

# Manual for CSO Manager

# Manual for the use of the Company Security Officer (CSO) database



Version 1 Søværnskommandoen 17-12-2024

## Index

Μ	anua	I for the use of the Company Security Officer (CSO) database.	2
	Com	npany Security Officer List	2
	How	v to get started	2
	The	Dashboard interface:	2
	The	CSO database interface:	2
	1.	Create your first CSO entry manually by typing:	3
	2.	Create your first CSO entry uploading the information from a spreadsheet:	3
	3.	Administration and maintenance of the database after the first entries	5
	4.	Validation errors	6
	5.	Search functionalities and Filters	6

### Manual for the use of the Company Security Officer (CSO) database.

#### **Company Security Officer List**

All Danish shipping companies shall inform MAS (<u>cso@safeseanet.dk</u>) about the name and contact information of all appointed CSOs. It is important that MAS is in possession of the accurate contact information at all times. The shipping company is responsible for updating MAS with the appropriate contact information.

The CSO information is updated and stored through the web-interface https://nsw.safeseanet.dk

To get access to the interface/system please find, fulfill and send the registration form https://forsvaret.dk/cso to the Maritime Assistance Service via mail to cso@safeseanet.dk

When the company gets access to the system it must create own users and Sub-Organizations (Sub-Organizations is optional) please download and read the Local administrator manual from <u>https://forsvaret.dk/cso</u>

#### How to get started

#### The Dashboard interface:

😂 SafeSeaNet		Search Q	💄 CSO rederi 1 🗸
Dashbaard			Basic filters
Dasnboard Welcome CSO rederi 1		These functionalities will	Arrival Notifications
		not he in use for CSO	T Departure Notifications
		flot be in use for CSO	▼ STS Hazmat Notifications
CSO Database to the CSO database		users	T Cargo Transfer Notifications
			T Bunkering Notifications
Arrival and Departure Notifications	This scheme will be		Company Security Officers
status: (DRAFT OR PREDEPARTURE OR 72HOURPREARRIVAL OR 24HOURPREARRIVAL)	empty for CSO users		CSO rederi test filters <
			RDN-Test filters <
snowing page 1 out or with 10 w items on each page.	Only to be used by Port	< < >	User filters <
	reporting users shipping		
	agents etc.	CSO u create this is this m	sers will be able to their own filters - described later in anual

#### The CSO database interface:

So D	afeSeaNet atabase							Search	۹		2	CSO rederi 1 -
•	Compa	ny Securit	y Officers (0)							Here you	e you ca passwo	n change ord etc.
	Given Name	Family Name	Direct Phone (24/7)	Company Phone	Email Direct (24/7)	Company Email	Company T ÷	Shin Name	IMO Number	MMSI Number	Call Sign	Actions
	+Add CSO Showing page 1. USE 2. He be do speci	this buttor this buttor e you car wnloaded	25 v Items on each page. on to add ves n import data d from Https:/ sheets	sel/CSO infor from a sprea /forsvaret.dl	rmation manu Idsheet - spre <td>u<mark>ally/by typi</mark> adsheets ca only use the</td> <td>ng n ese</td> <td>– Use th filter tl want t Dashb</td> <td>ese butto ne informa o see on t oard</td> <td>ns to ation you he</td> <td></td> <td>&lt; &lt; 1 &gt; &gt;</td>	u <mark>ally/by typi</mark> adsheets ca only use the	ng n ese	– Use th filter tl want t Dashb	ese butto ne informa o see on t oard	ns to ation you he		< < 1 > >

#### 1. Create your first CSO entry manually by typing:

Sa	afeSeaNet							Ş	earch	۹		<b>•</b>	CSO rederi 1 -
<b>1</b>	Company Sec	curity	Officers (0)										
	Given Name Family Na T 0 T 0	ime	Direct Phone (24/7)	Company Phone	Er	nail Direct (24/7)	Company Email	Company T 0	Ship Name	IMO Number	MMSI Number	Call Sign	Actions
	Given Name	martin			Email Direct	cso@safeseanet.dk				Ship Name	marie		
	Family Name	ahl			Company Email	cso@safeseanet.dk				IMO Number	9999999		
	Direct Phone (24/7)	+45333333	33		Company	rederiet				MMSI Number	999999999		
	Company Phone	+45333333	33							Call sign	owis2		
	1. + Add CSO ≤ Import CSOs	. Clicl	k on "Add (	CSO"	2.	type all	the informa	tion	3	. accept	and submi	t the da	ita 🗹×
	Showing page 1 out o	f1 with 25	✓ items on each page.										e < 1 > s

2. Create your first CSO entry uploading the information from a spreadsheet:

First, you need to download the spreadsheet – only original spreadsheets are working with the system.

