European Maritime Safety Agency

SafeSeaNet
LOCODEs Guidelines

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EMSA

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List of Abbreviations

CLD	Central Location Database
EMSA	European Maritime Safety Agency
EUROSTAT	The statistical office of the European Union
GISIS	IMO Global Integrated Shipping Information System
IMO	International Maritime Organization
ISPS	International Ship and Port Facility Security Code
LCA	Used to identify a Local Competent Authority
MS	Member State
NCA	Used to identify a National Competent Authority
PSC	Used to identify a Port State Control entity
SSN	SafeSeaNet
SOLAS	International Convention for the Safety of Life at Sea
THETIS	The information system that supports the new Port State Control inspection regime (NIR)
UN/LOCODE	United Nations Code for Trade and Transport Locations
UNECE	The United Nations Economic Commission for Europe (UNECE)

1. Introduction

The identification of a particular location is frequently required in international trade and transport to identify the movement of goods. The names of such locations are often spelt in different ways and sometimes the same location is given different names in different languages, which creates confusion and difficulties for data exchange. The identification in a unique and unambiguous way of any place involved in international trade is essential and a coding system was considered necessary to establish. The code system is referred to as the “United Nations LOCODE” (UN/LOCODE) and is intended to cover ports and other locations for purposes of international trade data interchange.

A location is defined as any named geographical place, recognised by a competent national body, either or by a competent national or international organization for inclusion in the UN/LOCODE. A five-character code element is provided for each location included in UN/LOCODE list and consists of:

a) two letters identifying the country, according to the ISO 3166 two-letter Code for the representation of names of countries, and

b) three letters identifying the location within the country. Where all permutations have been exhausted, numerals from 2 to 9 can also be used.

For example the port of Le Havre in France is coded as FRLEH (the first two letters FR identify the country and the three following the code of the port).

2. Location codes used in SafeSeaNet

2.1 Roles and responsibilities

Directive 2002/59 defines the NCA as responsible for the management of LOCODEs in SSN. The NCA is responsible for the management of the national system ensuring that UN/LOCODEs are designated.

In terms of LOCODEs EMSA developed and maintains centrally the location codes database in order to harmonise the data and to avoid inconsistencies.

Moreover EMSA performs quality checks and reports to the Member States on:

a) Temporary locations created or used by each MS.

b) The set of notifications rejected because of the employment of LOCODEs which are:

- invalid LOCODEs (i.e. not complaint with the following format: two-letter code, identifying the country according to the ISO 3166, and three characters identifying the location);
- not permitted locations (i.e. either because a MS reports a ship call for a port in another MS or because the LOCODE in the “port of call” attribute of a Port Plus notification is not in the UN/LOCODE or Specific list of LOCODEs for that country);
- non-activated LOCODEs;
- LOCODEs used in SSN as “port of call” and not registered in THETIS – this situation causes lack of ship call information only in THETIS.

The NCA is responsible for the management of SSN LOCODEs at national level.

2.2 UN/LOCODE

For the purposes of SSN, MSs use the “United Nations LOCODE” (UN/LOCODE) list to indicate port locations. EMSA downloads to Central SSN any new version of the UN/LOCODEs with function 1 and 7 (if confirmed by reliable source as being off-shore installation). UN/LOCODEs with other functions can be provided through any reports and then can be treated following the normal procedure SSN specific and SSN temporary (as described in sections 2.3 and 2.4 below).

Each MS is responsible for maintaining up to date lists of LOCODEs within its own National SSN. MS should also propose any new named geographical place or place requiring additional function within their jurisdiction for inclusion in the UN/LOCODE list (see section 3.5).

2.3 SSN Specific LOCODEs

It is common practice in the shipping industry for vessels to leave port without knowing their exact port of destination. For instance a vessel may leave a port for an area of destination (way points) like the Strait of Gibraltar, the North Sea, the Suez Canal, etc. or for a port outside of the EU where no LOCODE has been specified yet on the UN/LOCODE list. The SSN Specific LOCODEs are defined for these cases.

The following SSN specific LOCODEs are agreed by the SSN Group:

- “ZZCAN” is used when it is necessary to cancel a notification. For example in case of changes in the port of call during the voyage of the ship after a previous notification has been sent.

- the possibility of using the EUROSTAT unknown port code, when the country is known but the specific port is unknown. The format is to indicate the two letters identifying the country (according to the ISO 3166 two-letter Code) plus the “888” (e.g. US888, country of destination United States unknown port). This possibility should not be employed in case of notifications where the destination is an EU port.

