



Australian Government
Australian Maritime Safety Authority

MARS

User guide

Submitting domestic commercial vessel survey reports to AMSA



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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

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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 **MAR**itime **S**afety (**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.

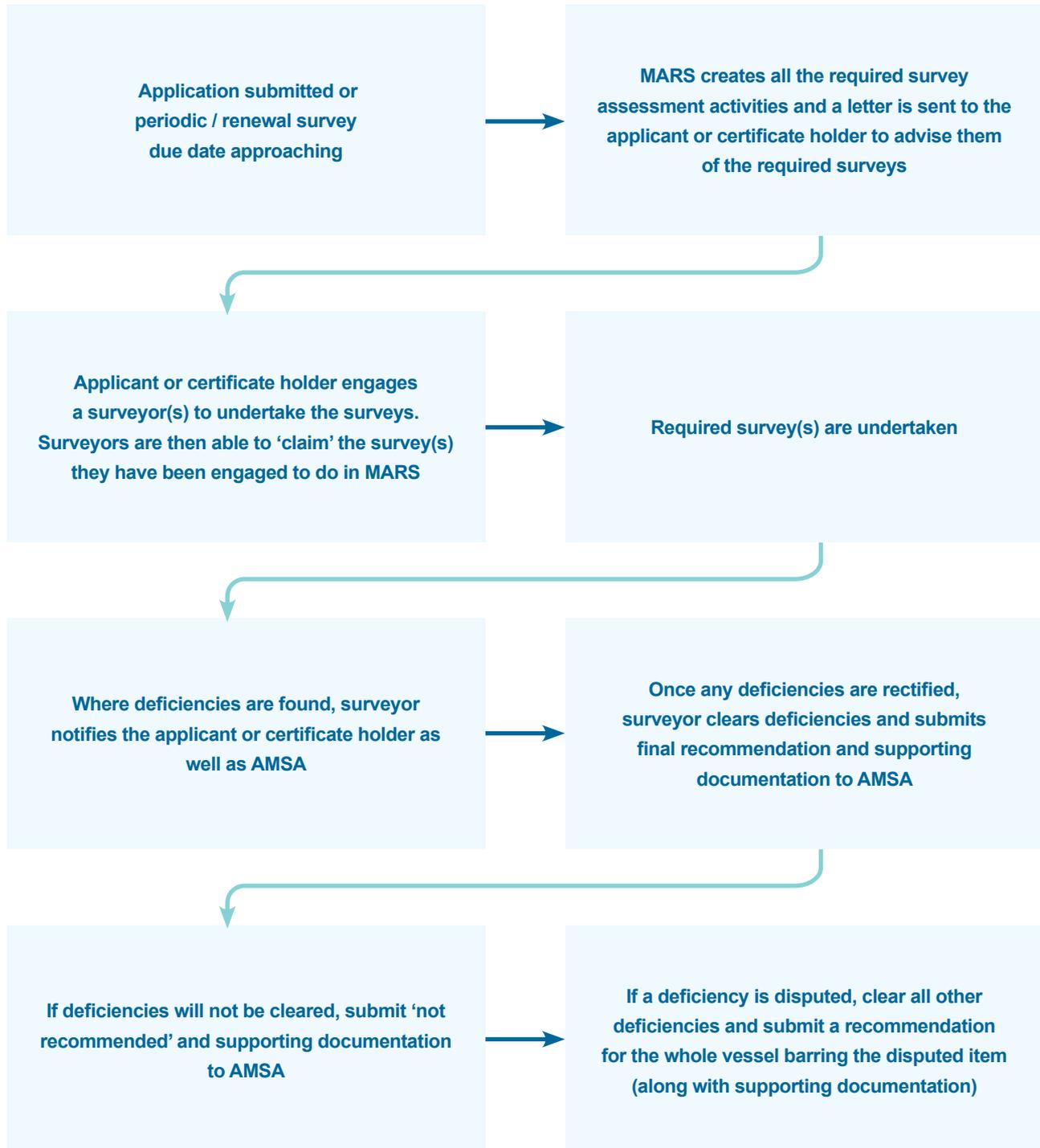
Instructional videos that demonstrate the MARS functions are available on the AMSA website.

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. <ul style="list-style-type: none"> • <i>Example of other kinds of vessel approvals</i> include an approval to operate under Exemption 40 or 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 MAR itime S afety 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 MAR itime S afety system
MO503	<i>Marine Order 503 (Certificates of survey — national law) 2018</i>
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: <ul style="list-style-type: none"> • design appraisals • tests • examinations • trials and verifications of a vessel and its components and equipment.
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 continue 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.

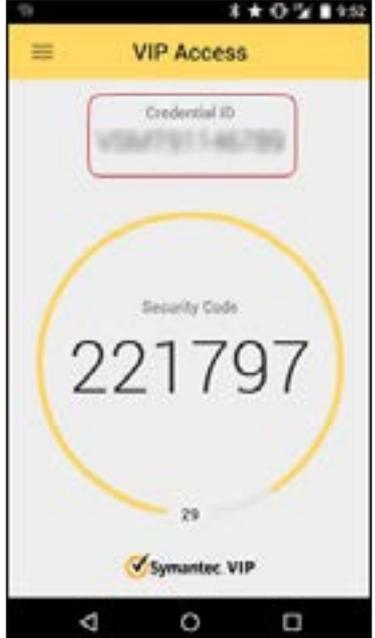
Requests for information from AMSA

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 mars.support@amsa.gov.au 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.	
	 <div data-bbox="699 1601 1157 1680" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>eg Example – Finding the credential ID in the VIP Access app on an iPhone</p> </div>	

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 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	
2-3	<p>a) Enter your username</p> <p>b) Enter password</p> <p>c) Open your VIP Access app, to find the current VIP Access 'security code'</p> <p>d) Enter the current VIP Access 'security code' into the 'Token' field on the MARS login page</p> <p>e) Press the logon button</p>	
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.	

Chapter 3

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

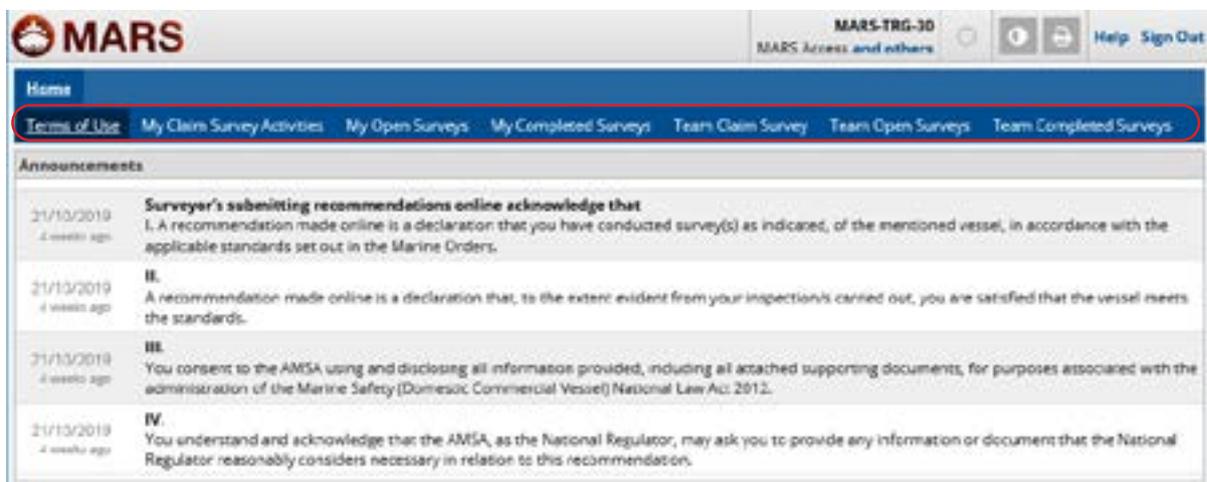
Step 3 Home dashboard in MARS	
Process	Action
3-1	Surveyors — Under 'Home', you will have a number of sub-tabs available including —
3-1-1	Terms of use – this will show details of the terms of use.
3-1-2	<p>My Claim Survey Activities – this will show the 'claim activity' that will be used to enter the 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.</p> <p>This allows the surveyor to choose which surveys are visible to the survey company they are associated with.</p> <p>Surveys entered using a claim survey that is not associated with a Team will not be visible to the survey company.</p> <p>Surveys entered using a claim survey that is associated with a Team will be visible to the 'Team' administration users for that survey company.</p>
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.

The screenshot shows the MARS home dashboard. At the top, there is a header with the MARS logo on the left, the user ID 'MARS-TRG-32' and 'MARS Access and others' in the center, and 'Help Sign Out' on the right. Below the header is a navigation bar with a 'Home' tab and four sub-tabs: 'Terms of Use', 'My Claim Survey Activities', 'My Open Surveys', and 'My Completed Surveys'. The 'Terms of Use' tab is highlighted with a red circle. Below the navigation bar is an 'Announcements' section with four items, each dated '21/10/2019' and '4 weeks ago'. The announcements are:

- I.** Surveyor's submitting recommendations online acknowledge that I. A recommendation made online is a declaration that you have conducted survey(s) as indicated, of the mentioned vessel, in accordance with the applicable standards set out in the Marine Orders.
- 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.
- 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.
- IV.** You understand and acknowledge 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 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 that were claimed and completed using a team claim activity irrespective of whether it was entered by the surveyor directly or the administrative user on behalf of the surveyor.



MARS home dashboard, showing' subtabs for a 'Team' administrative user.

