

How to use SafeSeaNet (SSN)

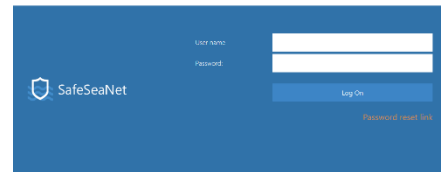
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How to use SafeSeaNet (SSN)

Homepage: nsw.safeseanet.dk

User name:

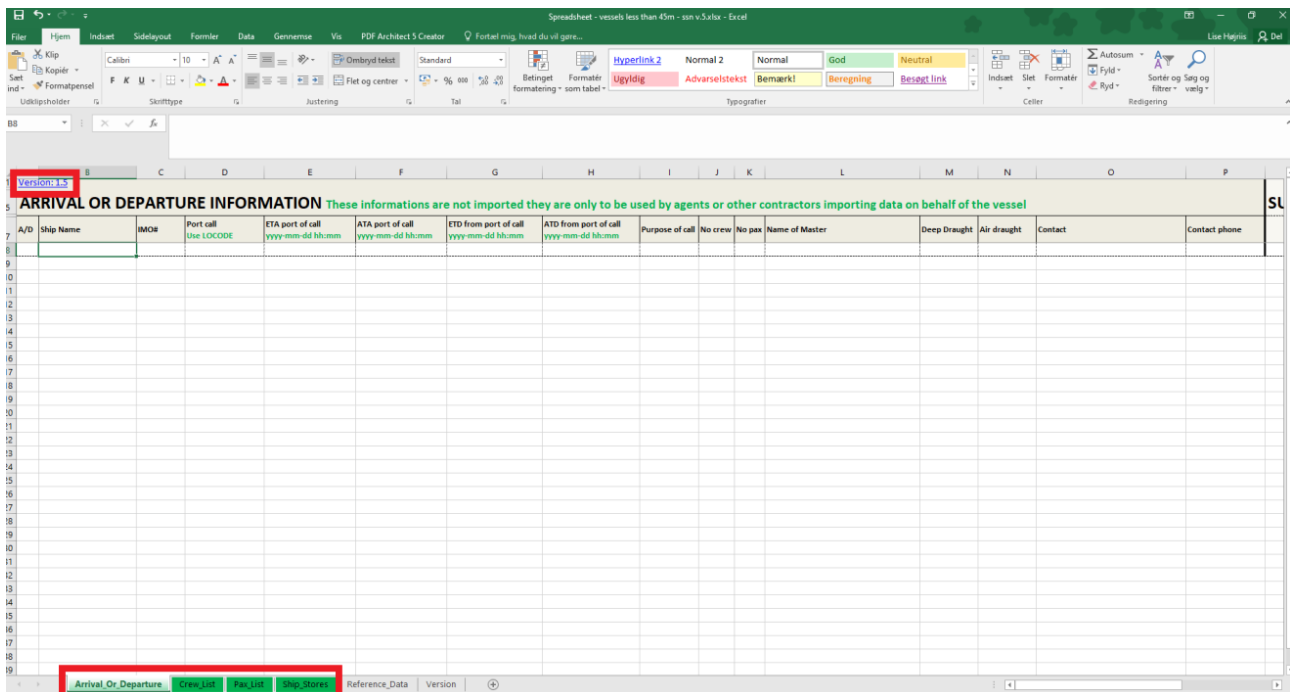
Password:



If you've been inactive at SSN for more than 15 minutes, you must log out and in again, otherwise the system don't remember what you were doing.

