



## **Common errors in Workbook submission**

Below is a list of 7 of the common errors that we see in submitted Workbooks and all 7 are easily correctable. By highlighting them here, hopefully they can be avoided in the future.

1. WASTE TAB; if you complete some data in a row, you need to complete the whole row, including adding in zero where appropriate. A blank field will cause an error. This counts for the Waste delivered, Waste retained, and Waste created fields.
2. WASTE TAB; the Port of Waste Delivery field is intended for the port at which the vessel plans to deliver any retained Waste. Therefore if all Waste is being delivered at the port of call and none is retained, the port of Waste Delivery field should be left blank/empty.
3. SECURITY TAB; phone and fax numbers should be entered with no spaces or brackets. Any character other than a number or a + symbol will cause an error.
4. SECURITY TAB; you can leave the ship-to-ship activities section blank if none have occurred, but if you enter some information in a row, you must complete the row; leaving out the type of activity that happened will cause an error.
5. HAZMAT TAB; when you enter contact details, a phone number is mandatory; name and e-mail is not enough. If the phone number is blank, this will cause an error.
6. HAZMAT TAB; when completing the Hazmat Details box, only enter a document type if you are entering a URL. If you are not including the Cargo Manifest URL, then there is no Cargo Manifest document, so document type is not needed, and entering it will cause an error.
7. HAZMAT TAB; when adding a Consignment row, you must complete the Textual reference field e.g. IMDG 2.1 the Textual reference = 'Butadines'