- the possibility of using the EUROSTAT code for off-shore installations, when the country is known but the specific off-shore installation is unknown. The format is to indicate the two letters identifying the country (according to the ISO 3166 two-letter Code) plus the “88P” (e.g. DK88P for off-shore installation in the Danish waters). This possibility shall not be employed to report Port of Call.

- the possibility of using the EUROSTAT code for ship to ship transfer, when the country is known but the exact location of this operation is unknown. The format is to indicate the two letters identifying the country (according to the ISO 3166 two-letter Code) plus the “88R” (e.g. DK88R for ship to ship transfer in the Danish waters). This possibility shall not be employed to report Port of Call.

- non-EU LOCODEs confirmed by a reliable source as having a port function.

- waypoints are used to define intermediate locations (areas) on planned vessel’s route when next port is unknown at the time of departure (See Annex 1).

- “ZZUKN” for ships leaving EU waters only if the next port of call is Unknown.

Member States are encouraged to restrict the usage of “ZZUKN” LOCODE to an absolute minimum, and to deploy the EUROSTAT unknown port code or waypoints instead.

Moreover as a temporary solution other SSN specific location can be created by the MSs (or by the MSS on request) while the process of creating/updating of UN/LOCODE list is in progress (see section 3.2).

2.4 Temporary LOCODEs

To avoid the loss of valuable information, and to assist MSs in the process of completing or updating their LOCODEs, it was decided not to reject notifications based on non-registered SSN LOCODEs. An additional type of LOCODE (called “temporary” LOCODE) was generated, based on incoming notifications that included technically correct LOCODEs (but non-registered in SSN LOCODEs).

The EMSA MSS contacts MSs whenever temporary LOCODEs are created or employed, recalling the need to use either UN/LOCODE (function 1, i.e. port locations or function 7, i.e. off-shore installations) or SSN specific LOCODEs.

The validation of “temporary” LOCODEs is a task performed by the EMSA’s MSS in cooperation with MS maritime administrations. The “temporary” LOCODEs that the NCA considers necessary for SSN reporting purposes are validated and classified as “SSN specific” by the MSS or directly by the NCA, while the NCA is invited to contact UNECE and request the inclusion of the additional locations in the UN/LOCODE list. The locations remain in SSN as “SSN Specific” until the UNECE list incorporates the updates.

In case the MS acknowledged that the LOCODE was used by mistake, the temporary LOCODE is classified non-activated. All notifications containing non-activated LOCODEs are rejected in SSN. This also applies to technically incorrect LOCODEs. In case a “temporary” LOCODE classified as non-activated is inserted as UN/LOCODE in SSN (see section 3.1) the entry of this “temporary” LOCODE is automatically changed to UN/LOCODE.

Temporary non-EU LOCODEs are not de-activated by EMSA (excluding the situation when the reporting MS confirms that the location has been mistakenly used), as non-European authorities are outside of EMSA’s jurisdiction. They remain as temporary LOCODEs in the system, unless it is confirmed by a reliable source that the LOCODE has a port function. In this case, an SSN Specific location can be created by the MSS for this location.

2.5 Subsidiary locations

The code elements can be extended by the addition of further characters to indicate subsidiary locations, such as port areas or terminals. MSs can utilise a 15 characters (subsidiary) LOCODE identifying the position of a subsidiary location within the port or port approaches (e.g. a terminal in the port, a berth, an anchorage site, fairway section code, fairway section hectometre, etc.).

The subsidiary LOCODEs can be provided through the “PositionInPortOfCall” attribute in the PortPlus message and should follow the structure agreed by MSs at SSN WS7:

Item	Occ	Len	Description
PositionInPortOfCall	0-1	0-15	
UN Locode	1	5	UN Locode
Fairway section code	0-1	0-5	Port Basin or Port area
Terminal code	0-1	0-5	Terminal code
Fairway section hectometre	0-1	0-5	Port number or Terminal details

Table 1: Structure of subsidiary locations

For example a specific location at the port of Antwerp can be coded as BEANR0172500412 (i.e. the first five letters identify the LOCODE and the additional 10 the specific location).

2.6 Port facility numbers

Port facility information is required in order to report Security notifications (Article 6 of Regulation (EC) No 725/2004), which in accordance with the Reporting Formalities Directive, must be transmitted electronically to a national single window and exchanged via SSN.

As defined in the SOLAS Convention, port facility is a location, as determined by the Contracting Government or by the Designated Authority[1], where the ship/port interface[2] takes place. This includes areas such as anchorages, waiting berths and approaches from seaward, as appropriate.