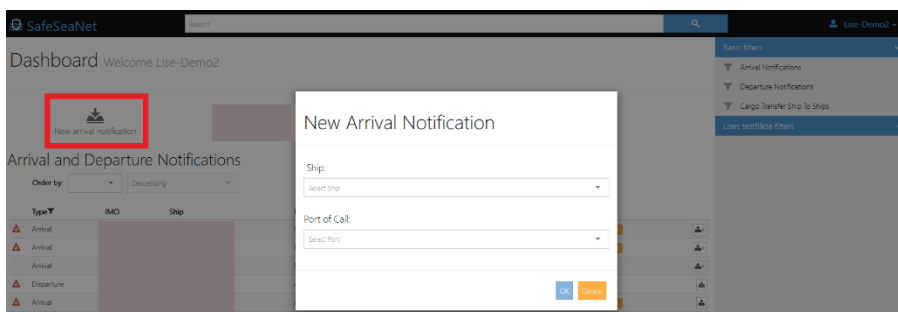
Create an arrival AT LEAST 24 hours, before the expected arrival at harbor.

What do I need to fill in SSN correctly?



Excel spreadsheet. Fill in the green tabs.

Create a "new arrival notification"



Select your vessel. Do this by typing the vessel’s IMO-number. If your vessel doesn’t have an IMO-number, use MMSI or the name of the vessel. Please be aware, the system must "think" a bit before the vessels's name appears via "drop down" then select it here. If you are not patient, it will fail. Do NOT click on “add”.

Then enter the port the ship is going to call. Again use “drop down”.

New Arrival Notification

Ship: **Enter IMO-number for your vessel, select in the "drop-down"-menu.**

test ship , IMO: 99999999 Danish (DK)

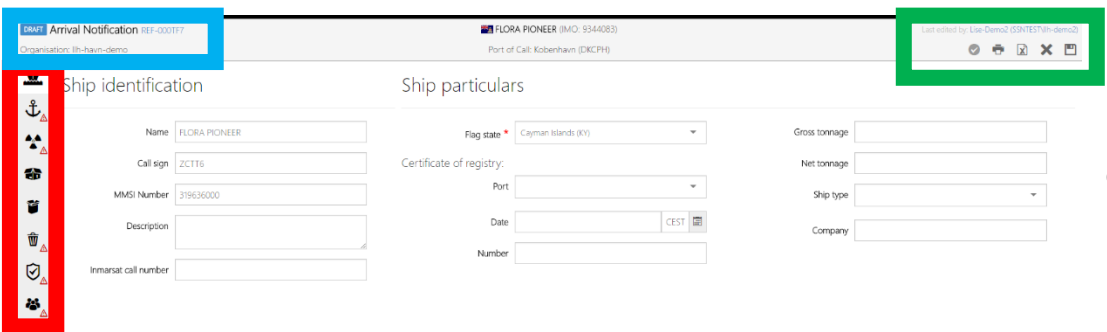
Port of Call: **Enter locode or name of port, select in the "drop-down"-menu.**

Aarhus (DKAAR)



NOTE: When you start up your reporting, and find your vessel has the wrong name at the correct IMO-number, just go ahead and use the correct IMO. When you have created your report, please update your vessels data at “ship identification”. Please have a look in the in the back of this manual, for further instruction.

The following picture will appear:



Notice the red "warning signs" on the left side.

When there is a red warning sign, it tells you, some information are missing on the tab, and you cannot submit the information. When there is red warning signs, you are not able to hand in/submit your report, but you are able to save information. To save, use the “floppy-disk” icon in the upper right corner.

Notice that it is a "draft"; it means that it hasn't been sent off, and you can still edit/change/add. Here is also the "reference number". If we are to help, you solve a problem of a specific arrival/departure you have to inform it to us.


At the top at the right corner, you find 5 icons.

If you choose  you get the option to upload the excel document where you have your data.

If you choose  you delete what you have created.

