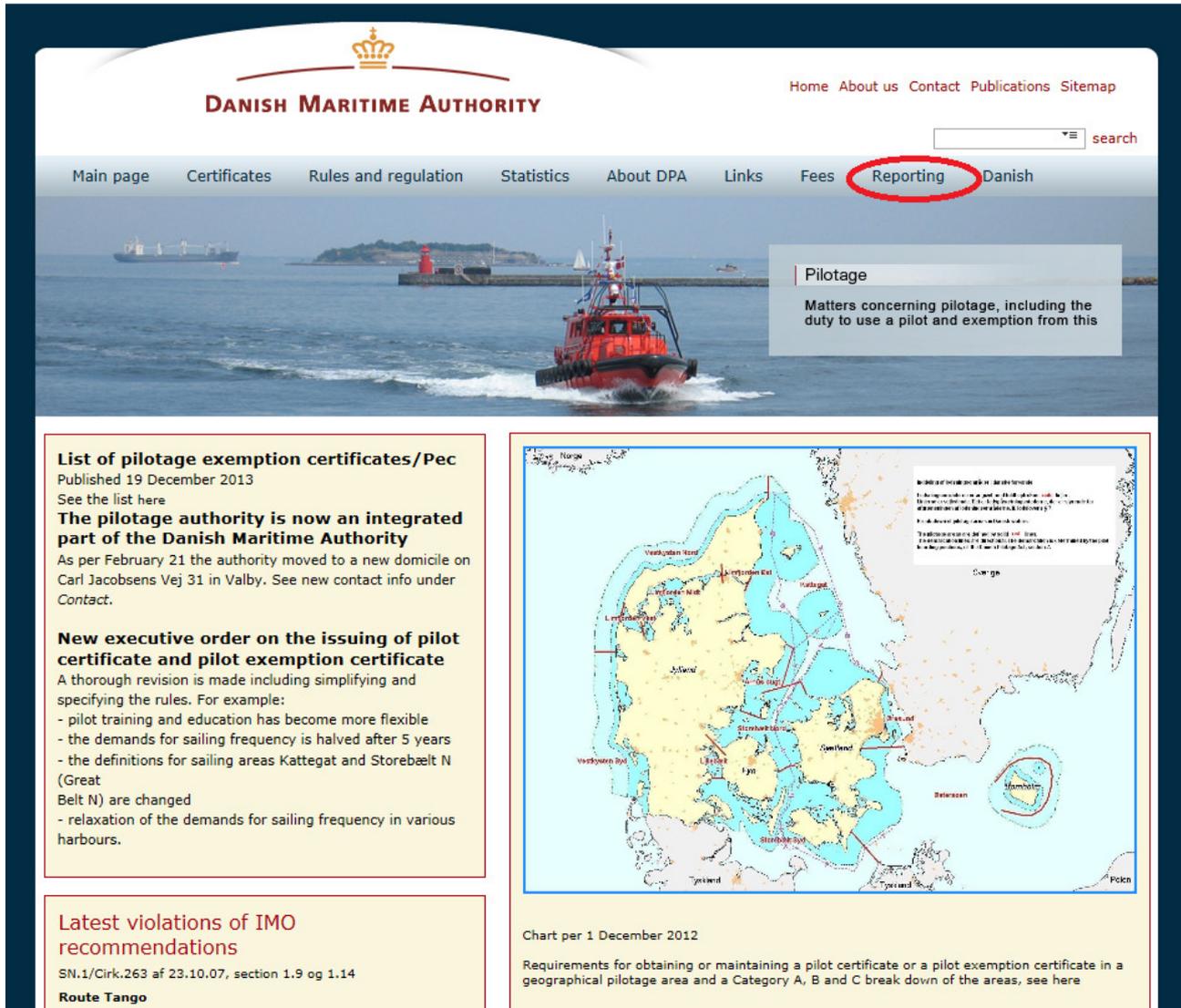


## Guideline for the reporting of sailings in the Danish Maritime Authority's online reporting system for holders of a pilotage exemption certificate

Reporting of sailings must be done according to the Danish Pilotage Authority's (*now the Danish Maritime Authority / DMA*) Order no. 1077 on the issuing of pilot certificates and pilotage exemption certificates, Annex 3.

Reporting can be made on a PC, MAC, Android, IOS, etc. or via mobile phone through your Internet Browser on the website [www.lodstilsyn.dk](http://www.lodstilsyn.dk). You get the following image:

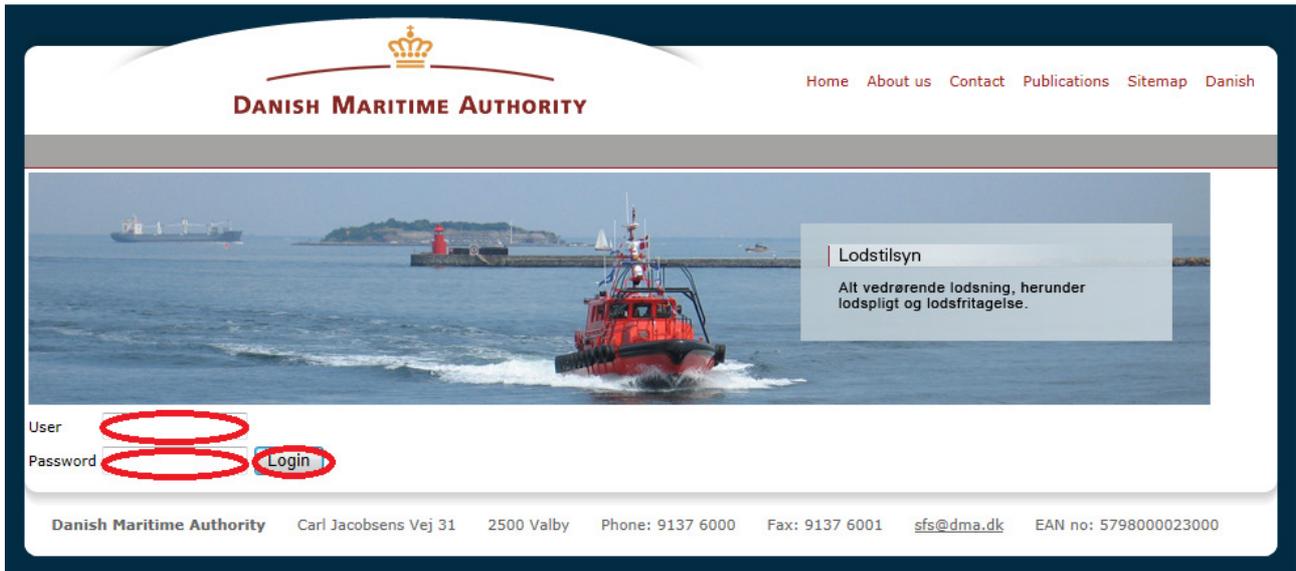


The screenshot shows the Danish Maritime Authority website. At the top, there is a navigation bar with links: Home, About us, Contact, Publications, Sitemap. Below this is a search bar. A secondary navigation bar contains: Main page, Certificates, Rules and regulation, Statistics, About DPA, Links, Fees, **Reporting** (circled in red), and Danish. The main content area features a large image of a red tugboat on the water. A text box on the right side of the image reads: "Pilotage Matters concerning pilotage, including the duty to use a pilot and exemption from this". Below the image, there are three text boxes on the left and a map on the right. The first text box is titled "List of pilotage exemption certificates/Pec" and mentions a publication date of 19 December 2013. The second text box is titled "The pilotage authority is now an integrated part of the Danish Maritime Authority" and mentions a move to a new domicile on February 21. The third text box is titled "New executive order on the issuing of pilot certificate and pilot exemption certificate" and lists several changes to pilotage rules. The map on the right shows the geographical pilotage areas around Denmark, with a legend and a note that the chart is per 1 December 2012.

### Login

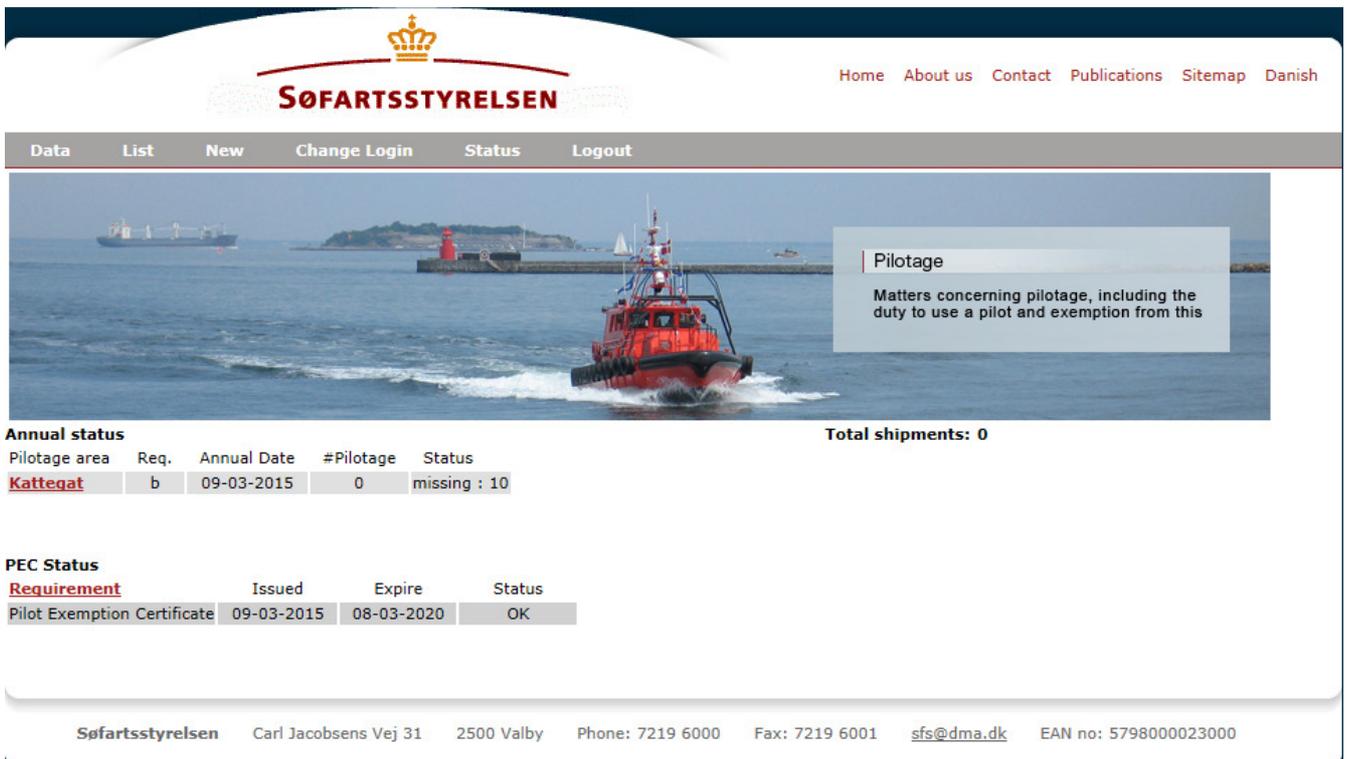
Select **Reporting** in the top right corner of the screen or use the direct link <http://indberet.lodstilsynet.dk>, and you get the following image:

**Guideline for the reporting of sailings in the Danish Maritime Authority's online reporting system for holders of a pilotage exemption certificate**



- Enter your username
- Enter your password
- Press **Login**

This brings you to the **Status list** on your personal User Profile and you can now use the reporting system



