

# PORT INFORMATION MANUAL ©

For nautical port data

Version 3.03

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## Document Revision history

Version 1.0	April 2019	Initial version created
Version 1.3.1	June 2019	Updated following initial comments.
Version 1.4.4	August 2019	Updated following Gothenburg meeting
Version 1.4.5	December 2019	Updated following input NP100, IMO GIA and WPCAP
Version 2.0 – (007)	April 2020	Updated following feedback of IHO NIPWG 7, IMO GIA and IT departments: update of definitions and formats, nomenclature of data elements as per business process, increasing scope to all ship-port interface related data. Per data set the impact on IMO objectives, on data owner, and current issues regarding data quality and availability, current developments, call for action. An extra chapter re. standardization bodies has been added
Version 2.0 – (008)	July 2020	Updated following feedback collected during Subject Matter Expert meetings discussing the introduction paragraph of each chapter
Version 3.0	August 2020	Final version for 2020 with editorial corrections
Version 3.01	December 2020	Updates of IMO FAL - Times
Version 3.02	January 2021	Compliant with IMO BLU Code – adding environment, berthing and anchoring facilities
Version 3.03	February 2021	Downsizing for being compliant with IMO nautical data

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## Foreword

Dear Reader,

The Port Information Manual (PIM) for nautical ship-port interface data has been written by the International Taskforce Port Call Optimization (ITPCO) and aims to provide a step by step guide for ports to disclose a minimum set of nautical data to their national hydrographic office to be compliant with IMO Resolution A.862(20) and A.893(21):

- A.862(20): recommended contents of port information books according the IMO BLU Code (e.g., contact info, reports, port facilities), as input for Sailing Directions
- A.893(21): minimum data needed to plan safe berth to berth navigation (identification and location of terminals, berths, berth positions and depths) as input for Electronic Navigational Charts

Both based on the standards of the International Hydrographic Organization.

Both data sets are also need to demonstrate due diligence or absolute warranty re. safe port clause and to demonstrate that the Port Authority and Hydrographic Office have worked together to discharge their collective SOLAS responsibilities.

As such, this work contributes to current efforts of the industry and IMO to accelerate digitalization (resolution MEPC 323(74)) and achieve the GHG emissions reduction target for the shipping industry:

- It aims to support the efforts of the IMO Global Industry Alliance to Support Low Carbon Shipping (GIA), which is systematically assessing options to reduce emissions related to the ship-port interface, with a view to subsequently ranking options in accordance with their potential to cost-effectively reduce emissions
- It aims to contribute to the International Hydrographic Office activities regarding product specifications for Marine Harbour Infrastructure
- It contributes to the IMO E-Navigation initiative
- It contributes to the development of a World Bank Transport paper on the critical actions to improve the resilience of the maritime logistic chain at the time of COVID-19 with a focus on digitalization

This edition has been aligned with the Mariners Handbook (NP100) containing the same definitions. NP100 is a publication that can be found on the shelf of most SOLAS vessels and provides guidance to seafaring and shore personnel alike.

On behalf of the International Taskforce Port Call Optimization many thanks it's standard partners, industry partners and endorsers (see [www.portcalloptimization.org](http://www.portcalloptimization.org))

Ben van Scherpenzeel

Chairman International Taskforce Port Call Optimization

## 2. Port information books

### 2.1. Introduction

IMO Resolution A.862(20): recommended contents of port information books according the IMO BLU Code (e.g., contact info, reports, port facilities), as input for Sailing Directions.

The Port Information Guide provides a template to meet this recommendation, including definitions and formats of the International Hydrographic Organization.

### 2.2. Contents

#### 2.2.1 General information

This section defines general information about the port area.

##### *General information*

General, introductory information about the port. This should be confined to information not contained in any other definitions.

Format:

- Free text

##### *Developments*

Details of any active development affecting traffic in the port. Long term development plans should not be covered here but reference can be made to a section on the port website.

Format:

- Free text
- Expected completion date (DDMMYYYY)

##### *Limits description*

Description of the area covered by the information specified.

