



Consolidated European Reporting System (CERS): Revised reporting processes and introduction of the CERS Workbook.

Notice to all operators, shipowners, charterers, managers, shipping agents, shippers of dangerous or polluting goods, port authorities, port facility security officers, terminal operators, masters, ships' officers, pilots, fishing vessel owners/ operators and skippers and owners/operators of traditional ships and leisure craft.

This notice should be read in conjunction with Statutory Instrument No. 2004/2110 (as amended), No. 2003/1809 (as amended), MSN 1831, MGN 438, MGN 563 and Regulation (EC) 725/2004.

This MIN expires on 6 February 2018

Summary

This note explains revised processes for collecting information to meet reporting obligations described in European Union (EU) Directive 2010/65/EU on reporting formalities for ships arriving in and/or departing from ports of Member States ("the directive") and the following associated Directives and Regulations:

- EU Directive 2000/59/EC and Commission Directive (EU) 2015/2087
- EU Directive 2002/59/EC and EU Directive 2009/17/EC
- Regulation (EC) 725/2004

Information which must be passed to port authorities in order to meet these obligations ("reportable information"¹) should now be collected electronically and using the CERS Workbook ("the workbook") where appropriate. The workbook has been produced in collaboration with industry and aims to streamline reporting processes for vessels arriving at UK ports.

Where this note describes a change in the requirements described in Merchant Shipping Notice (MSN) 1831, these changes will be incorporated in the next amendment to that notice.

Existing processes for reporting information on the UK Pre-arrival Notification (PAN), FAL 7, and the Waste Notification Form (WNF) will be discontinued from **1 April 2017**.

¹ For the purposes of this note reportable information includes port call, dangerous and polluting goods (hazmat), waste and residue, and security information.



1. Introduction/Background

- 1.1 The directive aims to harmonise reporting requirements at the national level for notification of: Vessel arrivals, border checks, dangerous and polluting goods (hazmat), waste and residues, security information, Customs information, and health information.
- 1.2 For maritime activity the directive requires that reportable information is available electronically for onward transmission to the community vessel traffic monitoring and information system hosted by the European Maritime Safety Agency (EMSA) at Lisbon and known as SafeSeaNet (SSN).
- 1.3 The MCA has adapted the existing processes for gathering reportable information by upgrading CERS to enable the collection of electronic information through CERS on:
 - Vessel arrivals,
 - dangerous and polluting goods (hazmat),
 - waste and residues, and
 - security information.
- 1.4 Port authorities must ensure they have the means to send this information to CERS electronically by using the workbook and/or by adapting their port specific systems by **1 April 2017**.
- 1.5 Masters and Shipping Agents should be prepared to use the workbook and any new port specific processes for submitting the reportable information by **1 April 2017**.

2. Access to CERS

- 2.1 Version 3 of CERS went live on 5 May 2016 and is the UK conduit for sending reportable information to SSN. The obligations described in EU Directive 2010/65/EU require reportable information to be sent electronically to SSN via CERS.
- 2.2 Information reported to CERS is captured in one of two ways:
 - Method 1 – System to System (i.e. the computer system of the data provider downloads the reported information directly to CERS);
 - Method 2 – Web User Interface (UI) (i.e. the data provider inputs reportable information into CERS using a web based portal secured by a unique user name and password).
- 2.3 Port authorities requiring access to the UI can apply for a username and password by contacting the MCA at cers3@mcga.gov.uk. Only those port authorities handling vessel movements within scope of the directive require access to CERS.
- 2.4 The UI can be accessed by searching “CERS” on GOV.UK or by following the link below:

<https://cers.mcga.gov.uk/>
- 2.5 Shipping Agents and Port Facility Security Officers (PFSO) do not require routine access to CERS. Where an Agent or PFSO wishes to apply for access to the UI their application must be supported by the relevant port authority before the MCA will consider the application.



3. The CERS Workbook

- 3.1 The CERS Workbook is an Excel based worksheet compatible with MS Excel 2013 and later versions of Excel. A low bandwidth version is available for vessels with restricted bandwidth. A Mac compatible version is not currently available.
- 3.2 Information is gathered in the workbook on seven mandatory tabs. All tabs must be completed where a vessel is in scope (see section 6). For ease, the workbook includes validations to assist the user to:
- Provide the information needed to upload the workbook to CERS
 - Provide the information required to meet their reporting obligations
- 3.3 To guarantee the integrity of data in the workbook users should avoid:
- cutting and pasting information from other excel sheets into the mandatory tabs, and
 - dividing and reforming the tabs of the workbook before sending to CERS.