**Changing username and password**

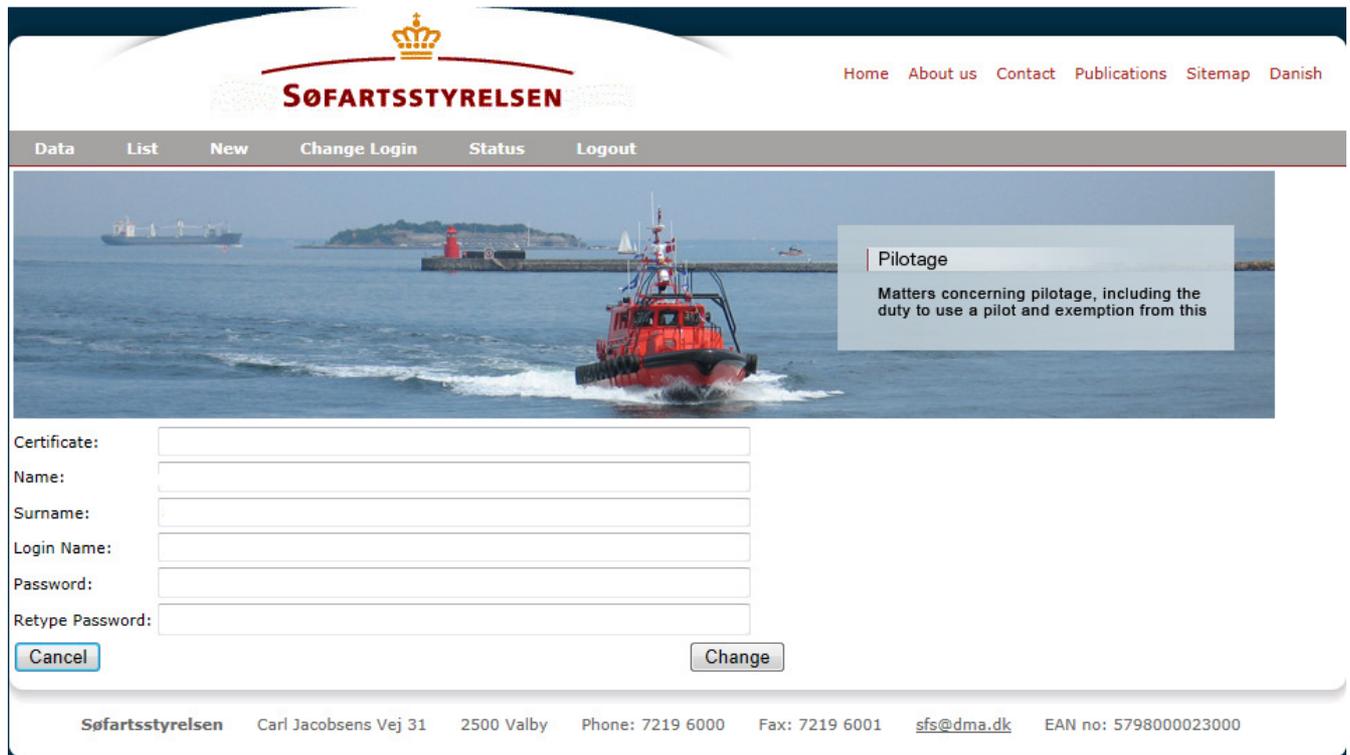
DMA has created an initial Username and an initial password for each user. For security reasons, you must at least change the initial password the first time you log into the reporting system.

If you wish to do so, you can change both username and password.

**Guideline for the reporting of sailings in the Danish Maritime Authority's  
online reporting system for holders of a pilotage exemption certificate**

Both you and your employer (Ship owner) are set up as users of the reporting system and both can change or reset your username or your password.

To get to the page where you can change Username and Password, select **Change Login** in the menu.



The screenshot shows the website for SØFARTSSTYRELSEN (Danish Maritime Authority). The header includes the logo and navigation links: Home, About us, Contact, Publications, Sitemap, Danish. A menu bar contains: Data, List, New, Change Login, Status, Logout. The main content area features a background image of a red pilot boat on the water. A text box on the right explains 'Pilotage' as matters concerning pilotage, including the duty to use a pilot and exemption from this. Below the image is a form with the following fields: Certificate, Name, Surname, Login Name, Password, and Retype Password. There are 'Cancel' and 'Change' buttons at the bottom of the form. The footer contains contact information: Søfartsstyrelsen, Carl Jacobsens Vej 31, 2500 Valby, Phone: 7219 6000, Fax: 7219 6001, sfs@dma.dk, EAN no: 5798000023000.

**Change username**

- Type your new username in **Login Name**
- Press **Change** to complete the action.

**Change password**

- Type your new password in **Password** and in **Retype Password**
- Press **Change** to complete the action.