Format:

- Free text

##### *ISPS security level*

Current security level of the port or area within the port. Defined by The International Ship and Port Facility Security Code<sup>1</sup>:

Format:

- ISPS Security Level: Fixed Text: One of "ISPS Level 1", "ISPS Level 2", "ISPS Level 3"
- Qualifying remarks: free text

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<sup>1</sup> <http://www.imo.org/>

### *Load Line Zone*

The load line zone in which the port is located. Defined by the IMO's International Convention on Load Lines.

Format:

- Free text according to the IMO Load line convention with respect to the seasonal zones: Summer Winter, Tropical,, Winter North Atlantic, Fresh, Tropical Fresh

### *Port - Maximum vessel sizes*

Any size constraints on vessels using the port as a whole. It is not intended to capture constraints that may exist within an individual berth or port section as each section may have its own limits such as channel widths, swinging areas dimensions etc – these should be captured in the appropriate section.

Format:

- Maximum allowed overall length of a vessel: in decimal meters, resolution .0.01m
- Maximum beam: in decimal meters, resolution .0.01m
- Maximum (air) draught (height of the highest point of the vessel above the waterline): : in decimal meters, resolution .0.01m
- Supplementary information: free text

### *Time Zone*

Time zones applicable to the port. All times should be expressed in Coordinated Universal Time (UTC) unless otherwise stated using ISO8601 formatting. Daylight Saving and Local Time are expressed as offsets, added to UTC to obtain the local time.

Format:

- Standard Time Offset from UTC +/- hh:mm
- Daylight Saving Time Offset from UTC +/- hh:mm
- Daylight Saving Time Start: date and local time: ISO8601
- Daylight Saving Time End: date and local time: ISO8601

### *Local holidays*

Dates and names of any Non-Standard Working Day, such as local or national holidays that may affect the working of the port.

Format:

- Supplementary Information (including Name): free text
- Start Date and Time: date/time – ISO8601
- End Date and Time: date/time – ISO8601

### *Port Authority Contact Working hours*

Periodic working days and hours for the Port Authority when they are contactable. There may be multiple entries to specify the working hours completely. It does not define the specific working times of various port services or terminals: These should be recorded as individual services.

Format:

- Start: day and time: ISO8601. Day is one of Monday-Sunday
- End: day and time: ISO8601. Day is one of Monday-Sunday
- Week Day Start: Enumeration: Day is one of Monday-Sunday
- Week Day End: Enumeration: Day is one of Monday-Sunday

### *Cargo*

Summary of all types of cargo handled by the port.

Format:

- Cargo type: List of free text cargo types, suitably delimited.
- Weight of goods: weight of goods or number of containers per calendar year in tons
- Supplementary information: free text

### *Chart/Navigational Publication Description*

Charts and Navigational Publications such as tide tables that can be used to navigate the port approaches and port basins and waterways. A nautical chart or nautical publication is a special-purpose map or book, or a specially-compiled database from which such a map or book is derived, that is issued officially by or on the authority of a Government, authorized Hydrographic Office or other relevant government institution and is designed to meet the requirements of marine navigation (SOLAS V/2 1974).

Format (per chart or publication):

- Chart number: free text: (Chart only)
- Identifier: free text (chart number or publication number)
- Title: free text
- Producer: free text

### *Shipping announcements*

Local shipping announcements relevant to port users (including hyperlinks to local notices and advisories to mariners or sounding survey publications).

Format:

- Free text

### *Legal disclaimer*

Any additional legal disclaimers that a port wish to make.

Format:

- Free text

### *Website*

Hyperlink to the official port website.

Format:

- Free text

### 2.2.2 Contact Information

This section defines the content of contact details.

Contact details will generally be supplied for:

- All people and service providers who are the recipients of reports under the “reports and documentation section
- The emergency coordination center
- The service provided referenced under “nautical services” and “vessel services”

### *General contact information*

Introductory text or high level, nonspecific information for contacting people in the port. This does not contain specific name, address or other contact details for any individual or service (these are defined as individual “point of contact”).

Format:

- Free text

### *Contact Details*

Detailed contact information for an official point of contact within the port.

