

MARS User guide

Submitting domestic commercial vessel survey reports to AMSA



First published May 2019 Reviewed October 2020 Revised June 2021



Assistance

Questions relating to processes mentioned in this document or assistance with login can be directed to the System Administration team via email to **mars.support@amsa.gov.au**

Contents

Chapter 1	Preliminary	2
Chapter 2	Surveys – general	4
Chapter 3	Log into MARS	6
Chapter 4	Claiming a survey	10
Chapter 5	Obtaining a copy of the vessel summary report	18
Chapter 6	Entering information into a survey assessment activity	20
Chapter 7	Recording and reporting deficiencies	26
Chapter 8	Finalising deficiencies	31
Chapter 9	Submitting a recommendation	35
Chapter 10	Revising a survey recommendation	42
Annex A	Example surveys required letter	44
Annex B	Documentation to be provided with survey recommendation	45

Chapter 1 Preliminary

Overview

The Australian Maritime Safety Authority (AMSA), as the National Regulator, relies on the recommendations of marine surveyors to determine whether domestic commercial vessels (DCV) meet the applicable safety, design, construction and equipment standards under the National Law.

Scope

This user guide sets out the process for the submission of surveys reports and recommendations to AMSA relating to DCV which are applying for, or hold, a Certificate of Survey, a Load Line Certificate, or an Exemption 40 approval.

Application

This user guide applies to Accredited Marine Surveyors and Recognised Organisations who undertake surveys on vessels and make recommendations to AMSA under the National Law.

Objective

The objectives of this user guide are to provide the process for:

- the online submission of survey reports and recommendations directly into AMSAs MARitime Safety (MARS) system; and
- submitting survey reports and recommendations manually to AMSA.

Related documents and forms

This user guide should be read in conjunction with Part 2 of the *National Law - Marine Surveyors Accreditation Guidance Manual 2014* and the relevant published instructions to surveyors.

Instructional videos that demonstrate the MARS functions are available on the AMSA website.

Terms and definitions

Term	Definition				
Administrative user	An administrative user, is part of a Team that has been issued a company login. They are not an Surveyor.				
AMSA	Australian Maritime Safety Authority				
Applicable legislation	The part of the legislation that expressly deals with the issue of a Certificate of Survey, Load Line Certificate or another kind of vessel approval under the National Law. • <i>Example of other kinds of vessel approvals</i> include an approval to operate under Exemption 40 c • Exemption 02, or a specific exemption.				
Applicable standard	A standard that is either expressly called up in applicable legislation or pertaining to an equivalent solution approved under applicable legislation.				
Categories of surveying	The roles prescribed in section 21 of the Regulations that a person may be accredited to perform.				
Certificate of classification	A document attesting that a vessel has been surveyed by a Recognised Organisation in accordance with the Recognised Organisation's class rules.				
Certificate of Survey	A certificate issued in accordance with Marine Order 503.				
Company login	Where a company has access to AMSA's MARitime Safety system (MARS) for the purposes of claiming surveys and completing recommendations as per documentation.				
DCV	Domestic commercial vessel(s)				
EPIRB	Emergency position indicating radio beacon				
Load line certificate	A certificate issued in accordance with Marine Order 507.				
MARS	AMSA's MARitime Safety system				
MO503	Marine Order 503 (Certificates of survey — national law) 2018				
SAGM	National Law - Marine Surveyors Accreditation Guidance Manual 2014				
SMS	Safety management system				
Survey	Those activities which are conducted by a surveyor in line with applicable standards, exemptions and legislation and the SAGM, to detect, assess, rectify and communicate compliance and include: • design appraisals • tests • examinations • trials and verifications of a vessel and its components and equipme				
Surveyor	A person authorised to undertake surveys on domestic commercial vessels in accordance with the applicable legislation. <i>Examples of persons authorised to conduct surveys</i> include Accredited Marine Surveyors, Recognised Organisations – see Marine Order 503.				
Team	Where a company and surveyor mutually agree for a nominated administrative person to log into MARS to claim and complete recommendations on their behalf.				
User	A person logged into MARS, either a surveyor or administrative user.				

Chapter 2 Surveys -general

Survey lifecycle



Notification that surveys are required

Various types of surveys are required to be carried out under the National Law to:

- confirm that the vessel and its equipment initially comply with, or continue to comply with, the requirements of the applicable legislation and standards; and
- identify deterioration, wear or damage to the vessel that may interfere with the ability of the vessel and its equipment to comply with the applicable legislation and standards.

AMSA's MARS system will generate required survey assessment activities:

- when an application is made for a Certificate of Survey and/or a Load Line Certificate, or an Exemption 40 approval, and
- whenever periodic or renewal surveys are due.

Once the survey assessment activities are generated in MARS, a letter will be sent to the applicant or certificate holder.

The letter to the applicant or certificate holder lists all the required surveys with a *unique survey assessment activity code* for each survey and includes a vessel summary report (see Annex A for an example of a letter). The letter advises the applicant or certificate holder:

- to contact an accredited marine surveyor(s) or Recognised Organisation to attend the vessel and undertake the above required survey(s)
- to provide the attending surveyor(s) with the attached 'Vessel Report' which provides a summary of the vessels particulars and the list of surveys (with their survey assessment activity codes) that are due
- that where any deficiencies are found during the survey, the surveyor(s) will communicate these to the applicant or certificate holder, as well as AMSA
- to rectify any deficiencies found by the attending surveyor(s) and confirm the rectification with the surveyor(s)
- that once the survey is complete, the surveyor(s) will communicate with AMSA, confirming the clearance of all deficiencies and provide their final survey report and recommendation to AMSA.

Requests for information from AMSA

In the event that AMSA requires additional information from a surveyor in relation to a completed survey activity, surveyors will be contacted by an AMSA assessor by email, phone or post.

Please provide the information in the manner requested in the request.

Chapter 3 Logging into MARS

AMSA will issue MARS users with a user name and password to enable them to log into MARS to submit survey reports online.

Step 1 Setup of a user in MARS					
Process	Action	Reference			
1-1	Users will be sent their user name and a temporary password for MARS.				
1-2	To access MARS, users will need to download and install the free 'VIP Access' app on their tablet or smart phone. This app creates a new security code every 30 seconds to enable secure authentication when you login into MARS.				
1-3	Once the app is installed, users will need to email <u>mars.support@amsa.gov.au</u> with the unique 'credential ID' from the app so that it can be registered against their user name and security settings. If you already have this app installed for other websites, the same credential ID can be used.				
1-4	Once the 'credential ID' has been registered against your user name in MARS, you will be able to login into MARS for the first time.	8			
	VIP Access Coordenance Coordenance				

When logging into the MARS system, users will need to enter their **user name**, **temporary password** and the **valid security code** from the VIP Access app at the time of login.

Step 2 Ac	Step 2 Accessing MARS					
Process	Action	Reference				
2-1	In your internet browser, go to https://mars.amsa.gov.au					
2-2	Select 'I Agree' on the terms of use panel to continue	<page-header><text><text><text><text><list-item><list-item><list-item><list-item></list-item></list-item></list-item></list-item></text></text></text></text></page-header>				
2-3	 a) Enter your username b) Enter password c) Open your VIP Access app, to find the current VIP Access 'security code' d) Enter the current VIP Access 'security code' into the 'Token' field on the MARS login page e) Press the logon button 	Amiralian Generational Amiralian Maritime Safety Authority MARS Production				
2-4	If this is the first time you are logging into MARS will now be asked to enter (and confirm) a new password of your choice. The password must be at least 15 characters long and have a letter, number and special character.					

Once you log into MARS, you will be presented with a 'Home' dashboard

Step 3 Ho	me dashboard in MARS				
rocess	Action				
3-1	Surveyors — Under 'Home', you will have a number of sub-tabs available including –				
3-1-1	Terms of use – this will show details of the terms of use.				
3-1-2	My Claim Survey Activities – this will show the 'claim activity' that will be used to enter the unique survey assessment activity code along with the vessel's AMSA issued unique identifier to claim each survey they are engaged to perform. Where a surveyor is also associated with a survey company (also known as a Team in MARS), two claim activities will be visible.				
	This allows the surveyor to choose which surveys are visible to the survey company they are associated with.				
	Surveys entered using a claim survey that is not associated with a Team will not be visible to the survey company.				
	Surveys entered using a claim survey that is associated with a Team will be visible to the 'Team' administration users for that survey company.				
3-1-3	My Open Surveys – this will show all the survey assessment activities that have been claimed and completed by the surveyor and that have not yet had a recommendation submitted to AMSA. This list will include all open surveys irrespective of whether they were claimed using the Team or individual claim survey activity.				
3-14	My Completed Surveys – this will show all historical surveys that were claimed and completed by the surveyor. This list will include all completed surveys irrespective of whether they were claimed using the team or individual claim survey activity.				
OMA	MARS-TRG-32 O D Help Sign Out				
Home Terms of Us	My Claim Survey Acovcies My Open Surveys My Complexed Surveys				
Announcem	Surveyor's submitting recommendations online acknowledge that				
d oraște age	 A recommendation made online is a declaration that you have conducted survey(si as indicated, of the mentioned vessel, in accordance with the applicable standards set out in the Marine Orders. 				
25/10/2019 Hondahit ogsi	II. A recommendation made online is a declaration that, to the extent evident from your inspection/s carried out, you are satisfied that the vessel meets the standards.				
21/10/2019 A weeks ogs	III. You consent to the AMSA using and disclosing all information provided, including all attached supporting documents, for purposes associated with the administration of the Marine Safety (Domestic Commercial Vessel) National Law Act 2012.				
25/10/2019 A weeks ago	IV. You understand and admowledge that the AMSA, as the National Regulator, may ask you to provide any information or document that the National Regulator reasonably considers necessary in relation to this recommendation.				
MARS home	e dashboard, showing' subtabs for a surveyor.				

