



Manual for CSO Manager

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



SafeSeaNet

Version 1

Søværnskommandoen

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

Company Security Officer List

All Danish shipping companies shall inform MAS (cso@safeseanet.dk) 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 <https://forsvaret.dk/cso>

How to get started

The Dashboard interface:

SafeSeaNet Dashboard Welcome CSO rederi 1

These functionalities will not be in use for CSO users

click here to get access to the CSO database

Arrival and Departure Notifications

This scheme will be empty for CSO users. Only to be used by Port reporting users shipping agents etc.

CSO users will be able to create their own filters - this is described later in this manual

The CSO database interface:

SafeSeaNet CSO Database

Company Security Officers (0)

Here you can change your password etc.

Use these buttons to filter the information you want to see on the Dashboard

1. use this button to add vessel/CSO information manually/by typing

2. Here you can import data from a spreadsheet - spreadsheets can be downloaded from <https://forsvaret.dk/cso> You can only use these specific spreadsheets

1. Create your first CSO entry manually by typing:

SafeSeaNet CSO Database

Company Security Officers (0)

Given Name: martin
 Family Name: ahl
 Direct Phone (24/7): +453333333
 Company Phone: +453333333
 Email Direct (24/7): cso@safeseanet.dk
 Company Email: cso@safeseanet.dk
 Company: rederiet
 Ship Name: marie
 IMO Number: 9999999
 MMSI Number: 999999999
 Call Sign: owis2

1. Click on "Add CSO" 2. type all the information 3. accept and submit the data

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

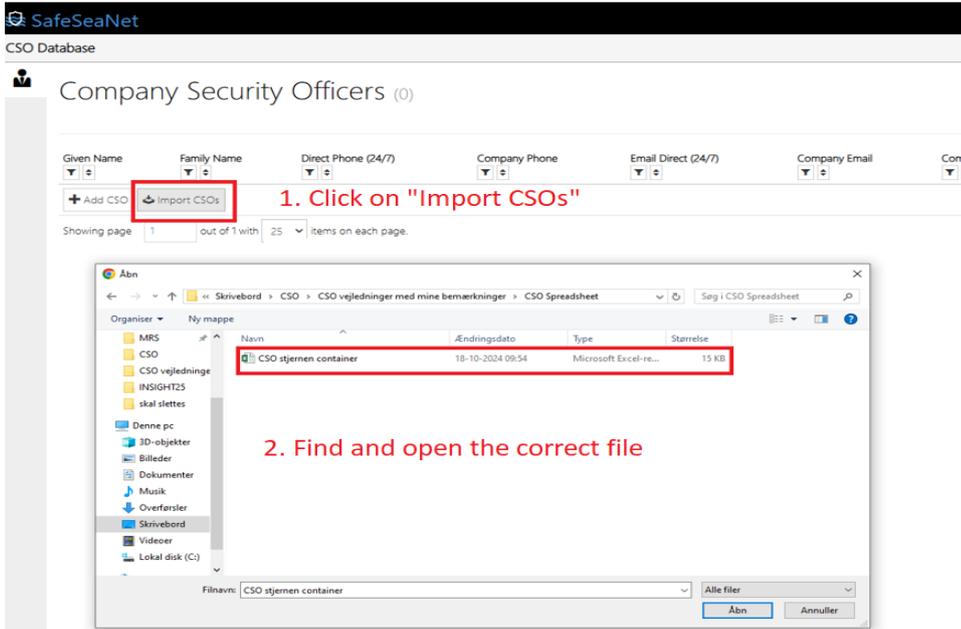
First, you need to download the spreadsheet – only original spreadsheets are working with the system.

