



KYSTVERKET

SafeSeaNet Norway
Port Authority Guide

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1 Introduction

As a part of the SafeSeaNet 2015 project, the Port Authority module was made to provide port authorities with access to information about voyages to and from their ports and quays. A port authority is someone who administers a port, port facility, quay, or ports (2005/65).

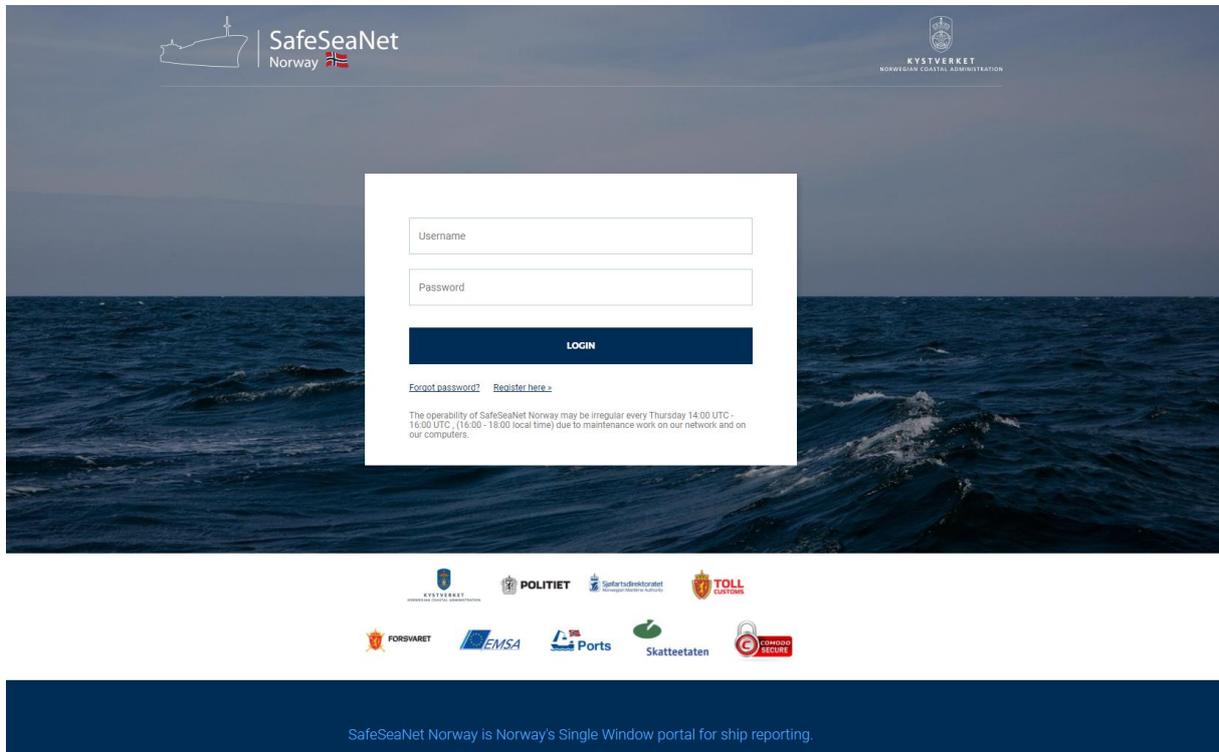
There are some limitations as to who may administer ports. This is further described in the *Port* section. All companies can administer quays, port facilities, and ports (2005/65).

The voyage registration process has been extended with the option to deliver quay requests to port authorities that have opened for receiving quay requests.

This document describes the functionality and user interface contained in the Port Authority module.

2 Getting Started

2.1 Log In



Enter your username and password and click `Log in`. If you need to register a new SSN user, please click “`Register here`” and make sure to select the correct user type, which should be *Port Authority*.

A separate user manual is available for the user registration process by clicking “`Download guide`”.

2.2 SafeSeaNet Norway Overview

After logging in to SafeSeaNet Norway (SSNN) you are directed to a web page that displays current and future voyages to and from your ports and port facilities. On the left side of the page you have the *Main Menu*, which you use to navigate inside SSNN. On the top of the page you can see the *Top Menu* for accessing your account, accessing help documentation, a link for signing out and various other information.

The screenshot shows the SafeSeaNet Norway web interface. At the top, there is a navigation bar with the SafeSeaNet logo and the Norwegian Coastal Administration logo. Below the navigation bar, there is a sidebar menu with options like 'Port Authority', 'Voyages', 'Ports Menu', 'Quay Requests', 'Single Permission', 'Issues', 'Change Requests', 'Help', 'My Account', and 'My Company'. The main content area features a search criteria form with fields for Ship Name, Call Sign, Imo No, Mmsi No, and Departure/Arrival filters. Below the search form is a table of voyages with columns for Created, Ship Name, Call Sign, Departure Location, ETD, Arrival Location, ETA, Deliveries, and Actions.

Created	Ship Name	Call Sign	Departure		Arrival		Deliveries [?]	Actions [?]
			Location	ETD	Location	ETA		
01.06.2017 10:59	LÖNNINGEN	LKLV	Haugesund	01.06.2017 10:59	Husøy - Karmøy	01.06.2017 11:50		
25.05.2017 14:26	TRANSMAR	ZDKA6	Floro	29.05.2017 01:30	Muuga	01.06.2017 12:00		
26.05.2017 16:04	ALBATROSS	V7CV3	Leirvik	28.05.2017 12:15	Ferrol	01.06.2017 12:00		
29.05.2017 18:24	NORMAND SIRA	LALM3	Killingøy	30.05.2017 20:00	Rotterdam	01.06.2017 12:00		
29.05.2017 23:37	NORBRIS	LAXQ7	Rekefjord	30.05.2017 18:15	Great Yarmouth	01.06.2017 12:00		
30.05.2017 05:18	LYSBRIS SEAWAYS	LJLN3	Halden	30.05.2017 12:30	Zeebrugge	01.06.2017 12:00		
30.05.2017 11:24	WILSON WAAL	8PUR	Mekjarvik	29.05.2017 15:00	Brake	01.06.2017 12:00		
31.05.2017 00:33	TERNESKJØER	LMXY	Stavanger	30.05.2017 16:00	Marstal	01.06.2017 12:00		
31.05.2017 04:29	NORTH SEA GIANT	LAYR7	Sandnessjøen	31.05.2017 18:00	Offshoreinst Halten-Helgeland	01.06.2017 12:00		
31.05.2017 13:45	SIEM EMERALD	LFAG	Nordfjordeid	14.05.2017 14:00	Mekjarvik	01.06.2017 12:00		

2.3 Access to Port Authority menu for existing SafeSeaNet users

If you already have a SafeSeaNet user account, but do not have access to the *Port Authority* menu, go to *My Account* -> *My Profile*. A new checkbox has been added labeled *I will use SafeSeaNet to administer ports and/or port facilities*. Checking this checkbox and updating your profile will make the *Port Authority* menu appear.

Roles [\[?\]](#)

- 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

Note: The checkbox is hidden if *Port Authority* and *My Account* are your only menu options

3 Port Authority Tasks

3.1 Introduction

The following sections describe the steps needed to administer a port or port facility and how to enable quay requests through SafeSeaNet:

1. Select the ports, port facilities, quays, and port (2005/65) you wish to administer.
2. Update the contact details for the respective administered locations.
3. State whether or not you wish to receive quay requests for each quay.

The following sections will describe all of these steps and more.

3.2 Managing Voyages

As a *port authority*, you can view voyages to and from your ports in SafeSeaNet Norway. The following sections will describe how to use this functionality.

There are some limitations as to what details are available. The limitations are described in section 3.2.2.

3.2.1 Listing Voyages

To view voyages registered in SafeSeaNet, click the *Voyages* link in the *Port Authority* menu.

