



# Maritime Arrivals Reporting System (MARS)



## Vessel Agent User Guide

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# Chapter 1 – Introduction

## User Guide Introduction

## Maritime Arrivals Reporting System (MARS)





# User Guide Introduction

## Scope

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

**Chapter 1 - Introduction**

**Chapter 2 – MARS User Access**

**Chapter 3 - MARS Reports and Applications**

**Chapter 4 - MARS Service Requests**

**Chapter 5 - MARS Information Search**

**Chapter 6 - MARS Documents and Certificates**

**Chapter 7 - Billing Information**

## Contact

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For further assistance please contact the following departmental programs:

	
<b>Department of Agriculture and Water Resources</b>	
<b>Within Australia</b> 1300 004 605	<a href="mailto:maritimenc@agriculture.gov.au">maritimenc@agriculture.gov.au</a>
<b>Outside Australia</b> +61 8 8201 6185	<a href="http://agriculture.gov.au/biosecurity/avm/vessels">agriculture.gov.au/biosecurity/avm/vessels</a>



## Definitions

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

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



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





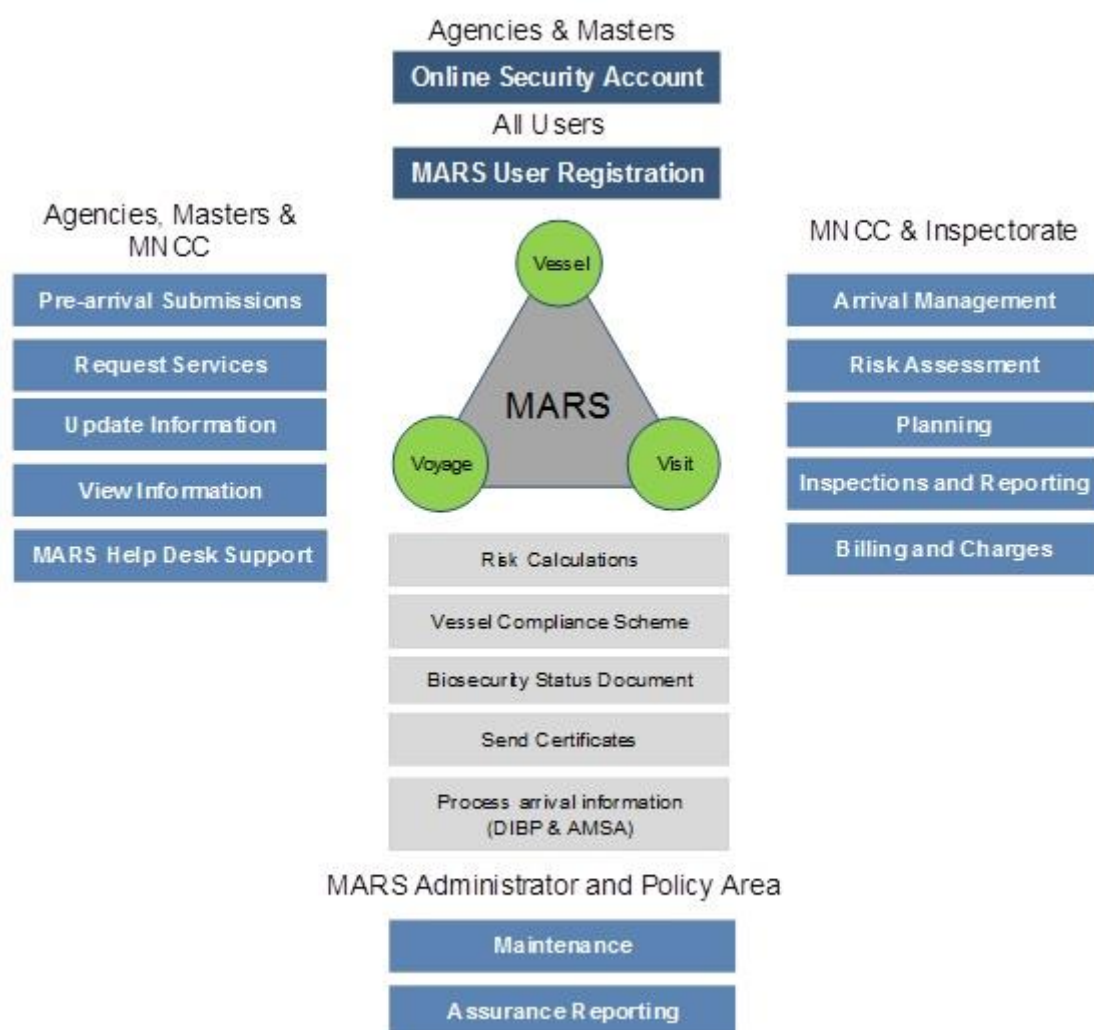
# Maritime Arrivals Reporting System

## What is MARS?

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

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

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








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

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

### Step 1: Configuring Internet Explorer for MARS

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

### Step 2: Creating a bookmark for MARS

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

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

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

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

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

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

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



## Clearing Internet Explorer (IE Browser) Cache

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

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

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

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

## MARS Web Address

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

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

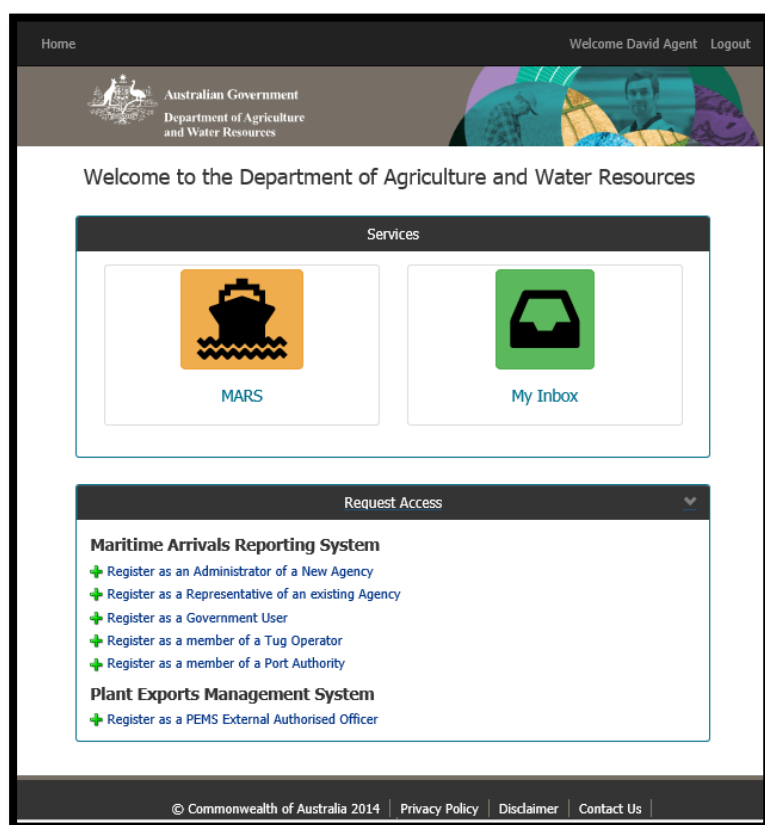
The User login screen will be displayed:




The screenshot shows the MARS User Login screen. At the top, there is a navigation bar with 'Home' and 'LogIn' links. Below this is a header section with the Australian Government logo and the text 'Australian Government Department of Agriculture and Water Resources'. The main content area features a 'Welcome to the Department of Agriculture and Water Resources' message. Below the welcome message is a login form with a user icon, 'User Login' and 'Password' input fields, a checkbox for 'I accept the terms of use', and a 'Log in' button. At the bottom of the form are links for 'Create an account' and 'Forgotten Password?'. A footer section provides contact information for login or registration difficulties: 'MARS.Administrator@agriculture.gov.au or Telephone: 1300 004 605 or +61 8 8201 6185'. The very bottom of the page contains copyright and policy links: '© Commonwealth of Australia 2014 Privacy Policy Disclaimer Contact Us'.



## Department's Customer Portal

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

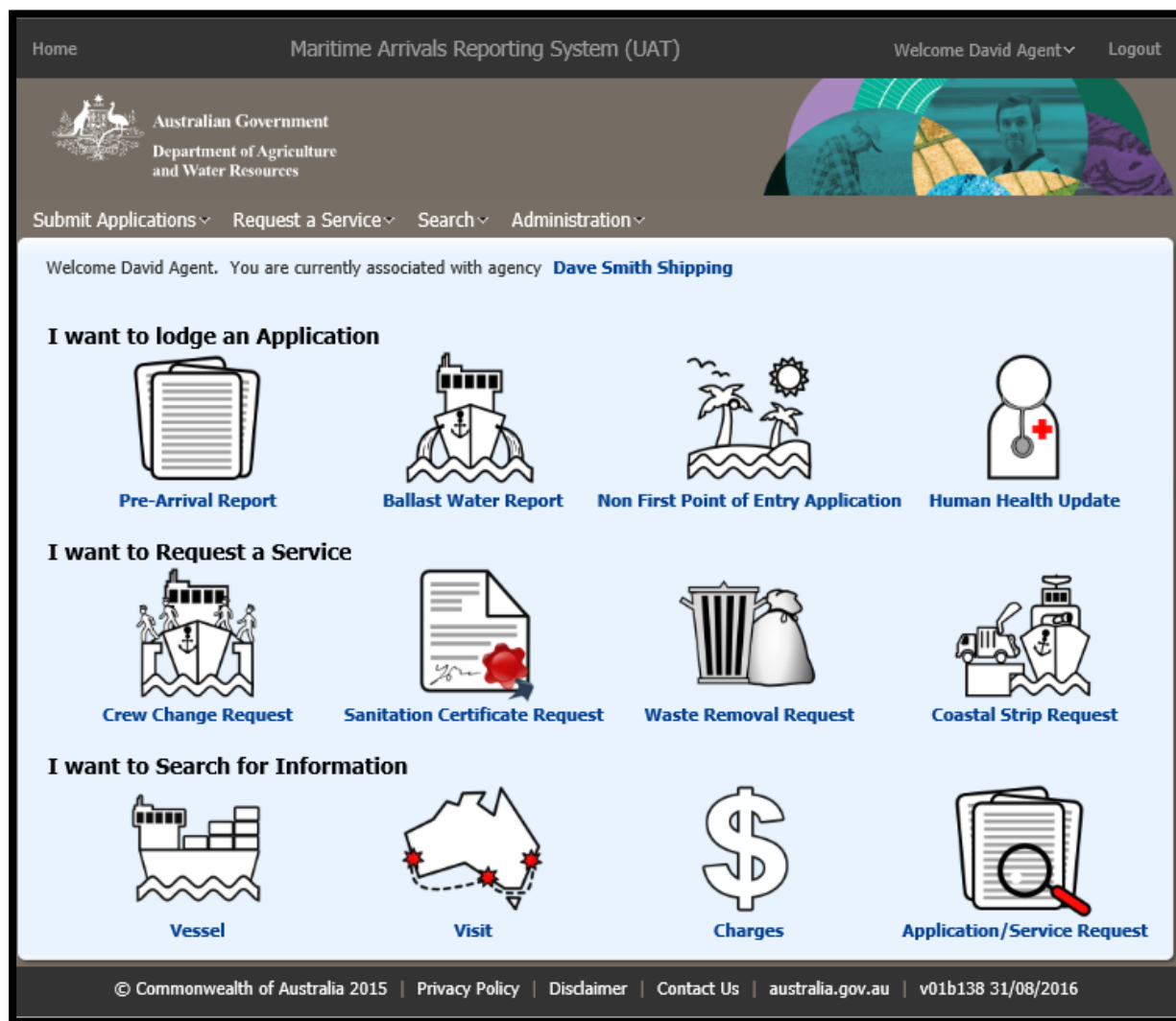


Icon		Details
	MARS	Once a user has been approved for MARS access the MARS icon on the left will be visible when they sign on to the department's customer portal. Clicking on this icon opens the MARS application.
	My Inbox	MARS user access requests for vessel Masters and Agency representatives are accessible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



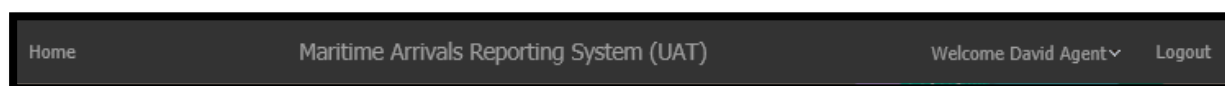
## MARS Home Screen

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



The MARS home screen has four main sections:

### MARS Home Screen - Toolbar



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

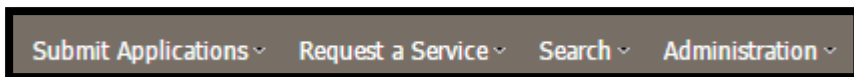
**Maritime Arrivals Reporting System** – Clicking on this [hyperlink](#) will return the user to the MARS home screen. The MARS environment the user is logged in to is displayed in brackets.



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

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

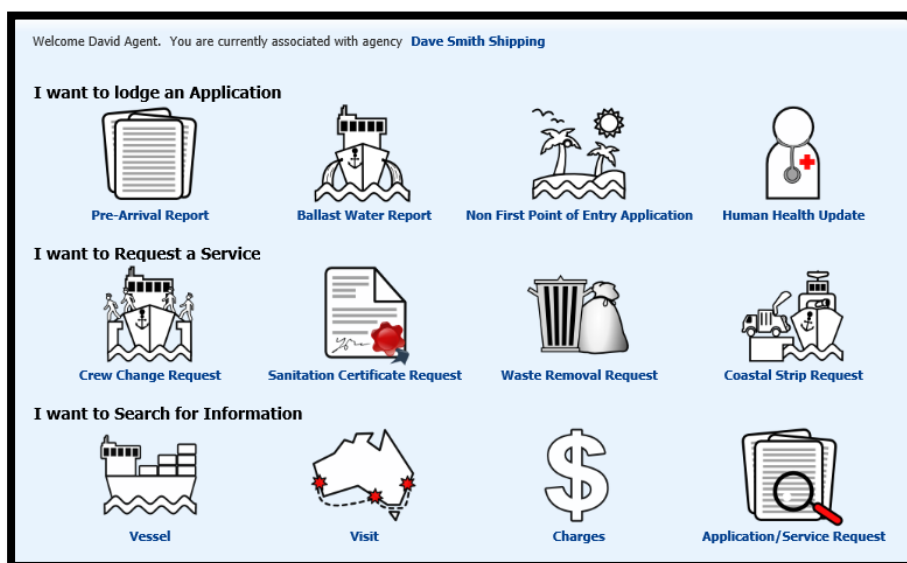
## MARS Home Screen - Menu Bar



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

## MARS Home Screen - Shortcuts

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



## MARS Home Screen - Footer

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

## MARS Common Buttons and Indicators

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

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



## Chapter 2 – MARS User Access

Department Security Account Registration

MARS Agent Registration

MARS Agent Approval

MARS Vessel Master Registration

MARS Vessel Master Approval

MARS New Agency and Administrator Registration

Department Security Account Maintenance







## Department Security Account Registration

### Explanatory Notes

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

### How to do it

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

Home Login

Australian Government  
Department of Agriculture  
and Water Resources

Welcome to the Department of  
Agriculture and Water Resources

User Login  
Password

\* ☐ I accept the [terms of use](#)

Log in


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

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

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



 **User Registration**

\* Required field

**Basic Information**

\* First Name

Middle Name

\* Last name

Mobile

\* E-mail

\* Confirm E-mail

**Enter User ID and password**

\* User ID

\* Password

\* Confirm Password

**Select your challenge questions and answers**

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

\* Question 1

\* Question 2

\* Question 3

\* Question 4

\* Question 5

\* Answer 1

\* Answer 2

\* Answer 3

\* Answer 4



\* Answer 5

☐ I accept the [terms of use](#)


Register

Cancel

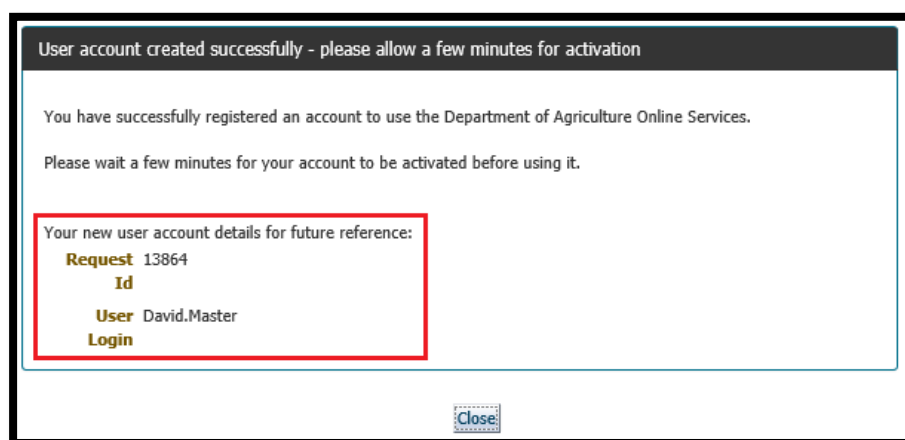
**NOTE:** The details entered here will be used to create an online Security Account for the user. Please follow the field content guidelines as indicated in the table below!

