



**NOTICE OF ARRIVAL – NOA**

**INSTRUCTIONS FOR NOTICE OF ARRIVAL FORM FILL UP**

**SECTION 1. VESSEL DETAILS**

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**Vessel Name:** Enter the name of the vessel clearly.

**Call Sign:** Write in the official call sign.

**IMO Number:** Fill in identification number of the vessel used by the International Maritime Organisation.

**MMSI:** Note in Maritime Mobile Service Identity number (as it stands on DSC controllers)

**Flag and Port of Registry:** Write down full name of the country under whose authority the ship is operating. Same stands for Port of Registry. **(No abbreviations please)**

**Owner:** Enter the name of the registered owner(s) of the vessel

**Operator/Charterer:** If under charter, enter Operators/Charterers name

**Classification Society:** Fill in under which class the ship is operating

**Year of Build:** When the ship was built?

**Gross Tonnage:** What is the Gross Tonnage of the vessel??

**Deadweight:** What is the Deadweight of the vessel??

**Type of Ship:** List specific vessel type. Use following abbreviations: bulk (**bc**), roro (**rr**), container (**cs**), tanker (**ts**), passenger (**pa**), oil/bulk ore (**ob**), general cargo (**gc**), reefer (**rf**). Write out any additional vessel types.

**Last Port and Country:** Fill in the last port and country at which the vessel called. **(No abbreviations please)**

**Nett Tonnage:** What is the Gross Tonnage of the vessel??

**Summer Displacement:** Name what is Summer displacement of ship

**Lenght over All – LOA:** State over all lenght of the ship

**Beam:** What is maximum beam

**Draft on Arrival (Fore – Aft):** State current draft fore and aft

**Summer Draft:** State maximum summer draft

**Vessels Agent:** Enter named agent at the port of arrival

**Last Port State Control (According to Paris MOU):** When and where last port state controll was taken on board the ship.

**SECTION 2. ARRIVAL DETAILS**

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**Port of Arrival:** Write down the name of the present port of arrival

**Date of Arrival:** Fill in date of arrival at a.m. port. Please use European date format (DD/MM/YYYY).

**Next Port:** Enter the port at which the vessel will call immediately after departing the Arrival port **(No abbreviations please)**

**Next Country:** Fill in the country of „Next Port“ at which the vessel will call immediately after departing the arrival port **(No abbreviations please)**.





### **SECTION 3. CARGO DETAILS**

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**General Description of Cargo for Discharge:** Name kind of cargo which will be discharged

**Cargo Weight:** Enter weight of cargo to be discharged in metric tons

**General Description of Cargo for Loading:** Name kind of cargo which will be loaded

**Cargo Weight:** Enter weight of cargo to be loaded in metric tons

**Dangerous Cargo on Board:** Is there any dangerous goods on board the vessel (state Yes or No), if there is any type of dangerous cargo please fill up **DCRForm** (Dangerous Cargo Reporting Form)

### **SECTION 4. INTERNATIONAL SHIP SECURITY CERTIFICATE – ISPS Code**

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**Issuing Authority:** Name of the flag Administration that issued the ISSC

**Certificate Expiry Date:** Enter the date when certificate expires

**Security Level:** What is the security level at which ship operates (1-3)

**Ship Security Officer:** Fill down full name of the officer in charge for security on board the ship

### **SECTION 5. BALLAST WATER DETAILS**

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**Ballast Water Management Plan on Board (State Yes or No):** Write down is there any Ballast Water Management Plan on Board

**Ballast Water Management Plan Implemented (State Yes or No):** State if Management Plan is implemented

**IMO Resolution A 868 (20) on Board:** State with Yes or No if IMO booklet is applicable

**Any Ballast Water for Discharge:** Note if vessel needs to discharge ballast water, if yes then please fill up **BWRF** (Ballast Water Reporting form).

### **SECTION 6. NOTES**

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*If You have any additional note enter in this section*

### **SECTION 7. FOR OFFICIAL USE**

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**Filled by:** Name of the Harbour Master Officer who has received this notice





**IMDG REPORTING FORM – DCRForm**

**INSTRUCTIONS FOR IMDG REPORTING FORM FILL UP**

**SECTION 1. VESSEL INFORMATION**

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**Vessel Name:** Enter the name of the vessel clearly

**IMO Number:** Fill in identification number of the vessel used by the International Maritime Organisation.

**Year of Build:** When the ship was built?

**Flag:** Write down full name of the country under whose authority the ship is operating. **(No abbreviations please)**

**Port of Registry:** Enter full name of registry port. **(No abbreviations please).**

**Owner:** Enter the name of the registered owner(s) of the vessel

**Type of Ship:** List specific vessel type. Use following abbreviations: bulk (**bc**), roro (**rr**), container (**cs**), tanker (**ts**), passenger (**pa**), oil/bulk ore (**ob**), general cargo (**gc**), reefer (**rf**). Write out any additional vessel types.