Download from this page: <https://forsvaret.dk/cso>

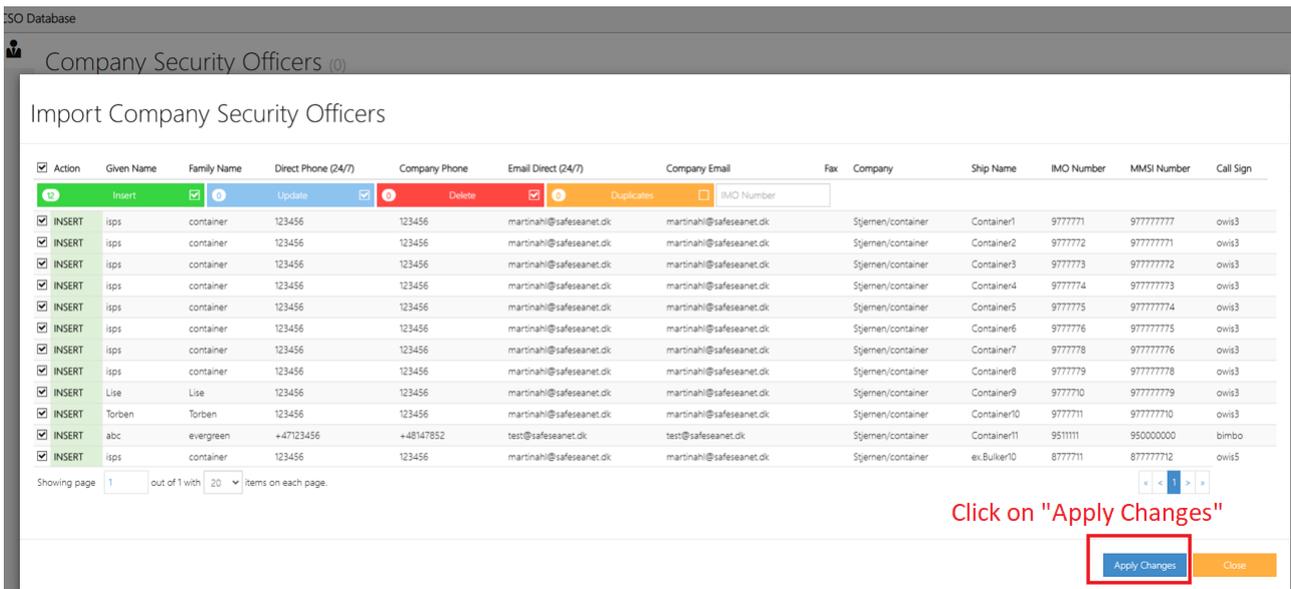
Fulfill the spreadsheet with your company’s vessels and CSO information – see example below:

Version: 1.0											
Ship Identification					CSO Identification						
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
1	Container1	9777771	97777777	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk
2	Container2	9777772	97777771	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk
3	Container3	9777773	97777772	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk
4	Container4	9777774	97777773	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk
5	Container5	9777775	97777774	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk
6	Container6	9777776	97777775	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk
7	Container7	9777778	97777776	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk
8	Container8	9777779	97777778	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk
9	Container9	9777710	97777779	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk
10	Container10	9777711	97777710	owis3	container	isps	Stjernen/container	123456	123456	martinahl@safeseanet.dk	martinahl@safeseanet.dk
11											
12											
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23											

Import the CSO information from the Spreadsheet file:



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



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

SafeSeaNet CSO Database

Company Security Officers (11)

Here you can edit or delete the vessels

Given Name	Family Name	Direct Phone (24/7)	Company Phone	Email Direct (24/7)	Company Email	Company	Ship Name	IMO Number	MMSI Number	Call Sign	Actions
isps	container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk	Sjernen/container	Container3	9777773	97777772	owis3	✎ ✕
isps	container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk	Sjernen/container	Container2	9777772	97777771	owis3	✎ ✕
isps	container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk	Sjernen/container	Container6	9777776	97777775	owis3	✎ ✕
isps	container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk	Sjernen/container	Container7	9777778	97777776	owis3	✎ ✕
isps	container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk	Sjernen/container	Container8	9777779	97777778	owis3	✎ ✕
Lise	Lise	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk	Sjernen/container	Container9	9777710	97777779	owis3	✎ ✕
Torben	Torben	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk	Sjernen/container	Container10	9777711	97777770	owis3	✎ ✕
abc	evergreen	+47123456	+48147852	test@safeseanet.dk	test@safeseanet.dk	Sjernen/container	Container11	9511111	950000000	bimbo	✎ ✕
isps	container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk	Sjernen/container	Container5	9777775	97777774	owis3	✎ ✕
martin	Ahl	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk	Sjernen/container	Container1	9777771	97777777	owis3	✎ ✕
Martin	Ahl	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk	Sjernen/container	Container4	9777774	97777773	owis3	✎ ✕

+ 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

Illustration of a Spreadsheet with changes:

Version: 1.0		Ship Identification				CSO Identification					
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
1	Container1	9777771	97777777	owis3	container	isps	Stjernen/container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk
2	Container2	9777772	97777771	owis3	container	isps	Stjernen/container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk
3	Container3	9777773	97777772	owis3	container	isps	Stjernen/container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk
4	Container4	9777774	97777773	owis3	container	isps	Stjernen/container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk
5	Container5	9777775	97777774	owis3	container	isps	Stjernen/container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk
6	Container6	9777776	97777775	owis3	container	isps	Stjernen/container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk
7	Container7	9777777	97777776	owis3	container	isps	Stjernen/container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk
8	Container8	9777778	97777778	owis3	container	isps	Stjernen/container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk
9	Container9	9777779	97777779	owis3	container	isps	Stjernen/container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk
10	Container10	9777710	97777770	owis3	container	isps	Stjernen/container	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk
11	Container11	9511111	950000000	bimbo	evergreen	abc	Stjernen/container	+47123456	+48147852	test@safeseanet.dk	test@safeseanet.dk
12											
13											
14											
15											
16											
17											
18											

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

SafeSeaNet CSO Database

Company Security Officers (11)

Import Company Security Officers

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

Insert
 Update
 Delete
 Duplicates
 IMO Number
 det nye skibi i container div.

<input checked="" type="checkbox"/>	INSERT	abc	evergreen	+47123456	+48147852	test@safeseanet.dk	test@safeseanet.dk	Sjernen/container	Container11	9511111	950000000	bimbo
<input checked="" type="checkbox"/>	UPDATE	'isps' will be replaced with: Lise	'container' will be replaced with: Lise	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk	Sjernen/container	Container9	9777710	'97777779' will be replaced with: 97777779	owis3
<input checked="" type="checkbox"/>	UPDATE	'isps' will be replaced with: Torben	'container' will be replaced with: Torben	123456	123456	martinah@safeseanet.dk	martinah@safeseanet.dk	Sjernen/container	Container10	9777711	'97777770' will be replaced with: 97777770	owis3

Showing page 1 out of 1 with 20 items on each page

der er blevet ansat 2 nye CSOer som skal have ansvaret for henholdsvis skibene Container9 og Container10

Apply Changes Close

+ Add CSO Import CSOs

Showing page 1 out of 1 with 25 items on each page

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

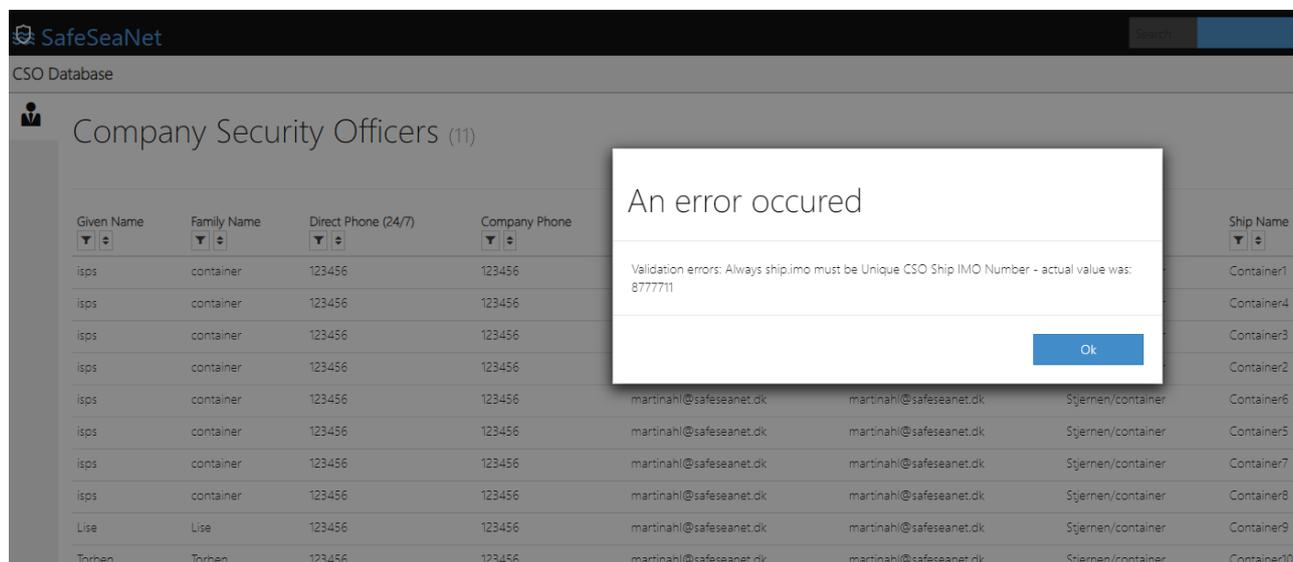
4. Validation errors

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:



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 <https://forsvaret.dk/cso>

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:

Then the CSO Search formula will appear:

Illustration of the use of the filter tab:

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.