3-2	To achieve the ability for company logins, MARS has been updated to allow a survey to be assigned to a company (otherwise known as a Team) and individual surveyor. This can be seen in the summary panel of a survey activity where it will be assigned to a company name (Team) as well as the individual surveyor's name.
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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.

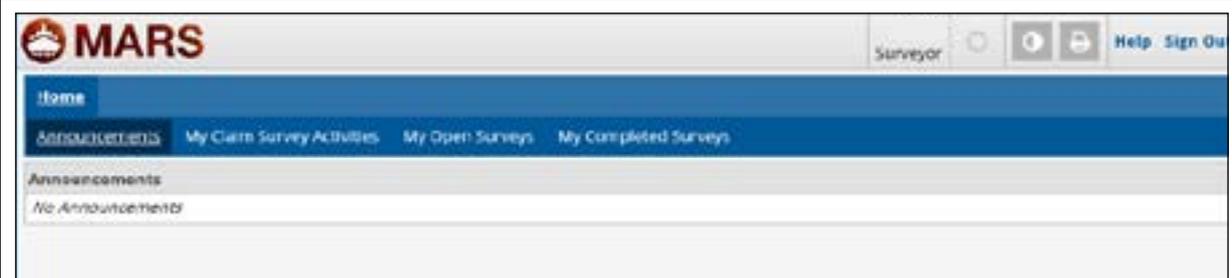
Note 1 MARS breaks vessel surveys up into a number of separate activities. A different user can claim each of these activities.

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 Claiming a survey assessment activity in MARS

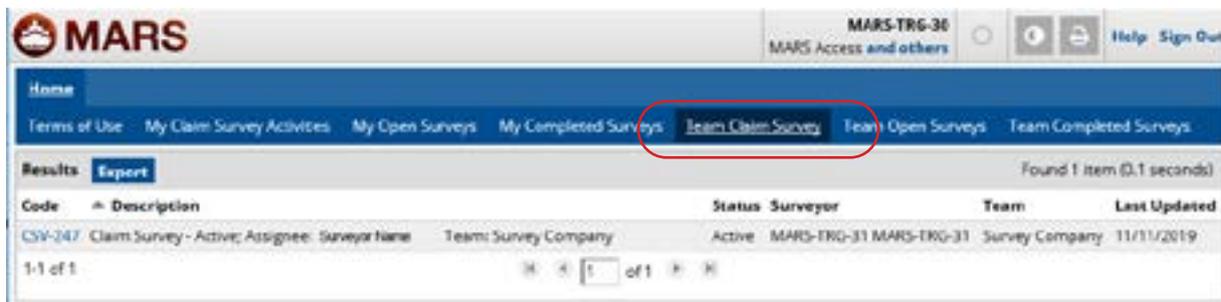
Process	Action
4-0	Obtain the <i>survey assessment activity codes</i> and the vessel's <i>AMSA issued unique identifier</i> from your customer. Then log into MARS and claim the corresponding surveys. You will be able to print or save a copy of the most up-to-date vessel summary report from within a survey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



MARS Home Dashboard, showing "My Claim Survey Activities" subtab for a surveyor.

Process	Action
4-1-2	Administrative users—Click on the ‘ Team Claim Survey ’ sub-tab’ to open the sub-tab and display the ‘ claim survey activity ’.



MARS home dashboard, showing ‘My Claim Survey Activities’ subtab for an administrative user.

4-2	Select the blue hyperlink under the ‘Code’ column
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4-2-1	Surveyors that are not associated with a survey company (otherwise known as a Team in MARS) will only have one blue hyperlink to select from.
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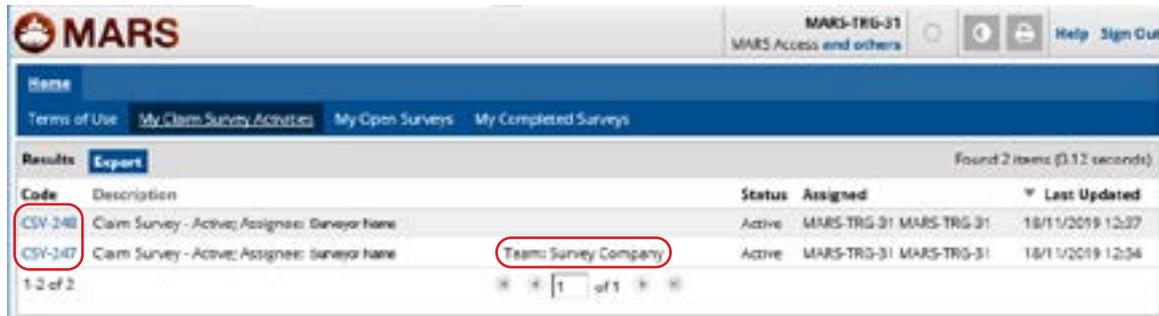


MARS home dashboard showing ‘My Claim Survey Activities’ subtab for a surveyor (no ‘Team’).

4-2-2	<p>Surveyors that are associated with a survey company (‘Team’) will have two claim survey activities in their dashboard. This allows the surveyor to choose which surveys are visible to the survey company (Team) they are associated with.</p> <p>Surveys entered using the claim survey which are not associated with a Team will not be visible to the survey company administrators. Surveys entered using the claim survey that is associated with a Team will be visible to the ‘Team’ administrative users for that survey company. It will not be visible to other surveyors associated with the Team.</p>
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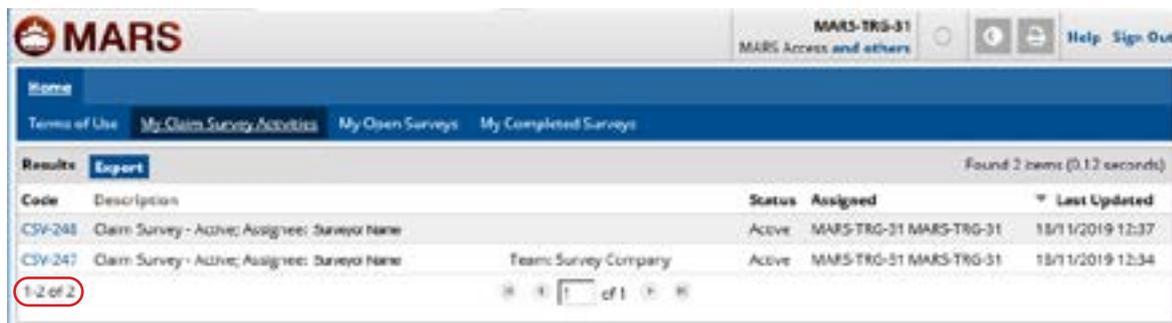
Chapter 4

Process	Action
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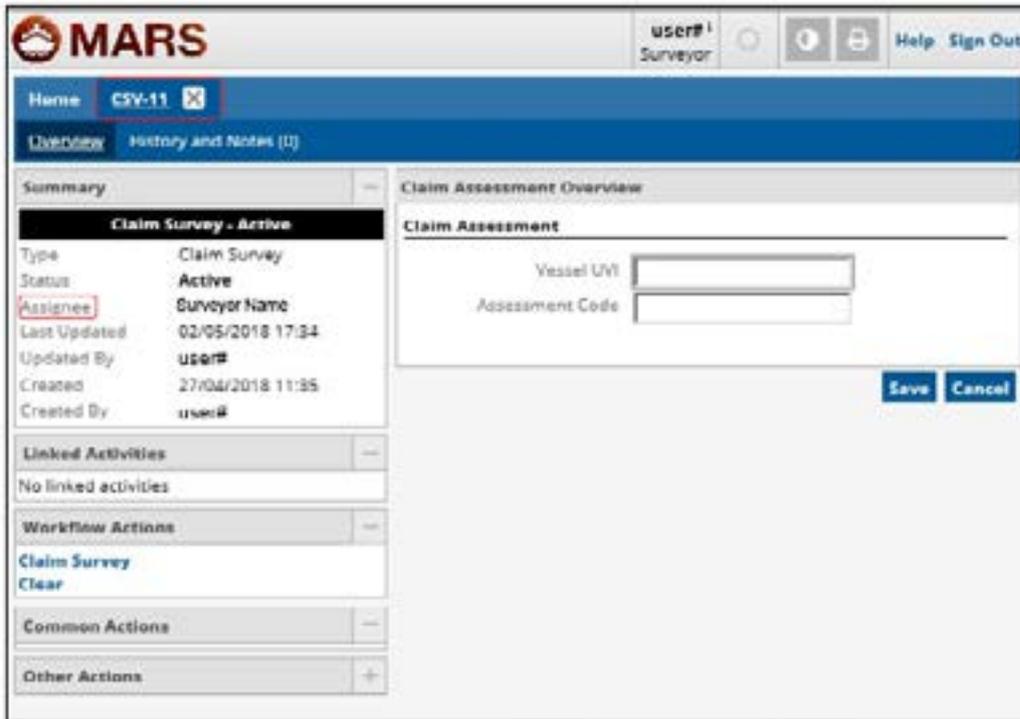
MARS home dashboard showing 'My Claim Survey Activities' subtab for a surveyor (including 'Team').

4-2-3	Administrative users—There may be more than one blue hyperlink to select from; one for each surveyor in your 'Team'.
4-2-3-1	Ensure that you select the correct code for the surveyor who conducted the survey. You can double check in the next stage as the surveyors name will be populated in the activity.
4-2-3-2	The content you enter will also be visible to the selected surveyor and other administrative users. It will not be visible to other surveyors associated with the team.