Created	Ship Name	Call Sign	Departure		Arrival		Deliveries [?]	Actions [?]
			Location	ETD	Location	ETA		
27.09.2017 09:07	SSN	NORWAY	Trondheim	28.09.2017 00:00	Haugesund	29.09.2017 00:00		
27.09.2017 09:43	SSN	NORWAY	Harstad	30.09.2017 00:00	Storesund	01.10.2017 00:00		

Each voyage matching your search criterias will be listed in a table showing ship, voyage locations, ETD/ETA and deliveries. The delivery icons indicate whether certain information has been registered for the voyage or not:

- Green: Information registered
- Red: Information required, but not yet registered
- Gray: Information not available or required for this voyage

Click the to view further details about a specific voyage.

3.2.2 View Voyage Details

Generally, most details are available when you view a voyage. The following details however are restricted:

- Crew / passenger information
- Quay requests

In order to view crew / passenger information and port requests, you must either:

- Administer the port in the voyage arrival or departure location, or
- Administer the port facility for the requested ISPS quay, or
- Administer the quay selected in the quay request

Below is an example of the available voyage details:

The screenshot displays the 'View Voyage' interface. On the left is a navigation menu with 'Port Authority' selected. The main content area is titled 'View Voyage' and includes a breadcrumb trail 'Home > Port Authority > View Voyage' and an 'Export Voyage to Excel' button. The 'Ship' section provides details for SHIPNAME (Call Sign: SMYR, IMO No: 1234567, Gross Tonnage: 368, Length: 39,93, Ship Type: Passenger (Cruise) Ship). It notes that no Environmental Ship Index Score is registered. Contact information includes Inmarsat, Telephone (+47 99999999), Email (noreply@kystverket.no), Mobile Phone (+47 99999999), and Iridium (+47 99999999). The 'Departure and Arrival Ports' section shows a departure from Trondheim (NOTRD) on 28.09.2017 and arrival at Haugesund (NOHAU) on 29.09.2017. 'Additional Information' includes crew and passenger counts (all 0), draught and height (0 m), and voyage purpose (Arrested). The 'Quay Request' section is divided into 'Request Information' (Requested Quay: Indre kai, Status: Changed quay), 'Agent in Arrival Port' (Company: KYSTVERKET, Contact: Administrator, Email: noreply@kystverket.no, Phone: +47 99999999), and 'Invoice Receiver' (Company: KYSTVERKET, Organization No.: 874783242, Mark Invoice With: 3191 Horten, Norway). Below this are sections for Security, Crew and Passengers, Customs, Waste, Hazmat, and Bunkers, all stating that no information was delivered.

3.2.3 Voyage Search and Filtering

A set of controls are available for detailed search and filtering of voyages. Click on the «Show Search Criterias» link to expand a form with search criteria controls.

Created	Ship Name	Call Sign	Departure		Arrival		Deliveries [2]	Actions [2]
			Location	ETD	Location	ETA		
27.09.2017 09:07	SSN	NORWAY	Trondheim	28.09.2017 00:00	Haugesund	29.09.2017 00:00		
27.09.2017 09:43	SSN	NORWAY	Harstad	30.09.2017 00:00	Storesund	01.10.2017 00:00		

Using these controls you can specify search criteria by a specific ship, specific departure and arrival locations, and ETD and ETA timespans.

Note 1: When the *Location Filter* is set to *My Administered Locations*, the departure and arrival location dropdowns will show all locations where you either administer the port or at least one of the port facilities.

Note 2: There is a limit of maximum 200 voyages displayed in the results list.

3.3 Ports Menu

The second element in the Main Menu is the Ports Menu. The following sub section will present the functionality allowing port authority users to administer Ports, Port Facilities, Quays, and Ports (2005/65).

3.3.1 Overview

The overview contains information about the general layout of the ports menu, and the various elements it contains. It is advisable get familiar with the general tree structure of the ports menu, and the color codes indicating the administration status of the respective locations.

The menu on the right shows Norwegian ports, port facilities, quays, and port (2005/65) [Show overview](#) [Show ports menu](#)

Overview

Use the tree view menu to navigate. You may narrow down the tree view to more specific locations by using the search field. The tree view is updated as you type. Icons indicate the type of location. The location types are structured in the tree view as follows:

(This is just an interactive example of the menu structure)

- Council
 - Port
 - Port Facility
 - Quay (ISPS)
 - Quay (non-ISPS)
 - Port (2005/65)

Click on a location's name to open a form where you can view or edit a location's related information.

To edit the information related to a location, the company associated with your SafeSeaNet user account must be set as the administrator of the location. The color of a location's name indicates whether the location is administered, and whether the administrator is your company or someone else.

Not administered (default)
 Administered by your company
 Administered by another company

New ports port facilities, and port (2005/65) can only be added by Kystverket (the Norwegian Coastal Administration). New quays can be added by the port and port facility administrator.

Incorrect data

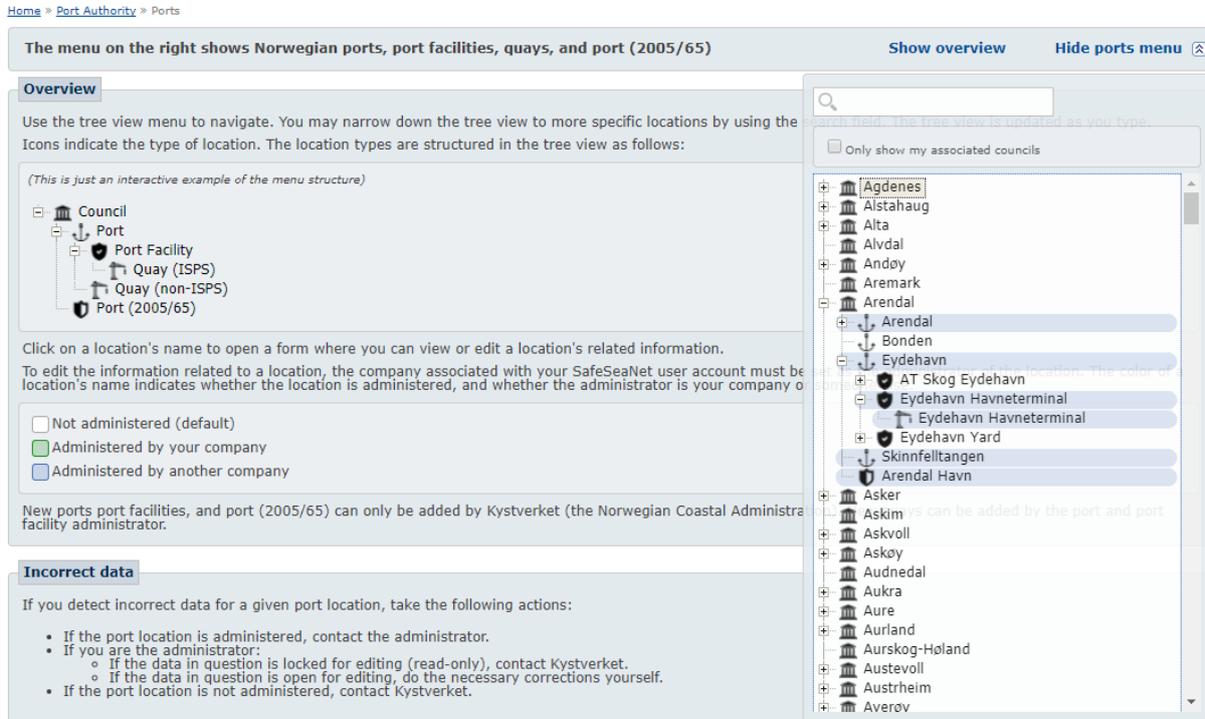
If you detect incorrect data for a given port location, take the following actions:

- If the port location is administered, contact the administrator.
- If you are the administrator:
 - If the data in question is locked for editing (read-only), contact Kystverket.
 - If the data in question is open for editing, do the necessary corrections yourself.
- If the port location is not administered, contact Kystverket.

The overview is only automatically shown the first time you navigate to the Ports Menu, but can always be found via the `Show overview` link in the horizontal bar near the top of the image above.

