



# REPORT TEMPLATE



Admiral Danish Fleet

Great Belt VTS

## Designator Information required

A	Name of ship	_____
	MMSI number	_____
	Call sign	_____
	IMO	_____
B	Date and time	_____
C	Position	_____
E	True course	_____
F	True speed	_____
G	Last port	_____
I	Next port	_____
H	Date/Time <b>entering</b> VTS area	_____
	Name reportline of entry	_____
		Date (dd/mm)    Time(UTC)    Entry point
L	Route info	_____
O	Max draft	_____
P	Cargo on board	_____
Q	Defects / Deficiencies	_____
R	Pollution / DG lost	_____
T	Phone number for company designated person	_____
U	DWT / Air draft	_____
W	Number of persons / Pilots on board	_____ / _____
X	Type/Quantity of bunker	_____

### 3.4 *Content*

3.4.1 A report from a ship to BELTREP by AIS, non-verbal means or by voice transmission or combinations thereof must contain the following information; details are given in appendix 3:

- A name of the ship, call sign, MMSI no. and, if available, IMO identification number;
- B date and time;
- C position expressed in latitude and longitude;
- E true course;
- F speed;
- G and I last port of call, destination and ETA;
- H date, time (UTC) and report line of entry into the BELTREP area;
- L route information on the intended route through the BELTREP area;
- O maximum present draught;
- P cargo and, if dangerous goods present on board, quantity and IMO class. Dangerous goods information must be summarized in total tonnes per IMO class;
- Q or R defects, deficiencies, limitations – pollution or dangerous goods lost overboard;
- T address for the communication of cargo information;
- U air draught, deadweight tonnage;
- W total number of persons on board; and
- X type and estimated quantity of bunker fuel, for ships of 1,000 GT and above. Must be summarized in total tonnes per type.

**Note:**

- a) The master of the ship must forthwith inform the Great Belt VTS concerned of any change in navigational status or in previous information notified, particularly in relation to designator Q or R.

### 3.5 *Geographical position for submitting reports*

3.5.1 Ships entering the BELTREP operational area shall submit a report when crossing the report line or on departure from a port or anchorage within the operational area.

3.5.2 Previously forwarded reports can be submitted at any time after entering the Danish Exclusive Economic Zone (EEZ) and until in reach of VHF range of Great Belt VTS at an approximate distance of 20 NM from the BELTREP area. As the Great Belt VTS must be able to timely handle incoming prior reporting, it will not be possible to undertake pre-entry reports within the 20 NM VHF range. The reporting option is then verbal reporting by VHF when crossing the report line of entry. Details of areas are shown on the chartlet in appendix 1-B. The Danish EEZ border lines are shown in nautical charts.

3.5.3 Ships departing a port or leaving an anchorage within the 20 NM range of the BELTREP area or in the BELTREP area, may submit a pre-entry report for designators H, L, P, T and X if transmitted one hour before departure for enabling the Great Belt VTS to timely handle incoming prior reports.