**Deadweight:** What is the Deadweight of the vessel??

**Gross Tonnage:** What is the Gross Tonnage of the vessel??

**MMSI:** Note in Maritime Mobile Service Identity number (as it stands on DSC controllers)

**SECTION 2. VOYAGE INFORMATION**

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**Arrival Port:** Write down the name of the present port of arrival

**Arrival Date:** Fill in date of arrival at a.m. port. Please use European date format (DD/MM/YYYY).

**Last Port:** Fill in the last port at which the vessel called. **(No abbreviations please)**

**Last Country:** Fill in the last at which the vessel called. **(No abbreviations please)**

**Next Port:** Enter the port at which the vessel will call immediately after departing the Arrival port **(No abbreviations please)**

**Next Country:** Fill in the country of „Next Port“ at which the vessel will call immediately after departing the arrival port **(No abbreviations please).**

**SECTION 3. CARGO OPERATIONS**

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**Cargo to be loaded (Type/MT):** Name kind of cargo which will be loaded and enter weight in MT

**Cargo to be Discharged (Type/MT):** Name kind of cargo which will be discharged and enter weight in MT





**SECTION 4. IMDG CARGO DETAILS**

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**IMDG Cargo for Discharging:**

- 1. **UNNO** -UN cargo number(can be found in IMDG Code books)
- 2. **UN Page** -Page with IMO cargo data (can be found in IMDG Code books)
- 3. **Weight** -Weight of IMDG Cargo for each class separatelly(can be found in IMDG Code books)

**IMDG Cargo in Transit:**

- 1. **UNNO** -UN cargo number(can be found in IMDG Code books)
- 2. **UN Page** -Page with IMO cargo data (can be found in IMDG Code books)
- 3. **Weight** -Weight of IMDG Cargo for each class separatelly(can be found in IMDG Code books)

**IMDG Cargo for Loading:**

- 1. **UNNO** -UN cargo number(can be found in IMDG Code books)
- 2. **UN Page** -Page with IMO cargo data (can be found in IMDG Code books)
- 3. **Weight** -Weight of IMDG Cargo for each class separatelly(can be found in IMDG Code books)

**Total Weight:** Value to be entered in MT for each class separatelly

**IMDG Cargo Total Weight:** Value to be entered in MT (Weight of all IMDG Classes)

**Responsible officers name:** Enter Officers Name and rank





**BALAST WATER REPORTING FORM – BWRForm**

**INSTRUCTIONS FOR BALLAST WATER REPORTING FORM FILL UP**

**Is this an Amended Ballast Reporting Form?** Check Yes or No. Amendments should be submitted if there are any differences between actual ballast discharges and discharge information reported in a prior form. Please mark "Yes" if this form amends a previously submitted ballast reporting form.

**SECTION 1. VESSEL INFORMATION**

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**Vessel Name:** Print the name of the vessel clearly.

**IMO Number:** Fill in identification number of the vessel used by the International Maritime Organization.

**Owner:** Write in the name of the registered owner(s) of the vessel. If under charter, enter Operator name.

**Type:** List specific vessel type. Use the following abbreviations: bulk (**bc**), roro (**rr**), container (**cs**), tanker (**ts**), passenger (**pa**), oil/bulk ore (**ob**), general cargo (**gc**), reefer (**rf**). Write out any additional vessel types.

**GT:** What is the Gross Tonnage of the vessel?

**Call Sign:** Write in the official call sign.

**Flag:** Fill in the full name of the country under whose authority the ship is operating. **No abbreviations please.**

**SECTION 2. VOYAGE INFORMATION**

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**Arrival Port:** Write in the name of your Croatian port or place of destination for this voyage. **No abbreviations please.**

**Arrival Date:** Fill in the arrival date to the above port. Please use European date format (DDMMYY).

**Agent:** List agent used for the Arrival Port.

**Last Port:** Fill in the last port at which the vessel called. **No abbreviations please.**

**Country of Last Port:** Fill in the last country at which the vessel called. **No abbreviations please.**

**Next Port:** Fill in the port at which the vessel will call immediately after departing the Arrival Port. **No abbreviations please.**

**Country of Next Port:** Fill in the country of "Next Port" at which the vessel will call immediately after departing the Arrival Port. **No abbreviations please.**

**SECTION 3. BALLAST WATER**

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**Total Ballast Water on Board:**

**Volume:** What was the total volume of ballast water on board upon arrival into the "Arrival Port" listed in Section 2? Do not count potable water.

