



*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

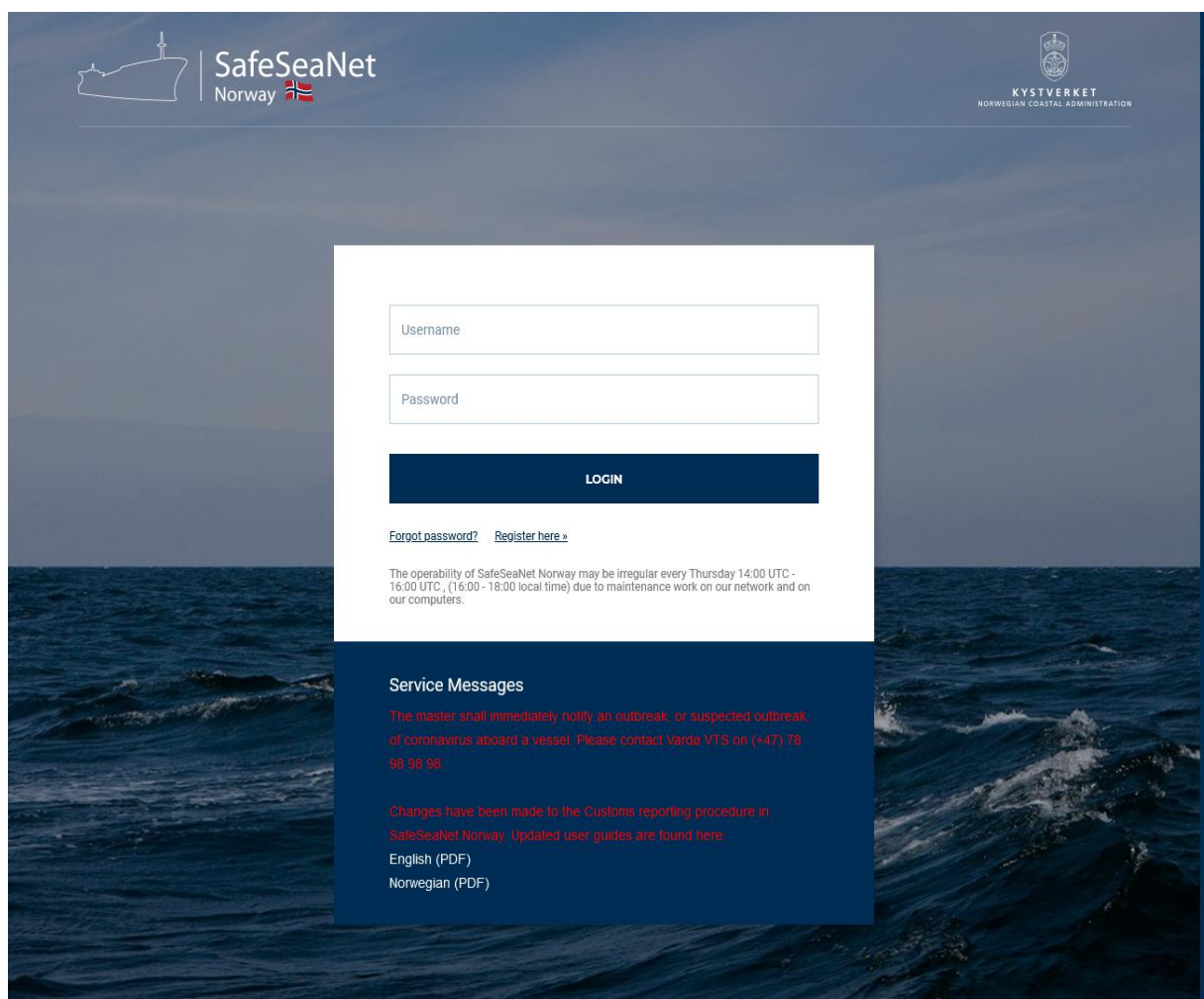
## 2 SafeSeaNet Norway Web Client

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



*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.

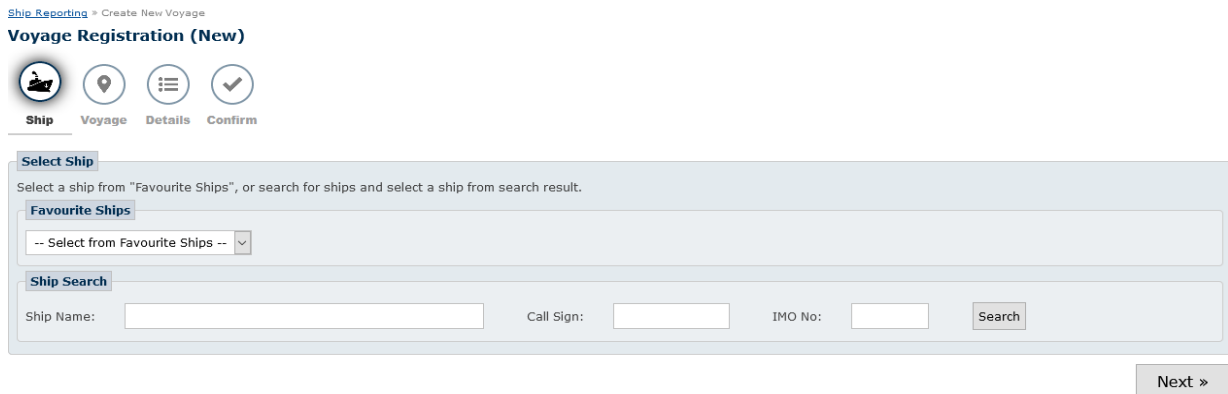


Figure 2: Ship search

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.

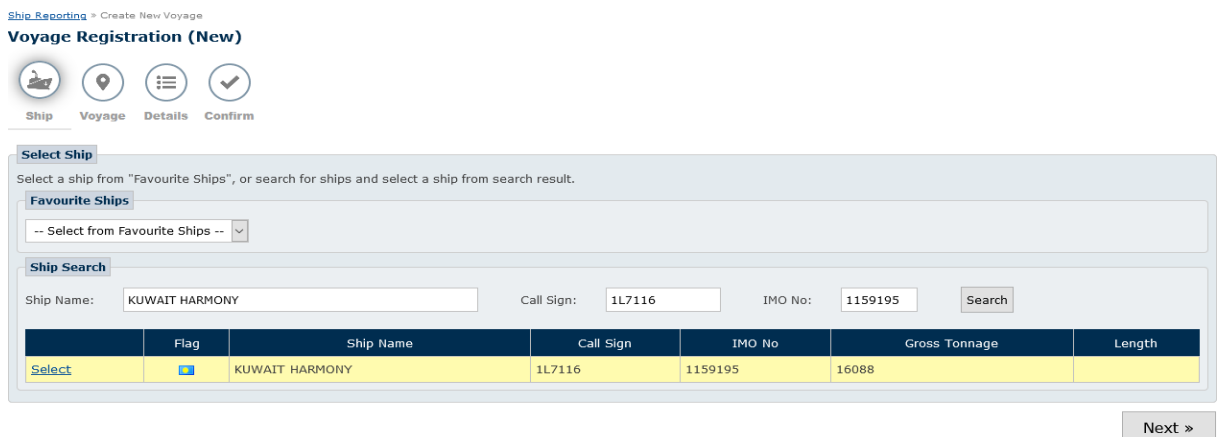


Figure 3: Ship search results

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:

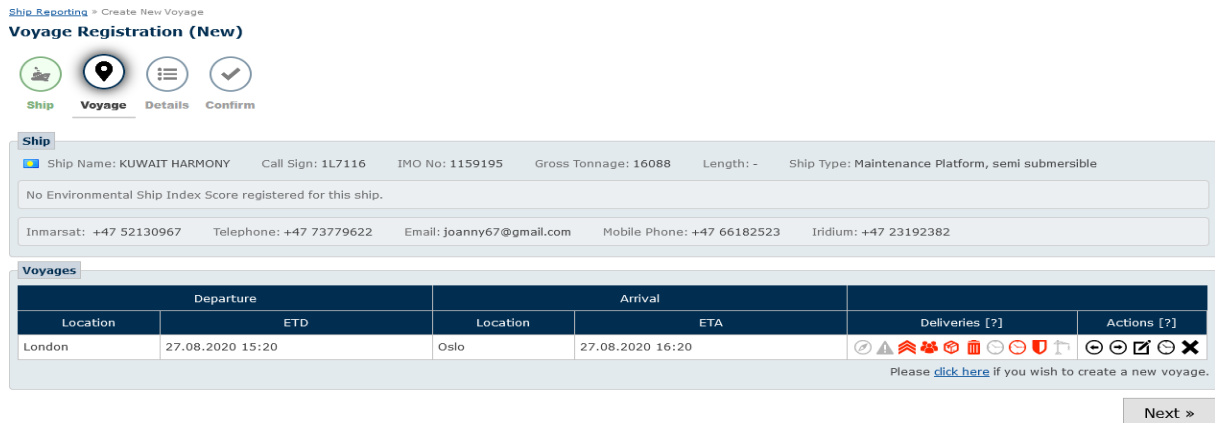


Figure 4: Voyages

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).

[Ship Reporting](#) > Create New Voyage

### Voyage Registration (New)

[Ship](#) [Voyage](#) [Details](#) [Confirm](#)

**Ship**


Ship Name: KUWAIT HARMONY Call Sign: 1L7116 IMO No: 1159195 Gross Tonnage: 16088 Length: - Ship Type: Maintenance Platform, semi submersible


No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 52130967 Telephone: +47 73779622 Email: joanny67@gmail.com Mobile Phone: +47 66182523 Iridium: +47 23192382 [Edit](#)

**Departure Port**


Enter port of departure by either using the text field or the map.


Location Code/Name:  


ETD:     Is Actual

**Arrival Port**

Enter port of arrival by either using the text field or the map.

Location Code/Name:  

ETA:     Is Actual

ETD:  

[Next »](#)

**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, and ETD for arrival.

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

[Ship Reporting](#) > [Create New Voyage](#)

### Voyage Registration (New)

**Ship**

Ship Name: KUWAIT HARMONY Call Sign: 1L7116 IMO No: 1159195 Gross Tonnage: 16088 Length: - Ship Type: Maintenance Platform, semi submersible

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 52130967 Telephone: +47 73779622 Email: joanny67@gmail.com Mobile Phone: +47 66182523 Iridium: +47 23192382 [Edit](#)

**Departure and Arrival Ports**

Departure Port: Trondheim (NOTRD) Departure ETD: 27.08.2020 15:20  
Arrival Port: Oslo (NOOSL) Arrival ETA: 27.08.2020 16:20 Arrival ETD: 27.08.2020 17:20

**Crew, Passengers, and Dimensions**

No. of Crew:  No. of Passengers:   
Actual Draught:  m Air Draught:  m

**Cargo on Board [?]**

Specify either Cargo gross weight OR Cargo gross gross weight.  
Cargo Gross Weight:  ton  
Cargo Gross Gross Weight:  ton

**Reporting for this voyage [?]**

*Note: Checkboxes with red text color indicates **mandatory** reporting for this voyage.*

Quay Request  
 Hazmat / Dangerous Goods  
 **Bunkers**  
 Crew List  
 Passenger List  
 Security  
 **Military**  
 This Voyage has Norwegian Master  
 **Waste**  
 NOx  
 Port State Control

**Voyage Purpose**

Use CTRL+click to select multiple purposes.

