

Backup procedure



Vessel Notification 2.0

4 Vessel Notification in the Port of Amsterdam

This procedure is generic.



▶ **The Port Community System (PCS) is unavailable** **What to do during a malfunction?**

All first-time visit notifications for vessels, both incoming and passing through, must be submitted directly to the Amsterdam Harbour Master. The 24-hour obligation to report (Pre-Arrival Notification) must be met by filling in the VBA form and submitting it to the Harbour Master. The VBA form can be found among the appendices of this document

Changes to previously notified visits and reports of shift or outgoing movements can be made either by e-mail or by calling the Traffic Information (Meldpunt Verkeer) hotline. You must check that any notifications submitted shortly before and/or during the malfunction successfully have been received by the Harbour Master.

What to do after the malfunction has been resolved?

When the malfunction has been resolved, you are obliged to submit your notifications electronically and retroactively through the PCS for confirmation.

 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

Backup procedure



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▶ The Port of Amsterdam's (HbA) Port Management System is unavailable.

What to do during a malfunction?

All first-time visit notifications for vessels, both incoming and passing through, must be submitted directly to the Amsterdam Harbour Master. The 24-hour obligation to report (Pre-Arrival Notification) must be met by filling in the VBA form and submitting it to the Harbour Master. The VBA form can be found among the appendices of this document

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▶ **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.

 System interface	✓
 Web interface	✓

Contact






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

 +31 (0)88 625 25 25

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Contact information

Amsterdam Harbour Master

Traffic Information hotline

020 - 5234600

✉ vtsadmin@portofamsterdam.com

🌐 <http://www.portofamsterdam.com/contact-divisiehavenmeester>

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

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Vessel Notification 2.0 Appendices

Report of arrival

(a) Vessel Name	
(b) Callsign	
(c) IMO identification number	
(d) Nationality	
Date and time of this report	
Port of destination	
(a) Last port of call	
(b) Port of destination after departure	
(a) ETA pilotstation	
(a) Date (at time of this message)	
(b) Position ship (at time of this message)	
(a) Harbour basin(s)	
(b) Berth(s)	
(c) Pole numbers	
(a) Pilot requested	<input type="checkbox"/> yes <input type="checkbox"/> no
(b) Pilot arriving by heli possible	<input type="checkbox"/> yes <input type="checkbox"/> no
(c) If yes, hoist or land	
Deepest draught on arrival in salt water	
(a) Cargo to discharge (name and weight)	
(b) Cargo to load (name and weight)	
(c) Cargo in transit (name and weight)	
(d) Dangerous and/or harmful substances or liquid cargo in bulk, if yes a separate report via “report dangerous and harmful substances”	<input type="checkbox"/> yes <input type="checkbox"/> no
(e) Cargo fumigated (If yes, supply following data):	<input type="checkbox"/> yes <input type="checkbox"/> no
(e1) nature of fumigated cargo	
(e2) chemical or technical name of used fumigant	
(e3) fumigated spaces or stowage positions of fumigated cargo	
(e4) date and place or port when and where fumigation was carried out	
(e5) indication of spaces which were ventilated after fumigation	
(e6) suitable equipment aboard for measuring concentrations of used fumigant	<input type="checkbox"/> yes <input type="checkbox"/> no
(e7) whether spaces before arrival are checked for the presence of fumigant with indication of gaslevels of each space in parts per millions (ppm)	
(a) Damage to vessel	<input type="checkbox"/> yes <input type="checkbox"/> no
(b) Defects in nautical equipment	<input type="checkbox"/> yes <input type="checkbox"/> no
(c) Protruding ship parts or cargo	<input type="checkbox"/> yes <input type="checkbox"/> no
(d) Fire, self-heating of cargo or smoke	<input type="checkbox"/> yes <input type="checkbox"/> no
(e) Defects in cargo-handling equipment	<input type="checkbox"/> yes <input type="checkbox"/> no

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Vessel Notification 2.0 Appendices