3.3.2 Show Ports Menu

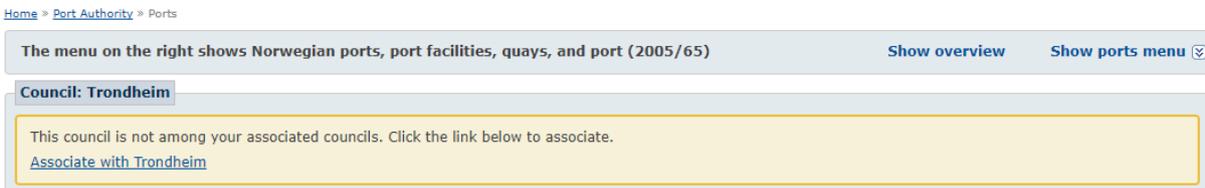
The ports menu can be displayed by clicking the `Show ports` menu link at the right side of the horizontal menu bar. The ports menu is automatically hidden when clicking anywhere else on the page.



Clicking the `Only show my associated councils` checkbox will hide all councils that you have not associated with, and can be regarded as a way of accessing your councils more efficiently.

3.3.3 Associate with a council

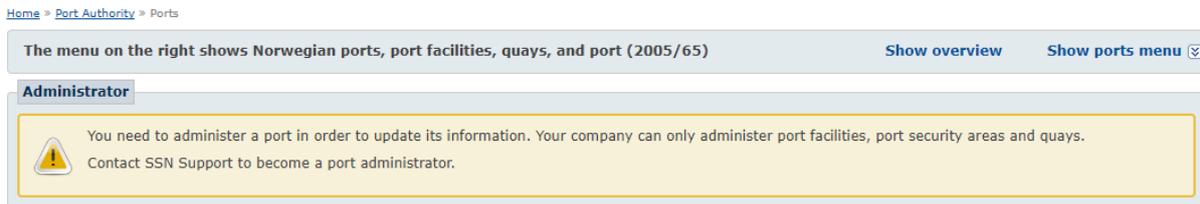
A user can associate with a council in order to be able to narrow down the contents of the ports menu. After selecting a council the following content is displayed:



Your company will be associated with the council if you click the `Associate with Council` link button. The association can be reverted at any time.

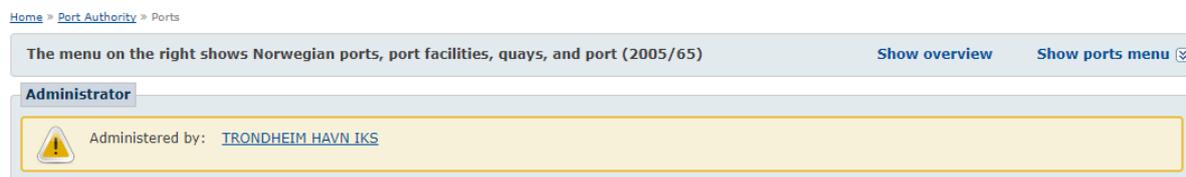
3.3.4 Port

By default, only public companies have access to administer ports. If your company does not have access to administer ports, a message will appear as shown below:



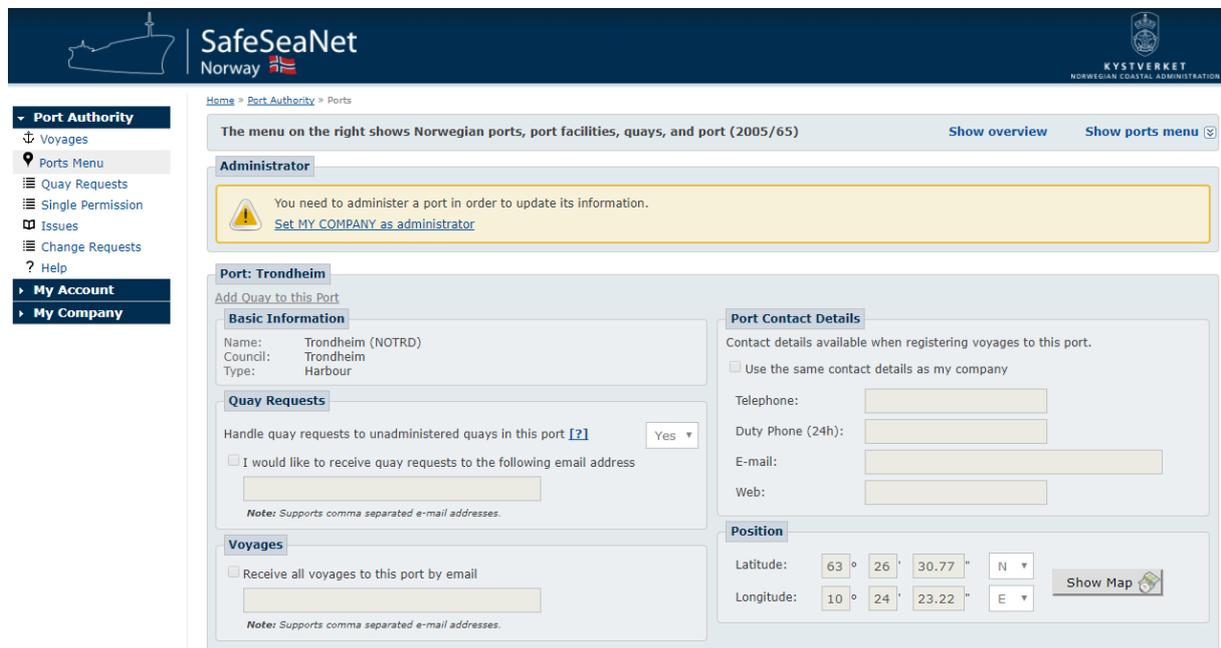
Contact SafeSeaNet Support if you need access to administer ports.

If a port is already administered by someone else, you will see the following:



3.3.4.1 Administration

To administer a port you must click the Set my company as administrator link button within the Administrator container.



Once you administer the port, you are able to edit its preferences and contact details.

The screenshot displays the SafeSeaNet Norway web interface. The header includes the SafeSeaNet logo and the Norwegian Coastal Administration (KYSTVERKET) logo. The main content area is titled 'Port: Trondheim' and contains several sections: 'Administrator' with a link to 'Remove MY_COMPANY as administrator'; 'Basic Information' showing 'Name: Trondheim (NOTRD)', 'Council: Trondheim', and 'Type: Harbour'; 'Quay Requests' with a dropdown set to 'Yes' and a checkbox for receiving email notifications; 'Voyages' with a checkbox for receiving all voyage notifications; 'Port Contact Details' with fields for telephone, duty phone, email, and web; and 'Position' with latitude (63° 26' 30.77" N) and longitude (10° 24' 23.22" E) fields. A 'Show Map' button is also present. At the bottom right, there are 'Save' and 'Undo Changes' buttons.

Note that you may not change the name or position of a port.

If Handle quay requests to unadministered quays in this port is set to Yes, the port administrator will be able to freely handle quay requests to any quay in this port, that is not administered by another company. Users registering voyages to unadministered quays in this port will then be notified that the request will be handled by the port administrator. The administrator will also be able to check the I would like to receive quay requests to the following email address checkbox, and supply an email address to which quay request notifications should be sent.

By clicking Receive all voyages to this port by email and supplying an email address, the port administrator will receive an email notification for every voyage that is registered to this port.

3.3.4.2 Add Quay to this Port

The administrator of the port may choose to add a quay to the port by clicking the link button Add Quay to this Port in the upper left corner of the Port details container.

