

船岸安全和防污染电子检查平台

国际航行及国内沿海船舶操作手册

Electronic check platform for Ship/shore safety and pollution prevention Handbook of international voyage ship and domestic voyage ship

目录

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一、抵达前检查邮件回复

1. Email Reply for Checks Pre-arrival

首先，船舶或代理公司向码头提供电子邮件地址，码头创建船岸检查表后，检查表将被发送到电子邮件中。

根据电子邮件中的信息，填写检查表。电子邮件内容如下：

Firstly, the terminal will send the ship/shore safety checklist they created to the email provided by the tanker or shipping agent.

Then, please fill in the checklist according to the information given in the email.

Here is an example:

Checks pre-arrival Ship/Shore Safety Checklist 船/岸安全和防污染检查表——抵达前检查

Dear Captain:

船长:

MV [PRELUDE FLNG PRELUDE FLNG] is to call [CAOJING VOPAK TERMINAL/孚宝码头],[W5-FuBao/孚宝W5], on or around [2022-12-19 10:06]. According to the regulations of Shanghai Maritime Safety Administration, tankers shall complete and submit Part 1A & B form of the Pre-arrival Ship/Shore Safety Checklist before arrival. In order to fill in the checklist online, you were assigned invitation code for this voyage as [121108171].

【PRELUDE FLNG PRELUDE FLNG】轮将于【2022-12-19 10:06】在【CAOJING VOPAK TERMINAL/孚宝码头】【W5-FuBao/孚宝W5】靠泊。根据上海海事局的规定,拟靠泊作业的液货船应在到港前填写《船/岸安全和防污染检查表》中的《抵达前船岸安全检查表》,你船本航次在线填写检查表的邀请码为【121108171】;

*Here are two methods to fill in the checklist online:

*在线填写检查表的方式:

1) To fill in the checklist through web page by Clicking the link "<https://www.sh.msa.gov.cn/sssc12>", enter the invitation code to log in, then to fill in the form. ;

方式一是在网页中填写: 点击链接地址<https://www.sh.msa.gov.cn/sssc12>, 输入邀请码登录后填写;

2) Alternatively, ship is to reply this email [sssc1@shmsa.gov.cn] with contents in a designated format. Hereunder is the steps and format to be utilized with an example for your easy reference.

方式二是通过邮件回复: 填写固定格式的回复, 回复的格式和示例在邮件下方, 回复邮件地址: [sssc1@shmsa.gov.cn]。

(1)First of all, please perform the checks according to the checklist:

首先, 请按照如下检查表进行检查:

Checks pre-arrival Ship/Shore Safety Checklist
抵达前船岸安全检查表

Part 1A. Tanker and terminal: checks Pre-arrival 船和码头: 抵达前检查			
Item 项目	Check 检查	Tanker status 船艘状况	Remarks 备注

二、系统登录

2. Log in

打开网页, 在网页的地址栏输入网址:


<https://www.sh.msa.gov.cn/sssc12/login.html>

进入系统, 输入账号和密码, 点击登录即可, 页面如下。

Open your browser and input the website address:

<https://www.sh.msa.gov.cn/sssc12/login.html>

Enter your invitation code and login in.



Invitation code
邀请码

Please enter your checklist invitation code

Login/登录

三、码头/船舶检查

3. Check of Terminal/Tanker

3.1. 船岸检查表页面介绍

3.1 Ship/Shore safety checklist page introduction

页面介绍:

列表中的船岸检查表包含三个模块，最上面的是基本信息模块，展示该检查表的一些基本信息，点击该模块会跳转到详情信息页面中。

中间的是船岸检查表的状态栏，展示该检查表的填写状态。

最下方为船岸检查表的功能栏，包含填写、导出(word 文档)等功能。

Page Introduction:

Three modules are displayed in the ship/shore safety checklist, including the basic information module at the top, and when you click on it, you will go to the detailed information page.

The status bar module is located in the middle, indicating whether the tanker or terminal has filled in the checklist.

The function bar module is located at the bottom, including several functions such as Check (the same as “Check” section), Export (export the information you are filling in to a word document) etc.

Check / 码头/船舶检查

Invitation code:
邀请码: 121108171

Tanker name:
船名: PRELUDE FLNG PRELUDE
FLNG

Berth:
泊位: W5-FuBao/孚宝W5

Arrival time:
到达时间: 2022-12-19 10:06


Current step: 靠泊前检查
当前步骤:


Tanker:Not filled in
船舶:未填写

Terminal:Not filled in
码头:未填写

Export/导出

Fill out/填写

 Check
船舶/码头检查

 MSA Inspection
海事检查

首次进入船岸检查表时需要阅读“说明”。阅读完说明后，勾选“阅读并同意以上条款”，点击“同意并继续”按钮继续填写。

“说明”如下图。

An instruction should be read when you firstly visit the ship/shore safety

checklist.