Process	Action				
3-2	'Team' administrative users—Under 'Home' you will have a number of sub-tabs available including:				
3-1-1	Terms of use – this will show details of the terms of use.				
3-1-2	My Claim Survey Activities – this tab will not have any claim surveys displayed as the administrative user is not a surveyor.				
3-1-3	My Open Surveys – this tab will not have any open surveys assessment activities displayed as the administrative user is not a surveyor.				
3-1-4	My Completed Surveys – this tab will not have any completed surveys assessment activities displayed as the administrative user is not a surveyor.				
3-1-5	Team claim survey – this tab will show a 'claim activity' for each surveyor associated with the Survey Company (otherwise known as a team in MARS). The administrative user will be able to claim surveys for the applicable surveyor who conducted the survey by entering the unique survey assessment activity code along with the vessel's AMSA issued unique identifier in the applicable surveyors claim activity				
3-1-6	Team open surveys – this will show all the survey assessment activities that have been claimed using a team claim activity and that have not yet had a recommendation submitted to AMSA. This includes surveys claimed by the surveyor using their 'Team' claim activity and those entered by the team administrative user that were claimed on behalf of a surveyor.				
3-1-7	Team completed surveys – this will show all completed surveys t a team claim activity irrespective of whether it was entered by the s user on behalf of the surveyor.	hat were claimed and completed using surveyor directly or the administrative			
OM/	ARS MARS A	MARS-TRG-30 O D D Help Sign Out			
Home Terms of Us	My Claim Survey Activities Ny Open Surveys My Completed Surveys Team Claim Survey	Team Open Surveys Team Completed Surveys			
Announceme	sents				
21/10/2019 4 meetic age	Surveyer's submitting recommendations online acknowledge that I. A recommendation made online is a declaration that you have conducted survey(s) as indicase applicable standards set out in the Marine Orders.	ed, of the mentioned vessel, in accordance with the			
21/13/2019 4 visetin ago	II. A recommendation made online is a declaration that, to the extent evident from your impection/s canned out, you are satisfied that the versel meets the standards.				
21/13/2010 4 weeks age	III. You consent to the AMSA using and disclosing all information provided, including all attached supporting documents, for purposes associated with the administration of the Martine Safety (Dumeso); Commercial Vescel) National Law Act 2012.				
21/15/2019 4 weeks ago	IV. You understand and acknowledge that the AMSA, as the National Regulator, may ask you to pro Regulator reasonably considers necessary in relation to this recommendation.	wide any information or document that the National			
MARS home	ne dashboard, showing' subtabs for a 'Team' administrative user.				
3-2	To achieve the ability for company logins, MARS has been updated to a company (otherwise known as a Team) and individual surveyor panel of a survey activity where it will be assigned to a company na surveyor's name.	d to allow a survey to be assigned r. This can be seen in the summary ame (Team) as well as the individual			

Chapter 4 Claiming a survey

Using the *unique survey assessment activity* codes and the vessel's AMSA issued unique identifier provided by the applicant or certificate holder (described in Chapter 2) users can:

- 'claim' a survey assessment activity 'claiming' is how a surveyor is assigned in MARS and that they will be responsible for a survey;
- report any deficiencies when they are raised and
- submit the final survey report, supporting documentation and make a recommendation to AMSA online.
- **Note 1** MARS breaks vessel surveys up into a number of separate activities. A different user can claim each of these activities.
- Note 2 Each survey assessment activity can only be claimed by one user. Once it has been claimed it cannot be claimed or completed by another user unless it is relinquished in MARS. Where a new surveyor or administrative user is engaged to complete a survey activity after it has already been claimed, arrangements will need to be made with the person who has claimed it (see Step 4b), or with AMSA to have the activity re-assigned (or a new activity created). AMSA can see the entire activity history for all surveys including any deficiencies reported by the original attending surveyor or administrative user.

Step 4a C	Step 4a Claiming a survey assessment activity in MARS			
Process	Action			
4-0	Obtain the <i>survey assessment activity codes</i> and the vessel's <i>AMSA issued unique identifier</i> from your customer. Then log into MARS and claim the corresponding surveys. You will be able to print or save a copy of the most up-to-date vessel summary report from within a survey assessment activity.			

Process	Action				
4-1	To enter survey information you must first select a claim activity.				
4-1-1	Surveyors—Click on the 'My Claim Survey Activities sub-tab' to open the sub-tab and display the 'claim survey activity'.				
OM.	ARS	Surveyor 🔘 🕒 Help Sign Ou			
Itome					
Announcen Ne Announ	vents cements				

Administrative users—Click (the ' claim survey activity '.	on the ' Team Claim Su	rvey' sub-tab' to open	the sub-tab and display					
RS			Administrative users—Click on the ' Team Claim Survey ' sub-tab' to open the sub-tab and display the ' claim survey activity '.					
		MARS TRG MARS Access and other	-36 🔿 💽 🔁 Help Sign Ov					
My Claim Survey Activities My Open Su	rveys My Completed Surveys	Item Claim Survey Tear) Open	Surveys Team Completed Surveys					
ert			Found 1 item (0.1 seconds)					
nscription 1 Survey - Active; Assignee: Surveyor hame	Team: Survey Company	Status Surveyor Active MARS-TRG-31 MARS-T	Team Last Updated RG-31 Survey Company 11/11/2019					
	(8 8 <u>1</u> of 1 8	н						
e dashboard, showing 'My Claim ໂ	Survey Activities' subtab fo	or an administrative user.						
Select the blue hyperlink ur	nder the 'Code' column							
Surveyors that are not assoc will only have one blue hype	ciated with a survey cou rlink to select from.	mpany (otherwise know	vn as a Team in MARS)					
RS		MARS-TRG-32 MARS Access and others	0 🔒 Help SignOue					
Mg. Cheim Surray, Antintiss My Open Surve	rys My Complexed Surveys							
art .			Found 1 item (0.11 seconds)					
acription	Sta	tus Assigned	* Last Updated					
nui onvelvi victive, vosiĝinesi onvelve vene	N X 1 41 X N	HE MARG-140-32 MARG-140-32	13/11/2017 (11:16					
	And Case Survey Acoutes Any Open Sol Increption Convey-Active Adaptee Survey have dashboard, showing 'My Claim S Select the blue hyperlink ur Surveyors that are not assoc will only have one blue hyper RS McOdes Servey Actives 10, 0000000000000000000000000000000000	Active Server Active Augment Server have Term Server Company active dashboard, showing 'My Claim Survey Activities' subtab for Select the blue hyperlink under the 'Code' column Surveyors that are not associated with a survey cor will only have one blue hyperlink to select from. RS McConscience Server activities McConscience Server activities Active Augment Server Active Active Active Augment Server Active Active Activ	Ny Composed Survey Level Conditions Textus Surveyer Incrementation Status Surveyer Survey-Active: Adding Adding to gene Survey Level Textus Survey Company Active: MARS-TRG-31 MARS-T dashboard, showing 'My Claim Survey Activities' subtab for an administrative user. Select the blue hyperlink under the 'Code' column Surveyors that are not associated with a survey company (otherwise know will only have one blue hyperlink to select from. MARS-TRG-32 MARS-					

MAKS-TRG-31 cos and others
Found 2 Items (0.12 seconds) Assigned * Last Updated MARS-TRS-31 MARS-TRS-31 19/11/2019 12:27 MARS-TR3-31 MARS-TR3-31 19/11/2019 12:34 (including 'Team'). the to select from; one for each survey
Found 2 Items (0.12 seconds) Assigned * Less Updated MARS TRS 31 MARS TRS 31 1011 V2019 12:27 MARS TRS-31 MARS TRS-31 1011 V2019 12:34 (including 'Team'). hk to select from; one for each survey
Found 2 itsess (312 seconds) Assigned * Last Updated MARS-TRS-31 MARS-TRS-31 19/11/2019 12:37 MARS-TRS-31 MARS-TRS-31 19/11/2019 12:34 (including 'Team'). the to select from; one for each survey
Ansigned * Last Updated MARS TRS 31 MARS TRS 31 18/11/2019 12:27 MARS TRS-31 MARS TRS-31 18/11/2019 12:54 (including 'Team'). hk to select from; one for each survey
(including 'Team').
(including 'Team').
(including 'Team'). hk to select from; one for each survey
(including 'Team'). hk to select from; one for each survey
nk to select from; one for each survey
nducted the survey. You can double in the activity.
r and other administrative users. It wil
MARS-TRS-31
reex and others O C E Help Sign Out
Found 2 items (0.12 seconds)
Assigned * Lest Updated
Assigned * Last Updated MARS-TRG-31 MARS-TRG-31 15/11/2019 12:37
Assigned T Less Updeted MARS-TRG-21 MARS-TRG-31 18/11/2019 12:37 MARS-TRG-51 MARS-TRG-31 18/11/2019 12:34

	Action			
3	A new tab will oper claim survey activit displayed in the su	n shov :y', it v bsequ	wing the claim activity window. If the survey was not claimed using will appear as below with just an 'Assignee'. There is no team field uent screenshot.	the 'tea visible
Ом	ARS		user#1 O 💽 🔁 Help Sign Out	
Herne	CSV-11 🔀			
Summary	2	-	Claim Assessment Overview	
Type Status Assignee Last Updat Updated B Created Created	Claim Survey - Active Claim Survey Active Surveyor Name 02/05/2018 17:34 USer# 27/04/2018 11:35		Claim Assessment Vessel UVI Assessment Code Save Cancel	
Created by	user#	100		
No linked a	ectivities			
Workflow	Actions			
Claim Surr Clear	147			
Common	Actions	-		
Common Other Act	Actions	+		
Common Other Act ARS Clair	Actions m Survey Activity showin	ng clai	im survey code overview for a survey not associated to a 'Team'.	
Common Other Act ARS Clair MA Common Summery	Actions m Survey Activity showin NRS Marcon Conversion Marcon Society Marcon Society Mar	ng clai	im survey code overview for a survey not associated to a 'Team'.	
Common Other Act ARS Clair Common Date Common Date Common Date Common Co	Actions Inens m Survey Activity showin RS Solar Control Contr	ng clai	in survey code overview for a survey not associated to a 'Team'.	
Common Other Act ARS Clair Common Semeny	Actions Items Item Item Item Item Item Item Item Item	ng clai	in survey code overview for a survey not associated to a 'Team'.	
Common Other Act ARS Clair Common Com	Actions froms m Survey Activity showin RS Store Store Store Store Store Store Store Store Store Store S	ng clai	in survey code overview for a survey not associated to a 'Team'.	
Common Other Act ARS Clair Common Com	Actions m Survey Activity showin RS Second	ng clai	in survey code overview for a survey not associated to a 'Team'.	

rocess	Action				
1-4	Enter the vessel's AMSA issued unique identifier listed on the letter to the applicant or certificate holder into the ' Vessel UVI' field.				
5	Enter the unique survey assessment activity code listed on the letter to the applicant or certificate holder into the 'Assessment Code' field.				
-6	Select 'Claim Surve	y' from the wo	kflow action.		
01	ARS		USEC# 94 Surveyor	O 😝 Help Sign Out	
Heme	CSV-11 X				
Summa	W HISTORY and House (o)	- Claim Asse	ssment Overview		
Type Statua Assignae Lost Upd Updated Created Created	Claim Survey Active usemame lated 02/05/2018 17:34 By USER 27/04/2018 11:35 By USER	Claim Assa	Vessel UVI 400027 sessment Code PLAN-18	X Save Cancel	
Linked /	Activities				
Workfie Claim Su Clear	w Actions	1-			
Commo	n Actions				
Other A	ctions	+			
IARS Clain	m Survey Activity, showing You will then get a po- you to confirm that yo UVI and survey asses Press 'continue' to cl 'cancel' if you have er details incorrectly and corrections.	the workflow act p-up message u have the corr soment activity aim the survey itered any of th would like to r	ions panel. asking ect code. , press e nake	 General You are about to claim the assessment: PLAN-16 - Plan Approval Survey for the vessel (UVI: 400027). Do you want to continue? 	
			MARS Claim	Continue Concel	

