



**KYSTVERKET**

*SafeSeaNet Norway*  
*Assessor Evaluation Guide*

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# 1 Introduction

This user guide highlights the most important features available to assessors in SafeSeaNet Norway. It focuses especially on how to register a PEC evaluation.

This guide can be found under “Documents” (see top menu bar inside SafeSeaNet) and is also available throughout the evaluation registration wizard via a link at the bottom of the page.

To read more about the assessor evaluation system, visit [www.kystverket.no](http://www.kystverket.no)

## 2 My PEC Evaluations

If you have passed the PEC assessor course, an additional menu item will appear in the PEC Admin menu: My PEC Evaluations.

Here you will be able to update, view or cancel active evaluations by clicking the corresponding icon in the “Actions” column. You can also view previous evaluations.

The screenshot displays the 'My PEC Evaluations' interface. At the top, there is a navigation bar with user information and utility links. The left sidebar contains a menu with 'My PEC Evaluations' highlighted. The main content area includes a 'Create New Evaluation' button and a table of active evaluations. The table has the following data:

| Submitted Date   | First Name | Last Name | Date of Birth | Application Status | Actions                |
|------------------|------------|-----------|---------------|--------------------|------------------------|
| 09.12.2014 14:31 | Evaluation | Candidate | 01.03.1975    | Applied            | [Edit] [View] [Cancel] |

Below the table, the 'Previous Evaluations' section indicates 'No evaluations found'. A note at the bottom states 'Dates are displayed in local time (CE1)'.

Figure 1: My PEC Evaluations

You need to have a valid PEC in order to register a PEC evaluation. The evaluation candidate must have a SafeSeaNet navigator user account.

## 3 Register Assessor Evaluation

### 3.1 Candidate

Find the evaluation candidate by his SafeSeaNet username.

The screenshot shows the 'Find Candidate' page in the SafeSeaNet Norway system. At the top, a navigation bar includes 'Welcome, Primus Assessor!', 'My Account', 'Sign Out', 'Help', 'Documents', 'Version 5.0.5.0', and 'What's new?'. The main header features the SafeSeaNet Norway logo and the KYSTVERKET logo. A breadcrumb trail reads: Home » PEC Admin » Create New Evaluation. Below this is a horizontal menu with steps: Candidate (selected), Qualification, Ship Operator, Exam Pilotage, Fairways, Ships, Documentation, Evaluation, Invoice, and Confirmation. The 'Find Candidate' section contains a text input field for 'User Name' with the value 'evaluation.candidate@domain.com' and a 'Search' button. A note states: 'Note: The candidate must have an active SafeSeaNet user account with the role of Navigator.' Below the search field is the 'Selected Candidate' section, which displays: 'First Name: Evaluation', 'Last Name: Candidate', 'Date of Birth: 01.03.1975', and 'Nationality: UNKNOWN COUNTRY'. A message below reads: 'The PEC is currently pending application processing. No PEC details available.' A 'Next »' button is located at the bottom right. At the very bottom, a note says: 'Dates are displayed in local time (CET).'

**Figure 2: Find candidate**

Click the Next button to proceed to the Qualification step.

### 3.2 Qualification

The candidate must fulfill at least one of the requirements listed in the Qualification step.

