



# Vessel Clearance System User Manual (Shipping Agent)

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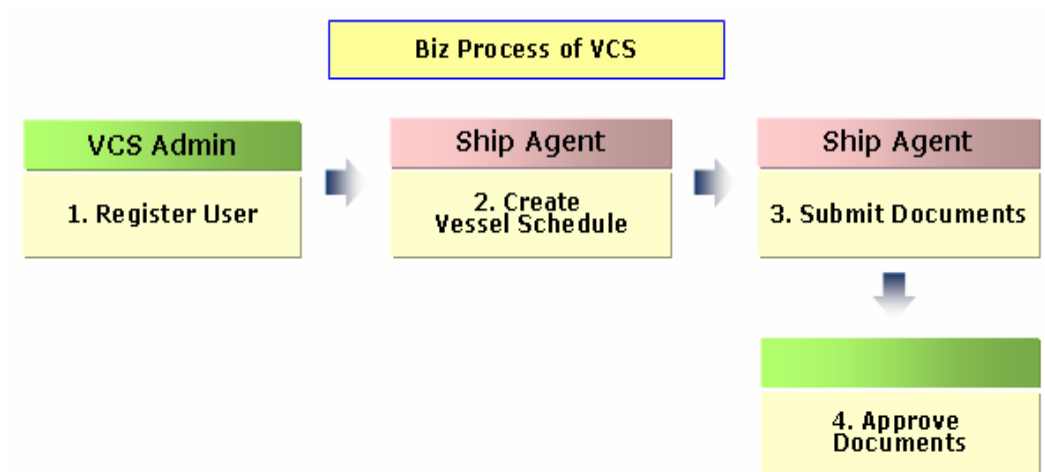
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# Chapter 1. BEGINNING

## 1. Objective

**Vessel Clearance System** is to clearance vessel in/out from various ports in the world to Johor Port Berhad. System consists of four parts as below.



### 1. Register User

- 1) Register Company
- 2) Approve Company & Company User Admin
- 3) Create Password
- 4) Send Password
- 5) Access VCS
- 6) Register Company User

### 2. Create Vessel Schedule

- 1) Submit Vessel Particular
- 2) Confirm Vessel Particular
- 3) Create Vessel Schedule
- 4) View Vessel Schedule

### 3. Submit Documents

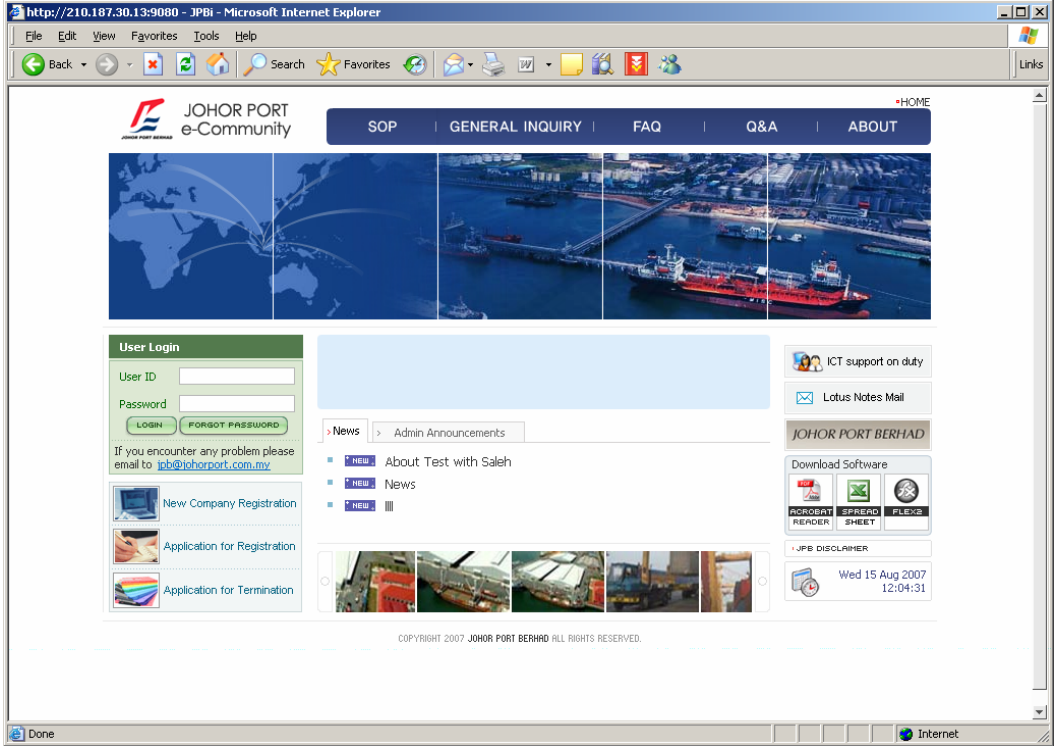
- 1) Retrieve Document ID
- 2) Submit Document

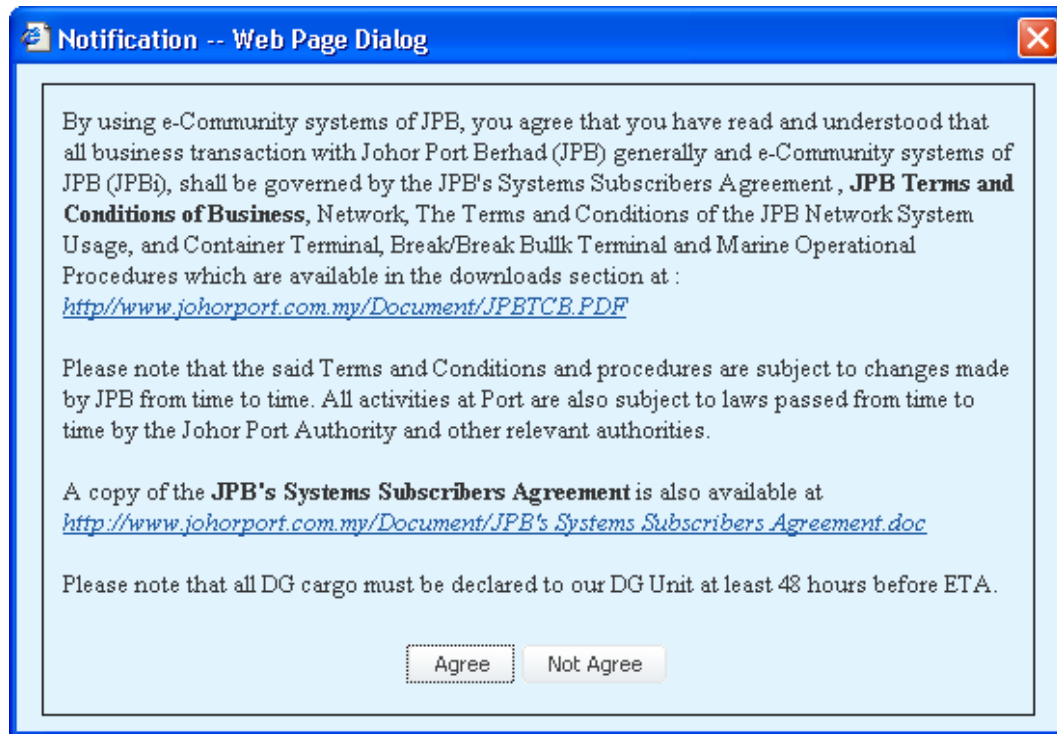
### 4. Approve Submitted Documents

- 1) Retrieve Document ID
- 2) Approve Document according to user role as below:
  - Government – Marine Department
  - Government – Health Department
  - Government – Chemistry Department
  - Government – Immigration Department
  - Government – Customs Department
  - Internal – Port Safety
  - Private company – Marine Surveyor

## 2. Log In

In order to access Vessel Clearance System, input the authorized **User ID** and **Password**. Click Login button, and Vessel Clearance System will be started.

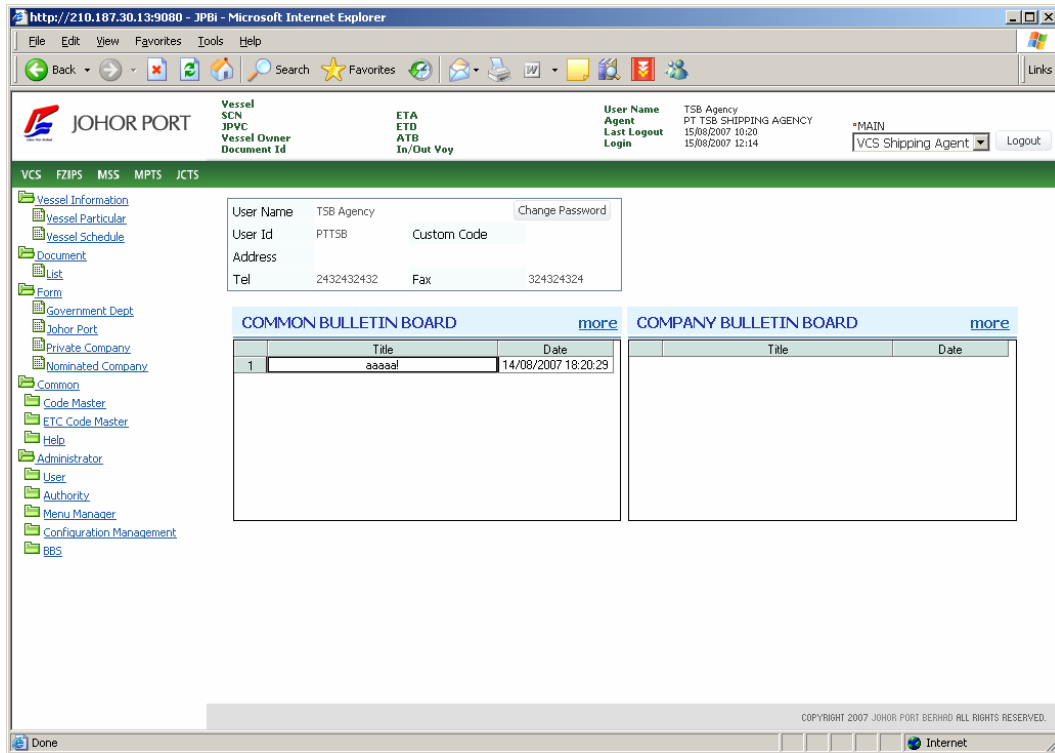




After log in, Disclaimer or Notification screen pops up and user need to click "Agree" in order to continue with the VCS system. If "Not Agree" is clicked you not able to login into VCS and will be directed to Login page.

### 3. Main Screen

After log-in, the main screen shows as follows.



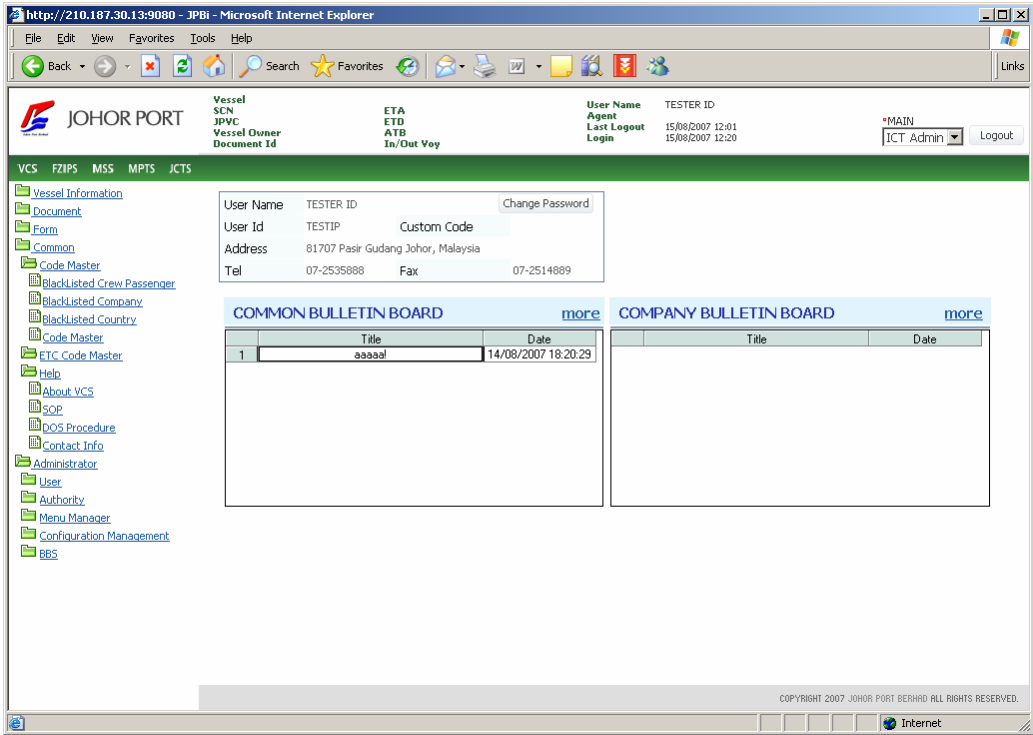
Main screen has two main Bulletin Board sections to be viewed by user, Common Bulletin Board and Company Bulletin Board.

