

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

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.

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Figure 1: My PEC Evalations

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.



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.

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	Cadet During the last five years have undergone the cadet PEC regime for the fairways or areas included in the certificate application, or At least 5 sailings
	In the previous 12 months completed at least five sailings each way in the fairways or areas included in the certificate application. The sailings have been conducted with the ship or ships for which the certificate application applies to, or with equivalent vessels. At least two sailings each way must have been made in the dark.
	☑ The candidate fulfills the requirements above
	« Previous Next »
	Dates are displayed in local time (CET).

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.

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	Postal Code/City: 7045 Trondheim Country: NORWAY
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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.

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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.





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

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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.

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	311296	-	EDDA FRAM	11-l-http://www.com/architecture/architect				5,8	Add to application
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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



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 Assessori 🗙 <u>Ny Account</u> 😈 <u>Sign Out</u> 🛞 <u>Help</u> Y 📴 <u>Documents</u> Version 5.0.5.0 <u>What's new?</u>
p. ty	SafeSeaNet
	Norway 🚝 Kystverket
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My PEC	Candidate 〉Qualification 〉Ship Operator 〉Exam Pilotage 〉Fairways 〉Ships 〉Documentation <mark>〉Evaluation</mark> 〉Invoice 〉Confirmation
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 My PEC Pilotages My PEC Evaluations 	Communication
? Help	The English language, sufficient to enable problem-free communication
My Account	Present and explain passage plan Communication evaluation.
	Regulation
	815
	Know what vessels are subject to mandatory pilotage or use of PECs when sailing Norwegian waters
	What are the regulations regarding test periods when using a PEC? What are the regulations regarding the Captains PEC coverage and that of his navigators' PECs?
	RulesParagraph16 evaluation.
	817
	When is the PEC not applicable for use with regard to the cargoes oil, chemicals and liquid gasses?
	RulesParagraph12 evaluation.
	Knowledge
	§13
	 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 Local currents and other elements relation to the safety of navigating and maneuvering including areas where squat may be experienced
	 Know the vessel with regard to equipmen, manouvering conditions, loading capacities/types Planning of coastal navigation Regulations in force for areas covered by the evam including VTS reporting and sailing directions for the areas
	6. Condition in the fairways relevant with regard to safety and environment
	Knowledge evaluation.
	Skills
	513 1. Demonstration of Coastal pavination methodology using knowledge about the fairway marking and lighthouses of the waters, the traffic conditions in the area
	 Demonstration of constant in a figure interfactor of your and when the generation of the material of the vessel Optical navigation Bode privation on corrective of the vessel
	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
	O Not recommended
	« Dravious Novt »
	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!	X My Account	O Sign Out	🕜 <u>Help</u> 🗡	Documents	Version 5.0.5.0	What's new?
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Figure 11: Invoice to company

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

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	Select	HAVØY KYSTFISKE A/S		98877	0795		6260 Skodje		
	Select	KYST1		99484	1297		5006 Bergen		
	Select	KYSTFRAKT A/S					9615 Hamme	erfest	
	Select	KYSTLINJEN AS					5816 Bergen		
	Select	KYSTTANK KGJS A/S					5147 Fyllings	dalen	
	Select	KYSTVAKTEN					8401 Sortlan	d	
	Select	KYSTVAKTENS KOMPETANSESENTER					5886 Bergen		
	Select	KYSTVERKET		87478	3242		6025 Ålesund	i	
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	Mark invoice wi	th:							
	Open Tips & Tric	<u>ks</u> Dates are di	splayed in local time (CET	г).			« Pr	evious	Next »

Figure 12: Search for company

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

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	SafeSeaNet
PEC Admin My PEC My Applications My Exams	Home > <u>PEC Admin</u> > Create New Evaluation Candidate Qualification Ship Operator Exam Pilotage Fairways Ships Documentation Evaluation Invoice Confirmation
My PEC Pilotages My PEC Evaluations Help My Account	Send invoices to: O Company © Candidate's Address
- Hy Account	Address Line 1:
	Postal Code/City: 7045 Trondheim Country: NORWAY
	Mark invoice with:
	Object 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

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Candidate						
First Name: Evalua	ation Last Name: Ca	ndidate Date of Birth: 01.03.	1975 Nationality: UNK	NOWN COUNTRY		
The PEC is curren	ntly pending application p	processing. No PEC details availab	le.			
Assessor						
First Name: Primus	s Last Name: Assess	sor Date of Birth: 01.03.1975	Nationality: UNKNOW	N COUNTRY		
Ship Operator						
Company Name: Organization No: Customer No:	ANOTHER SHIP OPERAT 454545454 1499944	OR TEST COMPANY LTD				
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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: <u>myfirstreceiver@email.com</u>, <u>mysecondreceiver@email.com</u>, ...

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