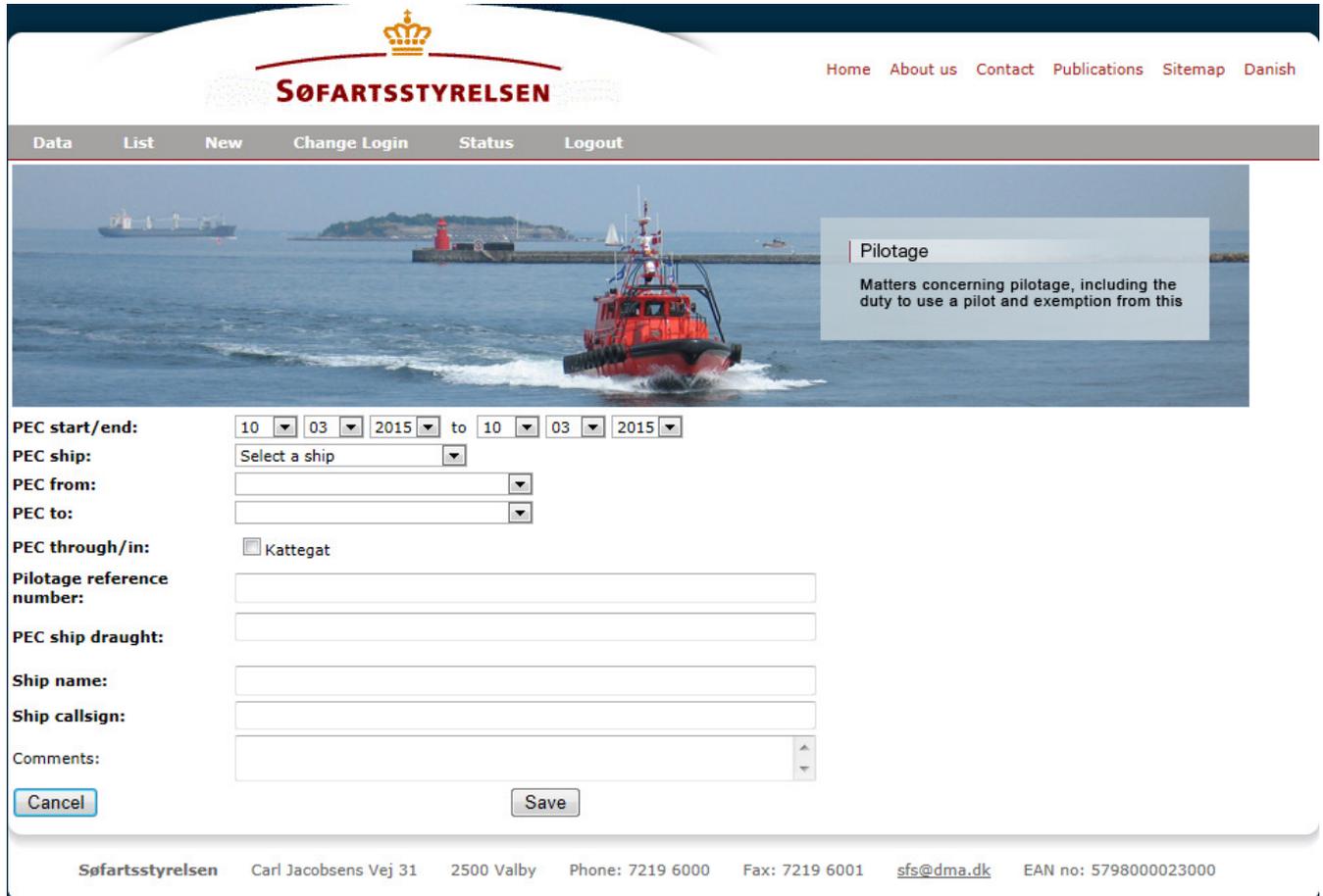
**Forgotten your password?**

Remember, your Company is registered as a user of the system and can change or reset your password if you for some reason or other have forgotten it.

**Guideline for the reporting of sailings in the Danish Maritime Authority's  
online reporting system for holders of a pilotage exemption certificate**

**Reporting of PEC sailings**

To report a PEC sailing, select **New** in the menu.




Home About us Contact Publications Sitemap Danish

Data List **New** Change Login Status Logout

**Pilotage**

Matters concerning pilotage, including the duty to use a pilot and exemption from this

PEC start/end: 10 03 2015 to 10 03 2015  
 PEC ship: Select a ship  
 PEC from:   
 PEC to:   
 PEC through/in:  Kattegat  
 Pilotage reference number:   
 PEC ship draught:   
 Ship name:   
 Ship callsign:   
 Comments:

Søfartsstyrelsen Carl Jacobsens Vej 31 2500 Valby Phone: 7219 6000 Fax: 7219 6001 [sfs@dma.dk](mailto:sfs@dma.dk) EAN no: 5798000023000

You must enter the following data for each sailing:

- **PEC start/end** Select start and end time for the sailing
- **PEC ship IMO number** Select the ship's IMO no.
- **PEC Piloted from** Select the nearest pilot boarding position, port or roadstead from where the ship departed.
- **PEC Piloted to** Select the nearest pilot boarding position, port or roadstead to where the ship arrived
- **PEC Piloted through/in** Select the sailing area(s) through which you made use of your pilotage exemption certificate. (Use only if the area is active).
- **Ship draught** Write the ship's actual draught.
- **Pilotage reference number** Write the number on the pilotage receipt, **if** the ship used a pilot
- **Ship name** Write the ship's name, **if** the ship does not have an IMO no.  
If no data appears in **IMO no**, as a minimum data must be entered in **Ship Name**, so that it is possible to later find the ship data.
- **Ship call sign** Write the ship's radio call sign, **if** the ship does not have an IMO no.  
If no data appears in **IMO no**, data must, as a minimum, be entered in **Ship call sign**, so that it is possible to later find the ship data.
- **Comments** Write any relevant comments here.

**TIP: It is recommended to use the TAB key and not the mouse to move from one field to another.**

When you press **Save** to save data, you move directly to **Pilotage list**, which contains a list of all your reported sailings.

**Guideline for the reporting of sailings in the Danish Maritime Authority's  
online reporting system for holders of a pilotage exemption certificate**

**Break down of pilotage areas**

Pilotage areas are broken down according to the chart in Annex 3 in DMA's Order on the issuing of pilot certificates and pilotage exemption certificates.

The pilotage areas are designated by the pilot boarding positions closest to the areas.

**Examples**

- For sailings that starts outside Danish territorial waters west of Skagen to a port or an Anchorage in the Kattegat or other Danish waters south of Skagen, Skagen 1 – P/B must be used as the starting point.
- For sailings that ends outside Danish territorial waters west of Skagen, Skagen 1 - P/B must be used as the ending point.
- For a sailing from Skagen - P/B to for example Sundet N, M1 - P/B, only pilot area Kattegat should be marked, The pilot area you sail to should not be marked.
- For sailings to / from a port to the nearest pilot boarding position, only the pilotage area for the port should be marked. The pilotage area you sail to should not be marked.
- There may be some exceptions, and the table below can be used as a basis for selection of pilotage areas.

The table is not exhaustive but provides a number of examples where there have been doubts about the selection. If there is any doubt about marking the pilotage areas, please contact the Danish Maritime Authority (Lodstilsyn).

DMA (Lodstilsyn) will then make an assessment of the voyage and subsequently update "Guidelines for reporting of sailings", which is available at the Danish Maritime Authority's website [www.lodstilsyn.dk](http://www.lodstilsyn.dk) under Rules & Regulation / Guidelines.

**Examples on the marking of Pilotage areas**

Guideline for the reporting of sailings in the Danish Maritime Authority's online reporting system for holders of a pilotage exemption certificate

Sailing from	Sailing to	Marking of Pilotage area(s)
A/C Ålbæk Bugt	A/C Ålbæk Bugt	Kattegat
A/C Ålbæk Bugt	Hirtshals Harbour	- Kattegat - Vestkysten N - Hirtshals Havn
A/C Ålbæk Bugt	Skagen 1 P/B	- Kattegat - Vestkysten N
A/C Kalundborg	- Tango/23, or - Tango/21-22	- Storebælt N/Storebælt N*
Amagerværket	- Middelgrund N - P/B, or - Københavns Red Ankerområde (anchorage area) 1, 2 or 3	- Amagerværket
Amagerværket	Drogden - P/B	- Amagerværket - Drogden Gravede Rende / Drogden Gravede Rende*
Avedøreværket	Drogden - P/B	- Avedøreværket
Bornholm - P/B	Skagen 1 - P/B	- Østersøen - Storebælt S/Storebælt S* - Storebælt N/Storebælt N* - Kattegat - Vestkysten N
Bornholm - P/B	Skagen 2 - P/B	- Østersøen - Storebælt S/Storebælt S* - Storebælt N/Storebælt N* - Kattegat