Anchoring  
Arrested  
Bunkering  
Crew change  
Cruising  
Discharging  
Diving  
For Orders

**Pilotage Registration**

Order Pilot  
 Register Use of Pilot Exemption Certificate

**Customs [?]**

**Report Cargo**  
 Report Ship's Stores  
 Report Crew Effects

**Security Information**

Does the ship have a valid ISSC?    
Security Level at which the ship is currently operating:

[« Previous](#) [Next »](#)

**Figure 6: 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 and Customs 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. Reporting options that are not initially selected may be added at a later stage, during an update of the voyage.

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 Military section), and consequently the Military step will not appear during the registration.



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.

[Ship Reporting](#) > [Create New Voyage](#)

**Voyage Registration (New)**

[Ship](#)
[Voyage](#)
[Details](#)
[Quay](#)
[Hazmat](#)
[Bunkers](#)
[Military](#)
[Waste](#)
[PSC](#)
[Pilotage](#)
[Confirm](#)

---

**Ship**

Ship Name: KUWAIT HARMONY
Call Sign: 1L7116
IMO No: 1159195
Gross Tonnage: 16088
Length: -
Ship Type: Maintenance Platform, semi submersible

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 52130967
Telephone: +47 73779622
Email: joanny67@gmail.com
Mobile Phone: +47 66182523
Iridium: +47 23192382
[Edit](#)

---

**Departure and Arrival Ports**

Departure Port: Trondheim (NOTRD)
Departure ETD: 27.08.2020 15:20  
Arrival Port: Oslo (NOOSL)
Arrival ETA: 27.08.2020 16:20
Arrival ETD: 27.08.2020 17:20

---

**Quay Request**

**Request Information**

Current Request Status: Request [\[?\]](#)

Quay Remark: N/A

Contact Details: [Show](#)

**Quay**

Let the port administrator (OSLO HAVN KF) decide which quay to use  
 Request specific quay

-- Select Quay -- [Show map](#)

**Agent in Arrival Port**

Company Name:

Contact Person:

E-mail:

Duty Phone (24h):

**Notifications**

Send quay request updates by e-mail to: [\[?\]](#)

Note: Supports comma separated e-mail addresses.

**Services**

(Optional) Specify required services and/or planned operations:

Bunkers
  Freshwater
  Ro-ro ramp  
 Cargo storage
  Mooring
  Shore power  
 Crane
  Other
  Tug boat  
 Deliver waste
  Repairs

Remark:

**Invoice Receiver**

Company Name:

Organization No.:

Mark Invoice With:

Address Line 1:

Address Line 2:

Postal Code/City:

Country:

**Remark**

Use this field to supply additional information regarding the quay request.

[« Previous](#)
[Next »](#)

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.

[Ship Reporting](#) > Create New Voyage

**Voyage Registration (New)**

Ship
  Voyage
  Details
  Quay
  Hazmat
  Bunkers
  Military
  Waste
  PSC
  Pilotage
  Confirm

**Ship**

Ship Name: KUWAIT HARMONY    Call Sign: 1L7116    IMO No: 1159195    Gross Tonnage: 16088    Length: -    Ship Type: Maintenance Platform, semi submersible  
 No Environmental Ship Index Score registered for this ship.  
 Inmarsat: +47 52130967    Telephone: +47 73779622    Email: joanny67@gmail.com    Mobile Phone: +47 66182523    Iridium: +47 23192382    [Edit](#)

**Departure and Arrival Ports**

Departure Port: Trondheim (NOTRD)    Departure ETD: 27.08.2020 15:20  
 Arrival Port: Oslo (NOOSL)    Arrival ETA: 27.08.2020 16:20    Arrival ETD: 27.08.2020 17:20

**Hazmat Information**

Classification:  IMDG  IMSBC  IGC  IBC  MARPOL ANNEX 1  
 Un No/Name:  [View hazmat substances](#)    Gross Weight:   
 Location Onboard:  [?]    Net Weight:   
 Trans Unit ID:   Placed in Container    Weight Unit:

**Hazmat**

No hazmat information added

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**: m<sup>3</sup> 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.

[Ship Reporting](#) > Create New Voyage

**Voyage Registration (New)**

[Ship](#)
[Voyage](#)
[Details](#)
[Quay](#)
[Hazmat](#)
[Bunkers](#)
[Military](#)
[Waste](#)
[PSC](#)
[Pilotage](#)
[Confirm](#)

**Ship**

Ship Name: KUWAIT HARMONY Call Sign: 1L7116 IMO No: 1159195 Gross Tonnage: 16088 Length: - Ship Type: Maintenance Platform, semi submersible

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 52130967 Telephone: +47 73779622 Email: joanny67@gmail.com Mobile Phone: +47 66182523 Iridium: +47 23192382 [Edit](#)

**Departure and Arrival Ports**

Departure Port: Trondheim (NOTRD) Departure ETD: 27.08.2020 15:20  
 Arrival Port: Oslo (NOOSL) Arrival ETA: 27.08.2020 16:20 Arrival ETD: 27.08.2020 17:20

**Bunkers Information**

Bunkers Type: -- Select bunkers type -- Quantity:  Unit: TON

Bunkers Type	Quantity	Unit	Actions
HFO (Heavy fuel oil)	1	TON	<a href="#">✕</a>

[« Previous](#) [Next »](#)

Figure 9: Bunkers

## 2.2.7 Customs

The customs notification consists of multiple parts: cargo, ship's stores, and crew effects, in addition to a complete crew list. All of these parts have their own respective checkbox for reporting 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.

[Ship Reporting](#) > [Create New Voyage](#)

**Voyage Registration (New)**

[Ship](#)
[Voyage](#)
[Details](#)
[Cargo](#)
[Ship Stores](#)
[Crew](#)
[Crew Effects](#)
[Pax](#)
[Security](#)
[Waste](#)
[NOx](#)
[Confirm](#)

**Ship**

 Ship Name: FRANCE HERITAGE    Call Sign: 9CP65T    IMO No: 6044450    Gross Tonnage: 57021    Length: -    Ship Type: Edible Oil Tanker

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 94452725    Telephone: +47 56867572    Email: kari.ryan@gmail.com    Mobile Phone: +47 79568623    Iridium: +47 22577979    [Edit](#)

**Departure and Arrival Ports**

Departure Port: London (GBLON)    Departure ETD: 27.08.2020 15:43  
 Arrival Port: Oslo (NOOSL)    Arrival ETA: 27.08.2020 16:43    Arrival ETD: 27.08.2020 17:43

**Cargo On Board Upon Departure: London (GBLON)**

Cargo On Board:

**Cargo Discharge in Arrival Port: Oslo (NOOSL)**

Discharge:

**Cargo handling agent(s)**

**Next Port of Call**

Locode/Name:

Search ...

ETA:

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.

[Ship Reporting](#) » Create New Voyage

### Voyage Registration (New)

[Ship](#)
[Voyage](#)
[Details](#)
[Cargo](#)
[Ship Stores](#)
[Crew](#)
[Crew Effects](#)
[Pax](#)
[Security](#)
[Waste](#)
[NOx](#)
[Confirm](#)

**Ship**

Ship Name: FRANCE HERITAGE    Call Sign: 9CP65T    IMO No: 6044450    Gross Tonnage: 57021    Length: -    Ship Type: Edible Oil Tanker

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 94452725    Telephone: +47 56867572    Email: kari.ryan@gmail.com    Mobile Phone: +47 79568623    Iridium: +47 22577979    [Edit](#)

**Departure and Arrival Ports**

Departure Port: London (GBLON)    Departure ETD: 27.08.2020 15:43  
 Arrival Port: Oslo (NOOSL)    Arrival ETA: 27.08.2020 16:43    Arrival ETD: 27.08.2020 17:43

**Ship's Stores Details**

Goods onboard the ship should be reported in accordance to customs regulation § 5-2 (link: [English \(PDF\)](#) / [Norwegian](#))

If not exempted from the obligation to report Ship's Stores Declaration, the Arrival Notification should in general include Ship's Stores on board the ship. (link: [English \(PDF\)](#) / [Norwegian](#))

Name of article	Unit	Quantity	QtyOut	QtyOut	QtyIn	NTotal
Spirits (>22 % alcohol per vol)	L	2,5201				
Fortified wine (>15 <22 % alcohol per vol)	L	7,9221				
Wine (>4,7 <15 % alcohol per vol)	L	7,4750				
Beer	L	9,3283				
Other alcohol (>2,5 <4,7 % alcohol per vol)	L	3,0694				
Cigarettes	PCS	194				
Other tobacco (eg. snuff, chewing tobacco, smoking tobacco, cigars, etc.)	KG	6,7822				
Meat , all kinds (canned, fresh, frozen, etc.)	KG	6,5475				
Other restricted articles - Specify:						
Assumenda natus praesentium occaecati sint dignissimos aliquid omnis.		294				
Other restricted articles - Specify:						
Explicabo nostrum odio eaque sapiente commodi sapiente et.		215				
Other restricted articles - Specify:						
Minima sit aut quasi quia suscipit quia sint.		491				
Other restricted articles - Specify:						
Pariatur hic vero autem ut et illum sed.		190				

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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.

### 2.2.7.3 Crew Effects

The purpose of this section is to declare if the crew has any goods on board the ship that should be reported in accordance with customs regulation § 5-2.

[Ship Reporting](#) » Create New Voyage

**Voyage Registration (New)**

[Ship](#)
[Voyage](#)
[Details](#)
[Cargo](#)
[Ship Stores](#)
[Crew](#)
[Crew Effects](#)
[Pax](#)
[Security](#)
[Waste](#)
[NOx](#)
[Confirm](#)

---

**Ship**

🇳🇴 Ship Name: FRANCE HERITAGE    Call Sign: 9CP65T    IMO No: 6044450    Gross Tonnage: 57021    Length: -    Ship Type: Edible Oil Tanker

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 94452725    Telephone: +47 56867572    Email: kari.ryan@gmail.com    Mobile Phone: +47 79568623    Iridium: +47 22577979    [Edit](#)

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**Departure and Arrival Ports**

Departure Port: London (GBLON)    Departure ETD: 27.08.2020 15:43  
 Arrival Port: Oslo (NOOSL)    Arrival ETA: 27.08.2020 16:43    Arrival ETD: 27.08.2020 17:43

---

**Crew's Effects Declaration**

Goods onboard the ship should be reported in accordance with customs regulation § 5-2 (link: [English/Norwegian](#))

If not exempted from the obligation to report Crew Effects Declaration, the Arrival Notification should in general include Crew Effects on board the ship.