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



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

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



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

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

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



# MARS Agent Registration

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## Explanatory Notes

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

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

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

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

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

## How to do it

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

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



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

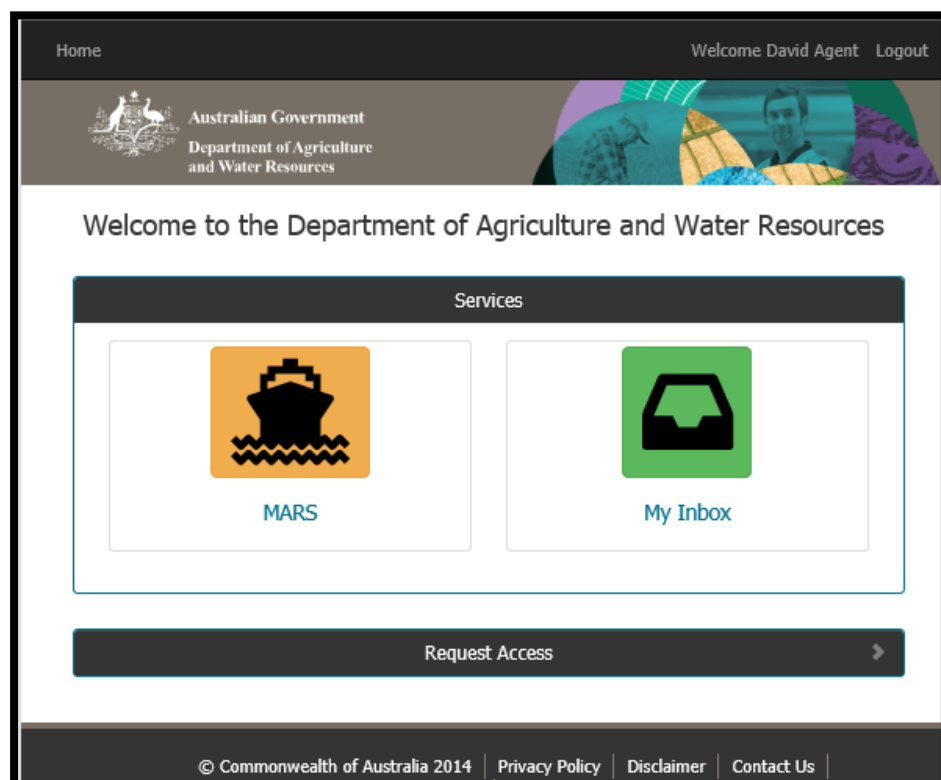
Field	Content	
	Enter the first three letters of the Agency name. The correct Agency can then be selected from the list of Agencies provided	
		If the Agency is not listed it means that the Agency has either not been registered in MARS or the Agency name was entered incorrectly.
Phone number	The telephone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



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



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





## MARS Agent Approval

### Explanatory Notes

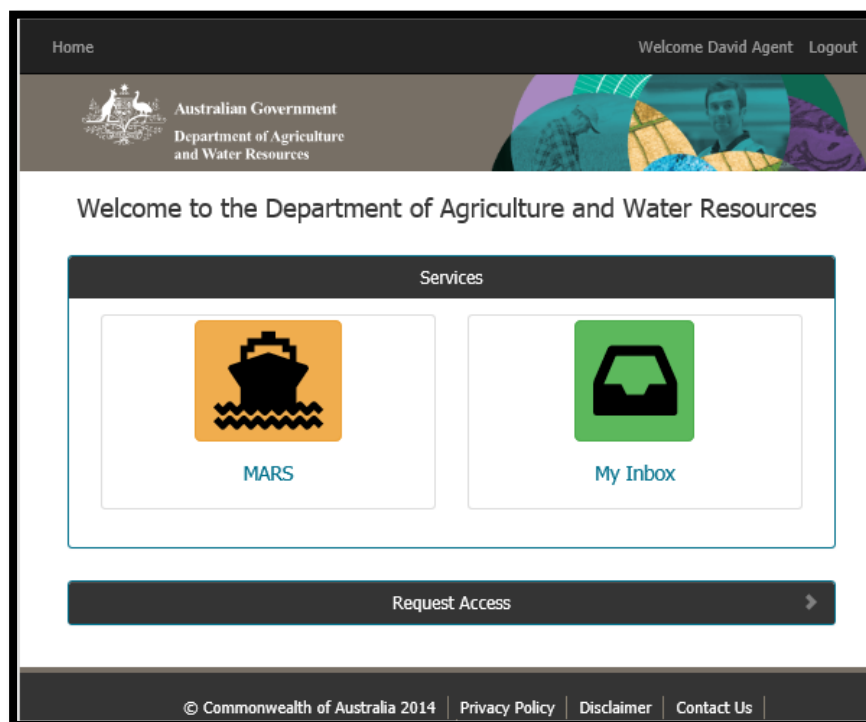
Once an Agency and an Agency MARS Administrator have been registered in MARS the task of approving access for subsequent Agents will be with the Agency MARS Administrator. The administrator must verify that the requestor is an Agent with their organisation and only approve legitimate requests. Approved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

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

### How to do it

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

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



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





**My Inbox**

\* Task types Access Requests \* Status ASSIGNED

Show 10 entries Search:

#	Title	Task number	Priority	Assigned date
	(MARS) Approval Bill Gates : MARSEnvironmentOfficer : Request ID: 17224	210332	3	07/11/2016 01:55:31
	(MARS) Approval Theresa Dorman : MARSAgencyRep: Request ID: 16901	210172	3	24/10/2016 01:25:07
	(MARS) Approval Steve Jobs : MARSVesselMaster : Request ID: 16381	209932	3	14/10/2016 01:36:21
	(MARS) Approval amj55 amj55 : MARSEnvironmentOfficer : Request ID: 16180	209752	3	12/10/2016 05:16:09
	(MARS) Approval amj55 amj55 : MARSHHealthOfficer : Request ID: 16141	209719	3	11/10/2016 04:45:44
	(MARS) Approval amj55 amj55 : MARSTugOperator : Request ID: 15861	209593	3	07/10/2016 05:53:41
	(MARS) Approval amj55 amj55 : MARSEnvironmentOfficer : Request ID: 15860	209592	3	07/10/2016 05:52:31
	(MARS) Approval John B Smith : MARSVesselMaster : Request ID: 15221	209372	3	24/09/2016 09:58:47
	(MARS) Approval Test41.user test : MARSAgencyRep: Request ID: 14603	208993	3	11/09/2016 10:05:37
	(MARS) Approval DenisAgent Westerberg : MARSAgencyRep: Request Date/time: 09092016:0816	208992	3	11/09/2016 08:16:23

Showing 1 to 10 of 246 entries Previous 1 2 3 4 5 ... 25 Next

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

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

**Request Details**

**Agency Representative Approval**

**User Details**

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

**Agency**

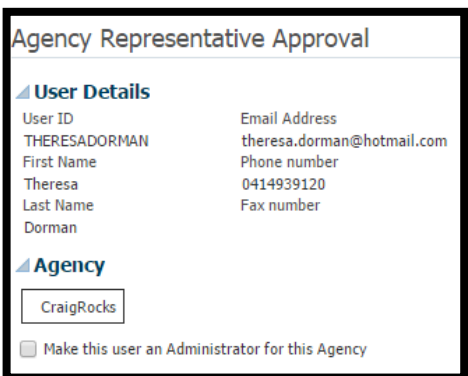
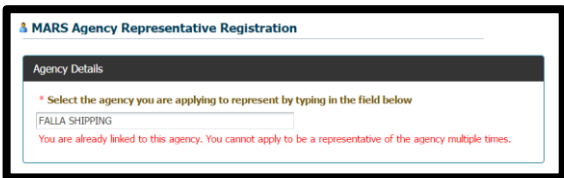
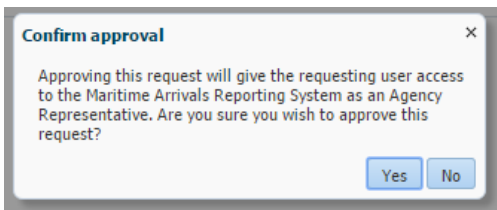
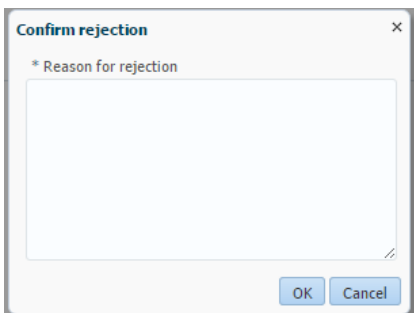
CraigRocks

☐ Make this user an Administrator for this Agency

Approve Reject

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



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



## MARS Vessel Master Registration

### Explanatory Notes




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

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

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

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

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

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



# MARS Vessel Master Approval

## Explanatory Notes

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

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

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

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

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

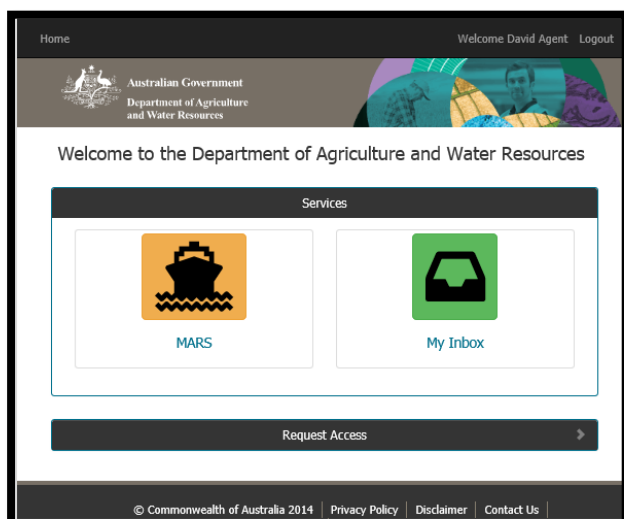
## How to do it

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

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

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

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





**Australian Government**  
**Department of Agriculture**  
**and Water Resources**

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

My Inbox

\* Task types Access Requests

\* Status ASSIGNED

Show 10 entries

Search:

#	Title	Task number	Priority	Assigned date
	(MARS) Approval Bill Gates : MARSEnvironmentOfficer : Request ID: 17224	210332	3	07/11/2016 01:55:31
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	(MARS) Approval Test41.user test : MARSAgencyRep : Request ID: 14603	208993	3	11/09/2016 10:05:37
	(MARS) Approval DenisAgent Westerberg : MARSAgencyRep : Request Date/time: 09092016:0816	208992	3	11/09/2016 08:16:23

Showing 1 to 10 of 246 entries

Previous 1 2 3 4 5 ... 25 Next

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

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

**Request Details**

**Vessel Officer Approval**

**User Details**

User ID  
JOHNBSMITH

Name  
John Smith

Phone number Fax number  
082016000

Email Address  
John\_Smith@gmail.com

**Assignment to internal user**

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

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

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

**Vessel Details**

**Vessel Details entered by user**

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

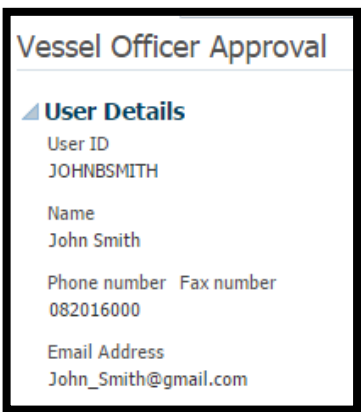
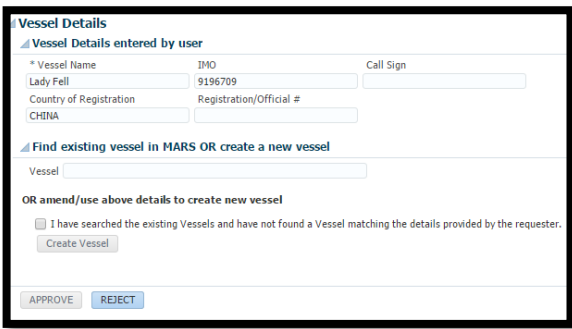
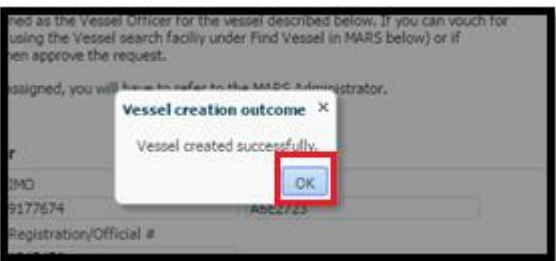
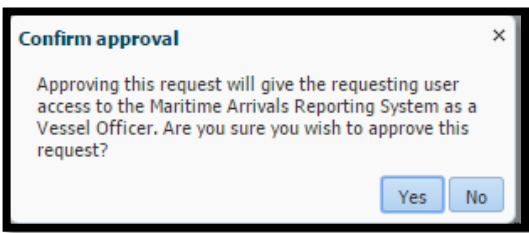
**Find existing vessel in MARS OR create a new vessel**

Vessel

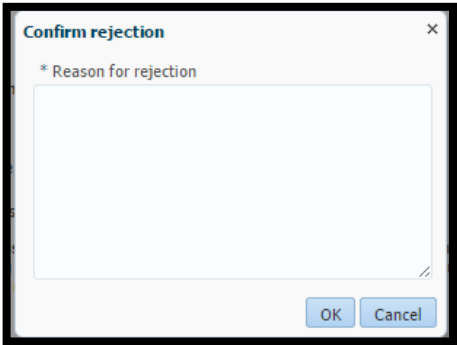
**OR amend/use above details to create new vessel**

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



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



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

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

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

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





## MARS New Agency and Administrator Registration

### Explanatory Notes

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

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

### How to do it

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

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

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

Home Login

Australian Government  
Department of Agriculture  
and Water Resources

Welcome to the Department of  
Agriculture and Water Resources

Username: david.master  
Password: \*\*\*\*\*

☒ I accept the terms of use

Log In

Create an account Forgotten Password?