Process	s Action	
4-8	By clicking continue you will successfully claim a survey assessment activity. appear under the ' My Open Surveys ' sub tab. Alternatively, for administrativ under the 'Team Open Surveys' .	Claim surveys will e users it will appear
OM	MARS MARS TRIG 31 MARS Access and athens	0 🕂 Help Sign Out
MARS My	 And Use My Own Survey Actives My Own Surveya Wy Completed Survey My Open Surveys in a surveyors' view. 	
OM	MARS MARS TRG-30 O	0 🕀 Help Sign Out
Home Terms of U	a and Unie - My Claim Survey Activities - My Open Surveys - My Completed Surveys - Team Claim Survey - <mark>Team Open Surveys</mark> - Te	am Completed Surveys
MARS My	My Open Surveys in an administrative users view.	
4-9	If you have more than one survey assessment activity to claim, repeat steps finished claiming all the surveys you have been engaged to perform.	4 to 9 until you have

Error mess	ages when claiming surveys	
1	 MARS will only allow a surveyor to claim a survey assessment activity where: they have the appropriate accreditation to undertake the type of survey being claimed the vessel is built from a hull material that they are accredited for the vessel has a measured length within the range they are accredited for. 	Wethow lower • General • Tou do not have the next sawy accreditation to perform the survey. Error message displayed if the surveyor doesn't have the appropriate category of accreditation.
2	 An error message will display after pressing claim if: a surveyor tries to claim an activity that is outside their accreditation categories a surveyor enters a vessel UVI and/or assessment code that is not valid the survey has already been claimed by another surveyor. 	Image: Second

Step 4b Unassign a claimed survey assessment activity in MARS				
Process	Action			
4-10	Where a surveyor has accidently claimed a survey or chooses to return the survey to the queue for another surveyor to claim, the surveyor can unassign themselves from the survey assessment activity in MARS.			

Process	Action
4-11	Open MARS and go to your 'My Open Surveys' sub-tab for a surveyor, or the ' Team Open Surveys ' sub-tab for an administrative user.
4-12	Find and open the survey assessment activity you would like to unassign by selecting the blue hyperlink assessment code.



4-14

Select the 'Unassign' workflow action



Process	Action	Reference	
4-5	An information popup will appear asking for confirmation that you would like to unassign yourself from the activity.	General You are about to unassi	gn this
4-6	Press 'continue' to return the activity to the queue for another surveyor to claim, or press 'cancel' if you would like to retain the survey assessment activity.	Continue Cancel	100 WEIX 10

Note **3** Any information that had already been entered into the activity as well as any documents that have been uploaded will be visible by the next surveyor that claims the activity.

Chapter 5 Obtaining a copy of the vessel summary report

Surveyors will be able to generate a summary of the vessel, its surveys, equipment and past deficiencies (where data is available) prior to conducting a survey.

Step 5a Generating the vessel summary report in MARS				
Process	Action			
5-0	A surveyor can generate an up-to-date vessel report in MARS from the latest available data			

Note 4 To generate a vessel summary report, you must have claimed a survey for the vessel.

rocess A	Action									
-1	Open MARS and go to your ' My Open Surveys' sub-tab.									
-2	Find and op summary re	pen the survey a	assessment a	ctivity for the ve	essel tł	nat you	would like	e to ge	nerate	a vessel
ÔМ	ARS				#use Surve	r yor (2 0	÷	Help	Sign Out
Home										
Announce	ments					-	1			
Results	Export		ly Claim Survey	Activities M	/ Open	Surveys	Found	3 item	s (0.18 :	seconds)
Status	Vessel	Vessel Name	Assessment	Assessment	Due	Descri	otion		÷ 1	Last
	UVI		Code	Туре	Date				1	Updated
Ready for	VES-		Code	Type	Date	BOOT: Survey	STRAP87; or: #use	r	03/	Updated
Ready for Assessmen	VES- t 400027	BOOTSTRAP87	STAB-1	Type Stability Assessment	Date	BOOTS Survey Applic Initial	STRAP87; or: #use ation Type	r :: CoS	03/0	Updated 05/2018 20
Ready for Assessmen Ready for	VES- VES-	BOOTSTRAP87	STAB-1	Type Stability Assessment Plan Approval	Date	BOOTS Survey Applica Initial BOOTS Survey	STRAP87: or: #use ation Type STRAP87: or: #use	r :: CoS r	03/0	05/2018 20
Ready for Assessmen Ready for Assessmen	VES- 400027 t VES- t 400027	BOOTSTRAP87 BOOTSTRAP87	STAB-1 PLAN-16	Type Stability Assessment Plan Approval Survey	Date	BOOTS Survey Applic Initial BOOTS Survey Applic Initial	STRAP87: or: #USe ation Type STRAP87: or: #USe ation Type	r :: CoS r :: CoS	03/(15:1 03/(15:1	05/2018 20 05/2018 19
Ready for Assessmen Ready for Assessmen	VES- t VES- t VES- t VES- VES-	BOOTSTRAP87	STAB-1 PLAN-16	Type Stability Assessment Plan Approval Survey Periodic	Date	BOOTS Survey Applic Initial BOOTS Survey Applic Initial BOOTS Survey	STRAP87: or: #use ation Type STRAP87: or: #use ation Type STRAP87: or: #use	r :: CoS r :: CoS r	03/0 15:2 03/0 15:1	05/2018 20 05/2018 19

	Action				
5-4	Once the sur	vey assessment activity is	open, click on the '	Generate Vessel Rep	ort' workflow action
MAF	RS			MARS TRG. 23	X 0 E Huy Syr
Home STAR	x75 🔀				
Decision Deci	stona (2) Decements (2)	Havey (3)			
connary	-	Assessment Overview			
StabilityAn	enswert - Ready for	Overview			
ine 9460	try American	Start	Completed	Siney [
and Reed	ly for Assessment	CatalTime	Deta/Time	Linalia-1	
artTime 1336	5 THE 13 MVIS THE 13	Surveyor Surveyor	Anartis Landid	Condisions	
ideal 1421					
cause by MAR	5-06-0	Survey Documentation			
eventity Ruse	er	Apprived Upleed File	8	than Supporting Upland File	
roord Activities	6 H	HAPPEN POWER		Doouments	
inied activities		Vessel Details			
brieflaw Action	a (+	Vestal Emilia		Venner	
ent Assessment of Assess	fagart	and the second second		7pp4	
410.81		Maanured Langth Ind	Cargete Overall	Leadine	
serenen Action	6 - R		6+9	and	
ther Actions	1+	disarts (cd.	Depth (m)	Max	
				Spint	
		14.8	Grims	(RD) Date Kiver	
		Matarial	Torynage	Let	Seve Conc
		Max Power	Man Land		
5-5 5-6	Click on the b	port will then appear in the	e 'documents' sub t en the document. Y	ab. ou are then able to pr	int or save a copy a
5-5	The vessel re Click on the b required.	port will then appear in the	e 'documents' sub ta	ab. ou are then able to pr	int or save a copy a
5-5 5-6 MA	The vessel re Click on the b required.	port will then appear in the	e 'documents' sub t en the document. Y	ab. ou are then able to pr	int or save a copy as
5-5 5-6 MA	The vessel re Click on the b required.	port will then appear in the	e 'documents' sub t	ab. ou are then able to pr	int or save a copy a
5-5 5-6 MA Norman Pa Coursenant (1) Summary	The vessel re Click on the b required.	eport will then appear in the	e 'documents' sub t en the document. Y Dicements (/STAB 1)	ab. ou are then able to pr	int or save a copy a
5-5 5-6 MA Norme Pa Concernent Pa Summuny	The vessel re Click on the b required.	eport will then appear in the	e 'documents' sub t en the document. Y	ab. ou are then able to pr	user#
	The vessel re Click on the b required.	eport will then appear in the	e 'documents' sub t en the document. Y	ab. You are then able to pr	int or save a copy a
5-5 5-6 Herrer Pa Cherrow Pa Summerson Summers	The vessel re Click on the b required.	eport will then appear in the	e 'documents' sub t en the document. Y Decements (/STAB 1) + Name	ab. You are then able to pr	int or save a copy a
5-5 5-6 MA Merce Pa Concerner Pa Sammary	The vessel re Click on the b required.	eport will then appear in the	e 'documents' sub t en the document. Y Documents (/STAB-1) + Name (Note: DepartViewer, Bar Note: 1	ab. You are then able to pr	int or save a copy a
5-5 5-6 MA Nerve 12 Cookstant Summery Cookstant Summery Cookstant Summery Cookstant Summery Cookstant Summery	The vessel re Click on the b required.	eport will then appear in the olue hyperlink name, to ope	e 'documents' sub t en the document. Y Decements (/STAB-1) + Name (Name (Name (State 1)	ab. Tou are then able to pr	user#
5-5 5-6 MA Nerver Pa Control Pa Control Pa Summery Summer Summe	The vessel re Click on the b required.	eport will then appear in the olue hyperlink name, to ope	e 'documents' sub t en the document. Y Documents (15738-1) • Name (Intel Separation Dec	ab. ou are then able to pr	user#
5-5 5-6 MA Marmer Pa Concentration Summery System Syste	The vessel re Click on the b required.	port will then appear in the plue hyperlink name, to ope	e 'documents' sub t en the document. Y Documenta (ISTAB 1) • Name (Notae Dependence Dep	ab. ou are then able to pr	int or save a copy a
5-5 5-6 MA Marme Pa Contract Pa Contract Pa Contract Pa Summery Contract Pa Sum	The vessel re Click on the b required.	port will then appear in the plue hyperlink name, to ope	e 'documents' sub t en the document. Y Decements (5788-1) • Name	ab. You are then able to pr	int or save a copy a user#
5-5 Commentations Summetations Summetations Summetations Summetations Summetations Summetations Summetations Summetations Summetations Summetations Summetations Summetations Summetations	The vessel re Click on the b required.	port will then appear in the olue hyperlink name, to ope	e 'documents' sub t en the document. Y Decements (/STAB 1) • Name (Noce Department De C	ab. You are then able to pr	int or save a copy a
-5 -6 MAR Marmer Pa Constant Summary Constant	The vessel re Click on the b required.	eport will then appear in the olue hyperlink name, to ope	e 'documents' sub t en the document. Y Documents (/STAB-1) + Name (Norm_DepartViewe_Day <	ab. Yes are then able to pr	int or save a copy a
5-5 5-6 Solution Summer Su	The vessel re Click on the b required.	port will then appear in the plue hyperlink name, to ope	e 'documents' sub t en the document. Y Documents(/5788-1) + Name (Mana Departiese Par < 1 11 of 1	ab. ou are then able to pr	int or save a copy a
5-5 5-6 5-6 Second MA Second MA Second MA Concernent Concer	The vessel re Click on the b required.	port will then appear in the plue hyperlink name, to ope	e 'documents' sub t en the document. Y Documents (15738-1) • Name (Intel Documents (15738-1) • Name (Intel Documents (15738-1) • Name	ab. ou are then able to pr	int or save a copy as
5-5 5-6 S-6 Second MA Second	The vessel re Click on the b required.	port will then appear in the plue hyperlink name, to ope	e 'documents' sub t en the document. Y Documenta (5746-1) • Name (Norme Dependence Dep 111 et 1	ab. ou are then able to pr	int or save a copy a
5-5 5-6 S-6 MA MA MA MA MA MA MA MA MA MA	The vessel re Click on the b required.	port will then appear in the plue hyperlink name, to ope	e 'documents' sub t en the document. Y Decementa (5788-1) Name (None Decementa (5788-1) Name	ab. Yes then able to pr	int or save a copy a
5-5 5-6 Comment Southern of the Southern of the Sout	The vessel re Click on the b required.	port will then appear in the plue hyperlink name, to ope	e 'documents' sub t en the document. Y Documents (STAD 1) + Name (None_Department_Dep (C) 111 et 1	ab. ou are then able to pr	int or save a copy a

