




# BELGIAN MARITIME SINGLE WINDOW

 Co-financed by the European Union  
Trans-European Transport Network (TEN-T)

**ANNA**  
Antwerp-North Sea Canal  
Navigation Company

**.be**

**SPW**  
Service Public  
Fédéral de Wallonie

 **Vlaanderen**  
Vlaamse Regiering

 **Federale Overheidsdienst  
Maritieme Zaken**

 **economie**

 **Port  
Oostende**

 **PORT OF  
GHENT**

 **PORT OF  
GHENT**

 **Port of  
Antwerp**

 **PORT  
BRUSSELS**

 **Port  
Antwerpen**

 **Port  
Antwerpen**

 **Port  
Antwerpen**

 **Port  
Antwerpen**

#### Document history

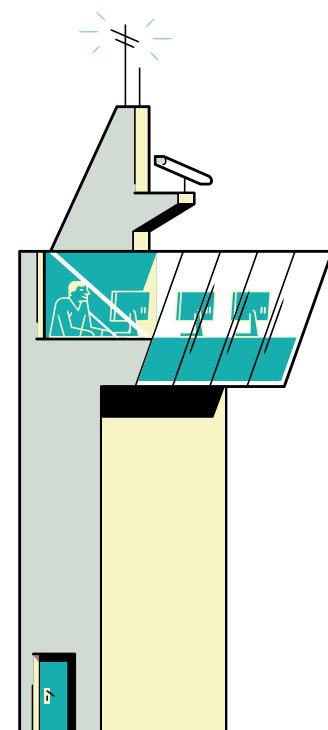
Version 0.29  
Date March 31, 2016  
Subject Version of the MSW brochure based on System Requirement Specification version 0.29

#### Copyright

© 2015 FPS Mobility and Transport, Shipping Assistance Division. All rights reserved.  
Information in this document is subject to change without notice. No part of this document may be reproduced, replicated in an automated database, published or forwarded or handed on, in whatever shape or way, electronic, mechanical, by means of photocopy or otherwise, without prior explicit permission of afdeling Scheepvaartbegeleiding, Vlaamse Gewest, Intern Verzelfstandigd Agentschap voor Maritieme Dienstverlening en Kust. This document is confidential and may only be used for purposes for which it is released. The distribution of this document is limited to the persons competent to obtain knowledge of it.

#### Disclaimer

Although great care has been taken to verify its content, no rights can be extracted from this document, including the correctness, completeness or the usefulness of this document, nor from its use. Any liability of the FPS Mobility and Transport for damage, directly or indirectly, resulting from or related to this document or its application is rejected. The limitation of liability has the furthest scope accepted by general contract law on the date of consultation of this document or its application.



# EXECUTIVE SUMMARY

## Reporting Formalities Directive and MSW

The objective of Directive 2010/65/EU, also called Reporting Formalities Directive (RFD) or previously FAL Directive, is to simplify and harmonize the administrative procedures for ships arriving in and departing from EU ports. The RFD requires that the European member states implement a Maritime Single Window (MSW). In the pre-MSW situation, in order to fulfil its duties, an authorised person submits information to authorities, however part of the information is the same for several authorities. Moreover, the reporting formalities are not harmonised between the member states and a substantial part of the information is still sent in paper format. By setting up an MSW, a reporting party will have to submit information only once and, in order to enable information sharing between competent authorities, information should be transmitted electronically. The MSW is the place where all information is reported once and further distributed in electronic format to all authorities. The RFD does not add new reporting formalities, it just lists the notifications that an MSW should be able to accept. See [section 1 on page 6](#) for more information about the legal basis.

## Architecture

For the implementation of the Belgian MSW, a pragmatic approach has been followed. Instead of implementing a completely new system, we use existing systems such as the Port Community Systems (PCS), the Central Broker System, the Federal Service Bus and the Belgian node of SafeSeaNet and adapt these systems to comply with the RFD.

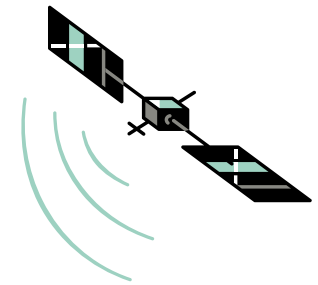
## System Requirements Specification

This brochure is based on a more detailed description of the requirements for the Belgian MSW, the "SRS". The System Requirements Specification defines what should be done, not how the requirements should be technically implemented, the latter being the sole responsibility of the owners of the systems. The SRS itself is based among others on international, European and national legislation and documents issued by the Expert Group on Maritime Simplification and EMSA concerning SafeSeaNet. In the following sections you will find the data elements that are part of the Belgian MSW for the different reporting formalities and the main attributes of these data elements. To not overload this brochure we have only retained the most important attributes.

The tables used in this document are explained in [annex 13.1 on page 56](#). Terminology and abbreviations used in this document are defined in [annex 13.2 on page 58](#).



FOR MORE INFORMATION, SEE  
[www.mswbelgium.be](http://www.mswbelgium.be)



# TABLE OF CONTENTS

<b>1 Legal basis</b>	<b>6</b>	<b>8 Dangerous and polluting goods</b>	<b>30</b>
<b>2 Overview of requirements</b>	<b>8</b>	8.1 Dangerous and polluting goods process and business rules	30
<b>3 General requirements</b>	<b>10</b>	8.2 Dangerous and polluting goods data requirements	31
3.1 Ports	10	<b>9 Passenger list</b>	<b>38</b>
3.2 Personal data protection	10	9.1 Passenger list process and business rules	38
3.3 Confidentiality	10	9.2 Passenger list data requirements	39
<b>4 General declaration</b>	<b>11</b>	<b>10 Stowaway list</b>	<b>42</b>
4.1 General declaration process and business rules	11	10.1 Stowaway list process and business rules	42
4.2 General declaration data requirements	12	10.2 Stowaway list data requirements	43
<b>5 Port state control</b>	<b>17</b>	<b>11 Crew list</b>	<b>46</b>
5.1 Port state control process and business rules	17	11.1 Crew list process and business rules	46
5.2 Port state control data requirements	18	11.2 Crew list data requirements	47
<b>6 ISPS</b>	<b>20</b>	<b>12 MDH</b>	<b>50</b>
6.1 ISPS process and business rules	20	12.1 MDH process and business rules	50
6.2 ISPS data requirements	21	12.2 MDH data requirements	51
<b>7 Waste and cargo residues</b>	<b>27</b>	<b>13 Annexes</b>	<b>56</b>
7.1 Waste and cargo residues process and business rules	27	13.1 Explanation of tables	56
7.2 Waste and cargo residues data requirements	28	13.2 Terminology and abbreviations	58
		13.3 Overview reference data	61
		13.4 Location on board	61

# 1/ LEGAL BASIS

The requirement to implement an MSW is based on Directive 2010/65/EU of the European parliament and of the council of October 20, 2010 on reporting formalities for ships arriving in and/or departing from ports of the Member States.

The following table lists the requirements according to annex of the RFD.

- 1 Column "EU" are the reporting formalities listed in the RFD part A "Reporting formalities resulting from legal acts of the Union" and Port State Control;
- 2 Column "International" are the reporting formalities listed in the RFD part B "FAL forms and formalities resulting from international legal instruments";
- 3 Column "National" (in Dutch) also contains the authority that is competent to receive that information.

Remarks:

- 4 The following reporting formalities are considered out of scope for the Belgian MSW and have not been listed in the table below:
  - a FAL form 3: Ship's Stores Declaration;
  - b FAL form 4: Crew's Effects Declaration;
  - c Entry summary declaration.
- 5 RFD part C has not been listed in the table below.

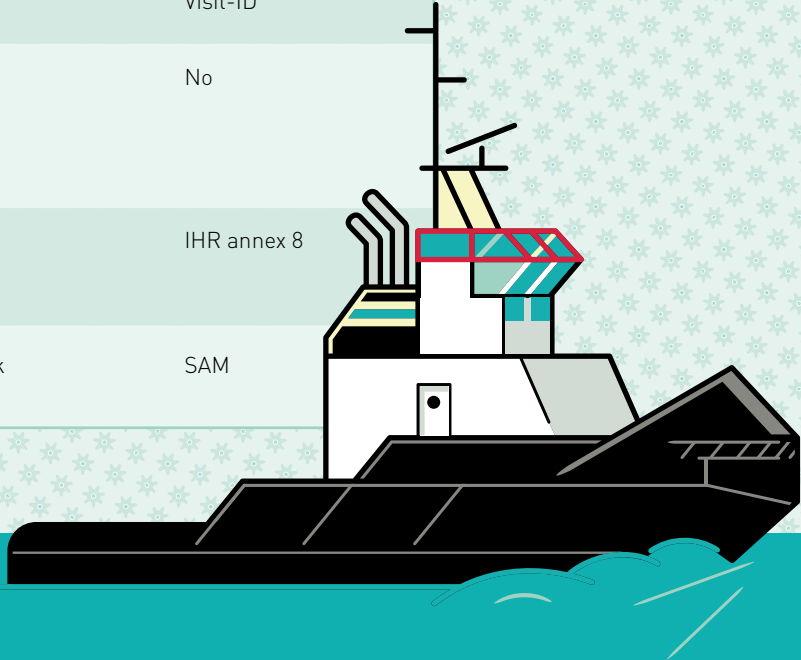
FORMALITY	INTERNATIONAL	EU
Ships arriving in/departing from ports of the EU member states General Declaration <i>Section 4 on page 11</i>	FAL form 1	Article 4 of directive 2002/59/EC (VTMIS directive)
Notification of security information <i>Section 6 on page 20</i>	2010/65/EU Appendix	Article 6 of Regulation (EC) No 725/2004 (ISPS)
Notification of waste and cargo residues <i>Section 7 on page 27</i>		Article 6 of directive 2000/59/EC (Port reception facilities)
Notification of dangerous or polluting goods carried on board <i>Section 8 on page 30</i>	FAL Form 7	Article 13 of directive 2002/59/EU (VTMIS directive)
Crew list <i>Section 11 on page 46</i>	FAL form 5	Article 7 of regulation (EC) No 562/2006
Passenger list <i>Section 9 on page 38</i>	FAL form 6	
Stowaway list <i>Section 10 on page 42</i>	Inspired by FAL form 6	
Maritime Declaration of Health <i>Section 12 on page 50</i>	International Health Regulations (2005) second edition article 37 and annex 8	
Port State Control <i>Section 5 on page 17</i>		Directive 2009/16/EU (Port State Control)

Table 1: Reporting formalities legal basis

2/ OVERVIEW OF REQUIREMENTS

	GENERAL DECLARATION	PSC	ISPS	DPG	WASTE AND CARGO RESIDUES	PASSENGER, STOWAWAY, CREW	MDH
Section	4 page 11	5 page 17	6 page 20	8 page 30	7 page 27	9 page 38 10 page 42 11 page 46	12 page 50
Legal basis	2002/59/EC VTMIS	Directive 2009/16/EU PSC	725/2004 ISPS	2002/59/EC VTMIS	2000/59/EC PRF	562/2006 SBC	IHR
When	A(24h), D	A(72h)	A (24h)	A (24h), D	A (24h)	A (24h), D	A (24h)
Preconditions	Visit-ID	Visit-ID	Visit-ID	Visit-ID	Visit-ID	Visit-ID	Visit-ID
Requirements imposed on reporting parties	No	No	No	Yes	No	Yes	No
Form	FAL 1	n/a	2010/65 appendix	FAL 7	n/a	FAL 6 FAL 6 FAL 5	IHR annex 8
Subscriber	All systems	SSB	ISPS tool SSB	ISPS tool SSB	SSB	Aquatask	SAM

Table 2: Summary of requirements





# 3/ GENERAL REQUIREMENTS

## 3.1 Ports

The requirements of the Reporting Formalities Directive apply to ships calling at or departing from Belgian seaports:

- 1 The port of Ostend;
- 2 The port of Zeebrugge;
- 3 The port of Ghent;
- 4 The port of Antwerp;

They also apply to the following destinations that can only be reached through the port of Antwerp. A detailed mapping of which formalities are to be fulfilled as which "inland" port can be found in the SRS.