Format:

- Contact
  - Individual Name [text]
  - Department / Administrative division [text]
  - Role [text]
  - Contact Instructions [text]
- Contact Details – Preferred
  - Service Type Radio, Voice, Fax, Email, Online: Enumeration
  - Number [text]
  - Address (online or email) [text]
  - Radio Frequency [text]
  - Call Name / Call Sign [text]
  - Service Working Hours (described in in Service Hours)
- Contact Details – Alternate (Optional)
  - Service Type Radio, Voice, Fax, Email, Online: Enumeration
  - Number [text]



- Address (online or email) [text]
- Radio Frequency [text]
- Call Name / Call Sign [text]
- Service Working Hours (in Service Hours)
- Address (1 per contact)
  - Delivery Point / Administrative Area [text]
  - City [text]
  - Postal Code [text]

#### *Inter ship communication*

Specification of a communication channel for vessels in the port or a port section.

Format:

- VHF usage: free text
- VHF channel(s): free text
- Information: free text

#### 2.2.3 Weather and tidal Information

This section defines weather and tidal information for the port area.

#### *Real time weather and tidal information*

Links to any official real-time weather or tidal information provided by the port.

Format:

- Address: Free text or reference to a port website

#### *Local weather and tidal phenomena*

Details of any important local weather or tidal conditions within the port.

Format:

- Phenomena: free text
- Details: free text
- Location: free text
- Expected period start: MM
- Expected period end: MM

## 2.2.4 Reports and documentation

This section defines the various reports (e.g. notification, declarations, reports) and documentation that a visiting vessel will be expected to send to the port either before arrival, during its stay in port or before and after departure. Port's reports will be in fixed formats and will require completion. Documentation involves standardized documents that need to be presented to the port authorities. The exact requirements will vary per port.

There are two different reports:

- Reports that always need to be sent to authorities (e.g. customs, immigration, port health, port authority)
- Reports that need to be sent in case of a deviation, spill, etc. as per IMO report category (IMO Report category: One of (1) Sailing Plan, (2) Position Report, (3) Deviation Report, (4) Final Report, (5) Dangerous Good Report, (6) Harmful substances Report, (7) Marine Pollutants Report, (8) = Any Other report

### *Pre-Arrival Reports*

Detailed requirements for each report that needs to be sent to the port before arrival.

Format:

- Identifying name of Report: Free Text
- Date Issued: Date – ISO8601 format
- “Reporting party” – Who needs to send report
- Contact Details of recipient
- “How” – How report is to be sent: Free Text
- “When” – When report is required: Date – ISO8601 format
- “What” – Report requirements Text: Free Text
- Supplementary Information: free text

### *In Port Reports*

Detailed requirements for each report that needs to be sent to the port while in port.

Format:

- Identifying name of Report: Free Text
- Date Issued: Date – ISO8601 format
- “Reporting party” – Who needs to send report
- Contact Details of recipient
- “How” – How report is to be sent: Free Text
- “When” – When report is required: Date – ISO8601 format
- “What” – Report requirements Text: Free Text
- Supplementary Information: free text

### *Pre Departure Reports*

Detailed requirements for each report that needs to be sent to the port before departure.

Format:

- Identifying name of Report: Free Text
- Date Issued: Date – ISO8601 format
- “Reporting party” – Who needs to send report
- Contact Details of recipient
- “How” – How report is to be sent: Free Text
- “When” – When report is required: Date – ISO8601 format
- “What” – Report requirements Text: Free Text
- Supplementary Information: free text

### *Documentation requirements*

Details of any documentation that vessels will be required to provide to authorities in port.

Format:

- Vessel type: free text
- Document: free text

## 2.2.5 Regulations and Exemptions

This section defines details of any relevant local regulations that apply in the port such as bunkering procedures, use of linesmen or Pilot Exemption Certificate (PEC). This does not include national or international regulations which may be documented elsewhere. This also includes any exemptions that may apply to classes of vessel or suitably qualified people.

### *Regulations*

Details of any local regulations that apply in the port or its surrounding waters.

Format:

- Identifier: free text
- Relevant Authority: Free text
- Regulation: Free text or reference to a port website
- Exemptions which may apply including contact details: Free Text.
- Supplementary information : Free Text.

### 2.2.6 Safety

This section defines identification of equipment, procedures and points of contact that should be used in case of an emergency within the port.