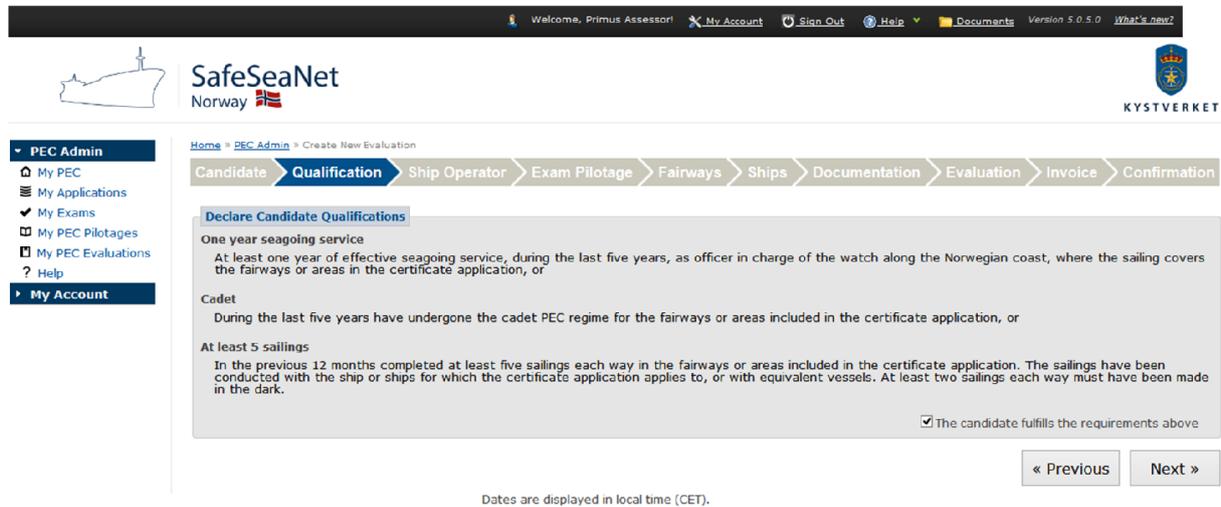


Figure 3: Qualification

Mark the checkbox The candidate fulfills the requirements above. Click the Next button to proceed to the Ship Operator step.

### 3.3 Ship Operator

Select the ship operator you deliver evaluations on behalf of. Only ship operators approved by the Norwegian Coastal Administration will appear in the search results.

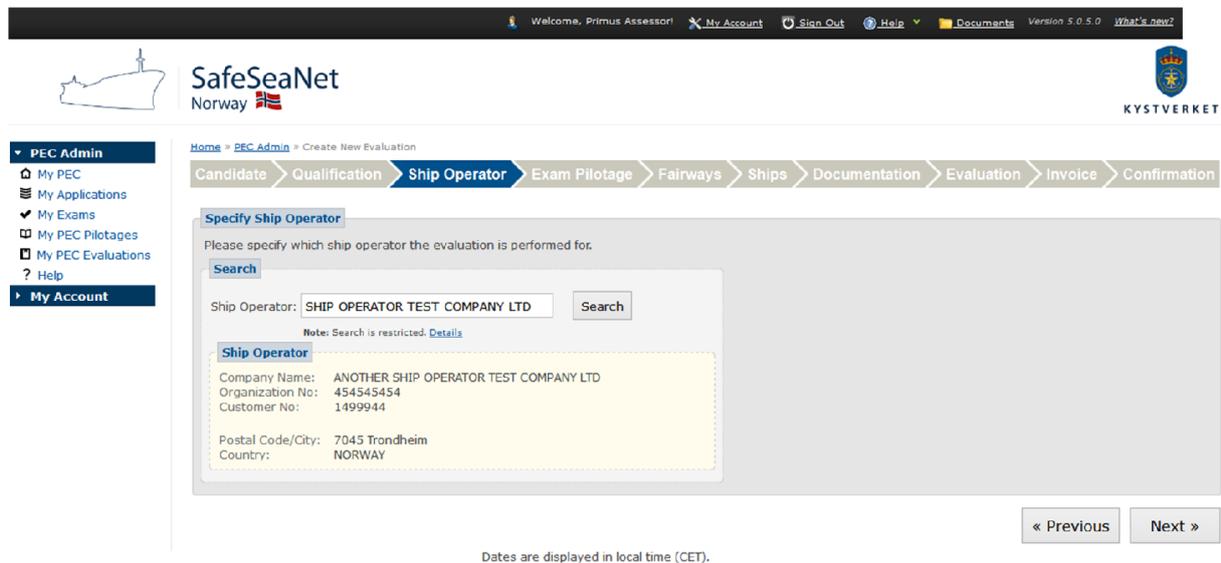


Figure 4: Ship operator

Click the Next button to proceed to the Exam Pilotage step.

### 3.4 Exam Pilotage

Select the pilotage on which the exam was taken. Start by searching for the exam ship. The selected ship’s pilotages on voyages with ETA within the last two weeks will appear (if any), ordered by voyage ETA.

The screenshot shows the 'Exam Pilotage' step in the SafeSeaNet Norway Assessor Evaluation Guide. The interface includes a navigation menu on the left with options like 'My PEC', 'My Applications', 'My Exams', 'My PEC Pilotages', 'My PEC Evaluations', and 'Help'. The main content area has a breadcrumb trail: 'Home > PEC Admin > Create New Evaluation > Candidate > Qualification > Ship Operator > Exam Pilotage > Fairways > Ships > Documentation > Evaluation > Invoice > Confirmation'. A yellow warning box states: 'The exam pilotage must be a PEC pilotage with voyage ETA no more than 14 days in the past.' Below this is a 'Find Exam Pilotage' section with a search form for Ship Name, Call Sign (FUNDIS), and IMO No. A table of pilotage records is shown with columns for Pilotage Number, Voyage ETD, Voyage ETA, Pilotage From, Pilotage To, and a Select button. The 'Selected Exam Pilotage' section shows details for the selected pilotage: Ship Name: FUNDATOR TEST VESSEL, Call Sign: FUNDIS, IMO No: 9999999, Gross Tonnage: 999, Length: 70, Pilotage From: Trondheim (NOTRD), Pilotage To: Oslo (NOOSL), Voyage ETD: 07.12.2014 14:30, Voyage ETA: 12.12.2014 14:30, and Pilotage No.: 1391039. The 'Exam Details' section has a form to enter the exam start time (09.12.2014 14:30) and whether it was a Day or Night exam (Night is selected). Navigation buttons for 'Previous' and 'Next' are at the bottom right. A note at the bottom states 'Dates are displayed in local time (CET)'.

