVI reasons is that the vessel has physically arrived before we have received a PAR.

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Verifications Not Performed	As above, this is triggered when an appointment is created.

MARS Inspections Explained

Purpose

The purpose of this section is to provide a high-level overview of MARS inspections, including appointments, from the time they are recommended (queued inspections), through to when the results of the physical inspection are uploaded back into MARS and the appointment is finalised. The technical detail for each section of the document may be found in other documents and **hyperlinks** will be included.

Throughout this section there will be references to other features of MARS including tasks and BSDs. A detailed discussion of these features is outside the scope of this document, but may be found elsewhere in the MARS design documentation.

Context

MARS is a system for managing the biosecurity and human health risks posed by ocean-going vessels. It does this by monitoring the arrival of vessels from overseas, tracking their movements in Australian waters, and intervening where appropriate. Certain risk assessments may be made based on written information and on a combination of the vessel's compliance history and inherent risk factors. However, the best quality *risk* information is gathered via physical inspections.

Whilst the actual inspections take place during a vessel's visit at a port, the inspection process commences a lot earlier than this. It starts, in fact, when a vessel first signals its intention to arrive in Australia. Upon receipt of a report or application (BW, NFP, PAR, HH) the MARS decision support engine analyses the information provided and, as a result, makes recommendations in the form of queued inspections (QI) and tasks. The QIs are used by biosecurity officers when deciding whether to board a vessel and, if they choose to, what inspections to perform. Tasks are allocated to roles and are serviced by biosecurity officers holding that role. For the purpose of this document, we will skip over tasks and concentrate on appointments and inspections.

Once uploaded, the results of inspections can be used to set internal flags in the MARS database that alter a vessel's risk profile and automatically create follow up inspection activities.

The example below gives a visual demonstration of a contrived voyage. To reduce complexity the diagram and descriptions glaze-over the detail of non-inspection activity.

The vessel Master submits a report to notify the department of its intention to discharge ballast water during its forthcoming Australian voyage. MARS assesses the information provided on the report and approves all tanks except one which requires human intervention to verify. As a result a verification task is created and a Ballast Water (BW) inspection is queued.

- Two days later the Master lodges a Pre-Arrival Report (PAR). MARS assesses this information and uses the vessel's compliance history and risk profile to decide that a Routine Vessel Inspection (RVI) is required when the vessel berths at its first port of call. The RVI is added to the queue.

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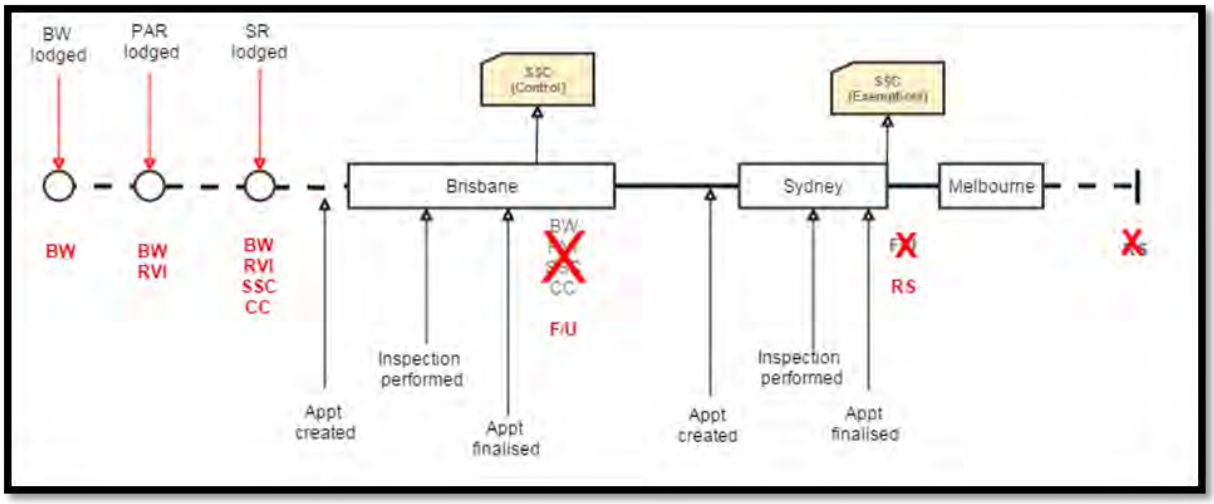
- Shortly afterwards the Master submits two service requests. The first is for a Crew Change (CC) at first port and the second is for the issuance of a new Ship Sanitation Certificate (SSC). MARS adds both of these to the inspection queue.
- The day before the vessel is due to arrive, biosecurity officers from the Brisbane office create an appointment in MARS to board the vessel and they include two inspections: SSC and CC (The RVI and BW inspections are redundant because they will be carried out as part of the SSC inspection.
- During the inspection a biosecurity officer discovers rodents in some of the cabins. He or she records this in the inspection eForm. On completion of the appointment data is uploaded into the MARS database and, as a result, MARS automatically issues a 'control' Ship Sanitation Certificate rather than an 'exemption' certificate. MARS automatically queues a follow-up inspection so biosecurity officers at a future port can re-inspect the vessel.
- The vessel departs Brisbane and sails for Sydney. Sydney biosecurity officers see that the vessel is arriving and create an appointment to perform the follow up inspection on the rodent issue.
- The follow up inspection is performed and no evidence of rodents are found. The issue is now resolved and, on completion of the appointment, the vessel Master is automatically issued with the 'exemption' certificate he or she was after.
- At the final port, Melbourne, biosecurity officers have a full schedule performing first-port inspections and boarding high-risk vessels. The verification is not performed because the vessel's risk score is lower than that of other vessels in port at the time.
- The vessel leaves Australia and a Notification is created for the missed verification inspection. It will be visible on the risks tab when the vessel returns to Australia on their next voyage so that biosecurity officers are aware that this has occurred and can use this to inform their decision about whether to board the vessel.



Inspection Hierarchy

Inspections are modular constructs. One inspection may contain the content of one or more other inspections and may, itself, be completely encapsulated inside another inspection.

The reason for this is that MARS is much better at identifying what risks a vessel poses than the system it is replacing. In the past, where a vessel had been granted a documentary clearance, but had signalled issues with its ballast water management, for example, biosecurity officers would have been required to attend and perform a full vessel inspection (RVI). This acts as a disincentive for a Master to report honestly if they know a single issue can cause a disproportionate response. MARS, on the other hand, understands that the vessel has a good compliance record but has reported a high-risk issue that requires verification. The BW inspection, which is a subset of the full RVI, allows biosecurity officers to board, inspect the ballast logs and tanks and then leave without performing a full inspection (unless they choose to do so based on what they find). This saves the shipping company both time and money and frees up biosecurity officers to concentrate on areas of highest risk. This approach deals with the risk whilst preserving the vessel's good compliance history.

eForm Templates

The eForms system provides the ability for biosecurity officers to record responses to questions in a disconnected mode. The questions, range of responses, structure, client-side validation, and behaviour are stored in an eForm template. When MARS creates an inspection, data from the MARS database is merged with a blank template of the appropriate type to form an eForm instance.

Inspection Vocabulary

The word 'inspection' is used frequently throughout the MARS documentation and in design workshops, but can often mean different things depending on what part of MARS one is referencing. When discussing pre-arrival processing, for example, the word inspection is generally used to refer to a QI. However, a biosecurity officer will typically be referring to the eForm instance when he or she uses the word 'inspection'.

In an attempt to reduce this confusion the table below identifies the different uses of the word 'inspection' and describes what they refer to in MARS. These concepts are used throughout the remainder of the document.

Category	Name	Description
Inspection Types	Inspection Type	This refers to the list of different inspection types supported by MARS and is stored in a reference table. Routine Vessel Inspection (RVI), Crew Change, and Waste Removal are all examples of inspection types. The list of inspection types is shared by both queued and actual inspections.
	eForm Template	Templates contain the inspection structure (i.e. the questions, range of responses, and client-side validation) and are used by the eForms system to create an instance of an inspection. There is generally one template per MARS inspection type. Templates are built using a composer and are stored as JSON files on the eForms server and client.
Reminders	Queued Inspection	Stored in the MARS database, a QI is created when MARS (or a user) has identified a need for a particular inspection to be carried out. They act as a placeholder or reminder for a biosecurity officer to perform certain actions. There are 2 types of QIs: Floating and Fixed. Most QIs 'float' from visit to visit until they are actioned. This prevents the recommendations from being lost if the vessel's itinerary changes. Fixed QIs are ones that are linked to a nominated port because that is where the activity is going to take place. There is no point in allowing a crew change inspection to float to the next port, because the crew will have already disembarked at the previous port.

