SafeSeaNet Norway

Users Guide
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1 Introduction

The purpose of this document is to explain the usage of the SafeSeaNet (SSN) Norway Web Client, which together with the Norwegian SSN Server makes up the Norwegian national SafeSeaNet system.

All countries in EU and Associated countries are connected or will soon be connected to the central SSN system. These countries are hereafter called Member States (MS). Every country has to dedicate an internal authority as a National Competent Authority that will be the official connection between the country and the central SSN system that is under the responsibility of the European Maritime Safety Agency (EMSA).

The Norwegian SSN Server sends messages to the central SafeSeaNet system in EU. The central system is operated by EMSA. Users operating in Norwegian waters have to conform to Norwegian SafeSeaNet rules. Here you will find information of what and when to notify.

The SafeSeaNet systems’ goals are:

- Better detection of potential risk situations
- Better reaction in case of threat to maritime safety and the environment
- Improved emergency response in case of incidents or pollution at sea
- Improved controls of vessels in ports
- Increased efficiency of port logistics (accurate ETAs, waste handling…)
- Produce statistics for EMSA, Member States and the Commission
2 SafeSeaNet Norway Web Client

SafeSeaNet Norway Web Client can be accessed through the URL https://www.shiprep.no/

SafeSeaNet Norway Support are authorised to define and update ships and ports.

All times in the web client are in the current local time zone in Norway. This is CET (UTC+01:00) during the winter, and CEST (UTC+02:00) when observing daylight saving time.

2.1 Log In Screen

![Log in screen](image)

*Figure 1: Log in screen*

The log in screen (Figure 1) will give access to all relevant background information and the latest relevant news.

2.2 Voyage Registration Wizard

To register or update voyages, you will be led through a wizard containing several steps for entering different types of information. Depending on the type of voyage, the mandatory information required will vary. Mandatory information will be highlighted during registration.
and when viewing your reporting in retrospect. Some reporting options are not relevant for all voyage types and will then be disabled in the user interface. In the following section each available step is described.

2.2.1 Ship Search

After logging in you will be presented with the first page of a wizard for registering a new voyage. On this first page, you must select a ship.

![Ship search](image)

**Figure 2: Ship search**

You can select a ship from the Favourite Ships list or you can search for the ship by specifying Ship Name, Call Sign and/or IMO No and clicking the Search button. When you search for the ship, you will get a list that matches the criteria given. You must select a ship from either the list or the search results before moving to the next step.

Ships are added to the Favourite Ships list automatically every time the user registers a voyage for a ship which is not already on the list. In addition, you can manually manage the list via My Ships in the My Account menu.

If you don’t find your ship, please inform SafeSeaNet Norway Support. They will add the ship to the list, and you will be able to register the voyage.

Figure 3 shows the result of a sample ship search.

![Ship search results](image)

**Figure 3: Ship search results**
To select a ship, you must click on one of the Select links to the left in the result list. The row for the selected ship will be marked with a bright yellow colour. When a ship is selected, either from the dropdown list or the search results, the notification can be created by clicking the Next button.

2.2.2 Voyage

If the selected ship has any previous voyages, you will get the screen as shown in Figure 4:

Figure 4: Voyages

You can choose to update, continue, or return one of the previous voyages by clicking one of the actions. If you do not wish to continue or return any of the voyages previously registered, you need to click the click here link underneath the table. This will present the page for registering voyage information with no pre-entered values. Having clicked on one of the links, the system would present the same page for port information, but with the departure and arrival information pre-entered according to the selected action link.

[Update]: Is used when some of the information of an already registered voyage is to be updated.

[Continue]: Can be used when a new voyage is to be registered and this new voyage is a continuation from the last harbour of an already registered voyage.

[Return]: Can be used when a new voyage is to be registered and this new voyage is a return of an already registered voyage (arrival port of the existing notification = departure port of the new voyage and departure port of the existing voyage = arrival port of the new voyage).

After choosing to either continue, return, or create a new voyage you are presented with the sections for entering Departure Port and Arrival Port information (Figure 5).
Figure 5: Voyage information

In these sections the following fields must be filled in:

- **Location Code/Name** for departure, **ETD for departure**, **Location Code/Name** for arrival, **ETA for arrival**, **ETD for arrival** and a **Voyage purpose**.

While typing in the departure and arrival location fields, the system will present a list of relevant locations matching the entered combination of characters. Departure and arrival locations must be either a harbour name or a country name (both Norwegian and foreign harbours are accepted). If you are using only the keyboard to fill in the form, it is recommended that you use the Tab key instead of the Enter key to select the location. By doing so, the cursor will jump to the next field in the form instead of to the top of the page.

In the date fields, you can either enter a date manually or select a date from a calendar which will pop up when clicking on the calendar icon to the right of the date field. The required date format is *dd.MM.yyyy* (e.g. 21.04.2008). The time to the right of the calendar icon is not mandatory. When entered, the required format is *hh:mm* (e.g. 12:30).
2.2.3 Voyage Details

On the Voyage Details screen you can give information about crew, passengers, reporting, purposes and services for the voyage, and the current ship security level. You may be asked for further details later, depending on the choices made here.

Multiple purposes can be selected. This is done by holding down the Ctrl key while selecting the relevant purposes. If the purpose Other is selected, the user is required to further specify the purpose.