#### *Emergency coordination centre*

The Emergency Coordination Centre information for the port. Individuals should be entered as a “Point of Contact” and referenced within this information.

Format:

- Free text

#### *Emergency response equipment*

Types, locations and availability of emergency response equipment.

Format:

- Equipment type: free text
- Equipment availability: free text

#### *Emergency procedures*

Relevant emergency response procedures.

Format:

- Category of emergency: free text
- Emergency procedure: free text

### 2.2.7 Environment

This section defines identification of equipment and procedures related to environment

#### *Ballast water discharge restrictions or conditions*

Restrictions or conditions on the discharge of ballast water

Format:

- Restrictions or conditions: free text

#### *Scrubber use*

Restrictions or conditions on the use of scrubbers

Format:

- Restrictions or conditions: free text

#### *Sewage discharge restrictions or conditions*

#### Restrictions or conditions on the discharge of sewage

##### Format:

- Restrictions or conditions: free text

#### *Waste discharge*

#### Restrictions or conditions on the discharge of waste

##### Format:

- Restrictions or conditions: free text

#### *Hull cleaning*

#### Restrictions or conditions on hull cleaning

##### Format:

- Restrictions or conditions: free text

### 2.2.8 Services

This section defines details of nautical and vessel services.

#### *Nautical services*

Services related to the safe passage and berthing of the vessel: e.g. VTS, Pilotage, Towage/Tugs, Lines.

##### Format:

- Supply service type: free text
- Service name: free text
- Service location description: free text
- Service area description: free text
- Start: day and time: day = Monday-Sunday time=ISO8601
- End: day and time: day = Monday – Sunday time=ISO8601

### *Vessel services*

Supply services related to the vessel and her cargo: Bunkers. Lube Oil, Potable Water, Provisions, Stores, Waste per IMO class, Repairs, Lashing, Cargo Survey, Draught Survey, Vetting.

Format:

- Supply service type: free text
- Service name: free text
- Service location description: free text
- Service area description: free text
- Start: day and time: day = Monday-Sunday time=ISO8601
- End: day and time: day = Monday – Sunday time=ISO8601

## 3. Berthing and anchorage facilities

### 3.1. Introduction

According Chapter V Regulation 34 requires the voyage to be planned in accordance with IMO guidelines: the master shall ensure that the intended voyage has been planned using the appropriate nautical charts and nautical publications for the area concerned, taking into account the guidelines and recommendations developed by the Organization: referring to A.893(21). Such planning result in so called “passage plans”, documents describing the passage from berth to berth.

Fundamental data for berth to berth passage planning is to have a correct understanding whether all parties talk about the same location. Berthing and anchorage facilities are also part of the BLU Code.

## 3.2. Contents

### 3.2.1 Terminals and berth operators

#### Definition

Terminal: a number of berths grouped together and provided with facilities for handling cargo (IHO S-32)

**Berth operator: operator of one or more berths not necessarily grouped together, with or without facilities for handling cargo”**

#### Global Location Number

Global Location Number (GLN) (ISO/IEC 6523); a 13 digit number

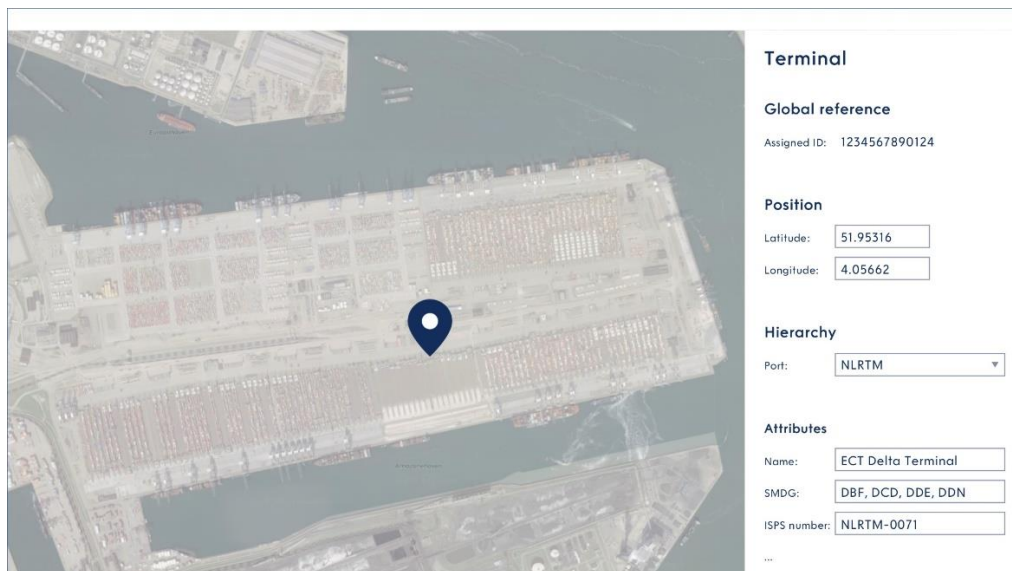
E.g. 1234567890124 for ECT Delta Terminal

