



## Manual Reporting Procedure

With its continuing focus on VMS compliance, AFMA recognises the fact that VMS units do suffer breakdowns from time to time. Often these breakdowns occur at sea making it necessary for AFMA to consider alternate arrangements. One of these arrangements is to allow 'manual reporting' for the remainder of a trip.

The main principle is that being allowed to 'Manually Report' is not an automatic right, it is a privilege afforded to operators on the basis that they comply with all of the requirements.

### When Will Manual Reporting Be Permitted?

Manual reporting will generally<sup>1</sup> **only** be permitted where:

- (1) a unit has failed at-sea as the result of a mechanical failure, and
- (2) AFMA considers the level of risk<sup>2</sup> is low.

NOTE: Manual reporting is only approved until the completion of the current trip.

### What If Manual Reporting Is Not Permitted?

If AFMA decides not to grant permission for an operator/vessel to manually report, and the VMS remains non-operational it will order the vessel to return to, and remain in, port.

### How can I apply to Manual report?

In most circumstances AFMA will contact you if it deems your unit as non-compliant and will advise you if manual reporting is permissible. If you want to make an application directly you must contact AFMA during business hours either by phone 02 6225 5555 – (follow the prompts) or email [ausvms@afma.gov.au](mailto:ausvms@afma.gov.au).

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<sup>1</sup> Manual reporting may be allowed in other 'exceptional' circumstances.

<sup>2</sup> AFMA determines the risk level through an assessment of; the boats area of operation, RFMO requirements and prior compliance history of the boat/operator.



## What Am I Required To Do When Manual Reporting?

When you have been granted permission to manually report you must:

- (1) Record the vessels position every 4 hours and report these positions at the end of each day, and
- (2) Include in the report the
  - a. Vessel name, distinguishing symbol, time and date of position, and the vessels position in latitude and longitude (in degrees, minutes, seconds).

## How do I manually report?

All manual reports can be made by either phoning (02) 6225 5369 or via email at [ausvms@afma.gov.au](mailto:ausvms@afma.gov.au). The AFMA Duty Officer is available in an emergency on 02 6275 5818.

## What happens if I don't comply with the Manual Reporting requirements?

If an operator is found to have not complied with the manual reporting requirements, the boat will be ordered to return to port immediately and the operator/concession holder may face further compliance action in accordance with AFMA's VMS Compliance Program.

## What about once I get back?

You must make immediate arrangements to have the unit repaired or replaced. You will not be allowed to depart port again<sup>3</sup> until the VMS unit is operational.

## Questions?

If you have any queries about VMS manual reporting contact the VMS area on 02 6225 5555 and follow the prompts or [ausvms@afma.gov.au](mailto:ausvms@afma.gov.au).

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<sup>3</sup> Except in exceptional circumstances