Please slide down the page and read the instruction carefully, select “Read and agree to the above items”, and then click the button of “Agree and continue”.

The “INSTRUCTION” is shown as below.

 INSTRUCTION/说明

responsibility from the Check List, and that could impact on the safety of the operation if not monitored. This interval should be noted in the declaration, after which the two representatives may agree to start operations and add their details.

双方必须在检查完毕并接受他们被分配的责任和义务以后才能签署联合声明。联合声明应在开始货物作业前达成一致。

The declaration should not be signed until both parties have checked and accepted their assigned responsibilities and account abilities. The joint declaration should be agreed before starting cargo operations.

双方的重复检查时间从签署声明后开始，不论实际货物作业是什么时候开始。在重复检查期间，为确保双方知悉对方的检查情况，船方联和岸方联的第6部分均由船方填写，两联的第7部分均由岸方填写。

The repetitive checks time period for both parties begins after signing the declaration, regardless of when actual cargo operations start. To ensure information exchange between both parties during repetitive checks, Tanker Representatives shall fill in Part 6 in both the tanker's copy and the terminal's copy. Similarly, Terminal Representatives shall fill in Part 7 in both copies.

☒ Read and agree to the above terms
阅读并同意以上条款

Agree and continue/同意并继续

3.2. 船岸检查表填写步骤

3.2 Steps of filling in Ship/Shore Safety Checklist

模块介绍:

part1 抵达前检查、part2 系泊后检查、part3 驳运前会议、part4 驳运前协议、part5 驳运前检查、协议签订、part6 船舶重复检查、part7 码头重复检查。

part1-part5 可以同时填写，但需要在双方都填写完毕的情况下，完成“协议签订”后，方可进入到重复检查（part6, part7）。

part6, part7 在完成“协议签订”之后可以进行填写。（未完成协议签订不展示）。

建议按照步骤顺序填写，流程展示如下：

步骤顺序:

part1, part2, part3, part4, part5=>协议签订=>part6, part7

注意事项:

- (1) part1 需要选择有关惰气系统的选项；
- (2) part1、part2、part3、part4、part5 可以同时填写；
- (3) part4 的内容填写会实时保存，双方可以看到，但不代表提交；
- (4) part5 需要根据船舶情况选择船舶选项。内容需要船舶方进行填写提交。
- (5) part6 船舶重复检查提交；

(6)part7 码头重复检查提交;

Parts introduction

Part 1 Checks Pre-arrival, Part 2 Checks after mooring, Part 3 Pre-transfer conference, Part 4 Agreements pre transfer, Part 5 Checks pre-transfer and Agreement signing, Part 6 Tanker Repetitive checks, Part 7 Terminal Repetitive checks.

Part1 and part 5 can be filled in together and only when the two parts are both completed, the agreement after signing will go to the repetitive checks.

Part 6 and Part 7 can be filled in after the agreement is signed (the two parts will not be displayed before the agreement is signed)

Please filled in the checklist by the recommended steps as shown below:

Steps:

part1, part2, part3, part4, part5=>agreement signing=>part6, part7

Notes:

- (1)In part1, the inert gas system status needs be to selected;
- (2)part1、 part2、 part3、 part4、 part5 can be filled in at the same time;
- (3)The filling in content of Part4 will be saved in real-time and visible to both parties, but it does not mean submission;
- (4)In part5, the tanker status needs to be selected and it needs to be filled in and submitted by the tanker.
- (5)In part6, tanker repetitive checks need to be submitted;
- (6)In part7, terminal repetitive checks need to be submitted;

下图为系统步骤详情页面示例:

Pages of detailed steps are shown as below:

←

Details/详情

Refresh/刷新

Telephone

Number of Tanker:

船方电话

654656154

保存

Check list details (Tanker and Terminal)

检查表详情 (船方和岸方)

Part1: 抵达前检查

Checks Pre-arrival

✓ >

Part2: 系泊后检查

Checks after mooring

✓ >

Part3: 驳运前会议

Pre-transfer conference

✓ >

Part4: 驳运前协议

Agreements pre-transfer

✓ >

Part5: 驳运前检查

Checks pre-transfer

✓ >

Agreement signing

协议签订

✓ >

Part6: 船舶重复检查

Tanker Repetitive checks

✎ >

Part7: 码头重复检查

Terminal Repetitive checks

✎ >

3.3. 船岸检查表项目填写

3.3 Filling in Items of Ship/Shore Safety Checklist

3.3.1. part1 至 part5 项目填写

3.3.1 Filling in part1 to part5

选择其中一个 part, 在所有项目状态填写完毕后, 点击提交进入下一流程。

注意事项:

- (1) 状态解释: part 内容的顶部会展示该步骤双方的填写状态
- (2) 按钮 **【Tanker Save/船舶暂存】**: 保存数据, 不进入下一步;
按钮 **【Tanker Submit/船舶提交】**: 保存数据, 进入下一步;
项目 Item 状态: “Blank” 表示未填写; “YES” 表示是; “NO” 表示否; N/A 表示不适用;
- (3) 双方勾选的检查结果应保持一致;
- (4) 存在“否”和“未填写”的项目时, 不能提交进入下一步;
- (5) 点击**【Details 详情】**可编写备注和上传证明照片;

下图为 part1 填写图:

Select and open one of the parts and click “submit” to the next step after all items have been filled in.

Notes:

- 1. Status: The filling status of both will be showed on the top of each part
- 2. Button **【Tanker Save】**: save the data but not go to the next step;
Button **【Tanker Submit】**: save the data and go to the next step;
Status of item: Blank means not filled in; YES; NO; N/A means not

applicable;

3. The information filled in by both need to be the same;

4. If there are any item with NO or BLANK, you cannot go to the next step;

5. Click **【Details】** then you can edit notes and proof photos of certification;

The filling steps of part1 is shown as below:

←	Details/详情	Refresh/刷新
Item 项目	Check 检查	status 船舶状况
8	Inert gas system pressure and oxygen recorders are operational 惰气系统压力及氧含量记录仪可用	Blank ▾
9	Inert gas system and associated equipment are operational 惰气系统及辅助设备可用	Blank ▾
10	Cargo tank atmospheres' oxygen content is less than 8% 货舱气体氧含量低于8%	Blank ▾
11	Cargo tank atmospheres are at positive pressure 货舱气体处于正压状态	Blank ▾

Tanker Save/船舶暂存

Tanker Submit/船舶提交

Part2: 系泊后检查

船舶在填写 part1 和 part5 步骤的时候，需要根据船舶实际情况进行选择，选择结果会影响需要填写的项目。如下图：

When filling in part1 and part5, some items need to be selected by the condition of tanker and the choice will influence the items to be filled in later, as shown below:

←

Details/详情

Refresh/刷新

high velocity vents are operational

6

YES ▾

Details
详情

压力/真空阀和/或高速透气装置可用

Fixed and portable inflammable gas detectors/oxygen analysers are operational

7

YES ▾

Details
详情

固定及便携式可燃气体探测器/氧分仪可用

Use inert system/使用惰性系统

☒ YES/是
 ☐ NO/否

Part 1B:Tanker: checks Pre-arrival(If an inert system is used)

Part 1B:船舶: 抵达前检查(如使用惰性系统)

Item 项目	Check 检查	Tanker status 船舶状况	OP 操作
8	Inert gas system pressure and oxygen recorders are operational	YES ▾	Details 详情

项目信息的详情页面如下，在该页面下可以填写信息和上传的文件。

在填写完毕后点击右上角的“确定”按钮；

完成需要填写项目的信息填写后，点击该 part 的“提交”按钮即可。

The detailed page of project information is shown as below. You can fill in information and upload files on this page.

Click the button of “Determine” in the upper right corner after filling in all details.

And when you complete all items of the project, please click “submit” in the part.

The screenshot displays a web interface for project details, divided into two main sections: Tanker (船方) and Terminal (码头方).

Tanker Section:

- Header:** A blue bar with a back arrow, the title "Details/详情", and a "Determine/确定" button (highlighted with a red box).
- Tanker status:** Radio buttons for YES, NO, and N/A, with the label "船舶状况:" below.
- Remarks:** A text input field with the placeholder "Please enter/请输入" and the label "备注:".
- Proof photos:** A "Click Upload/点击上传" button (highlighted with a red box).
- 证明照片:** A note stating "Uploaded files shall not exceed 20mb" and "上传文件不超过20mb".

Terminal Section:

- Header:** A blue bar with the title "Terminal" and "码头方".
- Terminal status:** Radio buttons for YES, NO, and N/A, with the label "码头状况:" below.
- Remarks:** A text input field with the placeholder "Please enter/请输入" and the label "备注:".
- Proof photos:** A "Click Upload/点击上传" button.
- 证明照片:** A note stating "Uploaded files shall not exceed 20mb" and "上传文件不超过20mb".