File Name	Actions
crew_effects_upload_test.docx	<a href="#">View</a> <a href="#">Delete</a>

« Previous    Next »

Figure 12 Crew Effects

If Crew Effects was checked in the Voyage Details screen, documentations containing declaration of the crew's effects must be uploaded in the Crew's Effects section. PDF, DOC and XSL formats of the declaration are accepted. At least one document needs to be uploaded in order to continue registration.



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.

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**).

Ship Reporting > Create New Voyage

#### Voyage Registration (New)

[Ship](#)
[Voyage](#)
[Details](#)
[Cargo](#)
[Ship Stores](#)
[Crew](#)
[Crew Effects](#)
[Pax](#)
[Security](#)
[Waste](#)
[NOx](#)
[Confirm](#)

---

**Ship**

Ship Name: FRANCE HERITAGE
Call Sign: 9CP65T
IMO No: 6044450
Gross Tonnage: 57021
Length: -
Ship Type: Edible Oil Tanker

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 94452725
Telephone: +47 56867572
Email: kari.ryan@gmail.com
Mobile Phone: +47 79568623
Iridium: +47 22577979
[Edit](#)

---

**Departure and Arrival Ports**

Departure Port: London (GBLON)
Departure ETD: 27.08.2020 15:43
Arrival Port: Oslo (NOOSL)
Arrival ETA: 27.08.2020 16:43
Arrival ETD: 27.08.2020 17:43

Download empty Excel template: [SafeSeaNet Norway spreadsheet template](#)

---

**Import Passenger List from Microsoft Excel Document**

Pre-notification of crew and passenger list is described in the Norwegian Immigration Act, Section 4-24 (link [English/Norwegian](#))

Drop files here or click to select files

---

**Passenger List**

Family Name	Given Names	Country of Nationality	Date of Birth	Place of Birth	Gender	Passport No.	Visa No.		
Kilback	Sadie	INDONESIA	17.09.2019	Jeremieville	Unknown	WXI6EKIB	J6ATD0VG	Select	Delete

---

**Passenger Info**

Family Name:   
 Given Names:   
 Country of Nationality: -- Select a country --  
 Date of Birth:

Place of Birth:   
 Gender: Unknown  
 Passport No:   
 Visa:

Figure 14: 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.

[Ship Reporting](#) > Create New Voyage

**Voyage Registration (New)**



**Ship**

Ship Name: FRANCE HERITAGE
Call Sign: 9CP65T
IMO No: 6044450
Gross Tonnage: 57021
Length: -
Ship Type: Edible Oil Tanker

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 94452725
Telephone: +47 56867572
Email: kari.ryan@gmail.com
Mobile Phone: +47 79568623
Iridium: +47 22577979
[Edit](#)

**Departure and Arrival Ports**

Departure Port: London (GBLON)
Departure ETD: 27.08.2020 15:43  
Arrival Port: Oslo (NOOSL)
Arrival ETA: 27.08.2020 16:43
Arrival ETD: 27.08.2020 17:43

**Security/ISPS**

**Security Details**

Security Level at which the ship is currently operating: Security Level 1

This ship has a valid Ship Security Plan (SSP)  
 There are security-related matters to report:
 

Please provide details

**ISSC**

This ship has a valid International Ship Security Certificate (ISSC)

ISSC Expiry Date: 25.08.2021  Interim (valid for 6 months)

ISSC Issuer Type: Recognized Security Organization (RSO)

ISSC Issuer: Mert

Certificate No.:  (optional)

**Company Security Officer and 24 hour contact details**

Company	Name	Phone	E-mail	Action
Bahringer, Kuhlman and Murazik	Tammy Green	+47 93908225	veronica7@gmail.com	<a href="#">Select</a> <a href="#">Edit</a> <a href="#">Delete</a>

[Add new CSO >](#)

**Last 10 Port Calls**

At least the last 10 port calls should be listed. Please amend any missing port calls by using the form below.

Arrival Date:    
 Departure Date:    
 Port of Call:   
 Port Facility:   
 Ship Security Level: Security Level 1

Please describe any special or additional security measures, beyond those in the approved SSP

[Add Entry](#) [Clear](#)

No entries have been added yet

**Ship To Ship Activities**

Report ship-to-ship activities

« Previous
Next »

Figure 15: Security

## 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.

Ship Reporting » Create New Voyage  
**Voyage Registration (New)**

Ship
  Voyage
  Details
  Quay
  Hazmat
  Bunkers
  Military
  Waste
  PSC
  Pilotage
  Confirm

**Ship**

Ship Name: KUWAIT HARMONY    Call Sign: 1L7116    IMO No: 1159195    Gross Tonnage: 16088    Length: -    Ship Type: Maintenance Platform, semi submersible  
 No Environmental Ship Index Score registered for this ship.  
 Inmarsat: +47 52130967    Telephone: +47 73779622    Email: joanny67@gmail.com    Mobile Phone: +47 66182523    Iridium: +47 23192382    [Edit](#)

**Departure and Arrival Ports**

Departure Port: Trondheim (NOTRD)    Departure ETD: 27.08.2020 15:20  
 Arrival Port: Oslo (NOOSL)    Arrival ETA: 27.08.2020 16:20    Arrival ETD: 27.08.2020 17:20

**Military Sailing Plan [?]** Create new Sailing Plan

Entering Time	Entering Position	Leaving Time	Leaving Position	Other Voyages	Actions
26.08.2020 15:20	59° 3' N 5° 13' E	28.08.2020 17:20	58° 59' N 5° 27' E	None	<a href="#">Select</a> <a href="#">Edit</a> <a href="#">Delete</a>

**Other**

**Master**

Given Name:   
 Family Name:   
 Country of Nationality:

**Point of Contact**

Use Company     Use Person  
**Company**  
 Company Name:    
 Company Name: O'Reilly Group0  
 Organization No: 287620587  
 Customer No: 305290  
 Postal Code/City: 7045 Trondheim  
 Country: NORWAY

Figure 16: Military

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 (📍 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@coass.mil.no](mailto:csc@coass.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.

[Ship Reporting](#) > [Create New Voyage](#)

**Voyage Registration (New)**

[Ship](#)
[Voyage](#)
[Details](#)
[Cargo](#)
[Ship Stores](#)
[Crew](#)
[Crew Effects](#)
[Pax](#)
[Security](#)
[Waste](#)
[NOx](#)
[Confirm](#)

**Ship**

Ship Name: FRANCE HERITAGE    Call Sign: 9CP65T    IMO No: 6044450    Gross Tonnage: 57021    Length: -    Ship Type: Edible Oil Tanker  
 No Environmental Ship Index Score registered for this ship.  
 Inmarsat: +47 94452725    Telephone: +47 56867572    Email: kari.ryan@gmail.com    Mobile Phone: +47 79568623    Iridium: +47 22577979    [Edit](#)

**Departure and Arrival Ports**

Departure Port: London (GBLON)    Departure ETD: 27.08.2020 15:43  
 Arrival Port: Oslo (NOOSL)    Arrival ETA: 27.08.2020 16:43    Arrival ETD: 27.08.2020 17:43

**Waste**

**Note:** The type and amount of waste and cargo residuals that is to be delivered and/or retained on board, in addition to the maximal storage capacity, must be reported for every voyage.

**Waste Status**

How much waste is to be delivered at arrival:

**Last Waste Delivery**

Port of Last Delivery:     Date of Last Delivery:

**Waste Disposal Information**

**Waste Type and Next Delivery**

Waste Type:   
 Port of Delivery of Remaining Waste:

**Amounts**

Amount to Deliver:   
 Max Storage Capacity:   
 Retained Amount:   
 Estimated Generated Amount:   
 Unit:

No waste entries added.

Figure 17: Waste

## 2.2.12 NO<sub>x</sub>

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<sub>x</sub> (nitrogen oxides), due to *Regulation on Excise Duties sections 3-19-1 and 3-19-2*. The regulation can be found at:

<https://www.skatteetaten.no/en/business-and-organisation/vat-and-duties/excise-duties/about-the-excise-duties/nox/>

Ship Reporting > Create New Voyage

**Voyage Registration (New)**

Ship Voyage Details Cargo Ship Stores Crew Crew Effects Pax Security Waste NO<sub>x</sub> Confirm

**Ship**

Ship Name: FRANCE HERITAGE Call Sign: 9CP65T IMO No: 6044450 Gross Tonnage: 57021 Length: - Ship Type: Edible Oil Tanker

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 94452725 Telephone: +47 56867572 Email: kari.ryan@gmail.com Mobile Phone: +47 79568623 Iridium: +47 22577979 [Edit](#)

**Departure and Arrival Ports**

Departure Port: London (GBLON) Departure ETD: 27.08.2020 15:43  
 Arrival Port: Oslo (NOOSL) Arrival ETA: 27.08.2020 16:43 Arrival ETD: 27.08.2020 17:43

**Excise duty on emissions of NO<sub>x</sub>**

Fill in the information below if the vessel is encompassed by the obligation to pay the excise duty pursuant to Regulation on Excise Duties sections § 3-19-1 and § 3-19-2 (link: [Norwegian](#))

Representative's Enterprise Organization Number:

Vessel owner's Certificate of Compliance (Issued by the Næringslivets NO<sub>x</sub>-fond) Number (link: [Norwegian](#)):

[« Previous](#) [Next »](#)

Figure 18: NO<sub>x</sub>

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 19).