Under Reporting for this voyage and Pilotage Registration you can control all registration for the voyage. All mandatory reporting is highlighted with red text colour. Mandatory reporting varies based on ship and voyage type. Use Pilot Exemption Certificate is only available if the ship has a registered Pilot Exemption Certificate. Reportings that are not selected can be added at a later stage.

Choose This Voyage has Norwegian Master if this voyage has a Norwegian master. If a vessel with either Norwegian or NIS flag has a Norwegian master, it is not governed by The Regulation (see the Mil section, 2.2.12 on page 17), and consequently the Mil page will not appear when the users presses the Next button.

For ships that already have registered their ISSC (International Ship Security Certificate) through normal Security reporting, the dropdown for Does the ship have a valid ISSC? will always be set to Yes. All ships that have a valid ISSC are required to report...
Crew and Passenger lists, and Security information to the arrival port, also on domestic voyages.

2.2.4 Quay

The purpose of this section is to allow agents to deliver quay requests directly to the relevant port authorities through SafeSeaNet.

![Quay Request](image)

**Figure 7: Quay**

Agent in Arrival Port and Invoice Receiver is required. If the arrival port has a port administrator selection of quay is not required. A port administrator is able to handle all unspecified quay requests. Note that all quays nearby the arrival port are available both in the drop down list and in the map. The information in this section will be forwarded directly to the relevant port authority upon submission.
2.2.5 Hazmat Information

Vessels, regardless of size, carrying dangerous or polluting goods (DPG) in bulk or in packaged form shall declare detailed information about the vessels HAZMAT cargo. This screen, however, is only shown if you have ticked off the Hazmat/Dangerous Goods checkbox on the Voyage Details screen.

The system has code registers for IMDG, IMSBC, IGC, IBC, and Marpol Annex I. When entering data in the UN No/Name field the system will automatically present a drop down list of proper shipping names based on the selected code register and text input. Please inform SafeSeaNet Norway Support if you find errors or that data is missing.

Figure 8: Hazmat

From this screen you can generate a list of different types of hazmat goods until you have registered all the different types you have on board. This list is temporary until you confirm it on the Confirmation screen. Even if you have only one item you have to add it to the list (using the Add Entry button).

Please note that you can select different measuring units. The selected unit will apply to both the gross and the net weights.
2.2.6 Bunkers

Vessels of 1000 GT or more is required to declare bunkers regardless of the cargo type.

If you have ticked off the Bunkers checkbox on the Voyage Details screen, you will have to fill in information on the Bunkers page. At least one entry is required in the list.

To add an entry to the bunkers list, you will need to specify Bunkers Type, Quantity, and Unit. Bunkers Type can be selected by using the list presented by the system. The Quantity field accepts comma separated decimal numbers with up to four decimal places. There are two available types of Unit: m³ and ton.

If Bunkers Type is set to Other, you will be required to enter a description text specifying the cargo type, before adding the entry.

![Bunkers Information](image)

*Figure 9: Bunkers*

2.2.7 Customs

To deliver a Customs notification, the checkbox for Customs must be checked in the Voyage Details screen.

2.2.7.1 Cargo

The purpose of this section is to report information regarding loading and unloading of cargo. You also have the option to register the next port of call for the voyage.
Figure 10: Cargo

Figure 10 shows the screen for registering cargo information. Depending on the departure and arrival locations of the voyage, some fields may not be required and are therefore hidden.

You have the option to register the date (and time) and specific location in the port. In addition, cargo manifest files may be uploaded, and a text description of the cargo being processed can also be provided.

You may also specify the next port of call for the voyage. This must be in the form of a location with a registered LOCODE. By typing in three or more of the first letters of the destination, the system will suggest valid locations for you.

If you are using only the keyboard to fill in the form, it is recommended that you use the Tab key instead of the Enter key to select the location. By doing so, the cursor will jump to the next field in the form instead of to the top of the page.

2.2.7.2 Ship Stores

The purpose of this section is to report the amount and nature of ship’s stores upon arrival to Norway.
Figure 11: Ship Stores

Ship stores are reported by filling in the Quantity in the box next to the item in question. If there are no quantities to be reported to the Customs Authorities, 0 should be specified in the relevant box.

If there are any restricted items (e.g. drugs, live animals, weapons, ammunition etc.) on board (in addition to the standard alcohol, food and tobacco categories), they can be specified with text in the four lines at the bottom of the table.

If there have been adjustments made to the allowable quotas for the voyage made by the Customs Authorities, they will be shown in the four columns on the right side of the table.

If there are not ship stores to be reported, the user must unselect the checkbox in the third line of this screen, in order to proceed.
2.2.8 Crew and Passengers

Crew and passenger lists are required for all inbound and outbound voyages, and for domestic voyages for ships with valid ISSC (International Ship Security Certificate). The registration steps will be available if either Border Control for Crew and Passengers or Security including Crew and Passengers is checked in the Voyage Details screen.

2.2.8.1 Crew

The purpose of this section is to register information about the crew members.

*Figure 12: Crew*

If a crew list has been prepared in a properly formatted Excel file (available from Kystverket or under Documents in the top menu) crew member information can be uploaded directly. If you wish to fill in this information manually or edit already existing information, you also have the option to do so.

In the Crew Member Info box you can register details about the crewmember. These details include name, rank, date of birth and home country. In addition one is asked to fill in ID of the crewmember in question, either a Passport number or a Seaman’s book ID.
When you click the Add Entry (or Update Entry during an edit) the crewmember information is added to a list in the Crew List section. This list is temporary until you confirm it on the Confirmation screen. You may delete or modify entries from this list by pressing the appropriate links at the end of each row.