#### Location

A single position which represents the terminal or berth operator as a whole. Generally a centre of gravity position is chosen to represent the terminal's location

Decimal degrees to a defined precision, (minus to indicate South and West). Datum WGS 84

E.g.: 51.95316, 4.05662 for ECT Delta Terminal



The screenshot displays an aerial view of a port terminal on the left, with a blue location pin marking a specific area. On the right, there is a data panel titled "Terminal" with the following sections:

- Global reference**  
Assigned ID: 1234567890124
- Position**  
Latitude: 51.95316  
Longitude: 4.05662
- Hierarchy**  
Port: NLRTM
- Attributes**  
Name: ECT Delta Terminal  
SMDG: DBF, DCD, DDE, DDN  
ISPS number: NLRTM-0071

#### Other references

- Name of the terminal
- Berths operated by the terminal or berth operator; GLN's
- IMO Port Facility (ISPS) number as per IMO GISIS format; UN/LOCODE – 4 digit number
- SMDG code (for container / ro-ro sector only); UN/LOCODE-3 letters



### 3.2.2 Berth

#### Definition

The space assigned to or taken up by a ship when anchored or when lying alongside a quay, wharf, jetty, or other structure (IMO reference data model).

#### Global Location Number

Global Location Number (GLN) (ISO/IEC 6523); a 13 digit number

E.g.: 1234567890125 for ECT Delta Terminal DDN

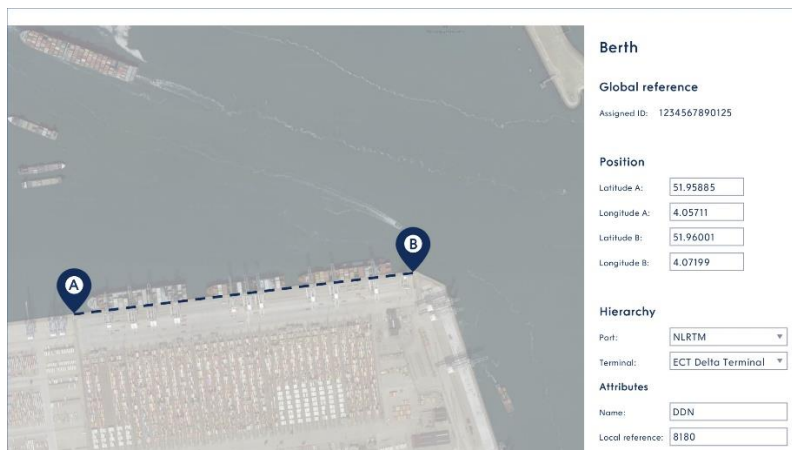
#### Location

The berth's extent is between its two extremities as shown in the diagram below, measured in a straight line, indicated by A and B. Orientation is not important.