[Ship Reporting](#) > Create New Voyage

### Voyage Registration (New)



**Ship**

Ship Name: KUWAIT HARMONY Call Sign: 1L7116 IMO No: 1159195 Gross Tonnage: 16088 Length: - Ship Type: Maintenance Platform, semi submersible

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 52130967 Telephone: +47 73779622 Email: joanny67@gmail.com Mobile Phone: +47 66182523 Iridium: +47 23192382 [Edit](#)

**Departure and Arrival Ports**

Departure Port: Trondheim (NOTRD) Departure ETD: 27.08.2020 15:20  
Arrival Port: Oslo (NOOSL) Arrival ETA: 27.08.2020 16:20 Arrival ETD: 27.08.2020 17:20

**PSC Inspection Information**

Expected to berth:  Yes  No

Planned operations:

Planned works:

**Tankers only**

Ship configuration:

Nature and volume of cargo:

Conditions of cargo and ballast tanks:

[« Previous](#) [Next »](#)

**Figure 19: 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.

[Ship Reporting](#) > Create New Voyage

### Voyage Registration (New)

[Ship](#) [Voyage](#) [Details](#) [Quay](#) [Hazmat](#) [Bunkers](#) [Military](#) [Waste](#) [PSC](#) [Pilotage](#) [Confirm](#)

**Ship**

Ship Name: KUWAIT HARMONY Call Sign: 1L7116 IMO No: 1159195 Gross Tonnage: 16088 Length: - Ship Type: Maintenance Platform, semi submersible

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 52130967 Telephone: +47 73779622 Email: joanny67@gmail.com Mobile Phone: +47 66182523 Iridium: +47 23192382 [Edit](#)

**Departure and Arrival Ports**

Departure Port: Trondheim (NOTRD) Departure ETD: 27.08.2020 15:20  
 Arrival Port: Oslo (NOOSL) Arrival ETA: 27.08.2020 16:20 Arrival ETD: 27.08.2020 17:20

**Pilotage Information**

Order Pilot  Register PEC exam candidate [?]  Apply for Dispensation from Compulsory Pilotage [?]  
 Register Use of Pilot Exemption Certificate

**From** Location Code/Name: Trondheim (NOTRD) **To** Location Code/Name: oslo (NOOSL)

**Invoice Receiver** Company Name:  Search  

Company Name: O'Reilly Group0  
 Organization No: 287620587  
 Customer No: 305290  
 Postal Code/City: 7045 Trondheim  
 Country: NORWAY

**Remarks**  Use English Language on Invoice  
 Mark Invoice With:

[Add entry](#) [Clear](#)

**Pilotages**

No pilotages added to this voyage

[« Previous](#) [Next »](#)

Figure 20: Order pilot

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.

Ship Reporting > Create New Voyage

**Voyage Registration (New)**

Ship
  Voyage
  Details
  Quay
  Hazmat
  Bunkers
  Military
  Waste
  PSC
  Pilotage
  Confirm

**Ship**

Ship Name: KUWAIT HARMONY    Call Sign: 1L7116    IMO No: 1159195    Gross Tonnage: 16088    Length: -    Ship Type: Maintenance Platform, semi submersible  
 No Environmental Ship Index Score registered for this ship.  
 Inmarsat: +47 52130967    Telephone: +47 73779622    Email: joanny67@gmail.com    Mobile Phone: +47 66182523    Iridium: +47 23192382    [Edit](#)

**Departure and Arrival Ports**

Departure Port: Trondheim (NOTRD)    Departure ETD: 27.08.2020 15:20  
 Arrival Port: Oslo (NOOSL)    Arrival ETA: 27.08.2020 16:20    Arrival ETD: 27.08.2020 17:20

**Pilotage Information**

Order Pilot     Register PEC exam candidate [?]

Register Use of Pilot Exemption Certificate     Apply for Dispensation from Compulsory Pilotage [?]

**From**    Location Code/Name: Trondheim (NOTRD)

**To**    Location Code/Name: Oslo (NOOSL)

**Invoice Receiver**    Company Name:    

Company Name: O'Reilly Group0  
 Organization No: 287620587  
 Customer No: 305290  
 Postal Code/City: 7045 Trondheim  
 Country: NORWAY

**Remarks**     Use English Language on Invoice  
 Mark Invoice With:

**Pilotages**

No pilotages added to this voyage

Figure 21: 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 22) where you have to connect each of these pilotages with one or more certificates.

[Ship Reporting](#) > [Create New Voyage](#)

**Voyage Registration (New)**

[Ship](#)
[Voyage](#)
[Details](#)
[Quay](#)
[Hazmat](#)
[Bunkers](#)
[Military](#)
[Waste](#)
[PSC](#)
[Pilotage](#)
[PEC](#)
[Confirm](#)

**Ship**

Ship Name: KUWAIT HARMONY Call Sign: 1L7116 IMO No: 1159195 Gross Tonnage: 16088 Length: - Ship Type: Maintenance Platform, semi submersible

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 52130967 Telephone: +47 73779622 Email: joanny67@gmail.com Mobile Phone: +47 66182523 Iridium: +47 23192382 [Edit](#)

**Departure and Arrival Ports**

Departure Port: Trondheim (NOTRD) Departure ETD: 27.08.2020 15:20  
 Arrival Port: Oslo (NOOSL) Arrival ETA: 27.08.2020 16:20 Arrival ETD: 27.08.2020 17:20

**Pilotage Exemption Certificates**

Pilotage Distance:

Pilotage Exemption Certificate Type:

Pilotage Exemption Certificate:   Master [Add entry](#)

**Certificates**

No pilotage exemption certificates added

[« Previous](#) [Next »](#)

Figure 22: 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.

[Ship Reporting](#) > Create New Voyage

### Voyage Registration (New)

Ship
Voyage
Details
Pilotage
**PEC Exam**
Confirm

---

**Ship**

🇫🇮 Ship Name: TUVALU DREAM    Call Sign: 12CFD8    IMO No: 1121435    Gross Tonnage: 21261    Length: -    Ship Type: FPSO, Oil

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 37865460    Telephone: +47 52314612    Email: lindsay88@yahoo.com    Mobile Phone: +47 24399864    Iridium: +47 82047628    [Edit](#)

---

**Departure and Arrival Ports**

Departure Port: Trondheim (NOTRD)    Departure ETD: 27.08.2020 15:24  
 Arrival Port: Oslo (NOOSL)    Arrival ETA: 27.08.2020 16:24    Arrival ETD: 27.08.2020 17:24

---

**PEC Exam**

Pilotage Distance:

PEC Exam:

Send invoices to:  Company     Examinee

---

**Search**

The pilotage invoice receiver is the default exam invoice receiver. Change exam invoice receiver by searching and selecting another company.

Company Name:

---

**Invoice Receiver Address**

Company Name: Swanlawski, Pfeffer and Hilpert  
 Organization No: 263885098  
 Customer No: 597759  
 Address Line 1: Nygårdgata 5  
 Address Line 2: Oppgang B  
 Postal Code/City: 7054 Ranheim  
 Country: NORWAY

Mark invoice with:

Use English language on invoices

---

**Registered PEC Exams**

From - To	PEC Exam	Examinee	Exam start time	Expires	Status	Actions
Trondheim (Quay 1) - Oslo (Quay 1)	vero	Shaun Howe	27.08.2020 15:24	25.09.2020	REQUEST	<a href="#">Edit</a> <a href="#">Delete</a>







Figure 23: 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 24).

Ship Reporting > Update Voyage  
**Voyage Registration (Update)**

Ship

 Ship Name: POLAND IBIS    Call Sign: 87A48W    IMO No: 1633933    Gross Tonnage: 3000    Length: -    Ship Type: Production Platform, jack up

No Environmental Ship Index Score registered for this ship.


Inmarsat: +47 90717152    Telephone: +47 66151464    Email: eda.bergstrom72@gmail.com    Mobile Phone: +47 90861426    Iridium: +47 76189695    [Edit](#)

**Departure and Arrival Ports**

Departure Port: Trondheim (NOTRD)    Departure ETD: 27.08.2020 15:22  
 Arrival Port: Oslo (NOOSL)    Arrival ETA: 27.08.2020 16:22    Arrival ETD: 27.08.2020 17:22

**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.

Pilotage No.	Pilotage Status	From - To	From Time	Actions
2715156	ACTUAL	Trondheim (Random Quay) - Oslo (Random Quay)	27.08.2020 15:22	

**Registered Applications for Dispensation from Compulsory Pilotage**

No applications registered

[« Previous](#)    [Next »](#)

Figure 24: 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 25).

# User Guide for SafeSeaNet Norway Web Client

[Ship Reporting](#) » Update Voyage

## Voyage Registration (Update)



### Ship

Ship Name: POLAND IBIS Call Sign: 87A48W IMO No: 1633933 Gross Tonnage: 3000 Length: - Ship Type: Production Platform, jack up

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 90717152 Telephone: +47 66151464 Email: eda.bergstrom72@gmail.com Mobile Phone: +47 90861426 Iridium: +47 76189695 [Edit](#)

### Departure and Arrival Ports

Departure Port: Trondheim (NOTRD) Departure ETD: 27.08.2020 15:22  
Arrival Port: Oslo (NOOSL) Arrival ETA: 27.08.2020 16:22 Arrival ETD: 27.08.2020 17:22

### 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.

Pilotage No.	Pilotage Status	From - To	From Time	Actions
2715156	ACTUAL	Trondheim (Random Quay) - Oslo (Random Quay)	27.08.2020 15:22	

### Application for Dispensation from Compulsory Pilotage

#### Pilotage Details

Pilotage No.: 2715156  
Pilotage Status: ACTUAL

**Pilotage From**  
Location Code/Name: Trondheim  
Quay Info: Random Quay  
Time: 27.08.2020 15:22

**Pilotage To**  
Location Code/Name: Oslo  
Quay Info: Random Quay

- Helicopter
- Towing Pilotage
- Military Command
- Confirmed
- Use English Language on Invoice

#### Dispensation 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:

Supports several comma separated e-mail addresses.

#### Responsible Master

Select the responsible master for this application

[Hide Master Registration Form](#)

##### Register New Master on POLAND IBIS

Find master by PEC Number

PEC Number:

First Name:

Last Name:

Nationality: -- Select a country --

##### Registered Active Masters on POLAND IBIS

No masters registered

#### Declaration of Master's Relevant Navigational 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 Sailings --

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 (1:50000)
- The ship has an IMO type-approved ECDIS
- The ship's navigational equipment is functioning correctly
- The ship's main machinery and maneuvering 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

[« Previous](#) [Next »](#)

*Figure 25: 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 26). The user may update or view registered applications by clicking the `Update` or the `View` button in the `Actions` column.

[Ship Reporting](#) > Update Voyage

**Voyage Registration (Update)**



**Ship**

Ship Name: POLAND IBIS    Call Sign: 87A48W    IMO No: 1633933    Gross Tonnage: 3000    Length: -    Ship Type: Production Platform, jack up

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 90717152    Telephone: +47 66151464    Email: eda.bergstrom72@gmail.com    Mobile Phone: +47 90861426    Iridium: +47 76189695    [Edit](#)

**Departure and Arrival Ports**

Departure Port: Trondheim (NOTRD)    Departure ETD: 27.08.2020 15:22  
Arrival Port: Oslo (NOOSL)    Arrival ETA: 27.08.2020 16:22    Arrival ETD: 27.08.2020 17:22

**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.

No unfinished applications found

**Registered Applications for Dispensation from Compulsory Pilotage**

Application No.	Application Status	Pilotage No.	Pilotage Status	From - To	From Time	Master	Actions
	Applied	2715156	ACTUAL	Trondheim (Random Quay) - Oslo (Random Quay)	27.08.2020 15:22	Javonte Johnston	

[« Previous](#)    [Next »](#)

Figure 26: Pilotage dispensation screen after adding an application

## 2.2.18 Confirmation (completion of notification)

The screen shot in Figure 27 shows the final verification information.