[1] Designated Authority means the organisation(s) or the administration(s) identified, within the Contracting Government, as responsible for ensuring the implementation of the provisions of this chapter pertaining to port facility security and ship/port interface, from the point of view of the port facility (source: SOLAS, chapter XI-2, Regulation 1).
[2] Ship/port interface means the interactions that occur when a ship is directly and immediately affected by actions involving the movement of persons, goods or the provisions of port services to or from the ship.

The list of port facilities is available in the Maritime Security Module of the Global Integrated Shipping Information System (GISIS) maintained by the IMO.

Each port facility is identified by an “IMO Port Facility Number”. It consists of a five-character LOCODE corresponding to a port and a 4-digit code separated with a dash. For example the port facility “Baltic General Cargo Terminal” at the port of Gdynia in Poland is identified as PLGDY-0004.

3. Operational procedures

3.1 UN/LOCODEs in SSN

The UNECE Secretariat publishes a new UN/LOCODE version twice a year (July and December). The cut-off date for providing updates to UNECE is 30 April for July updates and 31 October for December updates.

The most updated version is published on the UNECE webpage:

http://www.unece.org/cefact/codesfortrade/codes_index.html

Once a new version is available, the new list is uploaded into the SSN system following the specific rules summarised below:

- Only LOCODEs with functions 1 (port) and 7 (only if confirmed by reliable source as being off-shore installation) are inserted.

- LOCODEs for which insertion was rejected (if and only if the status is RR) are not downloaded.

- LOCODEs in SSN that are not in the new list are removed from SSN unless otherwise requested by a Member State.

Before uploading a new list into SSN, the EMSA MSS provides the list of UN/LOCODEs that are going to be added, updated and/or removed to MSs at least two weeks in advance. Member States are requested to verify the list of changes and notify the MSS of any issues detected. The absence of feedback is considered as tacit agreement to the proposed changes.

3.2 Managing Temporary LOCODEs

MSs receive the list of temporary LOCODEs used or created in the notifications sent by them in the reported period (usually previous 25 days). These temporary LOCODEs identify possible locations in their own or in another country. Regarding the LOCODEs used or created for another country, the MSS consults that country to confirm whether this LOCODE should be included in the SSN system. In most of the cases, the response is negative, and the LOCODE is de-activated.

The “temporary” LOCODEs identifying locations that the NCA considers necessary for SSN reporting purposes are validated and classified as “SSN specific” by the NCA or by the MSS on request, while the NCA should contact UNECE and request the inclusion of the additional locations in the UN/LOCODE list. The locations remain in SSN as “SSN Specific” until the UNECE list incorporates the updates. If the LOCODE is used mistakenly, it will be de-activated.

3.3 How to create an SSN Specific LOCODE

The management of LOCODEs is carried out on the SSN web interface (Management console/Location Management). To create a new SSN Specific LOCODE the tab “Create SSN location” should be used (see Figure 1) to provide the minimum set of data: Location Code, the Official Location Name and the position (latitude and longitude):