The screenshot shows the 'Add Quay' form in the SafeSeaNet Norway system. The form is organized into several sections:

- Administer Quay:** A checkbox labeled 'Set MY COMPANY as the administrator of this new quay' is checked.
- Basic Information:**
 - Name: My New Quay
 - Port: MYPORT (NOXXX)
 - Status: Active
- Quay Requests:**
 - Open for quay requests via SafeSeaNet: Yes
 - I would like to receive quay requests to the following email address: [input field]
 - Note: Supports comma separated e-mail addresses.
- ISPS:**
 - This quay is inside a Port Facility Area: [checked]
 - Port Facility: Ladehammerkaia Kai 57
- Services:**
 - Bunkers, Deliver waste, Other, Shore power, Cargo storage, Freshwater, Repairs, Tug boat, Crane, Mooring, Ro-ro ramp.
- Position:**
 - Latitude: 63° 26' 37.4" N
 - Longitude: 10° 24' 58.8" E
 - Show Map button
- Quay Contact Details:**
 - Use the same contact details as my company: [unchecked]
 - Telephone: Country code, Phone number
 - Duty Phone (24h): Country code, Phone number
 - E-mail: [input field]
 - Web: [input field]

All fields, except Port can be edited during creation of new quays. The new quay will be located in the port from which the user initiated the creation. Name and Position are the only required fields. Position can be set either by entering Latitude and Longitude in the text input fields, or by selecting a position in the map.

3.3.5 Port Facility

The administrator of a port facility is able to edit the detailed information about the port facility. All changes, apart from Port Facility Contact Details, and ISPS Contact Information, must be approved by The Norwegian Coastal Administration before they are final.

Edit Port Facility

[Add Quay to this Port Facility](#)

Basic Information

Facility Name (ENG):

Same name in Norwegian

Facility Name (NOR):

Port Facility No:

Port:
Trondheim / Sør-Trøndelag

Inside Port (2005/65):

Status:

Description

Bulk, General cargo, Container

Security Profile

Approved Operational Level: N/A

Position

Latitude: ° ' '' N

Longitude: ° ' '' E

Post Address

Address Line 1:

Address Line 2:

Post Code/Place:

Port Facility Contact Details

Contact details available for The Norwegian Coastal Administration.

Telephone:

E-mail:

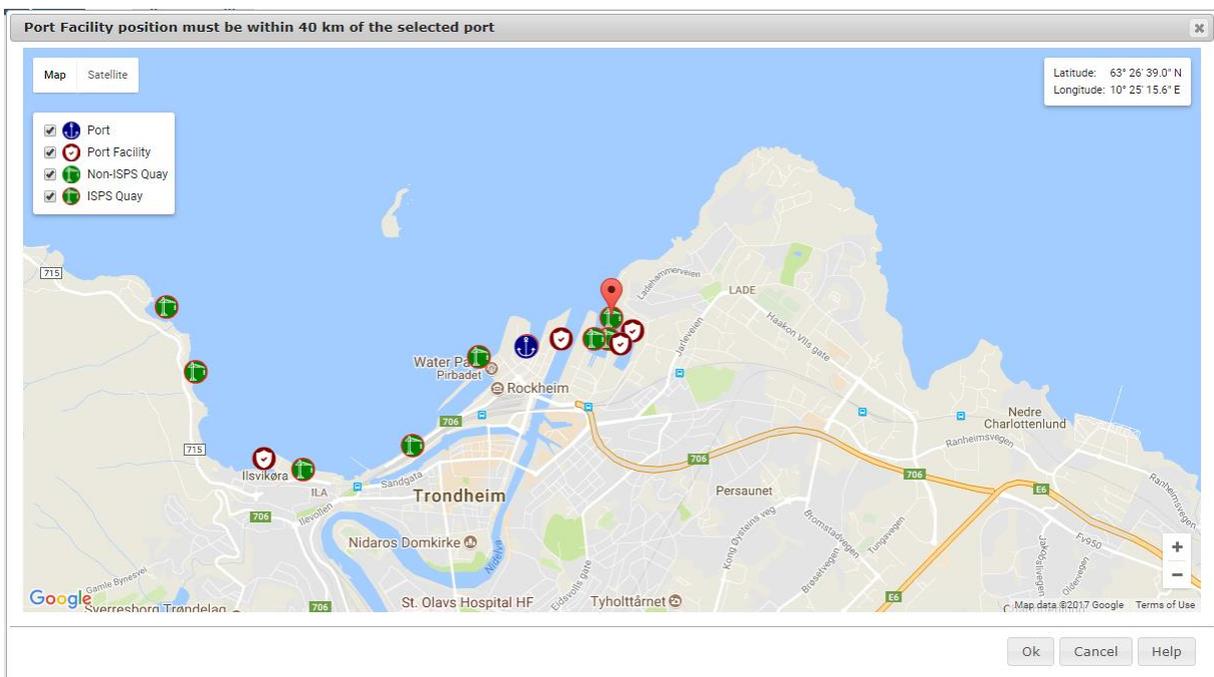
Visiting Address

Address Line 1:

Address Line 2:

Post Code/Place:

Clicking Show Map will allow the user to view the current position of the port facility, as well as adjust it if it for some reason should prove incorrect.



The Port Facility Security Officer (PFSO) container shows the currently set PFSO, if any. Changing the PFSO can be done in two fundamentally different ways.

1. Click **Edit Current PFSO**. This will allow the user to change the details registered for an existing PFSO. These changes will affect the PFSO details in all parts of the system.
2. Click **Select New PFSO**, to either create a new PFSO, or change the acting PFSO to an existing one.

<p>Port Facility Security Officer</p> <p>If the information below is incorrect and you wish to make corrections, click 'Edit Current PFSO'. If you wish to select another PFSO or create a new one, click 'Select New PFSO'</p> <p style="text-align: right;">Edit Current PFSO Select New PFSO</p> <p>First Name: <input type="text" value="Bente"/></p> <p>Last Name: <input type="text" value="Sivertsen"/></p> <p>E-mail: <input type="text" value="bruker@epost.no"/></p> <p>Mobile Phone: <input type="text" value="+47 99999999"/></p> <p>Telephone: <input type="text" value="+47 99999999"/></p> <p>Course Date:</p> <p>Course Diploma:</p>	<p>ISPS Contact Information</p> <p>Main 24/7 ISPS contact information for Maritime Security Level:</p> <p>Duty Phone (24h): <input type="text" value="Country code"/> <input type="text" value="Phone number"/></p> <p>E-mail (24h): <input type="text"/></p> <p>Alternative ISPS contact information:</p> <p>Duty Phone: <input type="text" value="Country code"/> <input type="text" value="Phone number"/></p> <p>E-mail: <input type="text"/></p>
<p>Owner / Operator</p> <p>Owner Type: <input type="text" value="Private"/></p> <p>Responsible: <input type="text" value="Operator"/></p> <p>Owner: <input type="text"/></p> <p><input checked="" type="checkbox"/> Operator is same as owner</p> <p>Operator: <input type="text"/></p>	

Port Facility Security Assessments, Port Facility Security Plans, Statements of Compliance, and Monitorings can only be edited by The Norwegian Coastal Administration (NCA), but are displayed to port authority users.

<p>Port Facility Security Assessment</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Approval Date</th> <th style="width: 50%;">RSO</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="dd.MM.yyyy"/></td> <td><input type="text" value="RSO-NAME"/></td> </tr> </tbody> </table> <p>Verification</p> <p>Verification Date: 17.06.2005 Caseworker: N/A</p>	Approval Date	RSO	<input type="text" value="dd.MM.yyyy"/>	<input type="text" value="RSO-NAME"/>	<p>Port Facility Security Plan</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Approval Date</th> <th style="width: 50%;">Authority</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="dd.MM.yyyy"/></td> <td><input type="text" value="RSO-NAME"/></td> </tr> </tbody> </table>	Approval Date	Authority	<input type="text" value="dd.MM.yyyy"/>	<input type="text" value="RSO-NAME"/>
Approval Date	RSO								
<input type="text" value="dd.MM.yyyy"/>	<input type="text" value="RSO-NAME"/>								
Approval Date	Authority								
<input type="text" value="dd.MM.yyyy"/>	<input type="text" value="RSO-NAME"/>								
<p>Statement of Compliance</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Valid From</th> <th style="width: 50%;">Valid To</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="dd.MM.yyyy"/></td> <td><input type="text" value="dd.MM.yyyy"/></td> </tr> </tbody> </table>	Valid From	Valid To	<input type="text" value="dd.MM.yyyy"/>	<input type="text" value="dd.MM.yyyy"/>	<p>Latest Monitorings</p> <p><input type="text" value="No Monitorings found"/></p>				
Valid From	Valid To								
<input type="text" value="dd.MM.yyyy"/>	<input type="text" value="dd.MM.yyyy"/>								

If the user has changed information that needs approval by NCA, the following dialog will be displayed upon clicking Save.



