Explanatory note of the contents of each sheet of AnNa spreadsheet 1.2

➢ List of sheets :

Name of the sheet	Forms included in the directive 2010/65/EU	To integrate in VIGIEsip Port Community System
Arrival_Or_Departure	FAL1 IMO general declaration	
Cruise	FAL1 IMO general declaration	
Crew_List	FAL5 Crew list	X
Pax_List	FAL6 Passenger list	X
Stowaway_List	FAL4 Crew's effects declaration	
Ship_Stores	FAL3 Ship's store declaration	
Waste_And_Residues	WASTE Garbage and waste	X
Dangerous_And_Poluting_Goods	FAL7 Dangerous goods	X
Security	ISPS Security informations	X

The sheets Crew_List, Pax_List, Waste_And_Residues, Dangerous_And_Poluting_Goods and Security must be present in the AnNa file so that the data contained in these sheets are integrated in VIGIEsip. In the case where the ship is not required to declare passengers or dangerous substances, or if it is exempted from certain formalities, the file AnNa to integrate in VIGIEsip can be lightened without including the 5 sheets quoted above .

A sheet to keep is the "version" sheet, which allows the system to identify that the file provided is well presented in its latest version.

➢ Contents of sheets :

Sheet Crew_list :

- *Family name : name

- *Given name(s) : first name

- *Nationality : The stated or factual country of citizenship shown on the crew's identification document. It is to be filled with country code

- *Date of birth : Date of birth. Date Format: YYYY-MM-DD or DD/MM/YYYY or DD.MM.YYYY. Incomplete dates are not allowed.

- *Place of birth : It is to be filled with country code.

- *Nature of identity document : The types of documents are muster book, passport or other legal identity card with picture. If none of this is available, other shall be used.

- *Number of identity document : Registration number of the specified document.

- ***Rank or rating :** Crew duty or rank (including master).

- **No :** Sequence number of crew.

- **Visa/Residence Permit number** : Visa or residence permit number

- **Effects ineligible for relief from customs duties and taxes or subject to prohibitions or restrictions :** Ineligible effects of customs duties and taxes or subject to prohibitions or restrictions (eg wines, spirits, cigarettes, tobacco, etc.).

<mark>Data without asterisks are not required.</mark>

Sheet Pax_list :

- ***Family name** : Family name or surname as in passport or valid ID Document.

- ***Given name(s)** : Given name or first name as in passport or valid ID Document.

- ***Nationality** : The stated or factual country of citizenship shown on the passenger's identification document. It is to be filled with country code.

- ***Date of birth :** Date of birth. Date Format: YYYY-MM-DD or DD/MM/YYYY or DD.MM.YYYY. Incomplete dates are not allowed.

- ***Place of birth :** It is to be filled with country code.

- ***Nature of identity document :** The types of documents are muster book, passport or other legal identity card with picture. If none of this is available, other shall be used.

- ***Number of identity document :** Registration number of the specified document.

- ***Port of embarkation :** Port where the passenger embarked the ship. The port is identified by its 5-character LOCODE.

- ***Port of disembarkation :** Port where the passenger disembarked the ship. The port is identified by its 5-character LOCODE.

- ***Transit passenger or not :** If the passenger is a transit passenger in this port call, i.e., if the passenger enters the ship again before departure. This is a yes / no data element.

- ***No :** Sequence number of passenger.

- **Visa/Residence Permit number** : Visa or residence permit number

<mark>Data without asterisks are not required.</mark>

Sheet Waste_And_Residues :

- ***Are you delivering ? :** Are you delivering all, some, none of your waste in the harbor reception facilities.

- ***Port of last delivery :** Last port in which the waste generated by the ship has been deposited. The port is identified by a five-character locode.

- ***Date of last delivery** : Last date on which the ship's waste was deposited.

- ***Waste type :** Type of waste List provided in the file.

- **Waste type code :** Automatic choice based on the list of waste types provided in the file.