**Units:** *Please include volume units* (m<sup>3</sup>, MT, LT, ST).

**Number of Tanks in Ballast:** Count the number of ballast tanks and holds with ballast as vessel arrives into the "Arrival Port" listed in Section 2.

**Total Ballast Water Capacity:**

**Volume:** What is the maximum volume of ballast water used when no cargo is on board?

**Units:** *Please include volume units* (m<sup>3</sup>, MT, LT, ST).

**Total Number of Tanks on Ship:** Count all tanks and holds that can carry ballast water (do not include tanks that carry potable water).

#### **SECTION 4. BALLAST WATER MANAGEMENT**

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**Total No. of tanks to be discharged:** Count only tanks and holds with ballast to be discharged into waters in the port state of arrival or into an approved reception facility. Count all tanks and holds separately (e.g., port and starboard tanks should be counted separately).

**Of tanks to be discharged, how many Underwent Exchange:** Count all tanks that are to be discharged in the port state of arrival or into an approved reception facility.

**Of tanks to be discharged, how many Underwent Alternative Management:** Count all tanks that are to be discharged in the port state of arrival or an approved reception facility.

**Please specify alternative method(s) used, if any:** Specifically, describe methods other than Empty/Refill or Flow-Through used for ballast management.

**If no ballast treatment conducted, state reason why not:** This applies to *all unexchanged tanks and holds* being discharged in the port state of arrival or into an approved reception facility.

**Ballast Management Plan on board?:** Is there a written document on board, specific to your vessel, describing the procedure for ballast management? This should include safety and exchange procedures (usually provided by vessel's owner or operator). Check Yes or No.

**Management Plan implemented?:** Do you follow the above management plan? Check Yes or No.

**IMO Ballast Water Guidelines on board?:** Is there a copy of the International Maritime Organization (IMO) Ballast Water Guidelines on board this vessel (i.e. "Guidelines for the Control and Management of Ship's Ballast Water to Minimize the Transfer Aquatic Organisms and Pathogens", [Res. A.868(20)])? Check Yes or No.





**SECTION 5. BALLAST WATER HISTORY**

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**(Record all tanks to be deballasted in port state of arrival: If none, go to #6)**

**Tanks/Holds:** Please list *all tanks and holds* that you have discharged or plan to discharge into waters of the United States or into an approved reception facility (write out, or use codes listed below table). Follow each tank across the page listing all source(s), all management events, and all discharge events separately.

**List each tank on a separate line.** Paired port and starboard tanks with identical ballast water histories may be included on same line. Please use an additional page if necessary, being careful to include ship name, date, and IMO number at the top of each.

**For tanks with multiple sources:** list 3 largest sources from last 30 days on separate lines. If more than 3 sources, include a 4th line for the respective tank(s) that indicates "Multiple" in port column and list the remaining tank volume not included in the 3 largest sources (i.e. total tank volume minus volume of the 3 largest sources).

**-BW SOURCES-**

**Date:** Record date of ballast water uptake. Use European format (DDMMYY).

**Port or latitude/longitude:** Record location of ballast water uptake. **No abbreviations for ports.**

**Volume:** Record total volume of ballast water uptake, **with volume units.**

**Temp:** Record water temperature at time of ballast water uptake, in degrees Celsius (include units).

**-BW MANAGEMENT PRACTICES-**

**Date:** Date of ballast water management practice. If exchanges occurred over multiple days, list the day when exchanges were completed. Use European format (DDMMYY).

**Endpoint or latitude/longitude:** Report location of ballast water management practice. If an exchange occurred over an extended distance, list the end point latitude and longitude.

**Volume:** Report total volume of ballast water moved (i.e., gravitated and pumped into tanks, discharged to reception facility) during management practice, **with units.**

**% Exchange:** (Note: for effective flow through exchange, this value should be at least 300%).

$$\% \text{ Exchange} = \frac{\text{Total Volume Added by Empty/Refill or by Flow Through}}{\text{Capacity of Ballast Tank or Hold}} \times 100$$

**Method:** Indicate management method using code (ER = empty/refill, FT = flow through, ALT = alternative method).

**Sea Ht. (m):** Estimate the sea height in meters at the time of the ballast water exchange if this method was used. (Note: this is the combined height of the wind-seas and swell, and does not refer to water depth).