# User Guide for SafeSeaNet Norway Web Client

Bible Reporting > Create New Voyage

## Voyage Registration (New)



**Ship**

Ship Name: KUWAIT HARMONY Call Sign: 1L7116 IMO No: 1159195 Gross Tonnage: 16088 Length: - Ship Type: Maintenance Platform, semi submersible

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 52130967 Telephone: +47 73779622 Email: joanny67@gmail.com Mobile Phone: +47 66182523 Iridium: +47 23192382 [Edit](#)

**Confirmation Emails**

Send confirmation e-mail to:  Supports several comma-separated e-mail addresses

Also send confirmation to ship:  Supports several comma-separated e-mail addresses

**Reminders for voyage expiration**

Send e-mail reminder  before ETA to:  Supports several comma-separated e-mail addresses

**Departure and Arrival Ports**

Departure Port: Trondheim (NOTRD) Departure ETD: 27.08.2020 15:20

Arrival Port: Oslo (NOOSL) Arrival ETA: 27.08.2020 16:20 Arrival ETD: 27.08.2020 17:20

**Additional Information**

No. of Crew: 1 No. of Passengers: 1

Actual Draught: 2 m Actual Height: 2 m

Gross Gross Weight: 2000 ton Gross Weight: 2000 ton

Voyage Purpose: Anchoring

**Quay Request**

The request will be handled OSLO HAVN KF.

<b>Request Information</b>	<b>Agent in Arrival Port</b>	<b>Invoice Receiver</b>
Requested Quay: None	Company Name: O'Reilly Group0	Company Name: O'Reilly Group0
Request Status: Request	Contact Person: Mercedes Bednar	Organization No.: 287620587
Remark: N/A	E-mail: destini.rippin@hotmail.com	Mark Invoice With: Minus vel tempore nostrum.
	Duty Phone (24h): +47 90999999	Postal Code/City: 7045 Trondheim
		Country: NORWAY

**Hazmat**

Classification	Un No	Name	Gross Weight	Net Weight	Location Onboard	TransUnitID
IMDG	1400	BARIUM	500 KG	400 KG	0340210	

**Bunkers**

Bunkers Type	Quantity	Unit
HFO (Heavy fuel oil)	1	TON

**Customs**

Customs Information not delivered.

- Mandatory Cargo not delivered
- Ship's Stores not delivered
- Crew Effects lists not delivered

**Crew and Passengers**

Crew and passenger information is only collected for inbound voyages, outbound voyages, and domestic voyages for ships with valid ISSC.

**Security**

Security/ISPS information is only collected for inbound voyages, and domestic voyages for ships with valid ISSC.

**Military**

<b>Details:</b>	<b>Point of Contact</b>
Arrival NIW: 59° 3' N - 5° 13' E ETA: 26.08.2020 15:20	Company Name: O'Reilly Group0
Departure NIW: 58° 59' N - 5° 27' E ETD: 28.08.2020 17:20	Organization No: 287620587
Master: Courtney O'Kon Country of Nationality: BANGLADESH	Customer No: 305290
	Postal Code/City: 7045 Trondheim
	Country: NORWAY

**Waste**

**Waste Status**

Waste to be delivered at arrival: All

**Last Waste Delivery**

Port of last delivery: Oslo (NOOSL) Date of last delivery: 20.08.2020

**Waste Disposal Information**

Waste Type	Additional Description	Amount To Deliver	Max Storage Capacity	Retained Amount	Estimated Generated Amount	Unit	Port of Delivery of Remaining Waste
Waste oils - Oily bilge water (1200)		10	50	0	5	M3	

**NOx Information**

The Representative's Enterprise Organization Number:

The vessel owner's Certificate of Compliance (issued by the Næringslivet's NOx-fond) Number:

**PSC Inspection Information**

Expected to berth:

Planned operations:

Planned works:

**Tankers only**

Ship configuration:

Nature and volume of cargo:

Conditions of cargo and ballast tanks:

**Pilotage Information**

No	From - To	From Time	Pilotage Status	Invoice company	PEC	PEC Exam	Dispensation
	Trondheim - Oslo			O'Reilly Group0	X		<a href="#">View</a>

**Pilotage Exemption Certificates**

Certificate no	Master	Cadet Certificate	Pilotage Distance
85295	X		Trondheim-Oslo

[« Previous](#) [Save](#)



Figure 27: 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.

### 2.2.18.1 Declaration of flu infection or Corona/COVID-19 related symptoms

It is the master's responsibility to report any flu or Corona/COVID-19 related symptoms to The Norwegian Coastal Administration as soon as possible. This is done in the Confirmation screen, prior to saving the voyage registration.

**Declaration of Flu Infection or Corona/COVID-19 Related Symptoms**

For all voyages in Norwegian waters the Master is required to notify the authorities of any person aboard the vessel with symptoms of flu or any other symptoms that can be related to COVID-19.

For alle seilaser i norske farvann er skipsfører pålagt å varsle om at det finnes personer om bord på fartøyet med influensasmitte, eller andre symptomer som kan indikere COVID-19.

As Master, or on the Master's behalf, I confirm that:

- there are no persons aboard the vessel with symptoms of flu or any other symptoms that can be related to COVID-19.  
Som skipsfører, eller på skipsførers vegne, bekrefter jeg at det ikke er personer om bord på fartøyet med influensasmitte, eller andre symptomer som kan indikere COVID-19.
- there are persons aboard the vessel with symptoms of flu or other symptoms that can be related to COVID-19 and I will immediately notify Vardø VTS on (+47) 78 98 98 98.  
Det finnes personer om bord på fartøyet med influensasmitte, eller andre symptomer som kan indikere COVID-19 og jeg vil umiddelbart varsle Vardø Sjøtrafikkentral på tlf (+47) 78 98 98 98.

### 2.2.18.2 Declaration of crew change last 10 days

The Norwegian Coastal Administration requires information regarding crew change during the last 10 days for all voyages with regular pilotage requests. The data is collected to be able to take the correct precautions to reduce any risk of infection.

**Declaration of crew change last 10 days**

For all voyages with active pilotages, requiring pilots from the Norwegian Coastal Administration, it is required to report any crew change last 10 days.

For alle seilaser med aktiv losbestilling er skipsfører pålagt å varsle om det har vært mannskapsbytte de siste 10 dager.

Has there been any crew change within the last 10 days?  
Har det vært gjennomført mannskapsbytter ombord i løpet av de siste 10 dager?

- No / Nei
- Yes / Ja

This reporting is done in the Confirmation screen, prior to saving the voyage registration.

# User Guide for SafeSeaNet Norway Web Client

[Bible Reporting](#) > [View Voyage](#)

## Voyage Details [Export Voyage to Excel](#)

Voyage successfully created

Previous voyage not found | [Update Voyage](#) | [New Voyage](#) | [Continue Voyage](#) | Next voyage not found

**Ship**

Ship Name: KUWAIT HARMONY | Call Sign: 1L7116 | IMO No: 1159195 | Gross Tonnage: 16088 | Length: - | Ship Type: Maintenance Platform, semi submersible

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 52130967 | Telephone: +47 73779622 | Email: joanny67@gmail.com | Mobile Phone: +47 66182523 | Iridium: +47 23192382

**Reminders for voyage expiration**

No reminders

**Departure and Arrival Ports**

Departure Port: Trondheim (NOTRD) | Departure ETD: 27.08.2020 15:20  
 Arrival Port: Oslo (NOOSL) | Arrival ETA: 27.08.2020 16:20 | Arrival ETD: 27.08.2020 17:20

**Additional Information**

No. of Crew: 1 | No. of Passengers: 1  
 Actual Draught: 2 m | Actual Height: 2 m  
 Gross Gross Weight: 2000 ton | Gross Weight: 2000 ton  
 Voyage Purpose: Anchoring

**Quay Request**

The request will be handled OSLO HAVN KF.

**Request Information**

Requested Quay: None  
 Request Status: Request  
 Remark: N/A

**Agent in Arrival Port**

Company Name: O'Reilly Group0  
 Contact Person: Mercedes Bednar  
 E-mail: destini.rippin@hotmail.com  
 Duty Phone (24h): +47 99999999

**Invoice Receiver**

Company Name: O'Reilly Group0  
 Organization No.: 287620587  
 Mark Invoice With: Minus vel tempore nostrum.  
 Postal Code/City: 7045 Trondheim  
 Country: NORWAY

**Hazmat**

Classification	Un No	Name	Gross Weight	Net Weight	Location Onboard	TransUnitID
IMDG	1400	BARLIUM	500 KG	400 KG	0340210	

**Bunkers**

Bunkers Type	Quantity	Unit
HFO (Heavy fuel oil)	1	TON

**Customs**

Customs Information not delivered.  
 - Mandatory Cargo not delivered  
 - Ship's Stores not delivered  
 - Crew Effects lists not delivered

**Crew and Passengers**

Crew and passenger information is only collected for inbound voyages, outbound voyages, and domestic voyages for ships with valid ISSC

**Security**

Security/ISPS information is only collected for inbound voyages, and domestic voyages for ships with valid ISSC.

**Military**

**Details**

Arrival NIW: 59° 3' N - 5° 13' E | ETA: 26.08.2020 15:20  
 Departure NIW: 58° 59' N - 5° 27' E | ETD: 28.08.2020 17:20  
 Master: Courtney O'Kon | Country of Nationality: BANGLADESH

**Point of Contact**

Company Name: O'Reilly Group0  
 Organization No: 287620587  
 Customer No: 305290  
 Postal Code/City: 7045 Trondheim  
 Country: NORWAY

**Waste**

**Waste Status**

Waste to be delivered at arrival: All

**Last Waste Delivery**

Port of last delivery: Oslo (NOOSL) Date of last delivery: 20.08.2020

**Waste Disposal Information**

Waste Type	Additional Description	Amount To Deliver	Max Storage Capacity	Retained Amount	Estimated Generated Amount	Unit	Port of Delivery of Remaining Waste
Waste oils - Oily bilge water (1200)		10	50	0	5	M3	

**NOx Information**

The Representative's Enterprise Organization Number:  
 The vessel owner's Certificate of Compliance (issued by the Næringslivet's NOx-fond) Number:

**PSC Inspection Information**

Expected to berth:  Yes  No

Planned operations: Anchoring

Planned works:

**Tankers only**

Ship configuration: SHT

Nature and volume of cargo:  
 Conditions of cargo and ballast tanks:

**Pilotage Information**

No	From - To	From Time	Pilotage Status	Invoice company	PEC	PEC Exam	Dispensation
2715155	Trondheim - Oslo		ACTUAL	O'Reilly Group0	X		<a href="#">View</a>

**Pilotage Exemption Certificates**

Certificate no	Master	Cadet Certificate	Pilotage Distance
85295	X		Trondheim-Oslo

Figure 28: Voyage saved successfully

After having clicked on the Save button and after the system registers the data successfully, you will still see the Confirmation page (Figure 28). 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.