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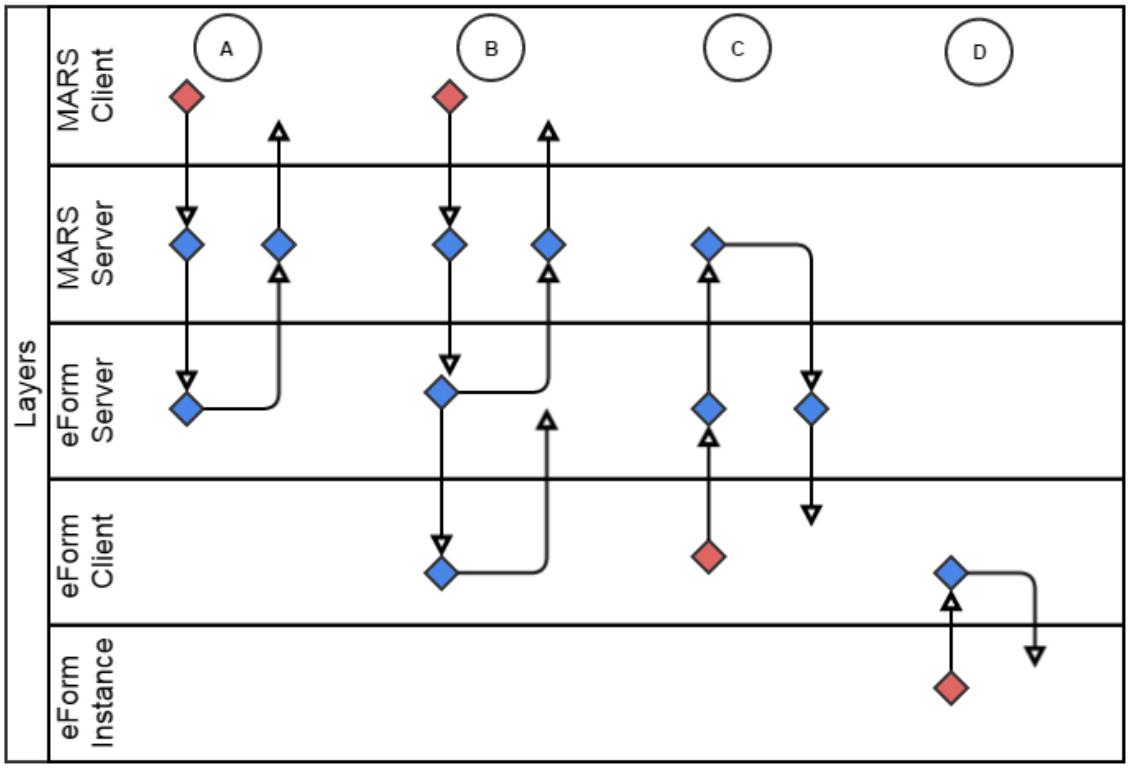
Actual Inspections	MARS Logical Inspection	This is a transactional record in the MARS database which represents an instance of an inspection. This record holds information about what type of inspection it is, who is responsible for it, when it was created, what its status is, and to what eForms record it has been linked.
	eForms Logical Representation	An eForms transactional record matching the one above. It is questionable whether this needs to be included here, as it is basically internal to the eForms implementation and most MARS developers will be unaware of its existence. However, it is included for completeness' sake and is referred to elsewhere in this document when the full end-to-end process is described in more detail.
	eForms Instance	A JSON file that contains the responses to inspection questions. This is the data that is passed back up to MARS to take appropriate action following the physical inspection of the vessel.

Layers

The diagram below demonstrates the communication between the different layers in the inspection process. There are 4 layers in the chain:

- MARS Client (Mc)
- MARS Server (Ms)
- eForms Server (Es)
- eForms Client (Ec)

The fifth layer (eForms instance) is only included to demonstrate the scenario of saving an eForm to the local device.



The 4 example scenarios are as follows:

A. On the **Mc** a biosecurity officer adds one or more inspections to the grid and presses the **Create Inspections** button. This causes **Ms** to create a record of this inspection, generate the embedded values string and trigger the creation of the eForm on **Es**. **Es** creates a local record and then builds the instance using the template and the embedded values string. The unique identifier of the **Es** record is returned to **Ms** where it is added to the database. **Ms** Then returns the appropriate status to the client.

B. As above, but includes the extra step of pushing the eForms instance to the device. This would only occur if the user logged in to MARS is the biosecurity officer to whom the inspection was allocated (Actd) and he or she was logged on to MARS using a tablet device. The 'sync' process in this case would only be a partial sync - i.e. we would only need to download the inspections from the current appointment and refresh any updated templates.

C. This scenario covers the submission of an eForm from **Ec**. It passes the JSON file to **Es** which identifies the source system responsible for handling the form. It then passes the data to **Ms** which runs a validation process and returns errors and warnings (if any). If not, **Ms** invokes the upload process and then informs **Mc** that the inspection is complete (which flows on to **Ec**).

D. This simple scenario is included to demonstrate the 'disconnected' features of eForms. A biosecurity officer in the field can record information in the eForm and save the data locally to the device which is completely disconnected form the departmental network.

Inspection Process Overview

By way of a high level overview, the inspection process commences when MARS recommends certain inspection activities in response to a series of risk assessments of an incoming vessel **[1]**. These take the form of queued inspections (QI).

These are used firstly to rank vessels in the port arrivals screen and to give biosecurity officers an idea of what actions are required for vessels that are already in port or are arriving over the next few days **[2]**.

When a biosecurity officer decides to inspect a vessel these QIs are again used - this time to pre-populate the list of actual inspections to carry out during the appointment **[3]**. The biosecurity officer refines this list and then requests MARS to build and pre-fill inspection eForms based on the vessel and inspection types chosen **[4]**.

The inspection eForms are copied down to the biosecurity officer's mobile device before he or she boards the vessel **[5]**. These devices work disconnected from the departmental network, enabling the biosecurity officers to record the results of the inspection anywhere - including places where there is no digital network connectivity **[6]**.

Once the inspection has been performed it is loaded back into MARS which takes appropriate actions based on the results **[7]**. This includes updating a vessel's risk level, identifying demerits, guessing the appropriate service charges to include, and updating a number of other settings in the database.

Biosecurity officers may override many of these before completing the appointment, after which MARS will build and send the appropriate documentation to the vessel Master and relevant Agencies **[8]**.

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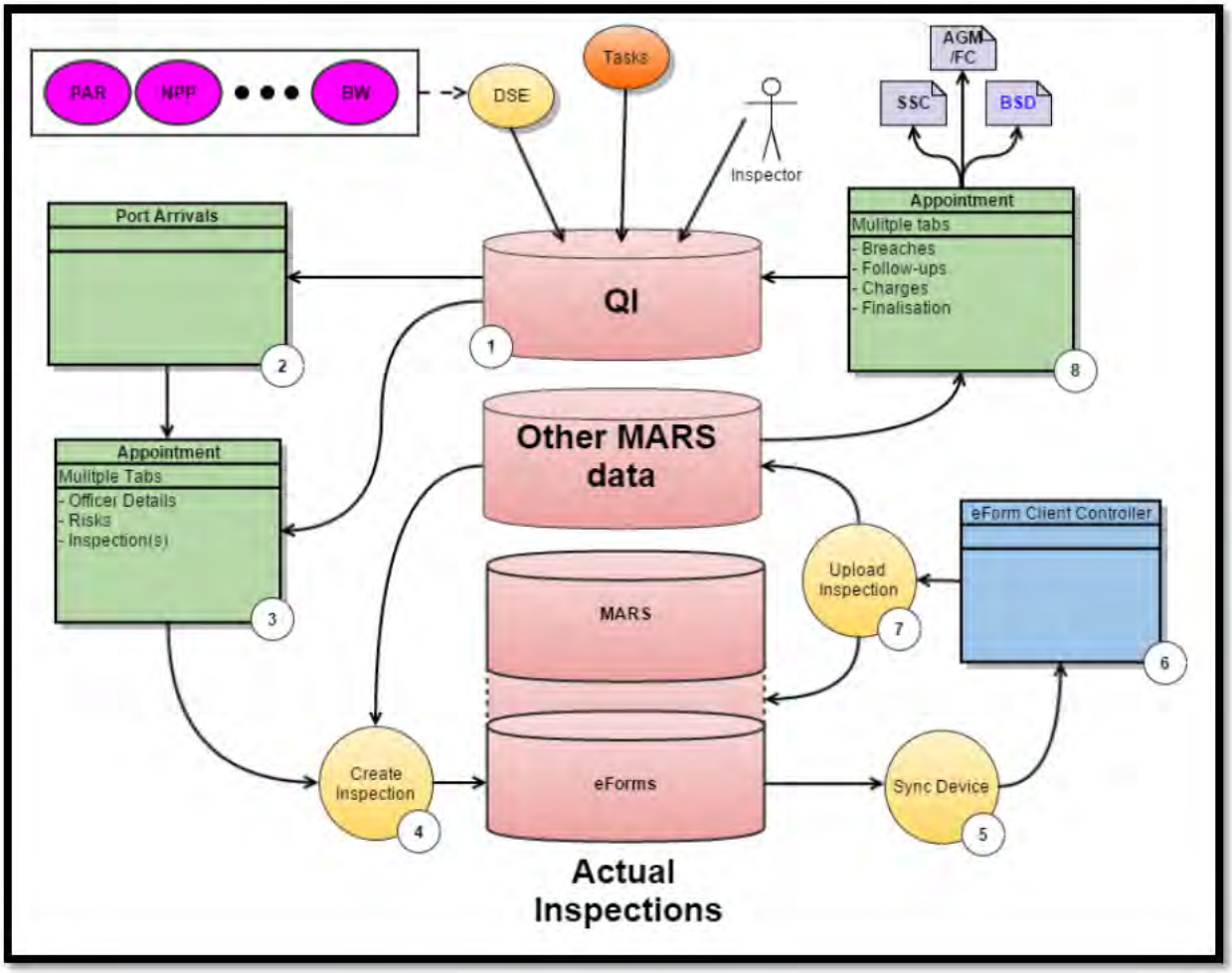
The diagram and supporting sections below provide a more detailed description of each of these steps.



