

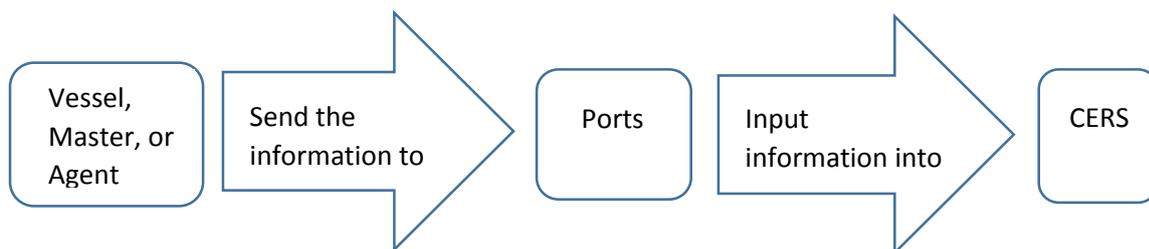


## A guide to the new CERS3 reporting process

### Background and legislation

The Consolidated European Reporting System (CERS) has been around since 2006 in some form or another as a way of fulfilling the UK's reporting obligations under European legislation. These primarily stem from the Vessel Traffic Monitoring Directive (VTMD), which places a requirement to send vessel traffic information, as reported by vessels entering UK ports, onward to SafeSeaNet (SSN), the central European data system run by the European Maritime Safety Agency (EMSA).

At the same time, other information, such as Waste and Security, was being reported under different legislation, via different methods. In 2010 the Reporting Formalities Directive brought all the various reporting requirements together, so that, moving forwards, they are all required to be reported electronically and sent onward to SSN. The MCA has developed version 3 of CERS to handle these new requirements and this short guide aims to provide an overview of the new processes for anyone who will need to be a part of the reporting chain as follows;



Each reporting requirement is laid out below, with a description of the old and new processes. A full list of the relevant legislation is assembled in the Annex.

### Portplus Message

The Portplus message contains the basic information about the vessel and the voyage, combining requirements under the VTMD and Port State Control Legislation. It should be familiar to CERS users as the requirement to submit this information to CERS has been in place for several years. The process for submitting this portion of the message isn't changing.

The information required is; Vessel Details, Port of arrival, ETA, ETD, ATA, ATD, with additional information about last port, next port, and persons on board, if available.

This reporting requirements applies to all vessels over 300GT arriving at a UK port. It also applies to foreign flagged vessels under 300GT.

### Dangerous and Polluting Goods (DPG), or Hazmat

This reporting requirement applies to all vessels of any size carrying Hazmat. If a vessel is arriving in the UK from inside the EU, they should report any outgoing Hazmat. If they are arriving from a port outside the EU, they should report any incoming Hazmat.

This information has always been required and processed through CERS, but the method of submitting this information is changing.

Previously a URL link to an address where the information was stored could be submitted. The information itself could be contained within a PDF document. As part of the new requirement this needs to be submitted in XML format to SSN. The CERS3 system can convert inputted information into XML, but only information input into individually readable fields, therefore PDF documents will no longer be permitted to fulfil this requirement. The new way of processing this information will be either to directly input it into CERS, or by submission of the CERS Workbook (see below).

### Security Information

The vessel and port Security information is required under EU Regulation 725/2004. This process is currently based around the DfT PAN form, supplied by the vessel or agent to a PFSO. The PAN form will be phased out and replaced by the CERS Workbook (see below), which is a similar style form that contains the necessary information. For DfT audit purposes, hard copies of the CERS Workbook can be printed and filed in the same way as the PAN form was previously.

This reporting requirement only effects vessels on international voyages.

### Waste Information

The Waste information is required under the Port Waste Facilities Directive. This current process involves the completion of forms containing the vessel's waste information to be submitted to whoever at the port is in charge of the waste management plan (often the terminal or berth manager). This process will be phased out and replaced by the CERS Workbook (see below), which is a similar style form that contains the necessary information.

This reporting requirement effects all vessels.