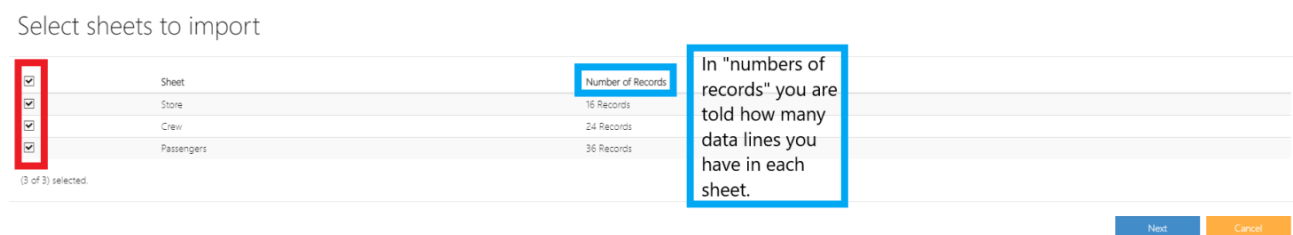
If you choose  you save what you have already created. This is a good idea to do on a regular basis.

If you choose  you are printing.

If you choose  you submit to SSN. This can't be done before the icon is highlighted and it happens when all red warning signs have disappeared.

Upload of data from Excel spreadsheet v. 1.5

The next thing you need to do is fill in your "draft". Now import the data you have in your excel spreadsheet. Then this picture appears:



You should be aware of the following:

1. For all the tabs you want to transfer there must be a checkbox. In this case, pay particular attention if you collect information from multiple spreadsheets for the same arrival. Then you ONLY set the check mark from that you want to transfer. If you have the fly in all, it will overwrite what you've already made. If all your information is in the same spreadsheet, under different tabs, it is important that there is a checkmark in ALL.
2. In "numbers of records", you are told how many data lines you have in each tab. For example, if not facing a number, it means that it doesn't transfer any data. Even if you have entered data. This is often due to missing/incorrect completion of the excel sheet.

Then choose "next", do this for all the tabs that appears, telling which information you are putting into SSN.

Data that will be imported

Below, you can see if all your information will be imported.

Sheet	Number of Records
Store	16 of 16 Records
Crew	24 of 24 Records
Passengers	36 of 36 Records

Previous **OK** Cancel

Fill out the rest:

Once you have entered all the data, there will still be red warning signs: It's OK.

Enter each tab and make the last fillings manual.

“Ship Identification”:

If your IMO-number has incorrect information in name, mmsi ect. You can correct it here. Remember to save your corrections at the “floppy-disc”, because the system doesn’t save automatically.

"Voyage":

You have to manually fill in the details, where a red start marks it.

"Dangerous and Polluting Goods” (DPG):

You must decide if there is anything on board, or if you are obliged to report.

Only fill out data in the red box if the vessel shall declare dangerous and polluting goods. Remember to fill out the data marked with a red stars.

If the vessel doesn't transport, or is not obliged to report DPG at arrival, set a checkmark at the top left, where you confirm that the ship doesn't have to report.

"Waste":

You must decide if you have to declare any waste.

If you can confirm one of the below statements, you tick the box, and you don't have to report any waste details:

1. a ship with a gross tonnage less than 300 (< 300 GT).
2. a fishing vessel, traditional ship or recreational craft with a length of less than 45 meters.
3. a vessel holding an exemption issued to the specific Port of call by the Danish Environmental protection agency.

If you can't confirm one of the three statements, you have to fill out waste details. You have to inform what kind of garbage you have on board of the vessel. All vessels carries some kind of garbage, for instance household waste.

"Security":

You set a mark in the red box if your vessel is NOT obliged to report ISPS.

For all vessels obliged to report, fill out the information in the fields marked with a red star.

Arrival Notification #EF-00057

WORLD LEVANTE (IMO: 9896024)

Port of Call: Grenaa (DKGRE)

Confirm that the vessel is either: Naval/troop ship, cargo ship of less than 500 GT, ship not propelled by mechanical means, wooden ship of primitive build, fishing vessel or vessel not engaged in commercial activities, or that the vessel is solely in national Danish trade or in scheduled service having been given an exemption from provision of pre-arrival security information and therefore is not obliged to report ISPS information

Security

Confirm that the ship has a valid ISSC

Reason for no valid ISSC *

Current ship security level *

Any security-related matter to report

Confirm that the ship has an approved SSP on board

Company Security Officer

CSO Given name *

CSO Family name *

Phone *

Fax *

Email *

History

Last 10 calls at port facilities

#	Date of arrival	Date of departure	Port	Port facility	Security level	Additional security measures
<input type="checkbox"/> Show only rows with errors						
<input type="button" value="Add call"/>						

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

"Crew & Passenger Information":

Use the Excel Spreadsheet to fill out the crew and passenger information, it's the most easy way to do it, and this way you are able to reuse information to the next portcall.