- 5 The port of Brussels;
- 6 The port of Liège;
- 7 Fairway Albert Canal;
- 8 Fairway upper Sea Scheldt;
- 9 Sea Canal Brussels Scheldt.

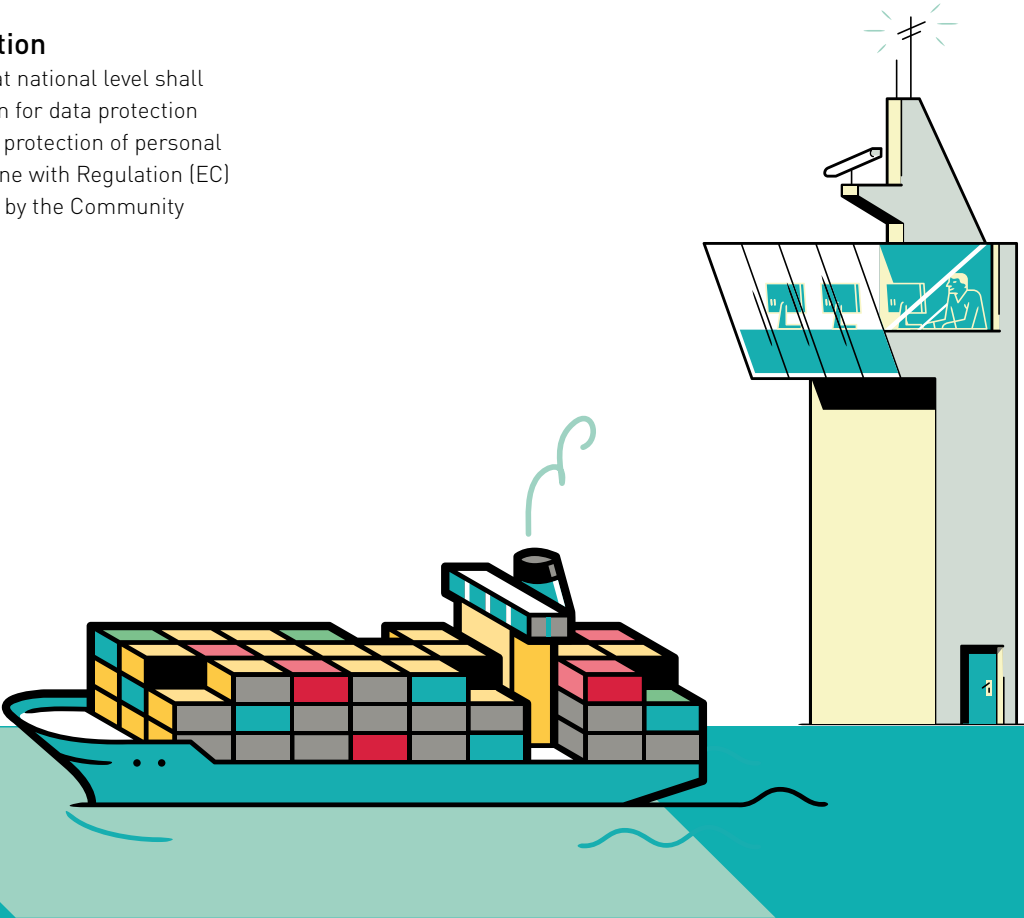
## 3.2 Personal data protection

The protection of personal data at national level shall be in line with national legislation for data protection and with Directive 95/46/EC. The protection of personal data at central level shall be in line with Regulation (EC) No 45/2001 on protection of data by the Community Institutions and bodies.

## 3.3 Confidentiality

This is an exact copy of article 8 of the RFD.

- 1 Member States shall, in accordance with the applicable legal acts of the Union or national legislation, take the necessary measures to ensure the confidentiality of commercial and other confidential information exchanged in accordance with this Directive.
- 2 Member States shall take particular care to protect commercial data collected under this Directive. In respect of personal data, Member States shall ensure that they comply with Directive 95/46/EC. The Union institutions and bodies shall ensure that they comply with Regulation (EC) No 45/2001.



# 4/ GENERAL DECLARATION

We named this section "General Declaration", although it is not completely identical to IMO FAL form 1. Certain elements requested for in IMO FAL form 1 are not covered here but in other sections. E.g. item 19 "Crew List" of FAL form 1 is covered in [section 11 on page 46](#).

This section is a grouping of some data elements about the ship, the voyage and the reporting party structured in the following groups:

- 1 Ship Identification;
- 2 Ship particulars;
- 3 Port call;
- 5 Arrival;
- 6 Departure;
- 7 Voyage;
- 20 Remarks

## 4.1 General declaration process and business rules

QUESTION	ANSWER
<b>Subscribers</b> <b>How</b>	MIK, Saniport, SPN, SSB, Customs
<b>Report when</b>	<ul style="list-style-type: none"><li>1 24 hours before arrival or at the time the ship leaves the previous port, if the voyage time is less than 24 hours or if the port of call is not known or it is changed during the voyage, as soon as this information is available;</li><li>2 At arrival;</li><li>3 At departure.</li></ul>
<b>Report what</b>	Information about the ship and the voyage
<b>Preconditions before reporting</b>	No
<b>Requirements imposed on reporting party</b>	Have a valid account in the PCS
<b>Is there reference data</b> <b>Central management of reference data</b>	Ship reference data, location codes, purpose of call. Only partially for ship reference data, not for location codes and purpose of call.

Table 3: General declaration process and business rules

4.2 General declaration data requirements

NAME	DESCRIPTION	REQUIRED	MAX OCC	VALIDATION RULE
1: Ship identification				
ShipName (*1)	Name of the vessel	Yes	1	Either IMONumber Or MMSINumber or both should be given
IMONumber (*1) (*2)	IMO number – IMO Res. A.600 (15)	No	1	
MMSINumber (*1) (*2)	MMSI number of the vessel. MID according to the ITU regulation	No	1	
CallSign (*1)	Call sign of the vessel	No	1	
2: Ship particulars				
INFShipClass	Code for the license of the vessel according to the INF Code (Code for the Safe Carriage of Irradiated Nuclear Fuel, Plutonium and High-level Radioactive Wastes in Flasks on board Ships). Class of the ship needed for INF cargoes as defined in Regulation VII/14.2 / Code for the license of the vessel ship according to the INF Code. Possible values are: <b>INF1</b> <b>INF2</b> <b>INF3</b>	No	1	
PortOfRegistry.Locode (*1)	Locode of the port where the certificate of registry was issued	No	1	
CertificateOfRegistry.Date (*1)	Date indicating when the certificate was issued.	No	1	
CertificateOfRegistry.CertificateNumber (*1)	Number of the certification of registry	No	1	
InmarsatCallNumber (*1) (*3)	Number indicating the location of the ship by satellite services of Inmarsat	No	5	
CompanyName (*1)	Name of ship's operating company, as defined in the ISM code	No	1	Either CompanyName or IMOCompanyNr should be given but you cannot enter both to avoid contradiction
IMOCompanyNr (*1)	Identification number of an organization according to a database of IMO Registered Owner or Company number	No		
Flag (*1)	The Alpha-2 code (two-digit flag code) in accordance with the standard ISO 3166-1. If the MMSI is included in the notification and the MID digits included in the reported MMSI refer to a different country from the one reported with the flag attribute, the notification will not be rejected but a warning message will be sent to the data provider.	No	1	
GrossTonnage (*1)	The measure of the overall size of a ship determined in accordance with the provisions of the International Convention on Tonnage Measurement of Ships, 1969.	No	1	
ShipType (*1)	Codes the ship type according to UNECE R28. The actual codes shall be taken from and constructed according to the above reference. The code is a three- or four-digit number without any inserted space.	No	1	
ContactInPortAtArrival.Name	Name of the organisation representing the ship in the context of the call in the port. This may be the Company or an agent, dependent on circumstances	No	2	

NAME	DESCRIPTION	REQUIRED	MAX OCC	VALIDATION RULE
<b>3: Port Call, 5: Arrival, 6: Departure</b>				
The following item is defined in <i>section 6 ISPS on page 20</i> : 1 Port facility.				
PortOfCall	This attribute indicates the actual port of call, e.g. if the port of Oostende is sending this notification, then this PortOfCall attribute must be the location code of Oostende (BEOST) and not the next port of call after Oostende. The "port of call" attribute cannot be unknown ("ZZUKN"). The "port of call" attribute must only be the LOCODE of the specific port of call or its dependent port's LOCODE.	Yes	1	
ETAToPortOfCall	Date and time of the estimated time of arrival at port of call.	No	1	
ETDFromPortOfCall	Date and time of the estimated time of departure from port of call.	No	1	
ATAPortOfCall	Date and time of the actual time of arrival at port of call.	No	1	
ATDPortOfCall	Date and time of the actual time of departure from the port of call.	No	1	
PositionInPortOfCall	Subsidiary locode identifying the position of a location within the port or port approaches.	No	1	
PlannedDurationOfCall		No	1	
CallPurposeCode	Primary purpose of the call defined using the EDIFACT codes [8025] <i>See section 13.3 on page 61.</i>	No	9	
BriefCargoDescription	This is a short text giving an overview of what cargo the ship carries. This shall also contain brief details of any harmful substances and gases that could endanger persons or the environment.	No	1	
<b>7: Voyage</b>				
The following items are defined in <i>section 6 ISPS on page 20</i> : 1 Itinerary of cruise ship; 2 Last calls at port facility				
NextPort	This attribute indicates the port of subsequent ship call identified by its LOCODE.	Yes	1	
ETAToNextPort	Date and time of estimated time of arrival to the subsequent port of call.	Yes	1	
LastPort	This attribute indicates the last port of Call of the vessel (the port of departure for the voyage towards the Port of Call). The port is identified by its 5-digit LOCODE.	Yes	1	
ETDFromLastPort	Date and time of the estimated time of departure from the last port of call.	Yes	1	

- Remarks:
- 1 This is reference data retrieved from a ship database if available. So, the meaning of required is that it should be provided in the ship database, not that it should be entered in the PCS. In case the data is not yet available in the ship database, it is entered by the shipping agent;
  - 2 The criteria that either IMONumber Or MMSINumber should be given only applies to ships that have to report to SSN;
  - 3 In the data entry we foresee 1 Inmarsat number, for electronic messages we foresee 5;

Table 4: General declaration data requirements





# 5/ PORT STATE CONTROL

This reporting formality is actually missing in the RFD. In the eMS data mapping report this has been “solved” by putting this under part C, while it is actually a reporting formality resulting from a legal act of the union and should

have been listed under group A of the annex of the RFD. This reporting formality applies to ships eligible for an expanded PSC inspection according to Article 9 of Directive 2009/16/EC.