**Guideline for the reporting of sailings in the Danish Maritime Authority's  
online reporting system for holders of a pilotage exemption certificate**

Sailing from	Sailing to	Marking of Pilotage area(s)
Enstedværket Aabenraa - P/B	- Aabenraa Harbour - A/C Off Aabenraa	- Aabenraa, or - Harbour/Enstedværket
Esbjerg Harbour incl. Grådyb	- Esbjerg - P/B	- Esbjerg Harbour incl. Grådyb - Vestkysten S
Fredericia Harbour	- Tragten - P/B	- A/C Off Tragten - Fredericia Harbour incl. kaj 20, 23, 41, 42
Gedser NE	- Skagen 1 - P/B	- Storebælt S/Storebælt S* - Storebælt N/Storebælt N* - Kattegat - Vestkysten N
Gedser NE	- Skagen 2 - P/B - A/C Aalbæk Bugt	- Storebælt S/Storebælt S* - Storebælt N/Storebælt N* - Kattegat
Grenaa Harbour	- Grenaa - P/B - Alfa/4 - P/B	- Grenaa Harbour
Gulf Harbour	- Korsør - P/B	- Stignæsværket/Gulf Harbour
Stignæs	- Gulf Harbour - P/B	- Stignæsværket/Gulf Harbour
Gulf Harbour	- Alfa/4	- Stignæsværket/Gulf Harbour - Storebælt N/Storebælt N* - Kattegat
Kalundborg Harbour - Statoil Oliepier, or - Asnæsværket	- Røsnæs - P/B - Røsnæs SE -P/B - Tango/21-22 - A/C Kalundborg Fjord	- Kalundborg Havn, herunder Statoil Oliepier og Asnæsværket - Kalundborg Harbour - Statoil Oliepier or - Asnæsværket
- Tango/23 - STS Operations Kalundborg - Lillebælt - P/B	- Kalundborg Havn incl. Statoil Oliepier og Asnæsværket	- Storebælt N/Storebælt N*
København Harbour	- Middelgrund N - P/B - Københavns Red Ankerområde (anchorage area) 1, 2 or 3	- København Harbour
Lindøværftet	- Gabet -P/B	- Gabet/Odense Harbour
Mariager Harbours	- Mariager - P/B	- Mariager Harbours
Middelgrund N - P/B	- Drogden - P/B	- Drogden Gravede Rende/Drogden Gravede Rende*
Nyborg Harbour	- Nyborg - P/B	- Nyborg Harbour
Nyborg Harbour	- Sprogø NE - P/B	- Nyborg Harbour - Storebælt S/Storebælt S*
Nyborg Harbour	- Tango/23 - P/B	- Nyborg Harbour - Storebælt S/Storebælt S* - Storebælt N/Storebælt N
Nyborg Harbour	- Alfa/4 - P/B	- Nyborg Harbour - Storebælt S/Storebælt S* - Storebælt N/Storebælt N

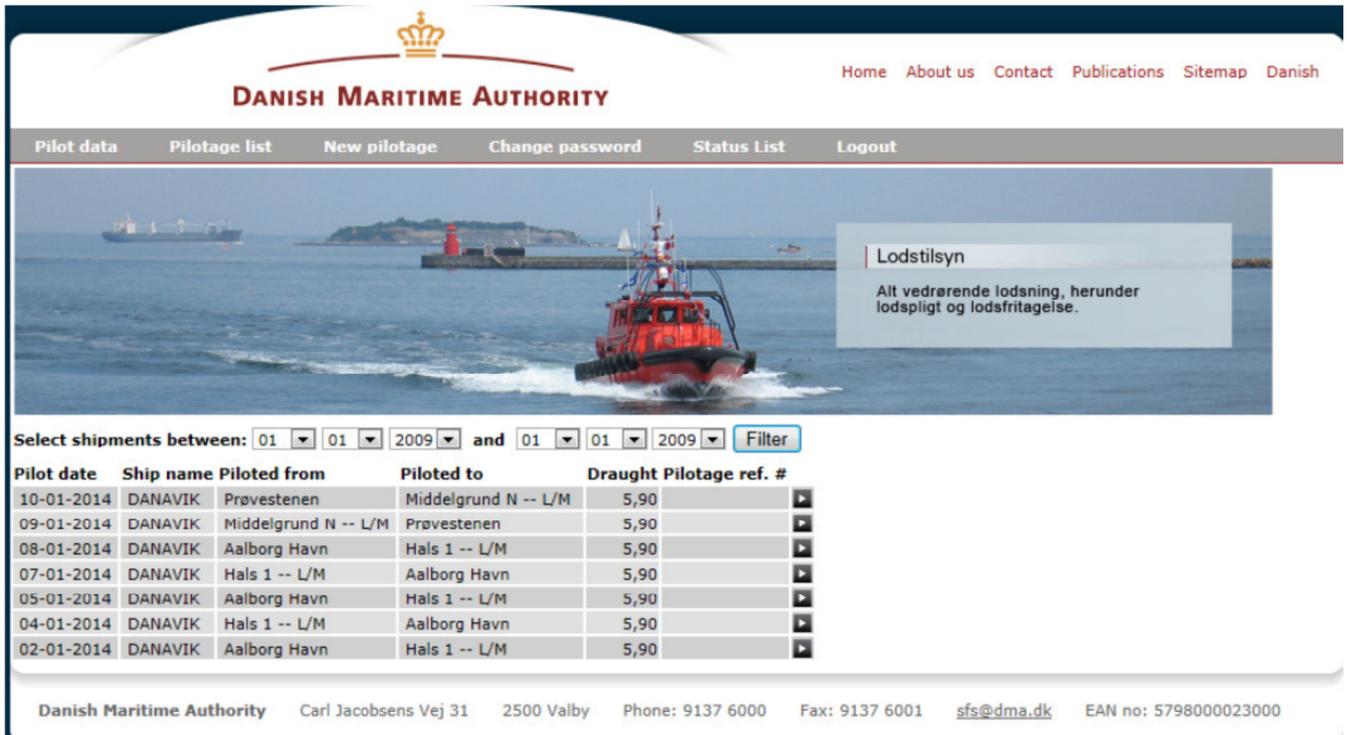
**Guideline for the reporting of sailings in the Danish Maritime Authority's  
online reporting system for holders of a pilotage exemption certificate**