Step	Name	Description
1	**Queued Inspection Creation.**	QIs originate from multiple sources: Decision support engine (e.g. post-processing of applications/reports), tasks, manually added by biosecurity officers. This section demonstrates the entire end to end process, as the inspection process originates from QIs.
2	**Port arrivals screen**	This screen uses QIs and vessel risk profiles to rank 'expected' and 'arrived' vessels for the nominated port(s).
3	**Inspection planning**	This section covers the first three tabs on the appointments screen. QIs are used on the inspections tab to pre-populate the list of inspections to perform during the appointment.
4	**Inspection Creation**	The inspection creation process takes data from MARS and combines it with an eForm template of the appropriate type to create an eForm instance. There is a business need to be able to 'plan' inspections well in advance of the vessel's arrival, but also a need to delay the creation of the eForm as late as possible to minimise the risk of stale data being embedded into the form. This section also covers template-less inspections (day-trippers) and how they will behave.
	Build Attachments	When the biosecurity officer decides to create the inspection they are presented with a list of available documents to be copied to the device alongside the eForm inspection. This includes documents such as PARS and other applications, BSDs, SSCs and other MARS-generated documentation, and supporting docs uploaded into MARS through other processes. Generally,

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Step	Name	Description
		MARS will create a PDF version of supporting documentation at the time it is created/uploaded, but in some cases MARS will defer the creation of the PDF until it is required.
	Package MARS data	This process is driven by metadata and extracts information from MARS based on the inspection type being instantiated. This information is bundled into a JSON file and merged with the empty eForm template in the next step.
	Create eForm Instance	This step takes an empty eForm template and combines it with the JSON file built by the previous step to create a partially pre-populated inspection.
5	**Device Synchronisation**	This section covers all of the individual steps that occur during device synchronisation excluding the upload of a 'submitted' eForm. This is covered in more detail in step 7.
	Download Templates	The eForm client software operates in a disconnected mode. Biosecurity officers are able to not only complete inspection eForms that have been downloaded from the server, but also instantiate a blank inspection template in cases where they are required to inspect a vessel that they had not planned for (and have no connectivity to the departmental network). For this to work, the eForms client needs to have the most up to date versions of each MARS inspection template.
	Download eForm Instances	This step is where the eForm client pulls down every inspection eForm that has been allocated (Actd) to them from within MARS and have yet to be downloaded.
	Upload eForm Instances (covered in another section)	Once a biosecurity officer has completed the inspection they 'submit' it back to the server. This process has multiple steps - the first of which is to put the eForm into an upload queue. It is this step where these forms are passed back to the eForms server for eventual processing by MARS (see step 7 below).
	Download Attachments	The attachments identified and built in step 4 (above) are downloaded to the mobile device at this time.
	Upload Attachments	Part of uploading an inspection to MARS includes uploading attachments that were captured as part of the inspection (e.g. photos)
	Clean-up eForm Instances	Because the mobile devices are disconnected, there is a requirement to clean up the local copies when the device is connected. For example, an inspection that is deleted in MARS will result in the local eForm being removed from the biosecurity officer's tablet. Another example is that a biosecurity officer may want to retain a local copy of an inspection for a short period after it has been uploaded (say 48 hours). Both of these actions will happen when the device is synchronised to the server.
6	**Record Inspection**	This section covers the functionality of the eForms client including the ability to open an eForm and collect data.
	Server-created instances	Server-created eForms will be pre-populated from MARS including a header to uniquely identify the vessel, the voyage, the visit, the appointment, and the inspection records to marry this back to.
	Device-created instances	Device-created eForms will also have a header section, but it will not have been be pre-populated from MARS. Certain fields that are read-only in the server-created forms are now empty, editable, and mandatory. This information is used by MARS to identify the vessel/voyage/visit record to attach this work to. All device created eForm uploads result in a new appointment record being created for the inspection to be attached to.
7	**Upload eForm Instance**	This section starts with the upload of the form from the eForms client, which is, in fact, part of the synchronisation process covered above. After that it covers validation, the handling of errors and warnings, and the update of the MARS database. This is a complicated process.
	Server-side validation	Before MARS accepts an eForm it first performs some server-side validation to make sure that the information is acceptable to MARS. For device-created eForms this includes verification that the vessel, voyage, and visit records already exist.

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Step	Name	Description
	Risks & Demerits	MARS takes the information from the completed inspection and compares it to metadata from the outcome table to automatically assign risk points and demerits. This information is saved into a table in MARS and presented to users in a screen to allow them to accept or overrule the decisions.
	Outcomes	Outcomes are also controlled by metadata, but allow business users to create rules that update MARS data based on responses to questions on the eForm. For example, if a biosecurity officer identifies that there has been an illness on board the vessel, then the response 'yes' to this question triggers the setting of a high risk health flag in the voyage table and MARS uses this to take appropriate action. This metadata is modifiable by a MARS Administrator in the database, meaning that MARS functionality may be modified without having to re-code the system.
	Treatments	This section deals with inspection results that are effectively directions to industry to perform a certain action. Unlike the other outcomes this data is collected in a grid and uploaded directly into the treatments table in MARS. This data is used to derive the content of the BSD and SSC documents.
	Ballast water tables	Similar to the above section, this data is also collected in a grid and pertains to individual ballast water tanks.
8	**Appointment Finalisation**	This is the final step in the inspection process where all of the results from the inspections are displayed to the biosecurity officer, enabling them to overwrite and justify any system decisions. It also covers the sending of information to industry.
	Calculation of Services	When all of the inspections are upload and the biosecurity officer is happy that all inspections for this appointment have been uploaded, then MARS will calculate the appropriate charges to apply based on the inspections performed and the duration of each of them.
	Demerits	MARS displays the demerits discovered during the inspection (and calculated by MARS in step 7 above). Biosecurity officers have the ability to change the number of demerits allocated by the system, but cannot erase the demerit. The biosecurity officer may, however, add new demerits at this step.
	Follow-up activity	MARS automatically determines that follow up activity is required based on treatments recorded during the inspection. Biosecurity officers cannot modify that here, but they can also recommend that verification inspections are performed at a later time via this tab.
	Send information	This is the very last step in the process. The user makes a conscious decision to close off the appointment and MARS then generates and sends all of the appropriate information to the Master and Agencies. This includes the BSD, SSC, and AGM certificates.

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MARS Inspection Types

This page lists all of the inspection types in MARS. A description of the attributes (i.e. the column headings) is available below this first table.

MARS Code	Description	Parent	Port specific	OI Table (Prim)	Support Start-After	eForm Template	Time Dependent
ARPR	Arrival Processing.	*null*	N	*null*	N	*null*	N
SSC	Ship Sanitation Certification	*null*	Y	SSC	N	SSC	N
RVI	Routine Vessel Inspection	SSC	N	RVI	N	RVI	N
HHTH	Human Health	RVI	N	HH	N	HHTH	Y
BW	Ballast Water	RVI	N	BW	N	BW	Y
LIVE	Livestock	*null*	N	LS	N	LIVE	N
AGM1	Asian Gypsy Moth (F.E. Russian Port)	*null*	N	SP	N	AGM1	N
AGM2	Asian Gypsy Moth (Non F.E. Russian Port)	*null*	N	SP	N	AGM2	N
BPL	Burnt Pine Longicorn	*null*	N	SP	N	BPL	N
LGDS	Landed Goods	*null*	N	LG	N	LGDS	N

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MARS Code	Description	Parent	Port specific	QI Code (Prod)	Support Start-After	eForm Template	Time Dependent
CREW	Crew Change	*null*	Y	CC	Y	CREW	N
CSTP	Coastal Strip	*null*	Y	CS	N	CSTP	N
WAST	Waste Surveillance	*null*	Y	WS	Y	WAST	N
FUP	Follow up	*null*	N	FU	N	FUP	N
VERI	Verification	*null*	N	VER	Y	VERI	N
SURV	General Surveillance	*null*	N	GS	N	SURV	N
PAX	Passenger	*null*	Y	PAX	N	*null*	N

Table Attributes

The table below describes the attributes of the MARS inspection types.

Attribute	Description	Notes
MARS Code	3 or 4 character code used by other tables as a foreign key to this table	Never exposed to end users

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Attribute	Description	Notes
Description	Display name of the inspection in MARS screens	This is the wording that is displayed to MARS end users and identifies the inspection in human-readable format
Parent	What inspection type is a complete superset of this inspection	This column enables MARS to support a hierarchy of inspections. Some inspections are a complete subset of another inspection and so it makes no sense to perform both of them. MARS will try to prevent a user from performing both a parent and child inspection at the same time and will automatically acquit any child QIs when the parent inspection is uploaded.
Port Specific	Is this inspection specific to the nominated port	This is used to indicate whether the inspection can only be done at the nominated port. All service requests are port-specific.
Single Letter and QI Code	Single/Multiple character to quickly identify the inspection	All queued inspections appear in the top grid of the port arrivals screen to indicate to the user what activity is due.
Support Start After	Identifies the earliest date/time that the inspection may be performed	The start after date is used by the crew change and waste inspections to indicate the proposed start time of the inspection (so that our biosecurity officers don't arrive early). It is also used by the verification inspection to allow the Master a certain period of time to perform the nominated treatment. The port arrivals screen displays this date for the biosecurity officer. In the inspection upload process it is used to ensure that we only acquit matching QIs that were created before this date. This allows us to acquit multiple QIs of the same kind from a single inspection. For example, if a vessel has a crew change planned for 10am and another for 12pm, then, if our biosecurity officers inspect the vessel and finish their work after 12pm, then both of these inspections are acquitted by the upload of a single CC inspection.