Chapter 6 Entering information into a survey assessment activity

Some survey activities require information to be entered by the user into the system. Information may need to be entered to complete the vessel record or to update the vessel record.

Step 6a Entering vessel information into MARS			
Process	Action		
6-1	Complete the required fields in the survey assessment activity as follows		

Survey assessment activity	Fields to complete				
Plan Approval	Survey date and location				
Note: This activity	Updating Vessel identifiers is optional				
has the most fields to complete as it populates the vessel details in the system.	Vessel Type, Measured Length, Length overall, Loadline Length, Breadth, Depth, Max Design speed, Hull Material, Accom level, KWP or largest engine, Number of fuel tanks, Fuel type, drive type, number of shafts, Flood risk category, Fire Risk rating, SFP Rating, Hull and Scantling notation, AC / DC Voltage,				
	List all relevant construction standards/GES (select 'Add' after selecting each standard from the dropdown list)				
	List all the construction classes and person numbers (Add a new row for each class)				
	Check all the operational modifiers by selecting yes (single click – displays as a green tick) or no (double click – displays as a red cross) as applicable.				
	 Details for each anchor, engine, gearbox or auxiliary machinery for the vessel (Add a new row for each item) 				
	Enter the engineering equipment details including number of valves, compressors, bilge pumps, refrigerated compartments (and details)				
	Details of deck penetrations including access, tarpaulins, hatches, openings, ventilators, cargo ports, scuppers, inlets discharges, side scuttles				
	Add any comments about gear survey items (Add a new row for each item you wish to add a comment about)				
	Adding notes is optional				
Initial Hull Structure	Survey date and location				
Survey	Adding notes is optional				
Initial Lightship	Survey date and location.				
Check or Inclining Survey	Lightship displacement, VCG, LCG				
	Adding notes is optional				
Initial Electrical	Survey date and location				
Survey	Adding notes is optional				
Initial Engineering	Survey date and location				
Survey	Adding notes is optional				

Survey assessment activity	Fields to complete
Initial Fire Systems and Fitout Materials Survey	 Survey date and location Adding notes is optional
Initial Fuel Tank Survey	 Survey date and location Adding notes is optional
Loadline assignment	 Survey date and location Details of deck penetrations including access, tarpaulins, hatches, openings, ventilators, cargo ports, scuppers, inlets discharges, side scuttles Assigned freeboards including 'freeboard assigned as', 'loadline type of
	vessel','Position of T above S'. Other optional values include – freshwater allowance, tropical, summer etc. Adding notes is optional
Initial Loadline Survey	 Survey date and location Adding notes is optional
Draft Mark Survey	 Survey date and location Adding notes is optional
Initial Shaft Survey	 Survey date and location Adding notes is optional
Watertight and Weathertight Integrity Survey	 Survey date and location Adding notes is optional
Commissioning survey	 Survey date and location Updating vessel identifiers is optional Documentation details including: Fixed fire cert numbers LPG compliance plate number EPIRB serial number confirm if stability documentation is onboard by selecting yes (tick—single click) or no (cross—double click) as applicable Enter life raft types and certificate numbers and due date (add a new row for each type) Enter lifejacket and buoyant appliance type and numbers (add a new row for each type) Add any comments about gear survey items (add a new row for each item you wish to add a comment about)

Survey assessment activity	Fields to complete
Stability assessment	Survey date and location
	Stability approval date, stability criteria, stability assessment method
	Adding notes is optional
Periodic Survey (in	Survey date and location
water survey)	Updating Vessel identifiers is optional
Note: This survey type	Update the documentation details where applicable including:
will also be used for an in water renewal	Fixed fire cert numbers
survey.	LPG compliance plate number
	Emergency position indicating radio beacon (EPIRB) serial number
	 confirm if stability documentation is onboard by selecting yes (single click— displays as a green tick) or no (double click—displays as a red cross) as applicable.
	○ Verify the life raft type and certificate numbers and due dates where applicable (update them as required. Add a new row for each type where required. You may remove rows if they are no longer correct)
	☐ Verify the lifejacket and buoyant appliance type and numbers (update them as required. Add a new row for each type where required. You may remove rows if they are no longer correct)
	Add / update any comments about gear survey items (you can add a new row for each item you wish to add a comment about, or remove rows that are no longer correct)
	Optional—complete the safety management system (SMS) observations
	Adding notes is optional
Periodic Lightship	Survey date and location
Check	Adding notes is optional
Note: This survey will generate in year 5 as part of the renewal process.	
Periodic Loadline	Survey date and location
Survey	Adding notes is optional
Note: This survey type will also be used for a loadline renewal survey.	
Shaft survey	Survey date and location
	Adding notes is optional

Survey assessment activity	Fields to complete
Out of Water Survey	Survey date and location
Note: This survey	Updating Vessel identifiers is optional
type will also be used for periodic out of	Update the documentation details where applicable including:
water surveys and the	Fixed fire cert numbers
renewal out of water	LPG compliance plate number
Survey.	EPIRB serial number
	 confirm if stability documentation is onboard by selecting yes (single click— displays as a green tick) or no (double click—displays as a red cross) as applicable.
	Verify the life raft type and certificate numbers and due dates where applicable (update them as required. Add a new row for each type where required. You may remove rows if they are no longer correct)
	Verify the lifejacket and buoyant appliance type and numbers (update them as required. Add a new row for each type where required You may remove rows if they are no longer correct)
	Add / update any comments about gear survey items (you can add a new row for each item you wish to add a comment about, or remove rows that are no longer correct)
	Optional—complete the SMS observations
	Complete all the intermediate /renewal survey items as applicable (Yes, No or N/A)—comments are optional
	Complete the 10, 20, 30 year renewal survey items as applicable (Yes, No or N/A)— comments are optional
	Adding notes is optional
EX40 survey	Survey date and location
Note: This survey type	Updating Vessel identifiers is optional
will be used for the initial EX40 survey as well as the 5 yearly surveys.	Adding notes is optional

100655	Action
6-2	Enter details directly into blank fields (or update them if they are erroneous) or select from drop downs as applicable.
	•
Vessel Particula	ars
Accom Level	<12 Number of 1
Puel Type	Petrol V Drive Type Outboard V Number of 0
Flood Rai	Fire Risk V SIP Rating
Category Hull &	AC Voltage DC Voltage
Scanting	
6-3	A blank row will be provided for each section where it is expected as part of the survey. In sections
	add multiple times to get the number of required rows (see below screenshot)
	Then complete the fields for each row
	If you add too many rows or the vessel does not have the applicable item, remove the row by
	section of a survey activity)
Anghers	
Ancher	Wages Jage Type* Onder Ena gauge)* Dear Langes (rej* Ena Ena gauge)* Rana Langes (rej*
Anthon Reminer Ingine Details	Wagen (ag)# 7/per# Oran Ease (paup)# Drain Langth (n)# Raps Ease (paup)# Raps Langth (n)#
Anchers Reminer# Engine Details	Wages (ag) ⁴ Type ⁴ Order East (pauge) ⁴ Order Langes (re) ⁴ East East (pauge) ⁴ East Langes (re) ⁴ Huber ⁴ Exet (rel 4) Exet (rel 4)
Anchers Rumber* Ingine Details Mack*	Wager jagt ^a Type ^a Drain East gauge) ^a Drain Langtin (in) ^a Repo East gauge) ^a Repo Langtin (in) ^a Ass blucle ^a RNR ^a Drain East gauge) ^a Drain Langtin (in) ^a Ass Ass Ass Ass Ass Ass Ass
Analogya Barrisaya ^{ag} Ingina Datasis Masja ^{ag} Saachaa Masja ^a	Wages (ag) ⁴ Type* Onder Eise (gauge) ⁴ Dear Langth (m) ⁴ Enges Eise (gauge) ⁴ Eages Langth (m) ⁴ Eages
Anchors Increased Ingree Density Ingree Den	Wagen jaget Typert Dear Das gauge) Dear Langen (m) Type Dear gauge) Room Langen (m) Type Dear gauge
Anabarn Burninger Ingins Datasis Ingins Datasis Ingins Datasis Ingins Datasis Ingins Datasis Ingins Datasis Ingins Datasis Ingins Datasis	Wagen (ag)# Type# Dear Langte (n)# Rape Line (gauge)# Rape Line (gauge)# Rape Line (gauge)# Rape Line (n)# And Hada#* Evel* E
Anchers Instante Ingles Details Ingles Deta	Wages (ag)* Type* Order Exerging (ag)* Page Exerging (b)* Reps Exerging (b)*
Anchorn Increase Ingree Details Ingree Details Ingree Details Ingree Ing	Wager jage Type* Dear Dearge galge Dear Langer (n)* Report Dearge galge (n)* Report Langer (n)* And
Anchern Increase" Ingree Ontents Ingree Searbox Hany" Noter" No	Name lagt Type* Chair Das gauge)* Chair Langt (n)* Raps Das gauge)* Raps Langt (n)*
Anchern Euriteer* Ingine Details Ingine Det	Wagen (ag)# Type# Order Exergine(p)# Pape Exergine(p)# Repe Exergine(p)#
Anathers Rumsper Ingine Details searcher Mar Machinery North C South C	Image: Data
Anatharn Burnisan ^{an} Ingine Datatis Ingine Datatis Ingina Datatis Ingina Datatis Ingina Datatis	Image: Set in a second if the second if t
Anchern Increase Ingene Deterin Ingene Dete	Once you have completed the mandatory fields, you can add notes (this is optional) by selecting the 'add' hyperlink at the top of the notes section. To add multiple notes, press 'add' for each new note you would like to add.
Anchern Rumpse Details staist Searcher Has Vechiner Source Source Source	Once you have completed the mandatory fields, you can add notes (this is optional) by selecting the 'add' hyperlink at the top of the notes section. To add multiple notes, press 'add' for each new note you would like to add.
Anatharn Burnisgeff Ingine Details Ingine Deatails Ingine Deatails	Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) Image: Section part (section part) <t< td=""></t<>
Anchern Rumber Ingene Deterin Units Langt Langt Langt Toport Toport Const Co	Winger 2d* Text
Anchern Rumper Ingine Details searcher Unite Ans Wathinger Searcher Sauly Const Searcher Sauly Const Sauly Const Const Sauly C	Image: 201

