



Department for Transport

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Ben Bogaert
Head of Maritime Security Compliance & Ports Policy
Maritime Security and Resilience Division
Department for Transport
33 Horseferry Road
Great Minister House Zone 2/34
London
SW1P 4DR

TO: Port Facility Security Officers

Web Site: www.dft.gov.uk

By E-mail

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Our Reference: 2016/01

Dear PFSOs,

Completion of Pre-Arrival Notification (PAN) Forms

Steve Hilton wrote to all Port Facility Security Officers (PFSOs) on 6th October 2014 regarding the introduction of a new PAN form. The form was developed by the European Commission and it is a requirement across the EU that it is used and completed correctly.

It has become apparent that some PANs are not being fully and accurately completed and this has been borne out during security inspections.

I wanted to take this opportunity to highlight some common mistakes and omissions, and provide some further guidance on how PAN forms should be completed. In addition following feedback from industry we have also made two changes to the PAN form (see below) and also amended the PFSO PAN flow chart.

Common Mistakes and Omissions when Completing PAN Forms:

The majority of mistakes and omissions on PAN forms have been found in the section entitled “**Information required by SOLAS regulation XI-2/9.2.1**” and specifically in the “Last 10 ports of call section”.

- The facilities listed here must be legitimate port facilities. There have been instances where ships have listed anchorages and off shore installations as ports which, unless they have a UN location code, are not acceptable.
- **UN Locode** (sometimes referred to as an “**IMO Port facility number**”): The vast majority of port facilities around the world have been allocated a UN location code. Where this is the case this field must be completed in full. This is an example of a UN Locode:

BEZEE-0024

The above code is for a specific port facility, in this instance, in the port of Zeebrugge. The first group of letters refer to the country in this case BE stands for

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Belgium and “ZEE” relates the port of Zeebrugge, and the number 0024 refers to a specific facility - “APM Terminals”. All port facilities in the EU should have this “two part” UN Locode.

Exceptions: We are aware some non EU member states follow a different convention and do not use the full “two part” UN Locode.

A full list of UN Locodes can be found on the IMO’s Global Integrated Shipping Information System (GISIS): <https://gisis.imo.org/Public> (requires registration)¹.

In cases where the PFSO has checked and confirmed that there is no “two-part” UN Locode or no UN Locode a record of this action should be kept for future MSRD inspections.

- **Port facility name:** The actual name of the port facility, as shown on the GISIS web site, must be entered in full, e.g. APM Terminals. “Zeebrugge” is not acceptable. The full name of the specific port facility should be entered in this column.

There have been some instances where this column has been used to enter the port name (*which is acceptable if the Port is the facility*), the berth name or has been left completely blank.

This is an example of what a **correctly** completed entry should look like with a full “two part” UN Locode and the full name of the port facility (a sample of a full correctly completed PAN Form is attached to this letter for reference):

No	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Port	Country	UNLOCODE	Port facility name	Security Level
1	03/11/2015	04/11/2015	Zeebrugge	Belgium	BEZEE- 0024	APM Terminals	SL= SL1

Other Common Mistakes & Omissions:

- **Correct PAN form:** There are still some ships arriving in the UK that are not using the current PAN form. If an out of date form is presented the PFSO should return it and request that the correct form be used. The latest version can be found on our web site at:

<https://www.gov.uk/government/publications/pre-arrival-notification-procedure-in-uk-ports>

- **ISSC expiry date:** If the date given on the PAN indicates that the ISSC has expired then please contact DfT.

¹ Once you have registered for “public access” to the GISIS site, log in select maritime security, select the relevant state/territory and search for the port facility to look up its UNLOCODE (IMO Port Facility Number) and or other information.

Incomplete or incorrect forms:

It is important that PFSOs make reasonable efforts to ensure PANs are completed correctly and they use the attached "PFSO Decision Making Flow Chart". If any details are missing or clearly incorrect you should go back to the ship or its agent and request they be provided or corrected. A record of this action should be recorded for future MSRD inspections.

In summary, where the PFSO has identified that information is missing from the PAN form or suspects the details are incorrect, they should go back to the ship or agent and request the details or refer to the GISIS database. A record of this action should be kept for future MSRD inspections. Reasonable efforts should be taken to ensure all PAN forms are correctly and fully completed.

Revised PAN Form – Key Changes:

The revised PAN Form is also attached to this letter. Two changes have been made to the form, the words "if available" from the UN LOCODE column have been deleted and the port facility column now explicitly requires that the full name of the port facility be included.

The revised PAN Form is available on our web site and should be used henceforth. The previous version of the form can continue to be used until 31/03/2016.

Please do not hesitate to contact your usual DfT maritime security compliance contact if you have any questions about the completion of PAN forms.

A copy of this letter may be provided to ships agents to aid in the correct completion of PAN forms.

Yours faithfully,

A handwritten signature in black ink that reads "Ben Bogaert". The signature is written in a cursive style and is underlined with a long, sweeping horizontal line.

Ben Bogaert

Enclosures:

1. PFSO PAN Decision making flow chart
2. Blank PAN form v2
3. Example of correctly completed PAN form