If Deliver Customs Notification was checked in the Voyage Details screen, documentations containing declaration of the crew's effects may be uploaded in the Crew's Effects Declaration section. PDF, DOC and XSL formats of the declaration are accepted.

Before you can progress further from this screen, the number of crewmembers in Crew List must match the number previously reported in the Voyage Details screen.

2.2.8.2 Passengers
The purpose of this section is to register information about the passengers (Pax).

![Voyage Registration (New)](image)

**Figure 13: Passengers**

If a passenger list has been prepared in a properly formatted Excel file (available from Kystverket), passenger information can be uploaded directly. If you wish to fill in this information manually or edit already existing information, you also have the option to do so.

In the Passenger Info box, you can register details about a passenger. These details include name, date of birth, country of nationality, and place of birth. In addition, one is asked to fill in gender, passport number and/or visa number.
When you click the Add Entry (or Update Entry during an edit) the passenger information is added to a list in the Passenger List section. This list is temporary until you confirm it on the Confirmation screen. You may delete or modify entries from this list by pressing the appropriate links at the end of each row.

Before you can progress further from this screen, the number of passengers in Passenger List must match the number previously reported in the Voyage Details screen.

2.2.9 Security

This step requires you to provide information required by the SOLAS regulation XI-2/9.2.1.

Under Security Details you must state whether the ship has a valid Ship Security Plan (SSP). If there are security-related matters to report you will be required to provide details for these. The Ship Security Level can only be set in the Voyage Details step.

Details regarding the ship’s International Ship Security Certificate (ISSC) are also required. ISSC Expiry Date, ISSC Issuer Type, and ISSC Issuer are all required fields. If the ship does not have a valid ISSC you must provide a reason for why this is the case.

Company Security Officer (CSO) and 24 hour contact details is required for all security registrations. If there no CSO is registered you will have to add one by clicking Add new CSO. If you do not know who the CSO is you need to contact the ship owner.

Under Ship Call History at least the ten last ship calls should be listed. If there are any ship calls missing you are required to add them to the list.

If any Ship to Ship Activities have been performed during the listed ship calls, you are required to specify them.

Added CSOs, Ship Calls, and ISSC will be stored in the system and can be reused in future registrations.
2.2.10 Military

The Military page is supporting the enforcement of the Regulations governing the Entry into and Passage through Norwegian Territorial Waters in Peacetime of Foreign, Non-Military Vessels (referred to as The Regulation in this document). The regulation can be found at http://lovdata.no/dokument/SF/forskrift/1994-12-23-1130

Users that have successfully and correctly reported using the Military pages is not required to report directly to the Coastal Surveillance Centre.
The vessels master is always responsible for adhering to The Regulation. Not obeying to The Regulation will have consequences for the vessels master even if the omission has been done by the vessels agent.

To report in accordance with The Regulation, choose Military in the Voyage Details screen.

**Figure 15: Mil**

To report in accordance with The Regulation, choose Military in the Voyage Details screen.

**NB: The Regulation requires vessels to report at least 24 hours prior to arrival Norwegian Internal Waters (NIW).**

Fill in estimated time and planned position for entering and leaving NIW (Baseline). Please note that the SSN portal only accepts valid positions +/- 3nm along the baseline. To ensure correct position report, click the map button (-marker) right next to the location input fields and then mark your position in map within the highlighted area along the NIW boundary. Your estimated position for entering and leaving NIW will then be automatically highlighted in the position field.

Validation rules for entering and leaving NIW:

- When entering NIW (Voyage from a foreign to a Norwegian Port):
  - The ETA for entering NIW must be later than ETD for leaving the last foreign port.
The ETA for entering NIW must be prior to the ETA for entering the first Norwegian port.

- Within NIW (Voyage from a Norwegian to a Norwegian Port):
  - The ETA for entering NIW must be prior to the ETA for entering the first Norwegian port.
  - The ETD for leaving NIW must be later than the ETD for leaving the last Norwegian port.

- Leaving NIW (Voyage from a Norwegian to a foreign Port):
  - The ETD for leaving NIW must be later than the ETD for leaving the last Norwegian port.
  - The ETD for leaving NIW must be prior to ETA for entering the next foreign port.

- Transit NIW (Voyage without entering a Norwegian port):
  - The ETA for entering NIW must be later than ETD for leaving the last foreign port.
  - The ETD for leaving NIW must be prior to ETA for entering the next foreign port.

Fill in the master's First Name, Last Name, and Home Country. Masters from previous voyages can be found by starting to type the name.

Make sure the Norwegian Point of Contact is correct. You can either choose a registered agent (company) or a contact person.

To change a registered agent, press Change Company and choose the correct Point of Contact. Finish by pressing the Change button.

Select the preferred communication method and fill in the various communications means.

**2.2.10.1 Operational support**

For operational support and issues regarding The Regulation please contact the Coastal Surveillance Centre:

- Phone: +47 75536298
- E-mail: csc@coss.mil.no
2.2.11 Waste

The Waste step is available for all voyages to Norwegian ports. You will have the option to specify whether to deliver a Waste notification or not. You should only choose the option of not delivering if you are making a partial registration at this time and are going to complete it later.

Under Waste Status you are required to specify how much waste that is to be delivered at arrival.