If the port facility has any pending change requests, that has not yet been processed by The NCA, the following banner will be shown above the port facility details.



Clicking View Changes will display the contents of the pending change request in a pop-up window.

3.3.5.1 Add Quay to this Port Facility

The administrator of the port facility may choose to add a quay to the port facility by clicking the link button Add Quay to this Port Facility in the upper left corner of the Port Facility details container.

The screenshot shows the 'Quay: New' form in the SafeSeaNet Norway interface. The form is organized into several sections:

- Administer Quay:** Contains a checkbox 'Set MY COMPANY as the administrator of this new quay' which is checked.
- Basic Information:** Includes text input fields for 'Name' (My New Quay), 'Port' (Trondheim (NOTRD)), and a 'Status' dropdown menu set to 'Active'.
- Quay Requests:** Features a dropdown for 'Open for quay requests via SafeSeaNet' set to 'Yes', a checked checkbox 'I would like to receive quay requests to the following email address', and an email input field containing 'post@company.com'. A note below states 'Note: Supports comma separated e-mail addresses.'
- ISPS:** Contains a checked checkbox 'This quay is inside a Port Facility Area' and a 'Port Facility' dropdown menu set to 'My Port Facility'.
- Services:** A grid of checkboxes for various services: Bunkers, Deliver waste, Other, Shore power, Cargo storage, Freshwater, Repairs, Tug boat, Crane, Mooring, and Ro-ro ramp. 'Freshwater' and 'Shore power' are checked.
- Position:** Includes 'Latitude' and 'Longitude' input fields with dropdowns for degrees, minutes, and seconds, and a 'Show Map' button.
- Quay Contact Details:** A section for contact information with a note: 'These contact details will be available when registering voyages to this quay.' It includes a checkbox 'Use the same contact details as my company' and input fields for 'Telephone', 'Duty Phone (24h)', 'E-mail', and 'Web'.

At the bottom right of the form are three buttons: 'Save', 'Reset Form', and 'Back'.

All fields, except Port and Port Facility can be edited during creation of new quays. The new quay will be located in the port from which the user initiated the creation. Name and Position are the only required fields. Position can be set either by entering Latitude and Longitude in the text input fields, or by selecting a position in the map.

3.3.6 Quay

When administering a quay there are no restrictions as to what can be changed by the user. However it is worth remembering that changes made to quays and their details do affect the users registering voyages.

The screenshot shows the 'My New Quay' administration page in the SafeSeaNet Norway system. The page is divided into several sections:

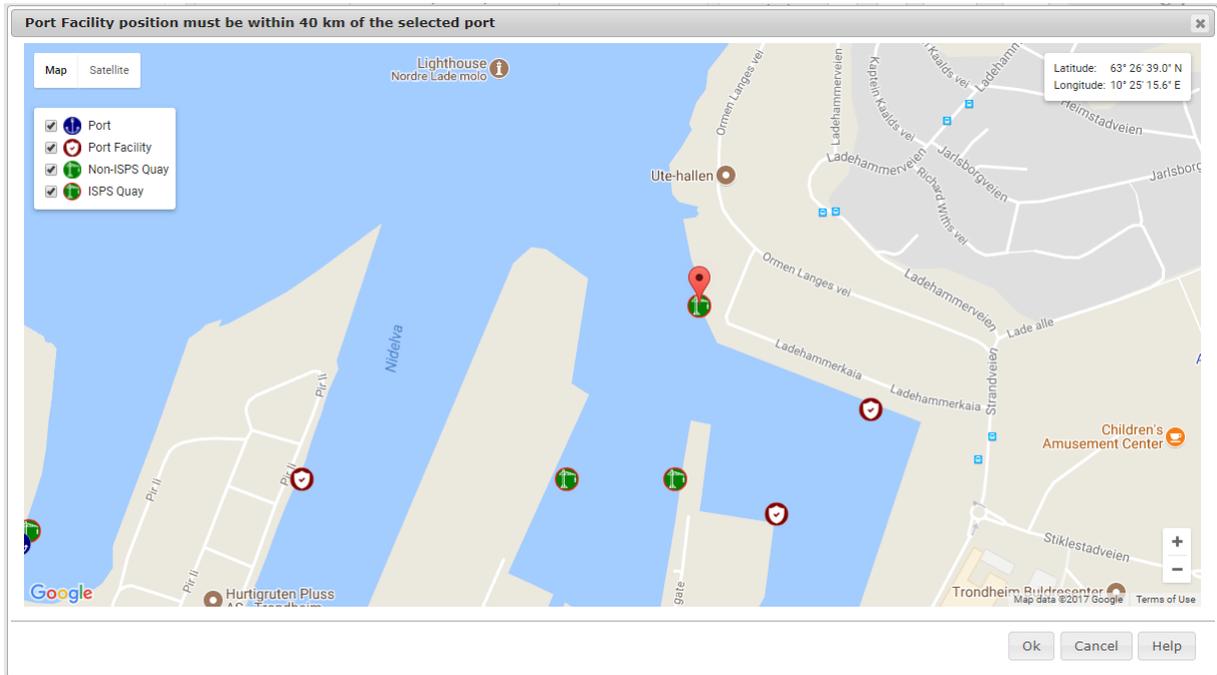
- Basic Information:** Name: My New Quay; Port: Trondheim (NOTRD); Status: Active.
- Services:** A list of services with checkboxes: Bunkers, Deliver waste, Other, Shore power, Cargo storage, Freshwater (checked), Repairs, Tug boat, Crane, Mooring, Ro-ro ramp.
- Position:** Latitude: 63° 26' 3.64" N; Longitude: 10° 23' 13.53" E. Includes a 'Show Map' button.
- Quay Requests:** 'Open for quay requests via SafeSeaNet' is set to 'Yes'. A checkbox 'I would like to receive quay requests to the following email address' is checked, with the email 'me@company.com' entered. A note states: 'Note: Supports comma separated e-mail addresses.'
- ISPS:** A checkbox 'This quay is inside a Port Facility Area' is checked. The 'Port Facility' dropdown is set to 'Ila kai 26-31'.
- Quay Contact Details:** A checkbox 'Use the same contact details as my company' is checked. Fields include Telephone (Country code: +47, Phone number: 99999999), Duty Phone (24h): +47 99999999, E-mail: noreply@kystverket.no, and Web.

At the bottom right, there are 'Save' and 'Undo Changes' buttons.

Open for quay requests via SafeSeanet must be set to Yes if it is desirable to receive full quay requests from the users registering voyages to this quay. A full quay request contains information about the invoice receiver, requested services, ship communication, and remarks. A partial quay request only holds information about the desired quay of berth, and can not be handled by port or quay administrators.

A specific port facility may be selected in the Port Facility dropdown list, if the checkbox This quay is inside a Port Facility Area is checked.

Click Show Map to see or alter the quay's position. The map also displays positions of Ports, Port Facilities, and other quays.



3.3.7 Port (2005/65)

Users administering a Port (2005/65) is able to change its name, post and visiting addresses, contact details, and Port Security Officer.

The Port Security Officer (PSO) container shows the currently set PSO, if any. Changing the PSO can be done in two fundamentally different ways.

3. Click **Edit Current PSO**. This will allow the user to change the details registered for an existing PSO. These changes will affect the PSO details in all parts of the system.
4. Click **Select New PSO**, to either create a new PSO, or change the acting PSO to an existing one.