Download from this page: <a href="https://forsvaret.dk/cso">https://forsvaret.dk/cso</a>

Fulfill the spreadsheet with your company's vessels and CSO information – see example below:

	A	В	С	D	E	F	G	н	1	J	К	L	М
1	Version: 1.0		Ship Ident	ification				C	SO Identi	fication			
2	No.	Shipname	*Imo Number	*MMSI Number	Call Sign	*Family Name	*Given Name	*Company	*Direct Phone 24/7	*Company Phone	*E-mail direct (24/7)	*E-mail company	
3	1	Container1	977771	977777777	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
4	2	Container2	9777772	97777771	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
5	3	Container3	977773	97777772	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
6	4	Container4	9777774	97777773	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
7	5	Container5	977775	977777774	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
8	6	Container6	9777776	97777775	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
9	7	Container7	977778	97777776	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
10	8	Container8	9777779	97777778	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
11	9	Container9	9777710	97777779	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
12	10	Container10	9777711	977777710	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
13	11												
14	12												
15	13												
16	14												
17	15												
18	16												
19	17												
20	18												
21	19												
22	20												
23	21												

Import the CSO information from the Spreadsheet file:

ompar	ny Securit	y Officers (0)			
iiven Name	Family Name	Direct Phone (24/7)	Company Phone	Email Direct (24/7)	Company Email
🕇 Add CSO 🕹	Import CSOs	1. Click on "I	mport CSOs"		
Organiser MR	✓ Ny mappe S	^ O stjernen container	Ændringsdato Type 18-10-2024 09:54 Micro	Størrelse psoft Excel-re 15 KB	
	IGHT25				
CSS INS Ska Denn 30- EBille EBille Dok Muu Ove Skrii EVid	U vejredninge I slettes He pC objekter eder sik keforsier vebord coer	2. Find and op	en the correct	t file	

Since it is the first time you import data, you shall only apply changes:

i Database												
Carro												
_ Com	ipany Se	ecurity C	TICERS (0)									
Impor	rt Comp	iany Seci	urity Office	rs								
Action	Given Name	Family Name	Direct Phone (24/7)	Company Phone	Email Direct (24/7)	Company Email	Fax	Company	Ship Name	IMO Number	MMSI Number	Call Sign
12	Insert		Update 🗹	0 Delete	O Duplicates	IMO Number						
✓ INSERT	isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk		Stjernen/container	Container1	9777771	977777777	owis3
✓ INSERT	isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk		Stjernen/container	Container2	9777772	97777771	owis3
✓ INSERT	isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk		Stjernen/container	Container3	9777773	97777772	owis3
✓ INSERT	isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk		Stjernen/container	Container4	9777774	97777773	owis3
✓ INSERT	isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk		Stjernen/container	Container5	9777775	97777774	owis3
✓ INSERT	isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk		Stjernen/container	Container6	9777776	97777775	owis3
✓ INSERT	isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk		Stjernen/container	Container7	9777778	97777776	owis3
✓ INSERT	isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk		Stjernen/container	Container8	9777779	97777778	owis3
✓ INSERT	Lise	Lise	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk		Stjernen/container	Container9	9777710	97777779	owis3
✓ INSERT	Torben	Torben	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk		Stjernen/container	Container10	9777711	977777710	owis3
✓ INSERT	abc	evergreen	+47123456	+48147852	test@safeseanet.dk	test@safeseanet.dk		Stjernen/container	Container11	9511111	95000000	bimbo
✓ INSERT	isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk		Stjernen/container	ex.Bulker10	8777711	877777712	owis5
Showing page	e 1 out c	of 1 with 20 🗸 iter	ns on each page.								< < 1 > 3	3
									Click on	"Apply	Change	s"
											Apply Changes	Close