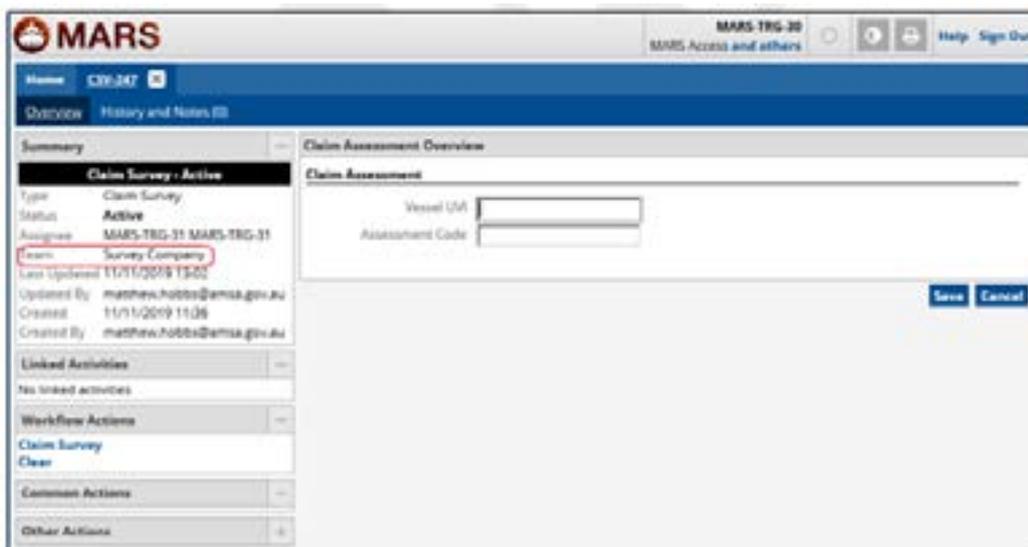


MARS home dashboard showing 'My Claim Survey Activities' subtab for a 'Team' surveyor.

Process	Action
4-3	A new tab will open showing the claim activity window. If the survey was not claimed using the 'team claim survey activity', it will appear as below with just an 'Assignee'. There is no team field visible as displayed in the subsequent screenshot.



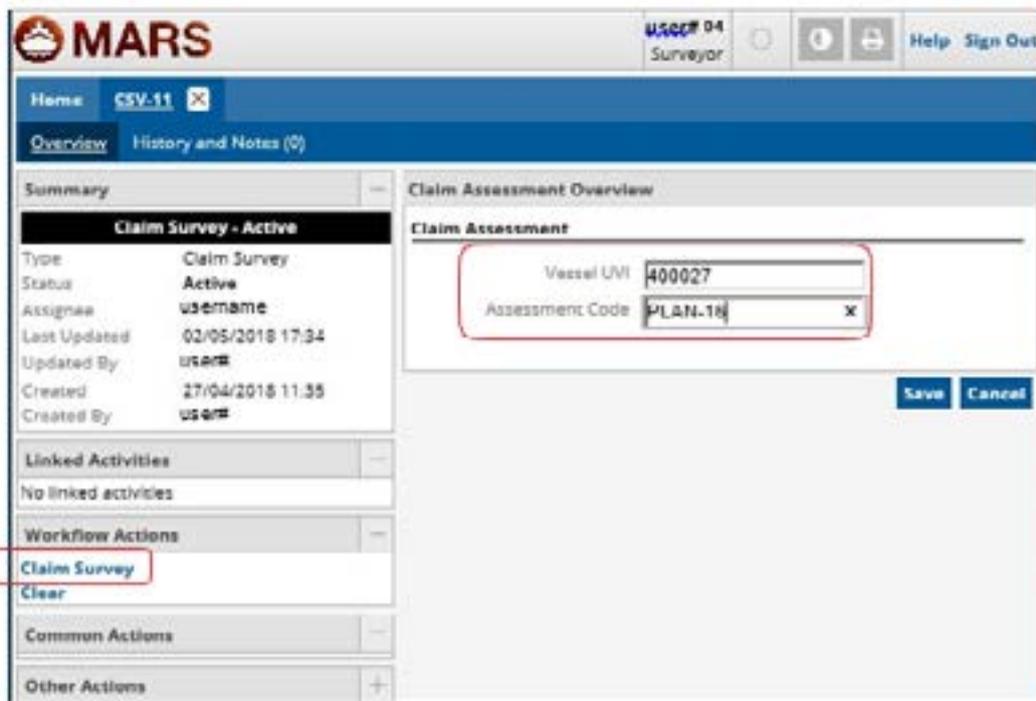
MARS Claim Survey Activity showing claim survey code overview for a survey not associated to a 'Team'.



MARS Claim Survey Activity, showing claim survey code overview for a surveyor associated with a 'Team'.

Chapter 4

Process	Action
4-4	Enter the vessel's AMSA issued unique identifier listed on the letter to the applicant or certificate holder into the 'Vessel UVI' field.
4-5	Enter the unique survey assessment activity code listed on the letter to the applicant or certificate holder into the 'Assessment Code' field.
4-6	Select 'Claim Survey' from the workflow action.



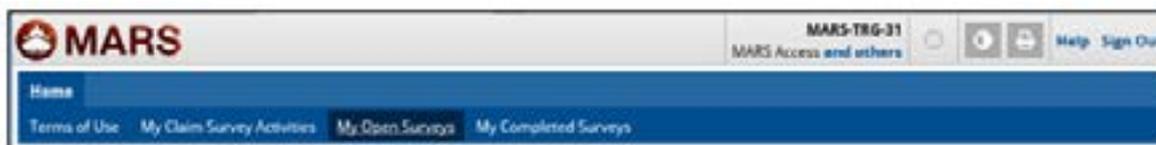
MARS Claim Survey Activity, showing the workflow actions panel.

4-7 You will then get a pop-up message asking you to confirm that you have the correct UVI and survey assessment activity code. Press **'continue'** to claim the survey, press **'cancel'** if you have entered any of the details incorrectly and would like to make corrections.



MARS Claim Survey Activity, showing the pop up.

Process	Action
4-8	By clicking continue you will successfully claim a survey assessment activity. Claim surveys will appear under the 'My Open Surveys' sub tab. Alternatively, for administrative users it will appear under the 'Team Open Surveys' .



MARS My Open Surveys in a surveyors' view.



MARS My Open Surveys in an administrative users view.

4-9	If you have more than one survey assessment activity to claim, repeat steps 4 to 9 until you have finished claiming all the surveys you have been engaged to perform.
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Error messages when claiming surveys

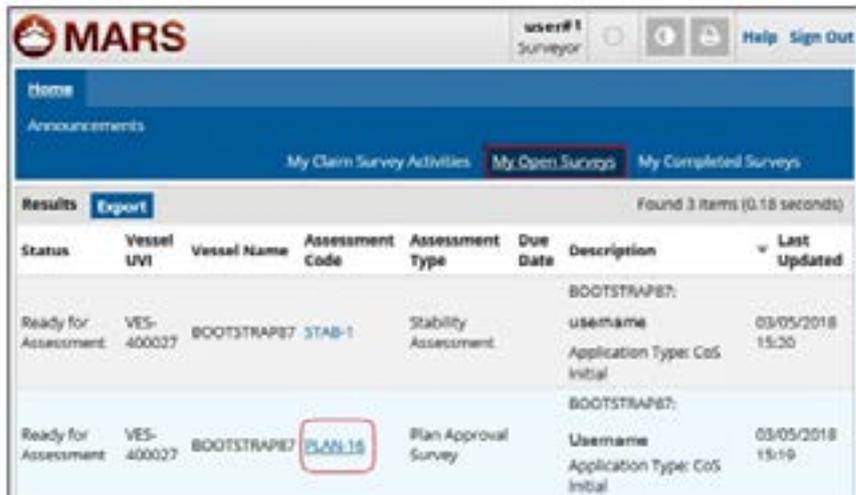
1	<p>MARS will only allow a surveyor to claim a survey assessment activity where:</p> <ul style="list-style-type: none"> • they have the appropriate accreditation to undertake the type of survey being claimed • the vessel is built from a hull material that they are accredited for • the vessel has a measured length within the range they are accredited for. 	<p>Error message displayed if the surveyor doesn't have the appropriate category of accreditation.</p>
2	<p>An error message will display after pressing claim if:</p> <ul style="list-style-type: none"> • 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. 	<p>Error message displayed if the survey assessment activity has already been claimed by another surveyor.</p> <p>Error message displayed if the survey assessment activity code is incorrect.</p>

