



**REPUBLIC OF
THE MARSHALL ISLANDS**

**OFFICE OF THE
MARITIME ADMINISTRATOR**

Marine Guideline

No. 2-11-13

9/11

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF
MERCHANT SHIPS, AND RECOGNIZED ORGANIZATIONS**

SUBJECT: MSCHOA User Instructions for Updated Vessel Movement Registration Form.

Reference: BMP4

PURPOSE:

The purpose of this Guideline is to provide a reminder to shipowners/operators and Masters to register their ships with the MSCHOA and to make readily available instructions in using the updated Vessel Movement Registration form located on the MSCHOA website (www.mschoa.org).

APPLICABILITY:

All Marshall Islands flagged vessels traveling in the Somali pirate High Risk Area (HRA).

RECOMMENDATIONS:

1.0 General

It is recommended that every vessel planning to transit through the HRA register 4 or 5 days before at MSCHOA. It should also be remembered that every vessel must be registered with the MSCHOA for each intended transit of the HRA. In order to accomplish this, MSCHOA has introduced an updated registration procedure on their Vessel Movement Registration Form.

1.1 MSCHOA, in accordance with paragraph 1.4 of BMP4, has made the following change to paragraphs 6.9 and 7.4 regarding the registration instructions and procedures for vessel registration:

- Entry point to HRA
- ETA to HRA
- Exit Point from HRA
- ETD from HRA
- Do you intend to transit the IRTC?

- 1.2 The **Entry/Exit points** are in accordance with the area defined in Annex E of BMP4 (**Suez, 23N, 78E, 10S**). The Administrator would recommend, however, that preparation for registration should begin as soon as the ship begins entering the HRA at the Suez Canal from the Red Sea, at 26°N for ships entering via the Gulf of Oman from the north, at 15°S for ships entering via the Indian Ocean from the south, and at 78°E for ships entering via the Indian Ocean from the east.
- 1.3 If the transit starts/completes in a port inside the HRA, option “**Port**” should be selected accordingly. Several ships known to be in ports within the HRA routinely are identified by the MSCHOA as not being registered. Should the vessel remain in port for an extended period of time, the shipowner/operator or master must remember to maintain the ship’s registration.
- 1.4 If the checkbox for “Do you intend to transit the IRTC?” is selected, additional fields are shown for the details of the transit (ETA, ETD for IRTC and Direction).

2.0 User Guide

A detailed User Guide to the new Vessel Movement Registration Form is attached at Annex. Please contact MSCHOA at postmaster@mschoa.org if you have any questions.

ANNEX

MSCHOA Vessel Movement Form

User Guide

INTRODUCTION

MSCHOA website introduces a renewed vessel registration form. Although the appearance changed, no major changes to content were made. Some new features were implemented in order to make usage easier. This includes a function, which remembers ships associated with the user. An improved user input validation was also implemented, which gives clear messages in case of incomplete or invalid information in required fields. We believe, these functions will prove to be helpful in registering vessels.

FUNCTIONS

Summary Page

After clicking “VESSEL MOVEMENT REGISTRATION” link on the Registered User’s Home Page, the summary page of your current registrations will be shown:

Register a Vessels Movements

Please choose from a current vessel movement below.
Or [Click here to start a new movement.](#)

Vessel Name	ETA to High Risk Area	ETD from High Risk Area	Primary Email
bounty	25/03/2011 06:00:00	28/03/2011 07:00:00	postmaster@mschoa.org

A submitted movement will be associated with the users, whose email addresses were provided as primary/secondary/ship’s contact email addresses in the Vessel Movement form.

If there is no registered vessel associated with your username, the page will be empty, only showing a link on top to start a new registration. If you have one or more vessels registered with MSCHOA, the list of vessels and basic data of movement will be shown. Please note that only ONLINE submitted registrations presented in this list! This list gives the possibility to overview or to amend any one of the current movements. By clicking on the name of a vessel, details of the formerly submitted registration will be shown. Example:

The “*Great Shipping Company*” is registered at MSCHOA with the email address: cs0@greatshipping.com. The master of “*MV Example*” is also registered at MSCHOA, with the email address: master.example@greatshipping.com. The CSO submits a Vessel Movement Registration providing primary email as

master.example@greatshipping.com and secondary email as cs0@greatshipping.com. When next time any of these two registered users of MSCHOA (*CSO and Master*) login to their account and click on the “*Register a Vessel Movement*” link, both of them will have “*MV Example*” in their list and will be able to modify registration details. For example, the vessel is delayed and the ETD has to be changed. The Master will be able to make the necessary modification on the form and submit it. In case of modification, both of them (Master and CSO) plus the provided “Ship’s contact email” will receive details of the modification. So they all know *it was submitted* to MSCHOA and exactly *what was submitted*. Should any mistake or further change occur, any of the two users is able to make corrections until the movement is showed in the list (however we suggest discussing possible mistakes within the company first, avoiding unnecessary submissions and excessive workload on MSCHOA staff).