Click Common Bulletin Board to view detail announcement made by System administrator of Johor Port Berhad to subscriber.

Click Company Bulletin Board section to view detail announcement made by the company administrator. This screen is limited to user of the company, respective government agencies, or organization of the company to view.



# Chapter 2. COMMON



## 4. Code Master

### 1) Code Master

The screenshot shows a web browser window displaying the JOHOR PORT Code Master application. The browser address bar shows the URL: <http://210.187.30.13:9080>. The application header includes the JOHOR PORT logo and navigation links: VCS, FZIPS, MSS, MPTS, JCTS. The user interface is titled "Code Master" and features a search form with "Big Code" (set to "VCS") and "Middle Code" (set to "Purpose Of Call"). Below the form is a table listing code entries.

	Large Code	Middle Code	Small Code	Small Name	Description	Order	Extend Value
1	VC	POC	BK	Bunkering Only			
2	VC	POC	CO	Cargo Operation			
3	VC	POC	AA	Dai Test			
4	VC	POC	EG	Emergency	dai test		
5	VC	POC	OT	Other (Specify)			
6	VC	POC	PO	Passenger Operation			
7	VC	POC	PD	Repair/Docking/Outfitting			
8	VC	POC	TS	Taking Supplies Only			

The application footer contains the text: "COPYRIGHT 2007 JOHOR PORT BERHAD ALL RIGHTS RESERVED."

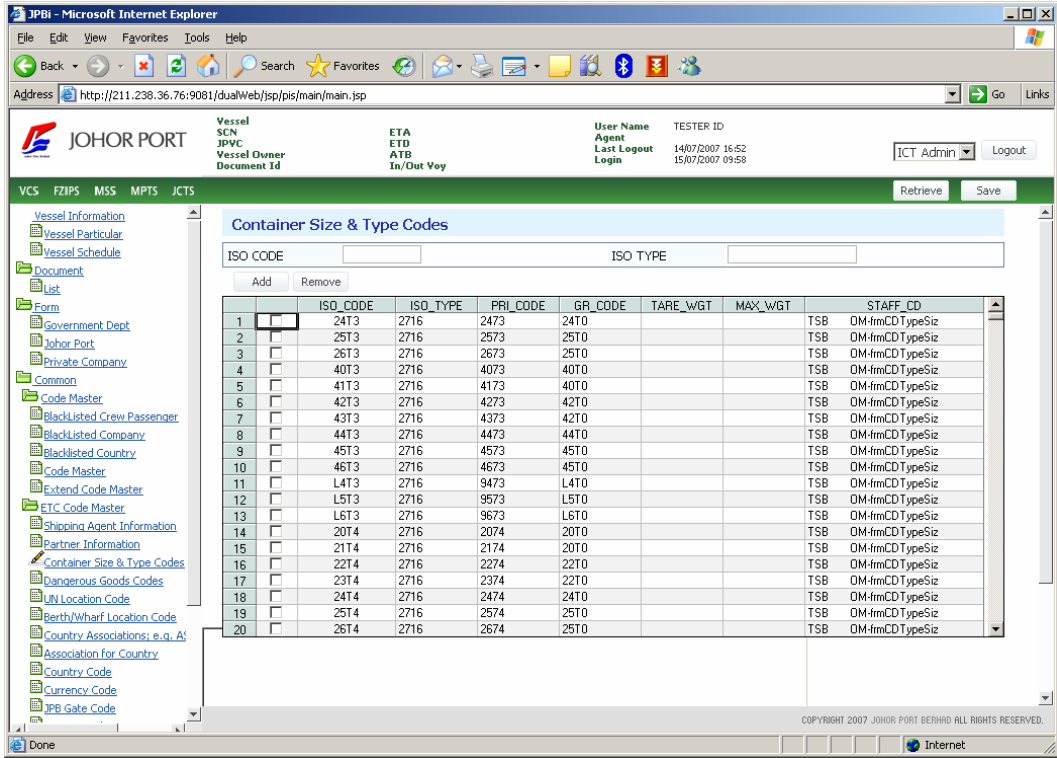
User is able to access the screen as for viewing purpose only.

# 5. ETC Code Master

User is able to view code below for the purpose of VCS:

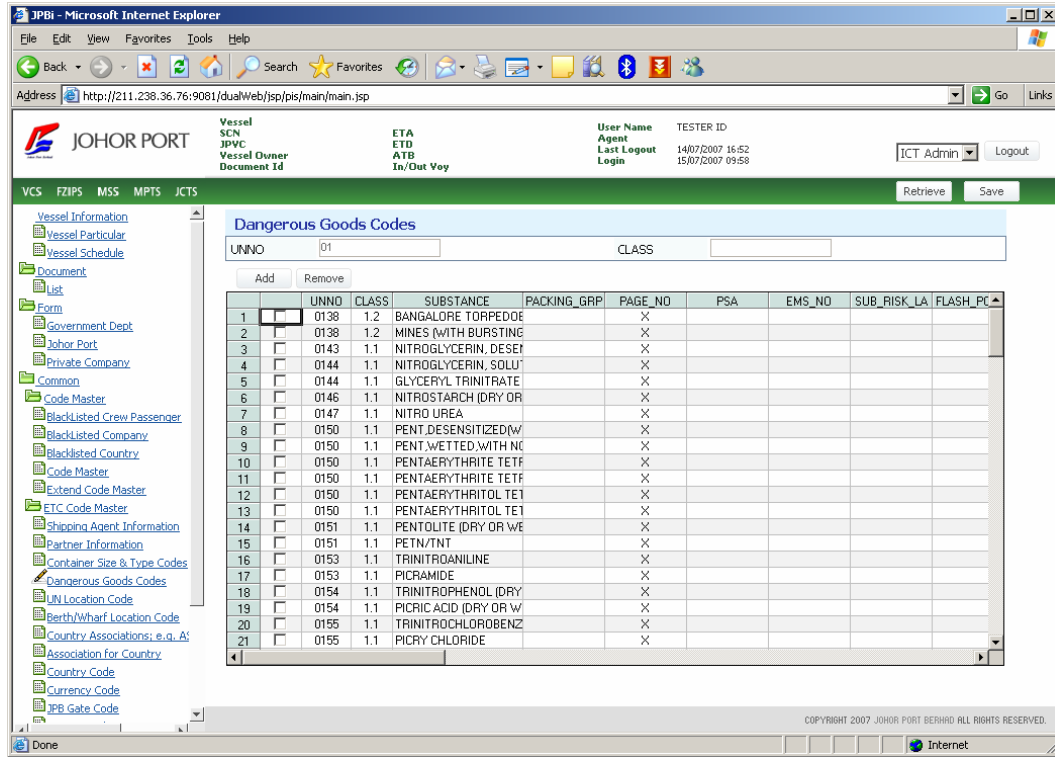
## 1) Container Size & Type Code

Click **Retrieve** button (  ), and then the registered **Container Size & Type Code** will be displayed as below.



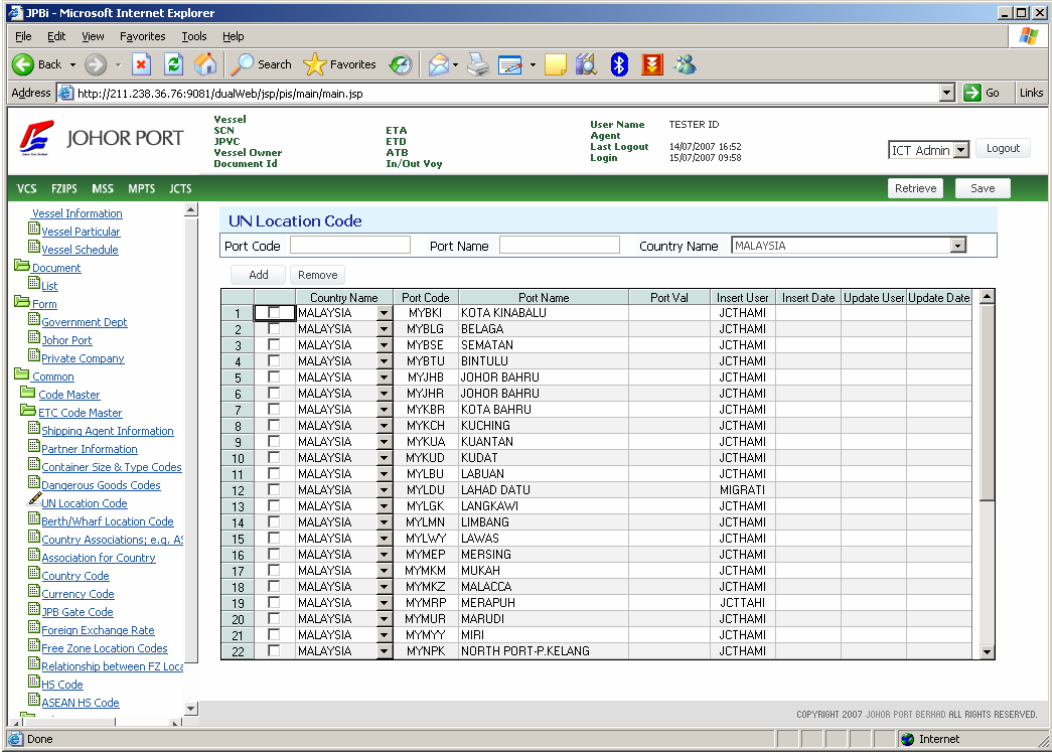
## 2) Dangerous Goods Code

Click **Retrieve** button (  ), and then the registered **Dangerous Goods Code** will be displayed as below.



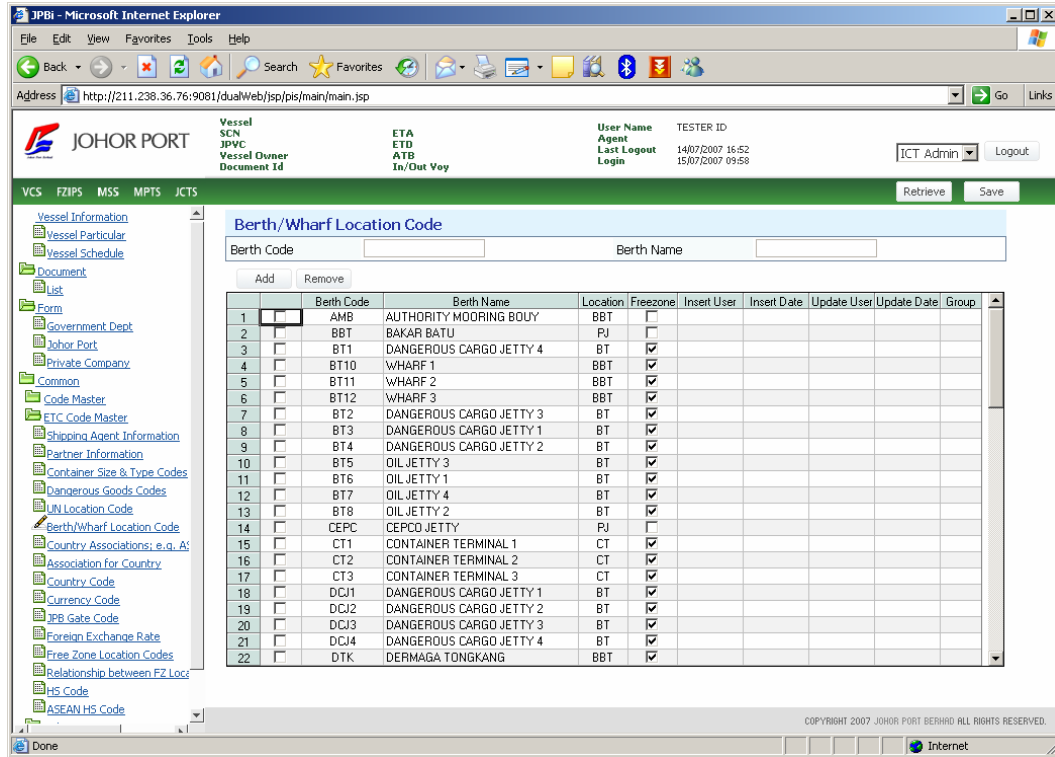
### 3) UN Location Code

Click **Retrieve** button ( Retrieve ), and then the registered **UN Location Code** will be displayed as below.