**-BW DISCHARGES-**

**Date:** Date of ballast water discharge. Use European format (DDMMYY).

**Port or latitude/longitude:** Report location of ballast water discharge. **No abbreviations for ports.**

**Volume:** Report volume of ballast water discharged, **with units.**

**Salinity:** Document salinity of ballast water at the time of discharge, **with units** (i.e., specific gravity (sg) or parts per thousand (ppt)).





**SECTION 6. TITLE AND SIGNATURE**

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**Responsible officer's name and title (printed) and signature:** Print name and title, include signature. A signature is not necessary on electronic forms.







**NOTIFICATION OF SHIP – GENERATED WASTE – WASTE Notification**

**INSTRUCTIONS FOR SHIP – GENERATED WASTE REPORTING FORM FILL UP**  
***(As per Article 6. of Directive 2000/59/EU)***

**SECTION 1. VESSEL INFORMATION**

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**Vessel Name:** Enter the name of the vessel clearly

**IMO Number:** Fill in identification number of the vessel used by the International Maritime Organisation.

**GT: Gross Tonnage:** What is the Gross Tonnage of the vessel??

**Port of Registry:** Enter full name of registry port. **(No abbreviations please)**

**Flag:** Write down full name of the country under whose authority the ship is operating. **(No abbreviations please)**

**Call Sign:** Write in the official call sign

**Agent:** Enter named agent at the port of arrival

**Arrival Port:** Write down the name of the present port of arrival

**ETA – Estimated Time of Arrival:** Enter estimated time of arrival at the port of notification

**Last Port:** Fill in the last port at which the vessel called. **(No abbreviations please)**

**Last Country:** Fill in the last at which the vessel called. **(No abbreviations please)**

**Last port and date of vessel's last disposal of ship generated waste:** Note where and when was last disposal of ship generated waste

**ETD – Estimated Time of Departure:** Enter estimated time of departure from the port of notification

**Next Port:** Enter the port at which the vessel will call immediately after departing the Arrival port **(No abbreviations please)**

**Next Country:** Fill in the country of „Next Port“ at which the vessel will call immediately after departing the arrival port **(No abbreviations please)**.

**SECTION 2. SHIP WASTE DATA**

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**Tick appropriate box:**

**Are you delivering (ALL) (SOME) (NONE) of your waste to local reception facilities:** Fill if ship is delivering any waste (all – none)

**Please advice if oil incinerator rate/hour and/or garbage incinerator rate/hour are installed/operational:** Write down if vessel has own oil incinerator or/and garbage incinerator as well Rate/Hour in cubic meters





**INSTRUCTION FOR TABLE FILL UP:**

**Type and amount of waste and residues to be delivered and/or remaining on board, and percentage of maximum storage capacity<sup>1</sup>:** Enter type and quantity of waste and residues to be delivered and / or will remain on board, and percentage of maximum storage capacity

- If delivering all waste, complete second column as appropriate
- If delivering some or no waste, complete all columns

<b>Type of waste</b>	<b>Waste to be delivered (m<sup>3</sup>)</b>	<b>Maximum dedicated storage capacity(m<sup>3</sup>)</b>	<b>Amount of waste retained on board(m<sup>3</sup>)</b>	<b>Port at which remaining waste will be delivered</b>	<b>Estimated amount of waste to be generated between notification and next port of call(m<sup>3</sup>)</b>
<b>1. Waste oils</b>					
Sludge					
Bilge Water					
Other – Specify					
<b>2. Garbage</b>					
Food Waste					
Plastic					
Other					
<b>3. Cargo associated waste</b>					
<b>4. Cargo residues</b>					
<b>Notes</b>					

1. This informations may be used for Port State Control and other inspection purposes
2. This form should be delivered to the Harbour Master's Office
3. This form is to be completed unless the ship is covered by an exemption in accordance with Article 9. of Directive 2000/59/EC

**I confirm that above details are accurate and correct and there is sufficient dedicated on board capacity to store all waste generated between notification and next port at which waste will be delivered**

**Date**  
**Time**  
**Signature**





**ISPS CODE Arrival notification**

**INSTRUCTIONS FOR ISPS CODE Arrival Notification Fill UP**  
***(As per International Ship and Port Security Code)***

- 1. Vessel Name:** Enter the name of the vessel clearly
- 2. Flag:** Write down full name of the country under whose authority the ship is operating. **(No abbreviations please)**
- 3. IMO Number:** Fill in identification number of the vessel used by the International Maritime Organisation.
- 4. MMSI:** Note in Maritime Mobile Service Identity number (as it stands on DSC controllers)
- 5. Ship's position and reporting time:** State position and time when notification is made
- 6. Port of Arrival and ETA:** Write down the name of the present port of arrival and fill in date of arrival at a.m. port. Please use European date format (DD/MM/YYYY).
- 7. ISSC Certificate Expiry Date and issuing Authority:** Enter the date when certificate expires and name of the flag Administration that issued the ISSC
- 8. Security Level:** What is the security level at which ship operates (1-3)
- 9. Last ten POC and port's security level:** Name last ten ports of call and security level at each one
- 10. Any special measures taken in last ten POC:** State if there was any special measure taken in last ten ports of call





