



COP Exemptions revision

Agenda item 24.3.5

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Department C: Operations/Unit C.2.1

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Common Operational Procedures (COP)

Provides procedures for both national and central SSN systems

To ensure the correct operation of the system and its mandatory functionalities as defined in the Interface and Functionalities Control Document (IFCD).



Why to revise the COP?



The exemptions included in the legal acts of the Union on Vessel Traffic Monitoring and Information System (VTMIS) and Reporting Formalities (RF)

At the SSN HLSG 10 meeting, MS agreed to use SSN for reporting exemptions

Revised, approved, Interface and Functionalities Control Document **IFCD** contains Chapters 5.2 and 5.3 amended accordingly

Objective

To harmonize the process for the recording of information on exemptions via the central SSN system

The procedure also clarifies the ways of retrieving information on exemptions

I. Competent Authority grants an exemption in accordance with the national legislation and the information must be registered in the SafeSeaNet system

Time/when?

I.1. A competent authority granting exemptions

After receiving a request to grant an exemption or when a valid exemption has to be changed

- A. The competent authority evaluates the documentation and grants or rejects the request in accordance with the national rules and procedures.
Note: When an international service is operated between two or more States (with at least one being a Member State of the EU), then they should cooperate and agree on the operational matters linked with this procedure in order to avoid duplicated registrations in SafeSeaNet.

As soon as possible after granting the exemption

- B. The competent authority shall record it in SafeSeaNet in accordance with the instructions in point I.2 below.

Time/when?

I.2. SSN NCA or the NCA authorised user recording the exemptions

After receiving the new exemption 'certificate' or an update of the existing exemption 'certificate'

- A. The SSN NCA, or an authorised user, begins the registration of the exemption in the SafeSeaNet system. The elements necessary to record the exemption are:

- Identification of the vessel (IMO, MMSI, Call Sign, Name, Flag)
- Exemption type:
 - Pre-Arrival (Article 4 of Directive 2002/59/EC)
 - Hazmat (Article 13 of Directive 2002/59/EC)
 - Security (Article 6 of Regulation (EC) No 725/2004)
 - Waste (Article 6 exemption on Waste notification, as per Directive 2000/59/EC)
- Name of the company operating the exempted scheduled service
- Period of validity of the granted exemption (date from/to)
- An identification of the exempted route – At least two location codes (UNLOCODEs) of the ports are required. Location codes used may belong to the Member State registering the exemption or to other Member States or States, when an international service is exempted
- Identification (Country, Name, Type) and contact details of the Authority granting exemptions
- 24/7 contacts of the company to whose service the exemption was granted, or the 24/7 Contact detail of the NCA 24/7 contact point where information may be obtained

If the National SSN system is used for recording new exemption or updating the existing one

- B. MS2SSN_Exemption_Not.xml message shall be sent to the central SSN system in accordance with the valid SSN documentation (Ref: XML Reference guide or SSN Interfaces Guide). An exemption is associated with an identifier (ExemptionID). The value of ExemptionID is defined by the NCA, and the NCA guarantees that the value is unique within the MS.
Note: The exemption must be registered in SSN before the start of the validity of the exemption

If the Central SSN system interface is used for recording new or updating the existing one

- C. The exemption shall be recorded using functionalities described in the valid SSN documentation (Ref: SSN Central User Interface Manual, Part A, sections referring to exemptions on scheduled services / create new exemption).
Note: The exemption must be registered in SSN before the start of the validity of the exemption

Details of the new procedure (1)



Who is involved? (Actors)

A **competent authority (CA)** granting exemptions.

The **SSN NCA or NCA** authorized user recording the exemptions

The **SSN user** authorized to request SSN detailed information (e.g. HAZMAT, Waste details).

The **NCA or NCA 24/7**

What is the content? (Actions)

Elements necessary to record the exemption

Interface used to record exemptions – XML or Central Web interface

[Link to other procedures – i.e. requesting detailed information 2.10](#)

Details of the new procedure (2)

The template provided below this procedure may be used to facilitate the data request.

Template

No.	Data	Exemption reference	Specify
1	Name of the requestor	<i>NCA, NCA 24/7 or an authorized user-identification of the requester</i>
2	IMO or MMSI of the ship	<i>ID of the ship exempted</i>
3	Type of the exemption	
4	Company name,	<i>The company to which the exemption has been granted</i>
5	Validity of the exemption	<i>If applicable - confirmation of whether the exemption is valid or not</i>
6	Route of the ship	<i>Location codes of the scheduled service</i>
7	Identification of the Authority granting the exemption	
<i>Requested data</i>			
1	Details of the pre-arrival- specify the elements requested	<i>Ref: Pre-Arrival (Article 4 of Directive 2002/59/EC)</i> (e.g. POB)
2	Details of HAZMAT - specify the elements requested	<i>Ref: Hazmat (Article 13 of Directive 2002/59/EC)</i>
3	Security details - specify the elements requested	<i>Ref: Security (Article 6 of Regulation (EC) No 725/2004)</i>
4	Details of Waste - specify the elements requested	<i>Ref: Waste (Article 6 of Directive 2000/59/EC)</i>



- 1. Review and approve the new version of the COP document, including the new exemption procedure**
- 2. Implement the relevant routines, at national level, which allow the recording of exemptions as described**



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