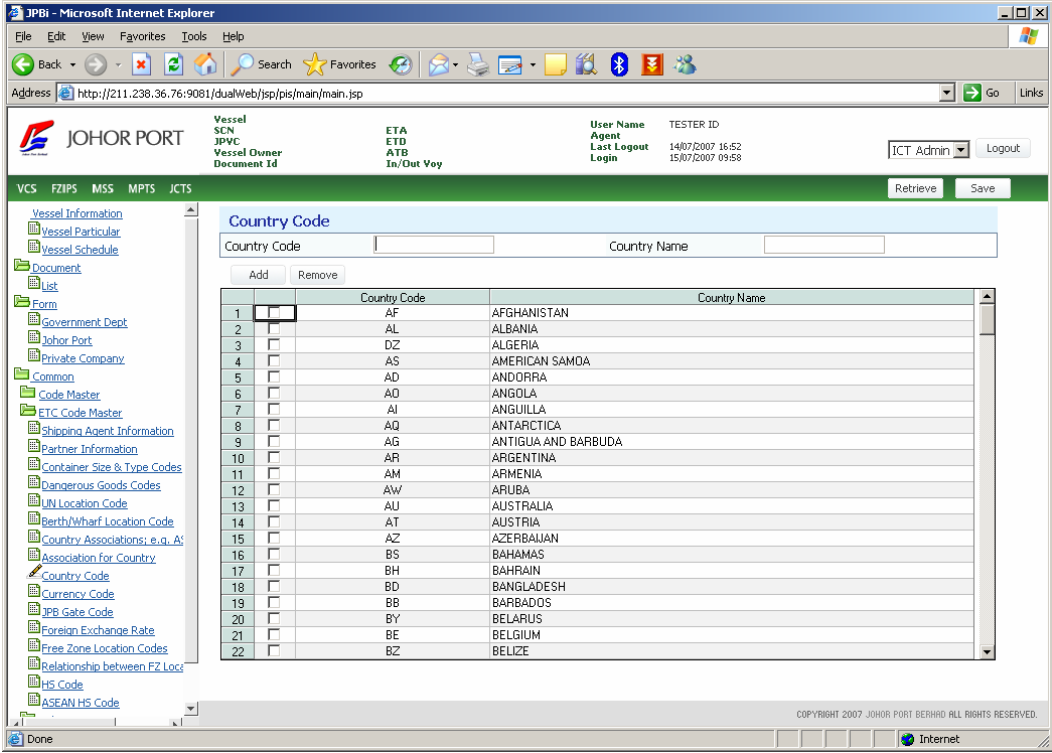
#### 4) Berth/Wharf Location Code

Click **Retrieve** button ( Retrieve ), and then the registered **Berth/Wharf Location Code** will be displayed as below.



## 5) Country Code

Click **Retrieve** button (  ), and then the registered **Country Code** will be displayed as below.

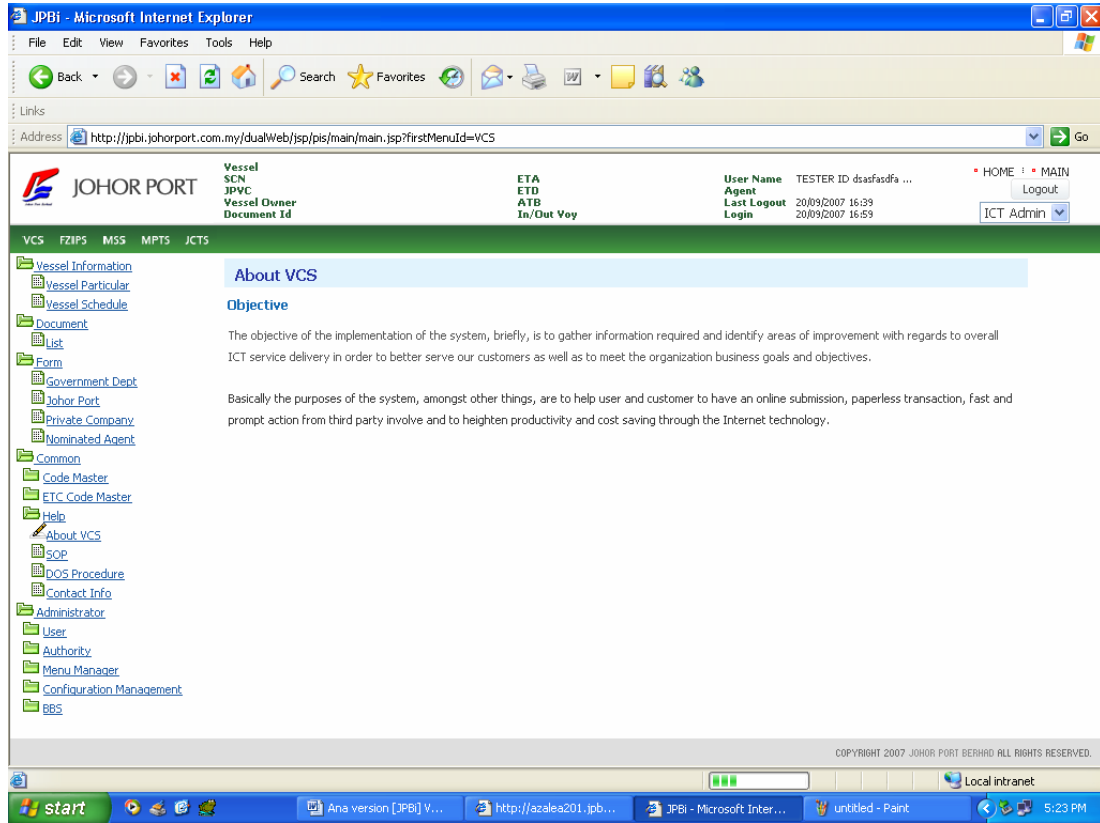


**NOTE** ETC Code Master module is accessible to user for viewing purposes only.

## 6. Help

### 1) About VCS

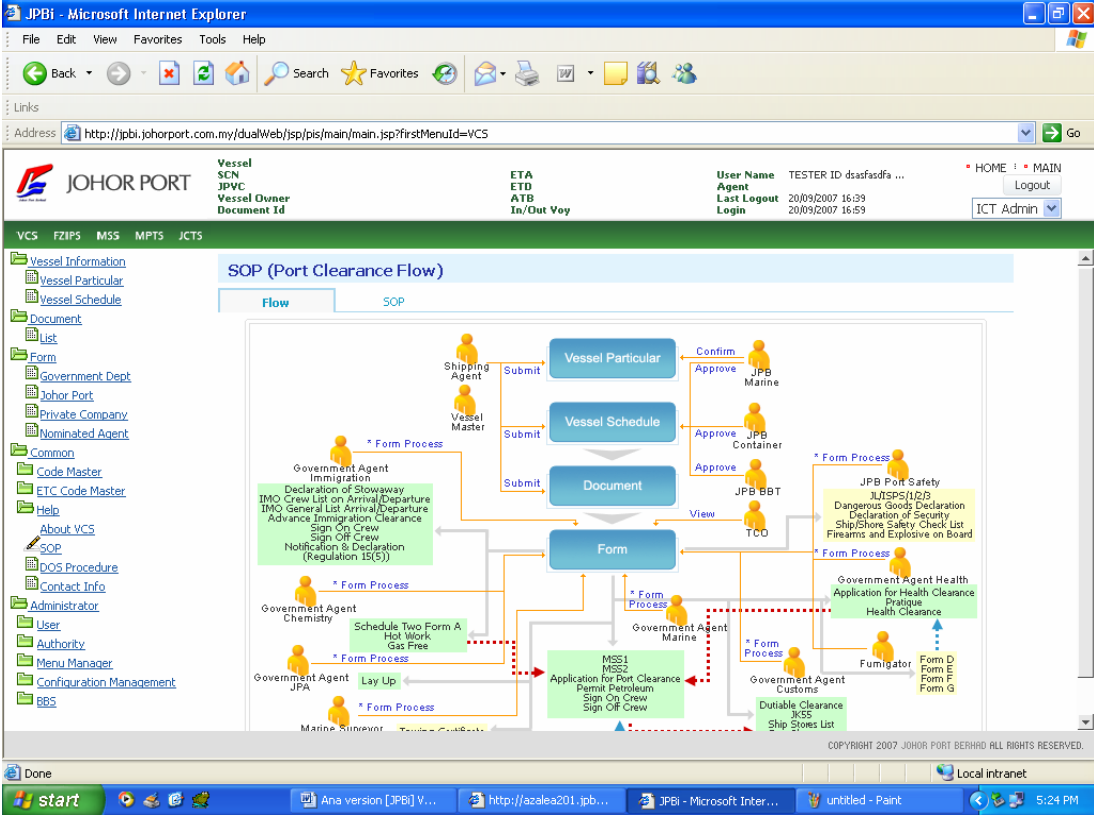
Click [**Help > About VCS**] to view system description of VCS. This is just for user information.



### 2) SOP

Click [**Help > SOP**] to view information of Standard of Procedure required in VCS.





### 3) DOS Procedure

Click **[Help → DOS]** Procedure to view information of Port Safety procedure in Declaration of Security.

JPBI - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Links

Address <http://jpbi.johorport.com.my/dualWeb/jsp/pis/main/main.jsp?firstMenuId=VCS> Go

**JOHOR PORT**

Vessel  
SCN  
JPVC  
Vessel Owner  
Document Id

ETA  
ETD  
ATB  
In/Out Voy

User Name  
Agent  
Last Logout  
Login

TESTER ID dsasfasfa ...  
20/09/2007 16:39  
20/09/2007 16:59

HOME MAIN  
Logout  
ICT Admin

VCS FZIPS MSS MPTS JCTS

Vessel Information  
Vessel Particular  
Vessel Schedule  
Document  
List  
Form  
Government Dept  
Johor Port  
Private Company  
Nominated Agent  
Common  
Code Master  
ETC Code Master  
Help  
About VCS  
SOP  
BOS Procedure  
Contact Info  
Administrator  
User  
Authority  
Menu Manager  
Configuration Management  
BBS

**DECLARATION OF SECURITY**

Index	Purpose	Definition	Action	Documentation	Flow Chart
1. PURPOSE					
2. SCOPE					
3. MANAGED RISK					
4. REFERENCES					
5. DEFINATION					
6. ACTION					
7. DOCUMENTATION					
8. FLOW CHART					

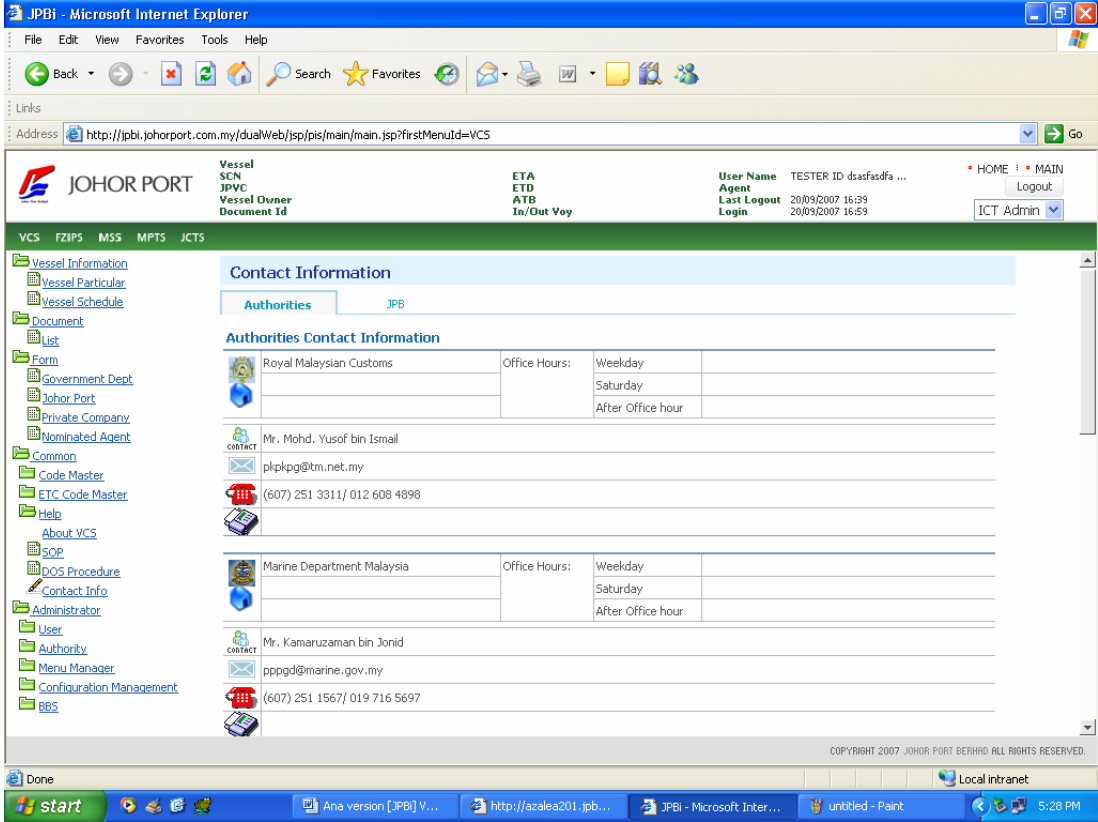
COPYRIGHT 2007 JOHOR PORT BERHAD ALL RIGHTS RESERVED.