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

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



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

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



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

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

Field	Content
<div> <div>Agency Representative Administrator Details</div> <div> <div>User ID</div> <div>VESSELAGENT1</div> <div>First name(s)</div> <div>Vessel</div> <div>Last name</div> <div>Agent</div> <div>* Job title</div> </div> <div> <div>Email address</div> <div>david.jordaan1@gmail.com</div> <div>* Primary phone number</div> <div>Fax number</div> <div><input checked="" type="checkbox"/> Admin User</div> </div> </div> <div> <div>Submit</div> <div>Cancel</div> </div>	

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

Home

Welcome David Smith Logout

**Australian Government**  
**Department of Agriculture**  
**and Water Resources**

Welcome to the Department of Agriculture and Water Resources

Services

MARS

My Inbox

Request Access

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Privacy Policy

Disclaimer

Contact Us

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

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



## Updating Agency Details in MARS

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

### How to do it

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

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



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



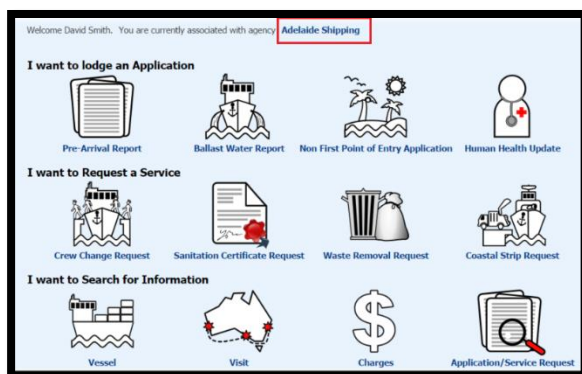
## Updating Agency User details in MARS

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

### How to do it

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

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



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

**Agency & Representative Details**

Agency Details    **Agency Representative Details**

**Agency Representative Details**

Agency name: **Adelaide Shipping**

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

**\* User Id**  
JOHN@AGENTS1

**\* First name(s)**  
JOHN

**\* Last name**  
FIELD

☒ **\* Admin User**

**\* Email address**  
john.field@yahoo100.com

**Phone number**  
0417682985

**Fax number**

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



## Department Security Account Maintenance

### Re-set a Forgotten Password

---

#### Explanatory Notes

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

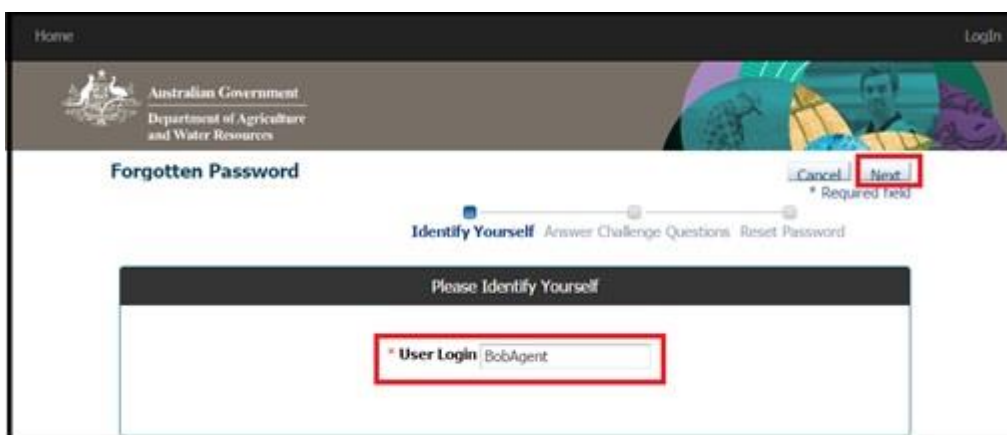
#### How to do it

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

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



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



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



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

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

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

## Change a Password

### Explanatory Notes

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





## How to do it

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

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

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



The image shows a 'Change Password' form. At the top left is a padlock icon and the title 'Change Password'. At the top right is a legend '\* Required field'. Below this is a dark header bar with the text 'Please enter password details'. The main form area contains three input fields, each with a red asterisk indicating it is required: '\* Current Password', '\* Enter new password', and '\* Re-enter new password'. Below these fields are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.

## Security Account Profile Update

### Explanatory Notes

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

### How to do it

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

The image shows the 'Welcome to Department of Agriculture' login screen. At the top is a header with the Australian Government logo and the text 'Australian Government Department of Agriculture and Water Resources'. Below this is a 'Welcome to Department of Agriculture' message. In the center is a login form with a user icon, a 'User Login' field, a 'Password' field, and a 'Log In' button. The login fields and button are highlighted with a red box. Below the login form are links for 'Create an account' and 'Forgotten Password?'. At the bottom, there is a footer with contact information for the MARS Administrator.

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



Home

Welcome Ceri Lovett

Logout

Profile

Change Password

Welcome to Department of Agriculture

Notification

No items to display

Services

Request Access

**Maritime Arrivals Reporting System**

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

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

My Profile

\* Required field

User Login DAVIDAGENT

**Basic Information**

\* First Name David

Middle Name

\* Last name Agent

Mobile

\* E-mail davidagent@mail.com

\* Confirm E-mail davidagent@mail.com

\* Phone 0882016187

Fax

**My Access**

MARSAgencyRep

**Select your challenge questions and answers**

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

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

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

\* Question 3 What is your favorite color? \*

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

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

\* Answer 1 name

\* Answer 2 birth

\* Answer 3 color

\* Answer 4 pet

\* Answer 5 teacher

Update Return

## Human Health Update





## Pre-Arrival Report (PAR)

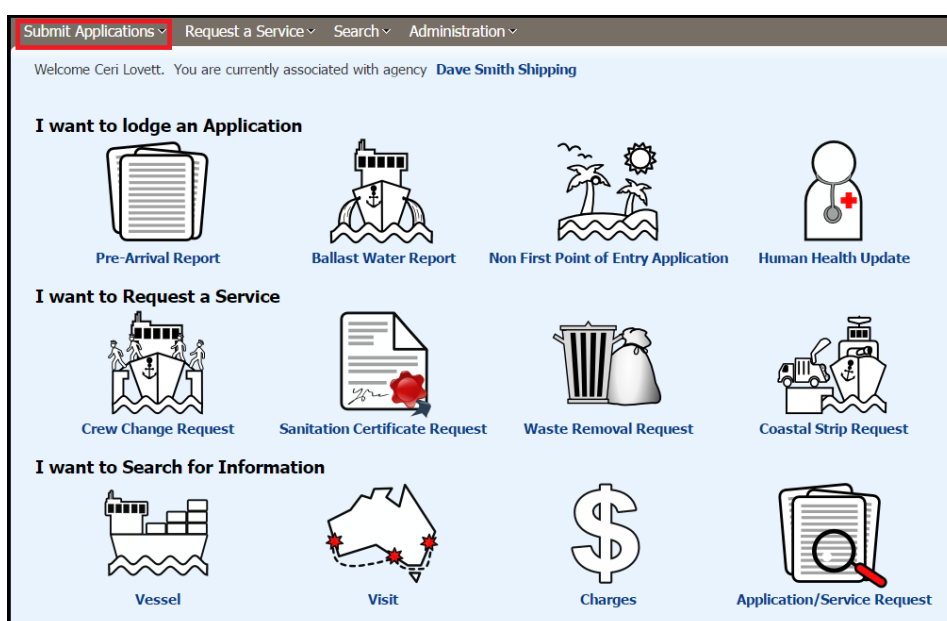
### Explanatory Notes

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

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

### How to do it

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



### Legal Details

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

There are no fields that require completing on this tab.



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

**Legal Details** Upload File or Select Vessel

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

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

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

## Upload File or Select Vessel

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

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

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

Legal Details **Upload File or Select Vessel**

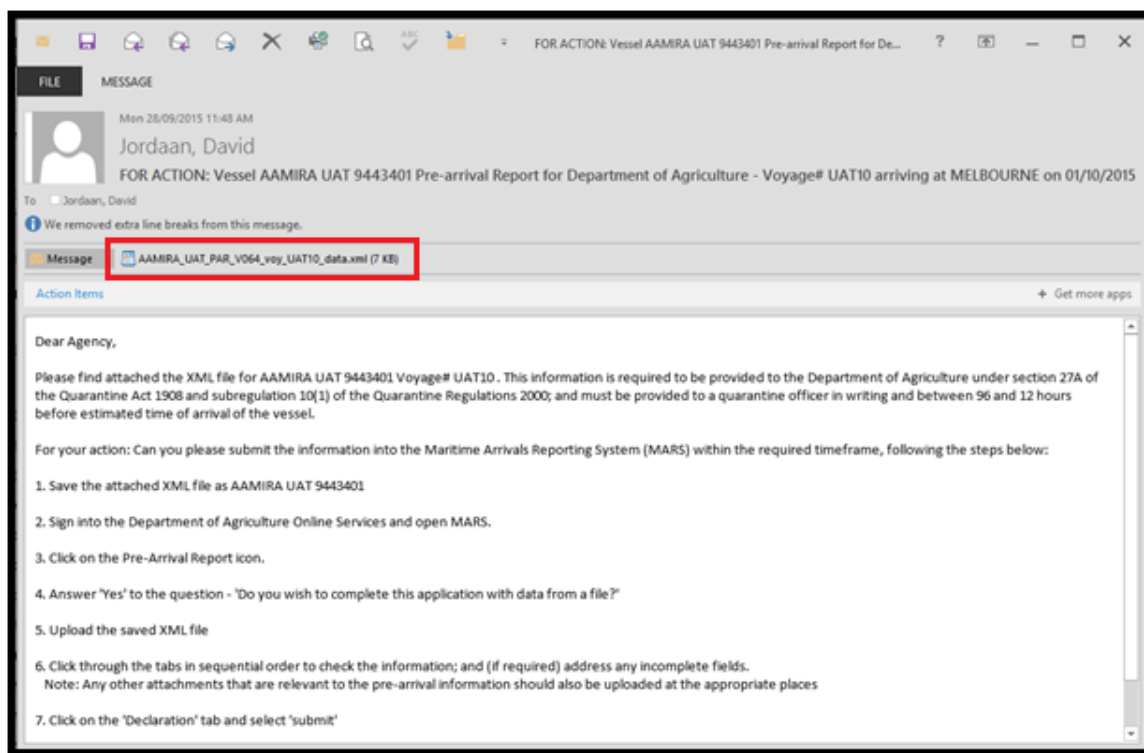
Do you wish to complete this application with data from a file? ☒ Yes ☐ No

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

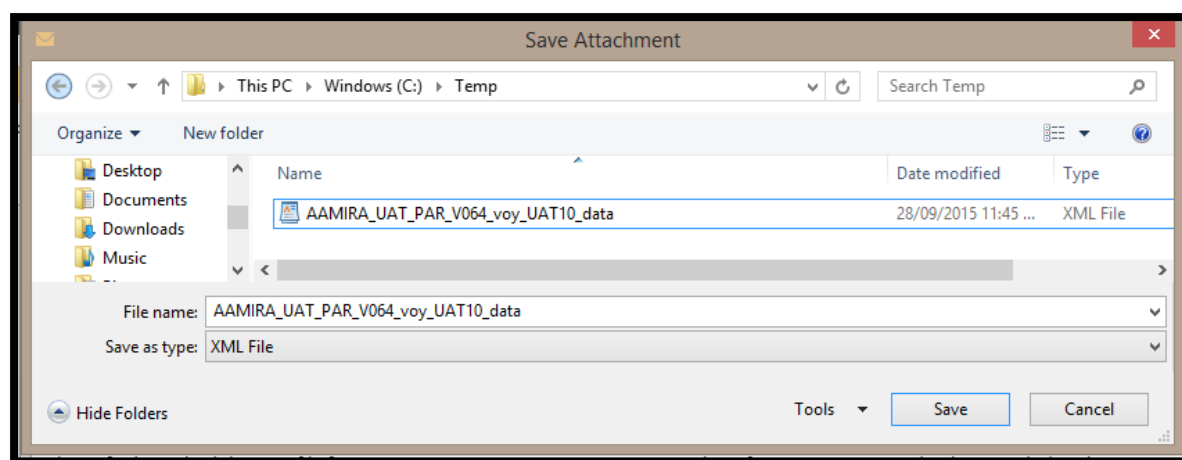
The Master of a vessel completes a PAR using a Offline form. The Master then uses the “**Send to Agent**” function in the Offline form to email the PAR as an XML Data file to the vessel’s port Agency for that voyage.

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

1. Open the e-mail received from the vessel



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



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

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

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

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



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

Legal Details **Upload File or Select Vessel**

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

Select File **Choose File** No file chosen

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

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

## Complete a manual PAR in MARS

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

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

Legal Details **Upload File or Select Vessel**

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

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

OR

**Complete PAR for new vessel**

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

## Vessel Particulars

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





Pre-Arrival Report

Required fields denoted by \*

Legal Details

Vessel Particulars

Arrival Details

Sanitation

Human Health

Biosecurity

Declaration and Submit

\* Vessel Name

AAMIRA UAT

Call Sign

V7QG2

\* Vessel Type

Container Vessel

Year Built

2004

\* Length Overall(LOA-metres)

201

Cargo Holds

Vessel E-mail

DAVID.JORDAAN@AGRICULTURE.GOV.AU

IMO

9443401

☐ Tick this if the vessel does NOT have an IMO

Registration/Official#

\* Country of Registry

MARSHALL ISLANDS

\* Master's Name

Captain

Gross Tonnage

200000

Net Tonnage

175000

Crew Capacity


20

Passenger Capacity

Cargo Decks

Cargo Tanks

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

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



## Arrival Details

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

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

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

Legal DetailsVessel Particulars**Arrival Details**SanitationHuman HealthBiosecurityDeclaration and Submit

**\* Voyage #**  
UAT28

**\* Last Port of Call Name**  
SINGAPORE (SINGAPORE)

**Australian Ports of Call**

**First Port of Call Details**

**\* First Port of Call**  
MELBOURNE

**\* Estimated Arrival/Anchorage Date/Time**  
06/06/2016 11:00

**Estimated Departure Date/Time**  
06/06/2016 15:00

**Berth name**  
BERTH3

**Berth Date/Time**  
06/06/2016 12:00

**Subsequent Australian Ports of Call**

+ Add Port

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


**Will the vessel berth at the first port of call?** ☐ Yes ☐ No

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

**Agency Details**

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

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

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



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



## Sanitation

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

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

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

**Sanitation Certificate**

**\* Certificate Type**  
Control Certificate


**\* Control Details**  
Documentation

**\* Port of Issue**  
KELANG (MALAYSIA)


**\* Issue Date**  
01/01/2016

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

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

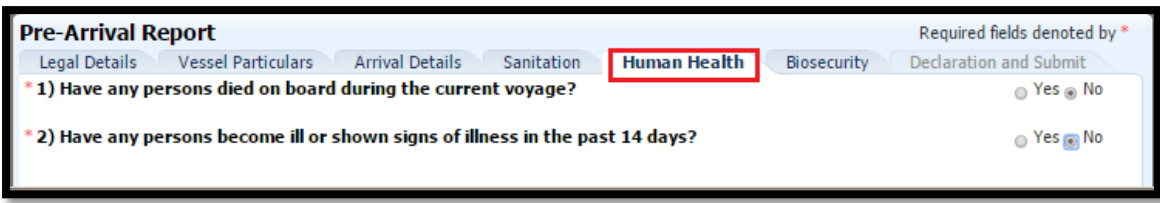
Field	Content
Certificate Type	<p>The certificate type can be selected by clicking on the down arrow and choosing the appropriate type. Four options are displayed:</p> <p><b>Control Certificate</b> <b>Extension Certificate</b> <b>Exemption Certificate</b> <b>Not applicable</b></p> <p>If the vessel does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