Sailing from	Sailing to	Marking of Pilotage area(s)
		- Kattegat
Korsør Harbour	- Sprogø NE - P/B	- Korsør Harbour
Korsør Harbour	- Korsør P/B	- Korsør Harbour
Odense Harbour	- Gabet - P/B	- Gabet/Odense Harbour
Prøvestenen	- Drogden - P/B	- Prøvestenen - Drogden Gravede - Rende/Drogden Gravede - Rende*
Randers Harbour	- Randers - P/B	- Randers Harbour
Rudkøbing Harbour	- Thurø Rev - P/B	- Rudkøbing Harbour
Spodsbjerg Tango - P/B, or Spodsbjerg Hotel - P/B	- Skagen 1 - P/B	- Storebælt S/Storebælt S* - Storebælt N/Storebælt N* - Kattegat - Vestkysten N
Spodsbjerg Tango - P/B, or Spodsbjerg Hotel - P/B	- Alfa/4 - P/B	- Storebælt S/Storebælt S* - Storebælt N/Storebælt N* - Kattegat
- Spodsbjerg Tango - P/B - Spodsbjerg Hotel - P/B	- Sprogø NE - P/B - Korsør - P/B	- Storebælt S/Storebælt S*
Stignæs	- Korsør - P/B	- Stignæs
Stignæs	- Tango/23 - P/B	- Stignæs/Gulf Harbour - Storebælt N/Storebælt N*
Gulf Harbour - P/B	- Sprogø NE - P/B	- Stignæs/Gulf Harbour
Studstrupværket	- Studstrupværket - P/B - Århus - P/B	- Studstrupværket
Sundet N, M1 - P/B	- Århus Harbour - P/B	- Kattegat - Århus Bugt
Svendborg Harbour	- Thurø Rev - P/B - Lehnskov - P/B	- Svendborg Havn
Tango/23 - P/B	- Sprogø NE - P/B - Korsør - P/B	- Storebælt N/Storebælt N*
Tango/23 - P/B	- Alfa/4	- Storebælt N/Storebælt N* - Kattegat
Aabenraa Harbour, or Enstedværket	- Aabenraa - P/B	- Aabenraa Harbour, or - Enstedværket
Aabenraa Harbour, or Enstedværket	- A/C Off Aabenraa	- Aabenraa Harbour, or - Enstedværket
Aalborg Harbours	- Hals 1 - P/B - Hals 2 - P/B - Hals 3 - P/B - A/C Off Hals	- Limfjorden E - Aalborg incl. - Oliehavn/Aalborg excl. - Oliehavn

**Guideline for the reporting of sailings in the Danish Maritime Authority's online reporting system for holders of a pilotage exemption certificate**

**List of sailings (Pilotage list)**

If you want to see a list of your reported sailings, press **Pilotage List** in the menu.



The screenshot shows the Danish Maritime Authority website. At the top, there is a navigation menu with links: Home, About us, Contact, Publications, Sitemap, Danish. Below this is a sub-menu with links: Pilot data, Pilotage list, New pilotage, Change password, Status List, Logout. The main content area features a banner image of a red pilot boat on the water. To the right of the banner is a text box titled "Lodstilsyn" with the text "Alt vedrørende lodsning, herunder lodspilgt og lodsfritagelse." Below the banner is a filter section: "Select shipments between: 01 01 2009 and 01 01 2009 Filter". Below the filter is a table with the following data:

Pilot date	Ship name	Piloted from	Piloted to	Draught	Pilotage ref. #
10-01-2014	DANAVIK	Prøvestenen	Middelgrund N -- L/M	5,90	
09-01-2014	DANAVIK	Middelgrund N -- L/M	Prøvestenen	5,90	
08-01-2014	DANAVIK	Aalborg Havn	Hals 1 -- L/M	5,90	
07-01-2014	DANAVIK	Hals 1 -- L/M	Aalborg Havn	5,90	
05-01-2014	DANAVIK	Aalborg Havn	Hals 1 -- L/M	5,90	
04-01-2014	DANAVIK	Hals 1 -- L/M	Aalborg Havn	5,90	
02-01-2014	DANAVIK	Aalborg Havn	Hals 1 -- L/M	5,90	

At the bottom of the page, there is contact information: Danish Maritime Authority, Carl Jacobsens Vej 31, 2500 Valby, Phone: 9137 6000, Fax: 9137 6001, [sfs@dma.dk](mailto:sfs@dma.dk), EAN no: 5798000023000.

