Penang Port Sdn Bhd

PELKON - III
Operations User Manual

ISPS/PANS

Version 1.0

CMC Limited
Your IT Partner

CONTENTS

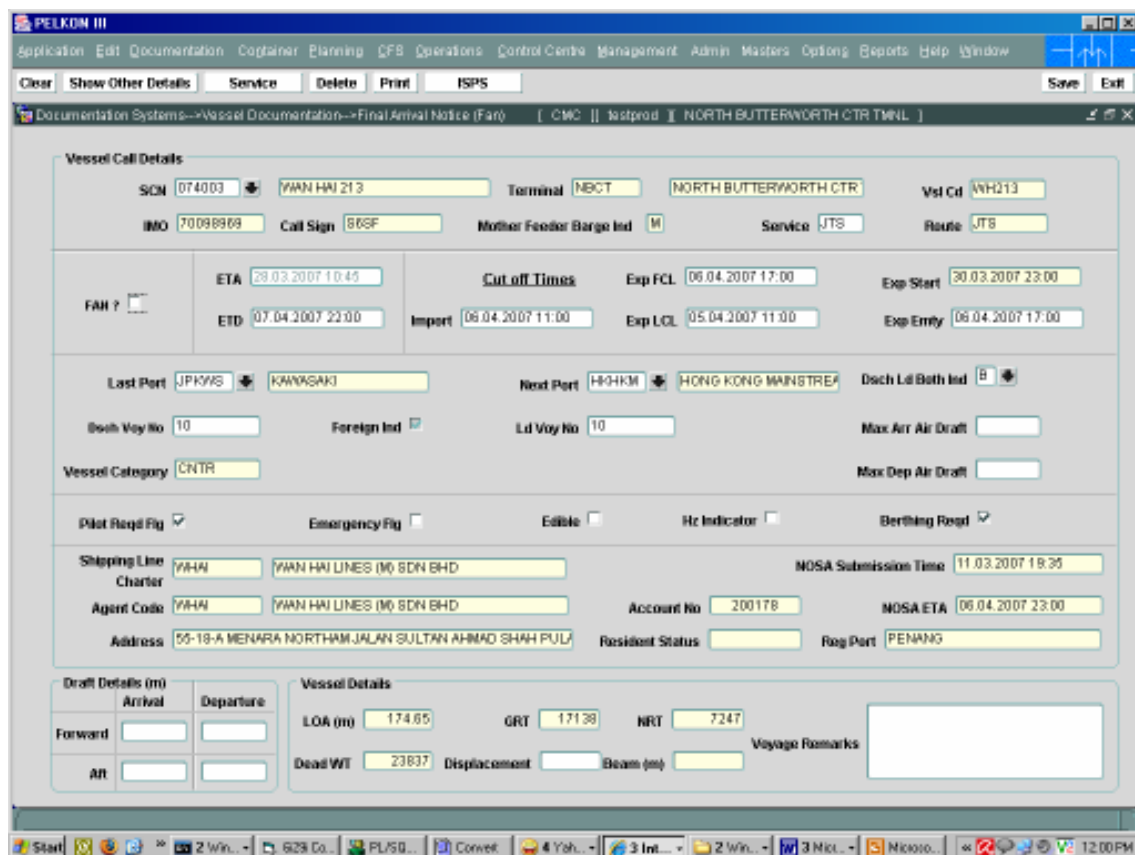# 1   ISPS Registration

1.1   Overview

This screen is used to enter the ISPS details of the vessels which is schedule to arrive the Port.
The Shipping Agent needs to declare the ISPS details while submitting the FAN (Final Arrival Notification). The Shipping Agent can also declare the ISPS details before submitting the FAN. ISPS declaration is only available after the NOSA is submitted in PELKON III.

The Shipping Agent will not be able to submitted the FAN if the ISPS declaration is not done.