Update Port (2005/65)

Basic Information

Port (2005/65):

Same name in Norwegian

Council:

Port Security Auth.:

Status:

Port Facilities

Port Facility No	Facility Name
NOXXX-0000	Name
NOXXX-0001	Name
NOXXX-0002	Name
NOXXX-0000	Name

Post Address

Address Line 1:

Address Line 2:

Post Code/Place:

Contact Details

Telephone:

E-mail:

Visiting Address

Address Line 1:

Address Line 2:

Post Code/Place:

ISPS Contact Information

Main 24/7 ISPS contact information for Maritime Security Level:

Duty Phone (24h):

E-mail (24h):

Alternative ISPS contact information:

Duty Phone:

E-mail:

Port Security Officer

If the information below is incorrect and you wish to make corrections, click 'Edit Current PSO'. If you wish to select another PSO or create a new one, click 'Select New PSO'

[Edit Current PSO](#)
[Select New PSO](#)

First Name:

Last Name:

E-mail:

Mobile Phone:

Telephone:

Approval Date:

Port Security Assessments, Port Security Plans, Statements of Compliance, Monitorings, and Verification Date can only be edited by The Norwegian Coastal Administration (NCA), but are displayed to port authority users.

The screenshot displays a dashboard with five main sections:

- Port Security Assessments:** A table with columns 'Approval Date' (dd.MM.yyyy) and 'RSO' (RSO NAME).
- Port Security Plans:** A table with columns 'Approval Date' (dd.MM.yyyy) and 'Authority' (PSO).
- Port (2005/65) Verification Date:** Verification Date: N/A, Caseworker: N/A.
- Statement of Compliance:** A table with columns 'Valid From' (dd.MM.yyyy) and 'Valid To' (dd.MM.yyyy).
- Monitorings:** A text box containing 'No Monitorings found'.

If the user has changed information that needs approval by NCA, the following dialog will be displayed upon clicking Save.

The 'Change Request' dialog box contains the following text and fields:

- Remark and Correspondence details**
- Note:** The changes made will result in a Change Request that will need to be approved by The Norwegian Coastal Administration before taking effect.
- Note:** If there are changes to the Port Security Plan (PSP), please send a new PSP to The Norwegian Coastal Administration.
- If you have any information to add regarding the changes made, or you wish to be notified when the change request has been processed, please fill out the fields below.
- Remark to Caseworker:
- My E-mail Address:
- Buttons: Ok, Cancel

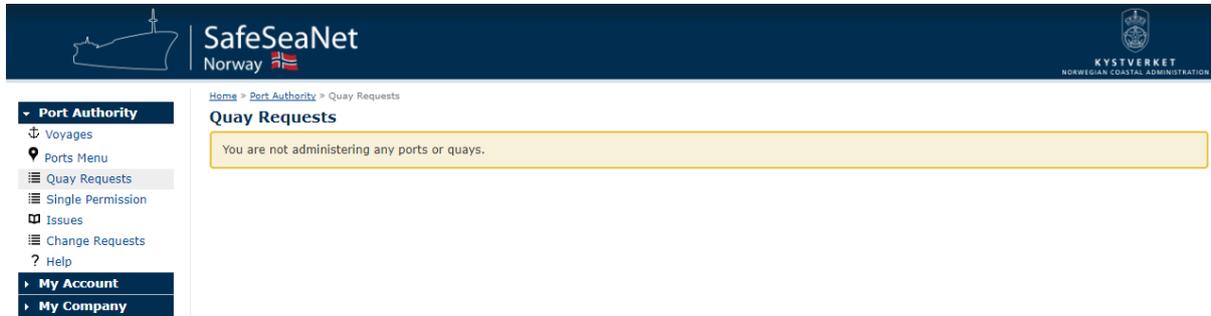
If the Port (2005/65) has any pending change requests, that has not yet been processed by The NCA, the following banner will be shown above the port facility details.

This Port (2005/65) has pending changes that will not be in effect until they have been approved by the Norwegian Coastal Administration. [View Changes](#)

Clicking View Changes will display the contents of the pending change request in a pop-up window.

3.4 Receiving quay requests

In order to receive or view quay requests, both in SafeSeaNet Norway and as e-mail notifications, the user's company must administer either a port or a quay. This requires the user to log in and complete the necessary steps to configure administration settings, as described in the previous sections.



When logging in for the first time, the Quay Requests section will look like the figure above.

The voyage registration process contains a step to deliver a quay request. This step is only included if one of the following conditions are met:

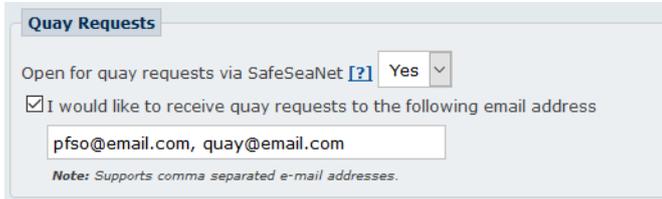
- The arrival port is administered and configured to handle all requests to unadministered quays – and there are quays located in the arrival port.
- There are administered quays located in the arrival port, open for quay requests.

The quay dropdown list contains all the quays near the arrival location. The list also includes quays that have not opened for quay requests yet, however, the user will be warned if one is selected. Registered quay requests to quays that are not opened, will not be handled.

3.4.1 Receiving e-mail notifications for quay requests

E-mail notifications for registered quay requests will only be sent to the e-mail addresses that are configured in SafeSeaNet Norway:

- **Quay:** Administrator can receive e-mail notifications for requests to a specific quay.



Quay Requests

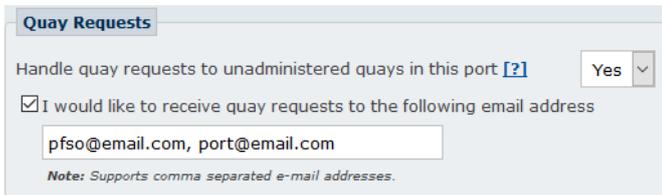
Open for quay requests via SafeSeaNet [\[?\]](#) Yes ▾

I would like to receive quay requests to the following email address

pfso@email.com, quay@email.com

Note: Supports comma separated e-mail addresses.

- **Port:** Administrator can receive copies of all quay requests to quays within the respective administered port.



Quay Requests

Handle quay requests to unadministered quays in this port [\[?\]](#) Yes ▾

I would like to receive quay requests to the following email address

pfso@email.com, port@email.com

Note: Supports comma separated e-mail addresses.

Port and quay settings are available under the `Ports` Menu.

4 Quay Requests

If there are any Quay Requests with status either Request or Changed Quay, the following banner will be shown to the port authority user:

You have 1 pending quay request in the date interval 26.09.2017 - 11.10.2017. Please click [here](#) to process it.

The date interval for this banner is set two days in the past, and two weeks in the future. Clicking the link in the banner navigates to the Quay Requests page.

The screenshot displays the 'Quay Requests' interface. On the left is a navigation menu with options like 'Port Authority', 'Voyages', 'Ports Menu', 'Quay Requests', 'Single Permission', 'Issues', 'Change Requests', and 'Help'. The main content area includes a search criteria form with sections for 'Ship', 'Port and Quay Details', 'Arrival Details', 'Requested Services', and 'Status'. Below the form is a table listing request details.

Created	Company	Ship Name	Call Sign	Departure	Arrival	ETA	Quay	ETD	Status	Actions
27.09.2017 19:01	KYSTVERKET	SSN OFFICIAL TEST VESSEL	SSNTST	Haugesund	Trondheim	02.10.2017 00:00	Nyhavna Øst	03.10.2017 00:00	Request	

The Search Criteria are shown by default, and allows the user to narrow down the search for quay requests. Clicking the Edit icon in the Actions column in the grid takes the user to the page for processing the quay request.

Available statuses are: Approved, Changed Quay, Corrections Needed, and Rejected. When asking for corrections, or when rejecting a request, the user is required to enter a remark.

Home > Port Authority > Quay Requests > Update Quay Request [View Voyage](#)

Process Quay Request

Ship

Ship Name: SSN OFFICIAL TEST VESSEL Call Sign: SSNTST IMO No: 9999999 Gross Tonnage: 3000 Length: 90 Ship Type: Other Non Merchant Ships

No Environmental Ship Index Score registered for this ship.