Chapter 4

Step 4b Unassign a claimed survey assessment activity in MARS

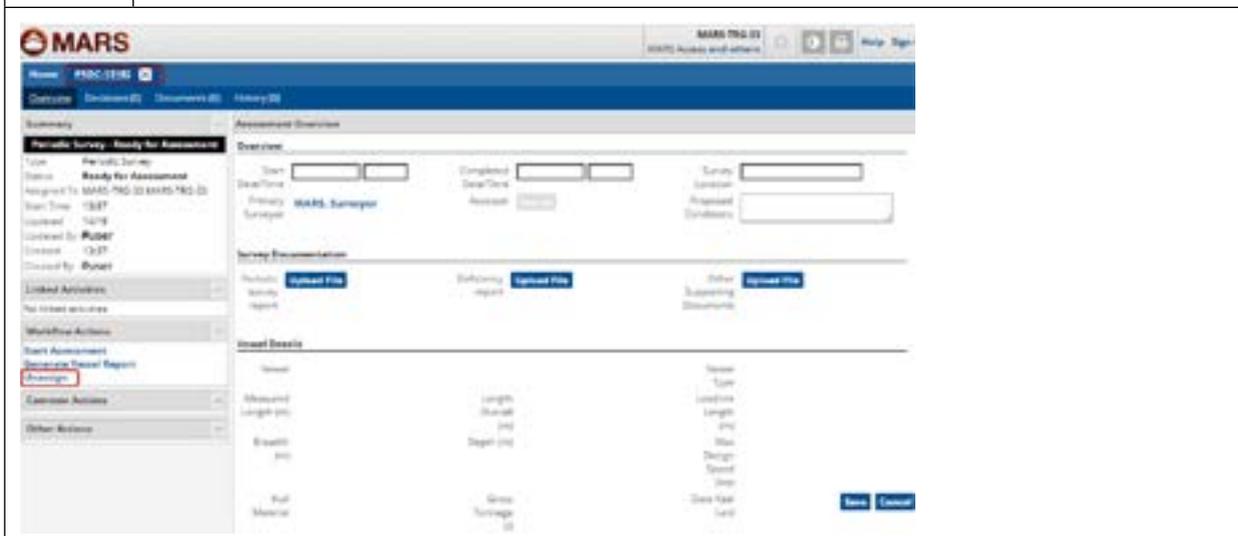
Process	Action
4-10	Where a surveyor has accidentally claimed a survey or chooses to return the survey to the queue for another surveyor to claim, the surveyor can unassign themselves from the survey assessment activity in MARS.

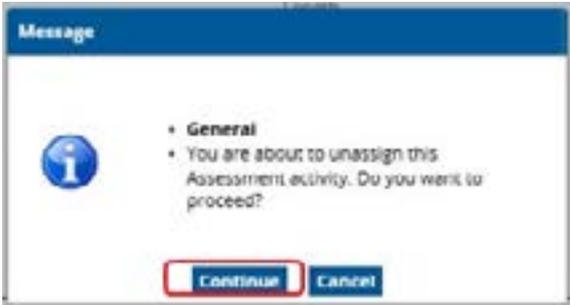
Process	Action
4-11	Open MARS and go to your 'My Open Surveys' sub-tab for a surveyor, or the 'Team Open Surveys' sub-tab for an administrative user.
4-12	Find and open the survey assessment activity you would like to unassign by selecting the blue hyperlink assessment code.



4-13 Once you have opened the activity, it will appear as a separate tab at the top of your page.

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.	
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.	

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.

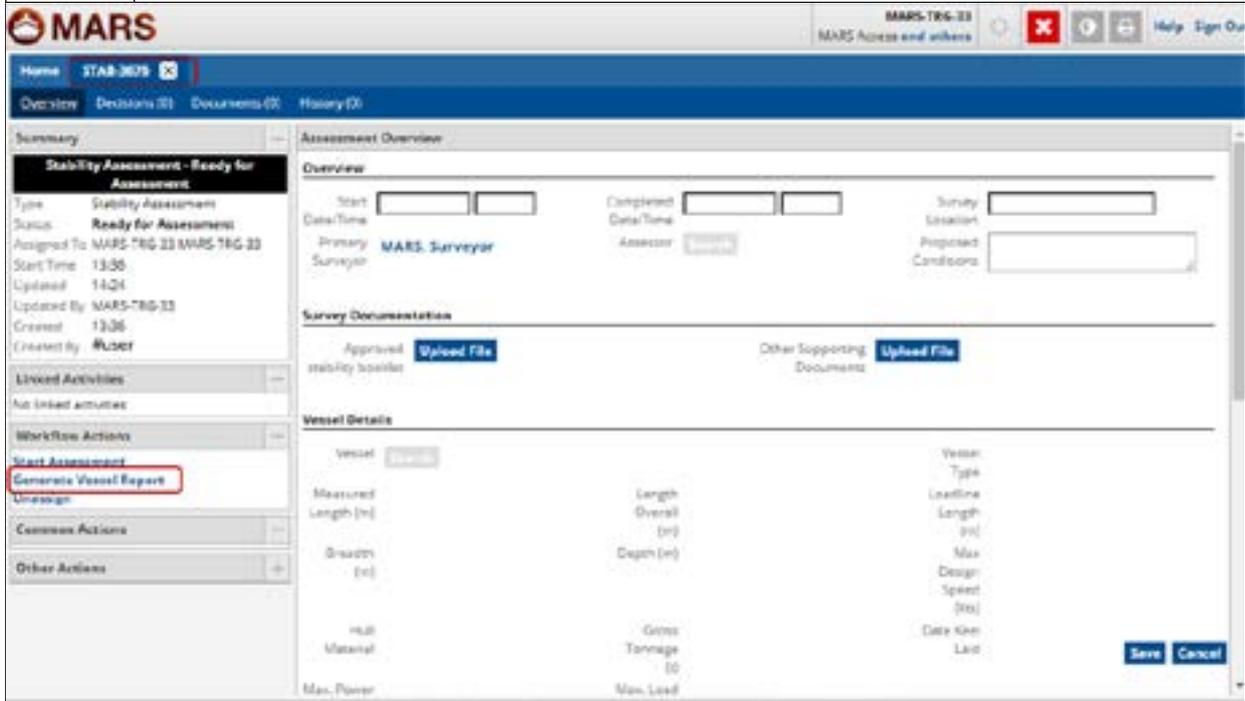
Process	Action
5-1	Open MARS and go to your 'My Open Surveys' sub-tab.
5-2	Find and open the survey assessment activity for the vessel that you would like to generate a vessel summary report.

The screenshot shows the MARS web application interface. At the top, there is a header with the MARS logo, the user name '#USER Surveyor', and navigation links for 'Help' and 'Sign Out'. Below the header, there is a navigation bar with three tabs: 'Home', 'My Claim Survey Activities', and 'My Open Surveys'. The 'My Open Surveys' tab is selected and highlighted with a red box. Below the navigation bar, there is a table of survey activities. The table has columns for Status, Vessel UVI, Vessel Name, Assessment Code, Assessment Type, Due Date, Description, and Last Updated. The first row is highlighted and has its 'Assessment Code' 'STAB-1' highlighted with a red box. The second row has its 'Assessment Code' 'PLAN-16' highlighted with a blue box. The third row has its 'Assessment Code' 'PRDC-19' highlighted with a blue box.

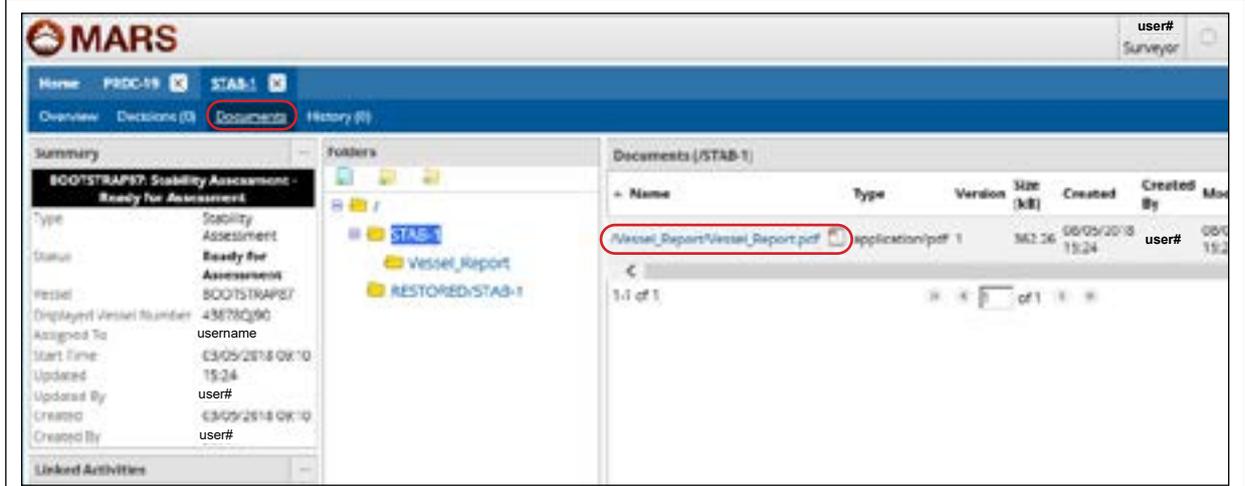
Status	Vessel UVI	Vessel Name	Assessment Code	Assessment Type	Due Date	Description	Last Updated
Ready for Assessment	VES-400027	BOOTSTRAP87	STAB-1	Stability Assessment		BOOTSTRAP87; Surveyor: #USER Application Type: CoS Initial	03/05/2018 15:20
Ready for Assessment	VES-400027	BOOTSTRAP87	PLAN-16	Plan Approval Survey		BOOTSTRAP87; Surveyor: #USER Application Type: CoS Initial	03/05/2018 15:19
Ready for Assessment	VES-400027	BOOTSTRAP87	PRDC-19	Periodic Survey		BOOTSTRAP87; Surveyor: #USER Application Type: CoS	03/05/2018 15:01

5-3	Once you have opened the activity, it will appear as a separate tab at the top of your page.
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Process	Action
5-4	Once the survey assessment activity is open, click on the 'Generate Vessel Report' workflow action



5-5	The vessel report will then appear in the 'documents' sub tab.
5-6	Click on the blue hyperlink name, to open the document. You are then able to print or save a copy as required.



Step 5b Obtaining a copy of the vessel summary report offline

Process	Action
5-7	The surveyor may request a copy of the vessel summary report from the applicant or certificate holder, who will have received a copy of the report with the letter provided by AMSA that details the list of required surveys.