Ports also supply an annual return on waste to the MCA. This will be phased out as the electronic reporting of information into CERS will mean the MCA has the required information already.

### The CERS Workbook

The CERS Workbook has been designed in the form of an Excel Spreadsheet. This workbook contains tabs for input of all the necessary information to go into CERS and will replace all the existing forms used for inputting this information. The benefits of this are;

- A Single XL Spreadsheet with tabs for each reporting element means that all voyage information is contained in the same place
- Completion of vessel and voyage information copies across to other tabs, to avoid double inputting of the basic information
- Security, Waste, and DPG information, can be submitted via e-mail to PFSOs, Terminal Managers, and Port Authorities all in one e-mail transaction
- The Workbook can be retained and amended for submission to next port of call, avoiding the production of an entirely new document

- It will be the same process for each port in UK instead of lots of different ways of reporting
- CERS can extract the data from the Workbook in a simple upload process, so whoever compiles the data in the first instance, whether Agents or Vessel, can enter it into the Workbook once, and no further data entry is required along the reporting chain.

The CERS Workbook has been circulated with this guidance, and is also available by e-mailing [cers3@mcga.gov.uk](mailto:cers3@mcga.gov.uk) and requesting a copy. Whenever a vessel enters a UK port it should complete the relevant parts of the CERS Workbook and submit it to the Port Authority for upload into CERS so the UK can fulfil its reporting obligations. It can also be submitted by copy to any other interested parties, such as the PFSO or Berth Manager, who will still require the vessel Security information or Waste information respectively for their own purposes.

Completing the Workbook should be familiar to users, as the reporting requirements have not changed, only the reporting method, so all the information fields within the Workbook match those on previously used forms.

Note that all voyage information can also be directly input into CERS via the Web User Interface. For those with a direct interface to CERS, a User Manual is available detailing how to use the system. This can also be obtained from the e-mail address above.

#### The Maritime National Single Window (MNSW)

The Reporting Formalities Directive also introduced the concept of a MNSW, and a number of FAL Forms to capture all of the reporting requirements electronically. While a lot of the information will be reported through CERS to government, as detailed above, some of the information vessels report on arriving at a UK port will in future need to be submitted to the MNSW. The list of FAL forms and how each should be reported is as follows;

- FAL 1: General Declaration – Submitted to MNSW
- FAL 2: Cargo Declaration – Submitted to ports (voluntary submission to MNSW)
- FAL 3: Ship's Stores Declaration – Retained on-board
- FAL 4: Crew's Effects Declaration – Retained on-board
- FAL 5: Crew List – Submitted to MNSW (mandatory to ensure ship reporting formalities are fulfilled)
- FAL 6: Passenger List – Submitted to MNSW (mandatory if carrying passengers to ensure ship reporting formalities are fulfilled)
- FAL 7: Dangerous Goods – Covered by CERS Workbook
- Health Declaration – Submitted to MNSW (TBC)
- Waste Declaration – Covered by CERS Workbook
- Security Notification – Covered by CERS Workbook

If you wish to submit FAL 2, 3 and 4 via the MNSW in addition to following existing submission methods mentioned above then that would be also be acceptable.

For further information on the MNSW and how to submit this information, please contact [NMSW@dft.gsi.gov.uk](mailto:NMSW@dft.gsi.gov.uk) . If you encounter difficulties with the system when making your submissions via the MNSW please contact [carriers@homeoffice.gsi.gov.uk](mailto:carriers@homeoffice.gsi.gov.uk)

This guide only provides an overview of the CERS reporting process. If you have any specific questions regarding the process, the documentation, or the reporting requirements, please e-mail [cers3@mcga.gov.uk](mailto:cers3@mcga.gov.uk) for further information.

Annex – List of Legislation

Directive 2002/59/EC (as amended) establishing a Community Vessel Traffic Monitoring System

Directive 2000/59/EC on Port Reception Facilities for Ship-Generated Waste and Cargo Residues

Regulation EC 725/2004 on Enhancing Ship and Port Facility Security

Directive 2010/65/EU on Reporting Formalities for Ships arriving in and/or departing from Ports of the Member States