Done Local intranet

start Ana version [JPB] V... http://azalea201.jp... JPBI - Microsoft Inter... untitled - Paint 5:25 PM

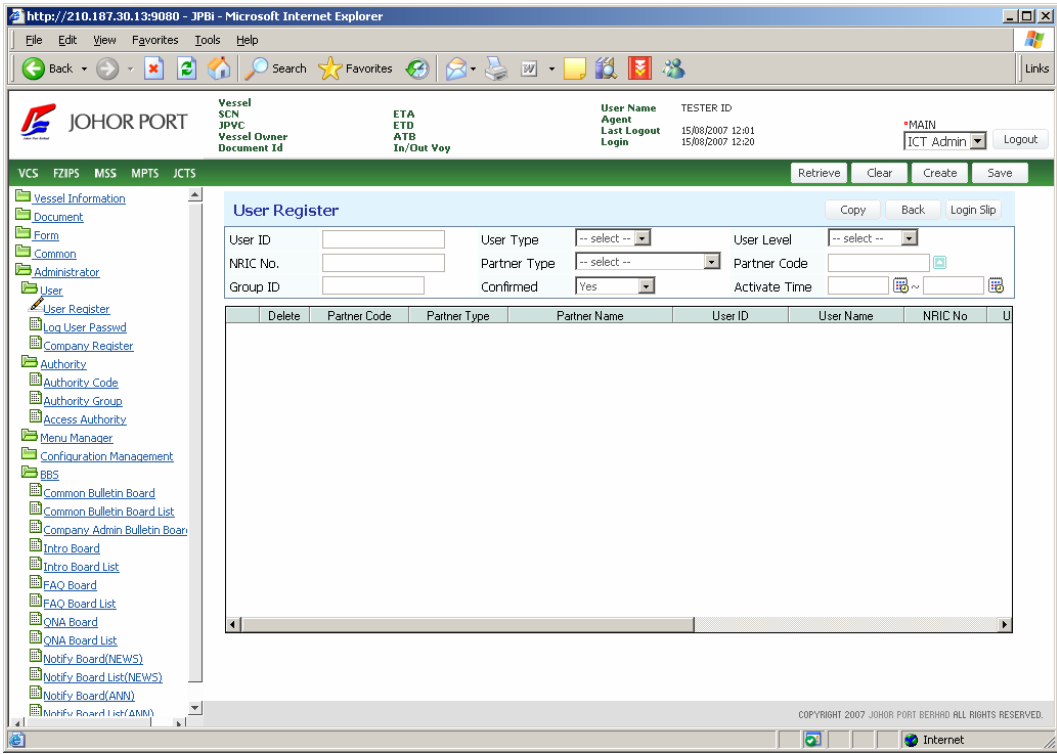
#### 4) Contact Info

Click **[Help → Contact]** Info to view contact number of Government Authorities and JPB related with vessel clearance.

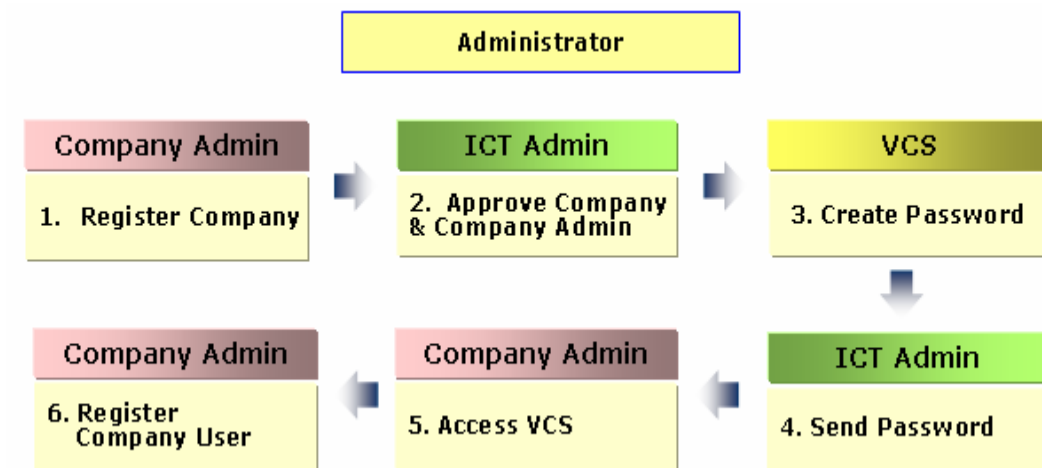


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# Chapter 3. ADMINISTRATOR



## 7. Basic Flow

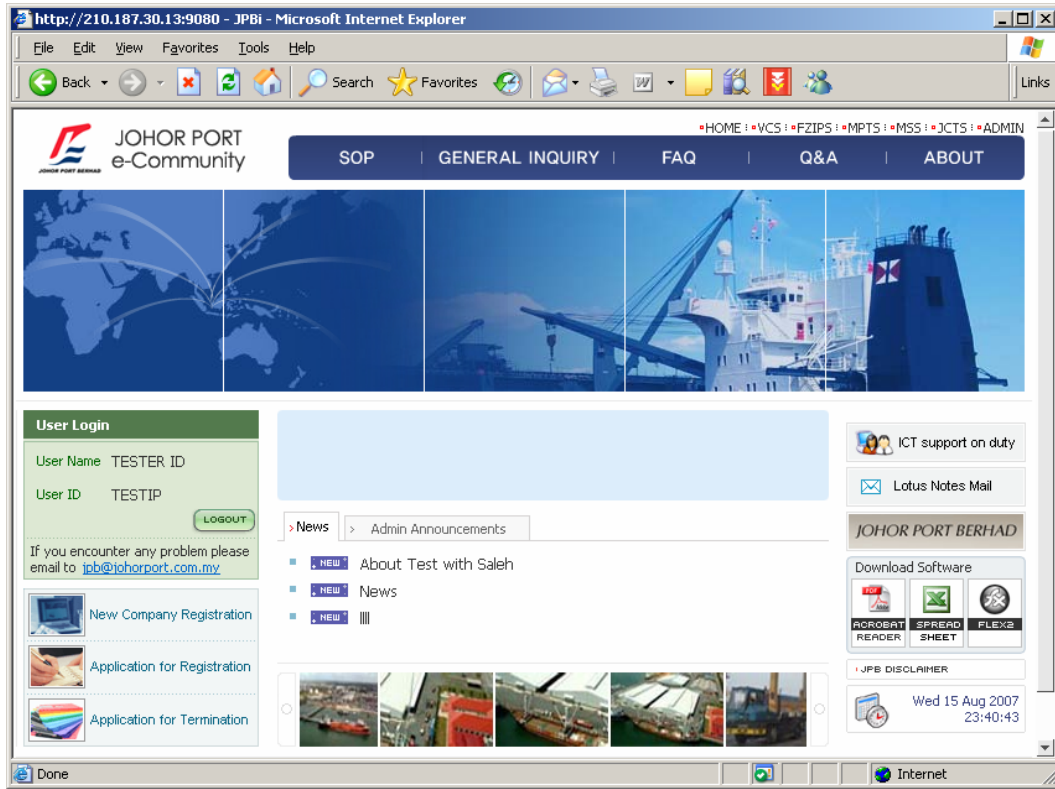


## 8. Company & User Registration

### 1) Company Registration by User

When you access to VCS at first time, you have no user ID/PW.  
 To register User ID/PW, you have to register your company in advance.  
 In this process, you can register your company and you (as Company's System Administrator). And also you can create **User ID**. But you cannot create Password.

- ① Click **New Company Registration** button.



② **Company Registration Form** window is popped up as below.

**Partner Registration Form**

**Partner Particulars**

Partner's Name  Duplication Check

Address

Post Code

Partner Registration No.  Duplication Check

JPB Account No.

Contact Person

Phone Number

Fax Number

E-mail Address

**Description of Business**

\* Please define your business role with Johor Port Berhad.

Shipping Agent       Government Agent       Trucker

Shipper / Consignee       Forwarding Agent       Individual Ship Master

Marine Surveyor

Customs Licence No.  Duplication Check (for Shipping Agent)

Duplication Check (for Forwarder)

**Selection of System**

VCS       FZIP       MSS

MPTS       JCTS

**Information of Connection**

Connection Type

Connection Qty

Clear    Next

③ Fill in your company's detail information in the screen.

At first time, fill in **Company Particular**.

After filling in *Company's Name* and *Company Registration No*, you have to do **Duplication Check**.

**Company Particulars**

Company's Name	TSB	Duplication Check
Address	20F Hanjin Shipping Building 79-9, Jungang-dong 4-ga, Jung-gu Busan, Korea	
Post Code	600-014	
Company Registration No.	KR001	Duplication Check
JPB Account No.	BS001	
Customs Reference No.	KRBS001	
Contact Person	J.S Lee	
Phone Number	+82 51 603 3000	
Fax Number	+82 51 603 3150	
E-mail Address	jslee@tsb.co.kr	

Next, go to **Description of Business.**

You can define your business role with Johor Port Berhad.

Select one role among five, - Shipping Agent, Government Agent, Haulage, Shipper/Consignee and Forwarding Agent.

In case when you select **Shipping Agent** as your role, additional selection list to select Shipping Line will be displayed as below.

**Description of Business**

\*Please define your business role with Johor Port Berhad.

Shipping Agent
  Government Agent
  Haulage  
 Shipper / Consignee
  Forwarding Agent

List all Shipping Lines represented by your company and also state whether as a Vessel Operator or/and Container Operator. Please attach with the application form a copy appointment letter from the shipping Line that you represented.

No	Shipping Line Name	Add	Remove
1	-- select --		

**NOTE** When your role is **Shipping Agent**, you have to select your **Shipping Line**. So system can recognize your relationship with your shipping line.



When you have more than two shipping line, you can use **Add** button (  ).

**Description of Business**

\* Please define your business role with Johor Port Berhad.

- Shipping Agent                       Government Agent                       Trucker
- Shipper / Consignee                       Forwarding Agent                       Individual Ship Master
- Marine Surveyor

Customs Licence No   (for Shipping Agent)  
  (for Forwarder)

List all Shipping Lines represented by your company and also state whether as a Vessel Operator or/and Container Operator. Please attach with the application form a copy appointment letter from the shipping Line that you represented.

No	Delete	Shipping Line Code	Shipping Line Name
1	<input type="checkbox"/>	BABUN	BABUN SHIP LINES
2	<input type="checkbox"/>	ASA	ALLIANCE SHIP AGENCY LTD

**Selection of System**

- VCS     FZIP     MSS
- MPTS     JCTS

**Information of Connection**

Connection Type

Connection Qty

Go to **Selection of System**. Select the system you want to use.

#### Selection of System

<input checked="" type="checkbox"/> VCS	<input type="checkbox"/> FZIP	<input type="checkbox"/> MSS
<input type="checkbox"/> MPTS	<input type="checkbox"/> JCTS	

Go to **Information of Connection**. Fill in connection information.

Click **Next** button (  ). And then the company information is saved, and you can go to the next screen to type in **Company's System Administrator's Information**.

- ④ The below is Company's System Administrator screen.

Please fill in company system administrator's detail information including User ID.

The screenshot shows a web browser window titled "PIS Program - Microsoft Internet Explorer". The page content is titled "Partner's System Administrator" and includes a "Partner's System Administrator" section with the following fields:

- Partner Name: ASDASD
- User ID: [text input] Duplication Check
- Name: [text input]
- NRIC No.: [text input] Duplication Check
- Department: [text input]
- Address: [text input]
- Designation: [text input]
- Telephone: [text input] (Ext) [text input]
- Reference No.: [text input]
- Fax No.: [text input]
- Cell Phone: [text input]
- E-mail Address: [text input]

At the bottom right of the form area, there is a "Save" button. The browser's status bar at the bottom shows "Done" and "Local intranet".

Click **Save** button (  ), and then Company's System Administrator's information is saved.

## 9. Company Administrator's Job

### 1) Company Profile

Company Administrator able to view and maintain their own company information only.

In the Partner List screen, the respective company list as single row.

New member and Registered Member radio button is disabled, system automatically place Partner code of your company in Partner Code field.

Vessel  
 SCN  
 JPVC  
 Vessel Owner  
 Document Id

ETA  
 ETD  
 ATB  
 In/Out Voy

User Name  
 Agent  
 Last Logout  
 Login

NOOR RAIHANA BIN...  
 EM SHIPPING SDN BHD  
 20/09/2007 16:49  
 21/09/2007 10:37

HOME : MAIN  
 Logout  
 SA

Retrieve Clear Save

#### Partner List

Back

New Member
  Registered Member

Partner Type -- select -- Partner Code EMSM Partner Name

Registry System -- select -- Registered Date

Company Code	Company Name	Company Type			Address	Telep
EMSM	EM SHIPPING SDN BHD	SHA	CNS	FWD	LOT L4.7 3RD FLOOR, WISMA KONTENA, JOH	07-25

Double click your company type in the row and detail screen of your company information will be displayed.

Back
**Partner List**

New Member    Registered Member

Partner Type:    
 Partner Code:    
 Partner Name:

Registry System:    
 Registered Date:

---

Registry System:  VCS    FZIPS    MSS    MPTS    JCTS

Partner Code:    
 Partner Name:

Partner Registration No:    
 Check:    
 Post Code:

Partner Type:
   
 Shipping Line    Shipping Agency    Trucker    Forwarder    Shipper/Consignee    Tally Co.
   
