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QRG 13

# Tips for Vessel Masters

## How to complete the PAR Offline Form

### MARS quick reference guide

Biosecurity



### Where can I find the MARS Offline Forms?

The MARS Offline Forms for **Pre-Arrival Report (PAR)**, **Ballast Water Report**, **Application to enter a Non-First Point of Entry (NFP)** and **Human Health Update** are available from the Department of Agriculture and Water Resources' MARS Offline Forms webpage at [agriculture.gov.au/biosecurity/avm/vessels/mars/mars-offline-forms](http://agriculture.gov.au/biosecurity/avm/vessels/mars/mars-offline-forms).

For detailed steps on how to submit a PAR refer to the MARS Vessel Master User Guide at [agriculture.gov.au/biosecurity/avm/vessels/mars/communications-training-materials](http://agriculture.gov.au/biosecurity/avm/vessels/mars/communications-training-materials).

### When to use them

Use **Offline Forms** when the vessel has limited and/or unreliable internet connectivity. The vessel master will email the completed **PAR** data file to their vessel's shipping agent once they select **Send to Agent** on the last tab of the **PAR**. The nominated agent will then upload the file to MARS and submit the **PAR** to the department on your behalf.

### How to do it

- 1 Go to the department's website and open the relevant form (or open it from email if your agency has emailed it).
- 2 Save a copy of the PDF to your computer for ease of access. 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 on each tab on the **Pre-Arrival Report (PAR) Offline Form** noting that some fields marked by an asterisk (\*) are mandatory and some fields may be populated from a list. For example, **Last International Port of Call**, **First & Subsequent Ports of Call** and **Agency** details can be selected from a drop down list.

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

**Pre-Arrival Report**  
The Pre Arrival Report (PAR) must be completed by a vessel master or agent. It notifies the Department of Agriculture and Water Resources of impending vessel arrivals to Australia. The information collected on the PAR is used to assess the biosecurity risk of the vessel. PAR must be submitted between 96 and 12 hours before the estimated time of arrival of the vessel at the Australian border.

Required fields denoted by \*

1. Vessel Particulars 2. Arrival Details 3. Sanitation 4. Human Health 5. Biosecurity 6. Submit

**Vessel Particulars**

Vessel Name \*  IMO \*   Tick this if the vessel does **NOT** have an IMO  
*The IMO must be provided if the vessel has one. Otherwise the Call Sign OR the Registration/Official # must be provided.*

Call Sign  Registration/Official #  Country of Registry \*

Vessel Type \*  Master's Name \*

Year Built  Gross Tonnage  Net Tonnage

Length (m) \*  Crew Capacity  Passenger Capacity

Cargo Holds  Cargo Decks  Cargo Tanks

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-mails with attachments.*

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## Vessel Particulars

Complete the fields in the **Vessel Particulars** tab with the appropriate information. Follow the messages below the input fields where these appear on the **Offline Form** and hover the mouse cursor over the fields for further help and tips.

## Arrival Details

Complete the fields in the **Arrival Details** tab with the appropriate information.

Follow the messages below the input fields where they appear on the **Offline Form** and hover the mouse cursor over these fields for further help and tips.

**Last International Port of Call, First & Subsequent Ports of Call** and **Agency** details can be selected from a drop down list. This list is not exhaustive. If the option you require is not available, the response can be typed in the appropriate field. When the report is submitted into MARS by the agent, a more extensive list will be available for the agent to select from.

A **Port Agency** and a **Billing Agency** must always be selected.

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

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**Arrival Details**

Voyage # \*  Last International Port of Call \*

Australian Ports of Call

**First Australian Port of Call Details**

First Port of Call \*  Arrival/Anchorage Date/Time  Departure Date/Time

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 ship to ship transfer away from the berth and not come in to berth at all.)*

Berth Name  Berth Date  Time

**Subsequent Australian Port(s) of Call Details**

Intended Australian Itinerary After First Port

Port  Date (DD/MM/YYYY)

**Agency Details** *(The Port and the Billing Agency at the first port of call must be provided)*

Port-Arrival Date

Port Agency  Billing Agency  Crew Change Agency

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## Sanitation

Complete the fields in the **Sanitation** tab with the appropriate information. Follow the messages below each input field where they appear on the **Offline Form** and hover the mouse cursor over these fields for further help and tips.

The **Certificate Type** and **Port of Issue** responses can be selected from the drop down list. This list is not exhaustive. If the required option is not available, the response can be typed in the appropriate field in the format: **“PORT (COUNTRY)”**. When the report is submitted into MARS by the agent, a more extensive list will be available for the agent to select from.

## Human Health

Complete the fields in the **Human Health** tab with the appropriate information. Follow the messages below the input field where these appear in the **Offline Form** and hover the mouse cursor over the fields for further help and tips.

Answering **Yes** to either question will display more questions to be completed. All questions are mandatory.

## Biosecurity


Complete the fields in the **Biosecurity** tab with the appropriate information. Follow the messages below the input fields where these appear on the **Offline Form** and hover the mouse cursor over the fields for further help and tips.

Answering **Yes** to some questions will display more questions to be completed. All questions are mandatory.

## Submit

Complete the fields in the **Biosecurity** tab with the appropriate information. Follow the messages below the input fields where these appear in the **Offline Form** and hover the mouse cursor over the fields for further help and tips.

- 1 The **PAR** must be submitted by clicking on **Send to Agency**.
- 2 The **PAR** will be validated for errors.
- 3 Select the email application.
- 4 Enter the **Agency** email address.
- 5 Send the email.

An orange rectangular button with the text "Send to Agency" in black, centered within the button.

## What now?

- 1 Your agent will receive the email and upload the **PAR** to MARS.
- 2 Your agent will then submit your **PAR** to the department. Note that MARS has some built-in tolerance for session drop-outs.
- 3 After successful submission, the **Biosecurity Status Document (BSD)** will be transmitted by return email to the shipping agent (and vessel master where a vessel email address was provided on the **Vessel Particulars** tab). The **BSD** contains the biosecurity directions for the vessel.
- 4 For any assistance in locating vessel information, you can phone the Maritime National Coordination Centre (MNCC).
- 5 The department's service responsibilities and standard of service commitment are detailed in the department's Client Service Charter, available at [agriculture.gov.au/about/commitment/client-service-charter](http://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  
(free call in Australia and is in English)

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[agriculture.gov.au/biosecurity/avm/vessels](http://agriculture.gov.au/biosecurity/avm/vessels)  
[agriculture.gov.au/biosecurity/avm/vessels/mars/pilot](http://agriculture.gov.au/biosecurity/avm/vessels/mars/pilot)  
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