## 5.1 Port state control process and business rules

QUESTION	ANSWER
Subscribers How	SSB
Report when	72 hours before arrival
Report what	Information about the ship and the voyage
Preconditions before reporting	Yes, there should be valid voyage ID
Requirements imposed on reporting party	Have a valid account in the PCS
Is there clearance If so, by what system	No
Is there reference data	Locode
Central management of reference data	No

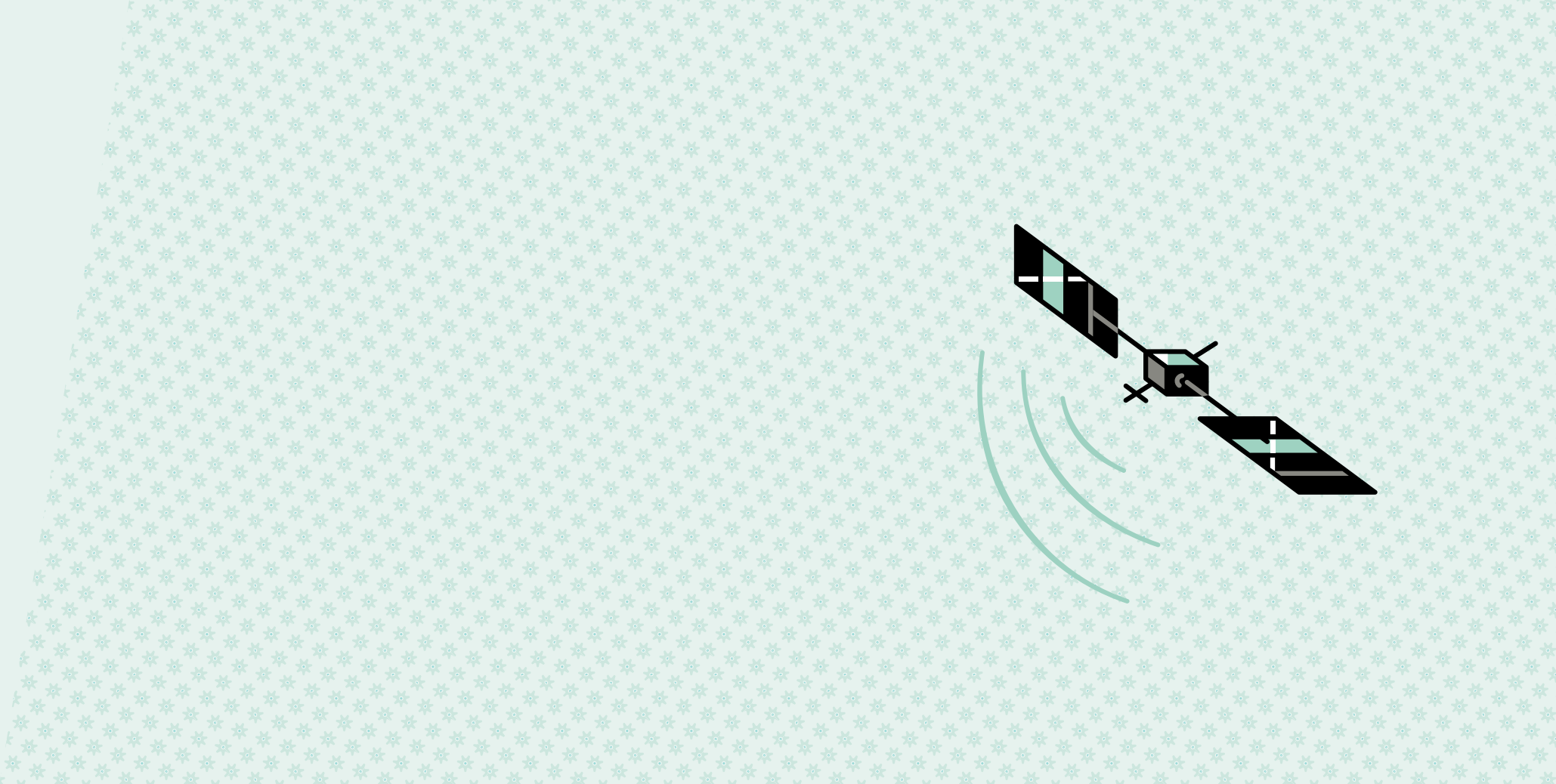
Table 5: Port state control process and business rules

5.2 Port state control data requirements

Use of other data for port state control

Data requirements defined in article 9 and annex III of Directive 2009/16/EC on port state control and that are considered general data requirements covered elsewhere and that are not listed under the port state control specific data requirements. The following data elements are defined in *section 4 General declaration on page 11.*

- 1 ShipName;
- 2 IMONumber;
- 3 MMSINumber;
- 4 CallSign;
- 5 PortOfCall;
- 6 ETAToPortOfCall;
- 7 ETDFromPortOfCall;
- 8 ATA;
- 9 ATD.



Port state control specific data requirements

NAME	DESCRIPTION	REQUIRED	MAX OCC	VALIDATION RULE
PossibleAnchorage	Indicates whether a ship is expected to stay at an anchorage upon arrival at the PortOfCall. "Ship at anchorage" means a ship in a port or another area within the jurisdiction of a port, but not at berth, carrying out a ship/port interface. Possible values. <b>Y</b> : Ship expected to stay at anchorage; <b>N</b> : Ship expected to berth	No	1	
PlannedOperations [*1]	PlannedOperation is free text describing the planned operations at the port or anchorage loading, unloading, other.	No	1	
PlannedWorks	Free text in English language describing the planned statutory survey inspections and substantial maintenance and repair work to be carried out whilst in the port or anchorage of destination.	No	1	
ShipConfiguration [*2]	Identifier of the ship configuration: Possible values: <b>SHT</b> – indicating a single hull tanker, <b>SHT-SBT</b> indicating a single hull with segregated ballast tanks (SBT), <b>DHT</b> – indicating a double hull tanker	No	1	
CargoVolumeNature [*2]	Free text entry identifying the volume and nature of the cargo.	No	1	
ConditionCargoBallastTanks [*2]	Free text entry identifying the condition of the cargo and ballast tanks (e.g. full, empty, inerted etc.)	No	1	

Remarks:

- 1 PlannedOperations defaults to a concatenation of CallPurposeCodes, no effort is made to handle contradictions between the list of CallPurposeCodes and the value of PlannedOperations;
- 2 These fields are required for tankers.

Table 6: Port state control data requirements

# 6/ ISPS

## 6.1 ISPS process and business rules

QUESTION	ANSWER
<b>Subscribers</b> <b>How</b>	SSB and ISPS Tool
<b>Report when</b>	24 hours before arrival or at the time the ship leaves the previous port, if the voyage time is less than 24 hours or if the port of call is not known or it is changed during the voyage, as soon as this information is available.
<b>Report what</b>	n/a
<b>Preconditions before reporting</b>	Yes, there should be a valid voyage ID
<b>Requirements imposed on reporting party</b>	No
<b>Is there reference data</b> <b>Central management of reference data</b>	ShipToShipActivityType, Locode, PortFacility, CallPurposeCode, No

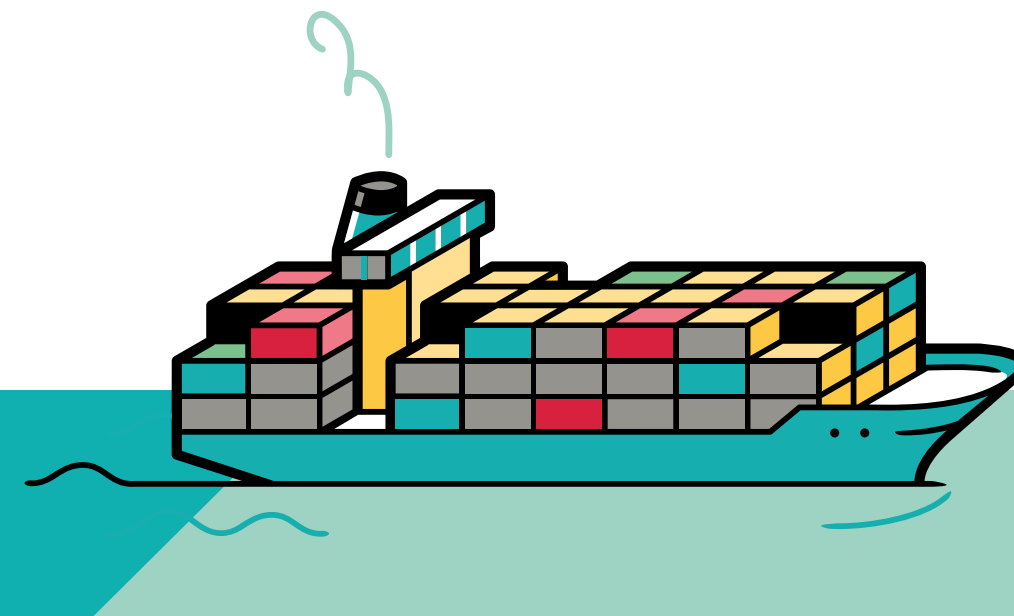
Table 7: ISPS process and business rules

## 6.2 ISPS data requirements

### Use of other data for ISPS

Data requirements defined on the Ship pre-arrival security information form as defined in annex of RFD and that are considered general data requirements covered elsewhere and that are not listed under the ISPS specific data requirements. The following data elements are defined in [section 4 General declaration on page 11](#):

- 1 Ship identification
  - a IMONumber;
  - b ShipName;
  - c Flag;
  - d ShipType;
  - e Call sign;
  - f GrossTonnage.



ISPS specific data elements

NAME	DESCRIPTION	REQUIRED	MAX OCC	VALIDATION RULE
CSO.LastName	The full name of the CSO	Yes	1	
CSO.FirstName	The first name of the CSO	No	1	
CSO.Phone [*1]	CSO 24 hour contact details	No	1	Including a valid international prefix code
CSO.Fax [*1]		No	1	Including a valid international prefix code
CSO.Email [*1]		No	1	Structure of e-mail address is valid
PortFacility [*2]	Port facility identified by its IMO port facility number as in GISIS database.	Yes	1	
IMOPortFacilityNumberMissing [*2]	True if there is no port facility number	Yes	1	
ValidISSC [*3]	Does the ship have a valid ISSC	Yes	1	1 ISSC.ReasonForNoValidISSC is required if ISSC.ValidISSC is No 2 ISSC.ISSCType, ISSC.Issuer, ISSC.IssuerType and ISSC.ExpiryDate are required if ISSC.ValidISSC is Yes 3 ISSC.ExpiryDate > Date[]
ReasonForNoValidISSC	The reasons why the ship has no valid ISSC	No	1	
ISSC.ISSCType	To indicate if the ship is provided with an International Ship Security Certificate or an Interim International Ship Security Certificate. Possible values: <b>"Full"</b> or <b>"Interim"</b>	Yes	1	
ISSC.Issuer	Name of the issuing body. This is free text. If ISSC.IssuerType is GVT then the name of the issuing country is sufficient.	Yes	1	
ISSC.Issuer	Name of the issuing body. This is free text. If ISSC.IssuerType is GVT then the name of the issuing country is sufficient.	Yes	1	
ISSC.IssuerType	Possible values: <b>"GVT"</b> , <b>"RSO"</b>	No	1	
ISSC.ExpiryDate [*3]	Date when the ISSC will expire	Yes	1	
ApprovedSecurityPlan	True if the ship has an approved security plan on board	Yes	1	
CurrentSecurityLevel [*4]	Ship's current security level according to the ISPS provisions. Possible values: <b>"SL1"</b> , <b>"SL2"</b> , <b>"SL3"</b>	Yes	1	
CurrentSecurityLevelRectified [*4]	Ship's current security level according to the ISPS provisions. Possible values: <b>"SL1"</b> , <b>"SL2"</b> , <b>"SL3"</b> rectified by a duly authorized officer	No	1	
PreviousCallAtPortFacility.Port [*5]	Port Locode	Yes	1	DateOfArrival <= DateOfDeparture
PreviousCallAtPortFacility.DateOfArrival [*5]	Date of arrival	Yes	1	
PreviousCallAtPortFacility.DateOfDeparture [*5]	Date of departure	Yes	1	
PreviousCallAtPortFacility.PortFacility [*5]	Port facility identified by its IMO port facility number as in GISIS database	No	1	