 Repair Vendor    Government    Stevedoring Co.    Broker    Container Repair Vendor
   
 Marine Surveyor    Free Zone Operator    Individual Ship Master    Fumigator

Address:

Account No:    
 TEL NO:

Email Address:    
 FAX:

Contact Person:    
 Status:  Hold Check    Account Hold Check

Custom Licence No:  (for Shipping Agent)   
 Custom Licence Ext:  Extend

Custom Ref.Start Date:  (for Shipping Agent)   
 Custom Ref.End Date:  (for Shipping Agent)

Custom Licence No:  (for Forwarder)   
 Custom Licence Ext:  Extend

Custom Ref.Start Date:  (for Forwarder)   
 Custom Ref.End Date:  (for Forwarder)

Connection Type:   

Connction Qty:

Update Time:    
 Modifier:

Remark:

	Delete	Company Code	Company Type	Shipping Line Code	Shipping Line Name
1	<input type="checkbox"/>	EMSM	SHP	HUB	HUB INT CONTAINER LINE PTE LTD

You not able to maintain your Partner Code , Registry System, Partner Type, Account No. Company status, customs license information (Extend, Code, Start Date and End Date, Shipping Line information if any)

## 1) User Profile

Company administrator able to create new user for the company but the approval of the user registered will be granted by System Administrator of JPB.

The administrator also is able to maintain their user information.

Only user belong to the company will be listed in the User Register listing screen.

Retrieve Clear Create Save

User Register Copy Back

User ID

User Type External

Partner Type -- select --

User Name

User Level -- select --

Partner Code

NRIC No.

Confirmed Yes

Activate Time

	Partner Code	Partner Type	Partner Name	User ID	User Name	NRIC No	User Type
1	EMSM	SHA/CNS/FWD	EM SHIPPING ffdldggdID	EMSMANA	NOOR RAIHANA BINT	EMSMANA	External
2	EMSM	SHA/CNS/FWD	EM SHIPPING ffdldggdID	EMSMANA	NOOR RAIHANA BINT	EMSMANA	External
3	EMSM	SHA/CNS/FWD	EM SHIPPING ffdldggdID	EMSMANA	NOOR RAIHANA BINT	EMSMANA	External
4	EMSM	SHA/CNS/FWD	EM SHIPPING ffdldggdID	EMSMANA	NOOR RAIHANA BINT	EMSMANA	External
5	EMSM	SHA/CNS/FWD	EM SHIPPING ffdldggdID	EMSMANA	NOOR RAIHANA BINT	EMSMANA	External
6	EMSM	SHA/CNS/FWD	EM SHIPPING ffdldggdID	EMSMANA	NOOR RAIHANA BINT	EMSMANA	External
7	EMSM	SHA/CNS/FWD	EM SHIPPING ffdldggdID	EMSMANA	NOOR RAIHANA BINT	EMSMANA	External
8	EMSM	SHA/CNS/FWD	EM SHIPPING ffdldggdID	EMSMANA	NOOR RAIHANA BINT	EMSMANA	External
9	EMSM	SHA/CNS/FWD	EM SHIPPING ffdldggdID	EMSMANA	NOOR RAIHANA BINT	EMSMANA	External
10	EMSM	SHA/CNS/FWD	EM SHIPPING ffdldggdID	EMSMANA	NOOR RAIHANA BINT	EMSMANA	External
11	EMSM	SHA/CNS/FWD	EM SHIPPING ffdldggdID	EMSMANA	NOOR RAIHANA BINT	EMSMANA	External
12	EMSM	SHA/CNS/FWD	EM SHIPPING ffdldggdID	EMSMANA	NOOR RAIHANA BINT	EMSMANA	External

Double click on the User ID, system will direct you to the user register screen in detail.

Retrieve Clear Create Save

**User Register**
Copy Back

User ID	<input type="text"/>	User Name	<input type="text"/>	NRIC No.	<input type="text"/>
User Type	External	User Level	-- select --	Confirmed	Yes
Partner Type	-- select --	Partner Code	EMSM	Activate Time	<input type="text"/>

Registry System	<input checked="" type="checkbox"/> VCS	<input type="checkbox"/> FZIPS	<input type="checkbox"/> MSS	<input type="checkbox"/> MPTS	<input checked="" type="checkbox"/> JCTS															
User ID	EMSMANA	Password	*****	Confirmed	Yes															
User Type	External	User Level	Administrator	PTNR Code	EMSM															
Partner Type	<input type="checkbox"/> Shipping Line <input checked="" type="checkbox"/> Shipping Agency <input type="checkbox"/> Trucker <input checked="" type="checkbox"/> Forwarder <input checked="" type="checkbox"/> Shipper/Consignee <input type="checkbox"/> Tally Co. <input type="checkbox"/> Repair Vendor <input type="checkbox"/> Government <input type="checkbox"/> Stevedoring Co. <input type="checkbox"/> Broker <input type="checkbox"/> Container Repair Vendor <input type="checkbox"/> Marine Surveyor <input type="checkbox"/> Free Zone Operator <input type="checkbox"/> Individual Ship Master <input type="checkbox"/> Fumigator																			
User Name	NOOR RAIHANA BINTI ALI	NRIC No.	EMSMANA	E-Mail	<input type="text"/>															
Department	-- select --	Telephone	07-2565413	(Ext)	<input type="text"/>															
Fax No.	07-2564823	Mobile No.	<input type="text"/>	Reference No.	<input type="text"/>															
Address	LOT L4.7 3RD FLOOR, WISMA KONTENA , JOHOR PORT BERHAD, PASIR GUDU			Time Expired	<input type="text"/>															
Update Time	2007-09-20 10:14:42.0	Modifier	TESTIP	<input type="radio"/> Limited <input checked="" type="radio"/> Unlimited																
Designation	<input type="text"/>																			
Job Title	<input type="text"/>																			
Remark	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Group ID</th><th>Auth Group</th><th>Order</th></tr> </thead> <tbody> <tr> <td>1</td><td>ANA SA</td><td>1</td></tr> <tr> <td>2</td><td>ANA FA</td><td>2</td></tr> <tr> <td>3</td><td>ANA SA (User)</td><td>3</td></tr> <tr> <td>4</td><td>ANA FA (User)</td><td>4</td></tr> </tbody> </table>					Group ID	Auth Group	Order	1	ANA SA	1	2	ANA FA	2	3	ANA SA (User)	3	4	ANA FA (User)	4
Group ID	Auth Group	Order																		
1	ANA SA	1																		
2	ANA FA	2																		
3	ANA SA (User)	3																		
4	ANA FA (User)	4																		

User able to maintain Group ID which had been registered earlier during registration process with System Administrator of JPB. If company administrator or company user need to update on the Group ID, company administrator has to inform System Administrator of JPB.

## 2) Company Bulletin Board Section

Only Company administrator able to maintain announcement made in Company BBS. User of the company able to view the announcement either in the main page or click **[Administrator > BBS > Company Admin Bulletin Board List]**.

Company Bulletin Board List					
		TITLE	WRITER	EMAIL_ADDR	UPD_DT
1	<input type="checkbox"/>	TESTING	EMSMANA	raihana@johorport.com.my	21/09/2007 11:22:34

Click [**Administrator > BBS > Company Admin Bulletin Board**] to create new announcement for your company. Click [] button to save record.

Double click on the Title in the respective row and system direct you to the **Company Bulletin Board View**. Click [] button to do modification on the announcement and click [] button to save information keyed in.

### 3) QNA

Your company is able to submit questions to JPB for by clicking [**Administrator > BBS > QNA Board**]. Fill up your question and click [] button. Your question will be posted to System Administrator.

Q&A Administrator						
Writer	EMSMANA					
Email						
Title						
Use	<input checked="" type="checkbox"/>					
Content	<div style="border: 1px solid gray; padding: 5px; min-height: 150px;">dss</div>					
Upload File	<input type="button" value="Add"/> <input type="button" value="Remove"/>					
	<table border="1"><thead><tr><th>Check</th><th>Description</th><th>FileName</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr></tbody></table>	Check	Description	FileName		
Check	Description	FileName				

You can use Upload and Download function.



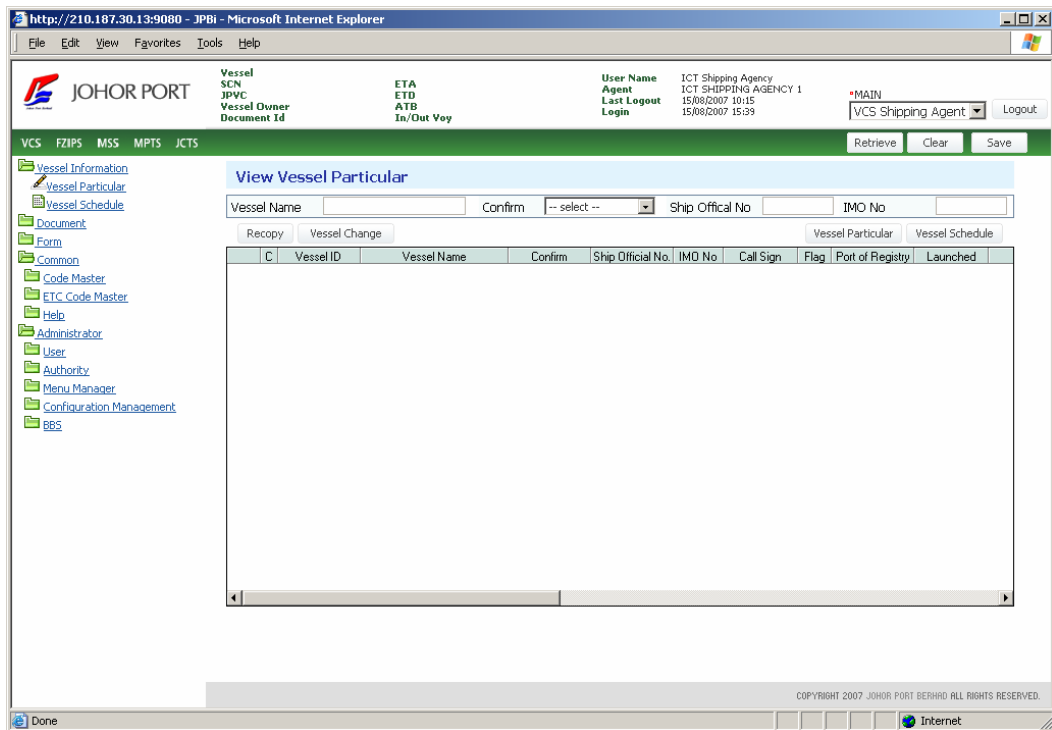
Q&A List

Remove

	TITLE	WRITER	EMAIL_ADDR	UPD_DT
1	How to submit new user for my company?	EMSMANA	raihana@johorport.com.my	21/09/2007 17:17:20
2	[re] How to submit new user for my company?	TESTIP	daihyun@tsb.co.kr	21/09/2007 17:18:02

To view your question and answer, it is required to click **[Administrator > BBS > QNA Board List]**. You may able to delete your question.

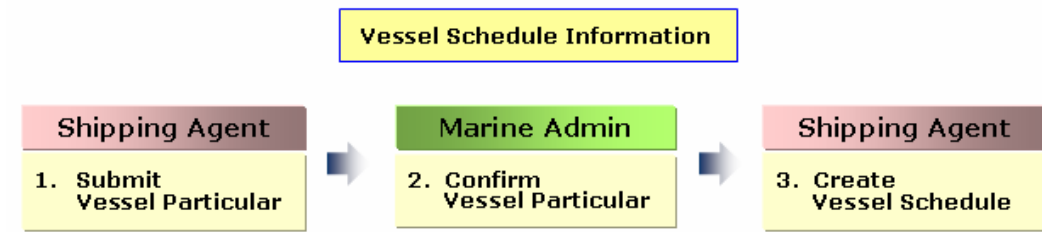
## Chapter 4. VESSEL INFORMATION



**Vessel Information** menu is to register vessel particular and create vessel schedule.

The basic business process is as below.

1. Submit Vessel Particular by Shipping Agent
2. Confirm Vessel Particular by Marine Admin
3. Create Vessel Schedule by Shipping Agent
4. Confirm Vessel Schedule by Marine admin or BBT admin.
5. Vessel schedule for Container vessel is auto approve by system.