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 <i>Note: This activity has the most fields to complete as it populates the vessel details in the system.</i>	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Updating Vessel identifiers is optional <input type="checkbox"/> 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, <input type="checkbox"/> List all relevant construction standards/GES (select 'Add' after selecting each standard from the dropdown list) <input type="checkbox"/> List all the construction classes and person numbers (Add a new row for each class) <input type="checkbox"/> 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. <input type="checkbox"/> Details for each anchor, engine, gearbox or auxiliary machinery for the vessel (Add a new row for each item) <input type="checkbox"/> Enter the engineering equipment details including number of valves, compressors, bilge pumps, refrigerated compartments (and details) <input type="checkbox"/> Details of deck penetrations including access, tarpaulins, hatches, openings, ventilators, cargo ports, scuppers, inlets discharges, side scuttles <input type="checkbox"/> Add any comments about gear survey items (Add a new row for each item you wish to add a comment about) <input type="checkbox"/> Adding notes is optional
Initial Hull Structure Survey	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Adding notes is optional
Initial Lightship Check or Inclining Survey	<input type="checkbox"/> Survey date and location. <input type="checkbox"/> Lightship displacement, VCG, LCG <input type="checkbox"/> Adding notes is optional
Initial Electrical Survey	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Adding notes is optional
Initial Engineering Survey	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Adding notes is optional

Survey assessment activity	Fields to complete
Initial Fire Systems and Fitout Materials Survey	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Adding notes is optional
Initial Fuel Tank Survey	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Adding notes is optional
Loadline assignment	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Details of deck penetrations including access, tarpaulins, hatches, openings, ventilators, cargo ports, scuppers, inlets discharges, side scuttles <input type="checkbox"/> Assigned freeboards including 'freeboard assigned as', 'loadline type of vessel', 'Position of T above S'. <input type="checkbox"/> Other optional values include – freshwater allowance, tropical, summer etc. <input type="checkbox"/> Adding notes is optional
Initial Loadline Survey	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Adding notes is optional
Draft Mark Survey	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Adding notes is optional
Initial Shaft Survey	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Adding notes is optional
Watertight and Weathertight Integrity Survey	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Adding notes is optional
Commissioning survey	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Updating vessel identifiers is optional <input type="checkbox"/> Documentation details including: <ul style="list-style-type: none"> • 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 <input type="checkbox"/> Enter life raft types and certificate numbers and due date (add a new row for each type) <input type="checkbox"/> Enter lifejacket and buoyant appliance type and numbers (add a new row for each type) <input type="checkbox"/> Add any comments about gear survey items (add a new row for each item you wish to add a comment about) <input type="checkbox"/> Adding notes is optional

Chapter 6

Survey assessment activity	Fields to complete
Stability assessment	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Stability approval date, stability criteria, stability assessment method <input type="checkbox"/> Adding notes is optional
Periodic Survey (in water survey) <i>Note: This survey type will also be used for an in water renewal survey.</i>	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Updating Vessel identifiers is optional <input type="checkbox"/> Update the documentation details where applicable including: <ul style="list-style-type: none"> • Fixed fire cert numbers • 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. <input type="checkbox"/> 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) <input type="checkbox"/> 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) <input type="checkbox"/> 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) <input type="checkbox"/> Optional—complete the safety management system (SMS) observations <input type="checkbox"/> Adding notes is optional
Periodic Lightship Check <i>Note: This survey will generate in year 5 as part of the renewal process.</i>	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Adding notes is optional
Periodic Loadline Survey <i>Note: This survey type will also be used for a loadline renewal survey.</i>	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Adding notes is optional
Shaft survey	<input type="checkbox"/> Survey date and location <input type="checkbox"/> Adding notes is optional

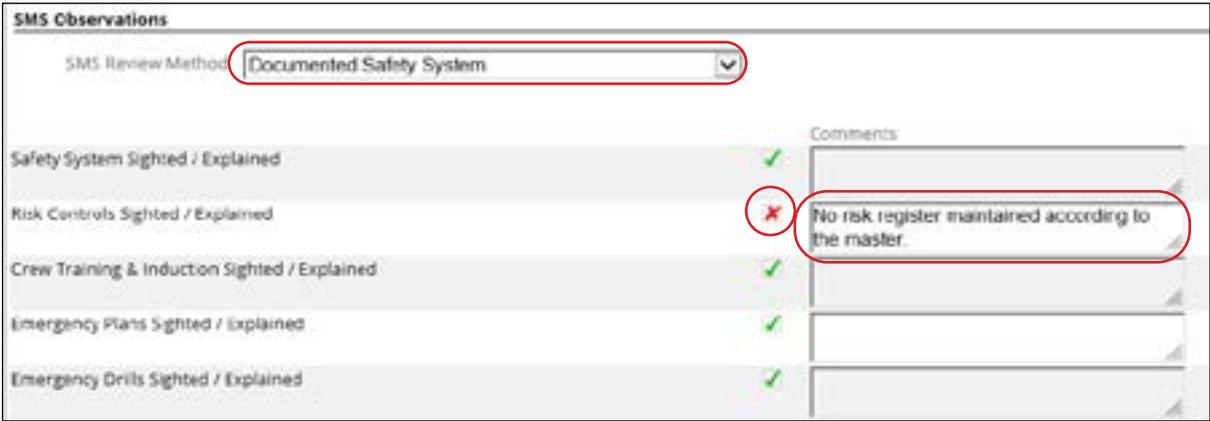
Survey assessment activity	Fields to complete
<p>Out of Water Survey</p> <p><i>Note: This survey type will also be used for periodic out of water surveys and the renewal out of water survey.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Survey date and location <input type="checkbox"/> Updating Vessel identifiers is optional <input type="checkbox"/> Update the documentation details where applicable including: <ul style="list-style-type: none"> • Fixed fire cert numbers • LPG compliance plate number • 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. <input type="checkbox"/> 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) <input type="checkbox"/> 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) <input type="checkbox"/> 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) <input type="checkbox"/> Optional—complete the SMS observations <input type="checkbox"/> Complete all the intermediate /renewal survey items as applicable (Yes, No or N/A)—comments are optional <input type="checkbox"/> Complete the 10, 20, 30 year renewal survey items as applicable (Yes, No or N/A)— comments are optional <input type="checkbox"/> Adding notes is optional
<p>EX40 survey</p> <p><i>Note: This survey type will be used for the initial EX40 survey as well as the 5 yearly surveys.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Survey date and location <input type="checkbox"/> Updating Vessel identifiers is optional <input type="checkbox"/> Adding notes is optional

Chapter 6

Process	Action
6-2	Enter details directly into blank fields (or update them if they are erroneous) or select from drop downs as applicable.

6-3	<p>A blank row will be provided for each section where it is expected as part of the survey. In sections that require additional rows– select the 'add' hyperlink at the top of the section to add a row. Press add multiple times to get the number of required rows (see below screenshot).</p> <p>Then complete the fields for each row.</p> <p>If you add too many rows or the vessel does not have the applicable item, remove the row by pressing the red 'X' at the end of the row you want to remove (see below example screenshot of a section of a survey activity).</p>
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6-4	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.
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Process	Action
6-5	To remove a row (in any section), press the red 'X'.
	
6-6	Entering SMS observations during a periodic or renewal survey (Optional) – select whether the SMS was documented from the dropdown, then answer the 5 questions by selecting yes (single click – displays as a green '✓') or no (double click – displays as a red 'X') as applicable. Where you select no for an item, please provide details in the comments box.
	

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 non-conformity 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 unsafe, 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' .

7-3 Find and open the survey assessment activity you would like to report deficiencies against by selecting the **blue hyperlink** assessment code.

Status	Vessel UVI	Vessel Name	Assessment Code	Assessment Type	Due Date	Description	Last Updated
Ready for Assessment	VES-400027	BOOTSTRAP87	STAB-1	Stability Assessment		BOOTSTRAP87; Surveyor: username Application Type: CoS Initial	03/05/2018 15:20
Ready for Assessment	VES-400027	BOOTSTRAP87	PLAN-16	Plan Approval Survey		BOOTSTRAP87; Surveyor: username Application Type: CoS Initial	03/05/2018 15:19
Ready for Assessment	VES-400027	BOOTSTRAP87	PRDC-19	Periodic Survey		BOOTSTRAP87; Surveyor: username Application Type: CoS Initial	03/05/2018 15:01

7-4 Once you have opened the activity, it will appear as a separate tab at the top of your page.

7-5 Select **'Start Assessment'** from the workflow actions menu on the left hand side of the screen. This process will also change the status in the summary panel on the left hand side of the screen from 'Ready for assessment' to 'Assessment in progress'.