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Attribute	Description	Notes
eForm Template	Which eForm template is to be instantiated for this inspection	For the moment, this has to be a one-to-zero-or-one mapping. Some inspections have no eForms (arrival processing, for example) and other inspections share the same template. The reason we cannot map many to one is that the process that uploads a device-created eForm has no way to identify the appropriate inspection to create in MARS.
Time Dependent	Time dependent inspections are ones where the QI should not be acquitted if it was created after the inspection was started	The reason behind this requirement is that there is potentially a short delay between the time that a biosecurity officer performs an inspection and the time they upload the results. This is normally not an issue, but there is a remote possibility that the vessel Master has provided new information after the inspection was complete and we do not want to acquit the QI that indicates that another inspection is required. This is particularly true of human health and ballast water inspections. Our biosecurity officers will inspect and clear a vessel based on what they find and what the Master tells them, but if subsequent information is provided after the biosecurity officer has departed then the vessel may require a subsequent inspection based on the changed circumstances.

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Vessel Compliance Scheme (VCS) Explained

Explanatory notes

The VCS Details tab in the MARS Vessel Details screen contains a grid which lists the vessel's historical VCS details. This grid may be confusing to interpret because it contains the vessel's VCS status at the beginning as well as at the end of each voyage. This section of the User Guide aims to assist the user in interpreting this grid.

The screen below was created for a vessel to demonstrate the VCS screen. This screen is updated at the start and end of the voyage.

- Voyage #, Start Date and End Date are self-explanatory and detail voyage details.
- Demerits displays the number of demerits accumulated for the voyage.
- On VCS displays whether the vessel is on the VCS or not.
- Reason Off VCS displays why the vessel is not on VCS
- Credit Balance display the credits or debits for the vessel AT THE START OF THE VOYAGE only
- Due is whether the vessel is due a documentary clearance (D) or inspection (I).
- Received is the inspection code for the voyage. At the start of the voyage this is what the vessel should receive, at the end of the voyage it is what it did receive.

Historical VCS Details

Voyage #	Start Date	End Date	Demerits	On VCS	Reason Off VCS	Credit Balance	Due	Received
	28/02/2017	04/03/2017	0	Y		0	D	NP
16012	17/12/2016	24/12/2016	0	Y		0	D	D
MIGRATION3	31/10/2016	31/10/2016	0	N		0		
MIGRATION2	13/09/2016	13/09/2016	0	N		0		
MIGRATION1	13/07/2016	13/07/2016	0	N		0		

In the screen above:

- The first 3 voyages qualify the vessel for the VCS due to previous compliance history in VMS (PDC Vessel).
- Voyage 4: Vessel was due Documentary clearance and received documentary clearance.
- Voyage 5: Vessel was due a documentary clearance and received a documentary clearance.

The table below explains the Inspection Codes used on the VCS details tab:

Inspection Code	Meaning	Details
I	Inspection	The vessel received or was due a RVI inspection.
D	Documentary Release	The vessel received or was due a documentary release as part of the 5 visit VCS cycle.
MI	Missed Inspection	This vessel was due a physical inspection, but was missed.
NP	Non-Serviceable Port	The vessel visited a non-serviceable port (e.g. offshore bunkering point or roadstead) and is not inspected by the department. If the vessel visits this place only it counts as a visit and accrues a debit for the vessel.

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Business Continuity Planning (BCP)

Paper copies of all eForms and offline forms are available for Business Continuity Planning (BCP) on the Maritime Pathway SharePoint site:
http://mylink.agdaff.gov.au/team/sp/Business%20Continuity%20Planning%20BCP/Forms/AllItems.aspx.

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Attachment A - List of Free Text Directions for Vessel Masters

Used on MARS eForms and/or Biosecurity Status Document

This document provides biosecurity officers with a selection of commonly used free text statements to be used when recording the inspection outcomes and directions to vessel masters. These statements ensure the recorded information in the Maritime Arrivals Reporting System (MARS) is nationally consistent.

Free Text Directions

On the MARS RVI eForm, under Ship Spaces, where the inspection outcome is 'unsatisfactory', the following directions can be cut and pasted to the eForm and/or included in the Biosecurity Status Document 'BSD notes' section.

1. (*Description of item*) placed in freezer at -18 degrees for no less than 10 days.
2. These (*Description of goods*) are required to be treated by (*insert treatment*).
3. Bait stations to be placed as per accredited pest controller advice.
4. Standing water on decks to be cleaned and/or removed.
5. Standing water in tyres. Ensure tyres are stored upright with drainage holes at the bottom to ensure water can drain away.
6. Standing water to be treated with chlorine (equivalent to 10 teaspoons or 50g of chlorine per 10 litres of water).
7. Standing water to be treated with methoprene tablets as per the product label.
8. Waste to be double bagged and secured appropriately.
9. Waste on board is to be stored in leak proof bins or containers with lids secured and inaccessible to insects, rodents, birds and/or other animals.
10. Plants must be kept inside and away from open windows and doors.
11. Samples taken and provided to department scientists for identification.
12. Manage issues as per verbal directions given to (*insert description i.e. 'escorting officer'*).
13. (*Description of prohibited goods*) to remain on board until vessel departs Australia.
14. (*Description of prohibited goods*) to be destroyed as biosecurity waste.
15. (*Description of goods/item*) to be fumigated at the rate of (*insert rate*).
16. *(Description of goods*) to remain on board pending an approved import permit.
17. *(Description of goods*) sealed with biosecurity tag number (XXXXXX).
18. Dunnage is to remain on board or to be destroyed as biosecurity waste.
19. Rat guards to be immediately placed on all mooring lines.
20. (*Description of goods*) are required to be treated by e.g. (*2% sodium hypochlorite (chlorine) solution*).
21. Area to be disinfected with virkon solution as per product label.
22. Vessel disinfection/disinsection products or other treatment products (*Description of product e.g. virkon, soda ash)* are out of date. Arrange for a re-supply of products through your shipping agent.

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23. Master to contact ship owners regarding the methods of ballast water management being used; and ensure the Ballast Water Management Plan (BWMP) reflects these methods. If updates to the BWMP are required, these must be approved by the vessel's Administration.

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Attachment B - MARS Troubleshooting and Frequently Asked Questions (FAQ)

This document provides supplementary support for vessel assessment and inspection activities using MARS.

Access to MARS

How do inspectors get access to MARS?

Internal registration forms are available on MyLink. This form asks for supervisor's endorsement and what access is required. Mostly inspectors will request 'inspector role', however there are access roles relevant for supervisors and delegates who manage vessels and goods into non-first points of entry. The Maritime National Coordination Centre (MNCC) manages access requests once submitted and can provide advice.

How do masters/shipping agents get access to MARS?

Information is provided on the department's website for masters and agencies to get access to MARS. This process is managed by the MNCC. The MNCC can assist with questions, and there is a reference document called *External registration support and terms of use* for inspectors if helping a master or agency in person.

Vessel Compliance Scheme (VCS)

Does the VCS poster advertise demerit actions or biosecurity risks?

The VCS poster is targeted at demerit actions, however categorised in the areas of biosecurity risk and what we are looking for. There are additional tools on the department's website on how clients can comply. This includes a checklist for the vessel master which is provided in other languages.

For non-regular runners on the VCS, after what timeframe does the vessel drop off and have to re-qualify?

Under the VCS, vessels need to have three voyages over the previous 12 month period to maintain their qualification for the VCS. Vessels with less than three voyages during this period would no longer be eligible for documentary clearance.

What does debit and credits mean in relation to the VCS?

Debits and credits relate to equivalent inspections. The best way to explain this is through a scenario.
If a vessel was due a documentary clearance but requests a ship sanitation certificate (SSC) inspection, the vessel will receive a credit as it received a routine vessel inspection (RVI)-type inspection when it should have received a documentary clearance. Equally a vessel that was due an RVI but the inspection was missed will receive a debit. This means that an inspection will be queued for the vessel's next visit regardless of whether a documentary clearance was due. This will balance out the need for inspections and ensure vessels receive documentary clearances and the benefits of being on the VCS. Vessels are only allowed a maximum of one credit/debit and this will not expire.

Do we apply fines as part of the VCS?

No. The VCS only determines the intervention of the vessel and is separate to any legal parameters. However, the same action of non-compliance could trigger both demerit points on the VCS, and a contravention of the *Biosecurity Act 2015* (the Act). An example of this would be if a master discharged ballast water that did not meet the requirements under the Act. This would incur 10 demerit points and take the vessel off the VCS immediately; and the department may follow up this action of non-compliance under Chapter 5 of the Act.

Is there an appeal/review process for vessels taken off the VCS?

Yes. On the vessel upload screen inspectors will see a collation of demerit points accumulated during the inspection. This is the first opportunity for inspectors to review the demerit points themselves and with the master. Following completion of the inspection, vessels and agents will be able to appeal the decision through the MNCC.

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Demerit points

What happens when a vessel receives demerit points; and what is the impact on the vessel?

Demerit actions and associated points will be applied in response to questions on the inspection eForm and will be compiled on the inspection upload screens. Depending on the points accumulated, the impact is whether they remain on the VCS or not. If they accrue too many points, i.e. 10 points in one inspection or 20 over three inspections, they are taken off the VCS and return to 100% intervention. The demerit actions will form the compliance history of the vessel.

When and how can a vessel generate positive points to off-set their demerit points?

Demerit points last for three voyages after which they no longer have an impact on the cumulative score for the vessel. Vessels will need to demonstrate good compliance over a three voyage cycle to have the points removed from their cumulative score.

Where the master does not report a change in circumstances after an assessment and/or inspection is conducted, how will MARS apply demerit points?

The MNCC and/or inspector will have to manually add a demerit action for such circumstances and will need to manually force a new BSD. The *MARS user guide* provides more information on how to do this.

What demerit actions are relevant to plants on board a vessel?