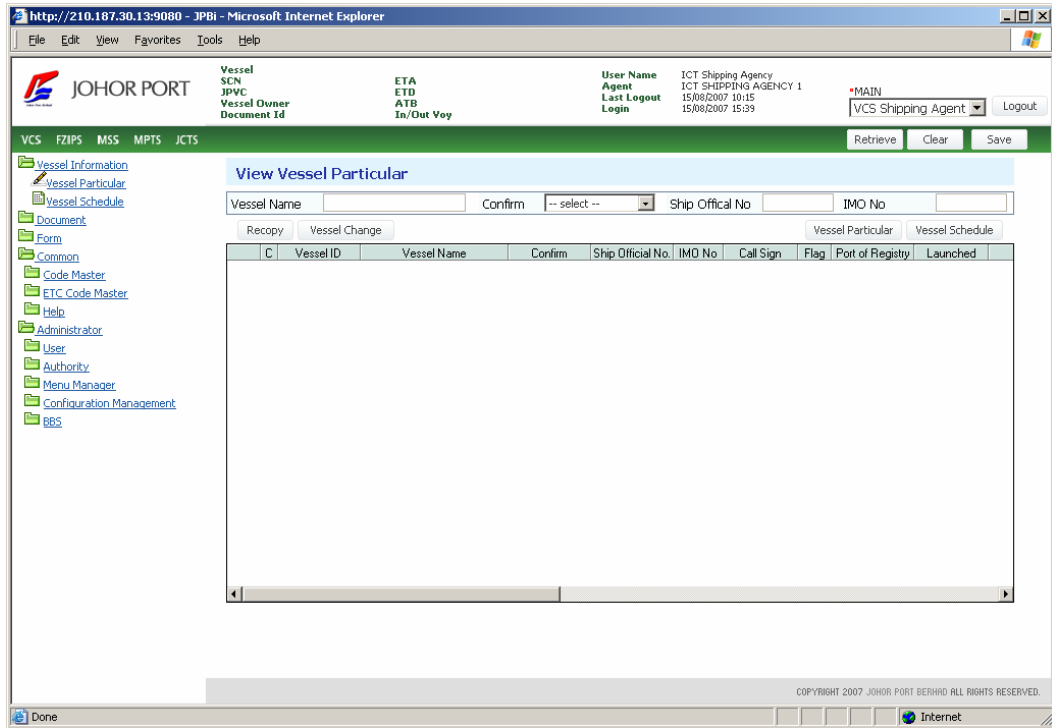


The detail process is described from the next page.

## 10. Vessel Particular

Shipping Agent able to check vessel registration here.

In case system has this vessel information, ship agent does not need to register vessel one more time. If system does not have vessel information, shipping agent can make vessel particular.



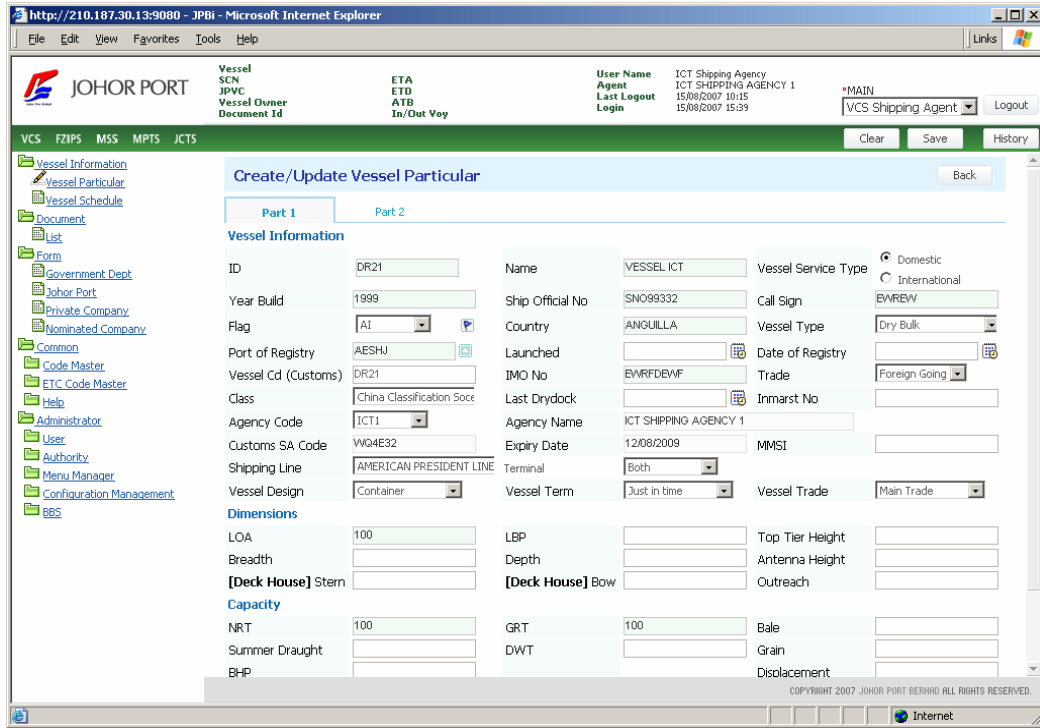
### 1) Create Vessel Particular

Before vessel arrival, for a new vessel, its vessel particular is submitted by shipping agency and is confirmed by marine admin.

Shipping Agent has to check whether their vessel is registered or not.

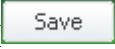
If it is not registered in the system, shipping agent must create vessel particular here.

① To create vessel particular, click **Vessel Particular** button (  ).



- ② Fill in the detail information of the vessel you want to register.  
In Part 1, Part 2 tab, fills in the detail information.

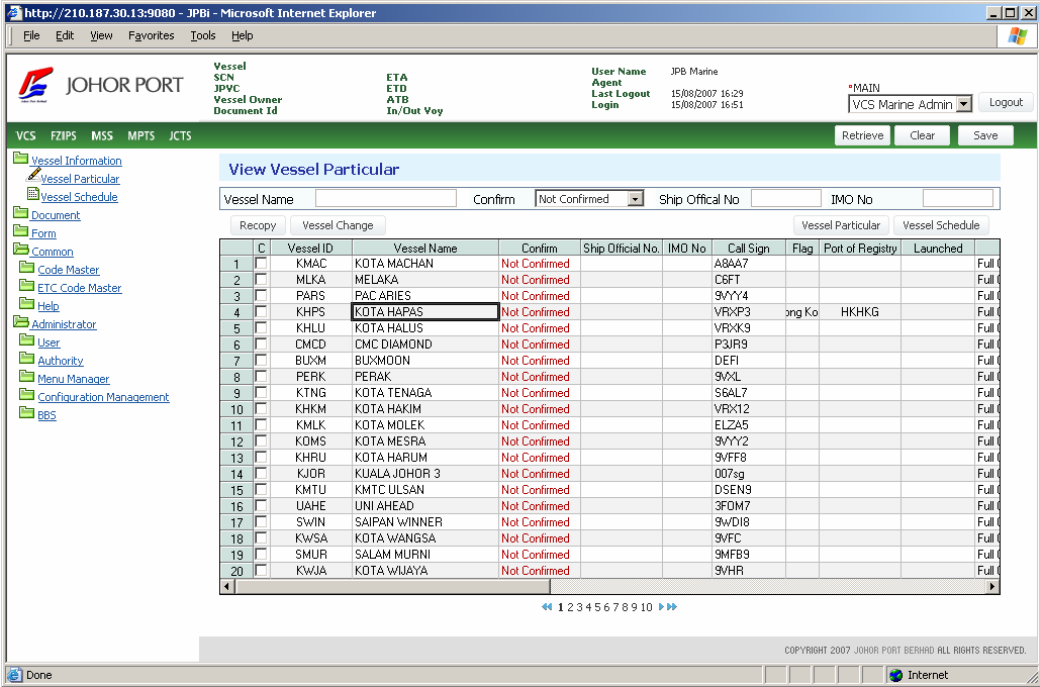
The screenshot shows a web browser window displaying the Johor Port Vessel Particular registration form. The browser address bar shows the URL: `http://210.187.30.13:9080 - JPBI - Microsoft Internet Explorer`. The page header includes the Johor Port logo and navigation tabs: VCS, FZIPS, MSS, MPTS, JCTS. The user is logged in as 'VCS Shipping Agent' with a 'Logout' button. The main content area is titled 'Create/Update Vessel Particular' and has two tabs: 'Part 1' and 'Part 2'. The 'Part 2' tab is active. The form contains several sections: 'Others' with fields for Engine Desc, Type of Service (Non-conference Liner, Conference Liner), Crane AlongSide, Berth AlongSide, Beam, Conference/Consortium, VHF, and Ship's Gear; 'ISSC Information' with fields for ISSC No (VWERREW), Expiry Date (14/08/2013), and Name of authority (EMREW); 'Owner Information' with fields for Vessel Owner (VWERBWR) and Address; 'Charterer Information' with fields for Charterer Code, Charterer, and Address; and 'Account Information' with fields for Account Holder Code, Account Holder, and Address. A 'Save' button is highlighted with a green box.

- ③ Click **Save** button (  ).

## 2) Confirm

After shipping agent register vessel particular, Johor Port (JPB Marine) has to confirm this vessel particular before shipping able to use.

- ① Select "Not Confirmed" in **Confirm** inquiry option, and click **Retrieve** button. And then not confirmed vessel particular will be inquired as below.



- ② You can check the confirmed vessel particular. Select “Confirmed” in **Confirm**, and click **Retrieve** button ( Retrieve ) in [Vessel Information > Vessel Particular].

**JOHOR PORT**

Vessel SCN: JPVC, Vessel Owner: Document Id, ETA: ETD, ATB, In/Out Voy

User Name: JPB Marine, Agent: Last Logout: 15/08/2007 16:29, Login: 15/08/2007 16:51

\*MAIN VCS Marine Admin Logout

Retrieve Clear Save

**View Vessel Particular**

Vessel Name: Confirm: Confirmed Ship Official No.: IMO No.:

Recopy	Vessel Change	Vessel Particular	Vessel Schedule							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
C	Vessel ID	Vessel Name	Confirm	Ship Official No.	IMO No.	Call Sign	Flag	Port of Registry	Launched	
<input type="checkbox"/>	TSB9	TSB VESSEL TEST	Confirmed	SADMW02	2E2E2	S2S2S2	AI	AEMRJ		Full
<input type="checkbox"/>	DR21	VESSEL ICT	Confirmed	SNO99332	EWRFDE	EWREW	AI	AESHJ		Dry
<input type="checkbox"/>	LAUR	MV LAUREN	Confirmed	300734TJ	9266229	HORJ	PA	PAPTY		Liqu
<input type="checkbox"/>	XIF0	XIANG FONG	Confirmed	121525	12124555	9HWVA	CN	CNDAN		Dry
<input type="checkbox"/>	OSGR	MV OSG ARGOSY	Confirmed	HK-1343	9037252	VRAD3	HK	HKHKG		Full
<input type="checkbox"/>	MRSO	MV ROSALIA DAM	Confirmed	202012	9225201	IBSQ	IT	ITALI		Dry
<input type="checkbox"/>	MARO	MARIA CONSULICH	Confirmed	391323	9355654	9/GW8	SG	SGSIN		Liqu
<input type="checkbox"/>	MATL	S.S. MATILDA	Confirmed	SZ116168	1	MATL	SG	SGSIN	31/08/91	Plea
<input type="checkbox"/>	PTCO	PETROCOM	Confirmed	390126	7901661	9/AE8	SG	SGSIN		Liqu
<input type="checkbox"/>	HUTH	HUNG THINH 36	Confirmed	910222	IMO9100	3HY45	MY	AEBER		Full
<input type="checkbox"/>	SHA1	SHAINÉ SHIP COM	Confirmed	VN1961VT	0	3WLF	VN	VNHCM		Gen
<input type="checkbox"/>	FZV1	FZIPS TEST 01	Confirmed	SON150807	IMO1508	CS150807	KI	AEPRA		Dry
<input type="checkbox"/>	TTUG	TUG DOLPHIN ND	Confirmed	412341432	RDWE15	FWE124	VN	USLAX		Gen
<input type="checkbox"/>	KTJU	KOTA JUWITA	Confirmed	3216	9368352	ALJMH	IN	INBDM		Tug
<input type="checkbox"/>	NAI1	BARGE	Confirmed	KT1111112	001	Q2W3E4	MU	ALNITL	03/08/04	Full
<input type="checkbox"/>	KTHJ	KOTA HURAH	Confirmed	SON150800701	IMO1508	CS15080070	BJ	AERKT		Barg
<input type="checkbox"/>	JCO1	JCTS INTERFECA	Confirmed	KU817Y	QSW23	QWSDR	BS	SNKLS	31/08/06	Full
<input type="checkbox"/>	JCO2	JCO2 BBT VESSEL	Confirmed	345234	RDWE15	23452435	VN	USSFD		Full
<input type="checkbox"/>	JCO3	JCO3 BOTH VESSEL	Confirmed	ERT435	ERR34	52435	VN	USSFD		Liqu
<input type="checkbox"/>				435354	RETW43	2345243	VN	USSFD		Full

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### 3) Create Vessel Schedule

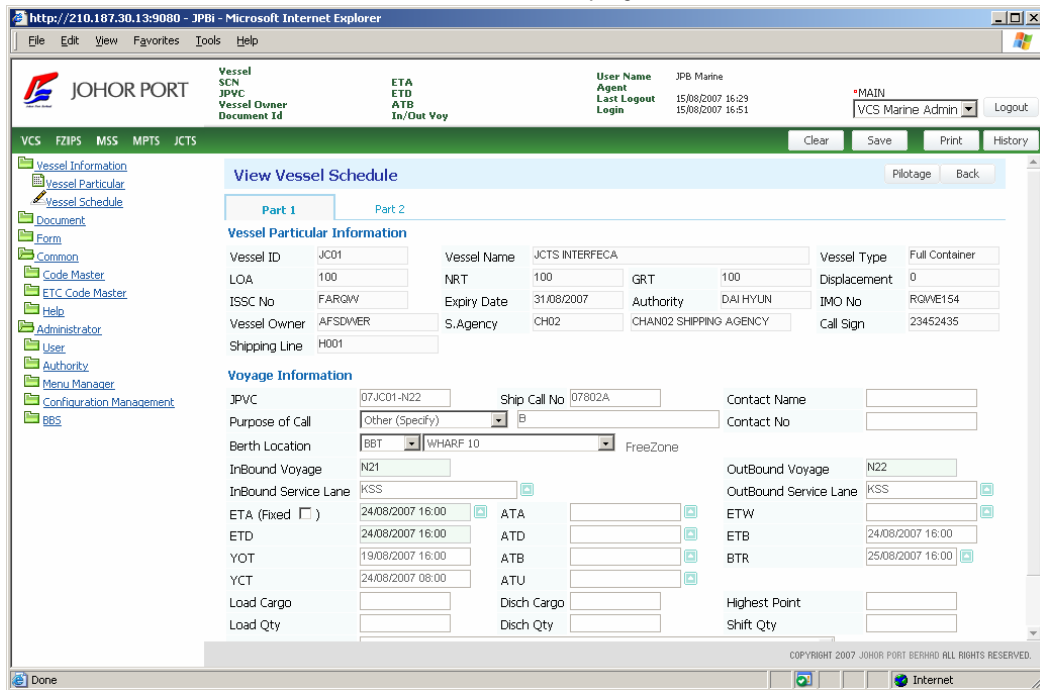
- ① Vessel schedule will be created by shipping agency
- ② Select "Confirmed" in **Confirm** inquiry option, and click **Retrieve** button.  
And then confirmed vessel particular will be displayed as below.