Summary
Periodic Survey - Ready for Assessment
 Type: Periodic Survey
 Status: **Ready for Assessment**
 Assigned To: MARS-TRG-33 MARS-TRG-33
 Start Time: 13:57
 Updated: 14:19
 Updated By: MUDR
 Created: 13:57
 Created By: MUDR

Workflow Actions
[Start Assessment](#)
[Generate Vessel Report](#)
[Unassign](#)

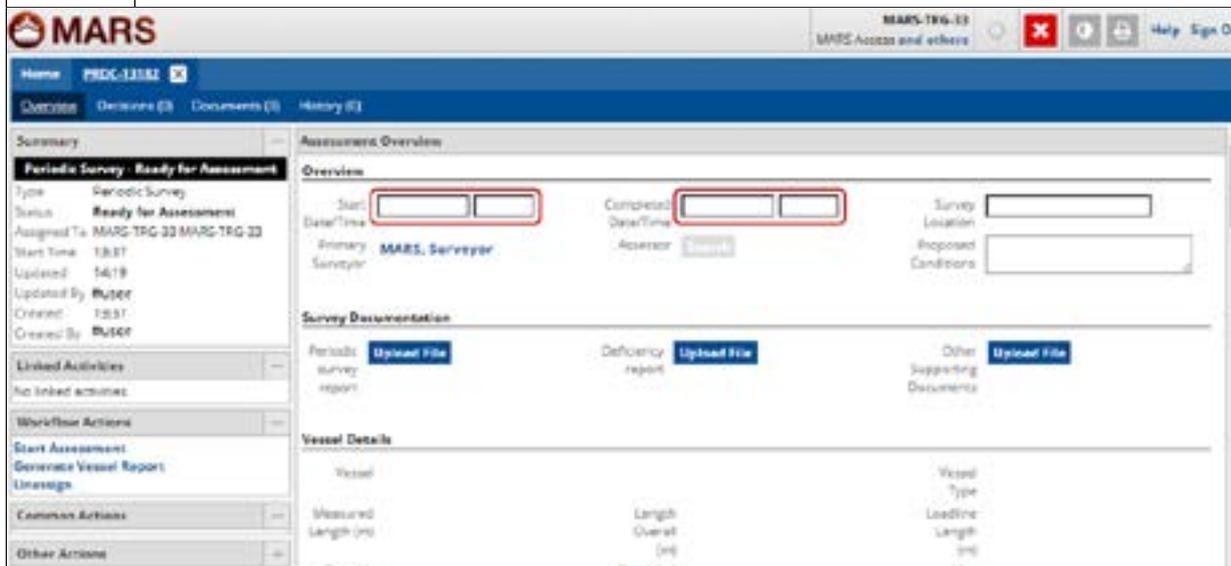
Assessment Overview
 Overview
 Start Date/Time: [] [] [] []
 Completed Date/Time: [] [] [] []
 Primary Surveyor: MARS, Surveyor
 Survey Location: []
 Proposed Conditions: []

Survey Documentation
 Periodic survey report: [Upload File](#)
 Deficiency report: [Upload File](#)
 Other Supporting Documents: [Upload File](#)

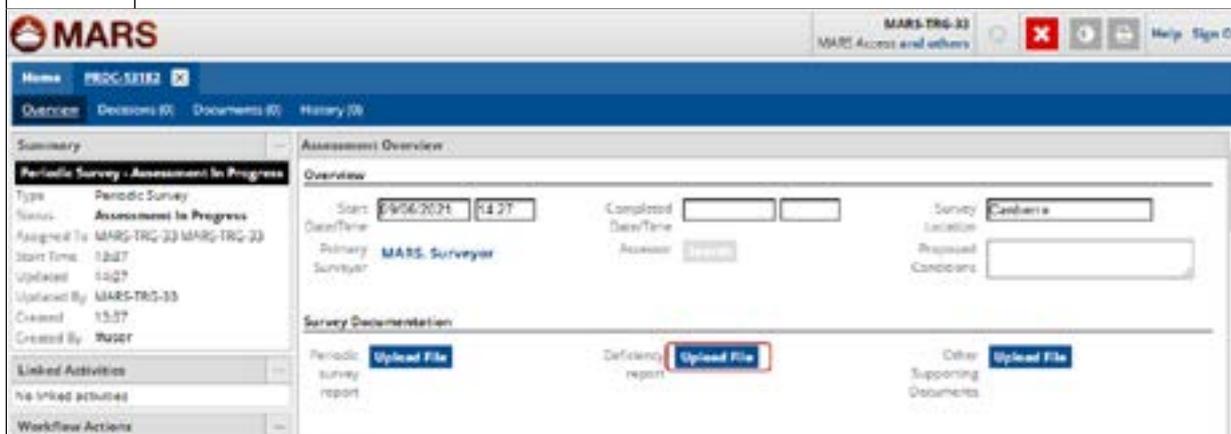
Vessel Details
 Vessel: []
 Vessel Type: []
 Measured Length (m): []
 Length Overall (m): []
 Leadline Length (m): []

Chapter 7

7-6 The system will enter a default start date and time and your name will already be populated as the primary surveyor. Please update the **start date/time** and **completed date/time** to the actual date the survey was undertaken.



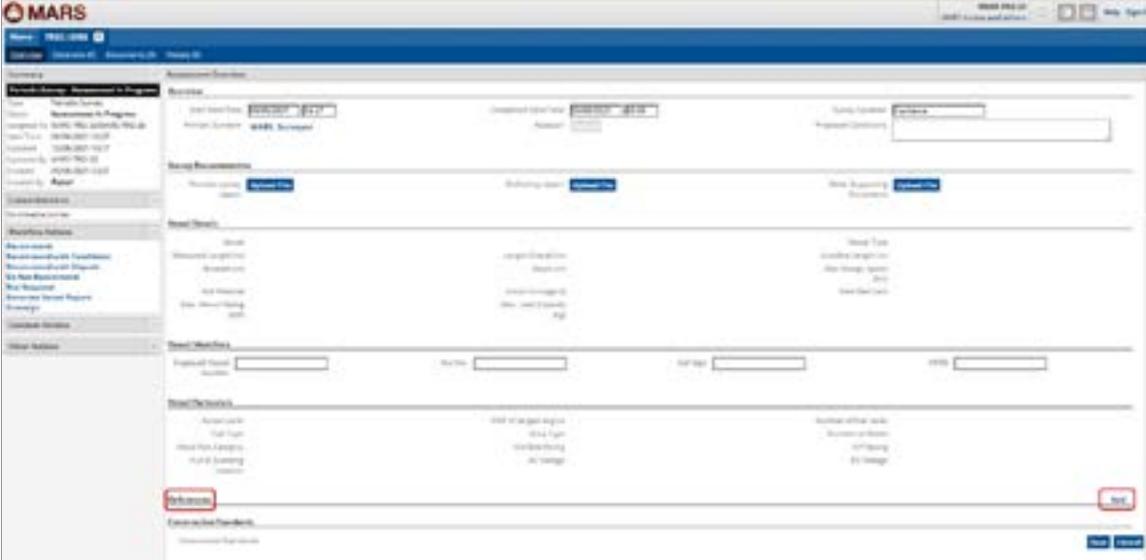
7-7 Enter the survey location.



7-8 Upload any supporting documentation using the blue **upload** file button in the Deficiency report 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 have more than one deficiency, continue selecting 'Add' to get the number of rows you require.)
	
7-10	<p>For each deficiency category enter:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the date the deficiency was raised (this will default to today's date, however it can be changed if you are entering items found in the past). <input type="checkbox"/> Select a deficiency category from the dropdown. You can add details of one or several deficiencies for the deficiency category. <input type="checkbox"/> Enter a brief description of the defect.
	
7-11	The system will default the deficiency status to 'outstanding' upon creation.
7-12	Then select 'save' in the bottom right hand side of the assessment screen.
7-13	You can now exit the activity, and come back later to clear the defects. If the deficiency have already been rectified –see Chapter 8 for instructions on clearing the deficiencies if they have already been cleared.

Chapter 7

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
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Post	Australian Maritime Safety Authority Attention: Vessel Safety Unit GPO Box 2181 Canberra ACT 2601 Australia
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Note 8 Please ensure that the activity report has the AMSA issued UVI and the related unique survey assessment activity code(s) entered.

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.

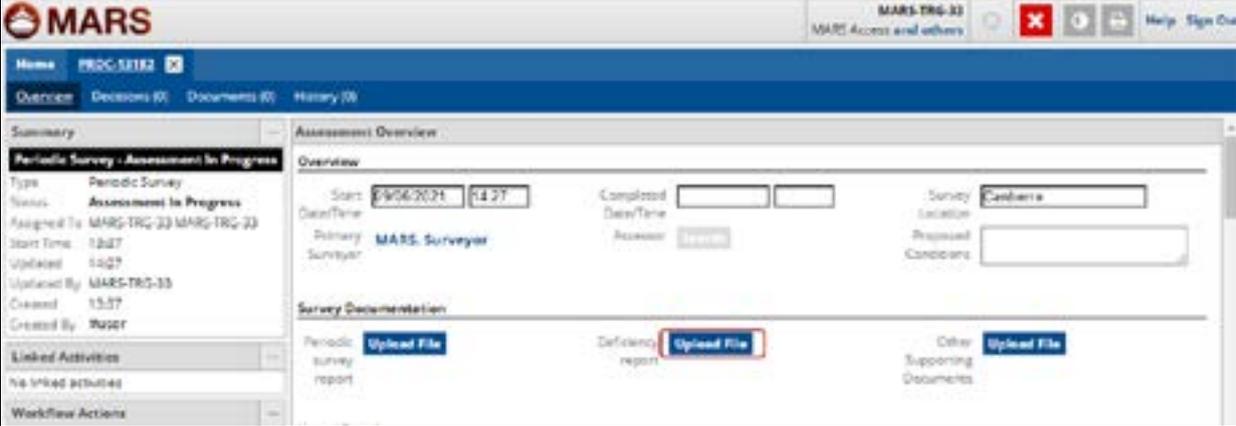
If a deficiency is disputed by the owner/operator of the vessel (eg they claim that the defected item is a grandfathered matter) the surveyor is able to mark the deficiency as disputed. Once all other defects are rectified, the surveyor can make a recommendation to AMSA for the whole vessel other than 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 recommendation to the National Regulator (AMSA).
8-1	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 go to your 'My Open Surveys' sub-tab or 'Team Open Surveys' .
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.

