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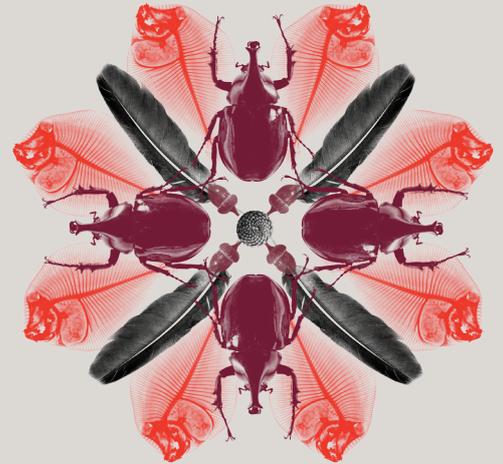**QRG** 03

Pre-Arrival Report (PAR)

MARS quick reference guide

Biosecurity

Pre-arrival reporting assists the department to assess the condition of a vessel prior to its arrival in Australia. The required information informs the department of any potential biosecurity risks associated with human, animal and plant health, waste and ballast water for each vessel during its voyage in Australia.

What must you do

Vessel masters entering Australia must submit a request through MARS to enter a First Point of Entry. The Pre-Arrival Report (PAR) is the form completed by a vessel master or agent to notify the department of a vessels' impending arrival at a First Point of Entry. *For entry to a Non-First Point, see the Non-First Point of Entry quick reference guide.*

When to do it

All commercial vessels intending to arrive in Australia are required to submit a PAR 96—12 prior to arrival for each voyage in Australia. Any changes in circumstances must be reported to the department as soon as practicable as a revised PAR. Vessels returning to Australia shortly after departure due to unforeseen circumstances or changes in itinerary may also need to submit a new PAR.

How to do it

From the MARS home screen, the PAR can be accessed either from the **Submit Applications** drop down menu or by clicking on the **Pre-Arrival Report** shortcut. A PAR 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. *For detailed steps on how to submit a PAR, refer to the* ***MARS User Guide***.

1   Access the department's online web services at online.agriculture.gov.au/selfservice/

2   Sign in with your User ID and Password. The MARS Terms of Use must be accepted to complete the sign in.

3   Click on the MARS icon.

4   Click on the **Pre-Arrival Report** icon on the MARS home screen or from the **Submit Applications** drop down menu.

 Pre-Arrival Report

5   Review the **Legal Details** tab, then go to the **Upload File** or **Select Vessel** tab.

6   Select **Yes** if your internet is limited and/or unreliable and you wish to complete the report with data from a saved offline form (*Go to Step 7*) or select **No** for direct data entry (*Go to Step 12*).

7   The offline form (a PDF document) can be downloaded from the MARS offline forms website. You must complete all the details on the form.

8   At the end of the form the vessel master will be instructed to click on the **Send to Agency** button; this will attach the form in XML format to an email. The vessel master can then send the email to your nominated agent.

9   Once the email has been received, the vessel agent should save the XML file to their computer.

10 The agent must 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.

11 The agent should navigate through each of the tabs in sequential order to verify that all the fields have been completed correctly (*Go to Step 16*).

12 The agent will be prompted to either: **Search and select a vessel** already registered in MARS (*Go to Step 13*) or vessel masters with MARS access can **Complete PAR for a new vessel** (*Go to Step 14*).

13 Selecting the vessel name from the search field will open the **Vessel Particulars** tab with the pre-populated details of the vessel. Verify that the vessel details are correct (*Go to Step 15*).

14 Selecting the **Complete PAR for new vessel** button will open the **Vessel Particulars** tab without any pre-populated information. Complete the vessel particulars.

15 Verify the details in the **Arrival Details, Sanitation Details, Human Health** and **Biosecurity** tabs.

16 In the **Declaration and Submit** tab, read the privacy notice, check the acknowledgement box and submit the report.

17 A confirmation message will be displayed if the PAR was submitted successfully.

Note: Any changes in circumstances must be reported to the department as soon as practicable.

What now?

1   The PAR will be assessed by the department. Where there are no identified high risk factors, you will receive a Biosecurity Status Document (BSD) which communicates the department's biosecurity conditions and expectations. The BSD will be emailed to the agent. The vessel's email address must be included in the **Vessel Details** section of the PAR for the vessel master to receive a copy of the BSD.

2   You can search for and check your biosecurity status in MARS by using one of the information icons below.

 Vessel   Application/ Service Request

3   For urgent issues, you can follow up on the report by phoning the Maritime National Coordination Centre.

4   The department's service responsibilities and standard of service commitment are detailed in the department's Client Service Charter available at agriculture.gov.au/about/commitment/ client-service-charter

NOTE: Screenshots provided in these guides aare accurate at the time of printing and may look different in MARS.

Contact 1300 004 605
(free call in Australia and is in English)

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