For all vessel types, vessels that fail to keep plants on board as per the condition on the BSD should receive the seven point major plant demerit. ONLY cruise vessels are obligated to report plants on the pre-arrival report (PAR) and would be subject to the three point minor demerit action where the inspector finds a disparity between the PAR and the physical inspection outcomes.

What happens if an inspector always downgrades demerit points?

Performance reports on how demerits are being applied within and across ports, including the downgrading of demerits will be run periodically and analysed through the Shipping Managers Group (SMG). There are three main purposes of this data analysis:

- If one demerit is being downgraded in a number of ports, consideration will be whether the demerit needs to be adjusted;
- If a port or berth is producing results outside what is expected, consideration is whether the type of vessels are producing these results; or
- If an inspector is applying or downgrading demerits outside of what is expected, this may be a training or development issue.

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Pre-arrival report (PAR)

How should masters submit the PAR?

Masters can either have direct access to submit the information into MARS; or they can use the offline form and submit to the relevant agency for XML upload.

How can a vessel master/agent make changes to a PAR that has already been submitted?

If the vessel has not yet arrived the master/agency can submit another PAR which replaces the previous PAR for that voyage. This can be done to the point until the AMSA/Customs feed informs MARS that the vessel has arrived.

For human health risks and crew changes, the master or agency will be able to complete an update in MARS at any time throughout the voyage and request crew change service if that has changed in the PAR submission.

For itinerary updates, the master or agency should complete the relevant form on the department's website and email it to the MNCC. The MNCC will make the changes in MARS.

For all other changes after arrival, the master/agency should contact the MNCC and (where necessary) the MNCC will follow up with the relevant region/s.

If a vessel has submitted a late PAR due to communication difficulties and not intentionally, will MARS apply a demerit action?

Yes, however the MNCC and/or inspectors will have the opportunity to adjust the demerit points if they are satisfied that the late PAR was not intentional or could not be avoided. Changes to demerit points must be approved by supervisors and comments are mandatory. The *MARS user guide* provides more information on how to remove demerit points.

Does Defence have an exemption under the memorandum of understanding (MOU)?

Under the MOU the Department of Defence has committed to meeting our biosecurity requirements wherever possible. This means that naval vessels should submit a pre-arrival report and ballast water report when returning from an overseas port. Naval and Border Force assets under the command of Maritime Border Command are NOT required to report when returning from an external territory or after seizure of an irregular maritime arrival. The biosecurity risks of these movements are managed through our arrangements with the Maritime Border Command and are outside of the vessel pathway.

If a vessel goes outside the 12nm boundary but doesn't visit another country or have exposure with another conveyance or installation, do they need to lodge a PAR?

No, a PAR is not required in this circumstance.

Pratique

When is pratique issued to a vessel?

When the PAR is submitted by the master/agency and there is no human health risk on board the vessel, the pratique section of the BSD will have a green light.

If there is a human health risk identified at the time the PAR is submitted, then an inspection is required to determine pratique and any relevant directions. If there is a human health risk identified through a human health update at a subsequent port, the BSD will reflect a change in status and the green light will change to orange. The MNCC will assess the risk and determine whether an inspection is required.

Can an inspector revoke the pratique status if the health status changes on board a vessel?

Pratique cannot be revoked for a vessel, however if the master submits a subsequent health form during the voyage the BSD will be regenerated. The pratique section will have a yellow (traffic) light and state that pratique is granted however an issue has been declared and will be assessed at time of inspection.

When do masters have to display the yellow flag?

When a human health risk has been declared. The BSD will contain directions for the display of the yellow flag. If there are no human health issues on the vessel the pratique section of the BSD will explicitly state that and the yellow flag can be lowered.

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Are there demerit actions in MARS for not displaying the yellow flag on berthing?

No. This is a legal issue and would be managed through penalties under the *Biosecurity Act 2015*.

Ballast water

How should masters submit the ballast water report?

It is recommended that masters use the offline ballast water report and submit to the relevant agency for XML upload. The validation features of the offline ballast water report ensures the form is filled correctly, which saves time for masters and agents.

How will MARS manage the ballast water assessment once the report is submitted?

MARS will assess every tank and if a tank is determined to have high risk, residual water on board, discharge from that tank will be prohibited. This assessment is processed quickly in MARS and most of the time the master and agency will receive a response (via the BSD) within minutes.
Where MARS cannot make a clear determination (e.g. flushing two tanks at the same time) or verifying a system decision to reject discharge, a task will be queued for the MNCC to assess the report. The MNCC will also review reports that have been submitted more than twice for the same voyage.

Will vessel inspectors be able to view the latitude and longitude maps in MARS, used to verify exchange locations?

MARS will plot the start and stop location of an exchange on a map and calculate the distance from the nearest landmass. The tanks can then be rejected for discharge based on this information. Within MARS, inspectors will be able to open the ballast water report and access a map that plots the start and stop locations of each exchange. If the locations are close to a landmass, the inspector may review the charts (ballast log books) to ensure the vessel maintained sufficient distance throughout the exchange.

Do checks need to be done to ensure that Ballast Water Management Systems are working?

Masters will select the system they use from a pick list in the ballast water report. Only systems which have been approved by the IMO will be listed. MARS will then check compliance of those tanks to be discharged.

When bulk carriers come in empty to load bulk export commodities and the vessel hasn't indicated ballast water in any of their cargo holds, but they have a cargo hold full of ballast, will this be picked up in MARS?

Vessels are asked to respond to the following question on the ballast water report, 'Does the vessel have ballast/heeling tanks or cargo holds being used as ballast tanks?' This includes details of exchange or treatment for each tank or cargo hold used to hold ballast. Where MARS cannot make a clear determination from the information provided, a task will be queued for the MNCC to assess the report.

When bulk carriers come in with no ballast, discharge their cargo, and take on domestic ballast to be discharged at another domestic port, why does MARS make them submit another ballast water report?

MARS will consider this as a low risk discharge and not queue an inspection. Note however that these requirements may change later in 2017 with the introduction of Domestic Ballast Water management.

Will the BSD indicate individual tanks and volumes for tanks not to be discharged?

The vessel will be asked for a full list of ballast water tanks on board and indicate which tanks require discharge. The BSD will then assess all tanks and list:

- tanks requested for discharge and meet requirements
- tanks requested for discharge and does not meet requirements
- tanks not requested

Tanks that do not meet requirements for discharge will also include the discharge reason. The volumes will not be displayed on the BSD.

Where a vessel is on the VCS and the ballast water section of the BSD indicates amber or red, will the vessel lose its VCS status?

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No. It is important to remember that the traffic light system on the BSD is related to intervention. Where an inspection is recommended, the notes in the ballast water section will explain why. The VCS status is related to compliance. The outcome of the VCS status is dependent on whether any demerit actions were identified during an inspection.

Ship sanitation

What are the rules around minimum expiry dates before a ship sanitation certificate (SSC) renewal inspection is queued?

Under the *Biosecurity Act 2015*, an SSC inspection is only mandatory if the SSC has expired. Officers may refuse to conduct an inspection if an RVI has already been performed on the vessel and if the vessel has more than six weeks remaining till expiry. SSCs requested at a subsequent port using the service request are a non-mandatory inspection and can be missed if there is sufficient time left on the SSC.

When issuing a ship sanitation certificate, will the inspector need to sign and stamp the certificate?

No. The SSC is an electronically generated document with a unique identifying number.

Will an inspector be able to issue a ship sanitation extension certificate through MARS?

No. Extension certificates will still need an extension endorsement and an inspector's signature. The process for this is in the relevant work instruction.

When a control certificate is issued, does the ship sanitation certificate need to be removed?

There is no need to remove the old certificate when a new ship sanitation control certificate is issued in MARS.

If a vessel is on the VCS and is due for a documentary clearance and the vessel has asked for an SSC inspection, will this vessel lose its VCS status because it was inspected when an inspection is not due?

No, unless other compliance issues are discovered through the SSC inspection. In MARS the RVI and SSC inspections are treated as equivalent inspections, therefore the vessel will receive a credit in the VCS cycle for the SSC inspection. The vessel will continue to maintain its VCS status where no issues have been identified; and will receive a documentary clearance in the next voyage. This relates to the credit and debit concept. More information is available in the Biosecurity Clearance of Maritime Vessels Policy Framework.

Seasonal pests

How does MARS deal with vessels that are regular runners to Asian Gypsy Moth (AGM) listed countries?

The vessel will always require a risk assessment from the MNCC once they have reported positively to visiting a risk port. MARS will queue a task for the MNCC when a seasonal pest risk is reported on the PAR. Where a vessel has already reported against the AGM risk for the current season, the master/agent must notify the MNCC. After checking the information, the MNCC will commonly downgrade the risk and the AGM inspection will be removed.

During AGM season, will this restrict vessels from qualifying for the VCS?

Unless there is a demerit action, such as the master did not report AGM on the vessel when they should have, there will be no impact on the vessel's VCS status or ability to qualify for the VCS as there will be no demerit points applied for an AGM inspection.

Notifications and directions

When information changes in MARS (i.e. port arrivals, BSD updates, vessel updates, chargeable activity etc.) is there an external alert system that notifies MARS users?

This depends on the activity. For any change to directions, MARS will automatically trigger a new version of the BSD to be emailed out to the agency and master (if vessel email was provided through the PAR by the master).
For port arrivals and charging screens, inspectors will need to refresh the screen periodically in MARS to pick up the changes; this will include changes as a result of vessel updates from the AMSA/Customs feeds. It is important to note also that MARS will have an inactivity time out, so this will compel inspectors to refresh screens.

When a BPM task is issued, how are the affected delegates notified?

