

Sailing Vessels: How to use the Danish SafeSeaNet

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On <https://forsvaret.dk/safeseanet> you will find a how-to use SSN by the Danish SafeSeaNet.

At this page look for: **Sejlskibe og Slæbebåde - Sailing vessels + Tugs**

There is a link to: How to use SafeSeaNet (<https://forsvaret.dk/globalassets/fko---sovarnet/svk/dokumenter/safeseanet/-how-to-use-safeseanet-updated-november-2019-tugs-and-sailing-vessels-.pdf>)

Some information maybe be handy (the screenshots for example).

The confusing part is that it shows more information than necessary.

The manual below is kept to the minimum for Sailing Vessels

To make an account fill out the registration form by using the link-registration form on the webpage mentioned above or use:

<https://forsvaret.dk/globalassets/fko---sovarnet/svk/dokumenter/safeseanet/registration-form-to-the-danish-safeseanet-.docx>

It needs: Name of the owner/company / Phone number/ Business registration number (kamer van Koophandel)/ E-mail/ Name off vessel/ IMO/ MMSI/Flag stat/ Call sign /signature.

Sent it to: safeseanet@safeseanet.dk

You will receive an Email to inform you are now ready to use the Danish SafeSeaNet with Username and Password.

Log On:

Nsw.safeseanet.dk. Use your Username and Password

For every port there are 4 steps to take:

1. **PRE- ARRIVAL NOTIFICATION** (step 3 can be prepared if preferred)
2. **ARRIVAL NOTIFICATION** (step 2 and 3 can be done at arrival)
3. **PRE- DEPARTURE NOTIFICATION**
4. **DEPARTURE NOTIFICATION**

1. PRE- ARRIVAL NOTIFICATION done on the way to a port in Denmark

As you are logged on the first page is called 'Dashboard':

Choose **NEW ARRIVAL NOTIFICATION**.

Type ships name (or first letters of ship's name) or IMO number.

You might get a list of ships which you don't have access to. Choose your ship (use 'drop down').

Chose port of call (use 'drop down'):

Every port has a facility code with 5 letters and 4 numbers: (for example Marstal = DKMRS-0001).

Here the 5 letters need to be filled in at port of call.

Some ports can be found by typing the name. If not use the lists of approved ports facilities:

Danmark: <http://eum.nu/files/Denmark,-Port-Facility-Number.pdf>

Germany: <https://www.eum.nu/files/Germany,-Port-Facility-Number.pdf>

Or surf the web for: Port facility number + country of choice.

Not on list: ZZUKN= code for 'unknown' in Denmark.

If planned to **Anchor** choose port close to planned anchor spot.

Enter to confirm

The system needs time to upload/submit, even when you have a fast internet connection. When submitting the wheel in the left top corner is turning and a (very thin) blue line goes from left to right at the top of the page (above the 'search' square). When the line stops before the end it means it did not submit and you have to try again (and again).

The next page will pop up. MENU EXPLANATION

On top on the left it says you are in the DRAFT PRE-ARRIVAL NOTIFICATION

On this page 3 menus can be found (here called A,B and C):

- A. (*Menu A*) In the left top corner gives information about the status this SSN notification actual has. It start with a "draft"; it means that it hasn't been sent off, and edit/change/add is still possible. The system will refresh this when information is submitted (done in menu C, after finishing menu B).
- B. (*Menu B*) The menu on the left of the page, top to bottom, has 8 icons referring to pages to be checked (are quick checks and not a lot of work).
- C. (*Menu C*) The menu on the right top corner is the menu for handling the document itself (5 icons).

Explanation of the menu (*menu C*) in right top corner with 5 icons

- The fly icon: to submit to SSN.
- The printer icon: for printing.
- The little x on a page icon: to import a excel document with additional data (see additional information below).
- The X icon: to delete what has been created.
- The save/disk icon: to save what already is created. This is a good idea to do on a regular basis/ at every filled out page mentioned above.

Continue to create **NEW ARRIVAL NOTIFICATION**.

Menu B on the left:

The 8 icons refer to 8 Pages.