[Ship Reporting](#) > Show all voyages

### Voyages

**Create New Voyage »**

Use a step by step wizard to create a new voyage for a given ship.

[Create New Voyage »](#)

**Upload SSN Spreadsheet »**

Upload a SafeSeaNet spreadsheet to create a new voyage.

[Upload SafeSeaNet Spreadsheet »](#)

[Hide Search Criteria](#)

**Search Criteria**

**Ship**

Ship Name:  Call Sign:  Imo No:  Mmsi No:

**Departure and Arrival**

Departure Location Code/Name:  ETD From:  To:

Arrival Location Code/Name:  ETA From: 23.09.2018 09:52 To: 08.10.2018 09:52

**Registration**

Registered By: Anyone ▼

Created	Ship Name	Call Sign	Departure		Arrival		Deliveries [?]	Actions [?]
			Location	ETD	Location	ETA		
07.05.2018 10:52	AIDAVITA	IBNP	Kristiansund	22.09.2018 16:00	Rosendal	23.09.2018 11:00		
31.08.2018 14:47	HC SVEA KIM	V2BB	Aheim	03.09.2018 19:15	New Orleans	23.09.2018 12:00		
06.09.2018 10:47	MYS SLEPIKOVSKOGO	UAAY	Alesund	20.09.2018 18:00	Barents Sea	23.09.2018 12:00		
11.09.2018 20:52	AMALTHEA	SYGJ	Sture	13.09.2018 12:00	Martinique	23.09.2018 12:00		
11.09.2018 09:48	ARKLOW VANGUARD	PDAY	Heroya	13.09.2018 01:00	Castello De La Plana	23.09.2018 18:00		
05.05.2018 00:26	ASTORIA	CQRV	Bergen	22.09.2018 17:00	Rotterdam	24.09.2018 08:00		
06.05.2018 22:58	VIKING STAR	LAIW6	Bergen	23.09.2018 18:00	Lerwick	24.09.2018 08:00		
07.05.2018 10:52	AIDAVITA	IBNP	Rosendal	23.09.2018 19:00	Haugesund	24.09.2018 08:00		
20.08.2018 20:37	COUGAR	C6BR6	Karsto	23.08.2018 09:00	Singapore	24.09.2018 08:01		
30.04.2018 00:27	AIDASOL	ICPE	Alesund	23.09.2018 13:00	Eidfjord	24.09.2018 10:00		

1 2 3 4 5 6 Z

Figure 29: 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.

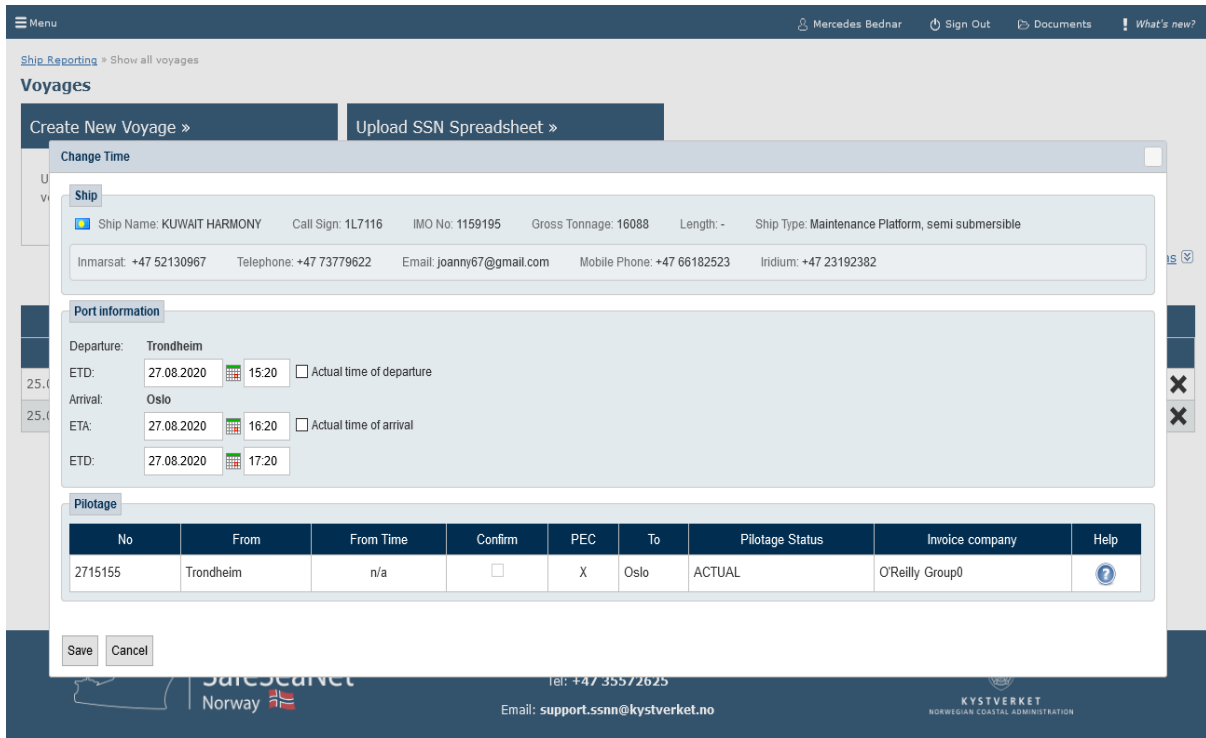


Figure 30: Change Times

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.

Ship Reporting > Pilotages

Pilotages for company 'Agent Company AS'

[Hide Search Criteria](#)

**Search Criteria**

Pilotage No:

Pilotage Status:  Actual  Cancelled  Executed  Request

Pilotage From Time:

No	Ship Name	Call Sign	From - To	Pilotage From Time	Status	PEC	PEC Exam	Applied for Dispensation	Confirmed	Deadline for Confirmation	Actions [?]
2461970	Ormen Lange	ORMLNG	Trondheim - Oslo	04.10.2018 09:52	ACTUAL					04.10.2018 07:52	

Figure 31: Pilotages

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.

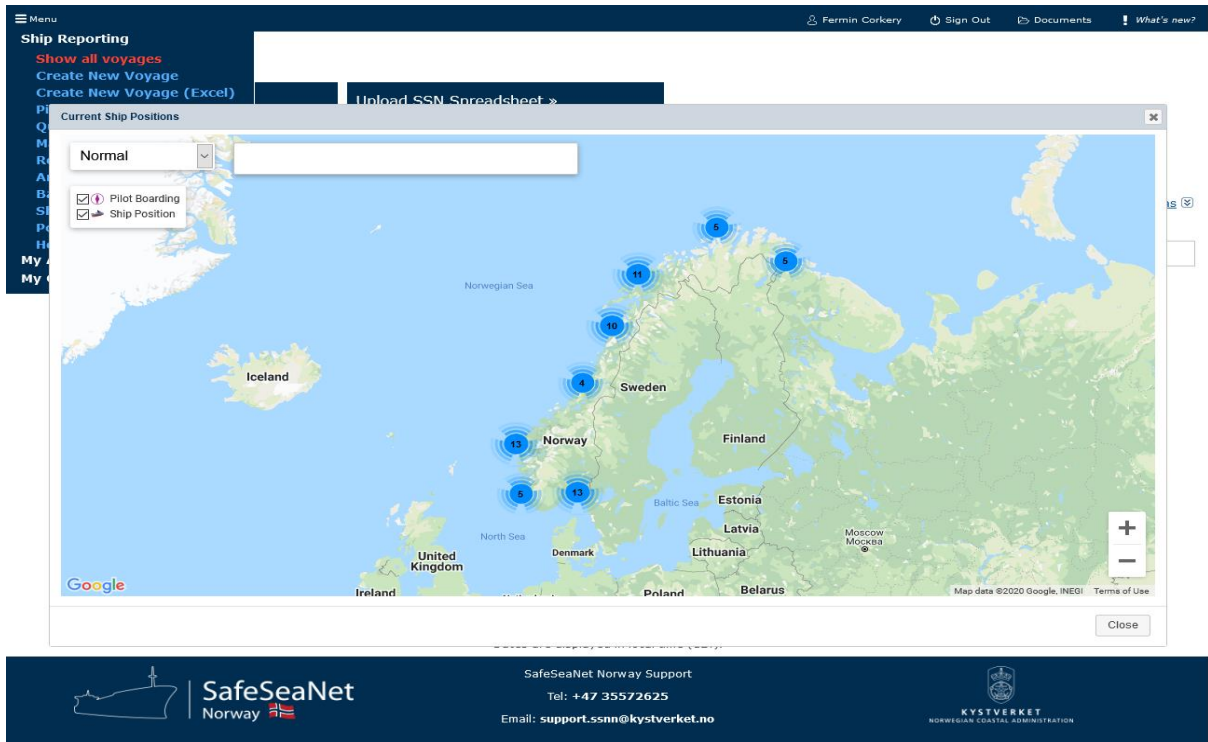


Figure 32: Map

## 2.6 Report Position

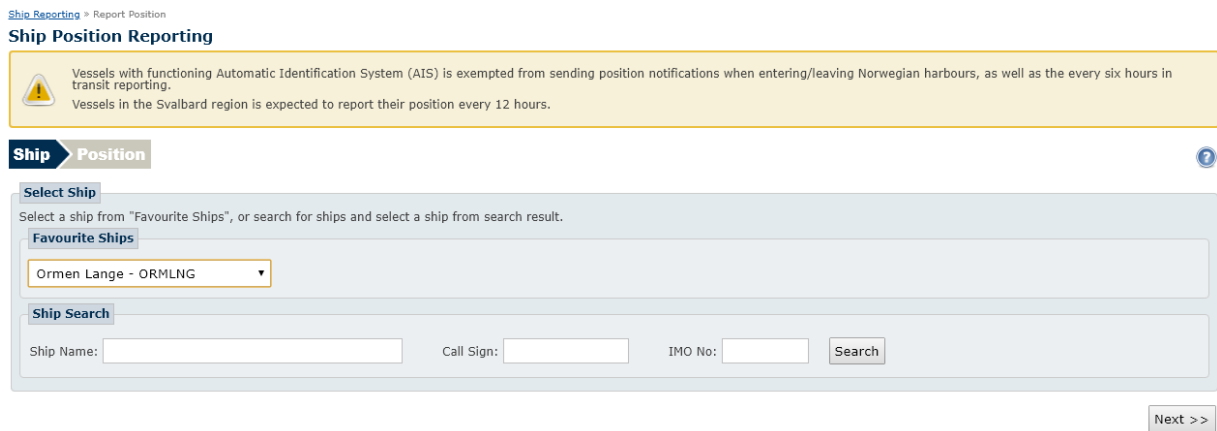


Figure 33: Report Position

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.