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

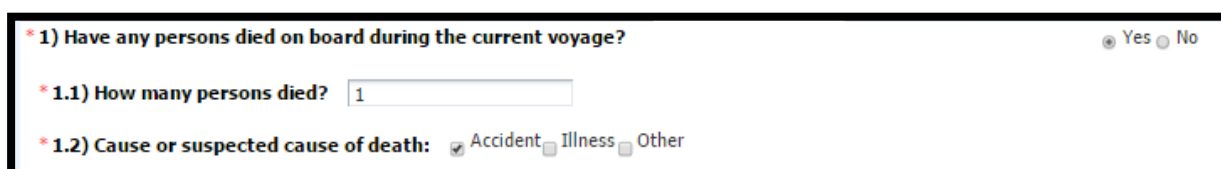
## Human Health

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

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

### Question 1 Details

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



### Question 2 Details



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

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

How many persons

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

2.3) Gastro-intestinal illness

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

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

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

Details

## Biosecurity

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

**Pre-Arrival Report**

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

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

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

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

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

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

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

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

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

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

\* 12) Are there any live plants on board? ☐ Yes ☐ No

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





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



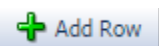
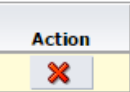
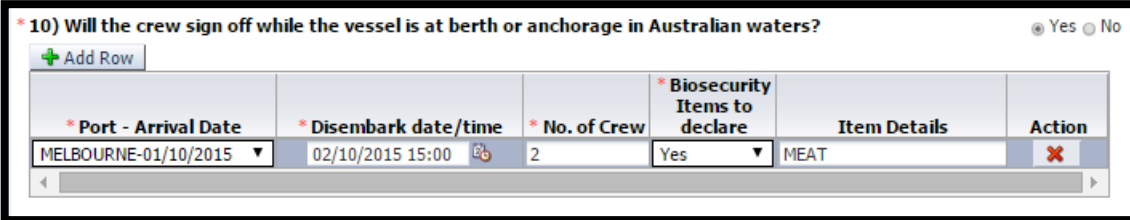
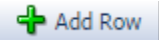
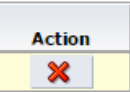
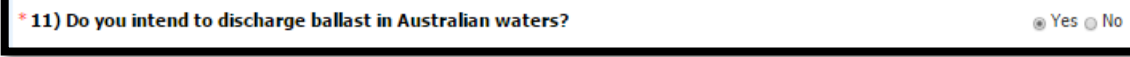


Q	Field	Content								
	How many animals died?	Enter the total number of all the animals that died								
	Describe how the dead animals were disposed:	Enter the details of how the dead animals were disposed of. If the animals are still onboard include the details in this section								
5	<div> <p>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






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



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



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

## Declaration and Submit

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

**Pre-Arrival Report**

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

Required fields denoted by \*

**Privacy Notice**

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

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

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


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

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

☒ I acknowledge that the above information is true and correct

Submit



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

## Withdraw a Voyage

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

Submit Applications Request a Service Search Administration

**Pre-Arrival Report**

9443401 AAMIRA UAT

**Vessel Particulars** Arrival Details Sanitation Human Health Biosecurity

**Vessel Name** AAMIRA UAT  
**IMO** 9443401  
**Call Sign** V7QG2  
**Vessel Type** Cruise Vessel  
**Year Built** 2004  
**Length Overall(LOA-metres)** 201  
**Cargo Holds**  
**Vessel E-mail** DAVID.JORDAAN@AGRICULTURE.GOV.AU  
**IMMO** 9443401  
**Registration/Official#**  
**Country of Registry** MARSHALL ISLANDS  
**Master's Name** DJ  
**Gross Tonnage** 200000  
**Net Tonnage** 175000  
**Crew Capacity** 20  
**Passenger Capacity**  
**Cargo Decks**  
**Cargo Tanks**

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

Required fields denoted by \*  
David Agent, Dave Smith Shipping  
Submitted on 28/09/2015 17:19

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

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

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



## Complete a Livestock Statement in MARS

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

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

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



Section	Details																				
<b>Insecticide Applied</b>	Enter the brand name of the insecticide applied. The active ingredient must be Permethrin																				
<b>Concentration</b>	Enter the concentration of residual insecticide used																				
<b>Residual Disinsection Dates and Times</b>	Enter the dates and times the disinsection commenced and completed.																				
<div><b>15 Knock down disinsection - Pestigas-P and/or Insectigas-D</b> <table><tr><td><b>Insecticide Applied</b></td><td><b>Amount (grams)</b></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><b>Commenced (Proposed) Date/time</b></td><td><b>Completed (Proposed) Date/time</b></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td colspan="2"><b>Cylinders Applied (Serial Numbers)</b></td></tr><tr><td colspan="2"><input type="text"/></td></tr><tr><td colspan="2"><b>Cylinders Spare (Serial Numbers)</b></td></tr><tr><td colspan="2"><input type="text"/></td></tr><tr><td colspan="2"><b>Spray Gun Nozzle Number</b></td></tr><tr><td colspan="2"><input type="text"/></td></tr></table><p>Note:</p><ul style="list-style-type: none"><li>(a) Dose rate for pestigas/insectigas is 200gms/300 cubic metres at a rate of 3 grams per second at 800psi.</li><li>(b) The gas must be applied with a recommended applicator and nozzle size, S5850033 or S5650033 or Tjet730023. A spare applicator and nozzle must be carried by all vessels. The gas must be applied by slowly walking along the access ways, directing the vapour upwards towards the ceiling. The application must be at a rate that enables gas to be applied to all enclosed holding areas at the required concentration.</li><li>(c) Knockdown insecticide must be applied within 2 to 48 hours prior to entering Australian waters. After application, enclosed deck areas must remain sealed until permission is granted by the Department to ventilate the area.</li><li>(d) Protective clothing should be used as per the recommendations of the manufacturer.</li></ul></div>		<b>Insecticide Applied</b>	<b>Amount (grams)</b>	<input type="text"/>	<input type="text"/>	<b>Commenced (Proposed) Date/time</b>	<b>Completed (Proposed) Date/time</b>	<input type="text"/>	<input type="text"/>	<b>Cylinders Applied (Serial Numbers)</b>		<input type="text"/>		<b>Cylinders Spare (Serial Numbers)</b>		<input type="text"/>		<b>Spray Gun Nozzle Number</b>		<input type="text"/>	
<b>Insecticide Applied</b>	<b>Amount (grams)</b>																				
<input type="text"/>	<input type="text"/>																				
<b>Commenced (Proposed) Date/time</b>	<b>Completed (Proposed) Date/time</b>																				
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<b>Cylinders Spare (Serial Numbers)</b>																					
<input type="text"/>																					
<b>Spray Gun Nozzle Number</b>																					
<input type="text"/>																					
<b>Insecticide Applied</b>	Enter the name of the insecticide applied. Either Pestigas or Insectigas may be used																				
<b>Amount</b>	Enter the amount of disinsectant used in grams																				
<b>Disinsection Dates and Times</b>	Enter dates and times when knock down disinsection commenced and completed																				
<b>Cylinders Applied (Serial Numbers)</b>	Enter the serial numbers of all the insecticide cylinders used																				
<b>Cylinders Spare (Serial Numbers)</b>	Enter the serial numbers of all the spare insecticide cylinders																				
<b>Spray Gun Nozzle Number</b>	Enter the nozzle size used on the insecticide cylinders. The correct nozzle sizes are described in the Notes in section 15 on the Statement.																				
<div><b>16 Insectocutors</b> <table><tr><td><b>Activated current voyage Date/time</b></td><td><b>Deactivated last voyage Date/time</b></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table><p>Note:</p><ul style="list-style-type: none"><li>(a) At least one insectocutor per livestock holding deck.</li><li>(b) Insectocutors to have a light intensity of at least 160 watts UV.</li><li>(c) Insectocutor trays to be activated 48 hours prior to arrival at an Australian port and remain activated until 24 hours after departure. Insects must be collected when insectocutors are deactivated, stored in vials and supplied to the Department upon the returning visit.</li></ul></div>		<b>Activated current voyage Date/time</b>	<b>Deactivated last voyage Date/time</b>	<input type="text"/>	<input type="text"/>																
<b>Activated current voyage Date/time</b>	<b>Deactivated last voyage Date/time</b>																				
<input type="text"/>	<input type="text"/>																				
<b>Activated Current Voyage</b>	Enter the date and time the insectocutors were activated during the current voyage. The insectocutors must be activated 48 hours prior to arrival at an Australian port																				
<b>Deactivated Last Voyage</b>	24 Hours after departure from an Australian port the insectocutors must be de-activated. Enter the date and time the insectocutors were de-activated when the vessel last visited an Australian port.																				





Section	Details						
<div><b>17 Fodder</b> Does the vessel have any fodder on board? <input type="radio"/> Yes <input type="radio"/> No What type of fodder: <input type="text"/> Is the fodder of Australian origin? <input type="radio"/> Yes <input checked="" type="radio"/> No What country? <input type="text"/> [Type 3 characters to search] Note: <ul style="list-style-type: none"><li>(a) Fodder of Australian origin if stored above decks must be securely covered and if stored below decks may be uncovered. Fodder of other than Australian origin must be stored securely and covered below decks.</li></ul></div>							
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						
<div><b>18 Authority for persons to board</b> The following persons may board the vessel prior to clearance being granted by the Department <input type="button" value="+ Add Row"/><table border="1"><thead><tr><th>Name</th><th>Position/Title/Responsibility</th><th>Action</th></tr></thead><tbody><tr><td></td><td></td><td><input type="button" value="X"/></td></tr></tbody></table></div>		Name	Position/Title/Responsibility	Action			<input type="button" value="X"/>
Name	Position/Title/Responsibility	Action					
		<input type="button" value="X"/>					
Name	Enter the name of any person requiring access to the vessel prior to biosecurity clearance being given						
Position/Title/Responsibility	Clearly enter the position or title or area of responsibility of the person requiring access to the vessel						
<div><b>19 Application for wharf side clearance (optional section to complete)</b> Has the vessel only carried animals of Australia or New Zealand origin on the previous voyage prior to this date? <input type="radio"/> Yes <input checked="" type="radio"/> No Country of origin of the previous cargo <input type="text"/> [Type 3 characters to search]</div>							
Australian or New Zealand Origin	Select 'Yes' if the vessel has only carried animals which originated in Australia or New Zealand during the previous voyage. For all other countries of origin enter 'No'						
Country of origin	If 'No' was selected then this field will be displayed. Enter the name of the country where previous carried livestock originated from.						

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





## MARS Ballast Water (BW) Report

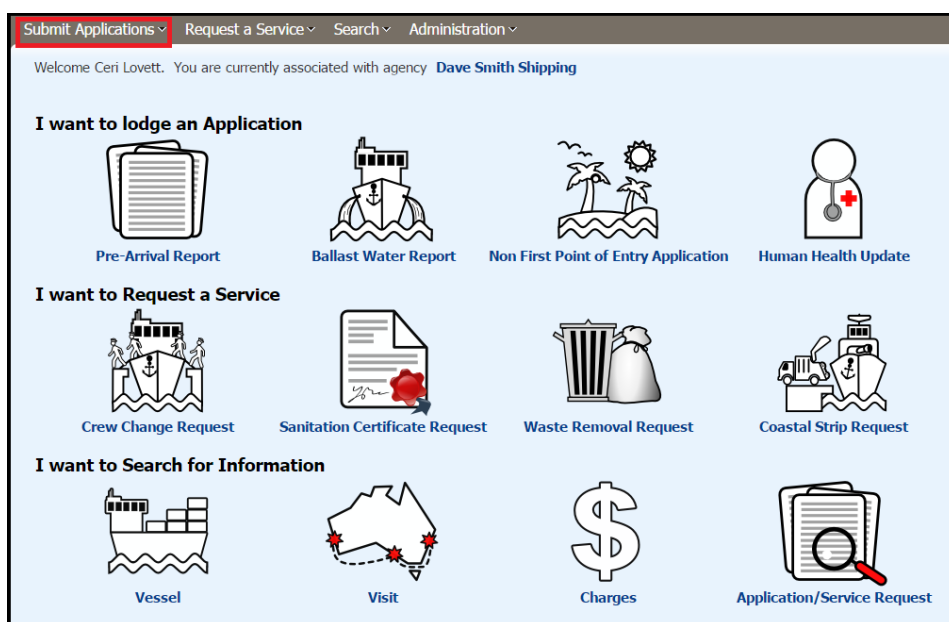
### Explanatory Notes

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

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

### How to do it

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



### Legal Details

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



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

Legal Details Upload File or Select Vessel

All vessels arriving in Australia require written permission from the Department of Agriculture (department) to discharge ballast water in Australian waters.

This form provides the department with suitable information to assess the biosecurity risk associated with ballast water prior to arrival. The information can be provided ahead of time and must be received no later than 12 hours prior to arrival at an Australian port.

This information is required under Sections 27A of the Quarantine Act 1908 (the Act) and sub regulations 10(1); 11 and 18 (regulation) of the Quarantine Regulations 2000. The vessel master must declare whether or not they have complied with Australia's mandatory ballast water management requirements.

If the vessel master becomes aware that the declaration is incomplete or incorrect, the vessel master (or shipping agent) must give additional or correct information to the department as soon as practicable. Giving false or misleading information is a criminal offence (Sections 27A(6) & (7) of the Act).

For more information on how to comply with biosecurity requirements for ballast water, refer to the department's [Australian Ballast Water Reporting Requirements](#) webpages.

## Upload File or Select Vessel

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

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

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

Legal Details Upload File or Select Vessel

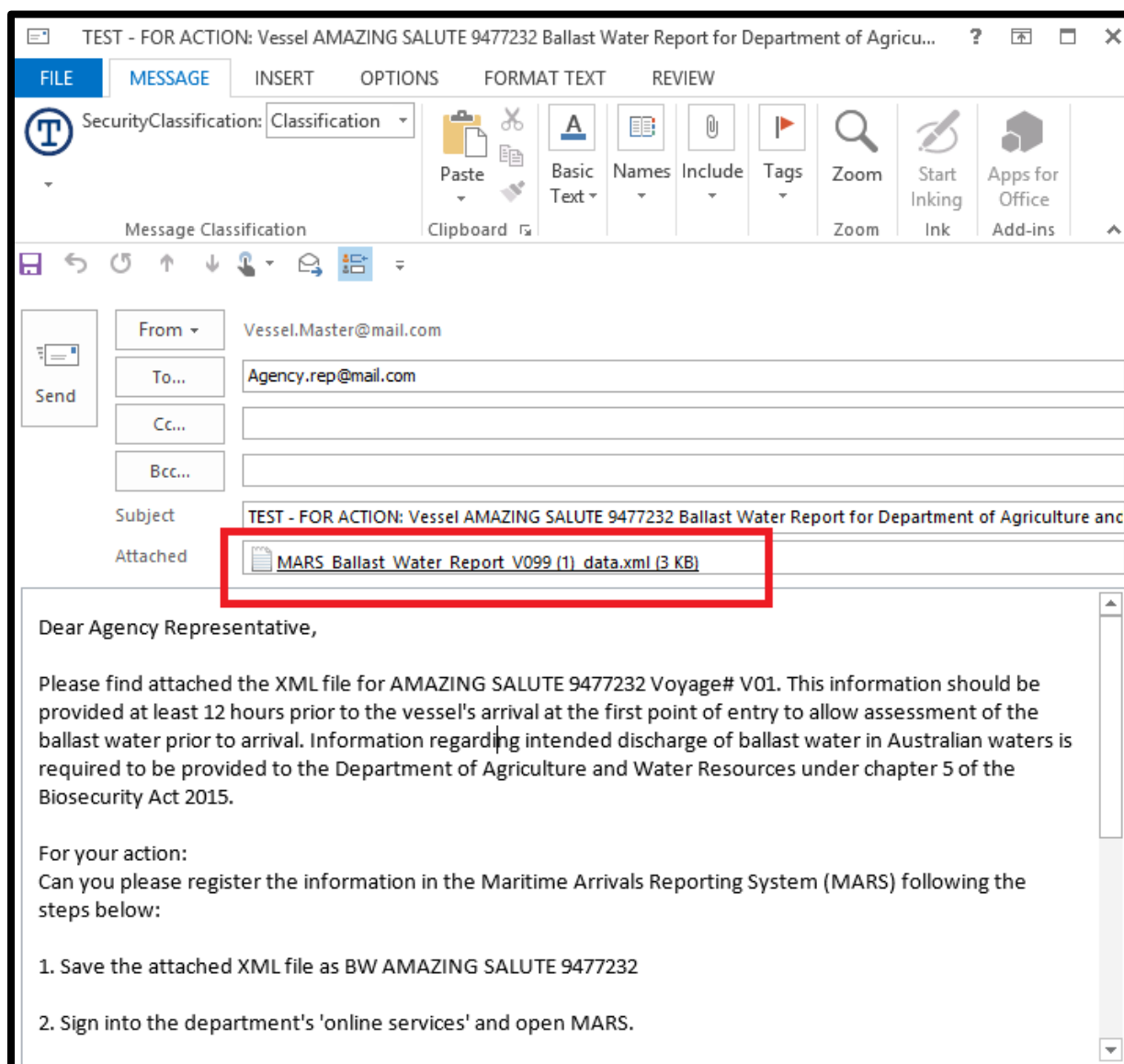
Do you wish to complete this application with data from a file? ☐ Yes ☐ No

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

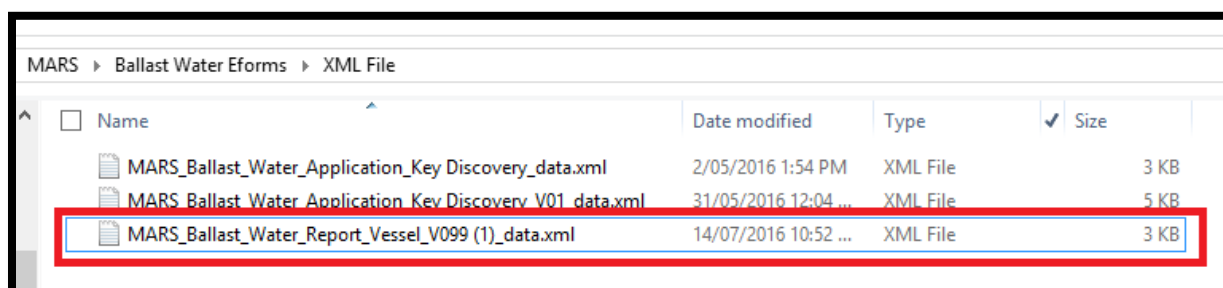
The Master of a vessel completes a BW Report using a Offline form. The Master then uses the "Send to Agent" function in the Offline form to email the BW Report as an XML Data file to the vessel's port Agency for that voyage.