3.3.2. 重复检查项目填写事项

3.3.2 Filling in Items of Repetitive checks

选择“次数”选项可以查看重复检查的提交历史。(首次进入默认展示的是当前应提交的重复检查项目信息)。

完成信息填写后点击底部的“保存”按钮。

Frequency change is in which you can check the history of submitting repetitive checks. (If you first enter the item, the default display is the information of repetitive checks that should be submitted currently.)

After completing the information filling, click the button of “save” at the bottom.

←Details/详情Refresh/刷新

Agreement signing
协议签订

Part6: 船舶重复检查
Tanker Repetitive checks

Tanker: repetitive checks during and after transfer
Part 6:船舶：驳运期间及驳运后的重复检查

Frequency
次数:1/now

* Check
检查人:Please enter/请输入

Time
时间:2022-12-19 10:41:32

Item 项目	Check 检查	Tanker status 船舶状况	OP 操作
8	Inert gas system pressure and oxygen recording operational 惰气压力及氧含量记录仪正常	Blank	Details 详情
9	Inert gas system and all associated equipment are operational 惰气系统所有辅助设备正常	Blank	Details 详情

点击“重复检查的详情”按钮会跳转到下图页面，在该页面中可以填写备注信息和上传照片。

完成后点击右上角的“确定”按钮。

完成需要填写项目的信息填写后，点击该部分底部的“提交”按钮即可。

When you click the button of “Details” of repetitive checks, you will move to the page shown as below, and you can fill in notes and upload files on this page.

Click the button of “Determine” in the upper right corner after filling in all details.

And when you complete all items of the project, please click “submit” in the part.

四、海事检查

4. MSA Inspection

“海事检查”页面是海事主管机关对船岸检查表的抽查。该列表展示的是海事主管机关对于在船岸检查表的抽查信息。

MSA Inspection is a spot check of the ship/shore safety check by MSA.

The list displays the spot check items of MSA on ship/shore safety check.

MSA Inspect/海事检查

Refresh/刷新

MSA: JinshanMSA/null
海事局:

telephone 16619981225
number of MSA:
海事电话:


Terminal: CAOJING VOPAK TERMINAL/
码头: 孚宝码头


Tanker: 国际远航轮
船舶:

Creation time: 2022-09-30 14:45:11
创建时间:

Current state: To be filled in/待填写
当前状态:

Fill out/填写

 Check
船舶/码头检查

 MSA Inspection
海事检查

点击需要查看的具体抽查的模块，会展示出下方图片信息页面。
最上方为抽查的基本信息，下方为抽查的详情，点击“填写”可以回
复抽查信息。

当所有内容都填写完毕后，可以点击右上角的“提交”，完成海事
抽查。

注意：船舶提交后并不是真正的结束，只有等海事审核通过后才算抽查结束。

Click on the specific spot check module that needs to be inspected, and the page as below will be shown. The basic information of the spot check is at the top, and the details of the spot check are at the bottom.. And you can click “fill in” to reply to the inspection.

When all the information is filled in, you can click “submit” in the upper right corner to finish MSA inspection.

Notes: Only when MSA inspection is passed, the inspection will only be considered as completed, rather than after the tanker submit the part.

←Details/详情Submit/提交

Basic information
基础信息

Maritime Bureau:
海事局:

JinshanMSA/null

telephone number of
MSA:
海事电话:

16619981225

Terminal:
码头:

CAOJING VOPAK TERMIN

Tanker:
船名:

国际远航轮

Creation time:
创建时间:

🕒 2022-09-30 14:45:29

Check list details
检查表详情

Check: Item77:All cargo, ballast and
检查: bunker tanks openings are
secured
77.所有货舱、压载舱和燃油舱的开
口都已妥善封闭

Tanker status: To be replied
船舶状况: 待回复

fill in/填写

Check: Item76:Cargo tank high level
检查: alarms are operational

19

点击“填写”按钮，会跳转到下方页面。可以填写项目的状态、信息和上传的照片。

注意：回复的照片为必填项目；

Click the button of “fill in”, you will go to the page below. You can select the status of project, fill in the information and upload photos.

Notes: Photos in the reply is mandatory to be filled in.

The screenshot shows a mobile application interface for a project details page. At the top is a blue header bar with a back arrow on the left, the title 'Details/详情' in the center, and a 'Determine/确定' button on the right. Below the header, there are three radio buttons for 'Tanker status': 'YES' (selected), 'NO', and 'N/A'. Below this is a text input field for 'Remarks' with a placeholder '请输入内容'. Further down is a section for 'Proof photos' which includes a gallery of existing photos and a dashed blue box with a plus sign for uploading new photos.