The task will be assigned to the delegate(s), who will be able to access it through their My Inbox (or their My Tasks) on the Agriculture Self-Service portal. There is no formal notification other than a number next to their My Inbox (or their My Tasks) to indicate the number of their pending tasks.

Are second port inspection notifications available in MARS?

Yes. MARS does this automatically, meaning that inspectors do not need to email or send separate notifications to the next port. The DIBP and AMSA information will alert MARS to the presence of the vessel at the port.

How will the treatment/direction information be communicated in MARS?

The BSD is the source where treatments/directions are provided to the master. Largely this is automated in MARS for standard directions. Inspectors should also refer to the reference *List of free text* for other standard directions are not as commonly used. This list facilitates consistency in communication with the master/crew.

Are there any communication tools available to help inspectors explain to vessel masters/crew, from non-English speaking backgrounds?

English is the international language of communication under the International Maritime Organisation (IMO), it is therefore expected that all reports are submitted in English.
However, this can be challenging for inspections staff as English can still be limited. To assist masters/crew with understanding Australia's biosecurity requirements, a brochure aimed at vessel operators called, *Australia's biosecurity checklist for commercial vessels – Get Ready for Arrival* is available on the website. This is a quick guide on reporting requirements and physical checks of the vessel. This brochure can be printed and is provided in Chinese, Greek, Japanese, Korean, Russian, Tagalog and Hindi.

Managing port arrivals

When Customs and AMSA feeds update port arrival information, does the Port Arrivals screen auto-refresh?

No. Inspectors will need to refresh the Port Arrivals screen periodically throughout the day. In cases where Customs and/or AMSA are unable or is known to be unreliable in providing vessel arrival and departure data, inspectors should manually enter this information into MARS. It is good practice for inspectors to monitor these screens regularly and update accordingly.

What does 'parent' and 'child' ports mean?

Ports are often responsible for a number of smaller ports within their region, particularly for unmanned outer ports. These are child ports to the manned and/or larger parent port. This relationship is created so that vessels in the child ports can appear in the parent port's Port Arrival screen; and particularly so that MARS can route NFP requests to the appropriate 'parent' port responsible for servicing the NFP.

When a vessel arrives at the first port and has no other itinerary ports listed and then proceeds to other ports, how will MARS know that the vessel is in the port?

It is the responsibility of masters and agents to include the itinerary on the PAR and provide itinerary updates where necessary. The data from DIBP and AMSA will also alert MARS to the presence of vessels at a 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. Port inspectors will know of the vessel's arrival by monitoring the port arrivals screen in MARS.

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What happens when an inspection is missed at a port?

No action is required by the inspector. MARS will record an outstanding inspection and the queued inspection will 'float' to the next port (see more about floating inspections below). 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. If this is the second port and no inspections are scheduled the vessel, will appear at the bottom of the Port Arrivals screen. Port inspectors will know of the vessel's arrival by monitoring the Port Arrivals screen in MARS. The arrival levy will be automatically invoiced when the visit status changes to 'Departed'. Missed inspections are monitored and managed through service delivery managers and monitored through SMG.

What does 'floating inspection' mean?

Floating inspections mean that inspections are not tied directly to a port and can float to subsequent ports. If the vessel changes itinerary between ports any inspections outstanding for the vessel (e.g. follow ups) will float to the next port. The only inspections that do not float are SSCs, waste, coastal strip and crew changes as these are tied to a port. Floating inspections is addressed in more detail in the *MARS user guide*.

How do inspectors schedule an inspection for a Form 44 application, and where can it be recorded?

Inspectors can manually queue a 'Landed Goods' inspection from the Port Arrivals screen in MARS. The supporting documentation (including Form 44, approvals, etc.) can be uploaded as attachments from the Voyage Details screen.

Risk scores and sequential scores

What is the sequential score in the Port Arrivals screen and how is it calculated?

The sequential score is part of the risk engine in MARS. Risk scores are a number between 1 and 99 that aggregate the risk of a number of factors such as vessels types, agents, countries of origin etc. The risk scores of each of the factors are aggregated to create a single figure and this will be reflected in the port arrivals section of MARS. This figure guides the regional office on the prioritisation of inspections, however this is just a guide and should be managed by the appropriate supervisors in each location.

Requests for service

If a master requests an additional service (i.e. coastal strip, ship sanitation) during an inspection, will they (or their agent) need to submit a request through MARS?

Yes. Masters/agents should plan required services ahead of schedule and do this via the service request functions in MARS. This allows for appropriate inspection planning; accurate reporting, for example, the identification of billing agencies at subsequent ports; and appropriate charges to be applied. However for exceptional circumstances, inspectors can add an inspection manually.

When a late service request is submitted, does MARS record the submission time/date for each requested service?

All service requests are recorded in MARS and all details, including submission date and time, can be viewed by inspectors in the Application/Service Request screen.

If a client requests a service out-of-hours, will MARS indicate to the client that additional overtime charges will apply?

No. The overtime rate is dependent on when the service is delivered, not requested. It will still be the responsibility for inspectors to negotiate times to deliver services and advise the client of potential overtime charges.

Can the vessel operator request a deep burial service after the vessel has already sailed?

Yes, if the vessel is still on an active voyage, then they should submit a waste service request. Charges can be added after the vessel has sailed from the port, but the client will get two invoices. The agent cannot request a service for a vessel that has departed from Australia.

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On the vessel (inspections)

How will tablet connection issues be managed when using MARS during an inspection?

eForms can be managed offline and the inspector should sync once connectivity is re-established. Officers can have a bookmark setup on their tablet before they can use eForms offline—refer to the *MARS user guide* on how to do this. In this case, inform the master/crew that there may be a short delay in them receiving the BSD after the inspection. Any treatment directions will need to be communicated to the master verbally while on-board pending finalisation of the BSD. Some connectivity issues are related to rules on vessels where electronic equipment is not allowed. In most cases, this rule only applies when entering the vessel and electronics are allowed to be turned on in the master's quarters.

How are inspection times recorded in the eForm?

The eForm has a header and footer which will contain the vessel particulars and allow the inspector to add the start time, number of inspecting officers and the duration of the inspection.

When inspection incidents are entered in MARS, will an incident number be generated?

No. There is currently no link between MARS and Incidents. MARS will capture all the necessary incidents data and store it in the MARS database however, when required, inspectors will have to enter information into the Incidents system.

Can the importation documents (AIMS) be submitted into MARS, for inspectors to check prior to a vessel coastal strip inspection?

No, there is currently no ability in MARS to provide supporting documentation for service requests, however agents can load documents onto the vessel profile of MARS and this could be used for AIMS documents when required.

Cruise vessels

For cruise vessels, is waste managed under the RVI eForm or a waste surveillance eForm, which has additional information?

For managing waste, the RVI eForm is used. For discharging waste, the waste surveillance eForm is relevant.

Do cruise vessels need to report human health status at every port?

Yes. The 'Human Health Update' must be submitted if any NEW illnesses or death emerge following the last report and assessment by the department on the current voyage.

Are cruise vessels inspected at every port?

No. Only where a human health issue has been reported and the MNCC has determined that an inspection is required or a follow up inspection has been queued by any of the previous ports.

Are cruise vessels required to report plants in the PAR?

Yes. Cruise vessels are the only vessel type obligated to report plants on the PAR. The Master Demerit List for internal staff clearly describes that the demerit for failing to report plants on board applies only to cruise vessels.

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Printing from MARS

Can you print forms from MARS?

Yes, MARS will provide a print capability for PAR, BW, NPP and Human Health. This simply generates a (read-only) .pdf version of that report/application and the user can save or print it as needed. The BSD and other certificates will be issued in PDF format and can also be saved or printed by agencies and/or inspectors. As a general rule, inspectors should not print forms or the BSD for agencies.

Charging

Does MARS create a record of service (ROS) like VMS?

MARS does not create a ROS. Invoices are now more regularly sent in MARS so the ROS was no longer required However, agents are able to select 'Print Service Advice' from the visit charges screen if they need proof of services for their own cost recovery arrangements This feature is always available for a visit, even before the invoice is generated.

When will the agent receive the invoice?

Vessel inspectors do not have to generate or send invoices. Invoices will be sent automatically by the department's accounts system 24–48 hours after the port visit status in MARS changes to 'Departed'. This is triggered by the AMSA/Customs feeds in most cases. However, it is necessary for officers to check this regularly and update MARS departure dates and visit status if required.

There is an option to 'Invoice now' when finalising the appointment if required by the agent.

Can the port agent and billing agent be different?

Yes. The master and agent are responsible for ensuring the correct information is reported on the PAR. When an agency is nominated as Billing/Crew Agency by someone other than a representative of that agency, MARS will send an email advising them to contact the MNCC if they are not the designated agency.

How does MARS manage multiple billing agents associated with a vessel?

When the master is completing the PAR, they will be required to complete the Port Agency, Billing Agency and Crew Agency details. MARS will not allow multiple billing agencies for the one inspection. SSC will supersede the RVI inspection so there will not be two invoices for this inspection. The invoice will be sent to the billing agency listed on the PAR.

Can the billing agent be amended in MARS after the PAR has been submitted?

Vessel inspectors should verify the billing details during the inspection. Inspectors are able to update the billing agency for inspection charges in MARS during the appointment finalisation process.

Agency representative can view all charges registered against their agency and will be able to request a query if they have been nominated incorrectly.

The MNCC can assist with billing and charging queries before they are invoiced. Once invoiced, the agent should contact Accounts Payable directly in the first instance.

Can invoices be resent?

Yes. Agents can request invoices to be resent via inspectors by using the envelope in the 'Resend Invoice' column in MARS charging screen. This will trigger MARS to generate a request for e5 to resend the invoice.

