🇳🇱 🇬🇧

4 Vessel Notification in Rotterdam and Moerdijk

The procedure is generic.

❯ The Port Community System (PCS) is unavailable

What to do during a malfunction?
You must check with the Harbour Master whether your most recent notifications from before the malfunction occurred have been received.

Notifications to PoR (Port of Rotterdam Authority):
Incoming movements and passing through movements
The 24-hour obligation to report will be reduced to 8 hours. All notifications must be submitted directly to the Harbour Coordination Centre (HCC). You must use the form found in appendix 1, 2 or 3, depending on the type of movement or notification you want to make. The HCC must be regularly updated by telephone or by e-mail with regard to the vessel's ETA. You must check whether your notification has been received.

Outgoing and shift movements
The HCC must be informed of outgoing and shift movements by telephone or by e-mail no later than two hours before departure.

Notifications to Moerdijk:
All notifications with a berth in Moerdijk must be submitted directly to the Port of Moerdijk by e-mail, using the form found in annex 4. You must check whether your notification has been received.

System interface	✓
Web interface	✓

Contact

If you have questions or require assistance, please contact our Service Desk:

📞 +31 (0)88 625 25 25
🖨 +31 (0)88 625 25 02
✉ servicedesk@portbase.com

📞 Telephone
🖨 Fax
✉ E-mail
🌐 Website
📊 Excel upload functionality

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Notifications to Customs:
Customs will provide a malfunction number that should be filled in on the paper General Declaration. More information on that will follow in the final section of this procedure.

What to do after the malfunction has been resolved?
Notifications to PoR and Moerdijk
You will be able to notify your vessel visit using the standard procedure again. Notifications submitted during the malfunction *must still be retroactively and electronically submitted* to PoR via the PCS. If this is not done, your vessel visit will not be accepted and you will receive an error message. In the event of a notification to Moerdijk, this will automatically be forwarded by the PCS.

Notifications to Customs:
See the final section of this procedure. If you have any questions, please contact the Portbase Service Desk.

▶ The Port of Rotterdam Authority's (PoR) Port Management System is unavailable
What to do during a malfunction?
Notifications to PoR:
Incoming movements and passing through
The 24-hour obligation to report will be reduced to 8 hours. All notifications must be submitted directly to the Harbour Coordination Centre (HCC). You must use the form found in annex 1, 2 or 3, depending on the type of movement or notification you want to make. The HCC must be regularly updated by telephone or by e-mail with regard to the vessel's ETA. You must check whether your notification has been received.

Outgoing and shift movements
The HCC must be informed of outgoing and shift movements by telephone or by e-mail no later than two hours before departure.

| ✉ System interface | ✔ |
| 🌐 Web interface | ✔ |

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Backup procedure

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Notifications to Moerdijk:
All notifications with a berth in Moerdijk must be submitted directly to the Port of Moerdijk by e-mail, using the form found in annex 4. You must check whether your notification has been received.

Notifications to Customs:
See the final section of this procedure.

What to do after the malfunction has been resolved?
Notifications to PoR:
Vessel visits for all movements
You will be able to notify your vessel visit (including all past movements) using the standard procedure again. The HCC will also process notifications which were submitted via the PCS just before or during the malfunction.

Notifications to Moerdijk:
You will be able to submit your vessel notifications using the standard procedure again. Notifications submitted during the malfunction must be retroactively and electronically submitted to PoR via the PCS.

Notifications to Customs:
See the final section of this procedure.

If you have any questions, please contact the Portbase Service Desk.

Legend

✉	System interface	✓
🌐	Web interface	✓

📞	Telephone
🖨	Fax
✉	E-mail
🌐	Website
📊	Excel upload functionality

Contact

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✉ servicedesk@portbase.com

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The Port of Moerdijk's port management system is unavailable

What to do during a malfunction?

Notifications to Moerdijk:

All notifications with a berth in Moerdijk must be submitted not just in the PCS to the PoR, but also directly to the Port of Moerdijk by e-mail using the form found in annex 4. You must check whether your notification has been received.