- Remarks:
- 1 Phone, fax and email are individually not mandatory, but at least one out of 3 should be given;
  - 2 If IMOPortFacilityNumberMissing is checked then no PortFacilityNumber must be entered and value 0000 is inserted;
  - 3 ValidISSC is preset to true if ISCC. ExpiryDate reported during previous port call is less than 6 months ago. ISCC.ExpiryDate is preset to the value reported during a previous port call if ISCC.ExpiryDate is less than 6 months ago;
  - 4 According to SOLAS 2001-2003 Amend / Chapter XI-2 / Reg. 9, ships intending to enter ports should provide certain information to duly authorized officers, among others the security level at which the ship is currently operating (clause 2.1.2), however if after receiving this information the duly authorized officers have clear ground for believing that the ship is non-compliant, then these officers can take measures to rectify the situation. One such measure, among others, is that the duly authorized officers can return a rectified security level through the ISPS tool;
  - 5 Recommendation: The last 10 previous calls at port facilities should be provided. In case of a new ship, the number might be less than 10. Maximum occurrence is by port call;
  - 6 Ship-to-ship activities, in chronological order (most recent first), which were carried out during the last 10 calls at port facilities;
  - 7 Ranges of ship to ship activities can overlap, because more than one ship to ship activity can happen at the same time;
  - 8 Location as a port, a geographic position and/or a named location. >



NAME	DESCRIPTION	REQUIRED	MAX OCC	VALIDATION RULE
PreviousCallAtPortFacility.SecurityLevel (*5)	Ship's security level according to the ISPS code. Possible values: « <b>SL1</b> », « <b>SL2</b> », « <b>SL3</b> »	Yes	1	
PreviousCallAtPortFacility.SpecialOrAdditionalSecurityMeasures (*5)	Special or additional security measures taken by the ship.	No	1	
ShipToShipActivity.DateFrom (*6) (*7)	Indicates the date when an activity was initiated.	Yes	1	DateFrom <= DateTo
ShipToShipActivity.DateTo (*6) (*7)	Indicates the date when an activity was concluded.	Yes	1	
ShipToShipActivity.Activity	Description of ship-to-ship activity performed defined using the EDIFACT codes (8025) <i>See section 13.3 on page 61</i>	Yes	1	
ShipToShipActivity.SecurityMeasures	Security measures applied in lieu	No	1	
ShipToShipActivity.Locode (*8)]		No	1	
ShipToShipActivity.Latitude (*8) (*9)	Latitude and Longitude in 1/10000 of a minute. These values are required if a locode or location name is not available as when there are ship to ship activities at sea. Latitude is positive for East and negative for West. Longitude is positive for North and negative for South	No	1	<= 54000000 and >= -54000000
ShipToShipActivity.Longitude (*8) (*9)		No	1	<= 108000000 and >= -108000000
ShipToShipActivity.LocationName (*8)	The port or location is identified by its name in free text	No	1	
SecurityRelatedMatterToReport	Security related matter to report, if any	No	1	
AgentInPortAtArrival.National.AgentName (*10)	Name of the organisation representing the ship in the context of the call in the port. This may be the company or an agent, dependent on circumstances	Yes	1	
AgentInPortAtArrival.National.Phone (*1) (*10)	Agent 24 hour contact details	No	1	Including a valid international prefix code
AgentInPortAtArrival.National.Fax (*1) (*10)		No	1	Including a valid international prefix code
AgentInPortAtArrival.National.Email (*1) (*10)		No	1	Structure of e-mail address is valid
AgentInPortAtArrival.International.AgentName (*10)	Name of the organisation sent to SSN as 24 hour contact	No	1	
AgentInPortAtArrival.International.Phone (*1) (*10)	Contact details of the organisation sent to SSN as 24 hour contact	No	1	Including a valid international prefix code
AgentInPortAtArrival.International.Fax (*1) (*10)		No	1	Including a valid international prefix code
AgentInPortAtArrival.International.Email (*1) (*10)		No	1	Structure of e-mail address is valid

Table 8: ISPS data element requirements

Either provide the combination Latitude and Longitude or Locode or LocationName, but never more than one;

9 Latitude and longitude data entry formats:

- a Latitude is entered in the format X43°38'19.39", where X is N for the northern hemisphere and S for the southern hemisphere;
- b Longitude is entered in the format X116°14'28.86", where X is E for the eastern hemisphere and W for the western hemisphere;
- c Hemisphere indicators N, S, E and W stay in English even if the UI is in another language;
- d Latitude is between or equal to 0° and 90°;
- e Longitude is between or equal to 0° and 180°;
- f There are 2 decimal digits to indicate the seconds.

10 AgentInPortAtArrival.National is the "real" agent while AgentInPortAtArrival.International is general contact information sent to SSN.

- a The port could choose to put in another AgentInPortAtArrival.International different from the real agent for privacy or operational reasons and replace it with contacts as for example the GNA or ACC. However, the international contact should get access to the information to perform its duties towards SSN, including the possibilities to find contact information about the real agent;
- b The port could choose to default these contacts to the information entered as part of the pre-announcement with the possibility to overwrite this information with a specific contact for ISPS.



# 7/ WASTE & CARGO RESIDUES

## 7.1 Waste and cargo residues process and business rules

QUESTION	ANSWER
Subscribers How	SSB
Report when	24 hours before arrival or at the time the ship leaves the previous port, if the voyage time is less than 24 hours or if the port of call is not known or it is changed during the voyage, as soon as this information is available.
Report what	Quantities unloaded and capacity on board
Preconditions before reporting	Yes, there should be a valid voyage ID
Requirements imposed on reporting party	No
Is there reference data	Waste codes, Locodes
Central management of reference data	No

Table 9: Waste and cargo residues process and business rules

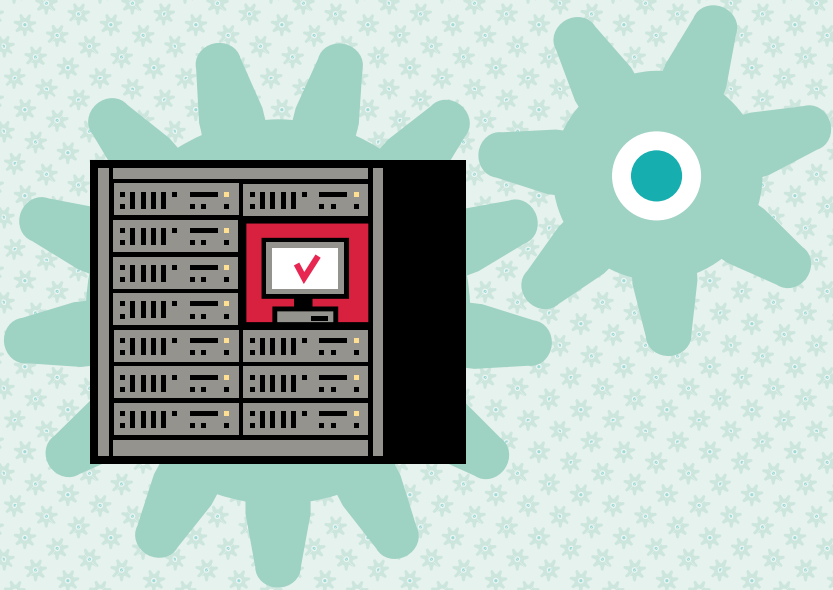


7.2 Waste and cargo residues data requirements

Use of other data for waste and cargo residues

Data requirements defined in annex II of Directive 2000/59/EC on port reception facilities for ship-generated waste and cargo residues and that are considered general data requirements covered elsewhere and that are not listed under the waste specific data requirements. The following data elements are defined in *section 4 General declaration on page 11*:

- 1 ShipName;
- 2 IMONumber;
- 3 CallSign;
- 4 PortOfCall;
- 5 ETAToPortOfCall, ATAPortOfCall;
- 6 ETDFromPortOfCall, ATDPortOfCall;
- 7 LastPort;
- 8 NextPort.



Waste and cargo residues specific data elements.

NAME	DESCRIPTION	REQUIRED	MAX OCC	VALIDATION RULE
WasteItem.WasteCode	Waste codes	Yes	1	
WasteItem.WasteDescription (*1)	Free text description of waste type.	No	1	Description is mandatory for waste codes that are marked with "Free Text Description Needed"
WasteItem.PortDeliveryRemainingWaste	Location code of the port where remaining waste will be disposed of.	No	1	
WasteItem.LastPortDelivered (*2)	Last port where ship-generated waste was delivered The port is identified by its 5-digit LOCODE	No	1	-
LastPortDeliveredDate (*2)	Last date when ship-generated waste was delivered	No	1	
WasteItem.ToBeDelivered (*2)	Quantity in cubic metres (m³) of waste to be delivered in port. This can be an estimate.	Yes	1	
WasteItem.MaxStorage (*3)	Maximum dedicated storage capacity for this type of waste in cubic metres (m³).	Yes	1	
WasteItem.RetainedOnBoard (*3)	Quantity in cubic metres (m³) of waste to be retained on board.	Yes	1	
WasteItem.EstimateGenerated (*3)	Estimate amount of waste to be generated between notification and next port of call in cubic metres (m³).	Yes	1	

- Remarks:
- 1 WasteDescription can always be entered but is mandatory for codes that are marked as "Free Text Description Needed";
  - 2 LastPortDelivered and LastPortDeliveredDate are entered per waste type while in SSN there is only one value of LastPortDelivered and of LastPortDeliveredDate. SSN queries the list of waste types and submits the very last date and submits this date and the related port to SSN;
  - 3 In the PCS we will only allow for M3 (Cubic meter), the recommended unit by SSN. This will be used for ToBeDelivered, MaxStorage, RetainedOnBoard, and EstimateGenerated, so this is not a data entry field. In the CBS message the 3 units of measurement are kept, to stay consistent with SSN.

Table 10: Waste and cargo residues data element requirements

# 8/ DANGEROUS & POLLUTING GOODS

## 8.1 Dangerous and polluting goods process and business rules

QUESTION	ANSWER
Subscribers	SSB
How	
Report when	Both at arrival and departure 1 Arrival a SSN is only interested in DPG if the ship is coming from a non-EU port, because for arrivals in a EU port coming from another EU port, DPG is already reported at departure of that other EU port; b In Belgium we are interested in all DPG, whether or not the ships sails from a port outside the EU; c Arrival is 24 hours before arrival or at the time the ship leaves the previous port, if the voyage time is less than 24 hours or if the port of call is not known or it is changed during the voyage, as soon as this information is available; 2 Departure
Report what	Dangerous and polluting goods on board
Preconditions before reporting	Yes, there should be a valid voyage ID
Requirements imposed on reporting party	Reporting party should have a valid certificate to log DPG
Is there reference data	Yes
Central management of reference data	No

Table 11: Dangerous and polluting goods process and business rules

## 8.2 Dangerous and polluting goods data requirements

### Use of other data for dangerous and polluting goods

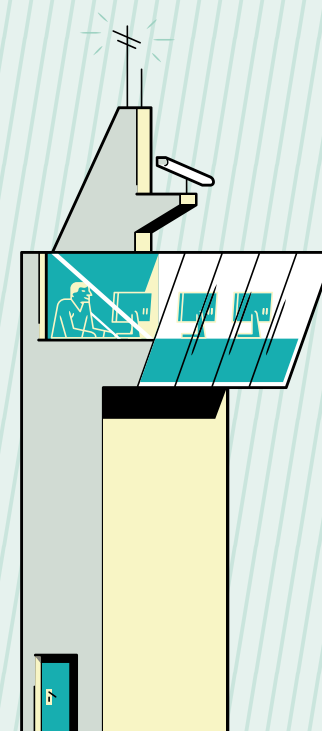
- 1 Data requirements defined FAL form 7 “IMO dangerous goods manifest” and that are considered general data requirements covered elsewhere and that are not listed under the dangerous and polluting goods specific data requirements. The following data elements are defined in [section 4 General declaration on page 11](#):
  - a ShipName;
  - b IMONumber;
  - c CallSign;
  - d PortOfCall;
  - e Flag;
  - f ContactInPortAtArrival.Name.
- 2 The following data elements are defined in [section 11.2 Crew list specific data elements. on page 47](#)
  - a The name of the master must be included in the crew list.



Dangerous and polluting goods specific data elements.