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Does MARS automatically apply overtime charges?

Yes, overtime and public holiday rates as per the departmental charging guidelines will be automatically calculated based on the date and time of the appointment and inspection duration. However if a service is requested at a time that is out-of-hours, MARS will not know this until the appointment is created. In this scenario, it is up to the inspectors to negotiate times to deliver services and advise the client of potential overtime charges before assigning the appointment.

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Attachment C – Vessel Compliance Scheme (VCS) Demerit List

The purpose of this document is to provide biosecurity officers with detailed explanations of the VCS demerit points, actions, conditions and exemptions and vessel compliance measures. Demerits are automatically assigned in the Maritime Arrivals Reporting System (MARS) from inspection outcomes.

The VCS demerit list has been developed to improve the transparency of the risks biosecurity officers will focus on as part of inspections, and the consequences of non-compliance. The demerit list and associated points determines vessel eligibility for the VCS.

Category	Ref	Demerit Action	Level	Points	Details/Conditions/Exemptions	How the vessel can comply
Human Health	1	Failure to report illness on board	Critical	10	Where the vessel Master fails to report the illness on board as part of the Pre-Arrival Report.	Report all instances of illness on board (crew and passengers), as part of pre-arrival reporting. Submit updated reports for any changes to illness on board during the voyage in Australia
	2	Failure to update illness report	Critical	10	Where the vessel Master fails to update illness report post Pre-Arrival Report lodgment (only applicable if health related information has changed since PAR lodgement).	
	3	Failure to notify the department of medivac as a result of illness	Critical	10	Where the vessel Master fails to notify the department of a medical evacuation of passengers or crew as a result of an illness.	
	4	Cruise vessel failing to report percentage of cases of gastro-intestinal illness on board	Major	8	Where the vessel Master fails to report on the level of gastro-intestinal illness on board.	Report all instances of gastro-intestinal illness on board cruise vessels, if greater than 3 per cent of the total number of crew and passengers on board as part of pre-arrival reporting. Submit updated reports for any changes to gastro-intestinal illness information during the voyage in Australia
	5	Failure to report death on board	Critical	10	Where the vessel Master fails to notify the department of a death on board.	Report all deaths on board

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	6	Failure to present medical log	Minor	1	Where the vessel Master cannot present the medical log.	Maintain all medical logs on board and keep updated at all times
Documents	7	Failure to present Biosecurity Status Document (BSD)	Major	4	Where the vessel Master cannot present the Biosecurity Status Document as requested by a Biosecurity officer.	The latest version of the BSD must be made available to a biosecurity officer on request
	8	Failure to present Ship Sanitation Certificate	Critical	10	Where Ship Sanitation Certificate is declared but the vessel Master cannot present the Certificate.	The latest version of the Ship Sanitation Certificate as declared must be made available to a biosecurity officer on request
	9	Failure to present Freedom from AGM Certificate	Critical	10	Where AGM Free Certificate is declared but the vessel Master cannot present the Certificate.	The latest version of the Freedom from AGM Certificate as declared must be made available to a biosecurity officer on request
	10	Failure to follow directions on the Biosecurity Status Document	Critical	10	Where the Vessel Master does not comply with a condition contained in the Biosecurity Status Document.	Follow all directions contained in the latest version of the BSD
	11	Failure to follow conditions on the Ship Sanitation Control Certificate.	Critical	10	Where the vessel is subject to a control certificate and where the applicable conditions have not been followed.	Follow all directions contained in the latest version of the Ship Sanitation Control Certificate
Animals	12	Declared ship's pet/animal not managed as directed	Critical	10	Where a ship's pet has been declared but is subsequently found not to be managed as directed.	Follow all directions for declared pets or animals on board
	13	Failure to declare a ship's pet/animal.	Critical	10	Where an undeclared ship's pet is found.	Declare all ships pets and animals (dead or alive) on board including birds and reptiles as part of pre-arrival reporting

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	14	Undeclared deceased animal/s found on board	Major	6	Where a deceased animal/s is found on board and where the death has not been reported to the department.	
	15	Undeclared hitchhiker animal	Critical	10	Where an undeclared hitchhiker animal is found.	Keep a look out for hitchhiker pests. Report any insects or animals (not a pet) on the vessel during the voyage in Australia
Waste	16	Inadequate storage of waste - Minor	Minor	3	Where there are minor issues on board that can be rectified immediately by crew such as: bin lids not secured properly with bagged waste inside, waste not bagged in bin.	Secure all waste on board in designated areas and waste bins. Waste should not be left unsecured, open and accessible to insects, animals and birds. The severity of any waste related issue will be determined by a biosecurity officer during the inspection, and may incur between 3 and 10 demerit points
	17	Inadequate storage of waste - Major	Major	7	Where there are major issues on board such as: No lids on bins containing secured waste, bagged waste on deck areas next to empty waste bins, food cartons left lying on deck area resulting in possible exposure to animals/birds etc.	
	18	Inadequate storage of waste - Critical	Critical	10	Where there is inadequate waste storage facilities on board the vessel or where there is a systemic failure to manage waste appropriately. Bins overflowing, garbage left on deck area with leaking/ripped or torn bags contaminated fruit/meat/egg cartons which is directly accessible to animals/birds etc.	
	19	Incorrect discharge of waste	Critical	10	Where the waste has not been discharged in accordance with departmental requirements.	Manage biosecurity waste in accordance with department requirements. Biosecurity waste must be collected, transported and disposed of under an Approved Arrangement or under the supervision of a biosecurity officer

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Plants	20	Failure to report plants on board (Cruise Vessels ONLY)	Minor	3	Where cruise vessels do not provide details of plants on board on the pre-arrival report (PAR).	Declare all live plants and soil on board as part of pre-arrival reporting and/or provide the information when sought by a biosecurity officer during the inspection
	21	Plants not kept in accordance with the Biosecurity Status Document	Major	7	Where the vessel Master fails to maintain plants on board in accordance with the Biosecurity Status Document (BSD).	Follow all directions contained in the latest version of the BSD including any specific conditions for plants on board
Ballast	22	Failure to present approved and valid ballast water documentation	Major	8	Where the vessel Master cannot present a valid Ballast Water Management Certificate or Ballast Water Record System. The vessel may also be required to present a valid ballast water exemption or documentation for using fresh water as ballast.	Ensure the vessel has a ballast water record system and a valid ballast water certificate available to a biosecurity officer on request
	23	Failure to demonstrate indications of competence in using and maintaining the treatment system as specified in the Ballast Water Management Plan.	Major	7	Where the officer or crew cannot demonstrate indicators of competence in using the treatment system or that the system has been maintained appropriately.	Demonstrate that the vessel ballast water treatment system has been operated in accordance with the Ballast Water Management Plan and manufacturer's instructions. Demonstrate that the responsible vessel officer/s are competent with the operation of the system to a biosecurity officer on request

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	24	Failure to present approved Ballast Water Management Plan or ballast water operations not conducted in accordance with the Ballast Water Management Plan	Major	8	Where the vessel Master cannot produce a valid Ballast Water Management Plan or where a review of the records reveal that the ballast has not been managed in accordance with the plan.	Ensure the vessel has an approved Ballast Water Management Plan and that operations are appropriately managed in accordance with the vessel's Ballast Water Management Plan and/or Australian requirements
	25	Failure to maintain accurate ballast water records.	Major	7	Where the vessel has not maintained accurate ballast water records on board, including where exceptions have not been recorded or where fresh water (as ballast) has been sourced. This is distinct from inaccuracies of ballast water reporting and should apply if the resulting ballast water is high risk.	Ensure all ballast water related records on board are kept up to date
	26	Incorrect reporting on Ballast Water Report - Minor	Minor	2	Where there is evidence of discrepancies between the application and on-board record systems that did not affect the risk assessment of the tank/s.	Accurately report ballast water information in all ballast water reports during a voyage. The severity of any incorrect ballast water reporting issue will be determined by a biosecurity officer during the inspection, and may incur between 2 and 10 demerit points
	27	Incorrect reporting on Ballast Water Report - Major	Major	7	Where there is evidence of discrepancies between the application and on-board record systems that changed the risk assessment of the tank/s, however, the affected ballast has not been	

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					discharged. i.e ballast is considered a higher risk than previously assessed in one or more of the tanks.	
	28	Incorrect reporting on Ballast Water Report - Critical	Critical	10	Where there is evidence of discrepancies between the application and on-board record systems that changed the risk assessment and high risk ballast from one or more of the tanks has been discharged.	
	29	Failure to keep Ballast Water Records on board for 2 years	Minor	1	Where the ballast water records are not available in hard or electronic form for a period of at least 2 years.	Keep the last 2 years of ballast water records on board and make them available to a biosecurity officer on request
	30	Unauthorised discharge of ballast water	Critical	10	Where a vessel has discharged ballast where it has been refused permission or where a ballast water application has not been submitted. This is regardless of the risk of the water. Also applies to unauthorised disposal of sediment.	Follow all ballast water information contained in the latest version of the BSD
Insects	31	Infestation of insects found on board - Minor	Minor	3	Where insect infestation is found in an isolated area but is easily contained and there is low possibility of spread beyond the confines of the vessel.	Inspect galleys, superstructures, food storage, deck and cargo areas for any insect activity as part of pre-arrival reporting. Submit updated reports for any changes or evidence of insect activity during the voyage in Australia. The severity of any insect related issue will be determined by a biosecurity officer during the inspection, and may incur between 3 and 10 demerit points
	32	Infestation of insects found on board - Major	Major	6	Where insect infestation is found in multiple areas but there is a low possibility of spread beyond the confines of the vessel.	