The screenshot displays the 'View Vessel Particular' page in a web browser. The page header includes the JOHOR PORT logo and navigation tabs for VCS, FZIPS, MSS, MPTS, and JCTS. A sidebar on the left contains a tree view with options like Vessel Information, Vessel Particular, Vessel Schedule, Document, Form, Common, Code Master, ETC Code Master, Help, Administrator, User, Authority, Menu Manager, Configuration Management, and BBS. The main content area features a search form with fields for Vessel Name, Confirm (set to 'Confirmed'), Ship Official No., and IMO No. Below the search form is a table of vessel data.

	Recopy	Vessel Change					Vessel Particular	Vessel Schedule	
1	<input type="checkbox"/>	<input type="checkbox"/>	TSB9	TSB VESSEL TEST	Confirmed	SADMW02	2E2EE2 S2S2S2	AI AEMRJ	Full
2	<input type="checkbox"/>	<input type="checkbox"/>	DR21	VESSEL ICT	Confirmed	SNO99332	EWRFDE EWREW	AI AESHJ	Dry
3	<input type="checkbox"/>	<input type="checkbox"/>	LAUR	MV LAUREN	Confirmed	300734TJ	9266229 HORJ	PA PPTY	Liqu
4	<input type="checkbox"/>	<input type="checkbox"/>	XJFO	XIANG FONG	Confirmed	121525	12124555 9HW4	CN CNDAN	Dry
5	<input type="checkbox"/>	<input type="checkbox"/>	OSGR	MV OSG ARGOSY	Confirmed	HK-1343	9037252 VRAD3	HK HKHKG	Full
6	<input type="checkbox"/>	<input type="checkbox"/>	MRSO	MV ROSALIA DAM	Confirmed	202012	9225201 IBSQ	IT ITALI	Dry
7	<input type="checkbox"/>	<input type="checkbox"/>	MARO	MARIA CONSULICH	Confirmed	391323	9355654 9/GW8	SG SGIN	Liqu
8	<input type="checkbox"/>	<input type="checkbox"/>	MATL	S.S. MATILDA	Confirmed	SZ116168	1 MATL	SG SGIN	31/08/91
9	<input type="checkbox"/>	<input type="checkbox"/>	PTCO	PETROCOM	Confirmed	390126	7801661 9/AE8	SG SGIN	Liqu
10	<input type="checkbox"/>	<input type="checkbox"/>	NANA	NANA VESSEL KE	Confirmed	910222	IMO91001 3HY45	MY AEBER	Full
11	<input type="checkbox"/>	<input type="checkbox"/>	HUTH	HUNG THINH 36	Confirmed	YN1961VT	0 3WLF	VN YNHCM	Gen
12	<input type="checkbox"/>	<input type="checkbox"/>	SHA1	SHAIN SHIP COM	Confirmed	SON150807	IMO15081 CS150807	KI AEPRA	Dry
13	<input type="checkbox"/>	<input type="checkbox"/>	FZV1	FZIPS TEST 01	Confirmed	412341432	RQWE15 RW124	VN USLAX	Gen
14	<input type="checkbox"/>	<input type="checkbox"/>	TTUG	TUG DOLPHIN ND	Confirmed	3216	9368352 AIJMH	IN INBDM	Tug
15	<input type="checkbox"/>	<input type="checkbox"/>	KTJU	KOTA JUWITA	Confirmed	KT1111112	001 Q2W3E4	MU AUNTL	03/08/04
16	<input type="checkbox"/>	<input type="checkbox"/>	NAJ1	BARGE	Confirmed	SON150800701	IMO15081 CS15080070	BJ AERKT	Barg
17	<input type="checkbox"/>	<input type="checkbox"/>	KTHJ	KOTA HURAH	Confirmed	KU8J7Y	QSW23 QWSDR	BS SNXLS	31/08/06
18	<input type="checkbox"/>	<input type="checkbox"/>	JC01	JCTS INTERFECA	Confirmed	345234	RQWE15 23452435	VN USSFO	Full
19	<input type="checkbox"/>	<input type="checkbox"/>	JC02	JC02 BBT VESSEL	Confirmed	ERT435	ERR34 52435	VN USSFO	Liqu
20	<input type="checkbox"/>	<input type="checkbox"/>	JC03	JC03 BOTH VESSEL	Confirmed	435354	RETW43 2345243	VN USSFO	Full

- ③ Select a vessel particular, and click **Vessel Schedule** button.

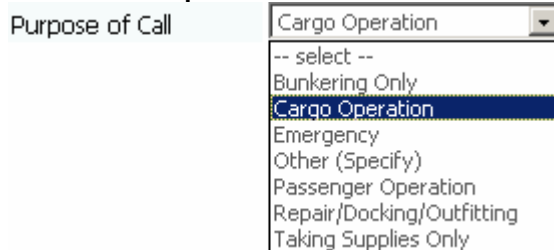
④ Create Vessel Schedule screen will be displayed as below.



⑤ Input the detail information of the vessel schedule.

**[Part 1]**

Select the **Purpose of Call**.



Input **Inbound/ Outbound Voyage** in the textbox.

Input **ETA** (Estimated Time of Arrival). Click the button (see the button in the red circle), and the calendar will be popped up, and you can set ETA.

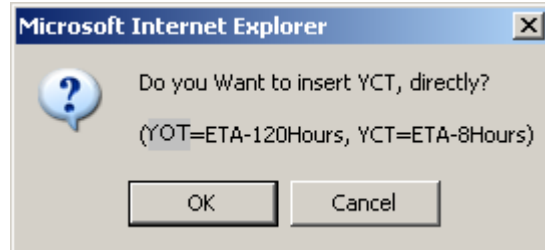
ETA (Fixed )  

If this schedule is fixed, tick **Fixed** check box.

After selecting the date, you can see the popup message window as below. System calculates **YOT** (Yard Open Time), **YCT** (Yard Closing Time) automatically using this formula.

- YOT = ETA – 12- Hours

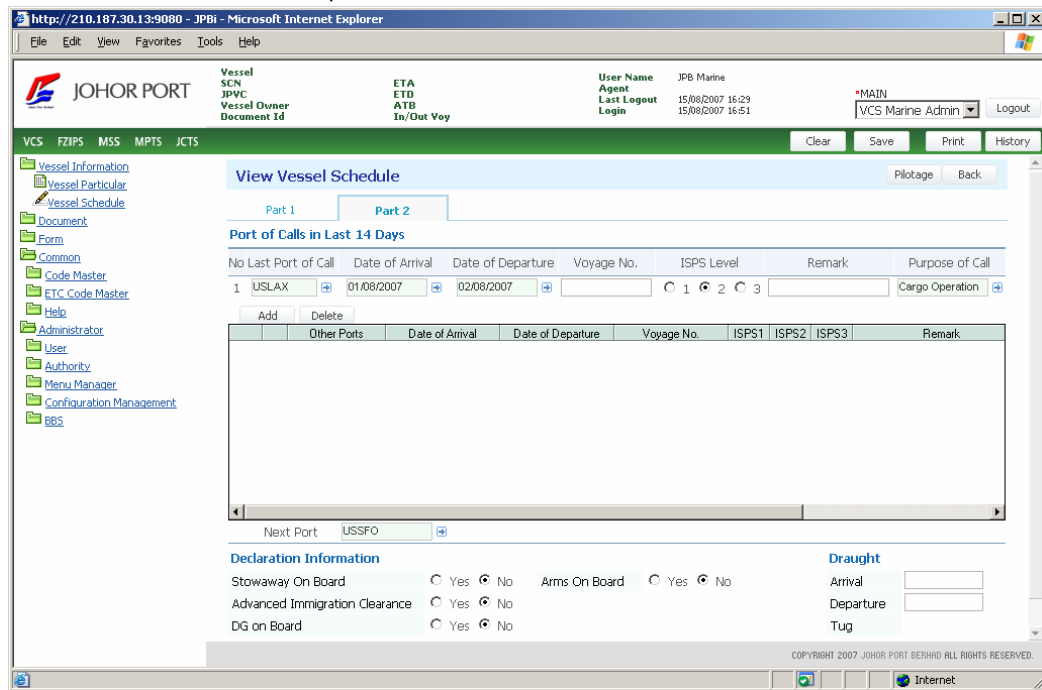
- YCT = ETA – 8 Hours



Select **Berth Location**, and input the other detail information.

[Part 2]

⑥ Fill out information in part 2.



- Click **Save** button to complete vessel schedule.

## 4) Vessel change

- Click **Vessel Change** button located on vessel particular

http://210.187.30.13:9080 - Vessel Clearance System - Microsoft Internet Explorer

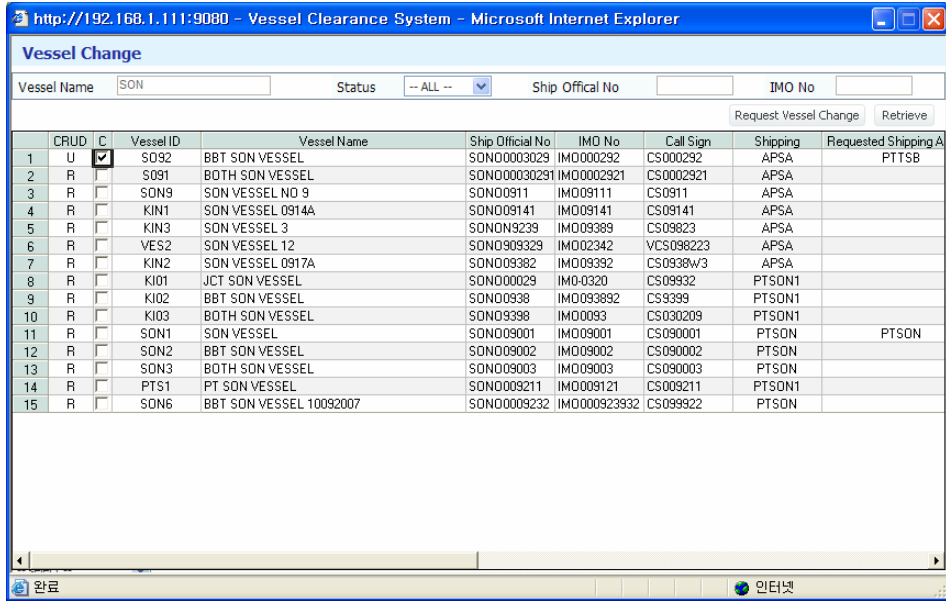
Vessel Change

Vessel Name  Status  Ship Official No  IMO No  Retrieve

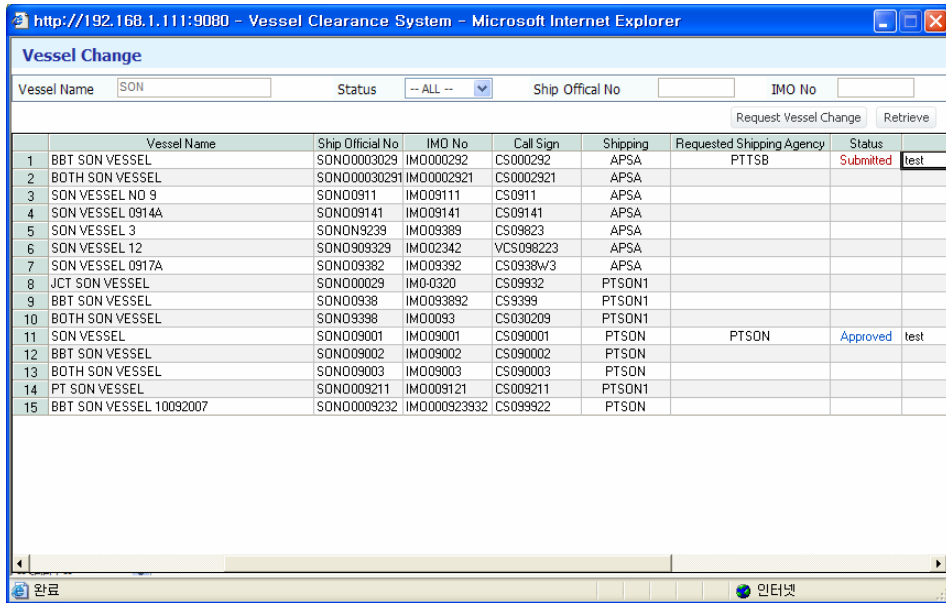
CRUD	C	Vessel ID	Vessel Name	Ship Official No	IMO No	Call Sign	Shipping	Requested Shipping A
------	---	-----------	-------------	------------------	--------	-----------	----------	----------------------

Done Internet

- Input name of vessel which belong to another shipping agency.