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

1. Open the e-mail received from the vessel



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



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

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



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

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

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

Legal Details **Upload File or Select Vessel**

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

Select File Choose File No file chosen

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

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

## Complete a manual BW Report in MARS

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

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

Legal Details **Upload File or Select Vessel**

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

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

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

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

**Ballast Water Report**

Legal Details **Upload File or Select Vessel**

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

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

**Search and select Vessel**

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

OR

**Complete BW application for new vessel**




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

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

## Vessel Particulars

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

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

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
















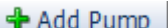



Field	Content
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choose the appropriate vessel type.
Responsible Officer	Enter the name of the officer responsible for ballast water management onboard the vessel.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.

Field	Content												
<div><b>Tank Details</b> <b>BALLAST WATER TANK CODES:</b> Forepeak = FPT, Aftpeak = APT, Double bottom = DB, Bottom tank = BT, Bottom side tank = BST, Deep tank = DT, Wing tank = WT, Top side tank = TST, Cargo hold = CH, Heeling tank = HT, Water ballast tank = WBT, Port = P, Starboard = S, Centre = C, Bilge = BGT, Other = O (specify) <div>+ Add Tank (All tanks must be listed, including the empty ones)</div><table border="1"><thead><tr><th>Tank Name</th><th>Tank Capacity (m³)</th><th>Action</th></tr></thead><tbody><tr><td>APT</td><td>1000</td><td></td></tr><tr><td>DB 1 P/S</td><td>1000</td><td></td></tr><tr><td>TST 1 P/S</td><td>1000</td><td></td></tr></tbody></table><p>Total Tank Capacity(m³) 3000</p></div>		Tank Name	Tank Capacity (m³)	Action	APT	1000		DB 1 P/S	1000		TST 1 P/S	1000	
Tank Name	Tank Capacity (m³)	Action											
APT	1000												
DB 1 P/S	1000												
TST 1 P/S	1000												
<div>+ Add Tank</div>	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.												
<b>BALLAST WATER TANK</b> Forepeak= FPT Aftpeak = APT Double bottom = DB Bottom tank = BT bottom side tank = BST Deep tank = DT Wing tank = WT Top side tank = TST Cargo hold = CH Heeling tank = HT Water ballast tank = WBT Port = P starboard = S Centre = C Bilge = BGT Other = O (specify)													
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: <b>[Tank Name][Number][Location] must be entered as [DB 1 S] or [DB 1 P/S]</b> <b>Tank Name is Double bottom tank</b> <b>Number is 1</b> <b>Location is Starboard and Port</b> It isn't necessary to list Portside and Starboardside tanks separately if they are treated as one tank by the vessel for the purpose of ballast water management. Please consult the vessel's Ballast Water Management Plan for this information.												



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

## Arrival Details

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





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

Field	Content
	<div><b>Ballast Water Report</b> <span>Required fields denoted by *</span></div> <div><div>Legal Details</div><div>Vessel Particulars</div><div><b>Arrival Details</b></div><div>Ballast Water Questions</div><div>Tank Information</div><div>Declaration and Submit</div></div> <div><div><b>* Voyage #</b></div><div>V14</div></div> <div><div><b>* Agency to which approvals/rejections will be sent</b></div><div>Dave</div><div>Dave Smith Shipping</div></div> <div><div>This will be the agency to which any updated conditions will be sent via the BSD</div></div>
Voyage #	The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The voyage number must match the number on the PAR, Ballast Water Report, Human Health Update or NPP application for the current voyage. Alpha-numeric characters and dashes (-) are accepted. Spaces are not allowed.
Agency to which approvals/rejections will be sent	Enter the name of the Agency that will represent the vessel at the first Australian port of call. The Biosecurity Status Document (BSD) with the approval status of the ballast tanks will be sent to the Agency listed here.

## Ballast Water Questions

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

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

Legal Details

Vessel Particulars

Arrival Details

**Ballast Water Questions**

Tank Information

Declaration and Submit

**\* 1. Does the vessel have an approved Ballast Water Management Certificate on board?**

☒ Yes ☐ No ☐ Not applicable

**\* 2. Does the vessel have an approved Ballast Water Management plan on board?**

☐ Yes ☐ No

**\* 3. Does the vessel have either a ballast water record system or accurate ballast water records on board?**

☐ Yes ☐ No

**\* 4. Does the vessel intend to dispose ballast tank sediment in Australia?**

☐ Yes ☐ No

**\* 5. Is the vessel using a ballast water management system to manage ballast water?**


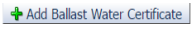
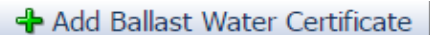
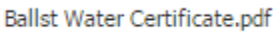

☐ Yes ☐ No

**6. Is the vessel claiming an exception for this voyage?**

☐ Yes ☐ No

Q	Field	Content
1		<div><div><b>* 1. Does the vessel have an approved Ballast Water Management Certificate on board?</b></div><div><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not applicable</div></div> <div><div><b>* Issue Date</b></div><div>26/01/2016</div></div> <div><div><b>* Issuing Authority</b></div><div>IMO</div></div> <div><div><b>* Issuing Location</b></div><div>Denmark</div></div> <div><div><b>* Expiry Date</b></div><div>26/01/2017</div></div> <div><div><b>+ Add Ballast Water Certificate</b></div></div> <div><div><b>Name</b></div><div>No data to display.</div></div> <div><div><b>Action</b></div></div>



Q	Field	Content
		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.
		<b>Until it becomes mandatory for vessels to have a Ballast Water Management Certificate, Masters and Agents should answer 'Not Applicable' to this question unless they already have a Ballast Water Management Certificate for the vessel.</b>
		This button is used to attach the Certificate to the application. If the vessel has a certificate it must be attached. Click on the  button to select the Ballast Water Management Certificate.   The file along with the Update button will be displayed once the file is attached. The Update button can be used to select a different file in cases where an incorrect file was attached.
2		<div> 2. Does the vessel have an approved Ballast Water Management plan on board? * <input type="radio"/> Yes <input type="radio"/> No </div> <div> 2.1 Has the vessel's ballast water been managed in accordance with the Ballast Water Management plan? * <input type="radio"/> Yes <input type="radio"/> No </div>
		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		<div> 3. Does the vessel have either a ballast water record system or accurate ballast water records on board? * <input type="radio"/> Yes <input type="radio"/> No </div>
		Answer 'Yes' to this question if the vessel has a system for recording ballast water management onboard the vessel. The <a href="#">Australian Ballast Water Management Requirements</a> stipulate that a vessel must record the details of all ballast water exchanges.
4		<div> 4. Does the vessel intend to dispose ballast tank sediment in Australia? * <input type="radio"/> Yes <input type="radio"/> No </div>
		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		<div> * 5. Is the vessel using a ballast water management system to manage ballast water? <input checked="" type="radio"/> Yes <input type="radio"/> No </div> <div> * 5.1 Ballast water management system used <div> <input type="text"/> </div> <div> If your system is not in the above list of type approved ballast water management systems please contact the department at 1300 004 605 </div> </div>



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

## Tank Information

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

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

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

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

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

[+ Add Row](#)

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

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


Min  Max  Additional Comments

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

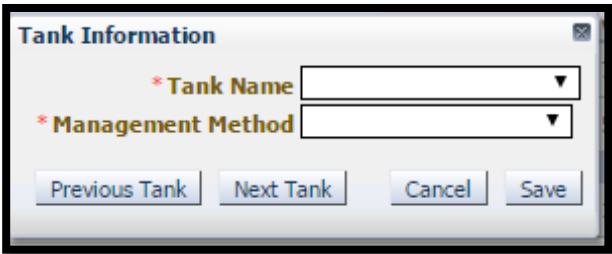
Field	Content
<a href="#">+ Add Row</a>	This button must only be used to add an additional row for tanks where the exchange method is either Empty/Refill or Flow Through. No other management method can be used for the same tank more than once. This is to cater for scenarios where the exchange must be recorded over two lines.
Action	
Field	Content



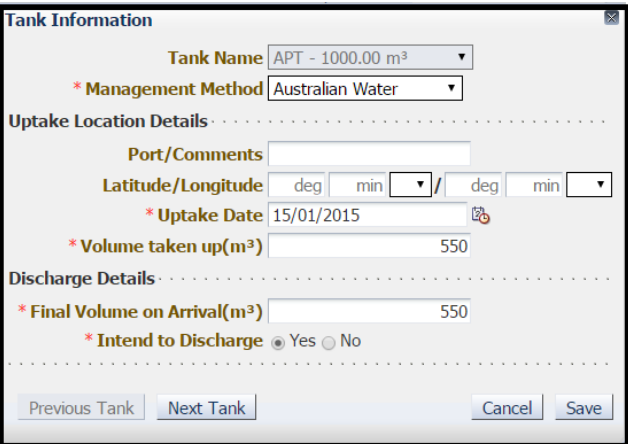
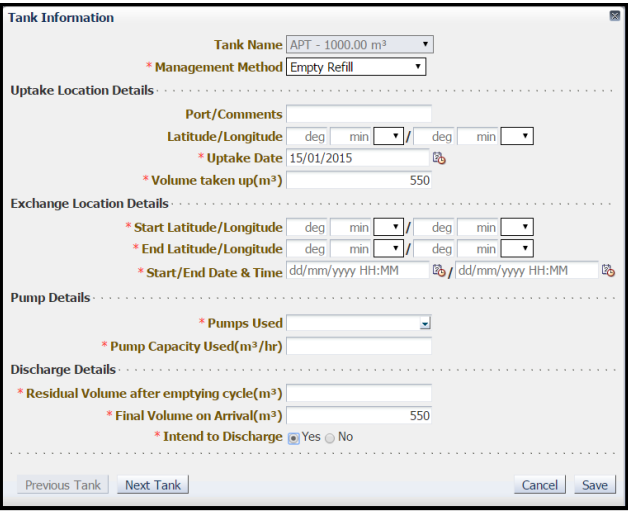
Field	Content
	<div><b>Depth at which exchange occurred (in metres)</b> <a href="#">View Uptake/Exchange Locations on Map</a></div> <div><div>Min</div><div>Max</div><div>Additional Comments</div></div> <div><div></div><div></div><div></div></div> <div>Are there any relevant documents that need to be attached? <input type="radio"/> Yes <input type="radio"/> No</div>
Additional Comments	Add any comments that may clarify the ballast water management process if it cannot be clearly explained by the data entered only
<a href="#">View Uptake/Exchange Locations on Map</a>	Once all the exchange coordinates have been entered the exchange locations for all tanks can be viewed on a map
	<div>Are there any relevant documents that need to be attached? <input type="radio"/> Yes <input type="radio"/> No</div> <div><a href="#">+ Add Attachment</a></div>
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.	

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

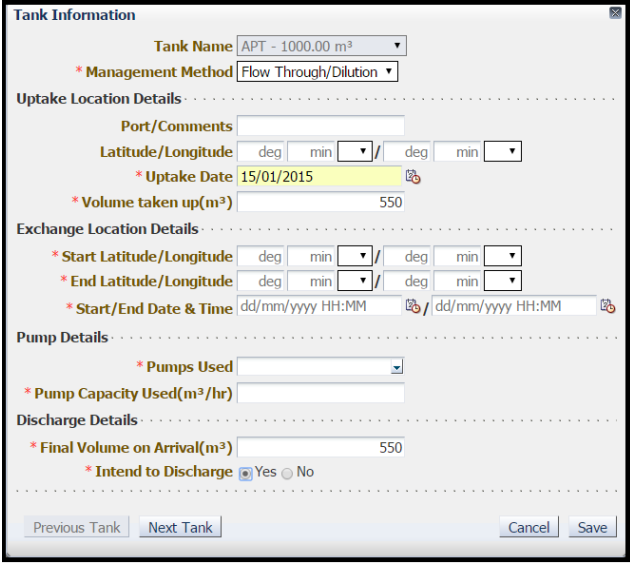
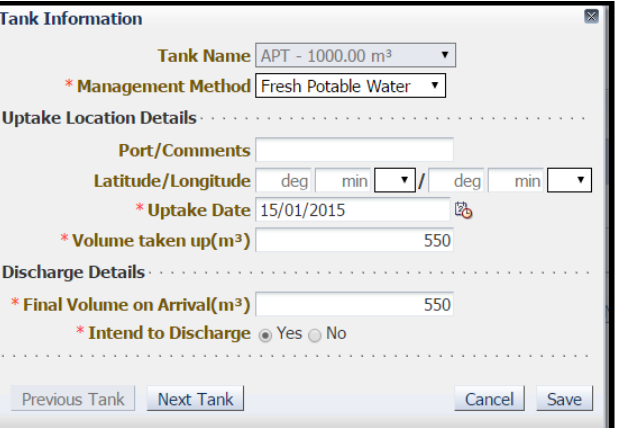
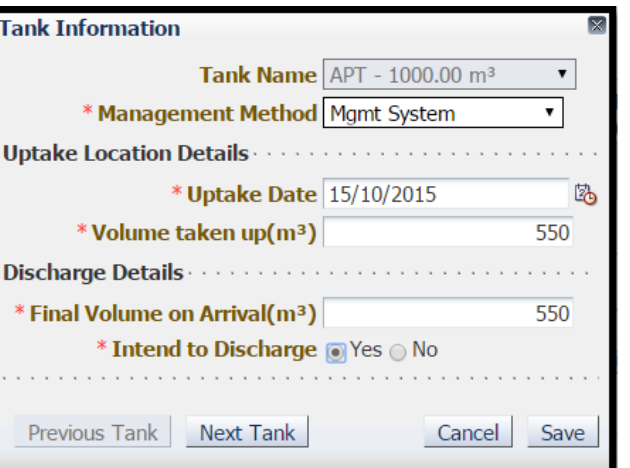
This will open a pop up screen where the tank and the management method must be selected from a drop down list. The management method selected will determine the data fields that need to be completed. All mandatory fields are marked with **red \*** and must be completed.