| Pilotage Number | Voyage ETD       | Voyage ETA       | Pilotage From     | Pilotage To          | Select |
|-----------------|------------------|------------------|-------------------|----------------------|--------|
| 1391040         | 07.12.2014 14:30 | 12.12.2014 14:30 | Trondheim (NOTRD) | Nordkjosbotn (NONKB) | Select |
| 1391039         | 07.12.2014 14:30 | 12.12.2014 14:30 | Trondheim (NOTRD) | Oslo (NOOSL)         | Select |

Figure 5: Exam pilotage

Fill in Exam Start Time and whether it was a Day and/or Night exam.

Click the Next button to proceed to the Fairways step.

### 3.5 Fairways

Only fairways from the menu to the left can be selected. The list contains collections of segments for predefined exam sets and common choices.

You (the assessor) can only select fairways that are granted or expiring on your PEC.

You will be required to provide documentation for the candidate's experience in the selected fairways in a later step.

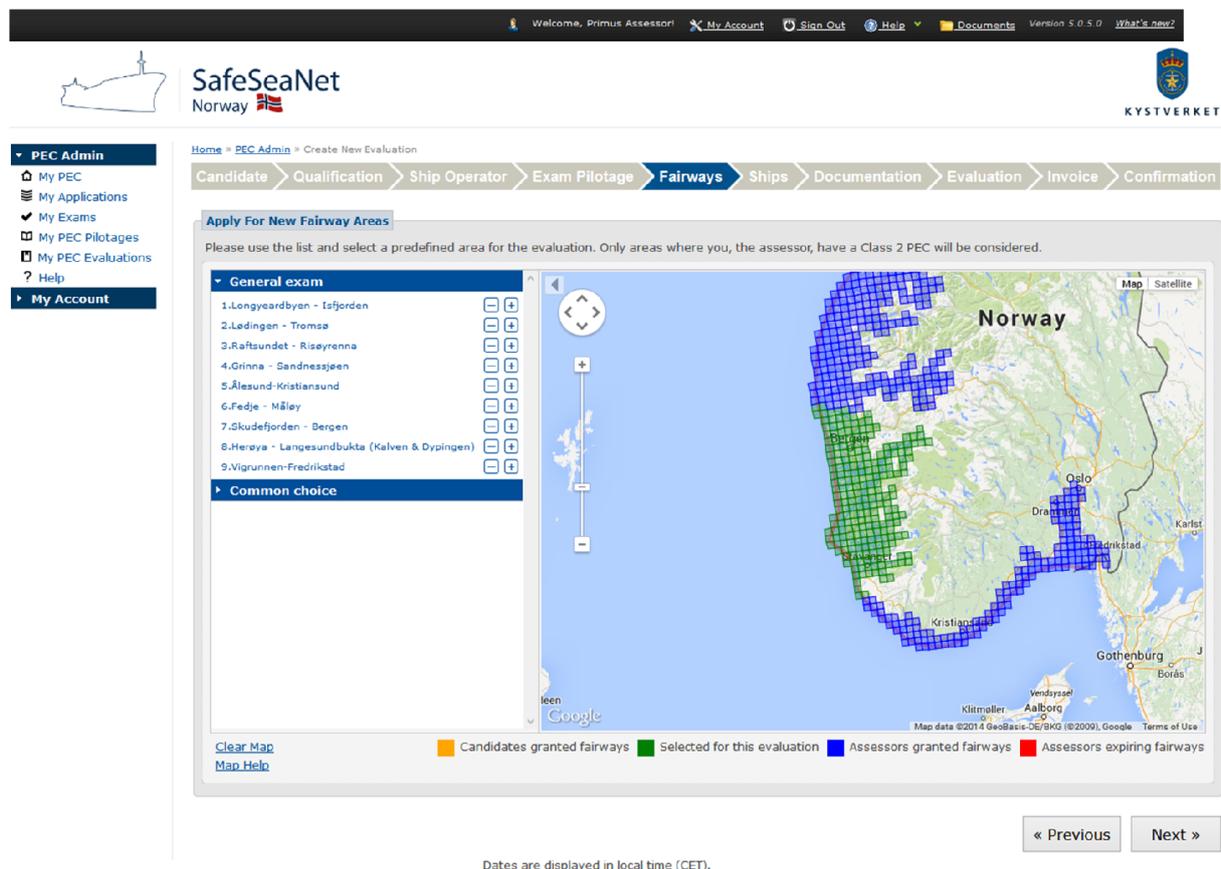


Figure 6: Fairways

The segments in the map are colored:

- **GREEN** – Fairways selected for the evaluation.
- **BLUE** – Assessor's granted fairways. Can be selected.
- **RED** – Assessor's expiring fairways. Can be selected.
- **ORANGE** – Candidate's granted fairways. Cannot be selected.