Under Last Waste Delivery you are required to fill in Port of Last Delivery and Date of Last Delivery.

For all waste statuses you will be required to specify Waste Disposal Information. This includes specifying Waste Type, Amounts to deliver, Max Storage Capacity, Retained Amount, and Estimated Generated Amount.
2.2.12 NO\textsubscript{x}

The purpose of this section is to report if the vessel is encompassed by the obligation to pay the excise duty on emissions of NO\textsubscript{x} (nitrogen oxides), due to Regulation on Excise Duties sections 3-19-1 and 3-19-2. The regulation can be found at:


![Image of NO\textsubscript{x} section]

**Figure 17: NO\textsubscript{x}**

Only foreign ships on inbound voyages are obligated to report at this step, because Norwegian vessels are already registered with excise duties at the Tax Authorities.

The field Representative’s Enterprise Organization Number or Vessel owner’s Certificate of Compliance Number needs to be filled out (at least one of them). The enterprise organization number must be exactly 9 digits, whereas the certificate of compliance number can be 0-9 digits. If a certificate of compliance number has been registered for this vessel before, SSN will automatically suggest this number the next time as well.

2.2.13 Port State Control

If the checkbox Port State Control is ticked off in the Voyage Details screen, the Port State Control (PSC) screen is shown (Figure 18).
Figure 18: Port State Control

This screen is used to give a notice to the Norwegian Maritime Authority well in advance when a ship is due for an expanded port state control inspection. The user is asked to fill in the following PSC inspection information:

**Expected to berth:** Yes or No (No, means that the ship will go for anchorage)

**Planned operations:** Free text in English language describing the planned operations at the port or anchorage (loading, unloading, other). NB: In Norway this field will by default contain the text from the Voyage Purpose field reported earlier. Additions can be made.

**Planned works:** Free text in English language describing the planned statutory survey inspections and substantial maintenance and repair work to be carried out whilst in the port or anchorage of destination.

For tankers only, the user is asked to fill in the following:

**Ship configuration:** The options are Single Hull Tanker (SHT), Single Hull Tanker with Segregated Ballasts Tanks (SHT-SBT) or Double Hull Tanker (DHT).

**Nature and volume of cargo:** Free text entry in English language identifying the volume and nature of the cargo.

**Conditions of cargo and ballast tanks:** Free text entry in English language identifying the condition of the cargo and ballast tanks: full, empty, inerted.
2.2.14 Pilotage Information

To register pilotages, you must have ticked off the Order Pilot checkbox or Register Use of Pilot Exemption Certificate on the Voyage Details screen. Please note that a pilotage is connected to a voyage.

The Norwegian Coastal Administration has developed LOCODEs for all the pilot boarding areas. Each LOCODE that describe a sea area start with a Z (e.g. NOZFA). Only Norwegian harbours and pilotage places are permitted as pilotage locations.

The Norwegian Coastal Administration has an arrangement called Pilot Exemption Certificate (PEC). This is a permission given to a master or a navigator to sail without a pilot in waters where use of pilot is mandatory. A qualification program is required to get this type of certificate, together with documented experience.

To register a pilotage, the following fields are mandatory: Location Code/Name for pilotage from, the Time for pilotage from and the Location Code/Name for pilotage to.

If the selected ship does not have any registered certificates, the Register Use of Pilot Exemption Certificate radio button will be disabled, and you will not be able to register PEC pilotages.
If the user is updating an existing voyage with one or more pilotages with status ACTUAL, that is not using PEC or has any registered PEC exams, the checkbox **Apply for Dispensation from Compulsory Pilotage** is available.

The **Time** must be between departure ETD and arrival ETA, and at least 3 hours ahead. When the processing of the pilotage has started (status is then changed to **ACTIVE** by the Norwegian Coastal Administration), the **Time** can be updated until 2 hours until start. If the from time is less than 2 hours ahead, the pilotage cannot be updated or cancelled.

**Confirmed** is used when the pilotage is confirmed. The user will not be able to change the pilotage anymore.

The **Mark Invoice With** field is a free text field. The text typed in this field will be found on the invoice.

Several pilotages can be added to the same voyage.

**Figure 20: Use Pilot Exemption Certificate**

To register a pilotage with PEC, you must select the **Use Pilotage Exemption Certificate** radio button. In such a case, **Time** is not mandatory.
• By checking the Register PEC exam candidate, you will be able to register a PEC exam candidate in a later step. This is only possible when there is a declared PEC exam registered on the ship.

2.2.15 Pilot Exemption Certificate

If you have registered at least one pilotage with pilotage exemption certificate on the Pilotage page, the next page will be PEC (Figure 21) where you have to connect each of these pilotages with one or more certificates.

Figure 21: PEC

To be able to go to the next page from PEC, you must connect each PEC pilotage with one or more of the certificates available in the Pilotage Exemption Certificate list. This is done by selecting each PEC pilotage in turn from the Distance list, selecting the certificate type (Ordinary PEC or Cadet PEC), selecting a specific certificate, and clicking the Add entry button.

For each Distance you will have to register one, and only one Master. If there are none, or more than one master, you will get an error upon clicking the Next button.
2.2.16 PEC Exam

If you checked the Register PEC exam candidate in the Pilotage step, you will be able to select available exams in this step.