- **Waste type description :** Free text description of waste type

- ***Waste to be delivered (m³) :** Quantity in cubic metres (m3) of waste to be delivered in port. This can be an estimate.

- ***Maximum dedicated storage capacity :** Quantity in cubic metres (m3) of maximum dedicated storage capacity

- ***Amount of waste retained on board (m³) :** Quantity in cubic metres (m3) of waste to be retained on board

- ***Port at which remaining waste will be delivered :** The port is identified by its 5-character LOCODE

- ***Estimated amount of waste to be generated (m³) :** Estimate amount of waste to be generated between notification and next port of call in cubic metres (m3).

- ***Waste that has been delivered at the last port of delivery identified above (m3)** : Quantity of waste that was deposited at the last delivery port above (m³).

- **Observations /Notes / Remarks** : Remarks.

==Data without asterisks are not required.==

Sheet Dangerous_And_Poluting_Goods :

- ***DG classification :** Values: "IMDG", "IGC", "IBC", "MARPOL_ANNEX1", "IMSBC"

- ***IMO Hazard Class :** IMO Hazard class (IMDG-IBC-IGC codes) of DPG. IMDG list :

1   Explosives
1.1 Explosives with a mass explosion hazard
1.1B   Explosives with a severe projection hazard
1.1C   Explosives with a fire
1.1D   Minor fire or projection hazard
1.1E   An insensitive stance with a mass explosion hazard
1.1J Extremely insensitive articles
1.2 Gases
1.2D   Flammable Gas
1.3 Non-Flammable Gases
1.3C   Poisonous Gases
1.3J Flammable Liquids
1.4 Flammable solids or stances
1.4C   Flammable solids
1.4D   Spontaneously combustible solids
1.4G   Dangerous when wet
1.4S   Oxidizing stances and organic peroxides
1.5 Oxidizing agent
1.6 Organic peroxide oxidizing agent
2   Toxic and infectious stances
2.1 Poison
2.2 Biohazard
2.3 Radioactive stances
3   Corrosive stances
4   Miscellaneous dangerous stances and articles
4.1 Flammable Solids or Substances
4.2 Flammable solids

4.3 Substances which, in contact with water, emit flammable gases
5 Oxidizing substances and Organic peroxides
5.1 Oxidizing substances (agents) by yielding oxygen increase the risk and intensity of fire
5.2 Organic peroxides - most will burn rapidly and are sensitive to impact or friction
6 Toxic substances and Infectious substances
6.1 Toxic substances
6.2 Infectious substances
7 Radioactive Substances
8 Corrosives
9 Miscellaneous dangerous substances and articles

- ***UN Number :** UN number of DPG. Please use '9999' if UN number not existing.

- ***Transport Unit ID :** Identification of the transport equipment. For containers, this shall be the identification code as defined in ISO 6346 (limited to goods under IMDG code)

- ***Textual Reference :** 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.

- ***On Board Location :** The position or place where goods are stored on board the vessel.This is used in case of cargo which is not in a container or on a trailer.

- ***Gross Quantity :** The weight (mass) of the goods contained in a package including the weight (mass) of any packaging material for each cargo item in KGM.

- ***Net Quantity :** Net weight of the goods excluding respectively their packing, and without the equipment used by the carrier for their transport in KGM.

- **Flashpoint :** The temperature in degrees Celsius at which a liquid will give off enough flammable vapour to be ignited. according IMDG Code DG Class 3

- **MARPOL Pollution Code :** This code applies to pollution hazards as defined in MARPOL Annex II in case of bulk (e.g. X, Y, Z, OS) and Annex III in case of packaged goods (e.g. P)

- ***Port of loading :** The port is identified by its 5-character LOCODE.

- ***Port of discharge :** The port is identified by its 5-character LOCODE

- **Transp Doc ID :** Identifies the Transport document, e.g., Bill of Lading, identity code

- **No Of Packages :** This is the number of packages covered by this cargo item in a specific location on board or in a cargo unit.