NAME	DESCRIPTION	REQUIRED	MAX OCC	VALIDATION RULE
TransportDocumentID (*2)	Identifies the Transport document ID, e.g., Bill of Lading, identity code	No	1	
PortOfLoading (*2)	Locode of the port where the cargo was loaded on board the ship.	No	1	
PortOfDischarge (*2)	Locode of the port where the cargo will be discharged from the ship.	No	1	
DGClassification (*3)	Attribute contains the information in which IMO Code(s) DG must be declared Possible Values: <b>"IMDG"</b> , <b>"IGC"</b> , <b>"IBC"</b> , <b>"MARPOL_ANNEX1"</b> , <b>"IMSBC"</b> , <b>"INF"</b>	Yes	1	
TextualReference (*3)	This is the proper shipping name, completed with the technical name where appropriate, for goods under IMDG Code, or the product name for goods under IBC Code and IGC Code, or the bulk cargo shipping name for goods under IMSBC Code, or the name of oil for goods under Annex I to the MARPOL Convention.	Yes	1	
IMOHazardClass (*3)	IMO Hazard class (IMDG-IBC-IGC-IMSBC codes) of DPG	No	1	
UNNumber (*3)	UN number of DPG.	No	1	
PackingGroup (*3)	Code as appropriate and as defined in IMDG: <b>"I"</b> , <b>"II"</b> , <b>"III"</b> and <b>"NONE"</b>	No	1	
FlashPoint (*3)	The temperature in degrees Celsius at which a liquid will give off enough flammable vapour to be ignited. According IMDG Code DG Class 3	No	1	
MarpolCode (*3)	The code values are those defined in MARPOL Annex II. Possible values: <b>"X"</b> , <b>"Y"</b> , <b>"Z"</b> , <b>"OS"</b> and <b>"UNKNOWN"</b>	No	1	
PackageType (*3)	This is a description of the outer package of the cargo item. Possible values: two-letter alphabetic code of annex VI of UNECE R21. EDIFACT codes (7065)	No	1	
AdditionalInformation (*3)	Any additional information regarding dangerous and polluting goods on board.	No	1	
EmSNumber (3)(*4)	Emergency response procedures for ships carrying dangerous goods number.	No	2	
SubsidiaryRisk (*3)	Any risks in addition to the class to which dangerous goods are assigned; and which is determined by a requirement to have a subsidiary risk.	No	5	
TransportEquipmentUnit .TransUnitId (*5)	Identification number of cargo transport unit (if no tanks). For containers, this shall be the identification code as defined in ISO 6346 (limited to goods under IMDG code) For the Identification number of cargo transport units in case of road vehicles (except when they carry containers) their registration/plate numbers shall be used	Yes	1	
TransportEquipmentUnit.LocationOnBoard (*5)	<i>See annex 13.4 on page 61</i>	Yes	1	
TransportEquipmentUnit.NoOfPackages (*5)	This is the number of packages of this dangerous goods item in a specific transport equipment	No	1	

NAME	DESCRIPTION	REQUIRED	MAX OCC	VALIDATION RULE
TransportEquipmentUnit.QuantityGross. GrossQuantity (*5), (*10)	Gross weight of the dangerous goods including respectively their packing, but without the equipment used by the carrier for their transport.	No	1	Enter either both or none
TransportEquipmentUnit.QuantityGross. UnitOfMeasurement (*5), (*7), (*10)	Indication of the unit of measurement in which the weight is expressed. Possible values are: <b>KGM</b> (Kilogram) <b>TNE</b> (Metric tonne)	No	1	
TransportEquipmentUnit.QuantityNet. NetQuantity (*5), (*9), (*10)	Net weight of the dangerous goods excluding respectively their packing, and without the equipment used by the carrier for their transport.	No	1	Enter either both or none
TransportEquipmentUnit.QuantityNet. UnitOfMeasurement (*5), (*7) (*9), (*10)	Indication of the unit of measurement in which the weight is expressed. Possible values are: <b>KGM</b> (Kilogram) <b>TNE</b> (Metric tonne)	No	1	
TransportEquipmentUnit.EmptyUncleaned (*8) (*9)	A transport equipment unit such as a tankcontainer that is empty but not cleaned.	No	1	
NonTransportEquipmentUnit. LocationOnBoard (*6)	<i>See annex 13.4 on page 61</i>	Yes	1	
NonTransportEquipmentUnit.NoOfPackages (*6)	This is the number of packages of this dangerous goods item in a specific location on board	No	1	
NonTransportEquipmentUnit.QuantityGross. GrossQuantity (*6) (*10)	Gross weight of the dangerous goods including respectively their packaging, but without the equipment used by the carrier for their transport.	No	1	Enter either both or none
NonTransportEquipmentUnit.QuantityGross. UnitOfMeasurement (*6) (*7) (*10)	Indication of the unit of measurement in which the weight is expressed. Possible values are: <b>KGM</b> (Kilogram) <b>TNE</b> (Metric tonne)	No	1	
NonTransportEquipmentUnit.QuantityNet. NetQuantity (*6)	Net weight of the dangerous goods excluding respectively their packaging, and without the equipment used by the carrier for their transport.	Yes	1	Enter either both or none
NonTransportEquipmentUnit.QuantityNet. UnitOfMeasurement (*6) (*7)	Indication of the unit of measurement in which the weight is expressed. Possible values are: <b>KGM</b> (Kilogram) <b>TNE</b> (Metric tonne)	Yes	1	
ContactDetails.National.LastName (*11)	Name of the organisation representing the ship in the context of DPG. This may be the company or an agent, dependent on circumstances.  Agent 24 hour contact details	No	2	
ContactDetails.National.FirstName (*11)		No	2	
ContactDetails.National.Locode(*11)		Yes	1	
ContactDetails.National.Phone (*11)		No	1	Including a valid international prefix code
ContactDetails.National.Fax (*11)		No	1	Including a valid international prefix code
ContactDetails.National.Email (*11)		No	1	Structure of e-mail address is valid



NAME	DESCRIPTION	REQUIRED	MAX OCC	VALIDATION RULE
ContactDetails.International.LastName (*11)	Name of the organisation sent to SSN as 24 hour contact	No	1	
ContactDetails.International.FirstName (*11)		No	1	
ContactDetails.International.Locode(*11)	Contact details of the organisation sent to SSN as 24 hour contact	Yes	1	
ContactDetails.International.Phone (*11) (*12)		Yes	1	Including a valid international prefix code
ContactDetails.International.Fax (*11)		No	1	Including a valid international prefix code
ContactDetails.International Email (*11)		No	1	Structure of e-mail address is valid

Table 12: Dangerous and polluting goods data element requirements

	<p>Remarks:</p> <p>1 Totals per DPGItem summed over all TransportEquipmentUnit and NonTransportEquipmentUnit are data elements of SSN response messages and of the IFTDGN message. The following elements are summed by SSB if DPG is requested:</p> <p>a TotalNrOfPackages: This is the total number of packages on all cargo units covered by this cargo item;</p> <p>b TotalQuantityGross. GrossQuantity: Gross weight of the dangerous goods including their packing, but without the equipment used by the carrier for their transport;</p> <p>c TotalQuantityNet.NetQuantity: Net weight of the dangerous goods excluding their packing, and without the equipment used by the carrier for their transport.</p> <p>2 These data elements are by consignment. In the context of dangerous and polluting goods, this is a grouping of dangerous and</p>	<p>polluting goods uniquely identified by a reference to a transport document such as a B/L, a port of loading and a port of discharge. The maximum occurrence is by consignment, however there can be more than one consignment;</p> <p>3 These data elements are by dangerous and polluting goods item (DPG Item). The maximum occurrence is by DPG item, however there can be more than one DPG item in a consignment and more than one consignment;</p> <p>4 The data element EmSNumber is a concatenation of EmS Numbers and each number consists of the letter F (for Fire) or S (for Spillage) followed by a dot and followed by a letter;</p> <p>5 These data elements are by transport equipment unit such as a container or a vehicle containing dangerous and polluting goods. A DPG item can be stored in a transport equipment unit or not stored in a transport equipment unit or both. A DPG item can be stored in more</p>	<p>than one transport equipment unit and a transport equipment unit can contain more than one DPG item. The maximum occurrence is by transport equipment unit, however there can be more than one transport equipment unit by DPG item, more than one DPG item by consignment and more than one consignment;</p> <p>6 These data elements are for DPG items not stored in a transport equipment unit. The same logic applies as explained for transport equipment unit;</p> <p>7 In order to calculate the total quantities at the level of a dangerous goods item, all items should be expressed in either volume units or all items should be expressed in weight units. The CBS message, to be compatible with SSN, foresees weight units kilogram and metric tonnes and also volume unit cubic metres, however we only use weight units;</p> <p>8 EmptyUncleaned is an item that is specific for Belgium;</p>	<p>9 Either include EmptyUncleaned or QuantityNet;</p> <p>10 QuantityGross can only be entered if QuantityNet is entered;</p> <p>11 ContactDetails.National is the real contact like a ships agent and ContactDetails.International is some general contact sent to SSN. The implementing body could choose to put in a ContactDetails.International different from the real agent for privacy or operational reasons and replace it with contacts as for example the GNA or ACC. However, the ContactDetails.International should get access to the information to perform its duties towards SSN, including the possibilities to find contact information about the agent. If the ContactDetails.International is left empty then SSB sends ContactDetails.National to SSN;</p> <p>12 According to SSN XSD reference guide phone is required field for a cargo contact.</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

# 9/ PASSENGER LIST

This section deals with reporting formalities IMO FAL form 6 "Passenger list" and SBC

### 9.1 Passenger list process and business rules

QUESTION	ANSWER
Subscribers How	Aquatask
Report when	1 24 hours before arrival or at the time the ship leaves the previous port, if the voyage time is less than 24 hours or if the port of call is not known or it is changed during the voyage, as soon as this information is available; 2 At Departure
Report what	Passengers on board
Preconditions before reporting	Yes, there should be valid voyage ID
Requirements imposed on reporting party	Yes, SPN imposes certain conditions on reporting parties in order to allow these parties to report persons on board. This includes among others: 1 Being established in Belgium or at least having a Belgian affiliate; 2 Having an official Belgian company number (ondernemingsnummer); 3 The company charter should clearly state the right to deal with crew and passenger lists, 4 A clear mandate from the shipping company to handle on their behalf the person-related information for ships arriving at or departing from Belgian ports. 5 Well defined procedures on how to interact with SPN. Above list is non-limitative and the exact details are to be negotiated with SPN.
Is there reference data	CountryCode
Central management of reference data	No

Table 13: Passenger list process and business rules

### 9.2 Passenger list data requirements

#### Use of other data for passenger list

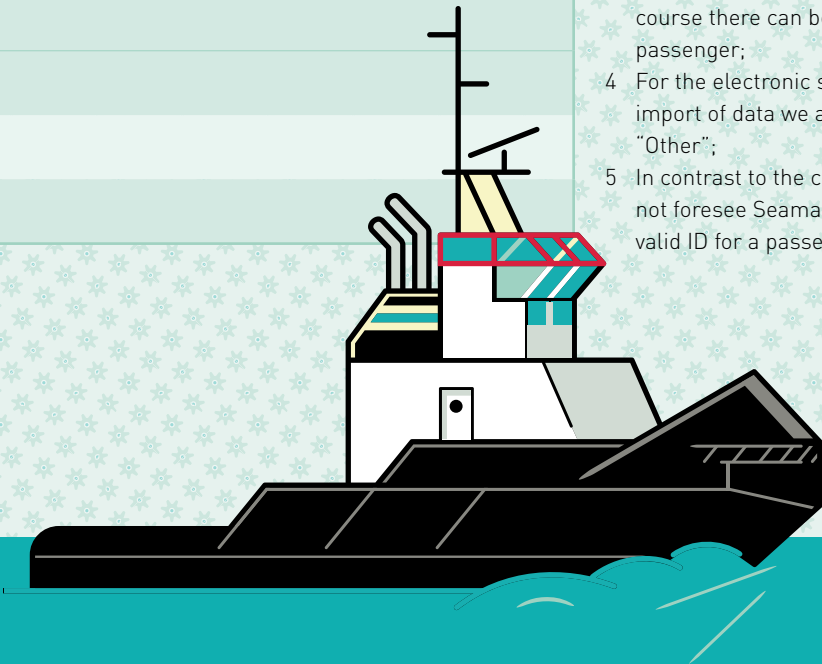
- The following data elements are defined in FAL form 6, IMO Passenger List, but are listed in *section 4 General declaration on page 11*.
  - ShipName;
  - IMONumber;
  - CallSign;
  - VoyageNumber;
  - PortOfCall;
  - ETAToPortOfCall, ATAPortOfCall;
  - ETDFromPortOfCall, ATDPortOfCall;
  - Flag.
- There is one contact for all people on board information such as a ships agent. This is defined in *section 11.2 Crew list data requirements on page 47*. This contains the following data elements:
  - Contactdetails.Name;
  - Contactdetails.Phone;
  - Contactdetails.Fax;
  - Contactdetails.Email.