To undo all selections, click "Reset map" at the bottom left.

You can hide the list to the left of the map by clicking the arrow at the top left of the map.

When you have finished your selection, click the **Next** button to proceed to the **Ships** step.

## 3.6 Ships

The screenshot shows the 'Ships' step in the evaluation process. The breadcrumb trail at the top reads: Home > PEC Admin > Create New Evaluation > Candidate > Qualification > Ship Operator > Exam Pilotage > Fairways > **Ships** > Documentation > Evaluation > Invoice > Confirmation.

**Ships In Evaluation**

The exam ship is automatically added and cannot be removed:

+ Ship Name: FUNDATOR TEST VESSEL Call Sign: FUNDIS IMO No: 9999999 Gross Tonnage: 999 Length: 70

Additional ships:

| Flag | Ship Name  | Call Sign | IMO No  | Gross Tonnage | Length | Actions                                |
|------|------------|-----------|---------|---------------|--------|--|
|      | EDDA FJORD | LALY      | 9246114 | 5886          | 98,16  | <a href="#">Remove from evaluation</a> |

**Add Ships**

Additional ships can be added, e.g. ships similar to the exam ship.

Ship Name:  Call Sign:  IMO No:   [Unable to find your ship? Click here to create a new ship](#)

| Flag | Ship Name   | Call Sign | IMO No  | Gross Tonnage | Length | Actions                           |
|------|-------------|-----------|---------|---------------|--------|-----------------------------------|
|      | EDDA FAUNA  | JWMZ      | 9368948 | 9464          | 108,7  | <a href="#">Add to evaluation</a> |
|      | EDDA FIDES  | 9HA2357   | 9456290 | 20382         | 130    | <a href="#">Add to evaluation</a> |
|      | EDDA FLORA  | LAJW      | 9386380 | 6074          | 95     | <a href="#">Add to evaluation</a> |
|      | EDDA FONN   | LMER      | 9273662 | 4505          | 84,7   | <a href="#">Add to evaluation</a> |
|      | EDDA FRAM   | LVVQ      | 9356995 | 3706          | 85,8   | <a href="#">Add to evaluation</a> |
|      | EDDA FRENDE | LCOB      | 9409730 | 3693          | 85,8   | <a href="#">Add to evaluation</a> |
|      | EDDA FREYA  | LDOC      | 9000625 | 3000          | 87,1   | <a href="#">Add to evaluation</a> |
|      | EDDA FRIGG  | LNGF      | 9127320 | 2898          | 84     | <a href="#">Add to evaluation</a> |

**Candidate's Granted Ships**

Candidate has no granted ships

« Previous    Next »

Dates are displayed in local time (CET).

Figure 7: Ships

In the Ships step you can administer the ships added to the candidate's PEC. Only ships shorter than 100 meters can be added.

### 3.6.1 Apply for new ship

You can search by Ship Name, Call Sign or IMO number. Click the Add to evaluation link to add any ship from the search result. You can remove a ship from the evaluation by clicking the Remove from evaluation link.

If you can't find your ship you can create it by clicking the Click here to create a new ship link. The link will only appear after you have made a search attempt.

### 3.6.1.1 Create new ship

The screenshot displays the 'Create new ship' interface in the SafeSeaNet Norway system. The main form is titled 'Ship Registration' and includes the following fields:

- Ship Name:
- IMO No:
- Call Sign:
- MMSI No:
- Ship Type:
- Gross Tonnage:
- Length:  m
- Breadth:  m
- Draught:  m
- Height:  m

Buttons for 'Create' and 'Cancel' are located at the bottom of the form. To the left, a sidebar menu includes 'PEC Admin', 'My Account', and 'My Applications'. Below the form, there are two tables:

**Ships In Application**

| Flag | Ship Name  | Call Sign | IMO No  | Gross Tonnage | Length | Actions                                 |
|------|------------|-----------|---------|---------------|--------|---|
|      | EDDA FAUNA | JWMZ      | 9368948 | 9464          | 108,7  | <a href="#">Remove from application</a> |