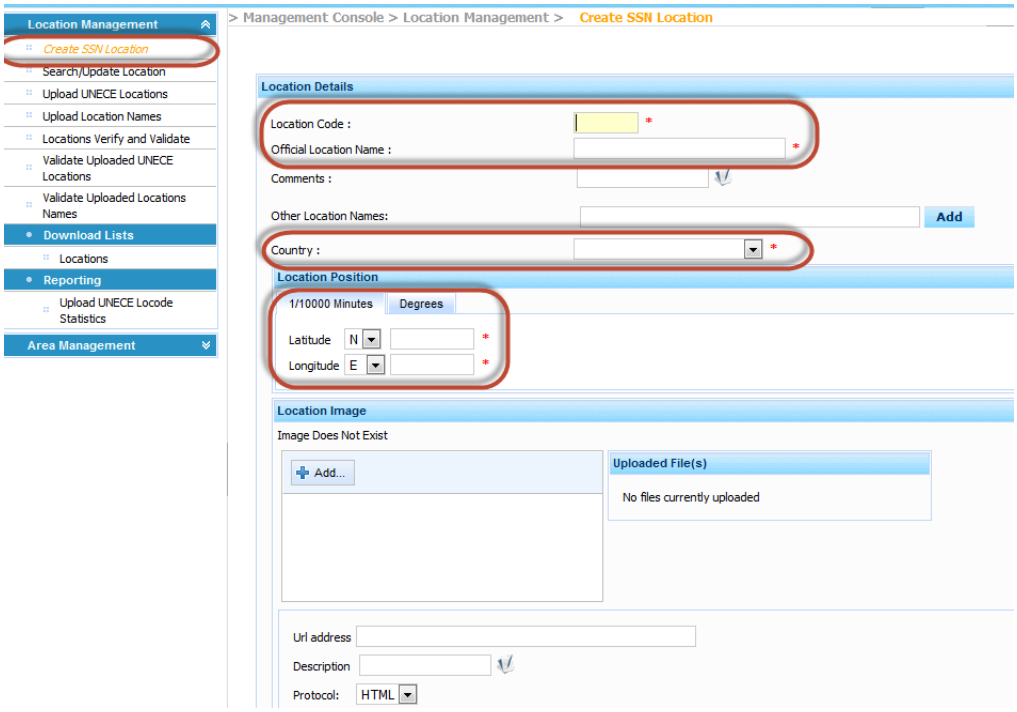

Figure 1: Create a SSN Specific LOCODE

It should be noted that MSs can only create SSN Specific LOCODEs for their own countries.

3.4 How to update a Temporary LOCODE (for de-activation or for conversion into SSN Specific)

A temporary LOCODE can be either de-activated (which will cause the rejection of notifications employing it) or converted from Temporary to SSN Specific by using the tab “Search/Update Location” (see Figure 2):

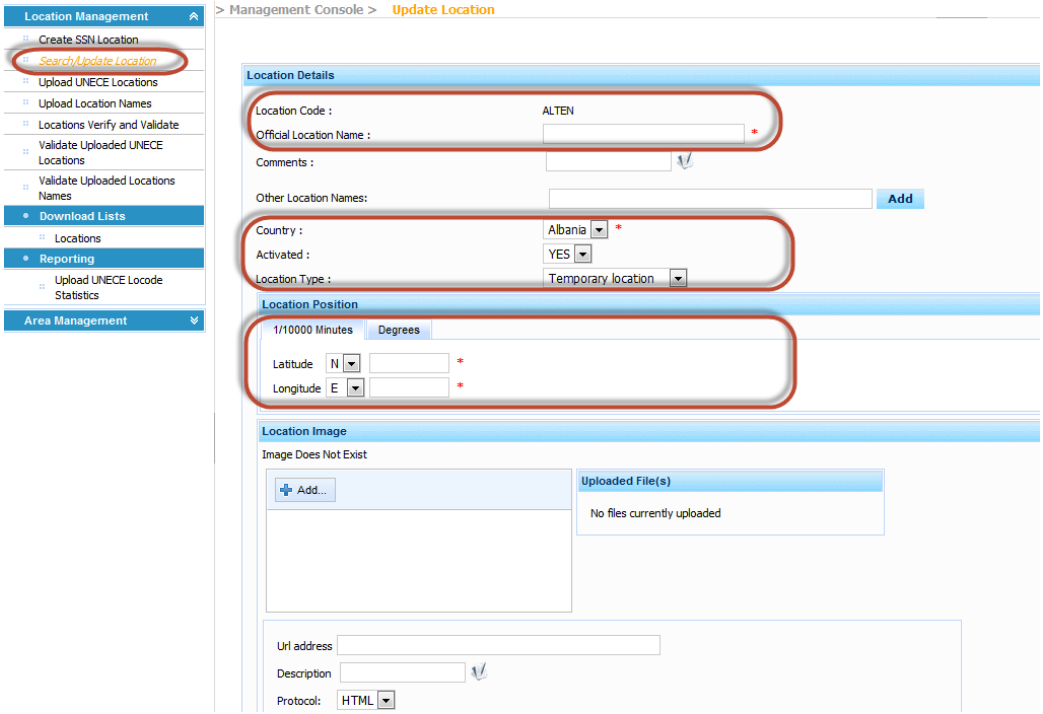

Figure 2: Update a SSN Temporary LOCODE

If a LOCODE is to be converted to SSN Specific, the same minimum set of data as for Specific LOCODEs is needed: Location Code, the Official location name and the position. The location type has to be set to “SSN specific locations”.

To de-activate a LOCODE the attributed “Activated” has to be set to “NO” instead of “YES”. If the LOCODE is deactivated this will cause the rejection of any notification using this LOCODE.

3.5 How to contact UNECE for updating the UNECE list of LOCODEs

The SSN NCAs are invited to coordinate the creation/deletion/updating of UN/ LOCODEs with the MS authorities that are officially designated to manage UN/LOCODEs (UN/LOCODE National Focal Points). The list of UN/LOCODE National Focal Points is available at:

http://www.unece.org/cefact/locode/focalpoint.html

UNECE has set up an automated system which enables UN/LOCODE National Focal Points to submit requests for administrating the UN/LOCODE entries (see Figure 3):

Figure 3: UNECE webpage

The registered users may access this tool at: http://apps.unece.org/unlocode/.