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

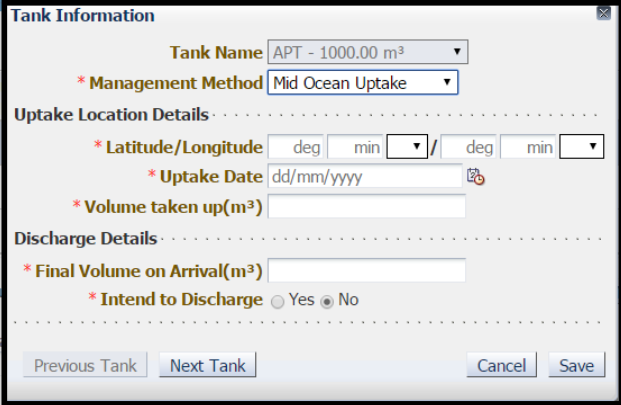
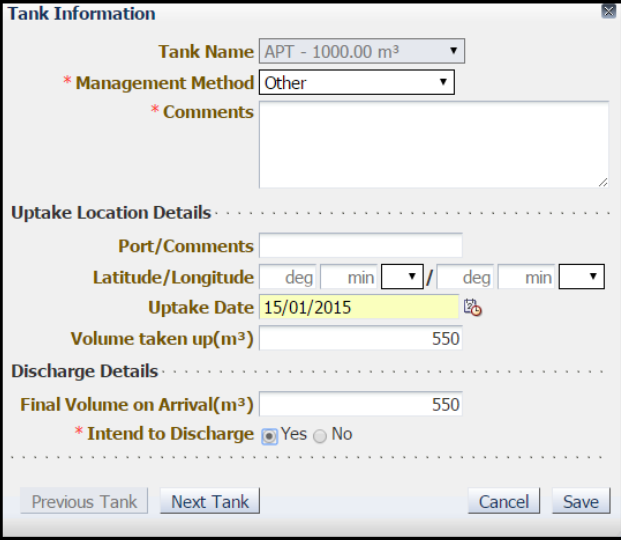
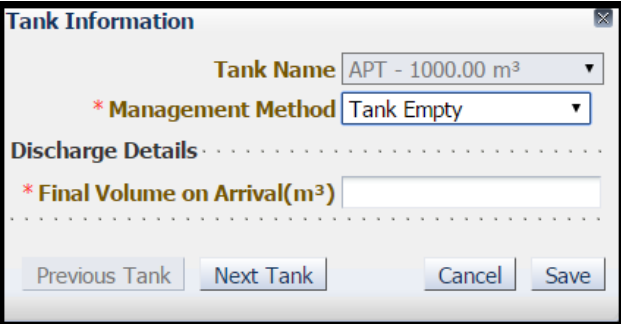


Screen	Details
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates or the name of the place where ballast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



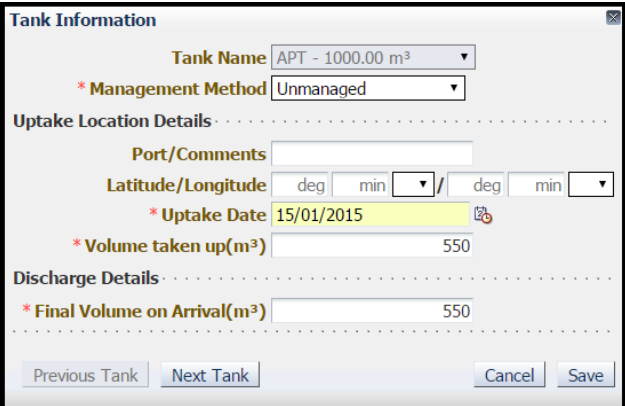
Screen	Details
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the name or the coordinates of the place where ballast water was taken up.</p> <p>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



Screen	Details
 <p>The screenshot shows the 'Tank Information' form with the following details: Tank Name is 'APT - 1000.00 m³', Management Method is 'Mid Ocean Uptake'. Under 'Uptake Location Details', there are fields for Latitude/Longitude (deg/min), Uptake Date (dd/mm/yyyy), and Volume taken up (m³). Under 'Discharge Details', there is a field for Final Volume on Arrival (m³) and a radio button for 'Intend to Discharge' with 'Yes' and 'No' options. Navigation buttons include 'Previous Tank', 'Next Tank', 'Cancel', and 'Save'.</p>	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates of the place where ballast water was taken up.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and select Yes if there is any intention to discharge the ballast from this tank in Australian waters.</p>
Other	
 <p>The screenshot shows the 'Tank Information' form with the following details: Tank Name is 'APT - 1000.00 m³', Management Method is 'Other'. There is a large text area for 'Comments'. Under 'Uptake Location Details', there is a 'Port/Comments' field, Latitude/Longitude (deg/min), Uptake Date (15/01/2015), and Volume taken up (m³) with the value 550. Under 'Discharge Details', there is a field for Final Volume on Arrival (m³) with the value 550 and a radio button for 'Intend to Discharge' with 'Yes' and 'No' options. Navigation buttons include 'Previous Tank', 'Next Tank', 'Cancel', and 'Save'.</p>	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Comments</b> – Enter the details of why the management method is other and what the status of the ballast water is. The comments will be used to manually assess the risk of this tank.</p> <p><b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up.</p> <p><b>Discharge Details</b> – Enter the final volume of water in the tank on arrival in Australia and select Yes if there is any intention to discharge the ballast from this tank in Australian waters.</p>
Empty Tank	
 <p>The screenshot shows the 'Tank Information' form with the following details: Tank Name is 'APT - 1000.00 m³', Management Method is 'Tank Empty'. Under 'Discharge Details', there is a field for Final Volume on Arrival (m³). Navigation buttons include 'Previous Tank', 'Next Tank', 'Cancel', and 'Save'.</p>	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Final Volume on Arrival</b> – The soundings on the tank must be accurate and reflect the residual volume of water left in the tank.</p> <p><b>NOTE:</b> Vessels cannot discharge ballast water from an empty tank. The Responsible Officer will not be able to select 'Y' for intention to discharge from an empty tank. If a vessel takes up Australian domestic ballast into an empty tank and then wants to discharge ballast in a subsequent Australian port the Responsible Officer must submit an updated BW Report. The BSD tank discharge directions can only be changed through an updated BW Report.</p>
Unmanaged	

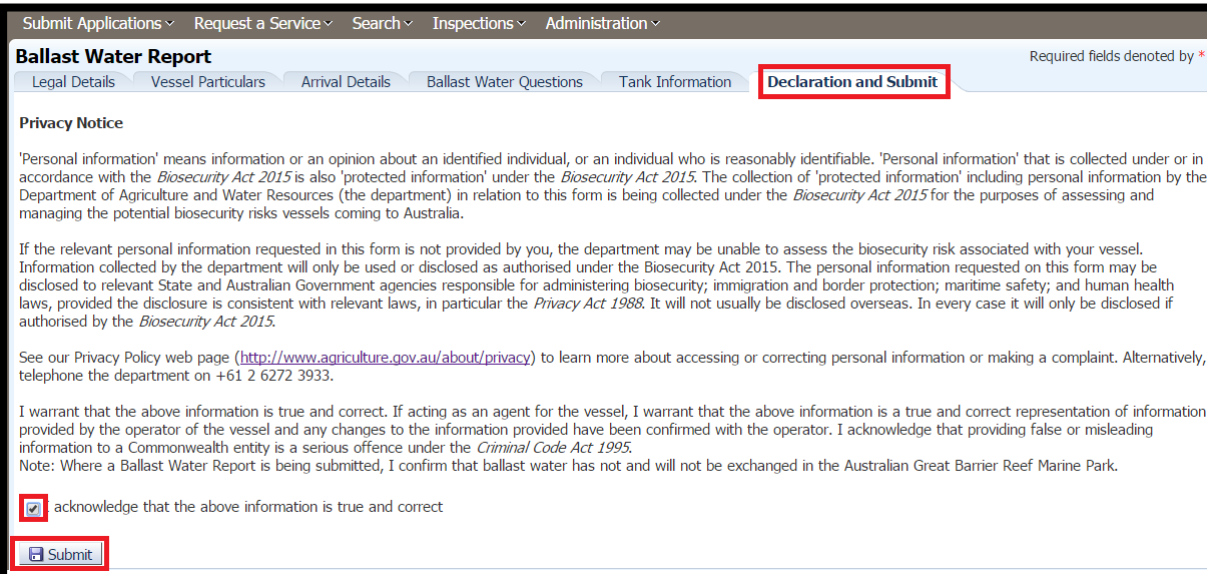




Screen	Details
	<p><b>Tank Information</b> – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p><b>Uptake Location Details</b> – Enter the date, volume of water and the coordinates or the name of the place where ballast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

## Declaration and Submit

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. Breaches may apply for any omissions or miss-declarations in the BW Report.



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

### Ballast Water Report

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

Required fields denoted by \*

#### Privacy Notice

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

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

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

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

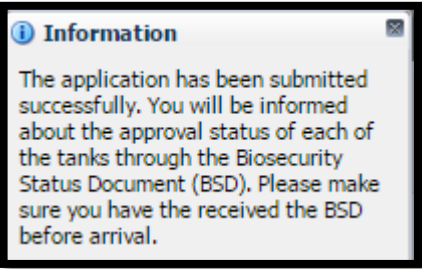
Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☒ I acknowledge that the above information is true and correct

**Submit**

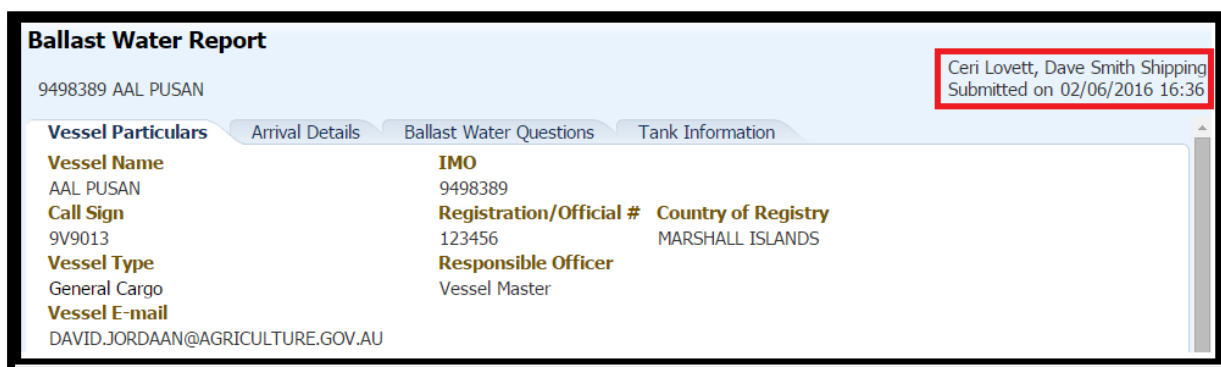
Field	Content
<input type="checkbox"/> I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the BW Report is correct and truthful
<b>Submit</b>	By clicking on the Submit button the BW Report will be uploaded into MARS for assessment.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



Field	Content
	This message will be displayed if the BW Report was successfully submitted to MARS.

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

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



**Ballast Water Report**

9498389 AAL PUSAN

Ceri Lovett, Dave Smith Shipping  
Submitted on 02/06/2016 16:36

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

<b>Vessel Name</b>	<b>IMO</b>	
AAL PUSAN	9498389	
<b>Call Sign</b>	<b>Registration/Official #</b>	<b>Country of Registry</b>
9V9013	123456	MARSHALL ISLANDS
<b>Vessel Type</b>	<b>Responsible Officer</b>	
General Cargo	Vessel Master	
<b>Vessel E-mail</b>		
DAVID.JORDAAN@AGRICULTURE.GOV.AU		

## Clone a BW Report in MARS

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

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



2. Read the Legal Details tab.



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

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

Legal Details **Upload File or Select Vessel**

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

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

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

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

Legal Details **Upload File or Select Vessel**

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

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

Search and select Vessel   
(You can type in the IMO, Name, or Call Sign of the vessel)

OR

Complete BW application for

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

- 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**.

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

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

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

**Call Sign**  **Registration/Official #**  \* **Country of Registry**

\* **Vessel Type**  \* **Responsible Officer**

**Vessel E-mail**

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



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

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

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



## Non First Point of Entry (NFP) Application

### Explanatory Notes

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

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

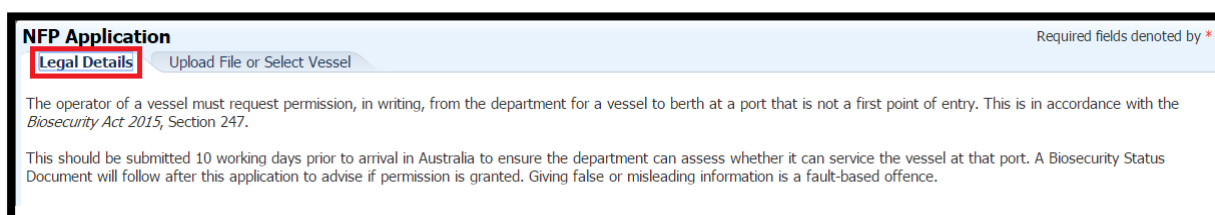
### How to do it

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



### Legal Details

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





## Upload File or Select Vessel

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

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

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

Legal Details **Upload File or Select Vessel**

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

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

## Save an NFP XML Data File received via Email

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

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

1. Open the e-mail received from the vessel

**From:** Vessel.Master@mail.com  
**To:** Agent@mail.com  
**Subject:** TEST - FOR ACTION: Vessel AMAZING SALUTE 9477232 Non First Point of Entry application for Department of Agriculture and Water Resources - Voyage# V01  
**Attached:** MARS NFP Application V07.xml (1 KB)

Dear Agency Representative,

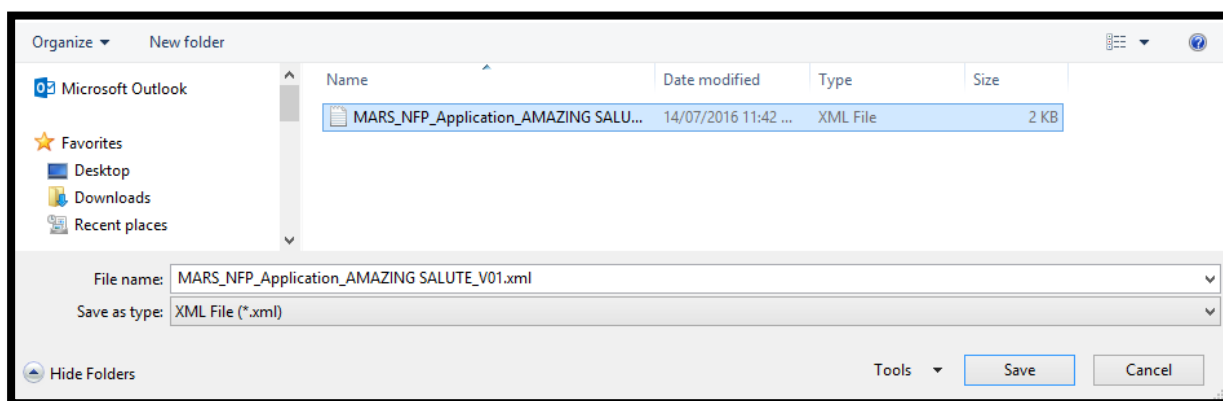
Please find attached the XML file for AMAZING SALUTE 9477232 Voyage# V01. This information is required to be provided to the Department of Agriculture and Water Resources under section 247 of the Biosecurity Act 2015. This information should be provided at least 10 working days prior to the vessel's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

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

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

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





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

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

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

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

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

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

## Complete a manual NFP in MARS

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

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

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





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

Legal Details **Upload File or Select Vessel**

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

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

OR

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

## Vessel Particulars

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

Field	Content
<div><b>NFP Application</b> <span>Required fields denoted by *</span></div> <div>Legal Details <b>Vessel Particulars</b> Arrival Details Declaration and Submit</div> <div><div><b>* Vessel Name</b> <input type="text" value="AAMIRA UAT"/></div><div><b>IMO</b> <input type="text" value="9443401"/> <input type="checkbox"/> Tick this if the vessel does NOT have an IMO</div><div><b>Call Sign</b> <input type="text" value="V7QG2"/></div><div><b>Registration/Official #</b> <input type="text"/></div><div><b>* Country of Registry</b> <input type="text" value="MARSHALL ISLANDS"/></div><div><b>* Vessel Type</b> <input type="text" value="Cruise Vessel"/></div><div><b>* Master's Name</b> <input type="text"/></div><div><b>* Length Overall (LOA-metres)</b> <input type="text" value="201"/></div><div><b>Vessel E-mail</b> <input type="text" value="DAVID.JORDAAN@AGRICULTURE.GOV.AU"/></div><div>The e-mail provided will be used to send communications to the vessel. Please leave this field blank if the vessel is unable to receive e-mails with attachments.</div></div>	
Vessel Name	Enter vessel's name as it appears on the Ship's Particulars
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier.
Tick this if the vessel does NOT have an IMO	
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official#	This is a non-mandatory field. This field is mainly use for vessels which do not have an IMO number.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choosing the appropriate vessel type.
Master's Name	Enter the naster's name.
Length Overall (LOA-metres)	Enter the vessel's overall length in metres.