**Granted Ships**

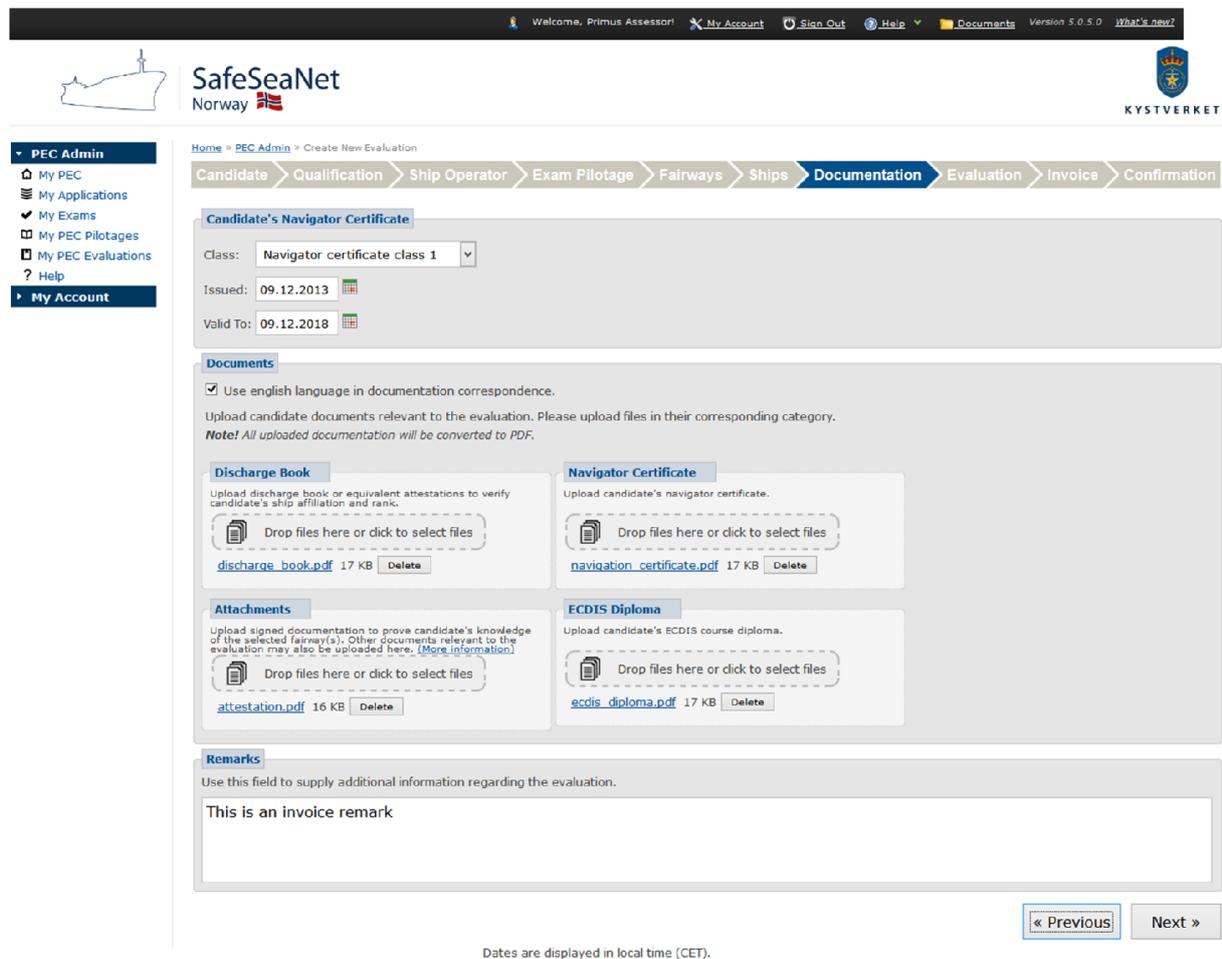
No granted ships

At the bottom right, there are navigation buttons: '< Previous' and 'Next >'. A note at the bottom center states: 'Dates are displayed in local time (CET)'.

Figure 8: Create New Ship

When registering a new ship the following fields are required: Ship Name, IMO no, Call Sign and Length. After entering the information, click the Create button to register the ship with your application. The newly registered ship is subject to verification by SafeSeaNet Norway.

## 3.7 Documentation



Home » PEC Admin » Create New Evaluation

Candidate » Qualification » Ship Operator » Exam Pilotage » Fairways » Ships » **Documentation** » Evaluation » Invoice » Confirmation

**Candidate's Navigator Certificate**

Class: Navigator certificate class 1

Issued: 09.12.2013

Valid To: 09.12.2018

**Documents**

Use english language in documentation correspondence.

Upload candidate documents relevant to the evaluation. Please upload files in their corresponding category.  
**Note!** All uploaded documentation will be converted to PDF.