The line represents the fender line, being the position of the ship's side when alongside

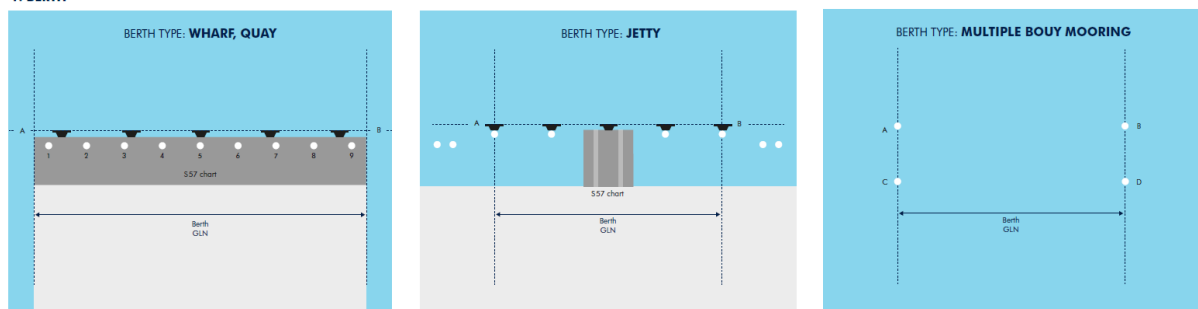
Decimal degrees to a defined precision, (minus to indicate South and West). Datum WGS 84.

E.g.: A: 51.95885, 4.05711, B: 51.96001, 4.07199 For ECT Delta Terminal DDN



Berth	
<b>Global reference</b>	
Assigned ID:	1234567890125
<b>Position</b>	
Latitude A:	51.95885
Longitude A:	4.05711
Latitude B:	51.96001
Longitude B:	4.07199
<b>Hierarchy</b>	
Port:	NLRM
Terminal:	ECT Delta Terminal
<b>Attributes</b>	
Name:	DDN
Local reference:	8180

#### 1. BERTH



#### Other references

- Name of the berth
- Local reference number
- Commodities: format text according IHO values. E.g. Containers, Ore, Grain, Coal, Oil, Chemicals, LNG, LPG, Ammonia, Methanol, Alcohol, etc.

### 3.2.3 Berth position

#### Definition

The position along the line of a berth, specified by one point (e.g. bollard, manifold or ramp number), allowing the ship to berth in the correct position along the berth (IHO S-32, IMO reference data model).

#### Global Location Number

Global Location Number (GLN) (ISO/IEC 6523); a 13 digit number with extension (for bollard/meter mark, manifold or ramp number)

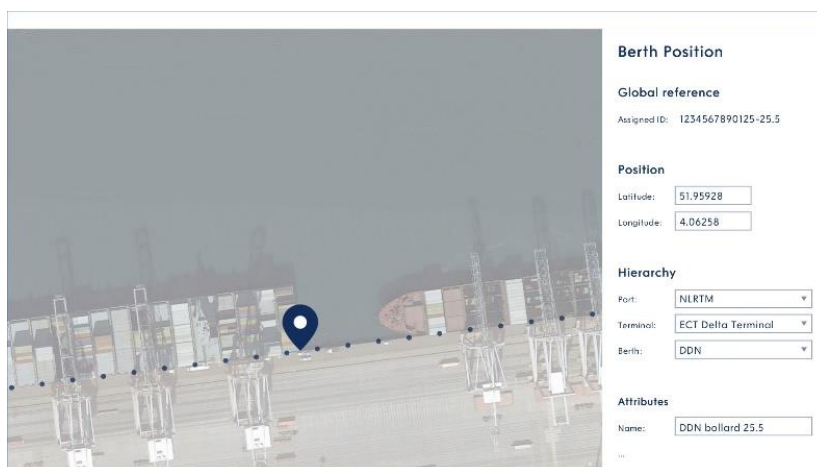
E.g.: 1234567890125-25.5

#### Location

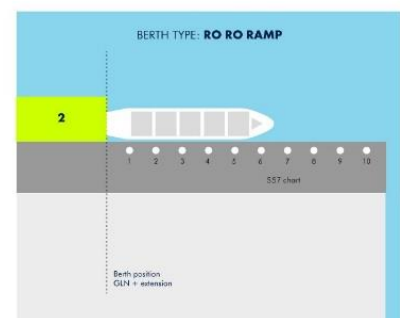
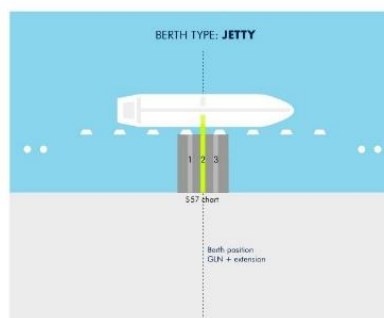
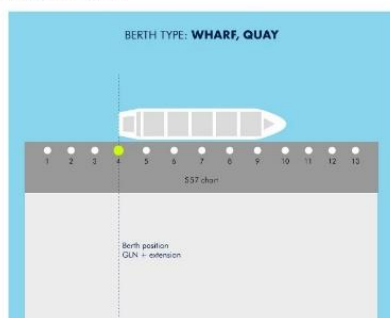
A single point