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

## Arrival Details

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

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

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

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

\* Voyage #  
UAT26

\* Last International Port of call  
SINGAPORE

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

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

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

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

+ Add Port

* Port	* Arrival Date	First Port of Australian Voyage	* Activity Type
WHYALLA TS1	03/06/2016	<input type="checkbox"/>	Joint Military Exercises
KINGSCOTE	05/06/2016	<input type="checkbox"/>	Discharging Cargo
PENNESHAW	07/06/2016	<input type="checkbox"/>	Other

No. of Crew and Passengers


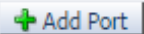









\* No. of Crew

No. of passengers

Cancel

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



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



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

## Cargo Details

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

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

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



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



## Declaration and Submit

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

**NFP Application**

Required fields denoted by \*

Legal DetailsVessel ParticularsArrival Details**Declaration and Submit**

**Privacy Notice**

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

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

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

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

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

☒ I acknowledge that the above information is true and correct

Submit

Field	Content
<input type="checkbox"/> I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the NFP application is correct and truthful
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
<div><div>Information</div><div>The application has been submitted successfully. You will be informed about the Approval/Rejection through the Biosecurity Status Document (BSD). Please make sure you have received the BSD before arrival at the non first point of entry port</div><div>OK</div></div>	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.



## Human Health Update

### Explanatory Notes

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

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

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

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

### How to do it

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

The screenshot shows the MARS home screen with a navigation bar at the top containing 'Submit Applications', 'Request a Service', 'Search', and 'Administration'. Below the navigation bar, a welcome message reads 'Welcome Ceri Lovett. You are currently associated with agency Dave Smith Shipping'. The main content area is divided into three sections: 'I want to lodge an Application', 'I want to Request a Service', and 'I want to Search for Information'. Each section contains four icons representing different services. The 'Human Health Update' icon, which depicts a person with a stethoscope, is highlighted with a red border. The other icons include a clipboard for 'Pre-Arrival Report', a ship for 'Ballast Water Report', a tropical island for 'Non First Point of Entry Application', a ship with people for 'Crew Change Request', a document with a red stamp for 'Sanitation Certificate Request', a trash can and bag for 'Waste Removal Request', a ship with a crane for 'Coastal Strip Request', a ship with cargo for 'Vessel', a map of Australia for 'Visit', a dollar sign for 'Charges', and a clipboard with a magnifying glass for 'Application/Service Request'.

I want to lodge an Application			
Pre-Arrival Report	Ballast Water Report	Non First Point of Entry Application	Human Health Update

I want to Request a Service			
Crew Change Request	Sanitation Certificate Request	Waste Removal Request	Coastal Strip Request

I want to Search for Information			
Vessel	Visit	Charges	Application/Service Request





## 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.

The screenshot shows the 'Human Health Update' form with the 'Legal Details' tab selected. The tab is highlighted with a red box. The form title is 'Human Health Update' and the subtitle is 'Legal Details'. The text below the tabs reads: 'This form and the information requested in it, is required to be provided to the department by the operator of a vessel under the Biosecurity Act 2015, Chapter 2. Please use this form to advise the department of any changes to previously reported human health information.'

## Upload File or Select Vessel

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

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

The screenshot shows the 'Human Health Update' form with the 'Upload File or Select Vessel' tab selected. The tab is highlighted with a red box. The form title is 'Human Health Update' and the subtitle is 'Upload File or Select Vessel'. The text below the tabs reads: 'Do you wish to complete this application with data from a file?' followed by radio buttons for 'Yes' and 'No'. The 'Yes' radio button is selected and highlighted with a red box.

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

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

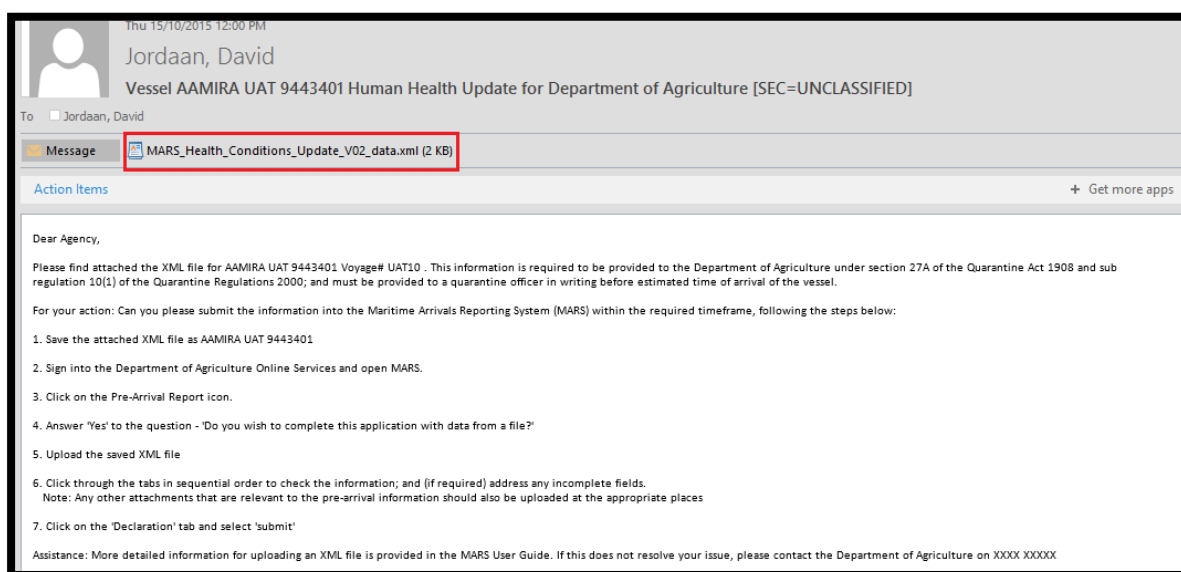
The Master of a vessel completes a Human Health Update application using a Offline form. The Master then uses the **"Send to Agent"** function in the Offline form to email the application as an XML Data file to the vessel's port Agency for that voyage.

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

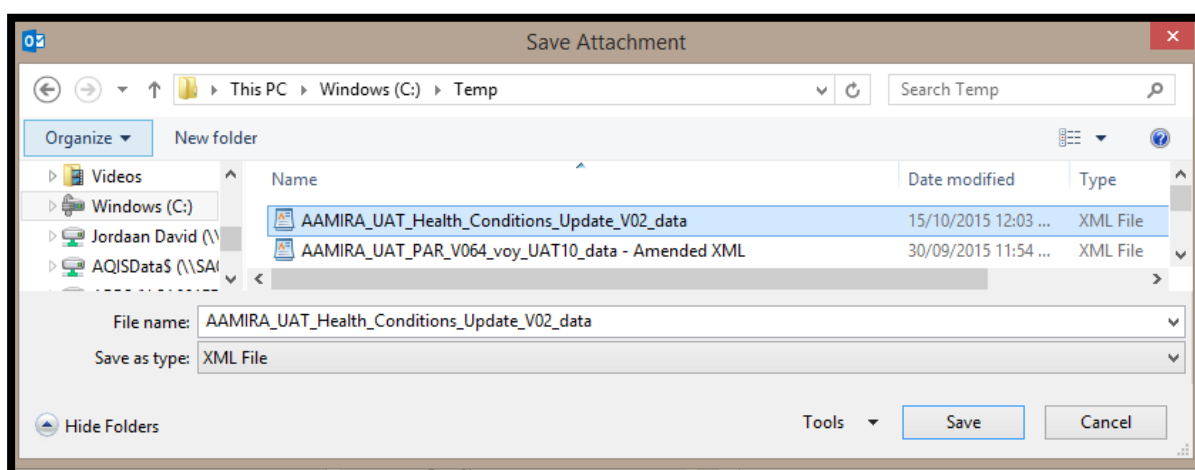
1. Open the e-mail received from the vessel



**Australian Government**  
**Department of Agriculture**  
**and Water Resources**



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



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

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



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

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

Human Health Update Required fields denoted by \*

Legal Details **Upload File or Select Vessel**

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

Select File **Choose File** No file chosen

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

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

## Complete a manual Human Health Update in MARS

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

Human Health Update Required fields denoted by \*

Legal Details **Upload File or Select Vessel**

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

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

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



## Vessel Particulars

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

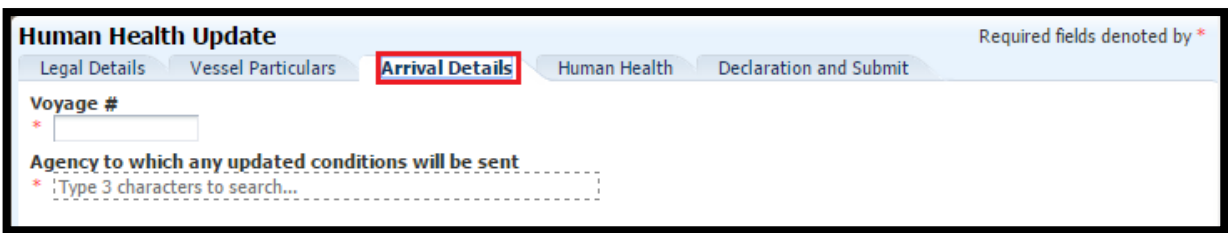
Field	Content
<div><div>Home</div><div>Maritime Arrival Reporting System (UAT)</div><div>Welcome Ceri Lovett ▾ Logout</div><div>Submit Applications ▾ Request a Service ▾ Search ▾ Administration ▾</div><div><div>Human Health Update</div><div>Legal Details <b>Vessel Particulars</b> Arrival Details Human Health Declaration and Submit</div><div>Required fields denoted by *</div><div><div><div>Vessel Name</div><div>* AAMIRA UAT</div></div><div><div>IMO</div><div>9443401 <input type="checkbox"/> Tick this if the vessel does NOT have an IMO</div></div><div><div>Call Sign</div><div>V7QG2</div></div><div><div>Registration/Official#</div><div></div></div><div><div>Country of Registry</div><div>* MARSHALL ISLANDS</div></div><div><div>Vessel Type</div><div>* Container Vessel ▾</div></div><div><div>Vessel E-mail</div><div>DAVID.JORDAAN@AGRICULTURE.GOV.AU</div></div><div>The e-mail provided will be used to send communications to the vessel. Please leave this field blank if the vessel is unable to receive e-mails with attachments.</div></div></div></div>	
Vessel Name	Enter the vessel name as it appears on the Ship's Particulars
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier.
No IMO	Tick this box if the vessel does NOT have an IMO
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official#	This is a non-mandatory field. This field is mainly use for vessels which do not have an IMO number.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choose the appropriate vessel type.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.



## Arrival Details

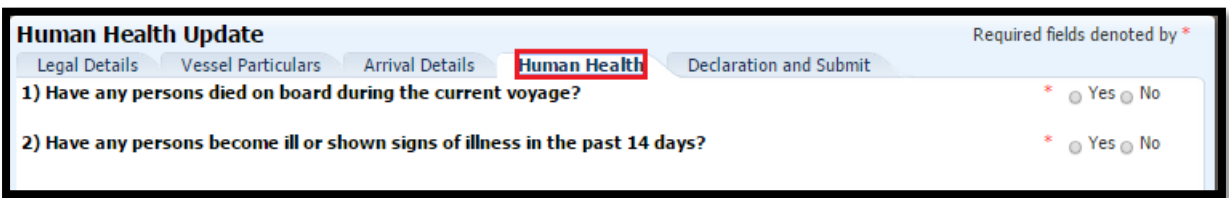
This screen is used to record the vessel's voyage number and the Agency to which any updated conditions will be sent.

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

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

## Human Health

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

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

### Question 1 Details

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



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

\* 1.1) How many persons died?

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

## Question 2 Details

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

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

How many persons

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

2.3) Gastro-intestinal illness

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

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

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

Details





## Declaration and Submit

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

The screenshot shows the 'Human Health Update' form with the 'Declaration and Submit' tab selected. The form includes a 'Privacy Notice' section with text about the collection and use of personal information under the Biosecurity Act 2015. Below the notice, there is a checkbox for 'I acknowledge that the above information is true and correct' which is checked. At the bottom, there is a 'Submit' button. The form also includes a note about the Australian Great Barrier Reef Marine Park.

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



## Chapter 4 – MARS Service Requests

Crew Change Service Request

Sanitation Certificate Service Request

Waste Removal Service Request

Coastal Strip Service Request





## Crew Change Service Request

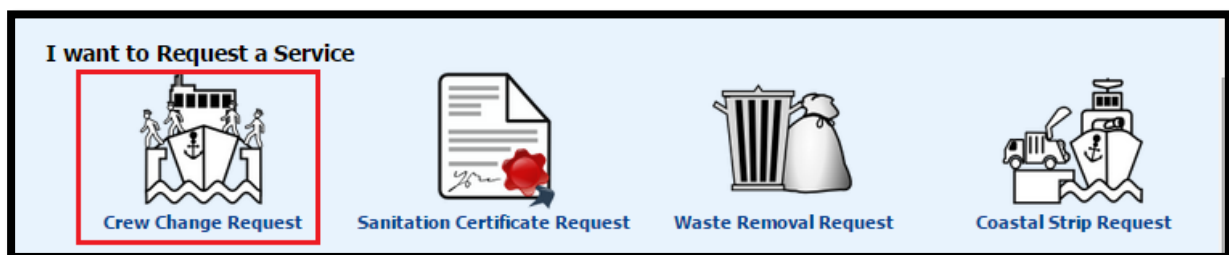
### Explanatory Notes

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

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


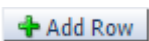


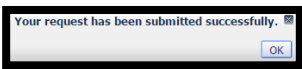
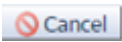
### How to do it

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



Field	Content										
	<div><h3>Crew Change Request</h3><p>Required fields denoted by *</p><h4>Vessel and Voyage Particulars</h4><p>* <b>Vessel</b> AAMIRA UAT IMO9443401 V7QG2 (You can type in the IMO, Name, Call Sign, Registration/Official no of the vessel)</p><p>* <b>Voyage #</b> UAT28</p><p>* <b>Port - Arrival Date</b> MELBOURNE - 06/06/2016 11:00:00</p><p>* <b>Port Agency</b> Dave Smith Shipping      * <b>Crew Agency</b> Dave Smith Shipping      <input type="checkbox"/> Same as Port Agency</p><h4>Crew Change Details</h4><p><a href="#">+ Add Row</a></p><table border="1"><thead><tr><th>* Disembark date/time</th><th>* No. of Crew</th><th>* Biosecurity Items to declare</th><th>Item Details</th><th>Action</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td></tr></tbody></table><p><a href="#">Submit</a> <a href="#">Cancel</a></p></div>	* Disembark date/time	* No. of Crew	* Biosecurity Items to declare	Item Details	Action					
* Disembark date/time	* No. of Crew	* Biosecurity Items to declare	Item Details	Action							
Vessel	Type the first three characters of the vessel's name. Select the correct vessel from the list displayed.										