For every icon/page you find a 'how-to' below.

Fill out the icons with the red triangle at icon 2, 3, 6, 7 and 8 (1=top 8=bottom).

Save the icon/page by clicking the save/disk icon (*most right in menu C at top right*).

If all red stars items are filled out on a page, the red triangle at the icon on the left (in *menu B*) also will disappear.

- (1st / ship identification icon tab: Ship identification/ ship particulars: is done by the system.)
- 2nd / Voyage (Anchor) icon tab: Fill in the information required by the red star (Last port, ETD last port, ETA port of call, ETD from port of call, Port facility number (*see below*), Planned operations (*see below*)).
Here is the option to mention **Anchored** (suggest to use port facility number 0000).
Port facility number: This is a 4 digit code in the port facility number (can be found on the port facility list, see information above). Small ports often have just 1 code which is 0001.
Planned operations: 99 leisure.
Do NOT checkmark: this is a cruise ship with passengers on board.
- 3rd / Dangerous and Polluting Goods tab: you must decide if there is anything on board, or if you are obliged to report. Most sailing vessels can set a checkmark at the top left, where you confirm that the ship does not transport or is not obliged to report any DPG.
- (4th / Cargo icon tab: NA (no red triangle))
- (5th / Store information icon tab: NA (no red triangle))
- 6th / Waste information icon tab: choose none (at anchor) or some if you have no exceptional waste in the box with the red star.
- 7th / Security icon tab: As sailing vessels have a NON-ISPS declaration, checkmark this in the left top corner.
- 8th / Crew-passenger information icon tab: Fill in the number of persons, passengers and crew on board.
Confirm that ship has no stowaways on board.
Upload excel list with data of crew and trainees/passengers: Go to *Menu C* (The menu on the right top corner) and click the middle icon (square with cross in site). Select the document on your device to upload (see upload information below). The system shows a list with the uploaded records. Klick next/ OK to confirm.
If you need to change /add uploaded crew/ passenger information go to the icon with the pen at the end of the row.

When all icons are free of red triangles the document can be sent/submitted.

Click the fly icon (*most left in menu C, at top right*) to say OK to send your "24 hours pre arrival" to SSN:

To activate the icon must highlighted, this highlighting happens when all red warning signs in the left menu have disappeared.

The system needs time to upload/submit, even when you have a fast internet connection. When submitting the wheel in the left top corner is turning and a (very thin) blue line goes from left to right at the top of the page (above the 'search' square). When the line stops before the end, the next page will NOT pop-up, your data where submitted and you have to try again (and again). If the system says: 'Save conflict', just try again to save.

The system asks if you want to make the **DEPARTURE (draft)** notification now. You can, or otherwise it is automatically done the end of the arrival procedure. See 2. ARRIVAL notification how to.

If the procedure is accepted the system automatically goes back to Dashboard.

Your Port of call is listed.

At the end of the row with your port of call is noted as status: **24 HOUR PRE ARRIVAL**

Log out at the menu at ships name at the top right (remember be patient, look at the blue line).

Change of port prior to arrival:

If port of call has changed after an arrival notification is made at SSN:

Make a new arrival notification and delete the prior not relevant arrival notification by choosing this 'old' port of call.

Use the X icon in the right top menu (menu C).

2. ARRIVAL notification done after arriving in a port in Denmark

The notification must be completed no later than one hour after arriving in port.

Log On:

Select at the Dashboard the row with your port of call and status **24 HOUR PRE ARRIVAL** at **24 HOUR PRE ARRIVAL** (remember be patient, look at the blue line).

Fill out the icons with the red triangle at icon 2:

- 2nd/ Voyage (Anchor) icon tab at the left: Fill in the information required by the red star (= ATA to port of call).

Click the fly icon (menu C, at top right) to say OK to send. Confirm Submit Arrival Notification. (remember be patient, look at the blue line).

If everything is done correctly your ARRIVAL notification *DISAPPEARS* from your "dashboard", this is OK. That is because it is now completed and you can't make any more changes. See additional information: *Where to find my history of Notifications*.