Data has been successfully imported and the vessels are shown on the dashboard:

eSeaNet abase						Search	م			💄 CSO	container div.
Compa	any Secu	rity Officers	(11)						Here dele	e you can te the ves	edit or ssels
Given Name	Family Name	Direct Phone (24/7)	Company Phone	Email Direct (24/7)	Company Email	Company T =	Ship Name	MO Number	MMSI Number	Call Sign	Actions
isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container3	9777773	97777772	owis3	8
isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container2	9777772	97777771	owis3	8
isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container6	9777776	97777775	owis3	œ
isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container7	9777778	97777776	owis3	2
isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container8	9777779	97777778	owis3	C2
Lise	Lise	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container9	9777710	97777779	owis3	@ 1
Torben	Torben	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container10	9777711	977777710	owis3	
abc	evergreen	+47123456	+48147852	test@safeseanet.dk	test@safeseanet.dk	Stjernen/container	Container11	9511111	95000000	bimbo	e :
isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container5	9777775	97777774	owis3	2
martin	Ahl	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container1	9777771	977777777	owis3	2
Martin	Ahl	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container4	9777774	97777773	owis3	8

+ Add CSO 💠 Import CSOs

#### 3. Administration and maintenance of the database after the first entries

When the company buy/sell vessels or change CSO information – the CSO can choose to update the database manually or simply use the spreadsheet

1	А	В	С	D	E	F	G	Н	1	J	K	L	м
1	Version: 1.0		Ship Ident	ification					SO Identi	fication			
2	No.	Shipname	*Imo Number	*MMSI Number	Call Sign	*Family Name	*Given Name	*Company	*Direct Phone 24/7	*Company Phone	*E-mail direct (24/7)	*E-mail company	
3	1	Container1	9777771	977777777	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
4	2	Container2	9777772	97777771	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
5	3	Container3	9777773	97777772	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
6	4	Container4	9777774	97777773	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
7	5	Container5	9777775	977777774	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
8	6	Container6	9777776	97777775	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
9	7	Container7	9777778	97777776	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
10	8	Container8	9777779	97777778	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
11	9	Container9	9777710	97777779	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
12	10	Container10	9777711	977777710	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseane	t.dk
13	11	Container11	9511111	95000000	bimbo	evergreen	abc	Stjernen/container	+47123456	+48147852	test@safeseanet.dk	test@safeseanet.dk	
14	12												
15	13												
16	14												
17	15												
18	16												

Illustration of a Spreadsheet with changes:

During the import, the import screen will appear with information's regarding the changes and the impact on the database:

¢								Search	(	٦	<b>.</b> CS	
CSC	) Database											
*	Com	pany Security ( t Company Sec	Officers (10) curity Officers									٦
	Action	Given Name	Family Name Update 🗹 📀	Direct Phone (24/7) Delete	Company Phone	Email Direct (24/7) Duplicates	Company Email	Fax Company	Ship Name re skib i cont	IMO Number N	IMSI Number	Call Sign 27
	☑ INSERT	abc	evergreen	+47123456	+48147852	test@safeseanet.dk	test@safeseanet.dk	Stjernen/container	Container11	9511111 9	5000000	bimbo
	UPDATE	"isps" will be replaced with: Lise "isps" will be replaced with: Torben	"container" will be replaced with: Lise "container" will be replaced with: Torben	123456 123456	123456 123456	martinahl@safeseanet.dk martinahl@safeseanet.dk	martinahl@safeseanet.dk martinahl@safeseanet.dk	Stjernen/container	Container9 Container10	9777710 ** 9777711 **	977777779" will be replaced with: 97777779 977777710" will be replaced with: 977777710	owis3 2 owis3 2
	Showing page	e 1 out of 1 with 20 v	tems on each page.	der er bleve	et ansat 2 nye	CSOer som skal have	ansvaret for henhold	lsvis skibene Contai	ner9 og Con	tainer10	< < 1 > > Apply Changes	Close Z
	+ Add CS	50 timport CSOs age 1 out of 1 with 25	<ul> <li>items on each page.</li> </ul>									

- 1. The red box indicate that a new ship will be inserted/imported to the database
- 2. The green box indicate that existing vessels will be updated with new information

#### 4. Validation errors

The main validation rule/key in the database is the vessels IMO number. An IMO number can only appear once in the system. If a vessel/IMO number already existing, it cannot be imported again before the first entry has been deleted.