[Ship Reporting](#) > Report Position

### Ship Position Reporting



Vessels with functioning Automatic Identification System (AIS) is exempted from sending position notifications when entering/leaving Norwegian harbours, as well as the every six hours in transit reporting.

Vessels in the Svalbard region is expected to report their position every 12 hours.

#### Ship > Position

##### Ship

Ship Name: Ormen Lange Call Sign: ORMLNG IMO No: 777776 Gross Tonnage: 800 Length: Ship Type: Unknown

##### New Position

Latitude: 0 ° 0 ' N

Longitude: 0 ° 0 ' E

Show Map

Position Time:

Position Type: Arrival Port

[Show Last Reported Positions](#)

<< Previous Finish

**Figure 34: Ship Position Reporting**

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:

[Ship Reporting](#) > Annual Fee

### Annual Fee

Ship > Existing Invoices > New Invoice > Confirmation

#### Select Ship

Select a ship from "Favourite Ships", or search for ships and select a ship from search result.

##### Favourite Ships

-- Select from Favourite Ships --

##### Ship Search

Ship Name:

Call Sign:

IMO No:

Search

Next >

**Figure 35: Annual Fee, ship selection**

After a ship is chosen, you will get an overview of all invoices for this ship:



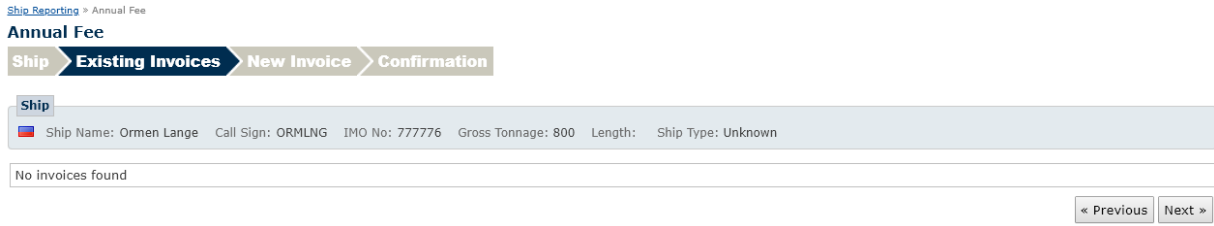


Figure 36: Annual Fee, overview

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

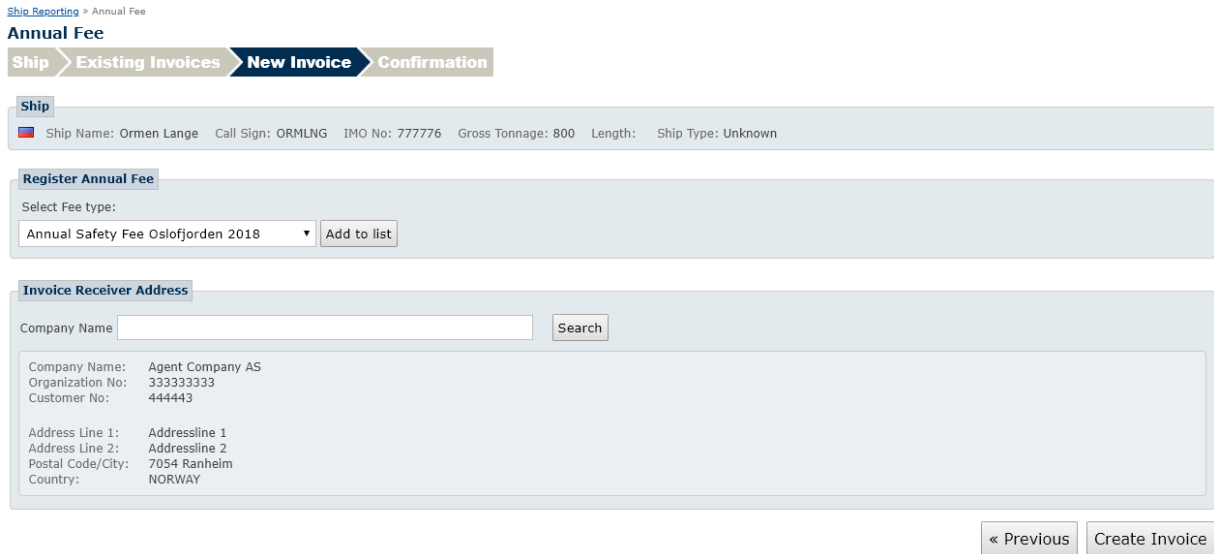


Figure 37: Annual Fee, registration

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.

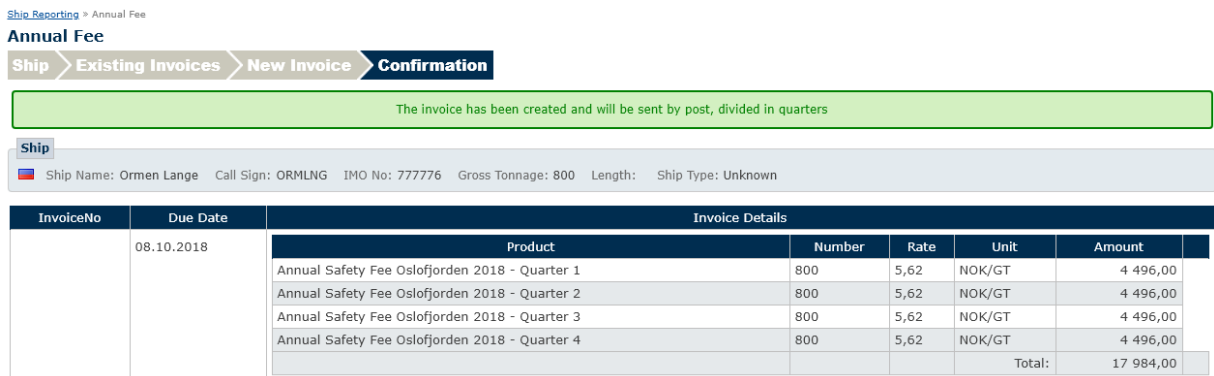


Figure 38: Annual Fee, confirmation

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.

[Ship Reporting](#) > Exemptions

**Reporting Exemptions**

[Create New Exemption »](#)

Use a simple step by step wizard to create a new reporting exemption for a given ship.

[Create New Exemption »](#)

[Show Search Criteria](#)

Ship Name	Company	Route	Pre-Arrival Reporting	Hazmat Reporting	Valid From	Valid To	Is Approved	Actions [?]
Ormen Lange	Agent Company AS	Trondheim (NOTRD), Stavanger (NOSVG)	X	X	18.09.2018	18.09.2019	No	

*Figure 39: 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.

**Create Or Edit Reporting Exemption**

[Select Ship](#) [Create Exemptions](#) [Confirm and Submit](#)

**Select Ship**

Select a ship from "Favourite Ships", or search for ships and select a ship from search result.

**Favourite Ships**

-- Select from Favourite Ships --

**Ship Search**

Ship Name:  Call Sign:  IMO No:

	Flag	Ship Name	Call Sign	IMO No	Gross Tonnage	Length
<a href="#">Select</a>		Ormen Lange	ORMLNG	777776	800	

*Figure 40: 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.

Create Or Edit Reporting Exemption

Select Ship Create Exemptions Confirm and Submit

**Ship**  
Ship Name: Ormen Lange Call Sign: ORMLNG IMO No: 777776 Gross Tonnage: 800 Length: Ship Type: Unknown

**New Reporting Exemption**

**Exemption Type**  
 Pre-Arrival (Article 4 of Directive 2002/59/EC)  
 Hazmat (Article 13 of Directive 2002/59/EC)

**Scheduled Service Locations**  
Add Location  
No scheduled service locations added yet.

**Validity Period**  
Valid From:    
Valid To:

**Company**  
Please specify a company which can be contacted to provide details about hazardous materials on board.  
Company Name  Search  
Company Name: Agent Company AS  
Organization No: 33333333  
Customer No: 444443  
Address Line 1: Addressline 1  
Address Line 2: Addressline 2  
Postal Code/City: 7054 Ranheim  
Country: NORWAY

**Declaration**  
By submitting this reporting exemption you hereby declare that you comply with the Norwegian regulation [FOR-2015-12-21-1790 section 59](#) which requires that:  
1. The operator keeps a list of vessels subject to the regulations and sends this to the NCA through SSN Norway.  
2. The information referred to in Appendix I, paragraph 1 or Appendix I, paragraph 2, at any time be sent to the NCA on request. The responsible operator shall establish an internal system that allows that information can be sent to the NCA in an electronic format.  
3. Any deviation of 3 hours or more compared to the expected time of arrival at the port of destination shall be notified to the NCA through SSN Norway.  
4. The route will be operated for at least a month and planned maximum duration per voyage is 12 hours .  
**Note 1:** Reporting exemptions for international routes will require some time for review and approval from the NCA before they can be considered effective.  
**Note 2:** The NCA will conduct checks on a regular basis that vessels are complying with the reporting exemptions for which they have been applied for.

**Remark**

Add Reset

**Exemptions**  
No exemptions have been created yet.

« Previous Next »

Figure 41: 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.

Create Or Edit Reporting Exemption

Select Ship Create Exemptions Confirm and Submit

**Ship**  
Ship Name: Ormen Lange Call Sign: ORMLNG IMO No: 777776 Gross Tonnage: 800 Length: Ship Type: Unknown

**New Reporting Exemption**

**Exemption Type**  
 Pre-Arrival (Article 4 of Directive 2002/59/EC)  
 Hazmat (Article 13 of Directive 2002/59/EC)

**Scheduled Service Locations**  
Add Location

Location Name	Country	
Trondheim (NOTRD)	NORWAY	Delete
Stavanger (NOSVG)	NORWAY	Delete

**Validity Period**  
Valid From:    
Valid To:

**Company**  
Please specify a company which can be contacted to provide details about hazardous materials on board.  
Company Name  Search

Company Name: Agent Company AS  
Organization No: 333333333  
Customer No: 444443  
Address Line 1: Addressline 1  
Address Line 2: Addressline 2  
Postal Code/City: 7054 Ranheim  
Country: NORWAY

**Declaration**  
By submitting this reporting exemption you hereby declare that you comply with the Norwegian regulation [FOR-2015-12-21-1790 section 59](#) which requires that:  
1. The operator keeps a list of vessels subject to the regulations and sends this to the NCA through SSN Norway.  
2. The information referred to in Appendix I, paragraph 1 or Appendix I, paragraph 2, at any time be sent to the NCA on request. The responsible operator shall establish an internal system that allows that information can be sent to the NCA in an electronic format.  
3. Any deviation of 3 hours or more compared to the expected time of arrival at the port of destination shall be notified to the NCA through SSN Norway.  
4. The route will be operated for at least a month and planned maximum duration per voyage is 12 hours .  
**Note 1:** Reporting exemptions for international routes will require some time for review and approval from the NCA before they can be considered effective.  
**Note 2:** The NCA will conduct checks on a regular basis that vessels are complying with the reporting exemptions for which they have been applied for.