Status	Vessel UVI	Vessel Name	Assessment Code	Assessment Type	Due Date	Description	Last Updated
Ready for Assessment	VES-400027	BOOTSTRAP87	STAB-1	Stability Assessment		BOOTSTRAP87: Surveyor: username Application Type: CoS Initial	03/05/2018 15:20
Ready for Assessment	VES-400027	BOOTSTRAP87	PLAN-16	Plan Approval Survey		BOOTSTRAP87: Surveyor: username Application Type: CoS Initial	03/05/2018 15:19
Ready for Assessment	VES-400027	BOOTSTRAP87	PRDC-19	Periodic Survey		BOOTSTRAP87: Surveyor: username Application Type: CoS Initial	03/05/2018 15:01

Chapter 8

Process	Action
8-4	Once you have opened the activity, it will appear as a separate tab at the top of your page.
	
8-5	Upload any supporting documentation using the blue upload file button in the Deficiency report section (This may also include photos or other evidentiary documentation).

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	<p>Scroll down to the ‘deficiencies’ section, and complete the following:</p> <p><input type="checkbox"/> Date completed field</p> <p><input type="checkbox"/> Select a deficiency status:</p> <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> 1. 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. 2. 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.
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The screenshot shows the 'Deficiencies' section of the MARS system. It contains two entries:

- Entry 1:**
 - Date Raised: 04/05/2018
 - Completed Date: 07/05/2018
 - Deficiency Category: Safety & Anchoring
 - Details/Description: Flares out of date
 - Deficiency Status: Cleared - Proof
- Entry 2:**
 - Date Raised: 04/05/2018
 - Completed Date: 07/05/2018
 - Deficiency Category: Stability
 - Details/Description: stability book on vessel
 - Deficiency Status: Disputed
 - Dispute Details: Vessel has no stability book in accordance with NSICV C6. Owner claims that state never required the vessel to have one. Written statement from owner is attached.

Step 8b Finalising deficiencies via MARS offline

Process	Action
8-7	<p>Finalise any identified deficiencies on your activity report ensuring that you note how and when the defect is being finalised as follows:</p> <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> 1. the surveyor must provide sufficient detail of the disputed deficiency including the specific details of the standard related to the deficiency. 2. 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. <p>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).</p>

Chapter 8

Please scan and email, or post your survey activity report and recommendation to:

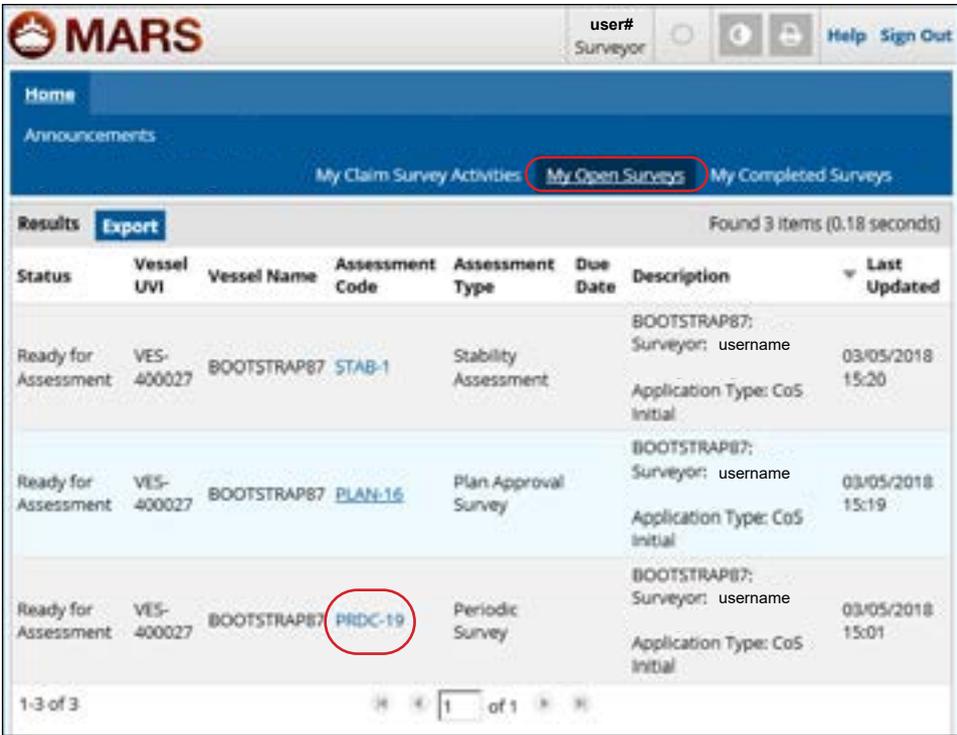
Email	DCVApplications@amsa.gov.au
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Post	Australian Maritime Safety Authority Attention: Vessel Safety Unit GPO Box 2181 Canberra ACT 2601 Australia
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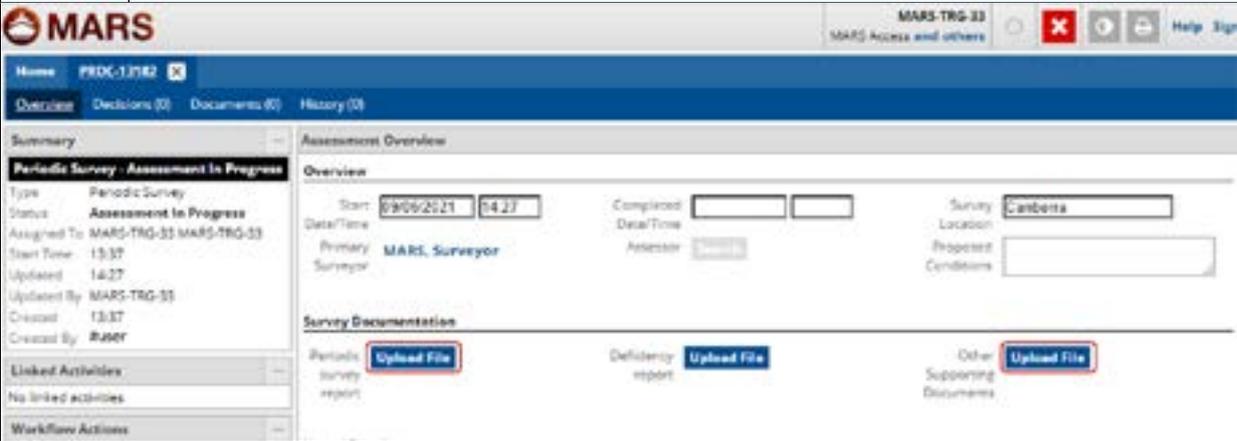
Note 11 Please ensure that all documentation has the AMSA issued UVI and the related unique survey assessment activity code(s) entered.

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.

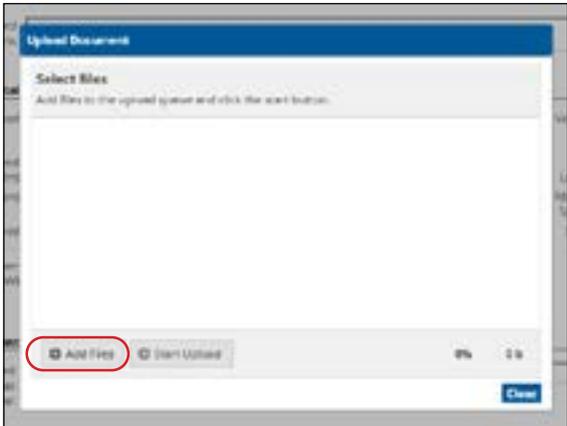
Step 9a Submitting a survey recommendation online	
Process	Action
9-0	Once the survey process is completed (and any deficiencies finalised), the surveyor must make a recommendation to AMSA on the outcome of the survey so that the survey assessment activity is completed in MARS (and the application or periodic process in MARS can be progressed). The recommendation can be submitted in MARS (along with any supporting survey documentation, checklists, photos etc.).
9-1	To submit a recommendation, the surveyor must have first logged into MARS, claimed the relevant surveys, and entered any deficiencies (and their clearance method), and completed any required data entry to complete the vessel record – see Chapter 3, Chapter 4, Chapter 6, and 0.
9-2	Open MARS and go to your 'My Open Surveys' sub-tab or 'Team Open Surveys' .
9-3	Find and open the survey assessment activity you would like to submit by selecting the blue hyperlink assessment code.
 <p>The screenshot shows the MARS web application interface. At the top, there is a navigation bar with the MARS logo and user information (user# Surveyor). Below the navigation bar, there are tabs for 'Home', 'Announcements', 'My Claim Survey Activities', 'My Open Surveys' (which is highlighted with a red circle), and 'My Completed Surveys'. Below the tabs, there is a search bar and a table of survey activities. The table has columns for Status, Vessel UVI, Vessel Name, Assessment Code, Assessment Type, Due Date, Description, and Last Updated. Three survey activities are listed, each with a blue hyperlink for the Assessment Code: 'STAB-1', 'PLAN-16', and 'PRDC-19'. The 'PRDC-19' entry is circled in red. At the bottom of the table, there is a pagination control showing '1-3 of 3' and '1 of 1'.</p>	
9-4	Once you have opened the activity, it will appear as a separate tab at the top of your page.