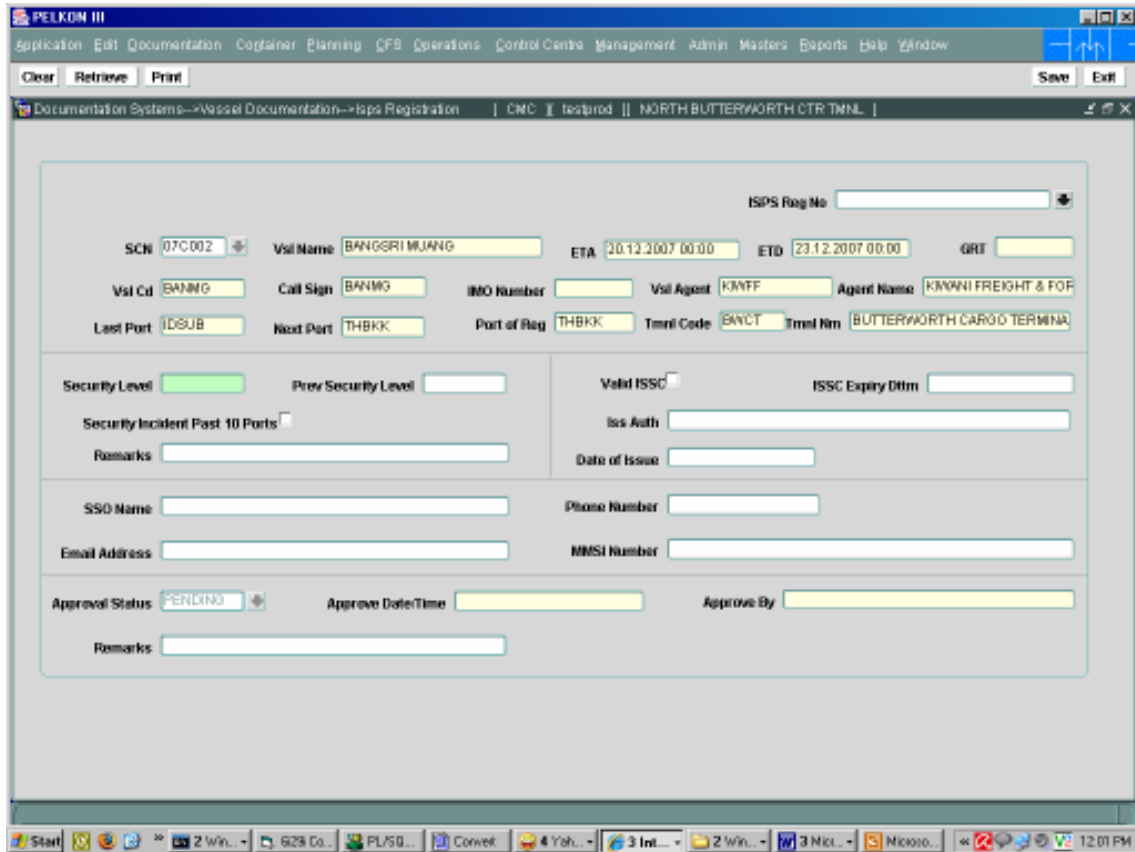## 1.2   System Navigation – ISPS Registration

This section will demonstrate how to navigate up to the ISPS Registration Screen. The navigation process to access ISPS Registration Screen is as follows:

1.   Click on the PELKON III logon icon
2.   Logon screen appears
3.   Log in with proper user id and password
4.   Main menu screen appears
5.   Click on Documentation from the main menu bar
6.   Select Vessel Documentation from the drop down menu
7.   Select Final Arrival Notice from the drop down menu
8.   Enter the SCN.
9.   Click the ISPS button in the toolbar to invoke the ISPS Registration Screen.

1.3   Overview of the ISPS Registration – Screen and Comments

On opening the ISPS Registration screen, the user will be presented with the screen below.
The vessel details such as the SCN, vessel code, vessel name, IMO Number, call sign and etc will be displayed.

1.4 Description of Fields

The following is the description of each field on the ISPS Registration Screen. The fields, which have been boxed, are mandatory fields, which require user to input the data.

- **SCN:**

     By default the field will be populated.

- **Security Level:**

     Enter the Security level of the vessel. The value for this filed must be 1 or 2 or 3.

- **Prev Security Level:**

     Enter the Previous Security level of the vessel. The value for this filed must be 1 or 2 or 3.