If you did 'NO' to create your **DEPARTURE (Draft)** earlier, this will now happen automatically. See step 3.

Log out at the menu at ships name at the top right (remember be patient, look at the blue line).

At DEPARTURE out of port take step 3 and 4.

3. PRE- DEPARTURE NOTIFICATION (Draft).

On the dashboard **PREDEPARTURE** is noted.

Select at the Dashboard the row mentioning **PRE-DEPARTURE Draft**. (remember be patient, look at the blue line).

Two of the 4 icons on the left are visual and has to be checked.

- 2nd / Voyage (Anchor) icon tab: Fill in the information required by the red star (ATD from port of call, next port, ETA to next port).
ZZUKN (= code for 'unknown' in Denmark) can be used if you don't know what your next port will be.
- 3rd / Dangerous and Polluting Goods tab: you must decide if there is anything on board, or if you are obliged to report. Most sailing vessels don't have dangerous and polluting goods on board, in that case set checkmark at the top left, where you confirm that the ship does not transport or is not obliged to report any DPG.

Click the fly icon in the menu at the right top corner (menu C, at top right). "*Confirm submit notification*" should appear, confirm with OK. (remember be patient, look at the blue line).

4. DEPARTURE NOTIFICATION

Select at the Dashboard the row mentioning **PREDEPARTURE**. (remember be patient, look at the blue line).

One of the 4 icons on the left are visual and have to be checked: (or this is already ok (no red triangles), then just confirm with fly icon as mentioned at the end of step 4). (or just submit if no red triangle).

- 2nd / Voyage (Anchor) icon tab: Fill in the information required by the red star (next port of call, ETA next port).

Click the fly icon in the menu at the right top corner (menu C, at top right). "*Confirm submit notification*" should appear, confirm with OK. (remember be patient, look at the blue line).

If everything is done correctly your DEPARTURE notification *DISAPPEARS* from your "dashboard", this is OK. That is because it is now completed and you can't make any more changes. See additional information: *Where to find my history of Notifications*.

Log out at the menu at ships name at the top right (remember be patient, look at the blue line).

Next port:

For next port of call step 1 to 4 need to be done again.

Additional information:***Where to find my history of Notifications:***

Go to the dashboard. It has a Menu at the right side of the page with title 'Basic Filters'.

You can choose Arrival notifications or Departure notifications.

Go to the icon on the right side of STATUS at the Dashboard. All those not needed (72 an 24 hour pre-arrival, draft) can be removed by clicking away the X and only select "completed". Then to CLOSE in the right corner and you get an overview of completed notifications (give the system time to show).

General:

- If you don't have an internet-connection, you have to hire an agent to do the reporting for you. No internet-connection is NOT an excuse not to report at the Danish SafeSeaNet!
- 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.
- The system needs time to upload, even when you have a fast internet connection.
- SSN asks for a 24 hours pre-arrival notification. As we often don't now this 24 hours before arrival, notify as soon as known.
- Yearly is asked for a new password

Contact when questions/problems:

safeseanet@safeseanet.dk

Martin Ahl and Lise Højriis read this.

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 CANNOT wait:

MAS-vagten: +4572850370

If you need help to solve a problem of a specific arrival/departure notification please add the "reference number". This number can be found on the arrival/departure notification page in the left top corner.

SSN Danmark regulations:

A SSN inspector in 2020 informs us: we need to apply to the regulations mentioned in the following document:

<https://www.retsinformation.dk/eli/lt/2010/1021>

Especially paragraph 2 and 4.

In Danish: <https://www.classnk.com/hp/pdf/activities/statutory/ism/flag/denmark/Order-1021-of-26.pdf>

The following Danish authorities have access to data in the Danish SafeSeaNet: Police (Immigration), Customs, Danish Maritime Authority, The Danish Environmental Protection Agency and the Danish Transport, Construction and Housing Authority.

Link to the legislation:

<https://forsvaret.dk/globalassets/fko---sovarnet/svk/dokumenter/safeseanet/-legislation---safeseanet---2021-version-2-.pdf>

HAPPY SAILING!!