**Discharge Book**  
 Upload discharge book or equivalent attestations to verify candidate's ship affiliation and rank.

Drop files here or click to select files

discharge\_book.pdf 17 KB Delete

**Navigator Certificate**  
 Upload candidate's navigator certificate.

Drop files here or click to select files

navigation\_certificate.pdf 17 KB Delete

**Attachments**  
 Upload signed documentation to prove candidate's knowledge of the selected fairway(s). Other documents relevant to the evaluation may also be uploaded here. [More information](#)

Drop files here or click to select files

attestation.pdf 16 KB Delete

**ECDIS Diploma**  
 Upload candidate's ECDIS course diploma.

Drop files here or click to select files

ecdis\_diploma.pdf 17 KB Delete

**Remarks**

Use this field to supply additional information regarding the evaluation.

This is an invoice remark

« Previous Next »

Dates are displayed in local time (CET).

**Figure 9: Documentation**

In the Documentation step you are required to upload documents relevant to the evaluation.

Start by making sure the candidate's Navigator Certificate level, Issued date and Valid To date are filled out and correct. These fields will be pre-filled for candidates with PEC.

Use the file upload boxes to upload the candidate's Navigator Certificate\* and Discharge Book. For new candidates, also upload the candidate's ECDIS course diploma. Any other relevant documentation should be uploaded in the Attachments category.

Click Browse to locate and select the files on your computer. When you have selected a file, click Upload. You can remove a file that you have uploaded by clicking the Delete link next to the file. If you need to you can upload more than one file in each box.

\*: Navigator Certificate must be uploaded for candidates without PEC or if the navigator certificate fields are changed.

If you have any remarks you can use the `Remarks` field to add relevant information.

You can choose whether you want correspondence in English rather than Norwegian, by checking the `Use english language in documentation correspondence` check box.

Click the `Next` button to proceed to the `Evaluation` step.

### **3.8 Evaluation**

Fill out the evaluation form. Some subjects may be optional if this is not the candidate's first exam.

Subjects related to Svalbard will only appear if at least one fairway in Svalbard has been selected.

Click the Norwegian and English flag to change the evaluation form language.

Welcome, Primus Assessor! My Account Sign Out Help Documents Version 5.0.5.0 What's new?

SafeSeaNet Norway

KYSTVERKET

Home » PEC Admin » Create New Evaluation

Candidate » Qualification » Ship Operator » Exam Pilotage » Fairways » Ships » Documentation » **Evaluation** » Invoice » Confirmation

Set evaluation form language:

**Communication**

§13  
The English language, sufficient to enable problem-free communication  
• Present and explain passage plan  
Communication evaluation.

**Regulation**

§15  
Know what vessels are subject to mandatory pilotage or use of PECs when sailing Norwegian waters  
• What are the regulations regarding rest periods when using a PEC?  
• What are the regulations regarding the Captains PEC coverage and that of his navigators' PECs?  
RulesParagraph16 evaluation.

§17  
When is the PEC not applicable for use with regard to the cargoes oil, chemicals and liquid gasses?  
RulesParagraph12 evaluation.

**Knowledge**

§13  
1. Coastal navigation methodology, including knowledge about the nature, marking and lighthouses of the waters, the traffic conditions, and the ports and anchorages in the relevant areas  
2. Local currents and other elements relating to the safety of navigating and maneuvering including areas where squat may be experienced  
3. Know the vessel with regard to equipment, manoeuvring conditions, loading capacities/types  
4. Planning of coastal navigation  
5. Regulations in force for areas covered by the exam, including VTS reporting and sailing directions for the areas  
6. Condition in the fairways relevant with regard to safety and environment  
Knowledge evaluation.

**Skills**

§13  
1. Demonstration of Coastal navigation methodology, using knowledge about the fairway, marking and lighthouses of the waters, the traffic conditions in the area.  
2. Maneuvering skills of the vessel  
3. Optical navigation  
4. Radar navigation on correct use of the vessels navigational tools  
5. Cooperation of the bridge-team  
6. When applicable, correct use of tugs  
Skills evaluation.

**Limiting conditions**

§16  
General limitations for the use of the PEC  
Conditions evaluation.

**Recommendation**  
Assessor's conclusion regarding issuing a pilotage exemption certificate to the candidate  
 Recommended  
 Not recommended

« Previous Next »

Dates are displayed in local time (CET).

Figure 10: Evaluation form

Click the Next button to proceed to the Evaluation step.

### 3.9 Invoice

Set the evaluation invoice receiver. The step defaults to the candidate's associated company, if possible.

Use the search field to change company.

Welcome, Seventh Navigator! My Account Sign Out Help Documents Version 5.0.5.0 What's new?