- **Security Incident Past 10 Ports**

     Click the check box if the Security Incident for the last 10 ports is yes.

- **Remarks**

     Enter the Remarks for security. If the Security level is 2 or 3 then this field is mandatory.

- **Valid ISSC**

     Click the check box to mark yes for Valid ISSC.

- **ISSC Expiry Dttm**

     Enter the expiry date of the ISSC. If the Valid ISSC flag is yes then this field is mandatory.

- **ISS Authority**

     Enter the ISS Authority. If the Valid ISSC flag is yes then this field is mandatory.

- **Date of Issue**

     Enter the Date of Issue of ISSC. If the Valid ISSC flag is yes then this field is mandatory.

- **SSO Name:**

     Enter the Name of the SSO.

- **Email Address**

     Enter the Email address of the SSO.

- **Phone Number:**

     Enter the Phone number of ISSC.

-
  MMSI Number:

    Enter the MMSI number.

1.5   ISPS Registration - Steps

1. Enter the SCN in the FAN screen.

2. Click the ISPS button on the toolbar, this will open the ISPS registration screen.

3. The details of the SCN will be displayed.

4. Enter the Security Level (eg. 1,2,3) in the Security level filed. The field value can be 1 or 2 or 3.

5. Enter the Previous Security Level (eg. 1,2,3) in the Security level filed. The field value can be 1 or 2 or 3.

6. If the Security Incident for the last 10 ports is 'yes' then the check box needs to be checked.

7. If the Security level is 2 or 3, then the Shipping Agent needs to enter the Remarks in the remarks filed.

8. If the vessel has a valid ISSC then the check box for Valid ISSC flag needs to be checked.

9. If the valid ISSC is checked (yes) then the ISSC Expiry date, ISS Authority name and Date of Issue of the ISSC are to be entered.

10. Enter the SSO name.

11. Enter the SSO phone number.

12. Enter the email address if any of the SSO.

13. Enter the MMSI number.

14. Click Save to save the details entered.

15. On saving the details, system will generate a unique ISPS registration number for the declaration.

16. The Shipping Agent can also take the print out of the ISPS declared for the vessel.

17. The declared ISPS can also be modified by the Shipping Agent before approval in this screen.

2   ISPS Monitoring Screen

2.1   Overview

This screen is used to monitor the declared ISPS by the Shipping Agents.
The list displays the ISPS registration number along with the status of the declaration. The different colours on the registration number denote the status of the ISPS. The user can double click on the registration number to view the details. The Approval Authority can double click on it and open the approval screen to approve.

The Shipping Agent can only views the ISPS declared for his vessels only.
The Approval Authority can only view the ISPS for those which he /she can approve.

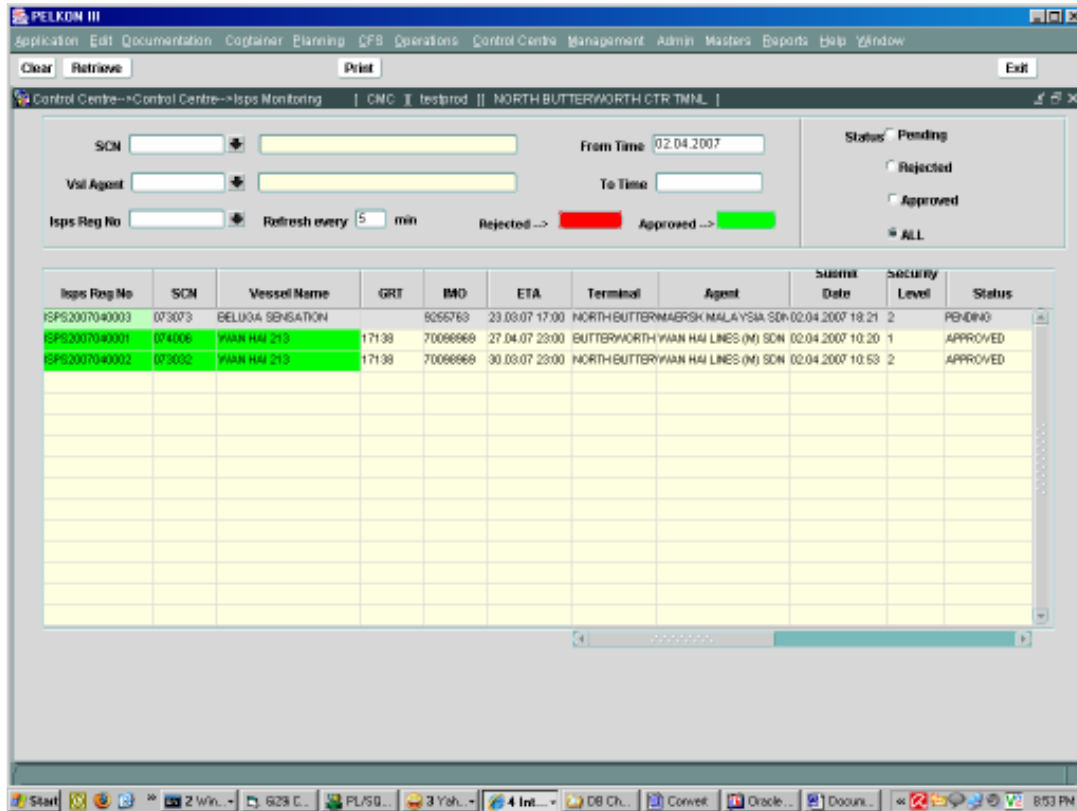### 2.2   System Navigation – ISPS Monitoring