100655	Action	
6-5	To remove a row (in any section), press the red 'X'.	
<u>Netes</u>	Devend Dam [®] (2005/2014)	Add X Save Cantal
6-6	Entering SMS observations during a periodic or re the SMS was documented from the dropdown, the yes (single click – displays as a green	enewal survey (Optional) – select whether en answer the 5 questions by selecting
	$(\sqrt{2})$ or no (double click – displays as a red (\mathbf{X}) as item, please provide details in the comments box.	applicable. Where you select no for an
SMS Cbs	 '\sqrt'') or no (double click – displays as a red 'X') as a item, please provide details in the comments box. 	applicable. Where you select no for an
SMS Cbs	 '\sqrt{'}) or no (double click – displays as a red 'X') as a item, please provide details in the comments box. servations MtS Review Method [Documented Safety System] 	applicable. Where you select no for an
SMS Obs	 '\formation') or no (double click – displays as a red 'X') as a item, please provide details in the comments box. servations Mt Review Method [Documented Safety System] 	applicable. Where you select no for an
SMS Obs Silv Safety Sys	'\form of no (double click – displays as a red 'X') as a item, please provide details in the comments box. servations MS Review Method Documented Safety System ystem Sighted / Explained	Comments
SMS Obs SIV Safety Syn Risk Conto Crew Trai	'\form or no (double click – displays as a red 'X') as a item, please provide details in the comments box. servations MS Review Method Cocumented Safety System ystem Sighted / Explained trvis Sighted / Explained aning & induction Sighted / Explained	Comments
Safety Syn Safety Syn Risk Conto Crew Trai	'\formation'' or no (double click – displays as a red 'X') as a item, please provide details in the comments box. servations MS Review Method Cocumented Safety System ystem Sighted / Explained trvis Sighted / Explained aning & Inducton Sighted / Explained hty Plans Sighted / Explained	Comments

Note 5 These SMS questions are also listed on the survey recommendation forms. They are not required to be completed.

Step 6b Notification of vessel details manually				
Process	Action			
6-7	Send a copy of the applicable survey documentation to AMSA (eg AMSA751—Vessel plan approval particulars report) as supporting documentation with the final survey recommendation (see Chapter 9).			

Chapter 7 Recording and reporting deficiencies

If, during the conduct of a survey, a surveyor becomes aware of a defect, deficiency or nonconformity relating to the vessel or a thing on the vessel, then the surveyor must report the matter to the National Regulator (AMSA) as soon as practicable.

Details of the deficiencies are to be:

- notified in writing to the owner (eg AMSA586);
- provided to the National Regulator (AMSA) either online or in writing; and
- retained by the surveyor.

If during the course of a survey, a surveyor identifies aspects of a vessel's arrangement, construction, machinery or equipment that are <u>unsafe</u>, including items which are not the subject of a specific provision under applicable legislation, exemptions and standards, the surveyor must:

- advise the owner of the vessel in writing of the problem; and
- advise the National Regulator of the matter as soon as practicable.

During business hours, surveyors should contact AMSA on 1800 627 484						
To advise of an unsafe vessel outside of normal business hours, please contact:						
NSW	02 8918 1300	Qld	07 3001 6816			
Vic, SA and Tas	03 8612 6000	WA and NT	08 9430 2100			

Step 7a Notification of deficiencies to AMSA via MARS					
Process	Action				
7-0	Enter any identified deficiencies in the relevant survey assessment activity in MARS after conducting the survey. These can be entered and saved in MARS (along with any supporting survey documentation), without finalising the survey assessment activity. Once the deficiency is rectified, the surveyor is able to return to the activity and clear the deficiency(ies) and once they are all cleared, submit the survey assessment activity with their final recommendation to the National Regulator (AMSA).				
7-1	To enter deficiencies, the user must have first logged into MARS and claimed the relevant surveys – see Chapter 3 and Chapter 4.				
7-2	Open MARS and go to your 'My Open Surveys' sub tab or 'Team Open Surveys'.				

	Find a selecti	nd open the ing the blue	survey ass hyperlink	sessment ac assessmen	ctivity t code	you would like to e.	report deficier	ncies against by
3M	ARS				user Survey	or • • •	Help Sign Out	
Home						and the second second		
Announcen	nents		ly Claim Survey	Activities My	Open	Surveys My Complete	d Surveys	
Results 🚺	xport					Found 3 item	s (0.18 seconds)	
Status	Vessel UVI	Vessel Name	Assessment Code	Assessment Type	Due Date	Description		
Ready for Assessment	VES- 400027	BOOTSTRAP87	STAB-1	Stability Assessment		BOOTSTRAPB7: Surveyor: username Application Type: CoS Initial	03/05/2018 15:20	
Ready for Assessment	VE5- 400027	BOOTSTRAP87	PLAN-16	Plan Approval Survey		BOOTSTRAP87; Surveyor: username Application Type: CoS Initial	03/05/2018 15:19	
Ready for Assessment	VE5- 400027	BOOTSTRAPE?	PRDC-19	Periodic Survey		BOOTSTRAPB7: Surveyor: username Application Type: CoS Initial	03/05/2018 15:01	
1-3 of 3			8.8	1 of t E	н			
	·							
'- 4	Once	you have op	ened the a	ctivity, it will	appe	ar as a separate t	ab at the top	of your page.
-4 -5	Once Select proces	you have op Start Asse www.swill also cl for assession	ened the a ssment' fro hange the s ment' to 'As	ctivity, it will om the work status in the	appe (flow a sum	ear as a separate t actions menu on t mary panel on the press'.	ab at the top o he left hand si left hand side	of your page. ide of the screen. Th e of the screen from
-4 -5	Once Select proces 'Ready	you have op Start Asse s will also c y for assessi	ened the a ssment' fr hange the ment' to 'As	ctivity, it will om the work status in the ssessment in	appe (flow a sum n pro(ear as a separate t actions menu on t mary panel on the gress'.	ab at the top of he left hand side	of your page. ide of the screen. The of the screen from
-4 -5) MAR	Once y Select proces 'Ready S	you have op : ' Start Asse ss will also c y for assessi	ened the a ssment' fro hange the ment' to 'As	ctivity, it will om the work status in the ssessment in	appe (flow : sum n proç	ear as a separate t actions menu on t mary panel on the gress'.	ab at the top of he left hand side left hand side	of your page. ide of the screen. The of the screen from
-4 -5 MAR: 	Once Select proces 'Ready S	you have op ' Start Asse as will also c y for assessi	ened the a ssment' fr hange the ment' to 'As	ctivity, it will om the work status in the ssessment in	appe (flow a sum n proç	ar as a separate t actions menu on t mary panel on the gress'.	ab at the top of he left hand side left hand side	of your page. ide of the screen. The of the screen from
-4 -5 MAR MAR MAR MAR MAR MAR MAR MAR MAR MAR	Once Select proces 'Ready S	you have op	ened the a ssment' fr hange the ment' to 'As	ctivity, it will om the work status in the ssessment in	appe (flow a sum n prog	ar as a separate t actions menu on t mary panel on the gress'.	ab at the top of he left hand side left hand side	of your page. ide of the screen. The of the screen from
-4 -5 MAR -5 MAR -5 -5 -5 -5 -5 -5 -5 -5 -5 -5 -5 -5 -5	Once Select proces 'Ready S	you have op : Start Asse as will also c y for assessing 	ened the a ssment' fro hange the s ment' to 'As	ctivity, it will om the work status in the ssessment in	appe flow a sum n prog	ar as a separate t actions menu on the mary panel on the gress'.	ab at the top of he left hand side left hand side	of your page. ide of the screen. The of the screen from
7-4 7-5 MAR MAR MAR MAR MAR MAR MAR MAR MAR MAR	Once y Select proces 'Ready S	you have op	ened the a ssment' fro hange the ment' to 'As	ctivity, it will om the work status in the ssessment in	appe flow a sum n prog	ar as a separate t actions menu on t mary panel on the gress'.	ab at the top of he left hand side left hand side water the sol water the sol control of control of	of your page. ide of the screen. The of the screen from

The system will enter a default start date and time and your name will already be populated as the 7-6 primary surveyor. Please update the start date/time and completed date/time to the actual date the survey was undertaken. MARS-TRG-33 MARS × Help Sign Ou WATS Access and others HIDG-IUTINE 🖂 1410 Overview 1000 Long I Ready for Asses Loignie Assignment Till MARS-TPG-30 MARS-TPG-30 Primary. MARS, Serveye Start Time 18.87 Line Uplanet 1419 Updated By **Hyper Onene** 13:51 Survey Decementation Graned By Buser Deficency Other Unioned Sile Upbeat No. Linked Activities ic linked ectivity 10000 Workfloie Actions Vessel Deta Start Assessment Generate Vessel Repo Unassign Common Actions Vestand Langet Langely (m) Ouward 1. (in) Other A 7-7 Enter the survey location. MARS TRG-33 MARS × Maily Sign D MARTA reader lands PROGRAMME IN Ô.e Hattiny (8) Assessment Ou the Prop Overview Periodic Survey Stat \$9062021 1427 Cardierre mi la Program Assesse l Date (Taria Dein/Terie - -Assignment Tor MARS-TIRG-33 MARS-TIRG-33 Delmary MARS. Surveyo Accessor State Time 1247 Since 14.27 **Codesed** Iptend by MARS-TRS-33 Column 1 15.87 Survey D workerligen Created By Ruser **S** Deficient Other Linked Attivities Line spooning ve triked activities report Workflaw Actions Upload any supporting documentation using the blue upload file button in the Deficiency report 7-8 section (This may also include photos or other evidentiary documentation).