Chapter 9

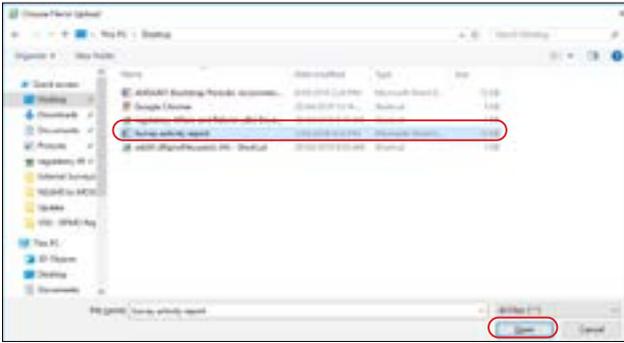
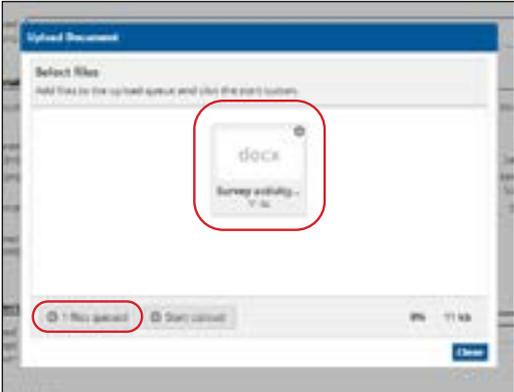
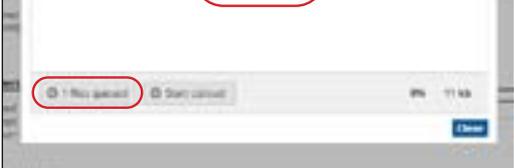
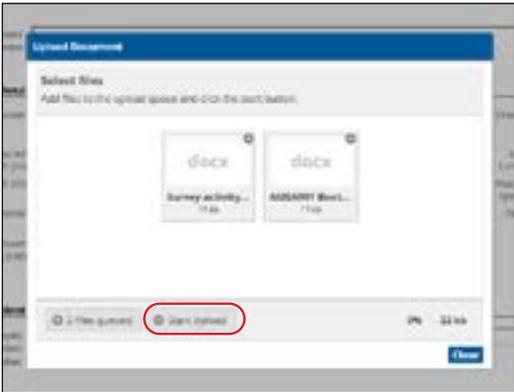
Process	Action
	
9-5	<p>Upload any documents into the appropriate fields using the upload file button, each survey type will have different options available for each of the documents that are required or may be relevant. See Annex B for mandatory, expected and as required documentation for each kind of survey. This may also include photos or other evidentiary documentation. The Other Supporting Documents section is for any supporting documentation that does not align to the other documentation sections.</p>

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 appear.
9-8	<p>Select the '+ Add Files' button to search for each file you want to upload, or you can drag and drop files into the box.</p> 

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.	
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.	
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'.	
9-13	Once it has uploaded the documents, the pop up box will disappear and the files will be uploaded in the survey assessment activity.	



Chapter 9

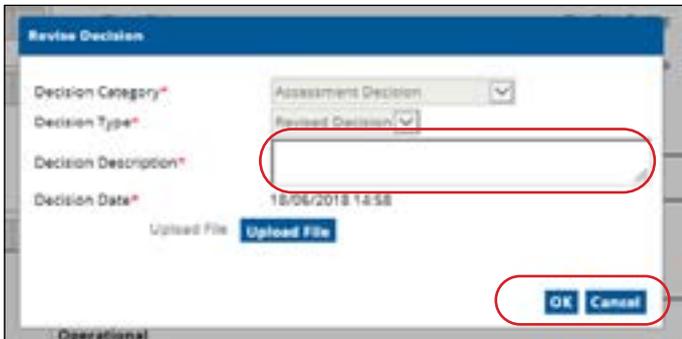
Process	Action
9-14	<p>Once you have finished, you can now select a recommendation from the workflow actions as follows:</p> 
	<p>Recommend Where a surveyor recommends a survey the vessel must fully comply with the applicable legislation and standards and the vessel must not have any outstanding deficiencies.</p> <p>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.</p>
	
	<p>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.</p> <p>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.</p> <p>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.</p>

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.



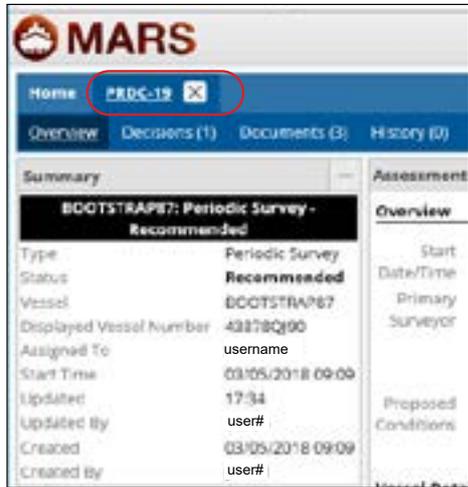
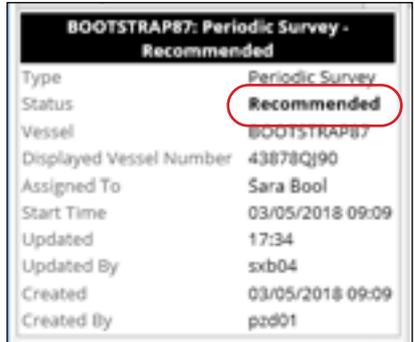
Note 16 If the Expected or Mandatory documentation is not provided, the system will provide the following warning message.



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	<p>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.</p> 
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.

Chapter 9

Process	Action
9-18	The status of the survey assessment activity will be updated with the recommendation type you selected.
9-19	You can now close the activity by selecting the cross on the top tab.
9-20	The completed survey assessment activity will no longer be visible from the 'My Open Surveys' sub-tab or 'Team Open Surveys'.
9-21	To view completed surveys, go to the 'My Completed Surveys' sub-tab or 'Team Completed Surveys', and select the blue hyperlink (under assessment code) to open the survey assessment activity.



Step 9b Submitting a survey recommendation offline	
Process	Action
9-22	<p>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.</p> <p>The recommendation (along with any supporting survey documentation, checklists, photos etc.) can be submitted to AMSA.</p>

Please scan and email, or post your survey recommendation to:

Email DCVApplications@amsa.gov.au

Post
 Australian Maritime Safety Authority
 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

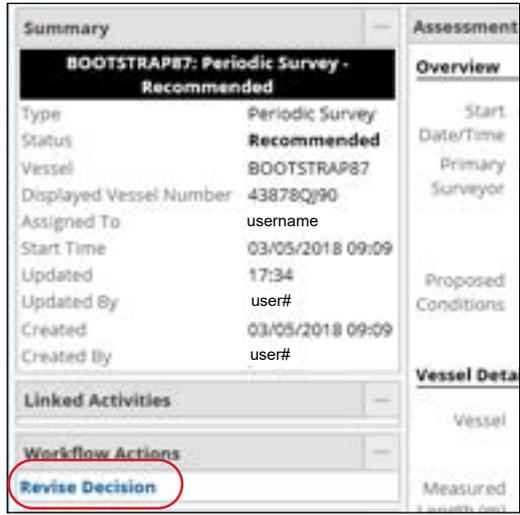
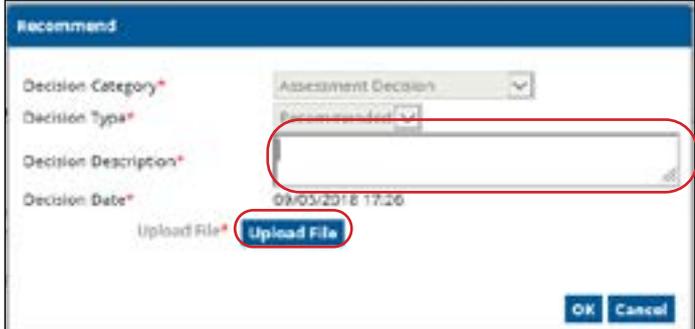
If after completing a survey assessment activity in MARS, you need to make changes, upload additional documents or alter your survey recommendation, you can 'revise' your recommendation.

Step 10 Revising a survey recommendation 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: <ul style="list-style-type: none"> <input type="checkbox"/> upload additional documentation <input type="checkbox"/> correct any details that were entered <input type="checkbox"/> 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).

Vessel UVI	Vessel Name	Assessment Code	Assessment Type	Due Date	Description	Status	Primary Surveyor	Last Updated
VES-40027	800757MAHET	1902-19	Periodic Survey	16/02/2020	Surveyor: Surveyor, Jane; Owner: AUSTRISH PTY LTD; Application Type: Initial	Recommended	Sarah, Boal	18/02/2019 17:34
VES-40021	10LDPK7	1902-20	Periodic Survey	16/02/2020	Surveyor: Surveyor, Jane; Owner: VLS; Application Type: CoS Initial	Recommended	Sarah, Boal	18/02/2019 14:08

Vessel UVI	Vessel Name	Assessment Code	Assessment Type	Due Date	Description	Status	Surveyor	Team	Last Updated
VES-442549	LIBERTINE	LITE-4614	Periodic Lightship Check	16/02/2020	Surveyor: Surveyor, Jane; Owner: AUSTRISH PTY LTD; Application Type: Survey Assessments - CoS	Closed	Surveyor, Jane	Survey Company	18/11/2019 11:59

Process	Action
10-4	<p>Click on the 'Revise Decision' workflow action.</p> 
10-5	<p>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.</p> 
10-6	<p>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.</p> 

Annex A



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;
3. Where deficiencies are found during the survey, the surveyor(s) will communicate these to you and AMSA;
4. 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.

P210614