**Remark**

Add Reset

**Exemptions**  
No exemptions have been created yet.

« Previous Next »

Figure 42: 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 todays date, and the valid to date can not be more than one year from todays 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.

Create Or Edit Reporting Exemption

Select Ship Create Exemptions Confirm and Submit

**Ship**  
 Ship Name: Ormen Lange Call Sign: ORMLNG IMO No: 777776 Gross Tonnage: 800 Length: Ship Type: Unknown

**New Reporting Exemption**

**Exemption Type**  
 Pre-Arrival (Article 4 of Directive 2002/59/EC)  
 Hazmat (Article 13 of Directive 2002/59/EC)

**Scheduled Service Locations**  
   
 No scheduled service locations added yet.

**Validity Period**  
 Valid From:    
 Valid To:

**Company**  
 Please specify a company which can be contacted to provide details about hazardous materials on board.  
 Company Name

Company Name: Agent Company AS  
 Organization No: 333333333  
 Customer No: 444443  
 Address Line 1: Addressline 1  
 Address Line 2: Addressline 2  
 Postal Code/City: 7054 Ranheim  
 Country: NORWAY

**Declaration**  
 By submitting this reporting exemption you hereby declare that you comply with the Norwegian regulation FOR-2015-12-21-1790 section 59 which requires that:  
 1. The operator keeps a list of vessels subject to the regulations and sends this to the NCA through SSN Norway.  
 2. The information referred to in Appendix I, paragraph 1 or Appendix I, paragraph 2, at any time be sent to the NCA on request. The responsible operator shall establish an internal system that allows that information can be sent to the NCA in an electronic format.  
 3. Any deviation of 3 hours or more compared to the expected time of arrival at the port of destination shall be notified to the NCA through SSN Norway.  
 4. The route will be operated for at least a month and planned maximum duration per voyage is 12 hours .  
**Note 1:** Reporting exemptions for international routes will require some time for review and approval from the NCA before they can be considered effective.  
**Note 2:** The NCA will conduct checks on a regular basis that vessels are complying with the reporting exemptions for which they have been applied for.

**Remark**

Ship Name	Company	Scheduled Service Locations	Pre-Arrival Reporting	Hazmat Reporting	Valid From	Valid To	Is Approved	Action
Ormen Lange	Agent Company AS	Trondheim (NOTRD), Stavanger (NOSVG)	X	X	18.09.2018	18.09.2019	No	<a href="#">Edit</a> <a href="#">Delete</a>

Figure 43: Exemption Added

When you are finished click Next to go to the Confirm and Submit screen.

Create Or Edit Reporting Exemption

Select Ship Create Exemptions Confirm and Submit

**Ship**  
 Ship Name: Ormen Lange Call Sign: ORMLNG IMO No: 777776 Gross Tonnage: 800 Length: Ship Type: Unknown

**Exemptions**

Ship Name	Company	Scheduled Service Locations	Pre-Arrival Reporting	Hazmat Reporting	Valid From	Valid To	Is Approved
Ormen Lange	Agent Company AS	Trondheim (NOTRD), Stavanger (NOSVG)	X	X	18.09.2018	18.09.2019	No

Figure 44: Confirm and Submit reporting exemption

In the Confirm and Submit screen you can review your exemptions. If you wish to make any changes to any of them, you can use the Previous button to go back and edit the ones you wish.

When you have reviewed your exemptions click the Finish button to submit them to SafeSeaNet Norway.

Create Or Edit Reporting Exemption

Select Ship > Create Exemptions > **Confirm and Submit**

Reporting Exemptions Successfully Submitted.

**Ship**

Ship Name: Ormen Lange Call Sign: ORMLNG IMO No: 777776 Gross Tonnage: 800 Length: Ship Type: Unknown

**Exemptions**

Ship Name	Company	Scheduled Service Locations	Pre-Arrival Reporting	Hazmat Reporting	Valid From	Valid To	Is Approved
Ormen Lange	Agent Company AS	Trondheim (NOTRD), Stavanger (NOSVG)	X	X	18.09.2018	18.09.2019	No

Figure 45: Reporting Exemption Successfully Submitted

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.

[Ship Reporting](#) > Shared PECs

**Shared PECs Administration**

Connections (1) | My connection requests | Incoming connection requests

Active connections are shown below. These connections share PECs both ways (if applicable).

PEC Number	Valid To	First Name	Last Name	Username	Company Name	Actions
		Ola	Nordmann	edison_schaefer@tests.org	ACME Ltd.	<a href="#">Disconnect</a>

### 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.

Ship Reporting > Shared PECs

Shared PECs Administration

Connections My connection requests Incoming connection requests

In order to share PECs one must connect to the other party. Locate the party by performing a search below and request to connect. Requests are shown at the bottom.

**Add connection**  
Find a person by first name, last name and/or company name.  
First Name:  Last Name:  Company Name:

First Name	Last Name	Company	Actions
Kari	Nordmann	EMCA Ltd.	<a href="#">Connect</a>

**Pending connection requests**  
No connections found

Pending requests are shown at the bottom where one also can cancel a request by clicking the appropriate link.

Ship Reporting > Shared PECs

Shared PECs Administration

Connections My connection requests (1) Incoming connection requests

In order to share PECs one must connect to the other party. Locate the party by performing a search below and request to connect. Requests are shown at the bottom.

**Add connection**  
Find a person by first name, last name and/or company name.  
First Name:  Last Name:  Company Name:

No connections found

**Pending connection requests**

Date Sent	First Name	Last Name	Company	Actions
18.09.2018	Kari	Nordmann	EMCA Ltd.	<a href="#">Cancel request</a>

### 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.

Ship Reporting > Shared PECs

Shared PECs Administration

Connections My connection requests Incoming connection requests (1)

Requests to connect with you are listed below. Either approve or reject the requests. Upon approval PECs are shared both ways (if applicable).

First Name	Last Name	Username	Company Name	Remarks	Actions
Ola	Nordmann	edison_schaefer@tests.org	ACME Ltd.		<a href="#">Reject</a> <a href="#">Approve</a>

## 3 My Account

### 3.1 My Profile

[My Account](#) > My Profile

#### My Profile

**Personal Information**

Username: kari.nordmann@company.no  
 First Name: Kari  
 Last Name: Nordmann

---

**Contact Information**

Mobile Phone:    
 E-mail for Correspondence:

**Default Settings**

Receive Confirmation Emails  
 Receive Voyage Expiration Reminder Emails  
 Use English Language in Correspondence

**Roles** [2]

I will use SafeSeaNet to register voyages  
 I will use SafeSeaNet to administer ports and/or port facilities  
 I will use SafeSeaNet to apply for PEC

**Personal Address**

Address Line 1:   
 Address Line 2:   
 Postal Code/City:    
 Country:

**Figure 46: 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.



[My Account](#) > [My Profile](#)

### My Profile

**Personal Information**

Username: ola.nordmann@company.no  
First Name: Ola  
Last Name: Nordmann

**Contact Information**

Mobile Phone: +47 10234080  
E-mail for Correspondence: sibyl.herman@yahoo.com

**Default Settings**

Receive Confirmation Emails  
 Receive Voyage Expiration Reminder Emails  
 Use English Language in Correspondence

**Roles** [2]

I will use SafeSeaNet to register voyages  
 I will use SafeSeaNet to administer ports and/or port facilities  
 I will use SafeSeaNet to apply for PEC

[Connect To My Pilotage Exemption Certificate...](#)

Figure 47: Connect to PEC

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.

### Connect To My Pilotage Exemption Certificate (PEC)

**Find Pilotage Exemption Certificate**

In order to continue, please fill in the fields below to find your existing Pilotage Exemption Certificate (PEC).  
The fields must match **exactly** with the values written on your Pilotage Exemption Certificate.

A Pilotage Exemption Certificate was found. Click the button labeled "Connect To PEC" to finish.

PEC Number: 20089  
First Name: Ola  
Last Name: Nordmann  
Date of Birth: 01.03.1975

**Found PEC**

Certificate No.	Certificate Status	Valid From	Valid To
20089	Granted		

Figure 48: PEC Found

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

Connect To My Pilotage Exemption Certificate (PEC)

The Pilotage Exemption Certificate connection was successfully established! Information in "My Profile" may also have been updated.

**Find Pilotage Exemption Certificate**

In order to continue, please fill in the fields below to find your existing Pilotage Exemption Certificate (PEC).  
The fields must match **exactly** with the values written on your Pilotage Exemption Certificate.

PEC Number:

First Name:

Last Name:

Date of Birth:

**Found PEC**

Certificate No.	Certificate Status	Valid From	Valid To
20089	Granted		

Figure 49: PEC Connected

### 3.2 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.

[My Account](#) > Favourite Ships

**Favourite Ships Administration**

**Add new Ship**

Ship Name:  Call Sign:  IMO No:

Flag	Ship Name	Call Sign	IMO No	Gross Tonnage	Length	Actions
	ANNA B	LXLP	9339002	2411	60	<a href="#">Add to My Favourite Ships</a>
	ANNA B	PCRU	9653202	357	32	<a href="#">Add to My Favourite Ships</a>
	ANNA BIANCA	DUA2583	7935539	128	38,99	<a href="#">Add to My Favourite Ships</a>
	ANNA BO	HPGG	9545716	32983	189,99	<a href="#">Add to My Favourite Ships</a>

**Favourite Ships**

Flag	Ship Name	Call Sign	IMO No	Gross Tonnage	Length	Actions
	Ormen Lange	ORMLNG	777776	800		<a href="#">Remove from My Favourite Ships</a>

Figure 50: 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.

My Company » Contact Information

**Contact Information**

Company Name: Mann, Thiel and Bartoletti  
Customer No: 776858

**Contact Details**

Telephone: +47 61817791  
 Telefax: Country c Phone number  
 Mobile Phone: +47 91880985  
 Duty Phone (24h): +47 58780244  
 E-mail: christopher23@hotmail.com  
 Web:

**Invoice Address**

Address Line 1: Søndre Vassholtet 87  
 Address Line 2: Oppgang B  
 Postal Code/City: 7054 Ranheim  
 Country: NORWAY  
 Use English Language on Invoice

Update

Figure 51: Company Information

### 4.2 User Accounts

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

My Company » User Accounts

**Company User Accounts**

Below is an overview of all registered user accounts at Mann, Thiel and Bartoletti. [How to create new user accounts](#)

Only show new, unverified user accounts [?]

Save All Cancel All

First Name	Last Name	Username	Last Login	Blocked [?]	Active [?]	Verified [?]	[?]
Gayle	Blanda	gayle_blanda@test.name	25.08.2020	No	<input checked="" type="checkbox"/>	Yes	<a href="#">Remove</a>

Figure 52: Company User Accounts

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

**NO<sub>x</sub>**

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