Figure 22: Add PEC exam to voyage

Select the appropriate distance in the Pilotage Distance drop down list, and the corresponding exam candidate in the PEC Exam drop down list. Click the Add Exam button to add the exam to the voyage. You can add more than one exam to a voyage. Click the Next button to move to the next step in the registration wizard.
2.2.17 Pilotage Dispensation

If the checkbox Apply for Dispensation from Compulsory Pilotage is ticked off in the Pilotage step, the Pilotage Dispensation screen is shown. The dispensation screen initially shows a table with all unfinished applications (Figure 23).

**Figure 23: Unfinished dispensation applications**

The table shows one application for each pilotage registered with Apply for Dispensation from Compulsory Pilotage. Clicking the Add icon under the column Actions in the table will show the application form (Figure 24).
Voyage Registration (Update)

Ship
- Name: BELARUS CHALLENGER
- Call Sign: B3HEF6
- IMO No: 1278754
- Gross Tonnage: 3800
- Length: 
- Ship Type: Salvage Ship

Demurrage: +47 94272711
Telephone: +47 61120417
Email: christina2@gmail.com
Mobile Phone: +47 92700221
Sms: +47 74124300

Depature and Arrival Ports

Unfinished Applications for dispensation from compulsory pilotage

Note: Only showing pilotages registered with 'Apply for Dispensation from Compulsory Pilotage' in the Pilotage step, without active applications.

<table>
<thead>
<tr>
<th>Pilotage No.</th>
<th>Pilotage Status</th>
<th>From - To</th>
<th>From Time</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2461970</td>
<td>ACTUAL</td>
<td>Trondheim - Oslo</td>
<td>21.09.2018 15:04</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Application for Dispensation from Compulsory Pilotage

Pilotage Details
- Pilotage No: 2461970
- Pilotage Status: ACTUAL
- Pilotage From
  - Location Code/Name: Trondheim
  - Quay Info: 
- Pilotage To
  - Location Code/Name: Oslo
  - Quay Info: 

Dispensasion Reason

Select the reason why you are applying for dispensation from compulsory pilotage:

--- Select Dispensation Reason ---

Remark:

Confirmation Statement

as master for this voyage and signed into SafeSeaNet Norway, I hereby apply for dispensation from compulsory pilotage.

As the master’s representative I hereby apply on behalf of the master for dispensation from compulsory pilotage. I confirm that I have received the application from the master and that all application details are subject to traceability. By specifying the master’s e-mail address I recognize that the master is informed by SafeSeaNet Norway.

Application Correspondence

Use English Language in Correspondence

Master’s e-mail address:

Send copy to e-mail addresses:
larry.commer@dkst.name

Supports several common separated e-mail addresses.

Responsible Master

Select the responsible master for this application

Registered Masters on BELARUS CHALLENGER

No masters registered

Declaration of Master’s Relevant Nautical Experience

Please specify how many times the Master has sailed the voyage subject to the application, as the officer in charge of the navigational watch:

- Select Number of Sailing

If the master has previously applied for a PEC in the navigational waters, please enter the PEC application number:

Declaration of Ship Compliance

In order to apply you need to confirm that the ship complies with the following criterias:

- The ship has an updated paper map of the navigational waters (1:30000)
- The MMSI is on the list (approved) (1:150)
- The ship’s navigational equipment is functioning correctly
- The ship’s main machinery and manoeuvring systems are functioning correctly

I confirm that the ship complies with all the criterias above

Registered Applications for Dispensation from Compulsory Pilotage

No applications registered
Figure 24: Pilotage dispensation application form

In order to register the application the user is asked to select or fill in the following:

Dispensation Reason: required drop down list containing five different reasons. If reason Other is selected, the user is asked to supply a comment.

Confirmation Statement: select between two radio buttons to state whether the user is either the responsible captain for this voyage, or acting on behalf of the responsible master as the master’s representative.

Use English Language in Correspondence: if this checkbox is ticked off all correspondence emails will be in English language.

Master’s email address: required text field to supply the master’s email address. This email address will be used for all case correspondence emails.

Send copy to email address: optional text field where the user can supply one or more email addresses to receive copy of all case correspondence emails.

Responsible Master: the user must select a responsible master from the table. If there are none, the user must register a new master with or without a PEC. If the master has a PEC, the user can supply his or her PEC number and click Add. If not, the user must manually enter the master’s first name, last name, and nationality before clicking Add.

Declaration of Master’s Relevant Navigational Experience: required drop down list with values ranging from 0 to More than 10.

PEC application number: optional text field. If the master has previously applied for a PEC in the navigational waters of the dispensation application, the PEC application number should be supplied. This can help the case worker, thus speeding up the processing of the application.

Declaration of Ship Compliance: the user must confirm that the ship complies with the criterias listed to register the application.

When the application has been registered it will show up in a table under the Registered Applications for Dispensation from Compulsory Pilotage section (Figure 25). The user may update or view registered applications by clicking the Update or the View button in the Actions column.
Figure 25: Pilotage dispensation screen after adding an application

2.2.18 Confirmation (completion of notification)

The screen shot in Figure 26 shows the final verification information.
Voyage Registration (New)

Ship

- Ship Name: SAINTE MARIE HENRY
- Call Sign: INEN999
- IMO No: 96112498
- Gross Tonnage: 738
- Length: 50
- Ship Type: Edible Oil Carrier
- Telephone: +47 2080334
- Fax: +47 44081449
- Email: leona59@gmail.com
- Mobile Phone: +47 76623265
- Indirim: +47 91999835

Confirmation Details:
- Send confirmation e-mail to: makedan@gmail.com
- Also send confirmation to: renos@tjog.net