Note 6 The survey report is not required to be uploaded as "Other Supporting Documentation", however it must be uploaded when making a recommendation (see chapter 9, step 9a (16)).

Note **7** Note Maximum file upload is 20MB per file however, you can upload multiple files.

Process	Action						
7-9	Scroll down to the 'deficiencies' section, select 'Add' ; to enter a deficiency (if you hav more than one deficiency, continue selecting 'Add' to get the number of rows you requir						
MARS			and record	- 00			
	harden and the second						
taking income to be	NUM PROFILE						
-	terms house						
in heating	interior Barrier (1977)	Construction of the state of th	Tara and Falance				
support is the state of a	NUB AND ADDRESS BARRIES	Annual (1991)	A grant Delivery				
united Table 2017 Table 2017							
tion spaces and	Sample and the second sec						
	Events.	Contraction of the second seco	Strength Strength				
	and the second s						
Parantera fastana			New York				
And in Fact Sections.	Name of Addition	and the second sec	country in prices				
In face Parcel and		and the second sec	201 TO 101 TO 101				
form in the set Report	And Printer of Control	the set freedo	The Decision				
Conception in some	100 C	14					
New Arrest	· Teach Marches						
	Frankel front	the two in the second s		2			
	Bachcook.						
	Annual	and of a gain ages.	hote the site				
	max her. Langers	the law to tag	and the set				
	which presents	A regi	(1) longe				
				-			
	Private and Privat			201			
	Entertaine Sanderb.						
	The second for the second			these the			
7-10	 the date the deficience changed if you are en Select a deficiency can deficiencies for the deficiencies for d	y was raised (this will default t tering items found in the past tegory from the dropdown. Yo ficiency category.	to today's date, however it ca). u can add details of one or s	n be everal			
	Enter a brief description	on of the defect.					
oficiencies				Add			
Date 09 Raised	V06/2021 Raised By* MARS	t, Deficiency Safety & Anc . Typer Category*	Detail/Description* Flares out of da	te			
Date Completed	Completed MAR	Completed By	Deficiency Status Outstanding	¥			
Dispute Details	Surveyor	Assessor AMSA Comments					
7-11	The system will default th	e deficiency status to 'outstar	ding' upon creation.				
7-12	Then select 'save' in the	bottom right hand side of the	assessment screen.				
7-13	You can now exit the act already been rectified –s have already been cleare	ivity, and come back later to c ee Chapter 8 for instructions o ed.	lear the defects. If the deficiencies if clearing the deficiencies if	ency hav they			

Step 7b Notification of deficiencies to AMSA manually				
Process	Action			
7-14	Send a copy of the Survey Activity report detailing any identified defect, deficiency or non-conformity relating to the vessel or a thing on the vessel.			

Please scan and email, or post your survey activity report to:					
Email	DCVApplications@amsa.gov.au				
Post	Australian Maritime Safety Authority Attention: Vessel Safety Unit GPO Box 2181 Canberra ACT 2601 Australia				

Note 8 Please ensure that the activity report has the AMSA issued UVI and the related unique survey assessment activity code(s) entered.

Ready for

Assessment

VES-

400027

BOOTSTRAP87

PRDC-19

Chapter 8 Finalising deficiencies

Once any defects, deficiencies or non-conformities that were found during survey are rectified, the surveyor is able to clear those matters and submit their final recommendation to AMSA.

If a deficiency is disputed by the owner/operator of the vessel (eg they claim that the defected item is a grandfathered matter) the surveyor is able to mark the deficiency as disputed. Once all other defects are rectified, the surveyor can make a recommendation to AMSA for the whole vessel other than the disputed matters - see SAGM, Part 2 - Clause 2.9.4.

Step 8a Finalising deficiencies via MARS								
Process	Action							
8-0	Finalise any identified deficiencies in the relevant survey assessment activity in MARS. These can be entered and saved in MARS (along with any supporting survey documentation), without finalising the entire survey assessment activity (eg they can be done all at once or over a period of time as each defect is rectified). Once all the deficiencies are rectified, the surveyor is able to submit the activity with their final							
8-1	recommendation to the National Regulator (AMSA). To finalise deficiencies, the surveyor must have first logged into MARS, claimed the relevant surveys, and entered any deficiencies – see Chapter 3, Chapter 4 and 10.							
8-2	Open	MARS and g	go to your '	My Open S	urve	ys ' sub-tab or 'Tea	m Open Sur	veys'.
8-3	Find and open the survey assessment activity you would like to finalise one or more deficiencies against by selecting the blue hyperlink assessment code.							
Herns Announcer	ARS	y Watch List (0) N	ly Claim Survey	Activities M	user Surve	yor O D D	Help Sign Out	
Results D	oport					Found 3 items	(0.18 seconds)	
Status	Vessel UVI	Vessel Name	Assessment Code	Assessment Type	Due Date	Description	+ Last Updated	
Ready for Assessment	VE5- 400027	BOOTSTRAPE?	STAD-1	Stability Assessment		BOOTSTRAPE?: Surveyor: username Application Type: CoS Initial	03/05/2018 15:20	
Ready for Assessment	VE5- 400027	BOOTSTRAP87	PLAN-16	Plan Approval Survey		BOOTSTRAPE7: Surveyor: username Application Type: CoS	03/05/2018 15:19	

Initial BOOTSTRAP87: Surveyor: username

Initial

Application Type: CoS

03/05/2018

15:01

Periodic

Survey

Process	Action								
8-4	Once you hav	ave opened the activity, it will appear as a separate tab at the top of your page.							
OMAR	S			MARS-TRG-33 MARE Access and others	0 X 0 0 Huy Syn Co				
Home PROD	una 18			10 S					
Overces Deve	International Concernants (C)	Haray (A							
Summary	19	Aussessi Overview			1				
Type Perce Status Asser Asseptial To MAR State Time, Salat Updated By MAR Coloned By MAR Coloned By Tase	5: Survey ameni la Progress IRC; 3) MAR; IRC; 3) IRC; 33	Start \$9062021 [427 Data/Thire Potrary MARS Surveyor Surveyor Surveyor	Completed DenvTere Aussum	Survey Laterton Proposal Careborg	Cantarra				
Linked Assivities No Inked Schutes Workflaw Action	-	Periodic Uplevel File	Deficiency Optional File	Supporting Decuments	Upload File				
8-5	Upload any s section (This	upporting documentation u may also include photos c	using the blue upload or other evidentiary do	file button in the cumentation).	Deficiency report				

Note 9 The survey report is not required to be uploaded as "Supporting Documentation", however it must be uploaded when making the recommendation (see chapter 9 step 9a (16)).

Note 10 Maximum file upload is 20MB per file however, you can upload multiple files.

8-6	Scroll down to the 'deficiencies' section, and complete the following:
	Date completed field
	Select a deficiency status:
	 Cleared – proof: use this status when the defect has been cleared by providing proof that the matter has been rectified eg by providing an invoice, photo etc.
	 Cleared – inspected: use this status when the defect has been cleared by the surveyor attending the vessel and inspecting the rectification.
	 Cleared – declaration: use this status when the defect has been cleared by a declaration from the owner/operator.
	 Disputed: use this status when the defect has not been cleared and the owner/operator disputes that the matter is a defect. The following must also be completed for each disputed item:
	 the surveyor must provide sufficient detail of the disputed deficiency in the 'dispute details' field including the specific details of the standard related to the deficiency.
	 a written statement from the owner that provides details of the disputed item and the vessel history including the jurisdiction that the vessel was previously surveyed under must be uploaded in the supporting documentation section at the top of the survey assessment activity
	3. photographic evidence should be uploaded, where applicable.
	 Will not resolve: use this status when the owner/operator has advised that they do not intend to rectify the deficiencies and the surveyor intends to 'not recommend' the survey/vessel.

4						Add
04/05/2018	username	Deficiency Sa Category*	fety & Anchorin	9 🕑 Detail/Description*	Flares out of date	
07/05/2018	Completed username by Surveyor	Completed By Atsessor AMSA Comments		Deficiency Status	Cleared - Proof	Y
04/05/2018	Rased Dr* username	Deficiency Category*	Stubility	Detail/Description*	§ stubility book on	vessel
07/05/2018	Competed by Surveyor	Completed By		Deficiency Status	Disputed	
Vessel has no stabilit C6. Owner claims tha have one. Written sta	y book in accordance with NSCV It state never required the vessel to tement from owner is attached.	AMEA Commeres				,
Have one, whiteh sta	Intern Polit Owner & Jacobo.					
	04:05/2018 07:05/2018 04:05/2018 07:05/2018 07:05/2018 Vessel has no stabilit C6. Owner claims that have one. Written sta	Non-constraints Non-constraints Username Non-constraints Completence Username Non-constraints Non-constraints Username Non-constraints Raised Dy* Username Non-constraints Completence Dy* Non-constraints Completence Dy* Non-constraints Completence Dy* Non-constraints Scoregoet Username Non-constraints Scoregoet Username Non-constraints Scoregoet Username Network Non-constraints Scoregoet Network Non-constraints Scoregoet	N40552018 Name Society Society	Nested by Username Deficiency Safety & Anchore 07/05/2018 Completed Username Completed Username 07/05/2018 Rased by Username Username Username 07/05/2018 Rased by Username Deficiency Sabety 07/05/2018 Rased by Username Deficiency Sabety 07/05/2018 Completed By Username Deficiency Sabety 06 Owner clasms that state never required the vessel to have one. Written statement from owner is attached. Attach Comments	Non-state Non-state Deficiency Safety & Anchoring ♥ Deficiency status (1705/2018) Completed by Screept Username Completed by Atsessor Deficiency status (1705/2018) Rased Dy* username Deficiency State (1705/2018) Rased Dy* username Deficiency State (1705/2018) Rased Dy* username Deficiency State (1705/2018) Rased Dy* username Deficiency Deficiency (1705/2018) Completed By username Completed By Deficiency (1705/2018) Completed By username Screept Completed By (1705/2018) Completed By username Screept Deficiency Status (1705/2018) Completed By username Screept Screept (1705/2018) Completed By Completed By Screept Screept (1705/2018) Completed By Screept Screept Screept (17	Network Network

Step 8b F	Step 8b Finalising deficiencies via MARS offline					
Process	Action					
8-7	Finalise any identified deficiencies on your activity report ensuring that you note how and when the defect is being finalised as follows:					
	 Cleared – proof: use this status when the defect has been cleared by providing proof that the matter has been rectified eg by providing an invoice, photo etc. 					
	• Cleared – inspected : use this status when the defect has been cleared by the surveyor attending the vessel and inspecting the rectification.					
	• Cleared – declaration : use this status when the defect has been cleared by a declaration from the owner/operator.					
	• Disputed: use this status when the defect has not been cleared and the owner/operator disputes that the matter is a defect. The following must also be completed and provided for each disputed item:					
	1. the surveyor must provide sufficient detail of the disputed deficiency including the specific details of the standard related to the deficiency.					
	a written statement from the owner that provides details of the disputed item and the vessel history including the jurisdiction that the vessel was previously surveyed under must be provided as supporting documentation					
	3. photographic evidence can be provided, where applicable.					
	• Will not resolve : use this status when the owner /operator has advised that they do not intend to rectify the deficiencies and the surveyor intends to 'not recommend' the survey/vessel.					
	Once all the deficiencies are either rectified or have a final status (disputed or will not resolve), the surveyor is able to submit the survey activity report along with their final recommendation and any supporting documentation (see Annex B for the expected supporting documentation) to the National Regulator (AMSA).					
	rectify the deficiencies and the surveyor intends to 'not recommend' the survey/vessel. Once all the deficiencies are either rectified or have a final status (disputed or will not resolve), the surveyor is able to submit the survey activity report along with their final recommendation and any supporting documentation (see Annex B for the expected supporting documentation) to the National Regulator (AMSA).					