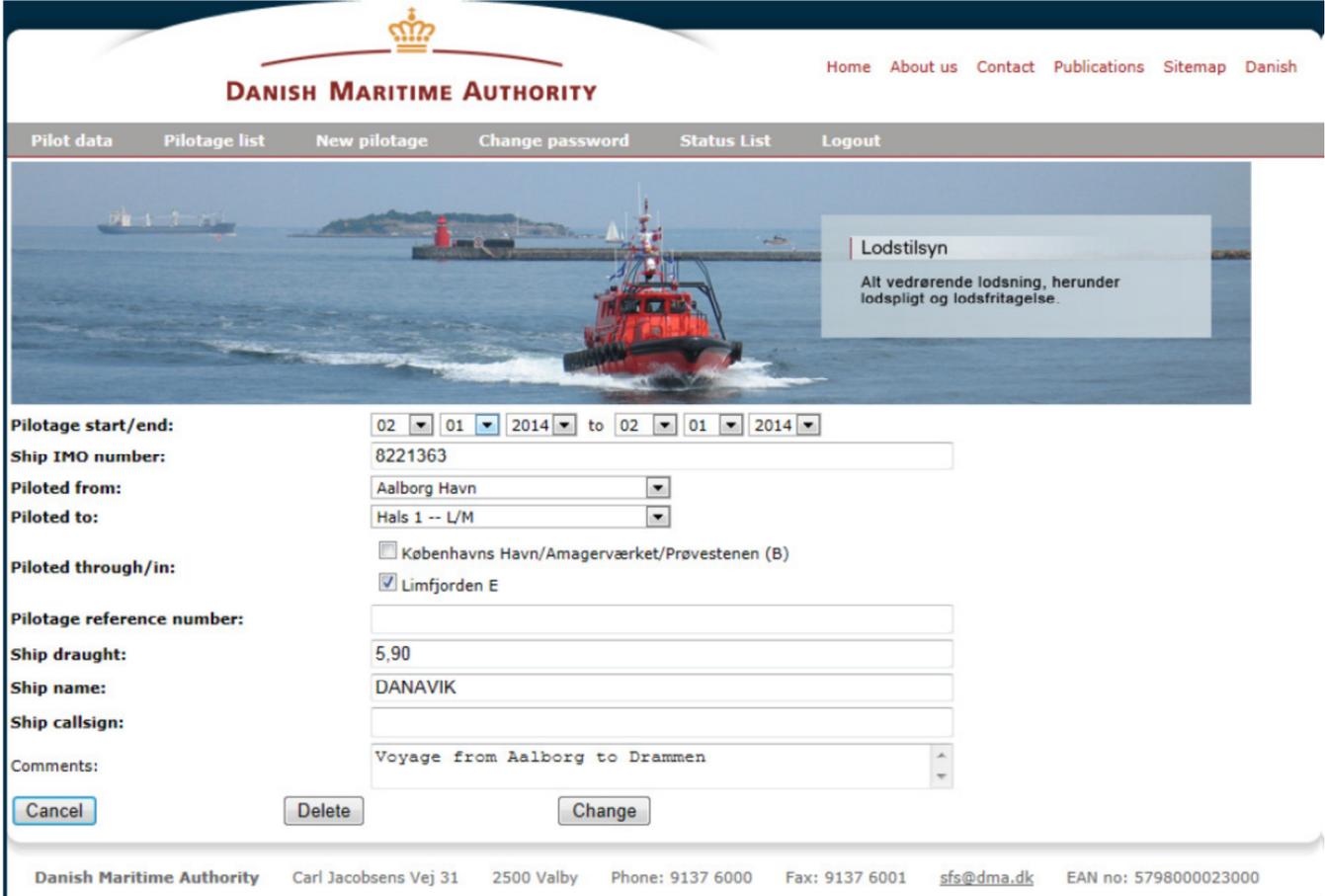
**Change or delete reported PEC sailings**

It is possible to change or delete data in reported sailings.

If you want to do so press the  button to the right of the actual sailing and this image appears:

**Guideline for the reporting of sailings in the Danish Maritime Authority's  
online reporting system for holders of a pilotage exemption certificate**

**Change or delete reported PEC sailings**



The screenshot shows the Danish Maritime Authority's online reporting system. At the top, there is a navigation menu with links for Home, About us, Contact, Publications, Sitemap, and Danish. Below this is a secondary menu with links for Pilot data, Pilotage list, New pilotage, Change password, Status List, and Logout. The main content area features a large image of a red pilot boat on the water. To the right of the image is a text box with the heading "Lodstilsyn" and the text "Alt vedrørende lodsning, herunder lodspligt og lodsfritagelse." Below the image is a form for editing a sailing report. The form includes fields for Pilotage start/end (02/01/2014 to 02/01/2014), Ship IMO number (8221363), Piloted from (Aalborg Havn), Piloted to (Hals 1 -- L/M), Piloted through/in (Limfjorden E), Ship draught (5,90), Ship name (DANAVIK), and Ship callsign. A comments field contains the text "Voyage from Aalborg to Drammen". At the bottom of the form are three buttons: Cancel, Delete, and Change. The footer of the page contains contact information for the Danish Maritime Authority, including the address Carl Jacobsens Vej 31, 2500 Valby, phone number 9137 6000, fax number 9137 6001, email sfs@dma.dk, and EAN number 5798000023000.

**Change reported sailings**

- Enter your changes
- Press **Cancel**, if you regret the entered changes
- Press **Change** to complete and save changes.