**SafeSeaNet**  
Norway

KYSTVERKET

Home > PEC Admin > New Application

**Pilotage Exemption Certificate Application**

Qualification > Tips And Tricks > Fairways > Ships > Documentation > **Invoice** > Confirmation

**Invoice Information**

Send invoices to:  Company  My Personal Address

**Search**

Company Name

**Invoice Receiver Address**

Company Name: THIRD TEST COMPANY LTD  
Organization No: 333333333  
Customer No: 1499941

Postal Code/City: 7045 Trondheim  
Country: NORWAY

Mark invoice with:

Use English language on invoices

[Open Tips & Tricks](#)

Dates are displayed in local time (CET).

Figure 11: Invoice to company

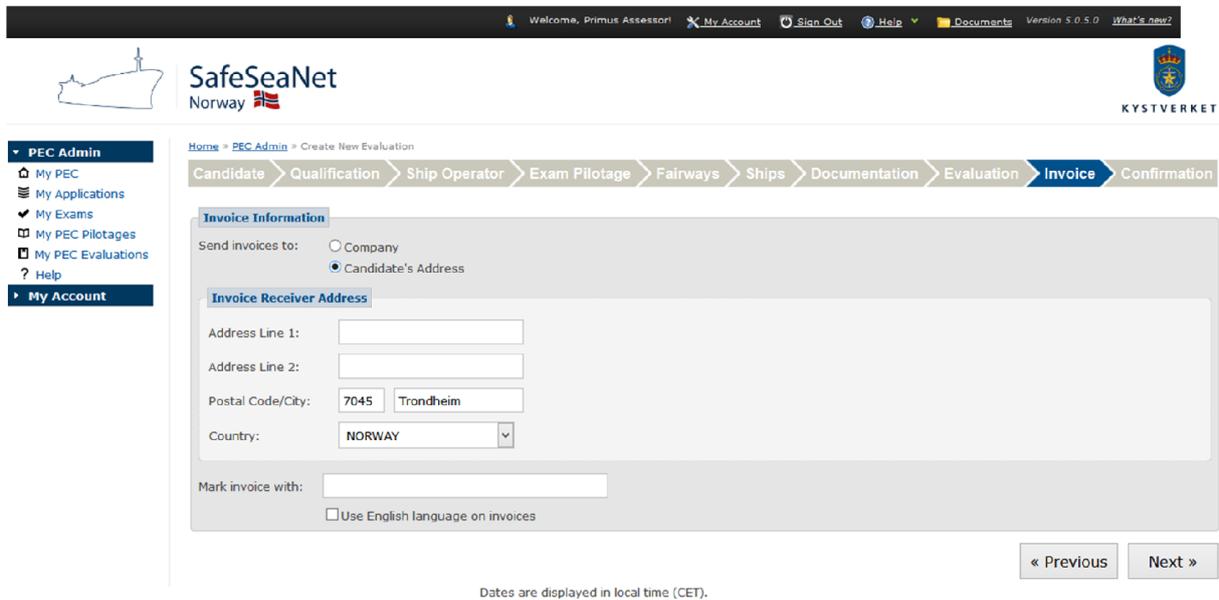
If your search gave more than one result, use the **Select** link to select the correct company.

The screenshot shows the 'Invoice Information' section of the 'Pilotage Exemption Certificate Application' process. A search for 'Kyst' has been performed, resulting in a table of companies. The 'Invoice' step is currently active in the navigation bar.

|                        | Company Name                  | Organization No | Location           |
|------------------------|-------------------------------|-----------------|--------------------|
| <a href="#">Select</a> | FISKERI- OG KYSTDEPARTEMENTET | 972417815       | 0032 Oslo          |
| <a href="#">Select</a> | HAVØY KYSTFISKE A/S           | 988770795       | 6260 Skodje        |
| <a href="#">Select</a> | KYST1                         | 994841297       | 5006 Bergen        |
| <a href="#">Select</a> | KYSTFRAKT A/S                 |                 | 9615 Hammerfest    |
| <a href="#">Select</a> | KYSTLINJEN AS                 |                 | 5816 Bergen        |
| <a href="#">Select</a> | KYSTTANK KGJS A/S             |                 | 5147 Fyllingsdalen |
| <a href="#">Select</a> | KYSTVAKTEN                    |                 | 8401 Sortland      |
| <a href="#">Select</a> | KYSTVAKTENS KOMPETANSESENTER  |                 | 5886 Bergen        |
| <a href="#">Select</a> | KYSTVERKET                    | 874783242       | 6025 Ålesund       |
| <a href="#">Select</a> | KYSTVERKET REDERI             | 986141936       | 6025 Ålesund       |
| <a href="#">Select</a> | LANGØY KYST OG HAVFISKE A/S   |                 | 6530 Averøy        |

Figure 12: Search for company

If the invoice should be sent to the candidate personally, select Candidate's Address.