SSN NCAs are requested to not remove UN/LOCODEs unless strictly necessary. The reason is that other MSs may use them and not notice the change in due time. Therefore, all of their notifications containing these LOCODEs will be rejected.

3.6 How to create a subsidiary location

In order to create/update subsidiary locations MSs should contact EMSA’s Maritime Support Services (MaritimeSupportServices@emsa.europa.eu) and provide the list in the following table:

Subsidiary Location Name	Subsidiary Location Code	Latitude	Longitude

Table 1: Request table for creation/update of subsidiary locations

3.7 How to create a LOCODE for off-shore installation

At UNECE level it was agreed to create a function 7 for UN/LOCODEs which correspond to fixed transport functions (e.g. oil platforms).

SSN NCAs are invited to coordinate the creation/updating of UN/LOCODEs corresponding to off-shore installations with their UN/LOCODE National Focal Points (see procedure 3.5 above).

While the process of creating/updating the UN/LOCODE list is in progress, MSs should contact EMSA's Maritime Support Services (MaritimeSupportServices@emsa.europa.eu) and provide the list in the following table:

Location Code	Location Name	Latitude	Longitude

Table 2: Request table for creation/update of LOCODEs corresponding to off-shore installations

SSN Specific LOCODEs for off-shore installations in SSN shall be created only by the MSS in order to avoid cases where a location exists in SSN with more than one LOCODE. The locations remain in SSN as "SSN Specific" until the UNECE list incorporates the updates.

3.8 Mismatched LOCODEs between SSN and THETIS

If a LOCODE exists in SSN but is not recognised by the PSC authority (and therefore not inserted in THETIS) SSN notifications quoting this LOCODE will not be processed by THETIS. As a consequence the PSC officers accessing THETIS will not receive the corresponding ship call information required by the PSC Directive. In order to support MSs, EMSA provides the list of mismatching LOCODEs to the SSN Group and to PSC authorities.

Member States shall ensure that all LOCODEs used in SSN are listed in THETIS unless there are no calls for ships under the Port State Control Directive expected for a particular port.

3.9 How to obtain the list of port facility numbers from the IMO GISIS maritime security database

The list of port facilities is available in the Maritime Security module of the Global Integrated Shipping Information System (GISIS) maintained by IMO, at the following address:

https://gisis.imo.org/Public/ISPS/PortFacilities.aspx

Access to GISIS requires an account which may be obtained online at no cost, as indicated in the figure below.

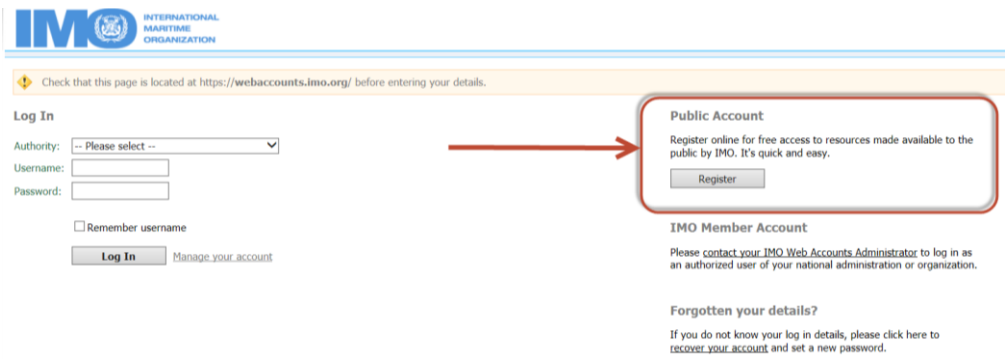

Figure 4: IMO Log In webpage

The list of Port Facilities is available in the *Download* tab, option *Declared port facilities*. It is possible to download the complete list of port facilities (if no country is selected) or the list of port facilities for a specific country.