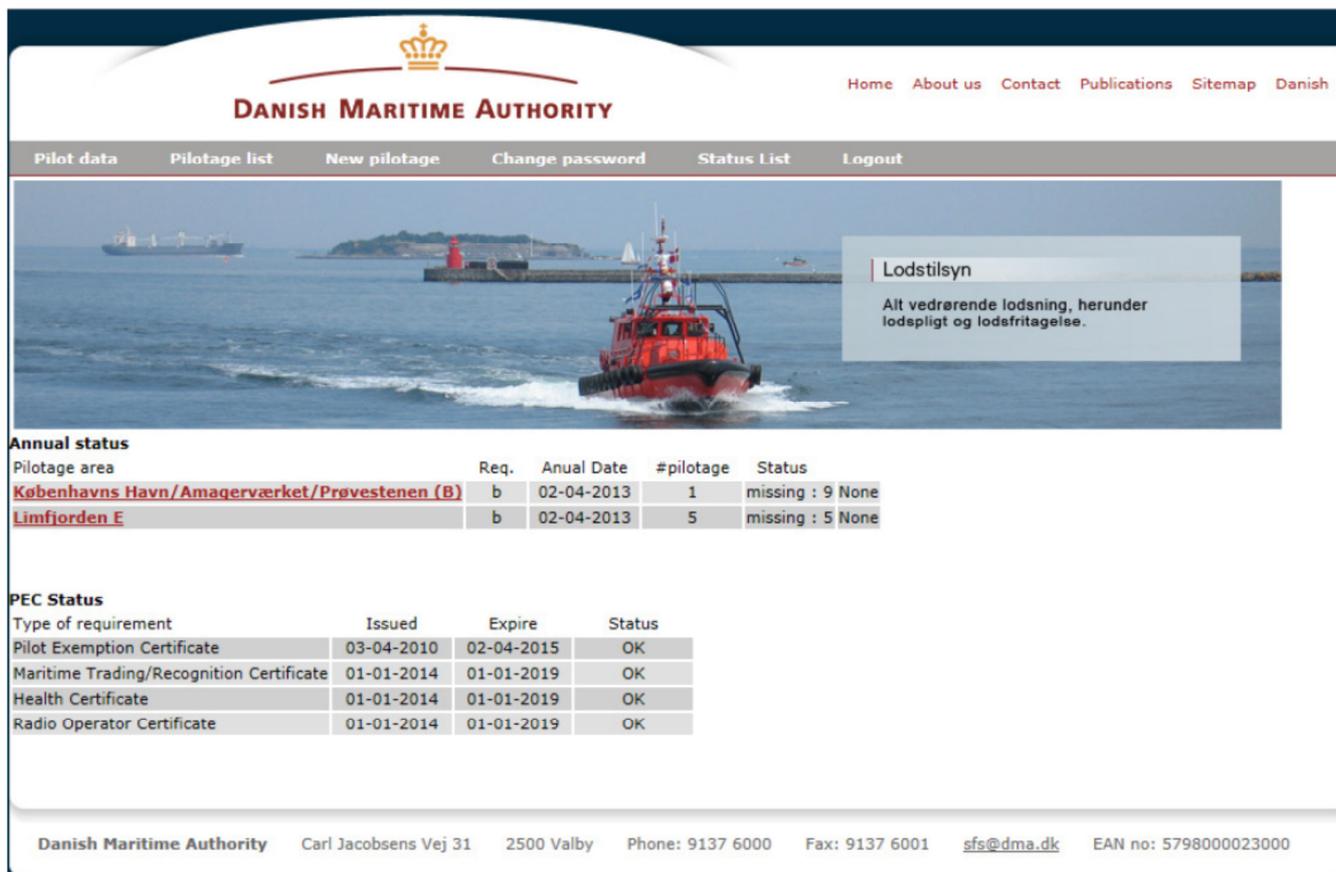
**Delete reported sailings**

- Press **Cancel**, if you do not want to delete data
- Press **Delete** to delete reported data.

**Guideline for the reporting of sailings in the Danish Maritime Authority's online reporting system for holders of a pilotage exemption certificate**

**Sailing status**

The image **Pilot status** shows a list of your performed sailings in the areas you are certified in, and a status of your certificates.



The screenshot shows the Danish Maritime Authority website interface. At the top, there is a navigation menu with links for Home, About us, Contact, Publications, Sitemap, and Danish. Below this is a secondary menu with links for Pilot data, Pilotage list, New pilotage, Change password, Status List, and Logout. The main content area features a large image of a red pilot boat on the water. To the right of the image is a text box titled "Lodstilsyn" with the text "Alt vedrørende lodsning, herunder lodsplicht og lodsfritagelse." Below the image, there are two tables: "Annual status" and "PEC Status".

**Annual status**

Pilotage area	Req.	Annual Date	#pilotage	Status
<a href="#">Københavns Havn/Amaqerværket/Prøvestenen (B)</a>	b	02-04-2013	1	missing : 9 None
<a href="#">Limfjorden E</a>	b	02-04-2013	5	missing : 5 None

**PEC Status**

Type of requirement	Issued	Expire	Status
Pilot Exemption Certificate	03-04-2010	02-04-2015	OK
Maritime Trading/Recognition Certificate	01-01-2014	01-01-2019	OK
Health Certificate	01-01-2014	01-01-2019	OK
Radio Operator Certificate	01-01-2014	01-01-2019	OK

At the bottom of the page, there is contact information for the Danish Maritime Authority: Carl Jacobsens Vej 31, 2500 Valby, Phone: 9137 6000, Fax: 9137 6001, [sfs@dma.dk](mailto:sfs@dma.dk), EAN no: 5798000023000.

By pressing a link with a pilotage area, for example [Limfjorden E](#) you will be able to see a list of your sailings in this specific area.

**Guideline for the reporting of sailings in the Danish Maritime Authority's  
online reporting system for holders of a pilotage exemption certificate**

  
**DANISH MARITIME AUTHORITY**

[Home](#) [About us](#) [Contact](#) [Publications](#) [Sitemap](#) [Danish](#)

[Pilot data](#)   [Pilotage list](#)   [New pilotage](#)   [Change password](#)   [Status List](#)   [Logout](#)



**Lodstilsyn**

Alt vedrørende lodsning, herunder lodspligt og lodsfrigørelse.

Select shipments between:    and

Pilot date	Ship name	Piloted from	Piloted to	Draught	Pilotage ref. #
15-01-2014	TARCO SEA	Rødby -- L/M	Bornholm -- L/M	9876,00	6789 <input type="button" value="▼"/>
13-01-2014	TARCO SEA	Aggersund Havn	Bandholm Havn	787,00	1234567 <input type="button" value="▼"/>

Danish Maritime Authority   Carl Jacobsens Vej 31   2500 Valby   Phone: 9137 6000   Fax: 9137 6001   [sfs@dma.dk](mailto:sfs@dma.dk)   EAN no: 5798000023000

**Guideline for the reporting of sailings in the Danish Maritime Authority's  
online reporting system for holders of a pilotage exemption certificate**

**Personal data**



Certificate:

Employer:

Initial certificate date:

IMO	CallSign	ShipName
9327281	9HA3641	SKAW

PEC Ship:

Transit Pilot:  Yes  
 No

Name:

Surname:

Address:

Zipcode & City:

Country:

Phone number:

Date of birth:

Email:

Comments:

**Pilot data** contains your personal data etc.

**Guideline for the reporting of sailings in the Danish Maritime Authority's  
online reporting system for holders of a pilotage exemption certificate**

**Responsibility for entering and updating data**

- The Danish Maritime Authority, DMA (Lodstilsyn) enters personal data and sailing data for applicants.
- The holder of a pilotage exemption certificate is responsible for updating personal data and sailing data and for checking that all data are correct. Sailings **must** be entered into the reporting system immediately after completion of a sailing.  
**Please note** that if you lack one sailing in an area in order to fulfil the demand for number of sailings, and this sailing is carried out on your annual date, the sailing must be reported immediately in order for you to maintain the area. Otherwise the area is removed from your list of certified areas once the date has passed.
- The annual date in the reporting system refers to the date of certification in an area, and may therefore vary from area to area. The dates on the PEC refer only to the issuing and expiry date of the certificate (the Plastic card) which is normally valid for 5 years.

**Quality control and approval of reported sailings and personal data**

The holder of a pilotage exemption certificate must check that his data in the reporting system are correct.

- Quality control of reported data must be carried out by the employer/ship owner engaging the PEC-holder.
- DMA (Lodstilsyn) carries out random checks of the entered data. If necessary, adjustments are made in the reporting, so that the sailing data are in accordance with the instructions.
- DMA (Lodstilsyn) shall review and approve the pilotage areas marked in the sailings.

**Important**

You should only report what you yourself have sailed in a single complete voyage.

**NB** For safety reasons the system will automatically log you off after 5 minutes with inactivity.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:**

- Pilotage Superintendent Frank Adler Gottlieb – fgo@dma.dk or +45 72 19 61 77
- Nautical advisor Søren Nielsen – son@dma.dk or +45 72 19 61 96