This section will demonstrate how to navigate up to the ISPS Monitoring Screen. The navigation process to access ISPS Monitoring Screen is as follows:

1. Click on the PELKON III logon icon
2. Logon screen appears
3. Log in with proper user id and password
4. Main menu screen appears
5. Click on Control Centre from the main menu bar
6. Select Port Operations Centre from the drop down menu
7. Select ISPS Monitoring from the drop down menu
8. **Navigation: Control Centre -> Port Operations Centre ->ISPS Monitoring.**

2.3   Overview of the ISPS Monitoring – Screen and Comments

On opening the ISPS Monitoring screen, the user will be presented with the screen below.

2.4   Description of Fields

The following is the description of each field on the ISPS Monitoring. The fields, which have been boxed, are mandatory fields, which require user to input the data.

- **SCN**

  Enter the SCN or select from the drop down list. The vessel name of the selected SCN will be displayed beside. This is a query parameter for filter.

- **Vsl Agent**

  Enter the Shipping Agent code or select from the drop down list. The Shipping Agent name will be displayed beside. This is a query parameter for filter.

- **ISPS Reg No**

  Enter the ISPS registration number or select from the drop down list. This is a query parameter for filter

- **Refresh every**

  Enter the automatic refreshing interval for this screen in mins. By default is 5 mins.

- **From Time & To Time**

  Enter the From Time and To Time of the ISPS declaration. The list bellow will then show the ISPS declared for that specific period.

- **Status**

  Select the appropriate status to retrieve the list of ISPS declared.

2.5   ISPS Monitoring - Steps

1. The user retrieve the list of ISPS depending upon the following query parameters.
   a. SCN
   b. Vsl Agent
   c. ISPS Registration Number
   d. From Time of declaration
   e. To Time of declaration
   f. Status (Pending, Rejected, Approved, All)

2. The Shipping Agent can only retrieve his vessels ISPS. The vessel agent field will show his agent code and he will not be able to modify the same to see other vessel agents ISPS.

3. The screen will automatically refresh depending upon the value entered in the field refresh every. By default it is 5 mins.

4. The list of ISPS declared will be retrieved depending upon the query parameter. The list displays the following :-
   a. ISPS Reg No
   b. SCN
   c. Vessel Name
   d. GRT
   e. IMO
   f. ETA
   g. Terminal
   h. Agent Code
   i. ISPS Submit date
   j. Security Level
   k. Status
   l. Approver id
   m. Approved Date
   n. Declaring Remark
   o. Approver Remark

5. On double clicking the ISPS Reg No column in the list, the approver can open the approval Screen.

6. Print of the ISPS declared can be taken by selecting the ISPS Reg no column in the list and clicking the PRINT button in the toolbar.