Movement Form

The form appearance has significantly changed. Now it consists of 3 pages, each contains a certain type of information grouped together (vessel’s data, movement data and BMP related data). Navigation between the pages is possible back and forth. However to go to the next step is only possible if all required fields are filled out correctly. In case of missing or incorrect entry on the actual page, a popup message tells about the problem and the field(s) concerned will be highlighted in red. The “Submit” button is shown on the last page, further ensuring that submission of an incomplete form is not possible. Note that all fields with an asterisk (*) are required.

First Page – Vessel’s Details

First page of the form contains fields of vessel’s static data. For the first time the form is empty. As an option, you can choose an already existing vessel from the drop down list on the top of the form. Choosing the vessel is possible by name or IMO number (circled in yellow in the picture). After selecting the vessel, the form will be populated with the data that last time was entered into the form. It is possible to change details here if needed. The form can be erased by clicking “Reset Form” button (e.g., you choose a wrong vessel from the list).

Register a Vessels Movements

Vessel Name IMO Number

Ship Name * Flag State *

IMO Number * MMSI Number *

Call Sign * Ships Master

Primary Email * Secondary Email

Ship Contact Number * Ship Contact Email *

Owner Name Operator Name

Operator Address Operator Telephone

Operator Email DPA Name

DPA Telephone DPA Email

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If your list is empty or you intend to register a new vessel, then fill the form and submit it. The next time you log in, the new vessel will be included in the list.

IMPORTANT! MSCHOA issued alert email notifications will be sent to primary and secondary (if provided) email addresses for the duration of the movement +/- 72 hours! This means for a single passage transit through the High Risk Area (Bound by Suez, 23N, 78E, 10S) in BMP4 – alerts will be emailed to the primary and secondary email addresses from the point of entry on vessel registration to MSCHOA until 72 hours after exiting the HRA.

Second Page – Movement Details

On this page, details of your movement are to be provided:

The screenshot shows a web form titled "Register a Vessels Movements". On the left is a navigation menu with items like Home, Alerts, Vessel Movement, and Intelligence. The main form area contains the following fields and options:

- Vessel Name:
- IMO Number:
- Entry Point to High Risk Area *:
- Exit Point from High Risk Area *:
- Entry Date/Time to High Risk Area *:
- Exit Date/Time from High Risk Area *:
- Do you intend to transit the IRTC:
- Do you intend to join a group transit?:
- Do you intend to join a National Convoy?:
- Crew numbers and nationalities:
- Draft:
- Freeboard of lowest accessible deck in Metres(M) *:
- Planned Transit Speed *:
- Vessel's Maximum Speed *:
- Cargo *:
- Next Port of Call:
- Last Port of Call:

Buttons for "Go Back" and "Next Step" are at the bottom of the form.

Entry/Exit Point to/from High Risk Area (HRA):