Passenger list specific data elements.

NAME	DESCRIPTION	REQUIRED	MAX OCC	VALIDATION RULE
NumberOfPassengers (*1) (*2)	Number of passengers	Yes	1	Remarks: 1 The number of passengers must be identical to the number of records in the passenger list. This is a separate data element since this info can be required before the passenger list is filled in; 2 NumberOfPassengers, NumberOfStowaway <i>(See section 10.2 on page 43)</i> and NumberOfCrew <i>(See section 11.2 on page 47.)</i> are added together to TotalPersonsOnBoard; 3 The maximum number of occurrences is by passenger, but of course there can be more than one passenger; 4 For the electronic submission or import of data we also foresee "Other"; 5 In contrast to the crew list we do not foresee Seamansbook as a valid ID for a passenger.
FamilyName	Family name or surname as in passport or valid ID Document	Yes	1	
GivenName	Given name or first name as in passport or valid ID Document	Yes	1	
Nationality	The stated or factual country of citizenship shown on the passenger's identification document. The Alpha-2 code (two-digit flag code) in accordance with the standard ISO 3166-1.	Yes	1	
DateOfBirth	Date of birth	Yes	1	
PlaceOfBirth	Place of birth, city name or similar	Yes	1	
PortOfEmbarkation	Locode of the port of embarkation	Yes	1	
PortOfDisembarkation	Locode of the port of disembarkation	Yes	1	
Transit	Transit passenger or not	Yes	1	
NumberVisa	Visa number or Residence Permit number, as applicable	No		
NumberResidencePermit		No	1	
NatureOfIdentityDocument (*4) (*5)	Possible values include: <b>"Passport"</b> , <b>"PictureId"</b>	Yes	1	
NumberOfIdentityDocument	Registration number of the specified document	Yes	1	

Table 14: Passenger list data element requirements



# 10/ STOWAWAY LIST

This section deals with reporting formality “Stowaway list” and SBC

## 10.1 Stowaway list process and business rules

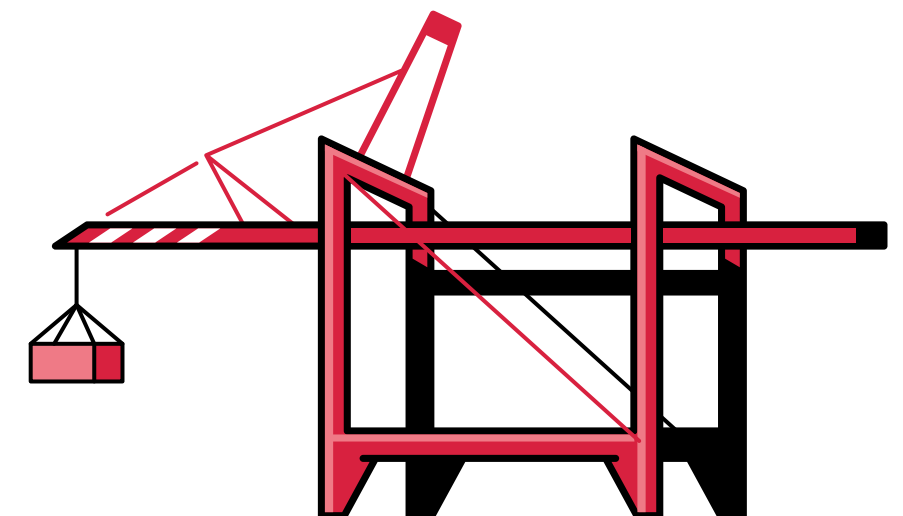
QUESTION	ANSWER
<b>Subscribers</b> <b>How</b>	Aquatask
<b>Report when</b>	<ol style="list-style-type: none"><li>24 hours before arrival or at the time the ship leaves the previous port, if the voyage time is less than 24 hours or if the port of call is not known or it is changed during the voyage, as soon as this information is available;</li><li>Departure</li></ol>
<b>Report what</b>	Stowaways on board
<b>Preconditions before reporting</b>	Yes, there should be valid voyage ID
<b>Requirements imposed on reporting party</b>	<p>Yes, SPN imposes certain conditions on reporting parties in order to allow these parties to report persons on board. This includes among others:</p> <ol style="list-style-type: none"><li>Being established in Belgium or at least having a Belgian affiliate;</li><li>Having an official Belgian company number (ondernemingsnummer);</li><li>The company charter should clearly state the right to deal with crew and passenger lists;</li><li>A clear mandate from the shipping company to handle on their behalf the person-related information for ships arriving at or departing from Belgian ports;</li><li>Well defined procedures on how to interact with SPN.</li></ol> <p>Above list is non-limitative and the exact details are to be negotiated with SPN.</p>
<b>Is there reference data</b> <b>Central management of reference data</b>	CountryCode No

Table 15: Stowaway list process and business rules

## 10.2 Stowaway list data requirements

### Use of other data for stowaway list

- The stowaway data elements are based on IMO FAL form 6 and the passenger list data elements *[See section 9.2 on page 39]*. The following data elements mentioned on that form are defined in *section 4 General declaration on page 11*.
  - ShipName;
  - IMONumber;
  - CallSign;
  - VoyageNumber;
  - PortOfCall;
  - ETAToPortOfCall, ATAPortOfCall;
  - ETDFromPortOfCall, ATDPortOfCall;
  - Flag.
- There is one contact for all people on board information such as a ships agent. This is defined in *section 11.2 on page 47*. This contains the following data elements:
  - Contactdetails.Name;
  - Contactdetails.Phone;
  - Contactdetails.Fax;
  - Contactdetails.Email.



Stowaway list specific data elements.

NAME	DESCRIPTION	REQUIRED	MAX OCC	VALIDATION RULE
NumberOfStowaways (*2) (*3)	Number of stowaways	Yes	1	
FamilyName (*1)	Family name or surname as in passport or valid ID Document	No	1	FamilyName or DescriptionStowaway must be given
DescriptionStowaway (*1)	Personal characteristics of the stowaway, to be entered in case FamilyName is not known	No	1	
GivenName	Given name or first name as in passport or valid ID Document	No	1	
Nationality	The stated or factual country of citizenship shown on the stowaway's identification document. The Alpha-2 code (two-digit flag code) in accordance with the standard ISO 3166-1.	No	1	
DateOfBirth	Date of birth	No	1	
PlaceOfBirth	Place of birth, city name or similar	No	1	
PortOfEmbarkation	Locode of the port of embarkation	No	1	
NumberVisa	Visa number or Residence Permit number, as applicable	No		
NumberResidencePermit		No	1	
NatureOfIdentityDocument (*4) (*5)	Possible values include: <b>"Passport"</b> , <b>"PictureId"</b>	No	1	
NumberOfIdentityDocument	Registration number of the specified document	No	1	

Table 16: Stowaway list data element requirements

Remarks:

- 1 This list is very similar to the passenger list specific data elements *(See section 9.2 on page 39)* except for:

a Naturally this is about stowaways not passengers, so where appropriate names are adapted accordingly;

b In contrast to the passenger list data elements everything is set optional for stowaways;

- c There is a supplementary data element DescriptionStowaway where some characteristics of the stowaway can be described in case the name is not available. So either data element should be filled in;
- d Port of disembarkation is not available for stowaways.
- 2 The number of stowaways must be identical to the number of records in the stowaway list. This

- is a separate data element since this info can be required before the stowaway list is filled in;
- 3 The maximum number of occurrences is by stowaway, but of course there can be more than one stowaway;
- 4 NumberOfPassengers *(See section 9.2 on page 39)*, NumberOfStowaway and NumberOfCrew *(See section 11.2 on page 47)* are added together to

- TotalPersonsOnBoard;
- 5 For the electronic submission or import of data we also foresee "Other";
- 6 In contrast to the crew list we do not foresee Seamansbook as a valid ID for a stowaway.

# 11/ CREW LIST

This section deals with reporting formalities IMO FAL form 5 "Crew list" and SBC

## 11.1 Crew list process and business rules

QUESTION	ANSWER
Subscribers How	Aquatask
Report when	1 24 hours before arrival or at the time the ship leaves the previous port, if the voyage time is less than 24 hours or if the port of call is not known or it is changed during the voyage, as soon as this information is available; 2 Departure
Report what	Crew members on board
Preconditions before reporting	Yes, there should be valid voyage ID
Requirements imposed on reporting party	Yes, SPN imposes certain conditions on reporting parties in order to allow these parties to report persons on board. This includes among others: 1 Being established in Belgium or at least having a Belgian affiliate; 2 Having an official Belgian company number (ondernemingsnummer); 3 The company charter should clearly state the right to deal with crew and passenger lists, 4 A clear mandate from the shipping company to handle on their behalf the person related information for ships arriving at or departing from Belgian ports 5 Well defined procedures on how to interact with SPN. Above list is non-limitative and the exact details are to be negotiated with SPN.
Is there reference data Central management of reference data	CountryCode No

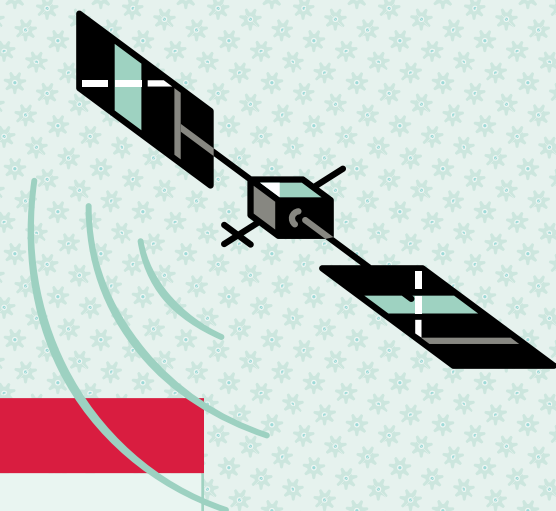
Table 17: Crew list process and business rules

## 11.2 Crew list data requirements

### Use of other data for crew list

The crew list data elements are based on IMO FAL form 6. The following data elements mentioned on that form are defined in [section 4 General declaration on page 11](#).

- 1 ShipName;
- 2 IMONumber;
- 3 CallSign;
- 4 VoyageNumber;
- 5 PortOfCall;
- 6 ETAToPortOfCall, ATAPortOfCall;
- 7 ETDFromPortOfCall, ATDPortOfCall;
- 8 Flag;
- 9 LastPort.



Crew list specific data elements.