Requirements for Voyage expiration
- Send e-mail reminder: 4 Hours • before ETA to: makedan05@gmail.com

Departures and Arrival Ports
- Departure Port: Trondheim (NOTA) • ETA: 22-08-2018 • 11:00
- Arrival Port: • • • ETA: 23-08-2018 • 11:00

Additional Information
- No. of Crew: 3
- No. of Passengers: 3
- Actual Length: 50
- Actual Height: 50
- Gross Tonnage: 738
- Gross Tonnage (estimated): 2800
- Length (estimated): 50

User Details
- User's name: Ole Olsen

Reception Information
- Contact Person: Ole Olsen
- Email: ole Olsen@gmail.com
- Contact Number: +47 80580454

Agent at Arrival Port
- Company Name: Edible Oil Carrier
- Company Address: PO Box 30, 7601 Trondheim
- Contact Person: Ole Olsen
- Email: ole Olsen@gmail.com
- Telephone: +47 80580454

Invoice Details
- Company Name: Edible Oil Carrier
- Company Address: PO Box 30, 7601 Trondheim
- Contact Person: Ole Olsen
- Email: ole Olsen@gmail.com
- Telephone: +47 80580454

Vessel Details
- Official Name: SAINTE MARIE HENRY
- Call Sign: INEN999
- IMO No: 96112498
- Gross Tonnage: 738
- Length: 50
- Height: 50
- Gross Tonnage (estimated): 2800
- Length (estimated): 50

Waste
- Waste Type: Oil Sludge
- Waste Code: 10
- Waste Amount: 50

PSC Inspection Information
- Inspected at berth: Yes
- Planned operations: Anchoring
- Planned work: Maintenance

Port of Call
- Name: Trondheim
- Country: Norway
- Code: TON

Voyage Details
- Voyage Type: Norwegian Coastal
- Vessel: SAINTE MARIE HENRY
- Port of Call: Trondheim
- Destination: Bergen
- Distance: 100 miles
- Time: 2 Days

Package Information
- Package Type: Oil Sludge
- Package Code: 10
- Weight: 50
- Measurement: 1000
- Condition: Motion Sensitive
- Category: Class I
- Quantity: 1

Package Details
- Certificate No: 12345
- License No: 67890
- Expiry Date: 01-01-2023

PSC Inspection Details
- Inspected at berth: Yes
- Planned operations: Anchoring
- Planned work: Maintenance

Port of Call
- Name: Trondheim
- Country: Norway
- Code: TON

Voyage Details
- Voyage Type: Norwegian Coastal
- Vessel: SAINTE MARIE HENRY
- Port of Call: Trondheim
- Destination: Bergen
- Distance: 100 miles
- Time: 2 Days
Figure 26: Confirmation

This screen is for verification. Please look through all the data given and verify that they are correct. If anything is wrong, then navigate to the respective step and correct it. All data given is kept in place as you go back or forward for corrections. When you are satisfied with the result, click the Save button.
After having clicked on the **Save** button and after the system registers the data successfully, you will still see the **Confirmation page** (Figure 27). Each of the entries in the pilotage
list will have obtained a pilotage number and a pilotage status. This is also true for Customs information that will be assigned a Customs Message ID.

If the voyage contains one or more pilotages, the address to your company is presented on the confirmation. This is the address where the pilotage invoice will be sent. You can change this address by clicking on the My Profile menu.
2.3 Voyages

From Voyages you can see the registered voyages.

![Voyages](image)

**Figure 28: Voyages**

The Deliveries column shows relevant deliveries for the respective voyages. Red icons indicate a lack of reported information, green icons indicate OK reporting, while grey icons indicate that this information is not required for this specific voyage. Icon description and help can be found via the link in the header.

From the Actions column you can pick one of the functions Update, Update with Excel, View, Change Time, New, or Cancel.

With Update you can update all data on an existing voyage.

With Update with Excel you can update all data on an existing voyage using the SafeSeaNet Norway Spreadsheet Template.

With View you can view data on an existing voyage.

With Change Time you can change the registered times for an existing voyage using the Change Time dialog box.
With **New** you can start registration on a new voyage. This link will start a voyage registration at the **Voyage** screen, with ship already selected.

With **Cancel** you can cancel a voyage. If the voyage has any pilotages, these pilotages must be cancelled prior to cancelling the voyage.

![User Interface Image]

**Figure 29: Change Times**

You can search among the list of voyages by opening the panel with search criteria. By default, only the voyages registered by users in your company will be present. To search amongst all voyages, select **Anyone** from the **Registered By** drop down list. To search among your registered voyages, select **Me**.

### 2.4 Pilotages

From **Pilotages** you can see the pilotages registered by users belonging to your company. Some of the pilotages in this list may belong to the same voyage, but this view does not show which pilotages are grouped together.

You can search among the list of pilotages by opening the panel with search criteria.
From the **Action** column you can pick one of the actions **View**, **Update**, **Change Time**, or **Cancel**. The options to **Update** and **Cancel** are only available for recent voyages. **Change Time** is not available for **PEC** pilotages.

With **Update** you can update the pilotage. For regular pilotages with status **REQUEST**, and **PEC** pilotages, the update will be accomplished right away. For pilotages without **PEC** and status **ACTUAL**, only **Pilotage From Time** can be edited. If the pilotage without **PEC** has status **ACTUAL**, there will be registered a pilotage change request first, which will result in an update after the pilotage change request is accepted by another system. If the pilotage without **PEC** has a **Pending Change Request**, the update of the pilotage will be denied.

