Australian Government

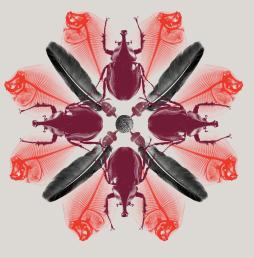


Department of Agriculture and Water Resources

June 2017 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.

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.

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 Per Annual Report (PAR) must be completed by a would make or agent. It refers the Department of Aprications and Ware Resources of impending vessel annuals. It refers the information collected on the PAR use do to assess the bioeccuthy nik of the vessel APA must be Australian border. Regulated Refs de annuals by a				
1. Vessel Particulars	2. Arrival Details	3. Sanitation	4. Human Health	5. Biosecurity	6. Submit		
Vessel Particulars							
Vessel Name *	IMO*		_				
The IMO must be provid	ded if the vessel has	one. Otherwise ti	Tick this if the ves			led.	
Call Sign		ation/Official #		of Registry *	in max oc provid		
Vessel Type *	Master	's Name *					
Year Built	Gross	onnage	Net Ton	nage			
Length (m) *	Crew C	apacity	Passeng	er Capacity			
Cargo Holds	Cargo	Decks	Cargo Ta	anks			
Vessel E-mail		_					
The e-mail provided w. Please leave this field b				ients.			
					Nex	xt ->	

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.

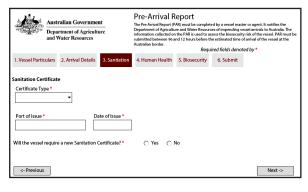
A Port Agency and a Billing Agency must always be selected.

1 1 L	Pre-Arrival Report								
Australian Government Department of Agriculture and Water Resources	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 callected on the PARI's 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								
Arrival Details									
Voyage # * Last International P	ort 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? * O Yes O No								
(Answer YES if the vessel will berth at the first port of call. An ship to ship transfer away from the berth and not come in t									
Berth Name Berth Date Ti	me								
Subsequent Australian Port(s) of Call Details									
Intended Australian Itinerary After First Port									
Port Date [DD/MM/YYYY] Delete Port								
Add Port									
Agency Details (The Port and the Billing Agency at the firs	a new stand new standard (
Agency Details (The Port and the Billing Agency at the first	port of can must be providea)								
Port-Arrival Date	Delete Agency Details for this Port								
-									
Port Agency Billing Agence	y Crew Change Agency								
Add Agency Details for another Port									
<- Previous	Next ->								

Sanitation

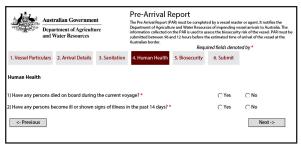
Complete the fields in the **Sanitation** tab with the appropriate information. Follow the messages below each input field where they appear on the **Offline Form** and hover the mouse cursor over these fields for further help and tips.

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.

Australian Government Department of Agriculture and Water Resources			Pre-Arrival Report The Pro-Instant Report PAPI must be expected by a session marker or specific it realistics the Department of Argination and When Resources of Impending series in which to Journalia. The Information calcred on the PAPI used to assess the bioaccustry this of the vessel of the West Australian border. Resource Resources for the State and the State St				
1. Vessel Particulars	2. Arrival Details	3. Sanitation	4. Human Health	5. Biosecurity	6. Submit	led by	
Biosecurity	In fin de die e binde e	- d/ f(-b) d		h	⊖ Yes	⊂ No	
 3) Are there any animals (including birds and/or fish) as ship's pets on board the vessel? * 4) Were there any other animals (including birds and/or fish) detected on board the vessel? * 							
5) Were there any insects, including bees, discovered onboard during the current voyage? *					⊖ Yes	⊖ No	
6) In the past 24 months was the vessel in a Russian Far East Port/s between 40 N, 60 N, * and west of 147 E during any period between 1 July and 30 September?						⊖ No	
7) Since the vessel's last inspection in Australia, has the vessel carried any livestock, bulk seeds * C Yes C No (including grain) or bulk meal (being meal that contains plant or animal, including fish or bird material) in the last 10 cargoes?							
8) Has the 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?						⊖ No	
9) Do you intend to discharge waste in port? *						⊖ No	
10) Will the crew sign off while the vessel is at berth or anchorage in Australian waters? *						⊖ No	
11) Do you intend to discharge ballast in Australian waters? •						⊖ No	
<- Previous						Next ->	

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.

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.

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)

Outside Australia +61 8 8201 6185



agriculture.gov.au/biosecurity/avm/vessels agriculture.gov.au/biosecurity/avm/vessels/mars/pilot maritimencc@agriculture.gov.au

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Send to Agency