# NOTICE OF ARRIVAL INSTRUCTIONS

## 1. CATEGORIES OF SHIPS REQUIRED TO PARTICIPATE IN THE REPORTING SYSTEM

- Ships of the following categories are required to send prearrival notice via fax, e-mail or through agent to the Harbour master's office:
  - 1.1 all **oil tankers of 150 GT** and above
  - 1.2 all **ships of 300 GT and above**, carrying on board, cargo, dangerous or polluting goods, passengers, or in ballast.
  - 1.3 **military and public ships** have no obligation to make this report

## 2. SENDING NOTICE OF ARRIVAL

- **NOTICE OF ARRIVAL** must be sent **48 hours prior to arrival** or **after departure from the last port if a navigation lasts less then time required for making the report** at any Croatian port, together with **DANGEROUS CARGO REPORT and WASTE Notification Reporting Form**,
- **BALLAST REPORTING FORM** can be delivered to the authorities upon arrival at the anchorage or in the port





### 3. RELATED ADDRESSES

Harbour Master's Office	Maritime Traffic 00 - 24 Phone	Maritime Traffic 00 - 24 Fax	E - Mail
<b>PULA</b> 52100 Pula , Riva 18	<b>+385 (0) 52 22 20 37</b>	<b>+385 (0) 52 22 20 37</b>	<a href="mailto:Pula.pomorskipromet@pomorstvo.hr">Pula.pomorskipromet@pomorstvo.hr</a>
<b>RIJEKA</b> 51000 Rijeka, Senjsko pristanište 3	<b>+385 (0) 51 21 40 31</b>	<b>+385 (0) 51 31 32 65</b>	<a href="mailto:Rijeka.pomorskipromet@pomorstvo.hr">Rijeka.pomorskipromet@pomorstvo.hr</a>
<b>SENJ</b> 53270 Senj, Obala kralja Zvonimira 12	-	-	-
<b>ZADAR</b> 23000 Zadar, Liburnska obala 8	<b>+385 (0) 23 25 48 80</b>	<b>+385 (0) 23 25 48 76</b>	<a href="mailto:Zadar.pomorskipromet@pomorstvo.hr">Zadar.pomorskipromet@pomorstvo.hr</a>
<b>ŠIBENIK</b> 22000 Šibenik, Obala Franje Tuđmana 8	<b>+385 (0) 22 21 72 14</b>	<b>+385 (0) 22 21 26 26</b>	<a href="mailto:Šibenik.pomorskipromet@pomorstvo.hr">Šibenik.pomorskipromet@pomorstvo.hr</a> <a href="mailto:Šibenik.pomorskipromet2@pomorstvo.hr">Šibenik.pomorskipromet2@pomorstvo.hr</a>
<b>SPLIT</b> 21000 Split, Obala Lazareta 1, p.p. 317	<b>+385 (0) 21 36 24 36</b>	<b>+385 (0) 21 34 65 55</b>	<a href="mailto:Split.pomorskipromet@pomorstvo.hr">Split.pomorskipromet@pomorstvo.hr</a>
<b>PLOČE</b> 20340 Ploče, Trg kralja Tomislava 24	<b>+385 (0) 20 67 90 08</b>	-	<a href="mailto:Ploce-pomorski-promet@pomorstvo.hr">Ploce-pomorski-promet@pomorstvo.hr</a>
<b>DUBROVNIK</b> 20000 Dubrovnik, Obala S.Radića 37	<b>+385 (0) 20 41 89 89</b>	<b>+385 (0) 20 41 89 89</b>	<a href="mailto:Dubrovnik.pomorskipromet@pomorstvo.hr">Dubrovnik.pomorskipromet@pomorstvo.hr</a>

### 4. ADDITIONAL INFO

- For any additional info You can contact us on above mentioned addresses, visit our web site <http://www.mmtpr.hr> or contact Your local agent

**WARNING: ONLY YELLOW COLLORED FIELDS TO BE FILLED !!!**  
**TO MOVE ACROSS THE FIELDS USE TAB BUTTON !!!**