The screenshot displays the 'Invoice Information' form within the SafeSeaNet Norway Assessor Evaluation Guide. The interface includes a top navigation bar with links for 'Welcome, Primus Assessor!', 'My Account', 'Sign Out', 'Help', 'Documents', 'Version 5.0.5.0', and 'What's new?'. The main header features the 'SafeSeaNet Norway' logo and the 'KYSTVERKET' logo. A left sidebar contains navigation options: 'PEC Admin' (with sub-items: My PEC, My Applications, My Exams, My PEC Pilotages, My PEC Evaluations, Help) and 'My Account'. The main content area shows a breadcrumb trail: 'Home > PEC Admin > Create New Evaluation > Candidate > Qualification > Ship Operator > Exam Pilotage > Fairways > Ships > Documentation > Evaluation > Invoice > Confirmation'. The 'Invoice Information' form is titled 'Invoice Information' and includes the following fields and options:

- Send invoices to:** Radio buttons for 'Company' and 'Candidate's Address' (selected).
- Invoice Receiver Address:** A section containing:
  - Address Line 1:
  - Address Line 2:
  - Postal Code/City:
  - Country:  (dropdown menu)
- Mark invoice with:**
- Use English language on invoices

At the bottom right of the form are two buttons: '« Previous' and 'Next »'. Below the form, a note states: 'Dates are displayed in local time (CET).'

**Figure 13: Invoice to personal address**

If you prefer to have the invoice in english, mark the check box Use English language on invoices.

Click the Next button to go to the Confirmation step.

### 3.10 Confirmation

Welcome, Primus Assessor!
My Account
Sign Out
Help
Documents
Version 5.0.5.0
What's new?



**SafeSeaNet**  
 Norway



Home » PEC Admin » Create New Evaluation

Candidate
Qualification
Ship Operator
Exam Pilotage
Fairways
Ships
Documentation
Evaluation
Invoice
Confirmation

**Confirmation Emails**

Send confirmation email to:  Supports several comma-separated email addresses

Note: The candidate will automatically receive a confirmation email

**Candidate**

First Name: Evaluation    Last Name: Candidate    Date of Birth: 01.03.1975    Nationality: UNKNOWN COUNTRY

The PEC is currently pending application processing. No PEC details available.

**Assessor**

First Name: Primus    Last Name: Assessor    Date of Birth: 01.03.1975    Nationality: UNKNOWN COUNTRY

**Ship Operator**

Company Name: ANOTHER SHIP OPERATOR TEST COMPANY LTD  
 Organization No: 454545454  
 Customer No: 1499944

Postal Code/City: 7045 Trondheim  
 Country: NORWAY

**Exam Pilotage**

Pilotage From: Trondheim (NOTRD)    Exam start time: 09.12.2014 14:30  
 Pilotage To: Oslo (NOOSL)    Examination type(s):  Day  
 Voyage ETA: 07.12.2014 14:30     Night  
 Voyage ETA: 12.12.2014 14:30  
 Pilotage No.: 1391039

**Fairways**

| DMT Area [2] | Segments   | Actions       |
|--------------|------------|---------------|
| Vestlandet   | 144 of 302 | Please wait.. |
| Rogaland     | All        | Please wait.. |

**Ships In Evaluation**

Exam ship:

Ship Name: FUNDATOR TEST VESSEL    Call Sign: FUNDIS    IMO No: 9999999    Gross Tonnage: 999    Length: 70

Additional ships:

| Flag | Ship Name  | Call Sign | IMO No  | Gross Tonnage | Length |
|------|------------|-----------|---------|---------------|--------|
|      | EDDA FJORD | LALY      | 9246114 | 5886          | 98,16  |

**Documentation**

**Navigator Certificate**

Class: Navigator certificate class 1  
 Issued: 09.12.2013  
 Valid To: 09.12.2018

**Documents**

Use english language in documentation correspondence.

| Document Name              | Document Category     |
|----------------------------|-----------------------|
| discharge_book.pdf         | Discharge book        |
| navigation_certificate.pdf | Navigator certificate |
| eccdis_diploma.pdf         | ECDIS course diploma  |
| attestation.pdf            | Attestation           |

**Remarks**

This is an invoice remark

**Invoice Information**

Send invoices to: Evaluation Candidate  
 Postal Code/City: 7045 Trondheim  
 Country: NORWAY

Use English language on invoice

« Previous    Finish

Dates are displayed in local time (CET).

Figure 14: Confirmation

The `Confirmation` step presents a summary of the evaluation. The candidate will always receive a copy of the confirmation by email (the evaluation form is never included).

To add more confirmation receivers, separate each receiver's email address by a comma:

Example: *myfirstreceiver@email.com, mysecondreceiver@email.com, ...*

Review the information, and click `Finish` to register the evaluation.