With **Cancel** you can cancel the pilotage. If the pilotage is a **PEC** or if the pilotage is not a **PEC** with status **REQUEST**, the cancellation will be accomplished right away. If the pilotage is not a **PEC** with status **ACTUAL**, there will be registered a pilotage cancellation request first, which will result in a cancellation after the pilotage cancellation request is accepted by another system. If the pilotage to be cancelled is not a **PEC** with status **ACTUAL** and has a **Pending Change Request**, the cancellation of the pilotage will be denied.

With **View** you can view details for the registered pilotage with pilotage invoices if there exist any invoices for the pilotage.

### 2.5 Map

On the **Map** page, all current voyages for your company are shown. A mark will show the position of the ship. If the mark is pressed, the current voyage and position time is shown in a popup page. Press **View Voyage** to see the all information about the voyage. Hover over the symbols to show the pilot boarding name.
Figure 31: Map

2.6 Report Position

Choose a ship from My Ships or use Ship Search to find your ship. Press the Next button to go to the next page. Fill in Position, Position Time and Position Type. To ensure correct position report, click the map button and then mark your position in the map. The Position fields will then automatically be filled.
Press the Finish button to register the position.

The Regulation requires all vessels to report their position to Norwegian authorities when entering and leaving Norwegian Internal Waters (Baseline) and when passing specified geographical positions. Note that baseline reporting is always required, but vessels may omit to report when passing the specified geographical positions if the vessel have a functional Automatic Identification System (AIS).

Please make sure that you report in logical sequence (e.g. Baseline in, Port, Port, Port, and Baseline out).

2.7 Annual Fee

The Annual Fee page is used to order an invoice for one or more annual fees. The invoice will be sent by mail to the company address of the person logged in.

Start by selecting the ship:
Select Register Annual Fee to start ordering an invoice for the chosen ship:

Choose an annual fee and press Add to list. When all fees that you want to pay for are selected, press Create Invoice.

Check that the invoice receiver address is correct. To change the invoice receiver, press the Change Company link. Start typing another company name, and select from the list that appears.

The invoice has been created and will be sent by post, divided in quarters

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Rate</th>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Safety Fee</td>
<td>800</td>
<td>5,62</td>
<td>NOV/QT</td>
<td>4,496,00</td>
</tr>
<tr>
<td>of Offshore Area</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For Years 2018 - Quarter 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For Years 2018 - Quarter 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For Years 2018 - Quarter 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For Years 2018 - Quarter 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>17,984,00</td>
</tr>
</tbody>
</table>

Figure 36: Annual Fee, registration

Figure 37: Annual Fee, confirmation
The invoice will be sent to the company address if the invoice receiver has not been changed. The address can be changed by choosing the My Profile link on the menu.

2.8 Exemptions

On the Exemptions page you can view your granted reporting exemptions, or apply for a new reporting exemption.

![Image of the Exemptions page]

**Figure 38: My Reporting Exemptions**

Click the Create New Exemption link to apply for a new exemption.

You can edit an existing exemption by clicking the Edit icon in Actions column.

You can delete an existing exemption by clicking the Delete icon in Actions column.

![Image of the Create Or Edit Reporting Exemption page]

**Figure 39: Select Ship**

When you click the Create New Exemption link, you go to the Select Ship screen. You can select one of your registered ships from the My Ships drop down list or search for a ship by Ship Name, Call Sign or IMO No.

After you have selected your ship, click the Next button to go to the Create Exemptions screen.
Figure 40: Create Exemptions Screen

You must pick at least one Exemption Type. Mark the check box in front of the ones that applies to your reporting exemption.

You must add at least two Scheduled Service Locations. Enter the name of the location, and click Add Location for each location you wish to add. The locations you add will appear in a list below. If you wish to remove an added location, click the Delete link behind the location.
Figure 41: Service Locations Added

In the Validity Period section you must enter a valid from date and a valid to date. The valid from date can not be earlier than today’s date, and the valid to date can not be more than one year from today’s date.

In the Company section your associated company will be automatically selected for you. If you wish to enter a different company to contact about hazardous materials, you can use the search box to select a different company.

Use the Remark section for any additional information you wish to provide.

Click Add to add it to the Exemptions list. You can add more than one exemption.
When you are finished click Next to go to the Confirm and Submit screen.

**Figure 42: Exemption Added**

When you are finished click Next to go to the Confirm and Submit screen.
You will get a message confirming that your exemption has been successfully submitted.

2.9 Shared PECs

On the Shared PECs page one can view connections, make new connection requests and see pending and incoming requests.

The purpose of this page is to make it easier and more accessible to share PEC details. Once a connection with another party has been made, both parties can view PEC details.

A prerequisite to making a connection is that one of the parties must have a PEC. This is also applied when doing a search.

2.9.1 Connections

Approved connections are displayed in a table along with the certificate number, name of party and the company.

To view a connection’s certificate click the View link and to remove an existing connection click the Disconnect link in the Actions column.

If no PEC Number or Valid To information is shown, the person does not have a PEC.

2.9.2 My connection requests

Connection requests to other parties are listed in a table where it is also possible to cancel a pending request.