Please scan and email, or post your survey activity report and recommendation to:					
Email	DCVApplications@amsa.gov.au				
Post	Australian Maritime Safety Authority Attention: Vessel Safety Unit GPO Box 2181 Canberra ACT 2601 Australia				

Note 11 Please ensure that all documentation has the AMSA issued UVI and the related unique survey assessment activity code(s) entered.

Chapter 9 Submitting a recommendation

Once any defects, deficiencies or non-conformities that were found during survey are finalised (or have a final status eg disputed or will not resolve) the surveyor must submit their final recommendation to AMSA for each survey they have conducted.

Step 9a S	ubmittir	ng a survey	recomme	endation o	nline				
Process	Action								
9-0	Once t recom comple	Once the survey process is completed (and any deficiencies finalised), the surveyor must make a recommendation to AMSA on the outcome of the survey so that the survey assessment activity is completed in MARS (and the application or periodic process in MARS can be progressed).							
	The re checkl	commendati ists, photos	ion can be etc.).	submitted in	n MA	RS (along with any	supporting s	urvey documentation,	
9-1	To sub survey data e	mit a recom s, and enter ntry to comp	mendation, ed any defi lete the ve	, the survey iciencies (a ssel record	or mu nd the – see	ust have first logged eir clearance metho e Chapter 3, Chapte	d into MARS, od), and comp er 4, Chapter	claimed the relevant bleted any required 6, and 0.	
9-2	Open I	MARS and g	jo to your 'l	My Open S	urvey	ys ' sub-tab or ' Tea r	n Open Surv	veys'.	
9-3	Find an hyper l	nd open the l ink assessn	survey ass nent code.	essment ad	ctivity	you would like to s	ubmit by sele	ecting the blue	
Results E	vessel	W Vessel Name	y Claim Survey Assessment	Activities M	Due	Surveys My Completed Found 3 items Description	(0.18 seconds)		
Ready for Assessment	VES- 400027	BOOTSTRAP87	Code STAB-1	Type Stability Assessment	Date	BOOTSTRAP87: Surveyor: username Application Type: CoS	03/05/2018 15:20		
Ready for Assessment	VE5- 400027	BOOTSTRAP87	PLAN-16	Plan Approval Survey		BOOTSTRAPE7: Surveyo: username Application Type: CoS	03/05/2018 15:19		
Ready for Assessment	VE5- 400027	BOOTSTRAPB7	PRDC-19	Periodic Survey		BOOTSTRAPB7: Surveyor: username Application Type: CoS Initial	03/05/2018 15:01		
1-3 of 3			- 8 × [1 of 1 🕨	ж				
9-4	Once	you have op	ened the a	activity, it wil	l app	ear as a separate ta	ab at the top	of your page.	

Process	Action						
OMAR	RS			MARS-TRG-33 MARS Access and others	0 ×	0 ÷	Help Sign
Home PEOC Oversident Des	13162 💌 Nors (1) Deaments (1)	Hazary (3)					
Summary	-	Assessment Overview					
Periodic Survey	Assessment in Progress	Overview					
Type PenodicSurvey Status Assessment to Progress Assigned To: MARS-TRG-33 MARS-TRG-33 Start Tome: 13:37 Updated: 14:27 Updated: To: MARS-TRG-31		Sart (9906/2021) [14/27] Data/Tana Protery MARS, Surveyor Serveyor	Complexed Deta/Time Assessor	Sarran Lacador Propensi Condition	Canberra		
Creat 133	7	Survey Documentation					
Linked Activitie		Periods Ephone File Servey report	Defidency Uplead File mport	Other Supporting Discurrent	Upland Fil		
Warkflaw Action							
9-5	Upload any d have different Annex B for r also include p for any suppo	ocuments into the appropri t options available for each nandatory, expected and as photos or other evidentiary prting documentation that d	ate fields using the upl of the documents that s required documentati documentation. The O oes not align to the oth	oad file button, e are required or n ion for each kind ther Supporting E ler documentation	ach surv nay be r of surve Documer n sectior	vey type elevant. y. This r nts sections.	will See nay on is

Note 12 The survey report itself needs to be uploaded in the decision pop-up when the surveyor makes a recommendation (see step 8a (16)) and does not need to be uploaded here as well.

Note 13 Maximum file upload is 20MB per file however, you can upload multiple files.

9-6	To upload a file, click the ' Upload file ' button in the top right hand side of the survey assessment activity.					
9-7	An ' Upload document ' pop up box will ap	pear.				
9-8	Select the ' + Add Files ' button to search for each file you want to upload, or you can drag and drop files into the box.	Select Hires And Time opened general and obta for and bottom				

Note 14 Maximum file upload is 20MB per file however, you can upload multiple files.

Process	Action	
9-9	Browse and locate the files on your computer, then select them. Click Open.	Image Name
9-10	Once you have selected the file, you will be returned to the Upload document pop up, and the file will show in the select files section.	Extract Time connect Extract Time Intel Time to the spinal spinal and spinal solves Open State Connect State
9-11	Keep adding files as required, by selecting the ' + 1 Files queued ' button.	
9-12	Once you have selected all the files you want to upload, select ' Start Upload '.	Solved Reserved Solved Rese Add Tour Lift of growing solve and close the dust bactory. Image: Solved Reserved
9-13	Once it has uploaded the documents, the the survey assessment activity.	pop up box will disappear and the files will be uploaded in
Name PESCON Control Control of Control Control of Control Control of Control Control of Control Control of Control Control of Control Of Control of Control Of Control of Control Control Control of Control Control Control of Control Co		Survey Earlingen Survey Earlingen Degrader Construer Construer

Process	Action							
9-14	Once you have finished, you can now select a recommendation from the workflow actions as follows:	Workflow Actions – Recommend Recommend with Conditions Recommend with Dispute Do Not Recommend Not Required Generate Vessel Report Unassign						
	Recommend Where a surveyor recommends a survey the vessel must fully comply with the applicable legislation and standards and the vessel must not have any outstanding deficiencies. Recommend with conditions Where a surveyor recommends a survey and proposes that conditions be applied to the certificate (eg operational or environmental conditions), the vessel must fully comply the applicable legislation and standards and the vessel must not have any outstanding deficiencies. The surveyor must also provide details of the condition they think should be imposed and a justification for imposing the condition(s) in the 'Proposed conditions' field in the survey assessment activity. See SAGM, Part 2 – Clause 2.9.3							
	Account frames							
	Teacher Teache	- Anne Tapa Sanat na pagab tah Anna Sangab Sanat						
	 Recommend with dispute Where a surveyor recommends a vessel, and there is one or more deficiencies that have a status of 'disputed'. Other than the disputed items, the remainder of the vessel must comply the applicable legislation and standards and the vessel must not have any other outstanding deficiencies. Supporting documentation is required to support the recommendation. See SAGM, Part 2 – Clause 2.9.4. Do not recommend Where a surveyor does not a recommend a survey the surveyor must fully detail the deficiencies with status of 'will not resolve'. Supporting documentation is required to support the recommendation. See SAGM, Part 2 – Clause 2.9.5. Not required Where the surveyor believes that a particular survey is not required, the surveyor can mark the survey as not required. The surveyor must include documented reasons as to why the survey is either not applicable to the kind of vessel, or in the particular circumstance is not required (eg for alterations or modifications, the survey will generate the full list of initial survey which may not have a survey is part to support the survey or part in the particular circumstance is not required (eg for alterations or modifications, the survey must may not have a survey with a particular survey is either not applicable to the kind of vessel, or in the particular circumstance is not required (eg for alterations or modifications, the survey must may not have a survey which may not have a survey is either not applicable to the kind of vessel, or in the particular circumstance is not required (eg for alterations or modifications, the survey must may not have a survey is either not applicable to the kind of vessel, or in the particular circumstance is not required (eg for alterations or modifications the survey must have not have applicable to the survey must have not have applicable to the survey must have not have							

Note 15 The system will provide an error message if information has not been recorded in all fields for the items that are expected to be part of the survey. These will need to be resolved before progressing. See section 6-3 on how to resolve.



Note 16 If the Expected or Mandatory documentation is not provided, the system will provide the following warning message.



Process	Action
9-15	Once you have selected one of the above recommendations from the workflow actions, a pop-up will appear. Please enter the reason(s) for your recommendation. (eg if you are recommending the survey – "Vessel meets all the applicable standards (NSCV) for all service categories. All defects have been rectified".)
9-16	Upload the survey report (this is mandatory) – only 1 file can be uploaded from this pop-up. Any other supporting documents you would like to upload should be uploaded from within the survey assessment activity itself.
9-17	Then press OK , unless you would like to make any further changes to the survey assessment activity, in which case press cancel to return to the activity.