Crew & Passengers Information

Number of persons on board * Number of passengers * Number of crew * Confirm that the ship has no stowaways on board

Crew

#	Family name	Given name	Gender	Rank or rating	Nationality	Date of birth	Place of birth	ID document	ID number	Visa/residence permit number	Crew effects
<input type="checkbox"/> Show only rows with errors	To be used to show imported information with errors the system won't approve.										
	Family name *	<input type="text"/>			Nationality *	Select Nationality			ID number *	<input type="text"/>	
	Given name *	<input type="text"/>			Date of birth *	<input type="text"/> CET			Visa/residence permit number	<input type="text"/>	
	Gender *	<input type="text"/>			Place of birth *	<input type="text"/>			Crew effects	<input type="text"/>	
	Rank or rating *	Select rank or rating			ID document *	Select ID document					

Fill out boxes marked with a red star. Remember to save. Save here

Add crew member | Export crew list

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

Passengers

#	Family name	Given name	Gender	Nationality	Date of birth	Place of birth	ID document	ID number	Embarkation port	Disembarkation port	Transit passenger	Visa/residence permit number
<input type="checkbox"/> Show only rows with errors	To be used to show imported information with errors the system won't approve.											
	Add passenger Export passenger list											

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

Once you have fill out the missing information, the warning sign disappears.

Submit:

Then you are ready to "Submit; you say OK to send your "24 hours pre arrival" to SSN:

When you "submit" your "draft", the system asks if you want to create your "departure" right away.

Confirm Submit Notification

You are about to submit the 24 hour pre arrival notification.

Do you want to create your departure notification now?

Yes No

You may choose to say NO at this point, when you go from "draft" to 24 hor prearrival". The system will **automatic** create a departure when your "Submit" your arrival to "completed".

On your "dashboard" your "24 hour prearrival" will look like this.

Dashboard Welcome Lise-Demo2

New arrival notification New departure notification New cargo transfer notification

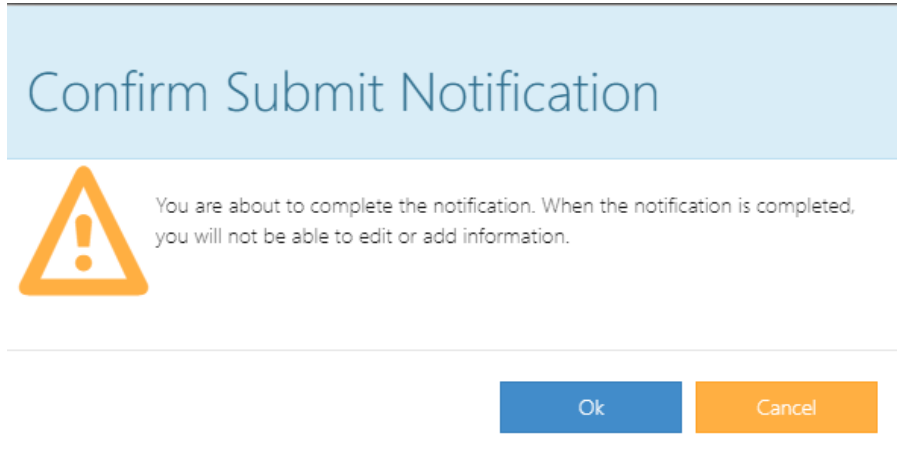
Arrival and Departure Notifications

Order by:

Type	IMO	Ship	Port Of Call	ETA/ETD	Status
Arrival	9344083	FLORA PIONEER	Kobenhavn	2017-04-18 12:10	24 HOUR PREARRIVAL

When the ship has berthed:

ATA must be completed, no later than one hour after arriving at port, this is seen as the last "signature" that everything is now OK. To enter the arrival time, you click at "24 hour prearrival", enter the correct time and you submit by selecting: You will now get this: where you press OK.



