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.

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.

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.

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.