- **Package type :** This is a description of the outer package of the cargo item

- **Packing group :** Where applicable: Packing danger group code as appropriate and as defined in IMDG. The packing group for a chemical indicates the degree of hazard associated with its transportation. The highest group is Group I (great danger); Group II is next (medium danger), while Group III chemicals present the lowest hazard (minor danger). Packing groups are often shown on MSDS data sheets for chemicals under the heading "Transport Information".

- **Subsidiary risks :** 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.

- **INF Ship Class :** 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

- **Marks & Numbers :** Reference number, Bill of lading

- **Emergency measures (EmS) :** Classification of the Procedures for Emergency Prepareness and Response for ships carrying dangerous goods according to the IMO EmS Guide

- **Additional information :** Any additional information regarding dangerous and polluting goods on board

- **Radioactivity level :** Radioactivity level.

- **Criticality :** Criticality.

- **Marine fuel :** MGO (Marine gas oil) – roughly equivalent to No. 2 fuel oil, made from distillate only MDO (Marine diesel oil) – A blend of heavy gasoil that may contain very small amounts of black refinery feed stocks, but has a low viscosity up to 12 cSt/400 C so it need not be heated for use in internal combustion engines

  IFO (Intermediate fuel oil) A blend of gasoil and heavy fuel oil, with less gasoil than marine diesel oil

  MFO (Marine fuel oil) – same as HFO (just another "naming")
  HFO

  <mark>Data without asterisks are not required.</mark>

Sheet Security :

- ***Valid ISSC :** Does the ship have a valid ISSC. Y (for Yes) or N (for No).

- ***ISSC Issuer :** Name of ISSC issuing authority : GVT Contracting Government or RSO Recognized Security Organization

- ***ISCC type :** Name of ISSC issuing authority

- **Name of Administration or RSO :** name of the authority issuing the ISSC certificate.

- ***Expiry date :** Date Format: YYYY-MM-DD or DD/MM/YYYY or DD.MM.YYYY.

- **Reason for no valid ISSC** : Mandatory if ValidISSC="N".

- **Security-related matters to report :** Safety problem to report if there is one.

- ***Security level :** The security levels according to the ISPS code: 1, 2 or 3.

- ***SSP onboard :** Does the ship have an approved SSP on board? Y (for Yes) or N (for No).

- ***CSO Family Name :** Name of Company security officer

- **CSO Given Name :** Name of Company security officer

- **Phone (24/7) :** Company Security Officer's 24 hour contact phone. Include country code. Only numerals and « + » are allowed.

- **e-mail :** Company Security Officer's 24 hour contact e-mail

  Last 10 ports :

- ***Date of arrival :** Actual date of arrival. Date Format: YYYY-MM-DD or DD/MM/YYYY or

DD.MM.YYYY.

- ***Date of departure :** Actual date of departure. Date Format: YYYY-MM-DD or DD/MM/YYYY or DD.MM.YYYY.

- ***Port :** The port is identified by its 5-digit LOCODE

- **Port facility :** The port facility's code in the IMO GISIS maritime security database

- ***Security level :** The security levels according to the ISPS code: "1", "2" and "3"

- **Special or additional security measures taken by the ship :** Special or additional security measures taken by the ship during call

  Ship to ship activities :

- ***Date from :** start date for the operation/activity

- ***Date to :** end date for the operation/activity

- ***Location :** Location or UN Locode

- **Latitude :** dd°mm'ss"N or dd°mm'ss"S.

- **Longtitude :** ddd°mm'ss"W or ddd°mm'ss"E.

- **Ship-to-ship activitty :** Description of ship-to-ship activity performed. List : http://www.unece.org/trade/untdid/d01a/tred/tred8025.htm

- **Security measures applied in lieu :** Special or additional security measures taken by the ship during the operation/activitty

Data without asterisks are not required.