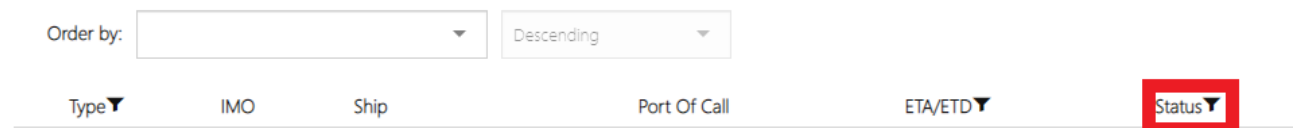
Then your arrival DISAPPEARS from your "dashboard", this is OK. That is because it is now completed and you can't make any more changes.

If you didn't say yes to create your departure earlier, this will now happen automatic.

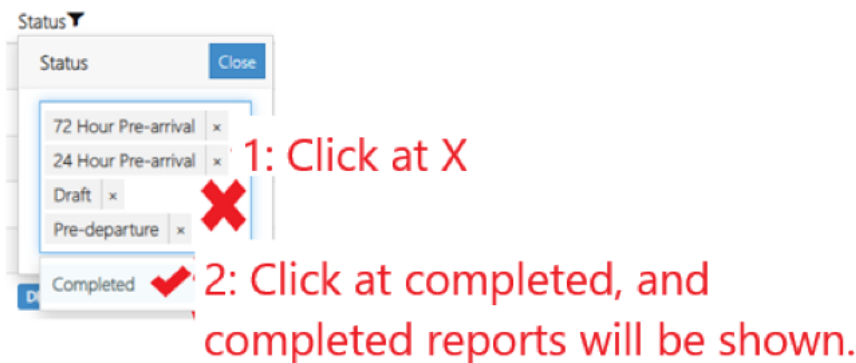
How to find "Completed" reports:

You can seek out your completed arrivals by selecting the "funnel" in the status:

Arrival and Departure Notifications



Then you can remove all those you don't need and only select "completed" and you can see all your completed passes sent to SSN.



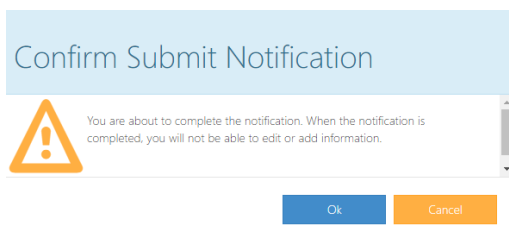
Create a departure:

Your departure will have a different reference number compared to your arrival. Please remember to inform the new, if you need assistance.

If you have new crewmembers on board, compared to your arrival, you can use the Excel spreadsheet to upload the new crew. This will automatically overwrite information from your arrival.

Like you did on arrival, store and choose, and you submit your departure "confirm submit notification". Your departure is now on your dashboard as "predeparture".

No later than one hour after you depart the port, you have to fill in the departure time. (ATD). Save and submit and you have completed your departure. By doing this you sign off your report to the authorities. You get this screenshot:



Again, as on your arrival, your "predeparture" disappears from your dashboard. This is OK, because you can use the funnel below the "status" and view your data under "completed".

Transfer of data between arrival and departure:

Data between arrival and departure is only transferred one time. It's when the departure is created. This means that if you create your departure when your arrival changes status from "draft" to "24 hour pre-arrival", data you fill in at your arrival when the status is "24 hour pre-arrival" will not be transferred to your departure.