Inmarsat: +47 99999999 Telephone: +47 99999999 Email: noreply@kystverket.no Mobile Phone: +47 99999999 Iridium: +47 99999999

Departure and Arrival Ports

Departure Port: Haugesund (NOHAU) ETD: 01.10.2017 00:00
 Arrival Port: Trondheim (NOTRD) ETA: 02.10.2017 00:00 ETD: 03.10.2017 00:00

Quay Request Details

Quay

Requested Quay: Nyhavna Øst [\[?\]](#)

Invoice Receiver

Company Name: KYSTVERKET
 Company Org No: 874783242
 Mark Invoice With:
 Postal Code/City: 3191 Horten
 Country: NORWAY

Requested Services

Services and operations requested by the agent:

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

Remark: -

Remark From Agent

None

Process Quay Request

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

Current Quay: Nyhavna Øst

New Status: -- Select New Status --

Email notifications: None

The remarks below will be visible to the agent managing the quay request:

If the requester enters an email address at which to receive notifications, it will be displayed for the port authority user. In the case above, no email address has been supplied.

Process Quay Request

Change of quay must be confirmed by agent before it is final.
 Selected quay is not open for quay requests, and there is no port administrator for Trondheim. Request will not be handled.

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

Current Quay: Nyhavna Øst

New Status: Changed quay

New Quay: Ila Pir Kai 31

Email notifications: None

The remarks below will be visible to the agent managing the quay request:

When selecting the Changed quay status, a new quay must be selected using the New Quay dropdown list. Note that change of quay must be confirmed by the requester before it is final.

5 Single Permissions

Single permissions is a very narrow exemption rule, authorized in the ISPS code part B 4.15. The exemption rule may be used in some cases where it is essential for an ISPS ship to arrive at a port facility that does not have an approved security plan. Examples may be ships with status layd up, or if suitable quays are not localized in the area. Single permissions are given only for a defined timeperiod and for the specified ship only. The permission requires a qualified person ashore who can ensure that appropriate security measures are in place, if needed.

Single permissions provide ports and port facility with an overview of which quays have been approved for a given period. The application itself should be sent to the Norwegian Coastal Administration via post@kystverket.no

The screenshot shows the SafeSeaNet Norway web interface. The header includes the logo and the text 'SafeSeaNet Norway' and 'KYSTVERKET NORWEGIAN COASTAL ADMINISTRATION'. The main content area displays a table of single permissions. The table has columns for Quay Name, Port, Valid From, Valid To, Reason, Approved Ships, and Actions. A single row is visible with the following data: Test Quay, Portname, 01.10.2017, 01.06.2018, Unloading cargo, SSN OFFICIAL TEST VESSEL, and a View link.

Quay Name	Port	Valid From	Valid To	Reason	Approved Ships	Actions
Test Quay	Portname	01.10.2017	01.06.2018	Unloading cargo	SSN OFFICIAL TEST VESSEL	View

If the Norwegian Coastal Administration has registered a Single Permission for one of your administered quays, they will be displayed in the grid as shown in the figure above. Each grid row hold key information about the single permission.

The screenshot shows the SafeSeaNet Norway web interface with details for a single permission. The header is the same as the previous screenshot. The main content area displays a detailed view of a single permission. The details are organized into sections: Selected Quay, Details, Responsible Person, Responsible Company, and Approved Ships. The data for each section is as follows:

Selected Quay	
Quay Name	Test Quay
Port	Portname
Position	60° 24' N 5° 19' E

Details	
Valid From	01.10.2017
Valid To	01.06.2018
Reason	Unloading cargo
Other Remark	Not specified
Caseworker	Beate Sperre

Responsible Person	
Name	Firstname Lastname
E-mail	firstname.lastname@email.com
Phone	99999999

Responsible Company	
Name	Test Company
Org. No	987654321
Address	Address, 7037 Trondheim

Approved Ships	
SSN OFFICIAL TEST VESSEL	

Clicking the View action will display details about date validity, reason, and responsible person and company for this single permission. All ships that are included are also listed.

6 Issues

6.1 Introduction

To help achieve high standards of safety at sea for crew, vessels and the marine environment, you are encouraged to report issues with port calls or ships to the Norwegian Maritime Authority. The following sections will describe how this is done.

6.2 Creating Issues

Click the “Issues” link in the *Main Menu*.

Click on the “Click here to begin” link.

Select the type of issue you wish to report. You can report three different types of issues: *Missing Port Notification*, *General Incidents and Observations*, or *Waste discrepancies*. Click *Next* after selecting your type of issue.

Select the ship associated with this issue. Use the search tools to search for a specific ship.

The screenshot shows the 'Report Issue' page in the 'Select Ship' step. The breadcrumb trail is 'Home > Port Authority > Report Issue'. The main heading is 'Report Issue' with a sub-heading 'Select Ship'. Below this, there are navigation tabs: 'Issue Type', 'Select Ship' (active), 'Missing Port Notification', and 'Confirm and Submit'. A 'Select Ship' section contains instructions: 'Select a ship from "Favourite Ships", or search for ships and select a ship from search result.' Below this is a 'Ship Search' form with input fields for 'Ship Name' (containing 'SSN OFFICIAL TEST VESSEL'), 'Call Sign', and 'IMO No.', and a 'Search' button. A table below the search form lists search results:

Select	Flag	Ship Name	Call Sign	IMO No	Gross Tonnage	Length
<input type="checkbox"/>		SSN OFFICIAL TEST VESSEL	SSNTST	9999999	3000	90

At the bottom right of the form area, there are 'Previous' and 'Next' navigation buttons.

Please make sure that you are selecting the correct ship by double checking IMO and/or MMSI numbers. Click next when you have identified the correct ship.

On the next page we will describe the two different issue types you can report.

Issue Type 1: Missing Port Notification

This issue type concerns a port call where a port request was not made through SafeSeaNet Norway before the ship arrived at your port. Please fill in any known details about the port call, including when and where the ship originally departed from (if known).

The screenshot shows the 'Report Issue' page in the 'Missing Port Notification' step. The breadcrumb trail is 'Home > Port Authority > Report Issue'. The main heading is 'Report Issue' with a sub-heading 'Missing Port Notification'. Below this, there are navigation tabs: 'Issue Type', 'Select Ship', 'Missing Port Notification' (active), and 'Confirm and Submit'. A 'Ship' section at the top shows the selected ship details: 'Ship Name: SSN OFFICIAL TEST VESSEL', 'Call Sign: SSNTST', 'IMO No: 9999999', 'Gross Tonnage: 3000', 'Length: 90', and 'Ship Type: Other Non Merchant Ships'. Below this is the 'Missing Port Notification' section with three sub-sections: 'Departure Port (if known)', 'Arrival Port', and 'Additional Information'. The 'Departure Port' section has a 'Location Code/Name' field with 'Unknown (ZZUKN)' and an 'ETD' field. The 'Arrival Port' section has a 'Location Code/Name' field with 'Haugesund (NOHAU)', an 'ETA' field with '28.09.2017 13:25', and an 'ETD' field with '28.09.2017 22:00'. The 'Additional Information' section has a text area with the text 'Arrived without any reporting ...'. At the bottom right of the form area, there are 'Previous' and 'Next' navigation buttons.

Issue Type 2: Incidents and Observations

This issue type pertains to issues regarding ship, crew, safety or other circumstances that you have observed. Enter your observations in the form of free text in the text field. Make sure to include as much relevant information as possible about date, time location, and so on.

The screenshot shows the 'Report Issue' interface for 'Incidents and Observations'. The breadcrumb trail is 'Home > Port Authority > Report Issue'. The main heading is 'Report Issue' with a sub-heading 'Incidents and Observations'. The 'Ship' section displays: Ship Name: SSN OFFICIAL TEST VESSEL, Call Sign: SSNTST, IMO No: 9999999, Gross Tonnage: 3000, Length: 90, Ship Type: Other Non Merchant Ships. The 'Incidents and Observations' section contains a large text area with the instruction: 'Please describe your observations here. Please include date, time, location and any information that could be relevant to this matter.' Navigation buttons for '<< Previous' and 'Next >>' are located at the bottom right.