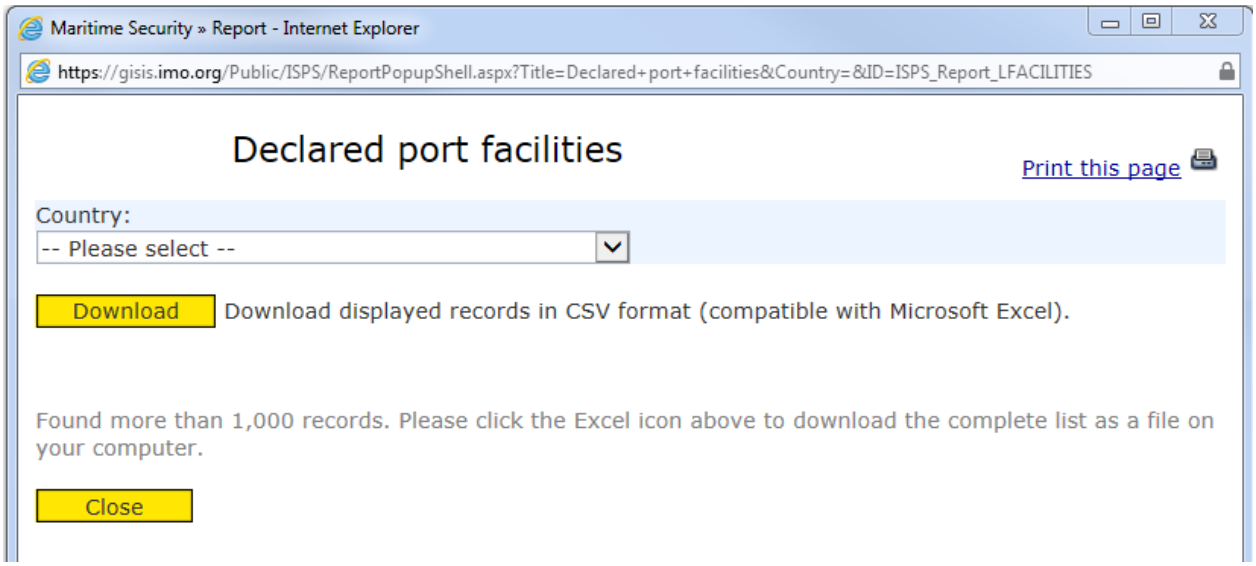

Figure 5: Download of declared port facilities from the IMO GISIS

3.10 How to report port facilities to SSN

The IMO Port Facility Number is reported to SSN using two distinct attributes:

1. The ***Port*** attribute which corresponds to the five characters LOCODE identifying a port.
2. The ***PortFacility*** attribute which corresponds to the last 4 characters in the Facility No from GISIS.

Should a port facility is not ISPS approved or recently approved and is still not included in the GISIS database, the generic 4 digit code “0000” should be used in SSN under *PortFacility* attribute.

The five-character LOCODE of the Port Facility Number generally identifies the port where the port facility is located. However it has been found that in some cases the first part of the GISIS Facility No does not correspond to the UN/LOCODE of a port. For example the port facility “Ferry terminal of FGUP Rosmorport” in the port of Ust-luga (Russian Federation) is identified in the IMO GISIS as RU691-0006 even though the UN/LOCODE for Ust-luga is RUULU.

Since SSN does not control the values provided for port facilities, Member States can choose whether to report a *Port* attribute as RU691 or RUULU.

4. LCAs and associated locations

Sometimes MSs request the association of secondary ports with larger Port Authorities, with the objective of enabling the latter to provide and request SSN data on behalf of secondary ports. The assignment of the secondary ports to the primary ports enables the former to comply with their reporting obligations in accordance with the Directive requirements.

The practical steps that MSs should take are as follows:

- Compare the existing list of Competent Authorities with the list of missing Local Competent Authorities (the EMSA MSS will provide this list to MSs upon request).
- Accurately define the LOCODEs associated with LCAs (if not already done) at UNECE level (MSs can always request the MSS to create a LOCODE as SSN specific in the meantime).
- Create a new Port Authority, dependent on its NCA, whenever a port is considered as an 'independent' port by MS.
- Update an existent Port Authority and add (an) additional LOCODE(s) to the competent authority if needed.
- Create a new Port Authority that is 'dependent' on an existing LCA and link it to the missing LOCODE.

The following example[3] shows how to declare a Port Authority with multiple associated port locations and dependent ports. The Cadiz Port Authority has four associated locations: 1 – ESCAD (main location), 2 – ESZFR, 3 – ESROT and 4 - ESCBZ (all permitted locations).