This will result in the workbook uploading incorrectly.

- 3.4 The individual mandatory tabs in the workbook are listed below:

- Summary
- Vessel
- Voyage
- Waste
- Incoming Hazmat
- Outgoing Hazmat
- Security

- 3.5 Additional non-mandatory tabs for port specific information and notes, along with a reminder of the reporting requirements, are also available in the workbook.

4. Availability of the Workbook

- 4.1 The current version of the workbook is available on GOV.UK by searching for “CERS Workbook” using the search function or by contacting the MCA at cers3@mcga.gov.uk
- 4.2 CERS will only be compatible with the current version of the workbook. Users will need to ensure they are using the correct version in order to complete the upload process.

5. Updates to the Workbook

- 5.1 Information on updated versions of the workbook will be distributed by the MCA via ports and representative bodies as new versions of the workbook are made available.
- 5.2 Users can also receive updates on CERS reporting requirements by subscribing to email alerts on the MCA’s vessel reporting requirements pages on GOV.UK. This can be found by searching for “Vessel Reporting Requirements” using the search function. Users will require a valid email address in order to set up email alerts.



6. Reporting requirements and obligations

6.1 Notification prior to entry into port

- 6.1.1 Reporting requirements for this information and those vessels in scope have not changed and are described in Section 3 of MSN 1831.
- 6.1.2 This information should now be provided on the vessel and voyage tab of the workbook where this is used by the port authority.
- 6.1.3 Regulation 5 of SI 2004 No 2110 sets out the requirements and responsibilities for notification prior to entry into port by the owner, agent or master of the vessel. It is the port authority's responsibility to ensure the information they receive is passed to the MCA via CERS.

6.2 Notification by ships carrying dangerous or polluting goods (hazmat)

- 6.2.1 Reporting requirements for this information and those vessels in scope have not changed and are described in Section 4 of MSN 1831.
- 6.2.2 This information should now be provided on the incoming and outgoing hazmat tabs of the workbook where this is used by the port authority.
- 6.2.3 The use of FAL 7 form will be discontinued from **1 April 2017**.
- 6.2.4 Regulation 10 of SI 2004 No 2110 sets out the requirements and responsibilities for notification by ships carrying dangerous or polluting goods by the owner, agent or master of the vessel. It is the port authority's responsibility to ensure the information they receive is passed to the MCA via CERS.

6.3 Notification of ship-generated waste and cargo residues

- 6.3.1 Reporting requirements for this information and those vessels in scope have not changed and are described in Marine Guidance Note (MGN) 563.
- 6.3.2 This information should now be provided on the waste tab of the workbook and passed from the vessel or agent to the harbour/terminal operator responsible for port waste management. This information should be sent to CERS by the port authority using the workbook where appropriate.
- 6.3.3 The use of the WNF in Annex A of MGN 563 will be discontinued from **1 April 2017**.
- 6.3.4 Regulation 11 of SI 2003 No.1809, sets out the notification requirements, who is responsible for making the notification, and when the notification is required.
- 6.3.5 The obligation under section 16 of the Port Waste Management Planning Guide to Good Practice, to submit annual information regarding port waste via MCA Marine Offices, currently remains unaffected by the new CERS process.

6.4 Notification of security information

- 6.4.1 Reporting requirements for this information have not changed and are described in Regulation (EC) 725/2004 and in the Port Facility Security Instructions UK Maritime Security Measures documentation issued to PFSOs by the Department for Transport (DfT).



- 6.4.2 This information should now be provided on the security tab of the workbook and passed from the vessel or agent to the PFSO. This information should be sent to CERS by the port authority using the workbook where appropriate.
- 6.4.3 Maritime Security Compliance Inspectors from DfT will continue to inspect port facilities to ensure that the security tab of the workbook is being completed in full and accurately. Copies of the workbook should be retained for inspection by a PFSO either in hard copy or electronically.
- 6.4.4 The use of the DfT PAN forms will be discontinued from **1 April 2017**.
- 6.4.5 Part of the security reporting requirement is the Port Facility Number, a 4 digit numerical code assigned to each separate facility within a port. A list of all facility numbers can be found in the International Maritime Organization (IMO) Global Integrated Shipping Information System (GISIS). GISIS can be accessed here:

<https://gisis.imo.org/Public/Default.aspx>

Users will be required to complete an online registration process in order to use GISIS.