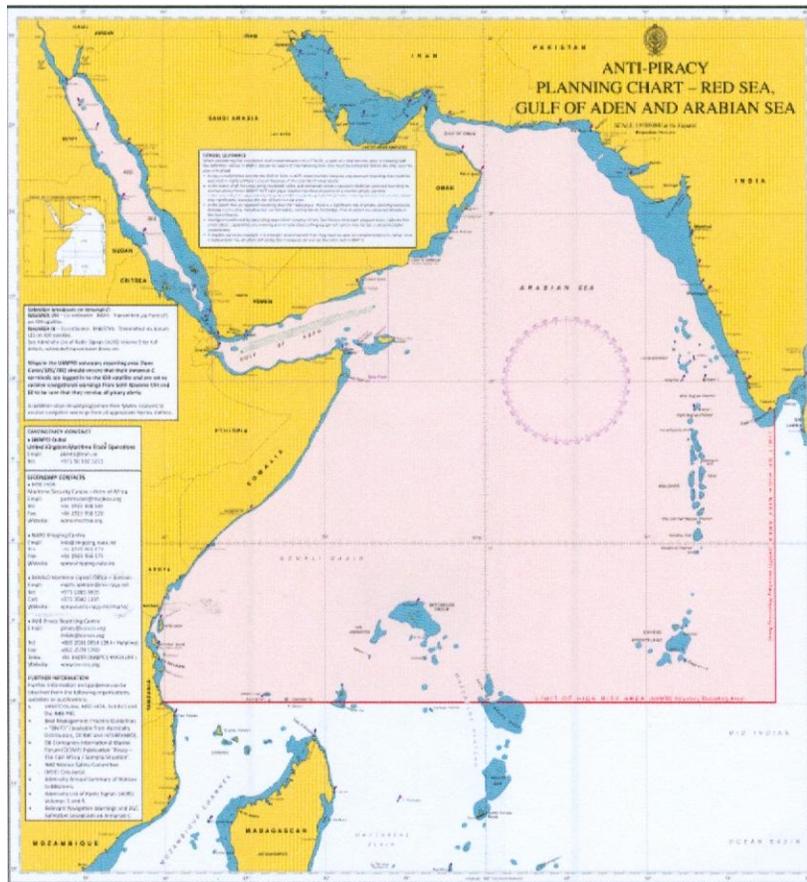
- 78E
- 23N
- 10S
- Suez
- Port

These points are in accordance with BMP4's Voluntary Reporting Area (see map on next page, for higher resolution map, please visit www.mschoa.org). If your transit starts/ends in a port within the HRA, select "Port" from the respective list.

ETA/ETD to/from HRA: use date picker (little red rectangles) to pick your dates and the drop down lists to set your time.

Do you intend to transit IRTC?: select this box if you are transiting through IRTC. By selecting it, you will be presented with fields to provide ETA/ETD to/from IRTC along with your direction (see screenshot on next page).

Do you intend to join a Group Transit/ National Convoy: one of these options can be selected at a time. If you select National Convoy, a drop down list is also shown with the available convoys.



Register a Vessels Movements

Vessel Name: IMO Number:

Entry Point to High Risk Area: Entry Date/Time to High Risk Area: 25/03/2011 00:00

Exit Point from High Risk Area: Exit Date/Time from High Risk Area: 25/03/2011 00:00

Do you intend to transit the IRTC:

ETA to IRTC (times are in UTC/Zulu time): 25/03/2011 00:00 ETD from IRTC (times are in UTC/Zulu time): 25/03/2011 00:00

Direction:

Do you intend to join a group transit?:

Crew numbers and nationalities:

Do you intend to join a National Convoy?:

Draft:

Freeboard of lowest accessible deck in Metres(M):

Planned Transit Speed:

Vessel's Maximum Speed:

Cargo:

Hazardous Cargo:

Next Port of Call:

Last Port of Call:

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Third Page – BMP related information

On this page, implemented anti-piracy measures are asked.

The screenshot shows the 'Register a Vessels Movements' form. At the top is a banner image of a ship at sea. Below it is a navigation menu on the left with items like Home, Alerts, Vessel Movement, etc. The main form area has the title 'Register a Vessels Movements' and two dropdown menus for 'Vessel Name' and 'IMO Number'. Below these are two checkboxes: 'AIS to be left on through GOA?' and 'Anti-piracy measures in place?'. There are 'Go Back' and 'Submit' buttons. At the bottom is a footer with navigation links.

If “Anti-piracy measures in place” is selected, you will be presented with additional selectable options:

This screenshot shows the same form as above, but with the 'Anti-piracy measures in place?' checkbox checked. This has revealed a second column of options, including 'Extra Lookouts', 'Fire Pump Ready', 'Locked Doors', 'Outboard Ladders Stowed', 'Dummies Posted', 'Manned Engine Room', 'Crew Drills Completed', 'Armed Security Team Onboard', 'Doctor Onboard', and 'Weapons held onboard?'. There are also two empty text input fields for 'Additional Measures' and 'Any other information which may assist counter-piracy?'. The 'Go Back' and 'Submit' buttons are still present.

Please select all implemented measures. Should you have any *additional* information or implemented measures, enter it in the appropriate text field.

When the form is completed, press the “Submit” button to send your registration to MSCHOA. After a successful submission, a confirmation email will be sent to your email address. You can also navigate back to previous pages on the form to review.

If an amendment was done (some details changed on an existing registration), an email will be sent to the 3 main email addresses (primary, secondary and ship contact email) containing the registration details. In this way all associated persons will be notified about the change in the registration.

All other functions in MSCHOA Vessel Registration Form remain unchanged.