In order to connect to another party one must apply at least one search criteria – either first, last or company name. In the resulting table a connection request may be made by clicking on the connect link upon which a dialog will be shown where remarks and a correspondence e-mail address can be entered.
Pending requests are shown at the bottom where one also can cancel a request by clicking the appropriate link.

### 2.9.3 Incoming connection requests

Requests to connect with you are listed in the **Incoming connection requests** tab. To approve a request click the **Approve** link upon which a connection is created in the **Connections** tab. To reject a request click the **Reject** link upon which a dialog opens where **Remarks** are shown and buttons to either accept or cancel the operation.
3 My Account

3.1 My Profile

Figure 45: My Profile

On the My Profile page you can update your contact information.

If the Receive confirmation emails or the Receive Voyage Expiration Reminder Emails checkbox is ticked off, these options will be selected by default in the Confirmation screen when registering a voyage. You can still choose not to receive these emails by deselecting the respective option.

3.1.1 Connect Account To PEC

If you have a user account without access to the PEC Administration menu, but also have a PEC certificate registered in the SSN, you can connect your PEC to your current user account by clicking the link Connect To My Pilotage Exemption Certificate in My Profile.
When you click the link, you will be asked to enter your **PEC Number** and your **Date of Birth**. Click the **Search** button to search for your PEC. If your PEC is found you can click the **Connect to PEC** button to join your PEC with your agent account.

**Figure 46: Connect to PEC**

When you click the **Connect to PEC** button you will get a confirmation message.

**Figure 47: PEC Found**

When you click the **Connect to PEC** button you will get a confirmation message.
Favourite Ships Administration

The Favourite Ships Administration page lets you administer the ships shown in the dropdown box selecting a ship for a new voyage. You can add and remove ships from the list. When a notification is delivered for a ship, this ship is automatically added to the Favourite Ships list.

**Add new Ship**

<table>
<thead>
<tr>
<th>Flag</th>
<th>Ship Name</th>
<th>Call Sign</th>
<th>IMO No</th>
<th>Gross Tonnage</th>
<th>Length</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Anna B</td>
<td>LXLP</td>
<td>9339002</td>
<td>2411</td>
<td>66</td>
<td>Add to My Favourite Ships</td>
</tr>
<tr>
<td></td>
<td>Anna B</td>
<td>PCRU</td>
<td>9632002</td>
<td>357</td>
<td>32</td>
<td>Add to My Favourite Ships</td>
</tr>
<tr>
<td></td>
<td>ANNANISKA</td>
<td>DUAL2783</td>
<td>79035539</td>
<td>138</td>
<td>36,49</td>
<td>Add to My Favourite Ships</td>
</tr>
<tr>
<td></td>
<td>ANNAB 80</td>
<td>MFSSG</td>
<td>9365718</td>
<td>32983</td>
<td>105,99</td>
<td>Add to My Favourite Ships</td>
</tr>
</tbody>
</table>

**Favourite Ships**

<table>
<thead>
<tr>
<th>Flag</th>
<th>Ship Name</th>
<th>Call Sign</th>
<th>IMO No</th>
<th>Gross Tonnage</th>
<th>Length</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ormen Lange</td>
<td>ORMLNG</td>
<td>777776</td>
<td>800</td>
<td></td>
<td>Remove from My Favourite Ships</td>
</tr>
</tbody>
</table>

**Figure 48: PEC Connected**

**Figure 49: Favourite Ships Administration**
4 My Company

4.1 Contact Information

On the Contact Information Page you can update your company’s contact information.

The company address on this page is the address where pilotage invoices will be sent to.

You can chose to have your invoices sent in english rather than norwegian by selecting Use English Language on Invoice.

4.2 User Accounts

In the Company User Accounts tab you can administer users associated with your company.

You can view all user accounts or filter by newly created un-activated accounts.

You can see the users First Name, Last Name, Username, Blocked status, Active status and Verified status.

If their Blocked status is listed as Yes, it means that they have not verified their email address. They have to verify it by following the instructions that were sent to them in the email address verification email. The email address verification is open for one month after account creation. After one month, only Kystverket can control the Blocked status of a user account.
To associate a user with your company you can check the **Active** checkbox. Click **Save** or **Save All**. When the users have been activated, they will be able to log in to SafeSeaNet Norway with their username and password.

Clicking **Remove** will remove the user as someone associated with your company. The user account will still exist, and the user can select a new company if needed.
5 Glossary
This chapter contains definitions for words, abbreviations etc. used throughout the documentation.

AIS
Automatic Identification System

Domestic voyage
A voyage between two Norwegian locations

EMSA
European Maritime Safety Agency

ETA
Estimated Time of Arrival

ETD
Estimated Time of Departure

Inbound voyage
A voyage between a foreign (non-Norwegian) location and a Norwegian location

ISPS
The International Ship and Port Facility Security Code

ISSC
International Ship Security Certificate

LOCODE (or UN/LOCODE)
United Nations Code for Trade and Transport Locations

NIS
The Norwegian International Ship Register, see http://www.nis-nor.no/NIS.aspx

NIW
Norwegian Internal Waters

NOx
Nitrogen Oxides

Outbound voyage
A voyage between a Norwegian location and a foreign (non-Norwegian) location

PEC
Pilot Exemption Certificate

PSC
Port State Control

SOLAS
The International Convention for the Safety of Life at Sea

SSN
SafeSeaNet: centralised European platform established by EMSA for maritime data exchange, linking together maritime authorities from across Europe

Transit voyage
A voyage between two foreign locations