Process	Action							
9-18	The status of be updated w selected.	the survey as	sessmen nendatio	t activity will n type you	Type Status Vessel Displayed Vess Assigned To Start Time Updated Updated By Created Created By	AP87: Periodic Su Recommended Perios Recor BOOT el Number 43878 Sara E 03/05 17:34 5xb04 03/05 p2d01	RVSY - SC Survey mmended STRAP87 Q90 Iool /2018 09:0 /2018 09:0	9
9-19	You can now cross on the t	close the act op tab.	ivity by s	electing the	Versel Deslayed Vessel Assigned To Status Vessel Displayed Vessel Assigned To Start Time Lipdated Updated By Created Created By	RS Craves (1) Document Craves (1) Document Finit Periodic Surver commend and Periodic S Periodic	100.00 100.00	scory (0) seesament Norview Start aste/Time Primary Surveyor Proposed onditions
9-20	The complete sub-tab or 'Te	ed survey asse am Open Su	essment I rveys' .	activity will no l	onger be visible	e from the ' My '	Open S	urveys'
9-21	To view compl and select the	eted surveys, blue hyperlir	go to the 1k (under	• 'My Completed r assessment co	d Surveys' sub-t de) to open the s	ab or 'Team C osurvey assessr	omplete nent acti	d Surveys' , vity.
Commentation of the second sec	RS Ry Ranch Lan av In Ranne Assessment Code A Sacra Roboris A RODOLS A	ntercontent Type Deer Bate elieds Survey enadel Survey	Exercision BootsPovents Vig_SPACT (save	username username	Ny Tâ - Austractor Type, Cod Initial Initia vij, vidi oppidator Type, R	US Social Hartes I Recommended Call Index Techninesided	username username	And Applied Control Co
Heme Terms of Un Results	e My Claim Survey Ac gent	Svittes My Open S	unnya My	y Completed Surveys	Team Gaim Survey	Team Open Surveys	Teem Com Found 1 m	olitical Surveys em (0.06 seconds)
UVI N VE5- 442540 U	BERTINE LITE-4614	Type Periodic Lightship Check	Due Dete	Description Surveyor: Surveyor, Ja PTY LTD; Application 1 Assessments - CoS	ne; Ownen: AUSTRISH Type: Survey	Status Surveyor Oosed Surveyor, Jane	Survey Company	Updated 18/11/2019 11:59
1-1 of 1				1 1 1 of 1 1	*			

Step 9b S	Step 9b Submitting a survey recommendation offline					
Process	Action					
9-22	Once the survey process is completed (and any deficiencies finalised), the surveyor must make a recommendation to AMSA on the outcome of the survey so that the survey activity is completed and the application can be progressed or periodic process finalised.					
	The recommendation (along with any supporting survey documentation, checklists, photos etc.) can be submitted to AMSA.					

Please scan and email, or post your survey recommendation to:					
Email	DCVApplications@amsa.gov.au				
	Australian Maritime Safety Authority				
Post	Attention: Vessel Safety Unit				
	GPO Box 2181				
	Canberra ACT 2601				
	Australia				

Note 17 Please ensure that the activity report has the AMSA issued UVI and the related unique survey assessment activity code(s) entered.

Note 18 Please also ensure that you have clearly identified your recommendation as follows:

Recommend Where a Surveyor recommends a survey the vessel must fully comply with the applicable legislation and standards and the vessel must not have any outstanding deficiencies.

Recommend with conditions Where a Surveyor recommends a survey and proposes that conditions be applied to the certificate (eg operational or environmental conditions), the vessel must fully comply the applicable legislation and standards and the vessel must not have any outstanding deficiencies. The Surveyor must also provide details of the condition they think should be imposed and a justification for imposing the condition(s) in the recommendation report. See SAGM, Part 2 – Clause 2.9.3.

Recommend with dispute Where a Surveyor recommends a vessel, and there is one or more deficiencies that have a status of 'disputed'. Other than the disputed items, the remainder of the vessel must comply the applicable legislation and standards and the vessel must not have any other outstanding deficiencies. Supporting documentation is required to support the recommendation. See SAGM, Part 2 – Clause 2.9.4.

Do not recommend Where a Surveyor does not a recommend a survey the Surveyor must fully detail the deficiencies with status of 'will not resolve'. Supporting documentation is required to support the recommendation. See SAGM Part 2 – Clause 2.9.5.

Not required Where the Surveyor believes that a particular survey is not required, the Surveyor can mark the survey as not required. The Surveyor must include documented reasons as to why the survey is either not applicable to the kind of vessel, or in the particular circumstance is not required (eg for alterations or modifications, the system will generate the full list of initial surveys, which may not be applicable for the kind of alteration – see MO503 section 9.

Chapter 10 Revising a survey recommendation

If after completing a survey assessment activity in MARS, you need to make changes, upload additional documents or alter your survey recommendation, you can 'revise' your recommendation.

Step 10 F	Revising a surv	ey recomm	endatior	n in MARS									
Process	Action												
10-0	Once the survey assessment activity in MARS has been completed with a recommendation, the assigned surveyor (who completed the activity) can select the 'revise decision' workflow action to: upload additional documentation correct any details that were entered change their recommendation												
10-1	To revise the decision on a survey assessment activity, the surveyor must have first logged into MARS, and completed a survey assessment activity.												
10-2	Go to your 'My Completed Surveys' sub-tab or 'Team Completed Surveys'.												
10-3	Find and open the completed survey assessment activity that you want to revise by clicking on the blue hyperlink (under Assessment Code).												
Hame Terms of Us	A version of the company of the second secon	extension in Fragment of extension to any constances constances outsides My Open S	Annester Recording Recording to Vision Score School My	eventing functions . We financipation searcing between . We transmission functions from the first search of the s	Team Open Surveys	an interne 1928 Team Internet Internet Internet Internet Internet Internet Competition	the second the second						
Vessel Ve	uel Assessment	Assessment	Due Date	Description	Status Surveyor	Team	+ Lest						
VE5 U8 442549 U8 1-1 of 1	ERTINE UTE-4614	Periodia Lightship Check	16/02/2020	Surveyor: Surveyor, Jane, Owner: AUSTRSH PTY LTD: Application Type: Survey Assessments - CoS H - 1 - 1 - of 1 - H	Occed Surveyor. Jane	Survey Company	18/11/2019 11.09						

Process	Action			
10-4	Click on the 'Revise Decision' workflow action.	Assessment		
	BOOTSTRAP87: Periodic Survey -	Overview		
	Type Periodic Survey Status Recommended Vessel BOOTSTRAP87 Displayed Vessel Number 43878Q190 Assigned To username	Start Date/Time Primary Surveyor		
	Start Time 03/05/2018 09:09 Updated 17:34 Updated 8y user# Created 03/05/2018 09:09 Created By user#	Proposed Conditions		
	Linked Activities -	Vessel Deta		
	Workflow Actions			
10-5	A pop-up box will appear, please enter text into the ' Decision Description ' field, as to why you are revising the decision. Then select ' OK '. Click 'cancel' if you do not want to revise you survey activity.	OK Cancel		
10-6	The survey assessment activity will now be editable again. Complete any data entry changes (or upload documents) as required, then select the appropriate workflow action as required to submit the recommendation again and complete the activity. See Chapter 9 for instructions on submitting a recommendation.			

Annex A

eg

Example of surveys required letter

Dear Sir / Madam,

NOTIFICATION - SURVEY(S) DUE

I refer to your recent application for a [Certificate Type] for vessel [Vessel Name] with the unique vessel identifier [UVI] and wish to advise that the vessel is required to undertake the following surveys prior to your application being assessed:

Survey	Code						
[Type of Survey] eg Periodic (In water) Survey	[Survey assessment activity Code]						
[Type of Survey] eg Out of water survey	[Survey assessment activity Code]						
[Type of Survey] eg Periodic Lightship check	[Survey assessment activity Code]						

The process to complete the survey(s) and notify AMSA is:

- 1. Contact an accredited marine surveyor(s) or Recognised Organisation to attend the vessel and undertake the above required survey(s) a list of surveyors is available on the AMSA website;
- 2. Provide the attending surveyor(s) with the UVI for the vessel and the code for each survey that the surveyor is to undertake;
- Where deficiencies are found during the survey, the surveyor(s) will communicate these to you and AMSA;
- Rectify any deficiencies found by the attending surveyor and confirm the rectification with the surveyor(s);
- 5. Once the survey is complete, the surveyor(s) will communicate with AMSA, confirming the clearance of all deficiencies and provide their final survey report and recommendation to AMSA;
- 6. Once all the required surveys have been completed and submitted, AMSA will assess your application.

If all of the surveys listed above have been completed and submitted to AMSA you can disregard this letter.

	OTHER (Photo, Evidence, Compliance Documentation)	А	А	А	А	А	А	A	А	А	А	А	А	А	А	A	А	А	Α	А	А
	Approved stability book or stability notice													Э							
AMSA 631	Temp ops permit issued (renewal survey) if applicable																А	А			
AMSA 650	EX40 Vessel survey report															Σ					
AMSA 653	Vessel lightship survey report																				Ш
AMSA 653, 652 or 569	Initial stability - inclining, lightship, level flotation and or practical stability survey report												Ш	А							
AMSA 563 & 564	Initial electrical survey report											ш									
AMSA 139	Load Line Survey report										ш									Е	
	Initial draft mark survey report									Α											
AMSA 670	Initial watertight integrity survey report								ш												
AMSA 575	Initial Fire systems & Fitout materials survey report							Е													
AMSA 638	Shaft survey report						Ε												ы		
AMSA 639	Fuel tank inspection report					ш												A			
AMSA 509	Initial machinery and engineering survey report				Е																
AMSA 706 or 673	Initial Hull Construction survey report (for applicable material type)			Е																	
AMSA 555	Load line conditions of assignment report		Е																		
-011	Plan approval letter	Σ																			
ITS	Plans	Σ																			
AMSA 586	Survey activity report	Α	Α	A	A	A	٨	٨	٨	Α	Α	A	A	A	٨	A	٨	A	۷	A	Α
AMSA 901	AMSA606 or AMSA901 Periodic survey recommend- ation														*Э		*Э	*ш			
	Surveyors recommend- ation (in prescribed form)	Σ	Σ	Σ	Σ	Σ	Σ	Σ	Σ	Σ	Σ	Σ	Σ	Σ	Σ		Σ	Σ			
AMSA Form Number	Survey activity description/ Form description	Plan Approval Survey (PLAN)	Loadline Assignment Survey (ILAS)	Initial Hull Structure Survey (IHST)	Initial Engineering Survey (IENG)	Initial Fuel Tank Survey (IFTA)	Initial Shaft Survey (ISHA)	Initial Fire Systems and Fitout Materials Survey (IFIR)	Watertight and Weathertight Integrity Survey (IWII)	Draft Mark Survey IIMAR)	nitial Loadline Survey ILOA)	nitial Electrical Survey IELE)	nitial Lightship Check or Incline Survey (ILIG)	Stability Assessment (STAB)	Commissioning Survey (COMM)	EX40 Survey (X40S)	Periodic Survey (PRDC)	Out of Water Survey (OWAT)	Shaft Survey (SHAFT)	Deriodic Loadline Survey (LOAD)	⊃eriodic Lightship Check (LITE)

M = MandatoryE = ExpectedA = As required

Documentation to be provided with survey recommendation

Annex B



P210614