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



## Sanitation Certificate Service Request

---

### Explanatory Notes

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

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

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

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

---

### How to do it

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





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



## Waste Removal Service Request

### Explanatory Notes

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

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

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

### How to do it


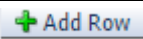


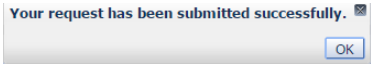
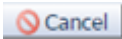
Click on the **Waste Removal Request** icon on the MARS home screen. Complete all the fields in the screen.



Field	Content
<b>Waste Removal Request</b> <span style="float: right;">Required fields denoted by *</span>	
<b>Vessel and Voyage Particulars</b>	
* <b>Vessel</b> AAMIRA UAT IMO9443401 V7QG2 (You can type in the IMO, Name, Call Sign, Registration/Official no of the vessel)	
* <b>Voyage #</b> UAT28	
* <b>Port - Arrival Date</b> MELBOURNE - 06/06/2016 11:00:00 <small>A request for Waste Removal can only be made at a port that is a first point of entry for arrival. The 'Port - Arrival Date' list above will therefore only show ports that are first points of entry for arrival for the selected voyage.</small>	
* <b>Port Agency</b> Dave Smith Shipping	* <b>Billing Agency</b> Dave Smith Shipping <input type="checkbox"/> Same as Port Agency
<b>Waste Removal Details</b>	
<a href="#">+ Add Row</a>	
* <b>Date</b>	* <b>Estimated Volume (m3)</b> <b>Action</b>
<input type="text"/>	<input type="text"/> <input type="button" value="X"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	





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



## Coastal Strip Service Request

### Explanatory Notes

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

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

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

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

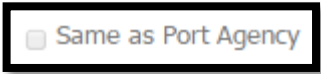

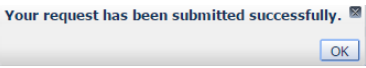
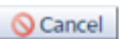
### How to do it

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



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



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



# Chapter 5 – MARS Information Search

Vessel Search

Voyage Search

Visit Search

Application or Service Request Search





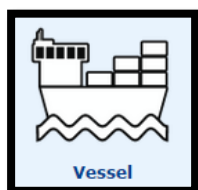
## Vessel Search

### Explanatory Notes

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

### How to do it

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



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

**Search Vessel**

☒ Search Criteria

Vessel Name

Call Sign

Hull ID

IMO

Registration/Official #

Vessel Type

☐ Include Inactive Vessels

**Search Results**

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

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

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

Vessel Name  IMO  Call Sign  Vessel Type  Registration/Official #

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

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



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



## Voyage Search

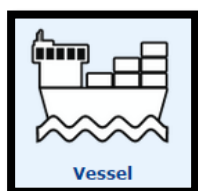
### Explanatory Notes

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

### How to do it

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

## Voyage Search – BW Report Submitted



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

Vessel Name	IMO	Call Sign	Registration #	Hull ID	Vessel Type	Current Voyage
<a href="#">ABU SAFAH UAT</a>	9312743	HZG5710			Container Vessel	

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

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

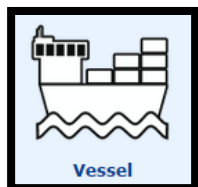
4. The **Voyage Details** screen will be displayed. (See Below)





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

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



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

**Search Vessel**

☒ Search Criteria

Vessel Name

IMO

Include Inactive Vessels ☐

Call Sign

Registration/Official #

Hull ID

Vessel Type

**Search Results**

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






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

**Voyage Details**

Vessel [9443401 AAMIRA UAT](#) Vessel Type Container Vessel Status Pending Voyage # UAT28

Voyage Details BSD Details Applications Received Inspection History Attachments

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

Approval to Berth  Non First Point of Entry  Biosecurity  Pratique  Ballast Water 

**Voyage Details**

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



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



## Visit Search

### Explanatory Notes

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

### How to do it

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



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

**Search Visit**

Search Criteria

Vessel Name:

Agency Name: Dave Smith Shipping

IMO: 9443401

Registration/Official#:

Arrival Date From: 01/06/2016 To: 10/06/2016

Exclude vessels that haven't already arrived ☐

Port:

Type 3 characters to search:

**Search Visit**

**Search Results**

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

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

**Visit Details**

Required fields denoted by \*

Vessel: 9443401 AAMIRA UAT Voyage #: UAT10 Port: PORT ADELAIDE

Visit Details Visit charges Inspection History

\* Arrival Date/Time: 27/09/2015 00:00 Visit Status: Expected


Berth Date/Time: Berth name:

Departure Date/Time:

Port Agency: Dave Smith Shipping Billing Agency: Dave Smith Shipping Crew Agency: Dave Smith Shipping

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



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



## Application or Service Request Search

### Explanatory Notes

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

### How to do it

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



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

**Application Search**

☒ Search Criteria

Vessel Name

Call Sign

Voyage #

Application Type

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

IMO 9443401

Registration/Official #

Port

Type 3 characters to search

Application Status

**Search Results**

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

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

The Status of the application explained:

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



# Chapter 6 – MARS Documents and Certificates

Biosecurity Status Document (BSD)

Ship Sanitation Certificate (SSC)

Certificate of Freedom from Gypsy Moth





## Biosecurity Status Document (BSD)

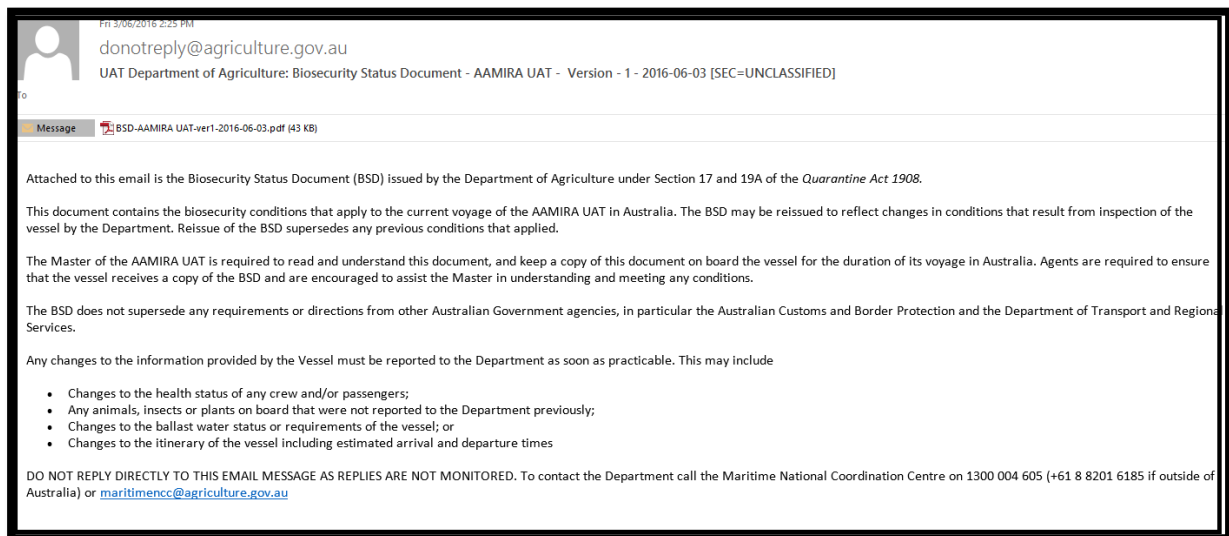
### Explanatory Notes

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

The BSD will include:

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

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



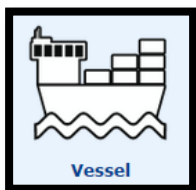
### Where to find the BSD in MARS

#### BSD Search – BW Report Submitted

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

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





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

**Search Vessel**

✓ Search Criteria

Vessel Name: AAMIRA  
Call Sign:   
Hull ID:   
IMO:   
Registration/Official #:   
Vessel Type:   
Include Inactive Vessels: ☐

**Search Vessel**

**Search Results**

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

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

**Vessel Details**

Required fields denoted by \*

Vessel Name: AAMIRA UAT  
IMO: 9443401  
Call Sign: V7QG2  
Vessel Type: Container Vessel  
Registration/Official #:

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

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

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

**Voyage Details**

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

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

Biosecurity Status Document

**View current BSD for voyage**

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

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

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



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

**Search Visit**

Search Criteria

Vessel Name

Agency Name

Arrival Date From  To

Call Sign

IMO

Port

Registration/Official#

☐ Exclude vessels that haven't already arrived

**Search Results**

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


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

**Voyage Details**

Vessel **9443401 AAMIRA UAT** Vessel Type **Container Vessel** Status  Voyage #

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

**Biosecurity Status Document**

 [View current BSD for voyage](#)



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

Vessel Name: BLUESTAR

IMO Number: 9317000

Document Version: 1

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. Directions outlined in this document include directions issued under a specific section of the *Biosecurity Act 2015* and guidance on how to comply with the department's requirements.

<b>Berthing Conditions in Australian First Points of Entry</b>	
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.	
<b>Berthing Conditions in Australian Non First Points of Entry</b>	
<p>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.</p> <p>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.</p>	
<b>Vessel Biosecurity</b>	
<p>All plants should be kept inside and away from open doors and with windows closed. Unless authorised to do so, all plants should be kept inside the vessel while the vessel is in port and remain on board the vessel in Australian territory. No plant / foodstuff / goods on the vessel (excluding goods carried as cargo) may be removed without the approval/direction of a departmental officer until it has left Australian territory after the last port of call. Galley grinders, overboard waste discharge chutes and swing bins must not be used in Australian ports or waters<sup>d</sup>.</p> <p>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.</p> <p>Report any insects or animals, including rodents found on board the vessel during the voyage to the department. Refer to the Biosecurity Checklist for Vessel Masters and information on the vessel compliance scheme to ensure compliance with the department's requirements.</p>	
<b>Vessel Pratique and Ship Sanitation</b>	
<p>Pratique is granted to the BLUESTAR for all ports in Australia<sup>e</sup>. The Quarantine Signal (letter Q in the International Code of Signals) is not required to be displayed.</p> <p>The vessel's Master or Agent must notify the department as soon as practicable if any individuals on board have signs or symptoms of a listed human disease during the current Australian voyage.</p>	
<b>Ballast Status</b>	
<p>A Ballast Water Report has not been submitted for this vessel.</p> <p>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.</p>	

This BSD is an abridged version for illustration purpose



## Ship Sanitation Certificate (SSC)

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### Explanatory Notes

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

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

The vessel must meet the following criteria:

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

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

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

The vessel must meet the following criteria:

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

If a vessel has met any of the above criteria:

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

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

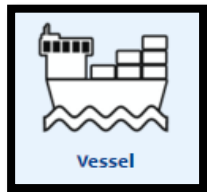


## Where to find the vessel's SSC

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

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

1. Open the Vessel icon on the MARS home screen



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

**Search Vessel**

☒ Search Criteria

Vessel Name:  IMO:  Include Inactive Vessels: ☐

Call Sign:  Registration/Official #:

Hull ID:  Vessel Type:

**Search Results**

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

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

**Voyage Details**

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

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

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

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

**Voyage Details**

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

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

**Voyage Attachments**

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



## SHIP SANITATION EXEMPTION CERTIFICATE

### Certificate Details

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

### Inspection Details

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

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

T +61 8 8201 6185  
F +61 8 8201 6176  
E [maritimenc@agriculture.gov.au](mailto:maritimenc@agriculture.gov.au)

18 Marcus Clarke Street  
Canberra City ACT 2601

GPO Box 858  
Canberra ACT 2601

[agriculture.gov.au](http://agriculture.gov.au)  
ABN 24 113 085 695



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

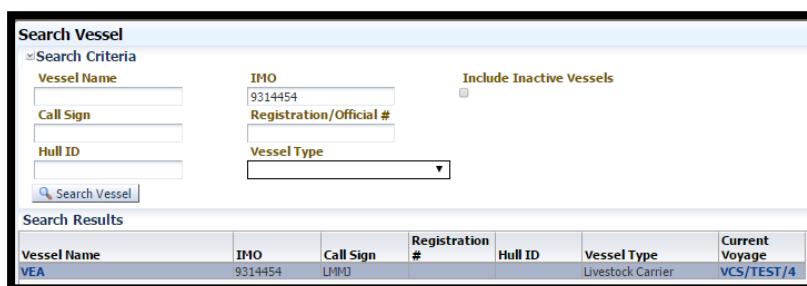
### Explanatory Notes

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

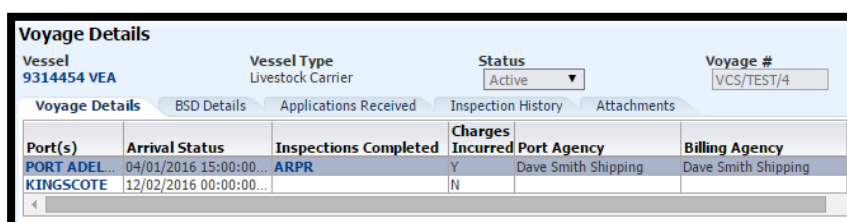
### Where to find the vessel's AGM Certificate in MARS

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

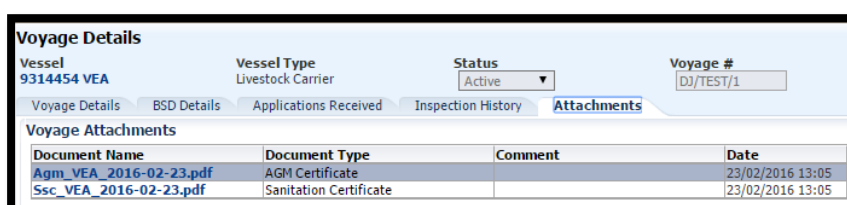
1. Open the Vessel icon on the MARS home screen
2. Enter the vessel's IMO number in the IMO search field and click on **Search Vessel**



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



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







## CERTIFICATE OF FREEDOM FROM ASIAN GYPSY MOTH

### Certificate Details

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

### Details

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

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

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

### Certificate

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

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

Contact details:

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



# Chapter 7 – Billing Information

## Charges



## Charges

### Explanatory Notes


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

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

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

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

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

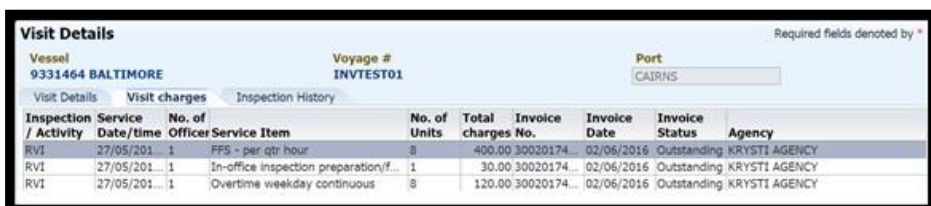


Vessel	Voyage	Port	Arrival Date	Inspections Completed	Port Agency	Billing Agency	Crew Agency
9331464 BALTIMORE	INVEST01	CAIRNS	27/05/2016 13:22	RVI	KRYSTI AGENCY	KRYSTI AGENCY	

3. Click on the **Visit Details** hyperlink in the Port column. The Visit details screen is displayed.



4. Select the **Visit charges** tab



Inspection Service	Date/Time	No. of Activity	Officer Service Item	No. of Units	Total charges	Invoice No.	Invoice Date	Invoice Status	Agency
RVI	27/05/2016	1	FFS - per qtr hour	8	400.00	30020174	02/06/2016	Outstanding	KRYSTI AGENCY
RVI	27/05/2016	1	In-office inspection preparation/f...	1	30.00	30020174	02/06/2016	Outstanding	KRYSTI AGENCY
RVI	27/05/2016	1	Overtime weekday continuous	8	120.00	30020174	02/06/2016	Outstanding	KRYSTI AGENCY