NAME	DESCRIPTION	REQUIRED	MAX OCC	VALIDATION RULE
NumberOfCrew (*1) (*2)	Number of crew	Yes	1	
FamilyName (*4)	Family name or surname as in passport or valid ID Document	Yes	1	
GivenName (*4)	Given name or first name as in passport or valid ID Document	Yes	1	
RankOrRating (*4)	Crew duty or rank. The list is based on ISO 28005-2:2011 Security management systems for the supply chain – Electronic port clearance (EPC) Core data elements, annex C onboard and shore duty codes	Yes	1	
Nationality	The stated or factual country of citizenship shown on the passenger's identification document. The Alpha-2 code (two-digit flag code) in accordance with the standard ISO 3166-1.	Yes	1	
DateOfBirth	Date of birth	Yes	1	
PlaceOfBirth	Place of birth	Yes	1	
NumberVisa	Visa number or Residence Permit number, as applicable	No		
NumberResidencePermit		No	1	
NatureOfIdentityDocument (*4)	Possible values include: <b>"Passport"</b> , <b>"PictureId"</b> , <b>"Seamansbook"</b>	Yes	1	
NumberOfIdentityDocument	Registration number of the specified document	Yes	1	
Contactdetails.Name (*5)	Name of the organisation representing the ship to be contacted concerning the crew, passenger and stowaway. This may be the company or an agent, dependent on circumstances	Yes	1	
Contactdetails.Phone (*5)	24 Hour contact details	No	1	Including a valid international prefix code
Contactdetails.Fax (*5)		No	1	Including a valid international prefix code
Contactdetails.Email (*5)		No	1	Structure of e-mail address is valid

- Remarks:
1. The number of crew must be identical to the number of records in the crew list. This is a separate data element since this info can be required before the stowaway list is filled in;
  2. NumberOfPassengers  
*(See section 9.2 on page 39),*  
NumberOfStowaway  
*(See section 10.2 on page 43)* and  
NumberOfCrew added together to  
TotalPersonsOnBoard;
  3. The maximum number of occurrences is by crew member, but of course there can be more than one crew member;
  4. The crew list must contain one and only one crew member with the rank of 'master';
  5. For the electronic submission or import of data we also foresee the value "Other";
  6. Party such as a ships agent to be contacted about crew, passenger and stowaway.

Table 18: Crew list data element requirements

12/ MDH

This section is about Maritime Declaration of Health as defined in the international health regulation.

12.1 MDH process and business rules

QUESTION	ANSWER
Subscribers How	SAM
Report when	24 hours before arrival or at the time the ship leaves the previous port, if the voyage time is less than 24 hours or if the port of call is not known or it is changed during the voyage, as soon as this information is available. It is recommended that the MDH is submitted as soon as a problem is known, so that the appropriate measures can be taken by the health authorities, however the MDH cannot be logged until a voyage has been made in the PCS. The IHR article 37 states ... on arrival or in advance ...
Report what	Information about sanitation control, inspections, the general health situation on board and details of sick persons
Preconditions before reporting	A valid voyage ID
Requirements imposed on reporting party	No
Is there reference data	Yes, Locodes and RankorRating
Central management of reference data	No

Table19: MDH process and business rules

12.2 MDH data requirements

Use of other data for MDH

The maritime declaration of health is based on IHR Annex 8. The following data elements mentioned on that form are defined in *section 4 General declaration on page 11*.

- 1 General information about ship and voyage  
*Section 4 General declaration on page 11*.
  - a ShipName;
  - b IMONumber;
  - c LastPort;
  - d NextPort;
  - e Flag;
  - f PortOfCall;
  - g GrossTonnage.
- 2 Information about Passengers  
*Section 9.2 Passenger list data requirements on page 39*
  - a NumberOfPassengers;
- 3 Information about stowaways  
*Section 10.2 Stowaway list data requirements on page 43*
  - a NumberOfStowaways;
- 4 Information about crew  
*Section 11.2 Crew list data requirements on page 47*
  - a NumberOfCrew;
- 5 List ports of call.  
According to Health Business Rule 4, the list of the last 10 calls at port facilities submitted as part of the security notification will be re-used for the purpose of compiling the information required in terms of the MDH for reporting the previous ports of call.  
*See section 6.2 on page 21*.



MDH specific data elements.

NAME	DESCRIPTION	REQUIRED	MAX OCC	VALIDATION RULE
SanitationCertificateOrExemption	Valid Sanitation Control Exemption or Control Certificate carried on board? Possible values are <b>"None"</b> , <b>"Exemption"</b> , <b>"Certificate"</b>	Yes	1	
PlaceOfIssue (*1)	Location where the sanitation control exemption or sanitation control certificate was issued.	No	1	PlaceOfIssue and DateOfIssue are Required if Sanitation-CertificateOrExemption is "Exemption" or "Certificate"
DateOfIssue (*1)	Location where the sanitation control exemption or sanitation control certificate was issued.	No	1	
Inspection (*1)	Type of inspection required. Possible values are <b>"NoInspection"</b> , <b>"ReInspection"</b> and <b>"FullInspection"</b>	Yes	1	If DateOfIssue < Today - 6 months then Inspection = Full inspection
WaterSample	Do you wish that a water sample be taken	Yes	1	WaterSample = False If Inspection <> "FullInspection"
Remark	Free text field about inspection or re-inspection or about the water sample	No	1	
PortOfCallInInfectedArea (*2)	Locode of a port of call in an according to the WHO infected area	Yes	1	
DateOfCallInInfectedArea (*2)	Date the ship visited this port.	Yes	1	
NumberOfDeaths (*3)	The number of persons who died from a disease"	Yes	1	
DiseaseOnBoard (*3)	Is there on board or has there been during the international voyage any case of disease which you suspect to be of an infectious nature?	Yes	1	
IllPersonsGreaterThanExpected	Has the total number of ill persons during the voyage been greater than normal / expected?	Yes	1	
NumberOfIllPersons	Number of ill persons during the voyage	Yes	1	
IllPersonsNow (*3)	Is there any sick person on board now? If YES, state particulars in MDH Attachment.	Yes	1	
MedicalConsulted (*3)	Was a medical practitioner consulted? If YES, state particulars of medical treatment or advice provided in MDH Attachment.	Yes	1	
InfectionConditionOnBoard (*3)	Are you aware of any condition on board which may lead to infection or the spread of disease?	Yes	1	
TypeSanitaryMeasure (*4)	Examples of sanitary measures are quarantine, isolation, disinfection or decontamination. Required if "Sanitary measure" is Yes.	Yes	1	
PlaceSanitaryMeasure (*4)	The place where sanitary measure has been taken.	No	1	
DateSanitaryMeasure (*4)	Date when sanitary measure has been taken. Required if "Sanitary measure" is "Yes"	No	1	
SickAnimal	Is there a sick animal or pet on board?	Yes	1	

NAME	DESCRIPTION	REQUIRED	MAX OCC	VALIDATION RULE
NumberMDHAttachment (*4) (*6)	A sequential number of the MDH attachment automatically generated by the system	Yes	1	
TypePersonOnBoard (*4) (*6)	Type of person on board Possible values are “ <b>Crew</b> ”, “ <b>Passenger</b> ” or “ <b>Stowaway</b> ”	Yes	1	
EmbarkationDate (*4) (*6)	Date when the person embarked the ship	No	1	
Illness (*4) (*6)	Nature of illness	Yes	1	
SymptomsDate (*4) (*6)	Date of onset of symptoms	No	1	
NamePortMedicalOfficer (*4) (*6)	The name of a port medical officer to whom this case has been reported	No	1	
CaseStatus (*4) (*6)	Status of the person Possible values are “ <b>Recovered</b> ”, “ <b>Still ill</b> ” or “ <b>Died</b> ”	Yes	1	
CaseDisposal (*4) (*6)	Disposal of the person is Possible values are “ <b>On board</b> ”, “ <b>Evacuated</b> ”	Yes	1	
LocationOfEvacuation.LocationName (*4) (*6)	Name of the port or airport where person was evacuated	No	1	If CaseDisposal is “On Board” then both Locode and LocationName are empty; If CaseDisposal is “Evacuated” then either Locode or LocationName are not empty, but not both.
LocationOfEvacuation.Locode (*4) (*6)	Name of the port or airport where person was evacuated	No	1	
Treatment (*4) (*6)	Drugs, medicines or other treatment given to the patient	No	1	
Comment (*4) (*6)	General remark about the case	No	1	
Contactdetails.Name (*7)	Name of the organisation representing the ship to be contacted concerning the MDH. This may be the company or an agent, dependent on circumstances	Yes	1	
Contactdetails.Phone (*7)	24 Hour contact details	No	1	Including a valid international prefix code
Contactdetails.Fax (*7)		No	1	Including a valid international prefix code
Contactdetails.Email (*7)		No	1	Structure of e-mail address is valid

Table 20: MDH data element requirements

Remarks:

- 1 PlaceOfIssue and DateOfIssue is pre-set to values of a previous voyage if the known DateOfIssue is less than 6 months ago and if the same document type is selected. These values can be changed;
- 2 Number of occurrences is by port

- of call in affected areas, but there can be more than one port of call in affected areas;
- 3 The following behaviour is related to health question 1, 2, 4, 5 and 6 which specify giving more details in the MDH attachment. If DiseaseOnBoard or IllPersonsNow

- or MedicalConsulted or Infection-ConditionOnBoard are set to Yes or NumberOfDeaths <> 0 then and only then shall MDHAttachment contain detailed rows.
- 4 Number of occurrences is by sanitary measure but there can be more sanitary measures tak-

- en in the same or other places and dates;
- 5 Number of occurrences is by row in the MDH attachment, but there can be more than one row in the MDH attachment
- 6 Party like a ships agent to be contacted about MDH.

13/ ANNEXES

13.1 Explanation of tables

- 1 Summary of requirements.

a This is an explanation to the following table:

i Table 2: Summary of requirements on page 8

b Explanation of this table:

i Section to the relevant section of the SRS;

ii Legal basis;

iii When: Arrival, Departure, and number of hours before ETA;

iv Preconditions: Are there any preconditions before this data can be reported. There should be a valid Visit-ID;

v Requirements reporting Party: Are there any requirements imposed on the reporting party other than to have a valid account in the PCS;

vi Form. Which form is this based on? Examples are FAL, IMO, etc. ;

vii Subscriber: Who could receive this information? Partial if the subscriber can only receive part of the information;

viii SSN PortPlus: Goes to SafeSeaNet and if so is included in PortPlus message. If this is mandatory in the PortPlus message (M) is added, otherwise (O) for optional;

ix CBS: Number of CBS message;

x FSB: Is this information transmitted over the Federal Service Bus;

xi Approving: The approval is given by the MSW steering committee and the authority or work group that gives final approval of this section of the SRS.
- 2 Process and business rules

a This is an explanation to the following tables:

i Table 3: General declaration process and business rules;

ii Table 7: ISPS process and business rules on page 20;

- iii Table 9: Waste and cargo residues process and business rules on page 27;
- iv Table 11: Dangerous and polluting goods process and business rules on page 30;
- v Table 13: Passenger list process and business rules on page 38;
- vi Table 15: Stowaway list process and business rules;
- vii Table 17: Crew list process and business rules on page 46;
- viii Table 19: MDH process and business rules on page 50.

b Explanation of these tables:

QUESTION	MEANING
<b>Subscribers</b> <b>How</b>	Who should get this information either as a CBS partner or by getting read-only access to a system or other means?
<b>Report when</b>	To be reported at arrival, departure or moves and how many hours before?
<b>Report what</b>	Details about what exactly is to be reported. E.g. Is it load/unloaded or the amount staying on board?
<b>Preconditions before reporting</b>	What are the conditions before this reporting formality can be fulfilled?
<b>Requirements imposed on reporting party</b>	Are there any particular requirements imposed on the reporting party?
<b>Is there reference data</b> <b>Central management of reference data</b>	Is there reference data and if so is this managed centrally?