7. Incorrect and incomplete information

- 7.1 Where incorrect or incomplete reportable information is included in the workbook that prevents it from being processed correctly, the MCA CERS team will highlight the errors to the port authority and the shipping agent. It will be for the originator to ensure a corrected version of the workbook is provided to the port authority before the vessel departs the reporting port of call. On receipt the port authority must ensure the corrected workbook is uploaded to CERS.
- 7.2 Incorrect or incomplete reportable information provided by port authorities via system to system transfer will be identified by the CERS Error Message Service, which will send an automatic response to the port specific system detailing where information needs to be amended. All port authorities using system to system transfer methodology should ensure their ICT system has the correct functionality to receive CERS Errors Messages.
- 7.3 Port authorities, masters, and shipping agents are reminded that any temporary placeholder Uniform Resource Locators (URL) for cargo manifests must be updated and replaced with a URL for the actual cargo manifest before the vessel departs the reporting port of call.

8. Transitional arrangements

8.1 Method 1 port authorities

- 8.1.1 Those port authorities using the UI to provide reportable information to CERS should begin using the workbook to receive information from vessels and agents straightaway. These port authorities can continue to use existing reporting procedures for reportable information but must ensure they have processes in place to enable vessels and agents to provide reportable information using the workbook by **1 April 2017**.



8.2 Method 2 port authorities

8.2.1 Those port authorities using system to system transfer to provide reportable information to CERS will have differing processes for collecting the required information. Some will use the workbook as a tool for gathering reportable information but others may rely on port specific systems. These port authorities can continue to use existing reporting procedures for reportable information but must ensure their port specific systems are able to collect reportable information, using the workbook where appropriate, from vessels and agents by **1 April 2017**.

8.3 Cargo and dangerous and polluting goods (hazmat) information

8.3.1 The provision of dangerous and polluting goods (hazmat) information using hyperlinked URLs will no longer be acceptable from **1 April 2017**. After this date the information will need to be reported separately from the cargo manifest in an electronically readable format using either the web UI or port specific systems.

8.3.2 In order to continue to meet reporting requirements for cargo information, port authorities, masters and shipping agents will need to ensure that either:

- The cargo manifest is reported to CERS as a hyperlinked URL, or
- contact details for detailed cargo information are reported to CERS

8.3.3 For larger container vessels, to avoid manually entering the dangerous and polluting goods information into the workbook, a CSV file produced by the shipping line can be pasted into the hazmat tabs. Providing the correct information and formatting is used, the workbook can then be uploaded using the standard process. Guidance on how to produce a correct CSV file will be issued by the MCA prior to the **1 April 2017** deadline for implementation.

9. Exemptions

9.1 Existing exemptions issued by the MCA and DfT from the requirements to report hazmat, waste, or security information, will remain valid subject to continuing compliance with the conditions of the exemption.

9.2 Where an exemption to the requirement to notify an entry into port has been granted under Regulation 4A of SI 2004 No 2110 (as amended) the entry into port does not need to be recorded in the workbook or reported to CERS.

9.3 Where an exemption to the requirement to notify dangerous or polluting goods (hazmat) has been granted under Regulation 4A of SI 2004 No 2110 (as amended), the hazmat tabs of the workbook do not need to be completed.

9.4 Where an exemption to the requirement to notify ship generated waste and cargo residues has been granted under Regulation 15 of SI 2003 No 1809 (as amended), the waste tab of the workbook does not need to be completed.

9.5 Where an exemption to the requirement to submit security pre-arrival information has been granted under Article 7 of EC Regulation 725/2004, the security tab of the workbook does not need to be completed.



10. Further Information

- 10.1 Further information on this note can be obtained from the MCA at the address given below.

More Information

Navigation Safety Branch
Maritime and Coastguard Agency
Bay 2/25
Spring Place
105 Commercial Road
Southampton
SO15 1EG

Tel : +44 (0) 203 8172422
e-mail: cers3@mcga.gov.uk

Website Address: www.gov.uk/government/organisations/maritime-and-coastguard-agency

General Inquiries: infoline@mcga.gov.uk

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