Notifications to Customs:

A malfunction in the Port of Moerdijk's Port Management System will not affect the messages you send to Customs.

What to do after the malfunction has been resolved?

Notifications to Moerdijk:

All notifications with a berth in Moerdijk that have been recorded in the PCS before or during the malfunction and sent to the PoR are processed retroactively by the Port of Moerdijk.

Notifications to Customs:

All notifications with a berth in Moerdijk have already been sent to Customs via the PCS.

If you have any questions, please contact the Portbase Service Desk.

✉ System interface	✓
🌐 Web interface	✓

Contact

If you have questions or require assistance, please contact our Service Desk:

📞 +31 (0)88 625 25 25
🖨 +31 (0)88 625 25 02
✉ servicedesk@portbase.com

Legend

📞 Telephone

🖨 Fax

✉ E-mail

🌐 Website

Excel upload functionality

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Backup procedure

Vessel Notification 2.0

System interface	✓
Web interface	✓

▶ The Customs Manifest System (DMF) is unavailable

If there is a fault in the DMF, Customs will report this via a service message on:
https://www.oswo.nl/swodouane/course/view.php?id=4401 and announce whether the backup procedure may be used.

What to do during a malfunction?
During a malfunction you can submit messages in PCS as usual, they are not processed during the maintenance but buffered. After the maintenance, the messages are still processed and any return messages will follow.

What to do after the malfunction has been resolved?
When the malfunction has been resolved, you are obliged to submit your notification electronically and retroactively through the PCS. If you have any questions, please contact the Portbase Service Desk.

Contact

If you have questions or require assistance, please contact our Service Desk:

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- 🖨 +31 (0)88 625 25 02
- ✉ servicedesk@portbase.com

Legend

- 📞 Telephone
- 🖨 Fax
- ✉ E-mail
- 🌐 Website
- Excel upload functionality

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▶ Contact information

↻ Port of Rotterdam Authority

HCC Rotterdam

📞 +31 (0)10 252 10 00

🖨 +31 (0)10 252 14 00

✉ HCC@portofrotterdam.com

↻ Port of Moerdijk

0168 38 8874

✉ havendienst@portofmoerdijk.nl

↻ Customs

Maritime Customs CCC (Maritime Affairs)

📞 088 - 1534850 (24/7 bereikbaar)

✉ IMOFAL 1: douane.drh.inenuitklaringen@belastingdienst.nl

🌐 www.oswo.nl/swodouane/course/view.php?id=4401

➤ Appendix 1 Fax form for the Port of Rotterdam Authority – 24-hour pre-notification (8 hours in advance)

Back-up procedures		24-hour pre-notification of vessel (8 hours in advance)
Fax to: +31 (0)10 252 14 00 attn. HCC	Details	Particulars
Name of vessel		
Call letters		
Lloyd's number		
Length		
Origin		
ETA		
Agent's draught		
Cargo		
Destination		
Destination – details		
Bollards (from - to)		
Pilot		
Rowers – company		
Rowers – details		
Tug service – company		
Tug service – quantity		
Tug service – details		
Agent		
Water clerk		
Particulars (VVV, if applicable)		
Subject to the ISPS code		yes/no
Valid ISSC		yes/no
Level		1, 2 or 3

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Vessel Notification 2.0

Particulars of the ship and contact details			
IMO number		Name of ship	
Port of registry		Flag State	
Type of vessel		Call Sign	
Gross Tonnage		Inmarsat call numbers (if available)	
Name of Company		CSO name & 24-hour contact details	
Port of arrival	**Rotterdam**	Port facility of arrival (if known)	

Port and port facility information	
Expected date and time of arrival of the ship in port (ETA) (B/4.39.3 ISPS Code)	
Primary purpose of call	

Information required by SOLAS regulation XI-2/9.2.1					
Does the ship have a valid International Ship Security Certificate (ISSC)? (XI-2 / 9.2.1.1)	**YES** ☐	**IISSC**	**NO** - why not? ☐	**Issued by** (name of Administration or RSO)	**Expiry date** (dd/mm/yyyy)
Does the ship have an approved SSP on board?	**YES** ☐	**NO** ☐	Security Level at which the ship is currently operating? (XI-2 / 9.2.1.2)	**Security Level 1**	**Security Level 2** / **Security Level 3**
Location of ship at the time this report is made (B/4.39.2 ISPS Code)	See Date/Time/Place of completion of report				