Table 21: Description of process and business rules

- 3 Data element requirements

a This is an explanation to the following tables:

i Table 4: General declaration data requirements on page 14;

ii Table 6: Port state control data requirements on page 18;

iii Table 8: ISPS data element requirements on page 22;

iv Table 10: Waste and cargo residues data element requirements on page 28;

v Table 12: Dangerous and polluting goods data element requirements on page 32;

vi Table 14: Passenger list data element requirements on page 40;

vii Table 16: Stowaway list data element requirements on page 44;

viii Table 18: Crew list data element requirements on page 48;

ix Table 20 MDH data element requirements on page 52.

b Explanation of these tables:

i Name and description of the data element;

ii Required: Is Yes if this is this a mandatory data element, Con (conditional) data element or No if it is never required. Conditional means that this data element is required if some other condition is fulfilled, in which case this condition is defined in the validation rule. Note that minimal number of occurrences is 0 if the data element is not required and 1 if the data element is required;

iii Max Occ: Maximum number of occurrences. "n" Means that an unlimited number of data elements can occur;

13.2 Terminology and abbreviations

ABBREVIATION	DESCRIPTION
<b>Apics</b>	Antwerp Port Information and Control System, the PCS of the port of Antwerp
<b>ATA</b>	Actual time of arrival
<b>ATD</b>	Actual time of departure
<b>B/L</b>	Bill of Lading
<b>CBS</b>	Central Broker System. Information about messages can be found in the CBS wiki <a href="https://www.loodswezen.be/CBSWiki/doku.php">https://www.loodswezen.be/CBSWiki/doku.php</a>
<b>CPP</b>	Commission for the protection of privacy <a href="https://www.privacycommission.be/en">https://www.privacycommission.be/en</a> See also PC
<b>CSO</b>	Company Security Officer
<b>DG</b>	Dangerous goods. This abbreviation is sometimes used instead of DPG.
<b>DG Move</b>	Directorate General Mobility and Transport
<b>DPG</b>	Dangerous or polluting good
<b>Edifact</b>	Electronic Data Interchange For Administration, Commerce and Transport
<b>eMS</b>	Expert group on Maritime administrative Simplification and electronic information services lead by DG Move
<b>Ems</b>	Emergency schedules Emergency response procedures for ships carrying dangerous goods.
<b>Enigma</b>	Electronic Network for Information in the Ghent Maritime Area, the PCS of the port of Ghent
<b>Ensor</b>	Electronic Network System for the Ostend Region, the PCS of the Port of Ostend
<b>EU</b>	European Union
<b>FAL</b>	The Convention on Facilitation of International Maritime Traffic (FAL Convention) includes in its Standard 2.1 a list of documents which public authorities can demand of a ship and recommends the maximum information and number of copies which should be required
<b>FPS</b>	Federal Public Service
<b>FSB</b>	Federal Service Bus
<b>GISIS</b>	Global Integrated Shipping Information System
<b>GVT</b>	Government is an organization type that can issue an ISSC. This is used as one value for ISSC IssuerType, the other one being "RSO"

ABBREVIATION	DESCRIPTION
<b>Hazmat</b>	Hazardous material
<b>IBC</b>	The International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk
<b>ICT</b>	Information and Communication Technology
<b>IFTDGN</b>	International Forwarding and Transport Dangerous Goods Notification
<b>IGC</b>	The International Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk
<b>IMDG</b>	International Maritime Dangerous Goods Code
<b>IMO</b>	International Maritime Organization
<b>IMSBC</b>	The International Maritime Solid Bulk Cargoes Code
<b>INEA</b>	Innovation and Networks Executive Agency <a href="http://inea.ec.europa.eu/">http://inea.ec.europa.eu/</a>
<b>INF</b>	The International Code for the Safe Carriage of Packaged Irradiated Nuclear Fuel, Plutonium and High-Level Radioactive Wastes on Board Ships (INF Code)
<b>Inmarsat</b>	<a href="http://www.inmarsat.com/">http://www.inmarsat.com/</a>
<b>ISM</b>	International Safety Management <a href="http://www.imo.org/">http://www.imo.org/</a>
<b>ISO</b>	The International Organization for Standardization
<b>ISPS</b>	International Ship and Port Facility Security Code
<b>ISSC</b>	International Ship Security Certificate
<b>ITU</b>	International Telecommunication Union <a href="http://www.itu.int">http://www.itu.int</a>
<b>Locode</b>	Unique 5 character code identifying a location such as a port
<b>MARPOL</b>	The International Convention for the Prevention of Pollution from Ships (MARPOL) is the main international convention covering prevention of pollution of the marine environment by ships from operational or accidental causes
<b>MDH</b>	Maritime Declaration Of Health
<b>MID</b>	Maritime Identification Digits (MID first 3 digits) according to the code allocated to a country (ITU regulation)
<b>MIK</b>	Het Maritiem Informatie Kruispunt. Maritime Information Interchange.

ABBREVIATION	DESCRIPTION
<b>MMSI</b>	Maritime Mobile Service Identity
<b>MSW</b>	Maritime Single Window
<b>n/a</b>	Not applicable
<b>Occ</b>	Occurrence
<b>PCS</b>	Port Community System
<b>PC</b>	Privacy Commission <a href="https://www.privacycommission.be/en">https://www.privacycommission.be/en</a> See also CPP
<b>PSC</b>	Port State Control
<b>REQ</b>	Requirement
<b>RFD</b>	Reporting Formalities Directive
<b>R-O</b>	Read Only
<b>Ro-Ro</b>	Roll-on-Roll-off ship
<b>RSO</b>	A Recognized Security Organization is an organization type that can issue an ISSC. This is used as one value for ISSC IssuerType, the other being "GVT"
<b>SAM</b>	Sanitas Ad Mare an ICT application from Saniport that retrieves and stores among others the MDH
<b>Solas</b>	International Convention for the Safety of Life at Sea
<b>SBC</b>	Shengen Borders Code
<b>SPN</b>	Maritime and River Police
<b>SRS</b>	System Requirement Specification
<b>SSB</b>	SafeSeaBel, the Belgian node of SafeSeaNet
<b>SSN</b>	SafeSeaNet
<b>SSP</b>	Ship Security Plan
<b>UI</b>	User Interface
<b>UNECE</b>	United Nations Economic Commission for Europe
<b>UTC</b>	Coordinated Universal Time.
<b>WHO</b>	World Health Organization <a href="http://www.who.int/en/">http://www.who.int/en/</a>
<b>XML</b>	Extensible Markup Language
<b>Zedis</b>	Zeebrugge Electronic Data Interchange Service, the PCS of the port of Zeebrugge

Table 22: Terminology and abbreviations

### 13.3 Overview reference data

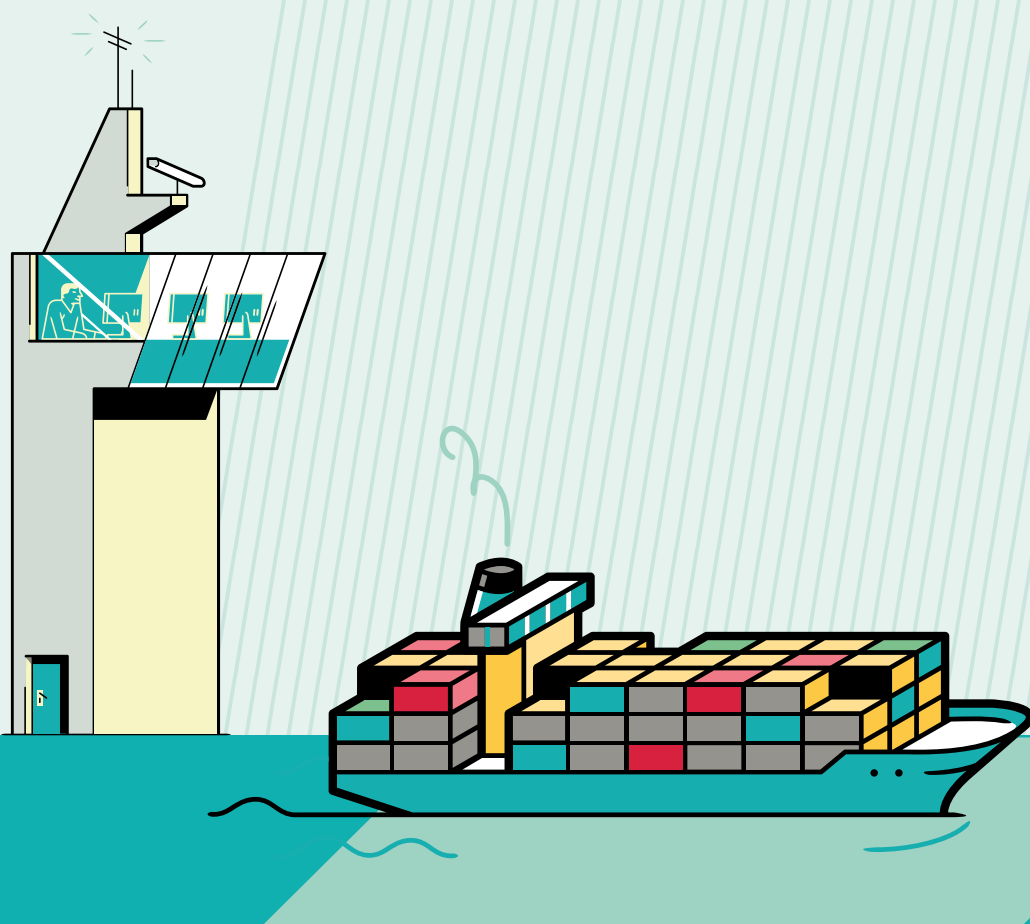
NAME	DESCRIPTION
Call Purpose	UN/Edifact 8025 "Conveyance call purpose description code" and is used for purpose of call needed among others for customs and ISPS and for ISPS ship to ship activity.
Ship type	According to UNECE CEFACT Recommendation no. 28, Codes for types of means of transport, revision 4.1. Mode 1 indicates that this is type for maritime transport, while mode 8 is for inland water transport. E.g. the code for a maritime grain vessel is 1501. For the transmission of information to SSN, the mode indicator is omitted. E.g. a grain vessel is transmitted as 501.
Waste codes	List of the waste type codes as approved by the eMS group in the Waste Business Rules and copied from annex B of XML messaging reference guide version 03.02. Remark that MARPOL Annex VI-wastes ("Ozone Depleting Substances" en "Scrubber waste") are not included in this list
Package type	According to the two-letter alphabetic code of annexes V and VI of UNECE R21 revision 9e of 2012 EDIFACT codes (7065). This list is downloaded from <a href="http://www.unece.org/tradewelcome/areas-of-work/un-centre-for-trade-facilitation-and-e-business-uncefact/outputs/cefactrecommendationsrec-index/list-of-trade-facilitation-recommendations-n-21-to-24.html">http://www.unece.org/tradewelcome/areas-of-work/un-centre-for-trade-facilitation-and-e-business-uncefact/outputs/cefactrecommendationsrec-index/list-of-trade-facilitation-recommendations-n-21-to-24.html</a>
Crew rank or rating	The following list is based on ISO 28005-2:2011 Security management systems for the supply chain – Electronic port clearance (EPC) Core data elements, annex C onboard and shore duty codes
CountryCode	The Alpha-2 code (two-digits flag code) in accordance with the standard ISO 3166-1

Table 23: Reference data

### 13.4 Location on board

The following formats for Stowage cells are recommended:

- Container vessels:  
As per ISO standard: Bay/Row/Tier in format: BBBRRTT. If Bay number is less than 3 characters it must be filled with leading zeros, e.g. "0340210";
- Feeder vessels  
As per ISO standard: Hatch/Tier/Row in format: *HHHTTRR*. If hatch number is less than 3 characters it must be filled with leading zeroes:
- Ro-ro vessels:  
Deck/Bay/Row/Tier in format: DDBBBRRT;
- General cargo vessels:  
3 to 9 characters, with firstly 3 characters (mandatory) for the cell number (01, 02, etc.) followed by with a further indication: S (starboard), P (Portside) of C (Centre).



FOR MORE INFORMATION, SEE  
**[www.mswbelgium.be](http://www.mswbelgium.be)**