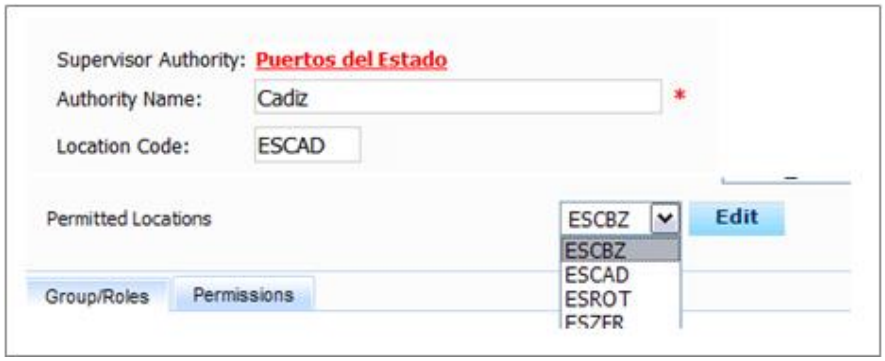

Figure 1: Permitted locations from Cadiz Port Authority

In addition, the Cadiz Port Authority also has a dependent secondary port called "Puerto Santa Maria" (ESPSM). This secondary port is a distinct authority, and should therefore be created as another authority, but Cadiz has access rights for the provision and requesting of SSN data on behalf of "Puerto Santa Maria".

Figure 2: Cadiz dependent (secondary) port

[3] This example is for demonstration purposes and does not correspond to the actual setting of LCAs in the Bay of Cadiz.

The example shown in figure 6 also includes an additional location (“Puerto Real Marina” - ESPUS) where a pleasure port is located. This port is not included in the scope of Directive 2002/59, as no recreational craft with length over 45 m are expected.

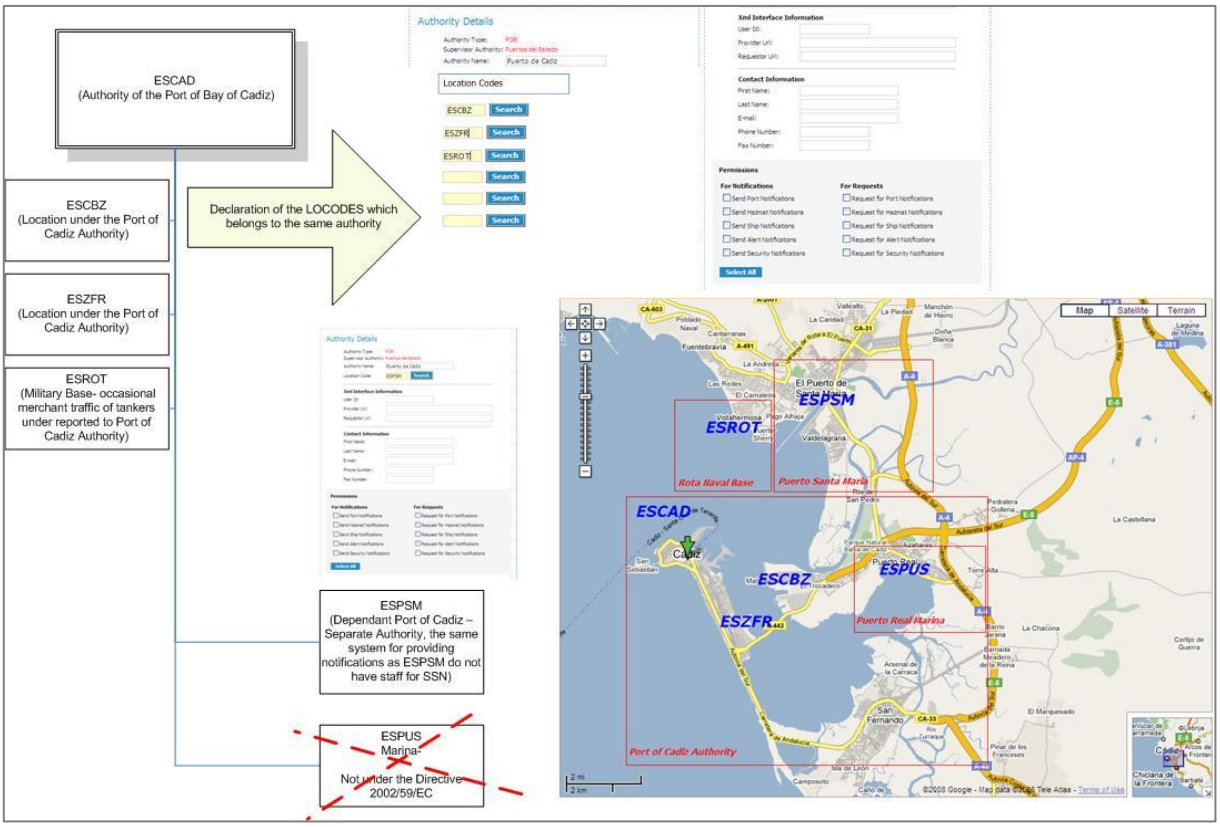

Figure 3: Example for the Bay of Cadiz

Appendix A List of Annexes

Annex 1	Waypoints registered in SSN (11/03/2016)
Annex 2	Off-shore installations registered in SSN (11/03/2016)