Issue Type 3: Waste Discrepancies

If there are any discrepancies or irregularities in the waste reporting, this issue type should be used. A list of voyages is presented to the user. This list is narrowed down to the selected ship's voyages, arriving at locations that are administered by the user's company.

The screenshot shows the 'Report Issue' interface for 'Waste Discrepancies'. The breadcrumb trail is 'Home > Port Authority > Report Issue'. The main heading is 'Report Issue' with a sub-heading 'Waste Discrepancies'. The 'Ship' section displays: Ship Name: SSN OFFICIAL TEST VESSEL, Call Sign: SSNTST, IMO No: 9999999, Gross Tonnage: 3000, Length: 90, Ship Type: Other Non Merchant Ships. The 'Select Voyage' section shows a table of voyages with the following data:

Departure		Arrival		Deliveries [?]	Actions [?]
Location	ETD	Location	ETA		
Trondheim	25.09.2017 00:00	Husoy - Karmoy	26.09.2017 00:00		Deselect

The 'Waste' section contains the text: 'No waste information delivered to the Norwegian Maritime Authority.' The 'Waste Discrepancies' section contains a text area with the instruction: 'Please use the area below to describe the waste discrepancies in the reporting.' and the text: 'Waste delivery not properly reported.' Navigation buttons for '<< Previous' and 'Next >>' are located at the bottom right.

Finally you are presented with a confirmation page. Here it is displayed for an issue of the type *Waste Discrepancies*.

Home > Port Authority > Report Issue

Report Issue

Issue Type > Select Ship > **Waste Discrepancies** > Confirm and Submit

Ship

Ship Name: SSN OFFICIAL TEST VESSEL Call Sign: SSNTST IMO No: 9999999 Gross Tonnage: 3000 Length: 90 Ship Type: Other Non Merchant Ships

Notification Emails

I wish to receive e-mail notifications about issue status changes or reply messages.

E-mail addresses: Supports several comma-separated e-mail addresses

Selected Voyage

Departure		Arrival		Deliveries [?]
Location	ETD	Location	ETA	
Trondheim	25.09.2017 00:00	Husoy - Karmoy	26.09.2017 00:00	

Waste Discrepancies

Please use the area below to describe the waste discrepancies in the reporting.

Waste delivery not properly reported.

[< Previous](#) [Finish](#)

Click the **Finish** button to send your issue report.

Home > Port Authority > Report Issue

Issue #108 Successfully Saved

Ship

Ship Name: SSN OFFICIAL TEST VESSEL Call Sign: SSNTST IMO No: 9999999 Gross Tonnage: 3000 Length: 90 Ship Type: Other Non Merchant Ships

Notification Emails

No e-mail notifications will be sent for this issue.

About This Issue

Reported By: [Port User](#) Issue type: Waste discrepancies
 Created: 28.09.2017 12:30 Status: **Unresolved**

Selected Voyage

Departure		Arrival		Deliveries [?]
Location	ETD	Location	ETA	
Trondheim	25.09.2017 00:00	Husoy - Karmoy	26.09.2017 00:00	

Waste

No waste information delivered to the Norwegian Maritime Authority.

Issue Correspondence

Norwegian Coastal Administration Norwegian Maritime Authority Port Administration

[Port User](#) 28.09.2017 12:30

Waste delivery not properly reported.

[< View All Issues](#)

A confirmation message is displayed if the operation was successful.

6.3 Editing an issue

To edit an issue, click on “Issues” in the Main Menu, then identify the issue you wish to edit in the list of issues. Click the edit icon in the *Action* column, displayed in the middle of the three available actions below.

[Show Search Criteria](#)

Reported Date	Issue Type	Ship Name	Port	Issue Status	Reported By	Actions
28.09.2017 12:30	Waste discrepancies	SSN OFFICIAL TEST VESSEL	Husoy - Karmoy (NOHSO)	Unresolved	Port User	
28.09.2017 12:09	Missing Port Notification	SSN OFFICIAL TEST VESSEL	Trondheim (NOTRD)	Unresolved	Port User	

This will open the issue wizard in edit mode. Please refer to the previous section (6.2) for a description of how to complete this wizard.

6.4 View Issue Details

To view an issue, click on “Issues” in the Main Menu, then identify the issue you wish to view in the list of issues. Click the “View” link in the *Action* column.

The screenshot shows the 'Issues' page in the SafeSeaNet Norway system. The page features a navigation menu on the left with options like 'Port Authority', 'Voyages', 'Ports Menu', 'Quay Requests', 'Single Permission', 'Issues', 'Change Requests', and 'Help'. Below this are 'My Account' and 'My Company' sections. The main content area displays the 'Issues' title and a 'Report Issues' section with a 'Click here to begin' link. At the bottom, there is a table of issues, identical to the one in section 6.3.

Reported Date	Issue Type	Ship Name	Port	Issue Status	Reported By	Actions
28.09.2017 12:09	Missing Port Notification	SSN OFFICIAL TEST VESSEL	Trondheim (NOTRD)	Unresolved	Port User	

The view issue correspondence page is shown, containing details about the issue in addition to the correspondence connected to this specific issue. Issues can be handled both by The Norwegian Coastal Administration or The Norwegian Maritime Authority.

Home » Port Authority » Report Issue

View Reported Issue #107

Ship

Ship Name: SSN OFFICIAL TEST VESSEL Call Sign: SSNTST IMO No: 9999999 Gross Tonnage: 3000 Length: 90 Ship Type: Other Non Merchant Ships

Notification Emails

No e-mail notifications will be sent for this issue.

About This Issue

Reported By: [Port User](#) Issue type: Missing Port Notification
 Created: 28.09.2017 12:09 Status: **Unresolved**

Missing Port Notification

Departure Port (if known)

Location Code/Name: Trondheim Pending Point (NOZTR)
 ETD: 10.09.2017 12:00

Arrival Port

Location Code/Name: Trondheim (NOTRD)
 ETA: 10.09.2017 13:00
 ETD: 11.09.2017 16:00

Issue Correspondence

Norwegian Coastal Administration Norwegian Maritime Authority Port Administration

Port User 28.09.2017 12:09

Text

[« View All Issues](#)

Dates are displayed in local time (CET).

Click the “View All Issues” link to return to the list of issues.

6.5 Issue Search and Filtering

To view a list of issues you have reported, click the “Issues” link in the *Main Menu*. In case you need to search for issues based on specific criteria, a set of controls are available for detailed search and filtering. Click on the «Show Search Criterias» link to expand a form with search criteria controls.

[Hide Search Criterias](#)

Search Criteria

Ship

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

Issue Details

Reported After:

Reported Before:

Issue Type

Incidents And Observations
 Missing Port Notification
 Waste Discrepancies

Issue Status

Unresolved
 Being Processed
 Resolved

Using these controls you can filter issues based on ship details, issue report date, issue type, and issue status.

7 Change Requests

This page displays all change requests that are pending processing by the Norwegian Coastal Administration. The view functionality can be found at the top of the edit page for Port Facility or Port (2005/65). Banner will always be visible when there are pending change requests.

The screenshot shows the SafeSeaNet Norway web interface. The header includes the SafeSeaNet logo and the Norwegian Coastal Administration (KYSTVERKET) logo. A navigation menu on the left lists options like Voyages, Ports Menu, Quay Requests, Single Permission, Issues, Change Requests (highlighted), and Help. The main content area is titled 'Port Facility Change Requests' and contains a table with the following data:

IMO Number	Name	Created By	Status	Last Update	Actions
NOTRD-0003	Ila kai 26-31	Erlend Blomsø	Pending	27.09.2017 19:44:54	View

Below the table, there is a section titled 'Port (2005/65) Change Requests' with a message: 'No pending Port (2005/65) change requests found.'

Clicking the [View](#) link button under the [Actions](#) column in either grid, will display details about the change request.

Note that pending change requests does not prevent further changes to be made. As long as there is a pending change request, all changes will be added to this.