Report of arrival part 2

(a) name agent of ship	
(b) address of agent	
(c) telephone agent (office)	
(d) telephone agent (after office hours)	
(a) overall length	
(b) length according to tonnage certificate	
(c) beam	
(d) tonnage in GT	
(e) deadweight	
type of vessel	
(a) number of crewmembers	
(b) total number of persons aboard	
(a) bowthruster present	<input type="checkbox"/> yes <input type="checkbox"/> no
(b) stern thruster present	<input type="checkbox"/> yes <input type="checkbox"/> no
(c) radar present	<input type="checkbox"/> yes <input type="checkbox"/> no
(d) gyrocompass present	<input type="checkbox"/> yes <input type="checkbox"/> no
(e) VHF with blockchannels for the area present	<input type="checkbox"/> yes <input type="checkbox"/> no
is this message a change or update to a previous report	<input type="checkbox"/> yes <input type="checkbox"/> no
(a) One or more tugs required	<input type="checkbox"/> yes, number: <input type="checkbox"/> no
(b) Boatmen required	<input type="checkbox"/> yes <input type="checkbox"/> no
Purpose of visit (e.g.loading/discharging,repair)	
(a) *waiting at anchorage	<input type="checkbox"/> yes <input type="checkbox"/> no
(b) * start time of loading/discharging	
(c) *ETD	
(d) *after departure waiting for orders	<input type="checkbox"/> yes <input type="checkbox"/> no
(e) intention to deliver MARPOL-waste, if yes via a separate report “delivery of MARPOL-waste”	<input type="checkbox"/> yes <input type="checkbox"/> no
(f) *intention to conduct repairs	<input type="checkbox"/> yes <input type="checkbox"/> no
(g) *name P & I club	

* can be filled in later / optional

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Vessel Notification 2.0 Appendices

Report dangerous and harmful substances part 1

(a) Vessel Name	
(b) Callsign	
(c) IMO identification number	
(d) Nationality	
Date of departure last port of call	
(a) Last port of call	
(b) Port of destination after departure	
(a) ETA pilotstation	
(b) Planned sailing route from last port of call	
(c) Date (at time of this message)	
(d) Position ship (at time of this message)	
(a) Harbour basin(s)	
(b) Berth(s)	
(c) Pole numbers	
Sailing route in North Sea Channel area	
Deepest draught on arrival in salt water	
Cargo: dangerous goods / harmful substances / liquid cargo in bulk :	
(a) Correct technical name	
(b) IMO danger class/Marpol-annex and pollution category	
(c) UN number	
(d) Gross mass (in kg/ton)	
(e) Stowage or planned stowage	
(f) Number transport tank/container	
(g) Cargo list/plan or manifest aboard	<input type="checkbox"/> yes <input type="checkbox"/> no
Extra specification class 1 goods: - Net explosive mass	
For class 7 report: - name radioactive nuclide (chemical symbol + mass number)	
- activity of the substance	
- category of package (CAT-I white, CAT-II yellow, CAT-III yellow)	
- transport index of packages with yellow labels	
- gross mass in kg, package form and number of packages	
- stowage or planned stowage	

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Vessel Notification 2.0 Appendices

Report dangerous and harmful substances part 2

(a) name of agent of ship	
(b) address of agent	
(c) telephone agent (office)	
(d) telephone agent (after office hours)	
(a) overall length	
(b) length according to tonnage certificate	
(c) beam	
(d) tonnage in GT	
(e) deadweight	
type of vessel	
(a) number of crewmembers	
(b) total number of persons aboard	
For tank vessels:	
(i) last cargo empty cargo tanks	
(j) tanks inert	<input type="checkbox"/> yes <input type="checkbox"/> no
(k) segregated ballast (SBT)	<input type="checkbox"/> yes <input type="checkbox"/> no
(l) quantity/type of cargo slops + stowage	
(m) intention for tank washing	<input type="checkbox"/> yes <input type="checkbox"/> no
(n) expiration date on certificate of fitness / certificate of noxious liquid substances in bulk (if applicable)	
For combination carriers with dry cargo:	
(o) chemical or technical name last carried liquid cargo	
(p) date of discharge last carried liquid cargo	
(q) stowage and quantity of cargo residues of flammable liquids (even if mixed with water)	
(r) description of atmosphere, present above residues mentioned under (q)	
(s) description of atmosphere of spaces aboard in which dry cargo is or can be carried and other spaces directly adjacent to these cargo spaces	
(t) marine chemist retained for CC certificate	<input type="checkbox"/> yes <input type="checkbox"/> no

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Report ISPS

No.	Item	Fill in	Description
1	Is there an ISSC on board?		Confirmation that a valid International Ship Security Certificate (ISSC) as issued under the provisions of the ISPS code is available on board or not. Yes or no.
2	What is the current security level on board?		Indication of the security level (as stated in the ISPS code) at which the ship is currently operating. 1, 2 or 3.
3	Security-related information		Text describing other practical security-related information. In any case note the security level of the facility to be visited. If applicable, note that a Declaration of Security has been made. If applicable, note any additional security measures on board vessel.
4	Is the vessel capable of performing ISPS code?		Indication whether or not the vessel's crew is capable of executing the ISPS code and maintaining security on board on all levels. Yes or no.
5	Requested security measures		Text describing any special or additional security measures that are requested, to be executed by the port facility concerning the ship/port interface to be conducted.
6	Are security procedures being followed?		Indicate whether or not appropriate ship security procedures have been maintained during any ship-to-ship activity during the time frame covered by the 10 last calls at port facilities (consequently including ship-to-ship interfaces at sea during that time frame). Yes or no