Annex 1 – Waypoints registered in SSN (11/03/2016)

Location Names	Location Code
Baltic Sea	XZBAL
Gulf of Biscay	XZBIS
Black Sea	XZBLA
Barents Sea	XZBSE
Cape Horn	XZCAH
Cape Good Hope	XZCGH
English Channel	XZECN
Enter EU Boundary	XZEUI
Leave EU Boundary	XZEUO
Start from Non-EU Port	XZEUP
Strait of Gibraltar	XZGIB
Gofrep Area	XZGOF
Mexican Gulf	XZMEX
North Atlantic Ocean	XZNAO
Offshoreinst. Barents Sea	XZOFB
Offshore Installation	XZOFF
Offshoreinst Halten-Helgeland	XZOFH
Offshoreinst North Sea	XZOFN
Panama Channel	XZPAN
South Atlantic Ocean	XZSAO
Sicily-Malta	XZSIM
Skagerrak	XZSKA
Suez Channel	XZSUE
North sea	XZZNO

Table 1: Waypoints registered in SSN (11/03/2016)

Annex 2 – Off-shore installations registered in SSN (11/03/2016)

Location Code	Location Name
AEOFJ	Offshore Fujairah
AOPAZ	Pazflor FPSO
AOSBT	Saxi Batuque FPSO
AUMOD	Modec Venture 11
AUMUT	Mutineer
AUFVN	Four Vanguard
AUPUF	Front Puffin FPSO
AUKTN	Kitan FPSO
AUSTY	Stybarrow Venture MV17
BRANF	Cidade de Angra dos Reis FPSO
BRESF	Espirito Santo FPSO
BRFLU	Fluminense
BRIDT	Ilha d'Agua Terminal
BRRET	Ilha Redonda Terminal
BRMLM	Marlim
BRNCT	Norte Capixaba Terminal
CAWRF	White Rose Field
CGAZR	Azurite
EGZTB	Zeit Bay
GAETA	Etame FPSO
GATCT	Tchatamba
GBAOF	Alba Oil Field
GBBOF	Banff Offshore
GBBY2	Bentley FPSO
GBBPF	Beryl Platform
GBCPF	Captain Field
GBETT	Etrick Field
GBFMF	Fulmar Field
GBLDA	Leadon
GBTHF	Thistle Field
GBTOI	Triton
GHJUB	Jubilee FPSO
GQATE	Aseng FPSO
IDOKA	Karimun Besar Offshore
IDLVN	Langsa Venture FPSO
IDPOL	Poleng
IDWID	Widuri
MXCNT	Cantarell
MXYKN	Yùum K'Ak'Náab
MYBGK	Bunga Kekwa
MYCAK	Cakerawala Terminal
MYKIK	Kikeh

Location Code	Location Name
MYTGO	Tembungo
NGABF	Abo
NGEBO	Ebok Terminal
NGODU	Odudu Terminal
NGUKP	Ukpokiti
NGUSA	Usan FPSO
NIMSP	Masatepe
NLRUY	de Ruyter
NOVAR	Petrojarl Varg FPSO
NOTLL	Troll A Platform
NZOTU	Offshore Tui
NZRAR	Raroa FPSO
NZUMU	Umuroa FPSO
PHMAL	Malampaya
THRVT	Rubicon Vantage FPSO
THTTE	Tantawan Terminal
TLLIB	Liberdade
TLMDV	Modec Venture
TNISI	Isis
USOAB	Offshore Ambrose
USOCT	Offshore Corpus Christi
XZALV	Alve
XZBRA	Brage
XZFRM	Fram
XZGJO	Gjoa
XZGRA	Grane
XZHUL	Huldra
XZKRI	Kristin
XZKBJ	Kvitebjorn
XZMKL	Mikkel
XZMVI	Morvin
XZSHV	Snohvit
XZSYG	Sygna
XZTUN	Tune
XZTHA	Tyrihans
XZURD	Urd
XZVFK	Veslefrikk
XZVGD	Vigdis
XZVIL	Vilje
XZVSU	Visund
XZVOV	Volve
XZYGT	Yttergryta

Table 2: Off-shore installations registered in SSN (11/03/2016)

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