

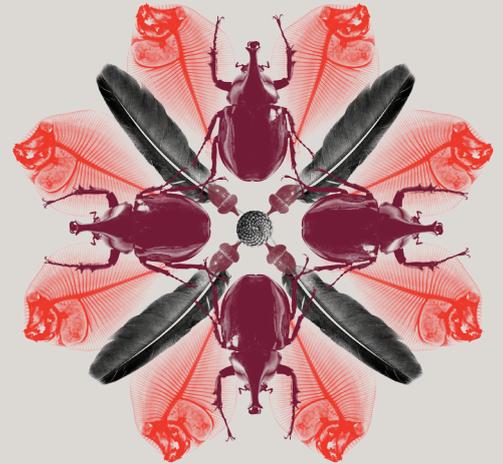


August
2016
QRG 09

Tips for Vessel Masters

MARS quick reference guide

Biosecurity



Searching for information in MARS

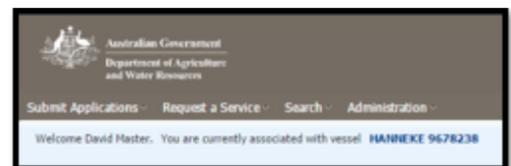
A vessel Master can search for information about the vessel that they are currently associated with. When the Master signs into MARS using their User ID and Password this vessel association is established.

How to do it

On the MARS home screen the following notification will appear: **Welcome Vessel Master. You are currently associated with vessel [Vessel Name IMO] for instance VEA 9314454.** The Vessel Name provides a hyperlink to the MARS **Vessel Details** screen.

- 1 Click on the vessel name **Hyperlink**.
- 2 The **Vessel Details** screen will be displayed.

The information below summarises the key information that is available to the vessel master in MARS:



Screen Tab	Information Available to the Master	Changes Possible
Vessel Details Screen		
Vessel Particulars	All the vessel's particulars: Vessel Name, IMO, Vessel Type, Country of Registry etc.	Read Only
Ballast Details	Ballast Tank and Pump details.	Read Only
VCS Details	The vessel's status on the Vessel Compliance Scheme (VCS).	Read Only
Voyage History	The vessel's complete voyage history. The Voyage Number is a Hyperlink to the Voyage Details Screen.	Read Only
Vessel Identifiers	Additional vessel identifiers – applicable to non-commercial vessels.	Edit
Voyage Details Screen		
Voyage Details	The Ports the vessel will visit, completed inspections, Charges incurred. The port name is a Hyperlink to the Visit Details screen.	Read Only
BSD Details	A PDF copy of the most recent Biosecurity Status Document (BSD).	Read Only
Applications Received	Status of all applications submitted to the department for that voyage.	Read Only
Inspection History	History of all the inspections completed for the specific voyage.	Read Only
Visit Details Screen		
Visit Details	Visit Status at the selected port; arrival/departure/berth dates and times	Read Only
Inspection History	A history of the inspections completed at the selected port	Read Only

For further details refer to the MARS User Guide

Using Offline Forms

The MARS Offline Forms for Pre-arrival Report (PAR), Ballast Water Report, Application enter a Non-First Point of Entry (NFP), and Human Health Update are available from the Department's website. Both PDF and Microsoft Word versions are available, however only the PDF version can be used for submission into MARS. The Microsoft Word version is provided for web accessibility purposes.

When to use them

Offline forms should be used when the vessel has limited and/or unreliable internet connectivity. Please note that MARS has some tolerance for session drop-outs. *For detailed steps refer to the MARS User Guide.*

How to do it

- 1 Go to the department's website and open the relevant form (this can be opened from email if your agency has sent it).
- 2 Save a copy of the PDF to your computer for ease of access (however, it is important that you check the website for updated forms on a regular basis, otherwise you may have issues with submission of the form into MARS).
- 3 Complete all fields requested on the relevant form (noting that some fields are mandatory and also may have drop down lists available to assist you). For example, **Last International Port of Call, First & Subsequent Ports of Call** and **Agency** details can be selected from a drop down list. Please note the following points:
 - i When you start typing the list will appear on the side. You may need to scroll down the list.
 - ii These lists are not exhaustive in the offline forms, and if your desired option is not available the response can be typed in the appropriate field.
 - iii When the report has been submitted into MARS a more extensive list of options will be available to the Agency when they upload your information.
 - iv If the desired information is still not available, the Agency will contact the MNCC to assist (details are listed below).
- 4 Click the **Send to Agency** button at the end of the form. MARS will automatically check the form, and alert you to any mistakes or incomplete fields at this point.

On occasion, it can take a few minutes for the offline form to process. Please wait for the form to go through. Do not press the back button or close the browser.

What now?

- 1 For any assistance in locating vessel information, you can phone the Maritime National Coordination Centre (MNCC).
- 2 The department's service responsibilities and standard of service commitment are detailed in the Client Service Charter available at agriculture.gov.au/about/commitment/client-service-charter

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



Contact 1300 004 605
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