依次填写完毕后，点击详情页面右上方“提交”按钮提交给海事审核，海事主管机关审核【通过】后检查结束，海事主管机关审核【驳回】需要船方修改完善后重新提交；驳回后填写方式和正常流程一致，修改错误项重新提交即可。

After completing the filling in turn, click on the "Submit" button at the top right of the details page to submit to MSA. After the MSA [passed], the inspection will be completed. The MSA [rejected] shall be modified. The filling

process after rejection is consistent with the normal process.

五、导出文档

5. File export

点击检查表中的“导出”按钮，船方可以将已经填写的信息导出成 word 文档。

Click the button of “Export” in the checklist, the tanker can export the information already filled in as a Word document.

Check / 码头/船舶检查

Invitation code:
邀请码: 93194255

Tanker name:
船名: 国际远航轮

Berth:
泊位: 孚宝W1

Arrival time:
到达时间: 2022-09-28 19:42

Current step: 靠泊前检查
当前步骤:

Tanker:Not filled in
船舶:未填写

Terminal:Not filled in
码头:未填写

Export/导出

Fill out/填写

Check
船舶/码头检查

MSA Inspection
海事检查

导出文档样式如下：

The exported document template will be as below:

船/岸安全和防污染检查表

(国际航行及国内沿海船舶适用)

(待审核)

SHIP/Shore Safety and Pollution Prevention Check List

(Applicable to international voyage ship and domestic voyage ship)

(Test Edition)

船名: PRELUDE FLNG PRELUDE FLNG
(Name of Ship)

港口: CAOJING VOPAK TERMINAL/孚宝码头
(Port)

泊位: W5-FuBao/孚宝 W5
(Berth)

到达日期: 2022-12-19
(Date of Arrival)

到达时间: 10:06
(Time of Arrival)

作业货物: LPG—Liquefied petroleum gas
(Product to be transferred)

1. 法律依据

1. Legislative References

根据上海市相关法律法规授权, 由上海海事局制定本检查表示范格式。

Shanghai Maritime Safety Administration constitutes this model Check List according to relevant laws and regulations of Shanghai.

2. 技术依据

2. Technical References

本检查表适用于油类、散装化学品、液化气体三类货物作业的船舶/码头安全和防污染确认。参考了 SOLAS 公约、MARPOL 公约、《国际散装运输危险化学品船舶构造和设备规则》、《国际散装运输液化气体船舶构造和设备规则》、《国际油轮与油码头安全指南第 6 版》、《国内航行海船法定检验技术规则》等, 同时考虑了船舶和码头在作业过程中的通用做法。

This Check List is mainly used for confirmation of the ship/shore safety and pollution prevention of operations of three kinds of cargo, namely oils, bulk chemicals and liquefied gases. The checking standard is mainly based on SOLAS, MARPOL, "International Code For The Construction And Equipment Of Ships Carrying Dangerous Chemicals In Bulk", "International Code For The Construction And Equipment Of Ships Carrying Liquefied Gases In Bulk", "The International Safety Guide for Oil Tankers and Terminals 6th edition", "Technical Regulations for Statutory Surveys of Sea-Going Ships Engaged on Domestic Voyage", and etc., and taking general practices in the operation processes of the ship side and the shore side in consideration.

3. 法律责任

3. Legal Responsibilities

船舶靠泊期间进行安全作业的责任和义务由船岸双方共同承担。在油类、散装化学品、液化气体货物装卸作业开始之前, 负责的高级船员和码头代表应:

The responsibility and accountability for the safe conduct of operations while a ship is at a terminal is shared jointly between ship and shore. Before cargo (namely oils, bulk chemicals and liquefied gases) operations commence, the ship's responsible officer and the terminal representative should:

(1) 就作业程序, 包括最大装载或者卸载率达成书面协议。

(1) Agree in writing on the operation procedures, including the maximum loading or unloading rates.

(2) 对于在货物装卸作业中出现的紧急情况下应采取的行动达成书面协议。

(2) Agree in writing on the action to be taken in the event of an emergency during cargo operations.

(3) 在作业前对检查清单内的事项进行确认后, 按照要求进行完整填写并签字, 并在作业过程中保持该事项的持续落实。

(3) After checking the items of the Check List before operations, completely fill and sign the Check List according to the requirements as well as maintain the continued implementation of the items during the operation process.

船舶有下列情形之一, 将被视作“未按照要求填写安全和防污染检查表”, 海事管理机构可按照相关法律法规进行行政处罚:

Ships may be taken administrative penalties on by the Maritime Safety Administrations for the reason of "Not Fill