In decimal degrees to a defined precision, (minus to indicate South and West). Datum WGS 84.

Example: 51.887190, 4.284030



#### 2. BERTH POSITION



#### Other references

- Name of berth and bollard number or meter mark number (some ports)

### 3.2.4 Anchorages

#### *Definition*

Water area which is designated or suitable and of depth neither too deep nor too shallow, nor in a situation too exposed, for vessels to ride in safety (NP100)

#### *Global Location Number*

Global Location Number (GLN) (ISO/IEC 6523); a 13 digit number

E.g. 1234567890124

#### *Location*

Sequence of positions, ordered in clockwise rotation. Decimal degrees to a defined precision, (minus to indicate South and West). Datum WGS84.

#### *Other references*

- Name of the anchorage

## 4. Depths

### 4.1. Introduction

According Chapter V Regulation 34 requires the voyage to be planned in accordance with IMO guidelines: the master shall ensure that the intended voyage has been planned using the appropriate nautical charts and nautical publications for the area concerned, taking into account the guidelines and recommendations developed by the Organization: referring to A.893(21). Such planning result in so called “passage plans”, documents describing the passage from berth to berth.

Fundamental data for berth to berth passage planning is to have a correct understanding whether all parties talk about the same maintained depths, which is rather static data (versus soundings). Depths are also part of the BLU Code.

## 4.2. Contents

### 4.2.1 Maintained depths

#### *Definition*

The Depth at which a channel is kept by human influence, usually by dredging (NP100).

Units: decimal meters with reference to a specific Sounding Datum

#### *Global Location Number*

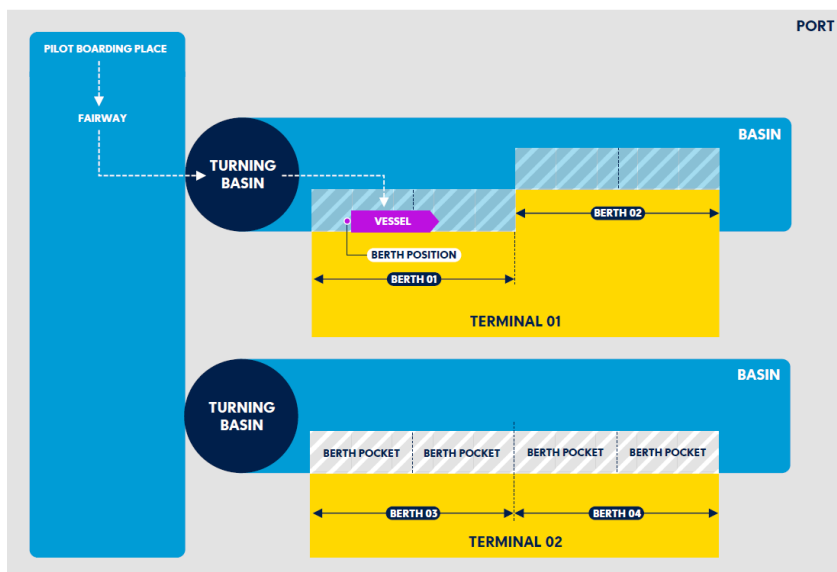
Global Location Number (GLN) (ISO/IEC 6523); a 13 digit number

E.g.: 1234567890125

#### *Location*

Named bodies of water or delimited

Sequence of positions, ordered in clockwise rotation. Decimal degrees to a defined precision, (minus to indicate South and West). Datum WGS84.



Port sections

#### *Other references*

- Name of the body of water