Another company or another Sub-Organization within the same company might have registered the vessel.

If the vessel has been owned/registered by another company please ask the former owner to update/delete their CSO information. If the vessel is registered within the same company but in another Sub-Organization – the vessel must be deleted from the sub-Organization before it is imported into a new.

Illustration of IMO validation error:

😥 Sa	afeSeaNet						Search	
CSO D	atabase							
Ň	Compa	any Secu	rity Officers					
	Given Name	Family Name	Direct Phone (24/7)	Company Phone	An error occi	ured		Ship Name
	isps	container	123456	123456	Validation errors: Always ship.im	o must be Unique CSO Ship IMO Numbe	er - actual value was:	Container1
	isps	container	123456	123456	8////11			Container4
	isps	container	123456	123456				Container3
	isps	container	123456	123456			Uk	Container2
	isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container6
	isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container5
	isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container7
	isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container8
	Lise	Lise	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container9
	Torben	Torben	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container10

The text in the error message will be updated to:

*"the vessel with this IMO and/or MMSI-number is already registered in another company – can also be a sub-organization in your company.* 

Please contact the Maritime Assistance Service (MAS) +45 72850370 or cso@safeseanet.dk for support."

If the vessel is not registered in your own company (Sub-Organization) and you are not able to contact the "old" CSO in another company, you need the Maritime Assistance Service (MAS) to support you. Their contact information is within error messages or you can always find it on the webpage <u>https://forsvaret.dk/cso</u>

When contacting MAS, always inform about which IMO-number you need help with.

5. Search functionalities and Filters

There are Search and filter options on the Dashboard

You can use search, and create your own filters:

SafeSeaNet Search	٩	🚨 Martin 🗸
Search for gave results in seconds.	1. Click on the magnifier	<b></b> /
	content/yee ca	
	sta contentifype as	•
	ontentlype: mrs	
	2. Scroll down and	
	choose CSU port content/ype port	

#### Then the CSO Search formula will appear:

😂 SafeSeaNet			۹			💄 CSO cont	ainer div. 🕇
Search for contentType: cso AND ship.imo: 9777778 gave 1 re	sults in 0.052 seconds.	Save as filter 🔳					
Container7, owis3 (9777778)		You can save the filter as	cso contentType: cso				-
Company Security Officer:	The result	a personal filter on the		Created:		to	
- Name: container, isps - Phone: 123456 - Email: martinahl@safeseanet.dk		Dashboard		Updated:		to	
Company contact details:		1. Insert the vessels IMO	number	Ship Imo:	9777778		
- Phone: 123456 - Email: martinahl@safeseanet.dk				Ship Mmsi:	Ship Mmsi		
				Company:	Company		
			1	Direct Phone:	Direct Phone		
			Com	npany Phone:	Company Phone		
		2. click on "Search"		SEARCH	٩	CLEAR	ŵ

#### Illustration of the use of the filter tab:

abase										
Company Security Officers (1)								Filters		
1. click on the filter tab								Given Name:	e: Given Name	
C	Free la Marca	Direct Direct (D.1 (D	C	Freed Direct (D470	former first	6	Chie Marrie	Family Name:	Family Name	
T 0	T C	T C	T +	T 0	empany Email	T =	T ¢	Direct Phone (24/7):	Direct Phone (24/7)	
isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container3	Company Phone:	Company Phone	
isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container2			
isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container6	Email Direct (24/7):	Email Direct (24/7)	
isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container7	Company Email:	Company Email	
isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container8	Company:	Company	
Lise	Lise	123456	123456	martinahi@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container9	Shin Nomer	Orige Manage	
Torben	Torben	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container10	Ship Name.	snip ivame	
abc	evergreen	+47123456	+48147852	test@safeseanet.dk	test@safeseanet.dk	Stjernen/container	Container11	IMO Number:	IMO Number	
isps	container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container5	MMSI Number:	MMSI Number	
martin	Ahl	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container1	Call Sign:	Call Sign	
Martin	Ahl	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk	Stjernen/container	Container4			
	d Import CSOs									

These functionalities are also used by the Maritime Assistance Service to support you, but even more important to find the correct CSO, for the right vessel, when they receive an SSAS alarm.

That is why the system has been created – to secure a fast an efficient reaction from our operators when your vessel activates the Ship Security Alert System during an attack or for the yearly live test.