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	33	Infestation of insects found on board - Critical	Critical	10	Where insect infestation is presents a high possibility of spread beyond the confines of the vessel.	
Rodents	34	Evidence of rodent infestation - Minor	Minor	3	Where there is isolated evidence of rodent activity on the vessel (no live sighting/s).	Keep a look out for rodent activity and report any evidence (live, dead or rodent droppings) during the voyage in Australia. Maintain good hygiene and sanitation in areas that are likely to attract rodents, for example waste storage, food preparation and storage areas. The severity of any rodent related issue will be determined by a biosecurity officer during the inspection, and may incur between 3 and 10 demerit points
	35	Evidence of rodent infestation - Major	Major	5	Where there is significant evidence of rodent activity on the vessel (no live sighting/s).	
	36	Evidence of rodent infestation - Critical	Critical	10	Where there are live sightings of rodent/s.	
Sanitation	37	Spillage of food material presenting sanitation risk - Minor	Minor	3	Where there is evidence of splillage of food material including poor sanitation in storage areas and galleys but where the overall area is reasonably clean requiring minimal issues for resolution.	Maintain good hygiene and sanitation on the vessel and have a system to regularly manage spillage of food material in areas such as galleys, food preparation and waste storage areas. The severity of any sanitation related issues will be determined by a biosecurity officer during the inspection, and may incur between 3 and 6 demerit points
	38	Spillage of food material presenting sanitation risk - Major	Major	6	Where there is evidence of widespread splillage of food material including poor sanitation in storage areas and galleys that results in significant issues for resolution.	
Deck	39	Evidence of seeds, meal or organic material on deck - light contamination	Minor	2	Where there is evidence of seeds, meal or organic material on deck in an isolated location and that can be rectified during the inspection.	Maintain good hygiene and sanitation on the vessel and have a system to regularly manage spillage of seeds, meal or other organic material that could attract insects, rodents, birds or other animals. The severity of any sanitation related issues will be determined by a

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	40	Evidence of seeds, meal or organic material on deck - moderate contamination	Major	5	Where there is evidence of seeds, meal or organic material on deck in multiple locations and that can be rectified during the inspection.	biosecurity officer during the inspection, and may incur between 2 and 10 demerit points
	41	Evidence of seeds, meal or organic material on deck - heavy contamination	Critical	10	Where there is widespread contamination and levels of seed, meal or organic material in multiple areas requring rectification and re-inspecton.	
Standing Water	42	Mosquito risk - low	Minor	1	Where shallow standing water is present in receptacles or ship structures but there is no evidence of mosquitoes or larvae.	Eliminate any breeding sites for mosquitos and larvae. Monitor for any water accumulation in either vessel structures or other receptacles which could harbour adult mosquitoes and larvae. Avoid placing receptacles such as buckets, tyres and drums in the open. The severity of issues relating to any mosquito risks will be determined by a biosecurity officer during the inspection, and may incur between 1 and 10 demerit points
	43	Mosquito risk - medium	Major	4	Where deep standing water is present in receptacles or ship structures that is unable to drain naturally (e.g. Buckets, containers, tyres) with no evidence of mosquitoes or larvae.	
	44	Mosquito risk - high	Critical	10	Where there is standing water with evidence of moquitoes or larvae in receptacles or ship structures.	
Pre-Arrival	45	Entry to a Non-First Point of Entry without prior approval	Critical	10	Where the vessel enters a non-designated First Point of Entry without an approval.	Seek prior approval to enter a non-first point of entry. Submit an application to enter a non-first point prior to arrival at a non-first point of entry
	46	Submission of a Pre-Arrival Report less than 12 hours from arrival at port or anchorage	Major	8	Where the Pre-Arrival Report is submitted less than 12 hours from arrival at port or at an anchorage	Submit pre-arrival reporting information 96-12 hours prior to arrival at an Australian port or anchorage

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	47	Failure to submit a Pre-Arrival Report prior to arrival at port or anchorage	Critical	10	Where the Pre-Arrival Report is not submitted.	
	48	Failure to report the previous carrying of high risk cargo on the Pre-Arrival Report	Minor	3	Where a vessel has previously carried high risk cargo but has not been declared on the Pre-Arrival Report for further assessment.	Accurately respond to questions in pre-arrival reporting including information on identified high risk cargo that the vessel may have carried as part of previous voyages
Crew Movements	49	Failure to report crew changes	Major	7	Where the vessel Master fails to notify the department of crew signing off the vessel.	Report crew disembarking the vessel and not returning to the vessel on its current voyage in Australian waters. Submit updated reports for any changes to crew movements during the voyage in Australia by lodging a service request
	50	Undeclared biosecurity risk material from crew leaving vessel	Minor	2	Where there is evidence of undeclared biosecurity material or an inaccurate declaration from crew leaving the vessel.	Accurately declare biosecurity risk material including personal effects and food that crew members are taking off vessels, prior to departing the vessel. If unsure, contact a biosecurity officer
Livestock	51	Failure to clean decks that result in minor issues	Minor	4	Where livestock vessels have failed to clean and treat decks as specified by the department (minor issues that can be rectified during the inspection).	Thoroughly clean and treat livestock decks in accordance with department requirements. Fodder must be appropriately contained and stored securely. The severity of any livestock sanitation related issue will be determined by a biosecurity officer during the inspection, and may incur between 4 and 10 demerit points
	52	Failure to clean decks that result in significant issues	Critical	10	Where livestock vessels have failed to clean and treat decks as specified by the department (issues across a number of decks requiring rectification and re-inspection).	

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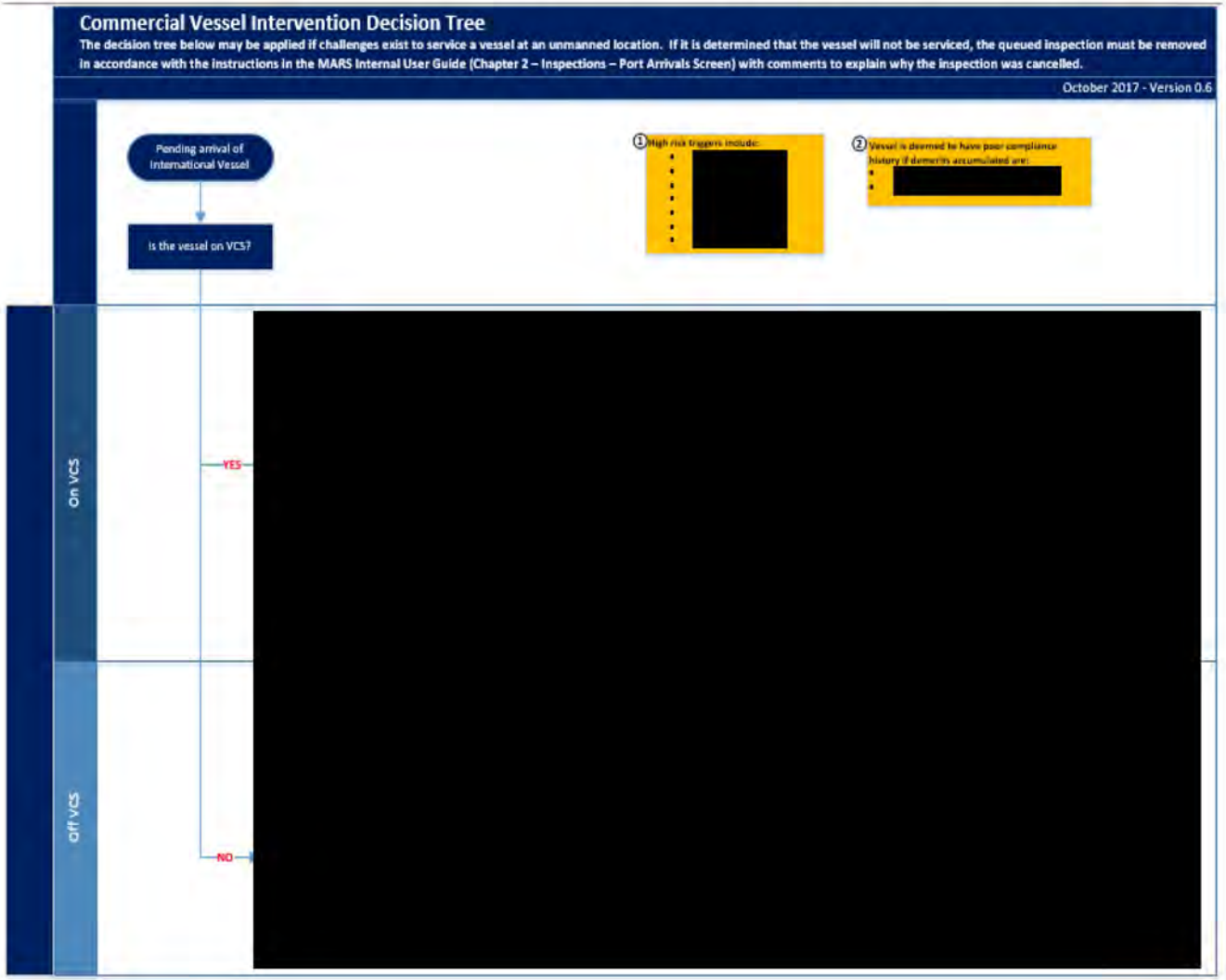
Attachment D – Commercial Vessel Intervention Decision Tree v0.6



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A more legible version of this tree (with the same name) is available on the Maritime Pathway SharePoint: http://mylink.agdaff.gov.au/team/sp/MARS%20Pilot/Forms/AllItems.aspx.

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