List the last ten calls at port facilities in chronological order (most recent call first): (XI-2 / 9.2.1.3)

No.	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Port	Country	UNLOCODE (if available)	Port facility	Security Level
1							
2							
3							
4							
5							

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Appendix 2 ISPS form 2/3

6						
7						
8						
9						
10						

	YES	NO
Did the ship take any special or additional security measures, beyond those in the approved SSP? If the answer is YES, indicate below the special or additional security measures taken by the ship. (XI-2 / 9.2.1.4)	☐	☐

No. (as above)	Special or additional security measures taken by the ship
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

List the ship-to-ship activities, in chronological order (most recent first), which have been carried out during the period of the last ten calls at port facilities listed above. Expand table below or continue on separate page if necessary – insert

total number of ship-to-ship activities: ☐

	YES	NO
Have the ship security procedures specified in the approved SSP been maintained during each of these ship-to-ship activities? (XI-2 / 9.2.1.5) If NO, provide details of the security measures applied in lieu in the final column below.	☐	☐

Appendix 2 ISPS form 3/3

No.	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Location or Longitude and Latitude	Ship-to-ship activity	Security measures applied in lieu
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

General description of the cargo aboard the ship (XI-2 / 9.2.1.6 e B/4.39.5 ISPS Code)			
Is the ship carrying any dangerous substances as cargo covered by any of Classes 1, 2.1, 2.3, 3, 4.1, 5.1, 6.1, 6.2, 7 or 8 of the IMDG Code?	YES ☐	NO ☐	If YES, confirm Dangerous Goods Manifest (IMO FAL Form 7) (or relevant extract) is attached ☐
Confirm a copy of ship's crew list is attached (I.M.O. FAL Form 5) (XI-2 / 9.2.1.6 e B/4.39.4 ISPS Code)	YES ☐	Confirm a copy of the ship's passenger list is attached (XI-2 / 9.2.1.6 e B/4.39.6 ISPS Code)	YES ☐

Other security-related information			
Is there any security-related matter you wish to report?	YES ☐		NO ☐

Agent of ship at intended port of arrival	
Name:	**Phone:**

Identification of person providing the information		
Title or Position (delete as appropriate):	Name:	Signature:
Date/Time/Place of completion of report		

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⯈ **Annex 3 Fax form for Port of Rotterdam Authority: Shift or outgoing movements**

Back-up procedures		Notification of out shift/outgoing movement
Fax to: +31 (0)10 252 14 00 attn. HCC		
	Details	Particulars
Name of vessel		
Call letters		
Lloyd's number		
Length		
ETD		
Agent's draught		
Cargo		
Origin		
Destination		
Destination – details		
Bollards (from - to)		
Pilot		
Rowers – company		
Rowers – at departure		
Rowers – at arrival		
Tug service – company		
Tug service – quantity at departure		
Tug service – quantity at arrival		
Agent		
Water clerk		
Particulars (VVV, if applicable)		

Vessel Notification 2.0

⊙ **Appendix 4 Notification to Moerdijk Harbour Master**

⟳ **Notification to Moerdijk Harbour Master**

To : Port of Moerdijk   Fax.   +31 (0)168 380815
E-mail: havendienst@portofmoerdijk.nl

Name of sea-going vessel   :
Lloyd's number   :
Nationality   :

Volume   :   GT
Length   :
Beam   :
Draught   :

Arrival date   :
Departure date   :
Berth in Moerdijk   :

Bunkering   :   yes/no   Name of bunkering vessel:
Particulars   :

Cargo information
Description of materials   :

Amount in tonnes   :   Loading/discharging
Hazard class   :   IMO: UN:

dry bulk /   wet bulk   /   general cargo / containers /   RORO /   LASH – SEABEE etc.

Notified by   :
                              Telephone
                              Fax
                              E-mail
Handled by   :   Agency operations department

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