There is no right or wrong time to create the departure, it all depends on what makes most sense in your work-process.

Wrong data connected you vessels IMO-number:

When you start up your reporting, and find your vessel has the wrong name at the correct IMO-number, just go ahead and use the correct IMO. When you have created your report, please update your vessels data at "ship identification". After that, write an email to safeseanet@safeseanet.dk and inform us.

If you create a SafeSeaNet report using the wrong IMO-number and/or wrong port you have to delete your report and start over using the correct information.

Remember to pass on this information to new personal and students; this can save you a lot of time.

Possible errors:

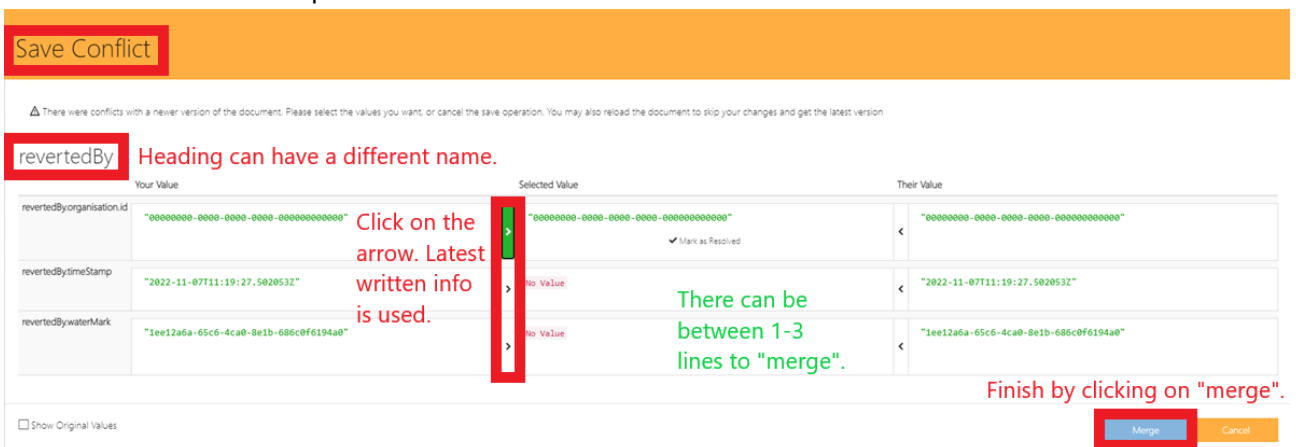
You may experience getting a message when you submit your "24 hour prearrival.". It tells you that there are problems with the information you have entered. If you read the lines, they tell you where the error is, so you don't have to look all over your report again. But it's not easy reading.

Other things that may cause problems:

- It is important to follow the directions, written with green, at the spreadsheet. For instance when you write dates.
- It is important to use the "drop downs" when you have the opportunity.
- It is important not to use words as "nil". Use zero instead (0). Remember it's a machine who is reading your report and it can't "use its brain" to think logical.
- In "Security" at the phone number: remember no space between the numbers, and + before the country code.
- In "Waste", a waste type number must only appear one time, otherwise you get an error with a very long report, which is not easy to read. The note looks like this:



- You can also get an "save conflict" error. This error appears you you try to "submit" data which is not saved. There can be up to 3 lines



In case, you need help:

safeseanet@safeseanet.dk

Both Martin Ahl and Lise Højriis read this mail.

Remember to add your reference number in the mail if your question concerns a specific arrival/departure. Also screen-prints, which shows the problem.

Martin Ahl: +4572812062

Lise Højriis: +4572812066

If you need help outside normal, working hours and it CAN NOT wait:

MAS-vagten: +4572850370

Manuals and spreadsheets are available at: <https://forsvaret.dk/safeseanet>

Remember, that us at SSN, can NOT grant you dispensations of any kind, whether you can "drop" to report several information. We are only supporters of a system, in accordance with current Danish legislation. For dispensation, contact the competent Danish authority.