③ Select this vessel by tick the check box, reason and shipping line then click **Request Vessel Change**.



- ④ After that JPB marine will retrieve and approve these vessel changes before shipping agent able to use the vessel.

## 11. Vessel Schedule

### 1) Vessel Schedule List

- ① All vessel schedules are listed in the screen. However, you can only view vessel schedule which belong to your company only.
- ② Click Vessel Schedule on menu list.
- ③ Click **Retrieve** button (  ), and then the created vessel schedule list is inquired.
- ④ You can use inquiry options.

If you know the *Vessel Name*, *Ship Official No*, *IMO No*, you can type it directly. And click Retrieve button, only the vessel schedule you want to see is inquired.

If you want to inquire the created vessel schedule during the specific period, you can use *period option* by *ETA* (Estimated Time of Arrival) wise. Click calendar icon, the calendar is popped up, and you can use this to set inquiry period.



View Vessel Schedule							
Vessel Name		Ship Official No	IMO No	ETA	22/09/2007	~	22/12/2007
<input type="button" value="Retrieve"/> <input type="button" value="Clear"/> <input type="button" value="Save"/>							
<input type="button" value="Recopy"/> <input type="button" value="Resubmit"/> <input type="button" value="List of Vessel Schedule"/>							
	Vessel Name	Confirm	Call Sign	JPVC No.	SCN	Shipping Agency	Sh
2	BBT SON VESSEL 1009	Approved	CS099922	07SON6-BBT10	07908L	SON SHIPPING AGENCY	SO
3	BBT SON VESSEL	Approved	CS9399	07K102-BBT	0790A3	PT SON1 SHIPPING AGENCY	SO
4	BOTH SON VESSEL	Approved	CS090003	07SON3-BOTH	07907T	SON SHIPPING AGENCY	SO
5	BOTH SON VESSEL	Approved	CS030209	07K103-BOTH	0790A4	PT SON1 SHIPPING AGENCY	SO
6	JCT SON VESSEL	Approved	CS09932	07K101-JCT	0790A2	PT SON1 SHIPPING AGENCY	SO
7	JPS BOTH1	Approved	JPS BOTH1	07JPS1-JPSBOTH1	07907U	JJONG COMPANY	JP
8	JPS BOTH1	Approved	JPS BOTH1	07JPS1-12345678	07907X	JJONG COMPANY	JP
9	JPS BOTH1	Approved	JPS BOTH1	07JPS1-JPSIV1	07907W	JJONG COMPANY	JP
10	JPS BOTH1	Approved	JPS BOTH1	07JPS1-JPSBBBB	07907V	JJONG COMPANY	JP
11	MERDEKA VESSEL	Approved	9VGW8	07MDKR-12345	07906E	MERDEKA MALAYSIA KE 50	39
12	SON VESSEL	Approved	CS090001	07SON1-SON	07906A	SON SHIPPING AGENCY	SO
13	SON VESSEL	Approved	CS090001	07SON1-SON1	07906M	SON SHIPPING AGENCY	SO
14	SON VESSEL	Approved	CS090001	07SON1-SON121	07906N	SON SHIPPING AGENCY	SO
15	SON VESSEL	Approved	CS090001	07SON1-SON122	07906U	SON SHIPPING AGENCY	SO
16	SON VESSEL	Approved	CS090001	07SON1-SON1213	07906T	SON SHIPPING AGENCY	SO
17	BBT SON VESSEL	Approved	CS090002	07SON2-BBT	07907Q	SON SHIPPING AGENCY	SO
18	SAN CLEMENTE IV	Approved	L676B2W	07SNCL-HJ5	07908J	Getz Logistics Sdn. Bhd	00
19	SAN CLEMENTE IV	Canceled	L676B2W	07SNCL-HJ7	0790A7	Getz Logistics Sdn. Bhd	00
20	SAN CLEMENTE IV	Submitted	L676B2W	07SNCL-HJ8	0790A8	Getz Logistics Sdn. Bhd	00

1 2 3 4 5

## 2) Vessel Schedule Confirmation

- ① In order to proceed with the submission of vessel clearance documents to Government agencies, you has to ensure that confirm status of your vessel schedule is "Approved" by JPB.

- ② Double-click the vessel schedule which is not approved. And then **View Vessel Schedule** screen will be displayed as below.

- ③ You not able to save record once the status of vessel schedule is **"Approved"**.

### 3) Vessel Schedule Cancellation

- ① If you want to request for vessel cancellation due to some circumstances, click [ Request Cancel ] button. You need to submit reason for the cancellation made in the Reason window pop up Fig . Save the vessel schedule record and status of your vessel schedule change to **"Request Cancel"** in the Vessel Schedule List.

Fig.

- ② After JPB approve the request cancel, system change status of the vessel to



"Canceled".

## 4) Recopy Vessel Schedule

- ① Recopy functionality can be used to recopy any vessel schedule belong to your company in to another schedule with different outbound voyage.
- ② To recopy you has to tick which vessel schedule you want to copy Fig . Click [ **Recopy** ] button on top left of the schedule. System copies the entire vessel schedule to a new schedule.

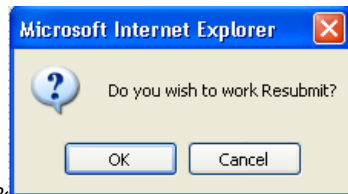
17	<input type="checkbox"/>	BB1 SUN VESSEL	Approved	LS090002	U/SUN2-BB1	U/90/U	SUN SHIPPING AGENCY	SU
18	<input type="checkbox"/>	SAN CLEMENTE IV	Canceled	L676B2W	07SNCL-HJ5	07908J	Getz Logistics Sdn. Bhd	00:
19	<input type="checkbox"/>	SAN CLEMENTE IV	Canceled	L676B2W	07SNCL-HJ7	0790A7	Getz Logistics Sdn. Bhd	00:
20	<input checked="" type="checkbox"/>	SAN CLEMENTE IV	Submitted	L676B2W	07SNCL-HJ9	0790A9	Getz Logistics Sdn. Bhd	00:

Fig. 1

- ③ Change new outbound voyage for the schedule.
- ④ Save the record. New vessel schedule with new JPVC will be displayed in the vessel schedule list with "Submitted" status.

## 5) Vessel Schedule Resubmission

- ① You can resubmit your vessel schedule if the status is "Canceled". To resubmit, tick vessel schedule which need to be resubmitted and click [ **Resubmit** ] button.
- ② Confirm window pop up and click "OK" to proceed with the resubmission Fig..



Fig

- ③ System changes the status of the vessel schedule to "Resubmitted".

**View Vessel Schedule**

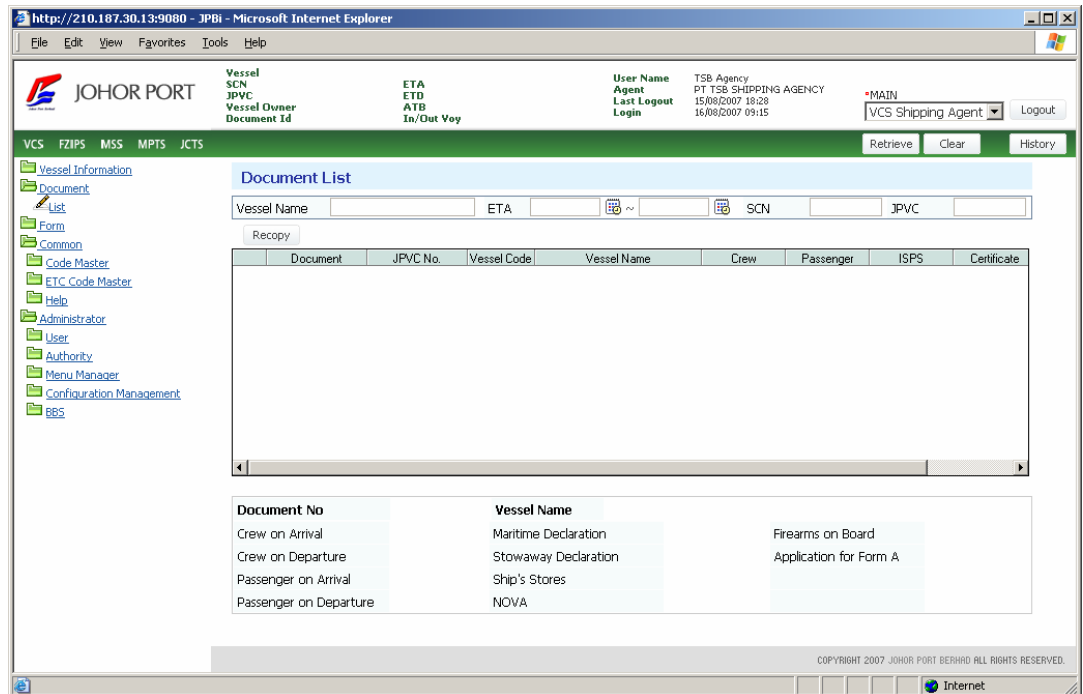
Vessel Name  Ship Official No  IMO No  ETA  ~

Recopy Resubmit List of Vessel Schedule

	Vessel Name	Confirm	Call Sign	JPVC No.	SCN	Shipping Agency	Sh ▲
2	<input type="checkbox"/> BBT SON VESSEL 1009	Approved	CS099922	07SON6-BBT10	07908L	SON SHIPPING AGENCY	SO
3	<input type="checkbox"/> BBT SON VESSEL	Approved	CS9399	07KI02-BBT	0790A3	PT SON1 SHIPPING AGENCY	SO
4	<input type="checkbox"/> BOTH SON VESSEL	Approved	CS090003	07SON3-BOTH	07907T	SON SHIPPING AGENCY	SO
5	<input type="checkbox"/> BOTH SON VESSEL	Approved	CS030209	07KI03-BOTH	0790A4	PT SON1 SHIPPING AGENCY	SO
6	<input type="checkbox"/> JCT SON VESSEL	Approved	CS09932	07KI01-JCT	0790A2	PT SON1 SHIPPING AGENCY	SO
7	<input type="checkbox"/> JPS BOTH1	Approved	JPS BOTH1	07JPS1-JPSBOTH1	07907U	JJONG COMPANY	JP
8	<input type="checkbox"/> JPS BOTH1	Approved	JPS BOTH1	07JPS1-12345678	07907X	JJONG COMPANY	JP
9	<input type="checkbox"/> JPS BOTH1	Approved	JPS BOTH1	07JPS1-JPSIV1	07907W	JJONG COMPANY	JP
10	<input type="checkbox"/> JPS BOTH1	Approved	JPS BOTH1	07JPS1-JPSBBBB	07907V	JJONG COMPANY	JP
11	<input type="checkbox"/> MERDEKA VESSEL	Approved	9VGW8	07MDKR-12345	07906E	MERDEKA MALAYSIA KE 50	39
12	<input type="checkbox"/> SON VESSEL	Approved	CS090001	07SON1-SON	07906A	SON SHIPPING AGENCY	SO
13	<input type="checkbox"/> SON VESSEL	Approved	CS090001	07SON1-SON1	07906M	SON SHIPPING AGENCY	SO
14	<input type="checkbox"/> SON VESSEL	Approved	CS090001	07SON1-SON121	07906N	SON SHIPPING AGENCY	SO
15	<input type="checkbox"/> SON VESSEL	Approved	CS090001	07SON1-SON122	07906U	SON SHIPPING AGENCY	SO
16	<input type="checkbox"/> SON VESSEL	Approved	CS090001	07SON1-SON1213	07906T	SON SHIPPING AGENCY	SO
17	<input type="checkbox"/> BBT SON VESSEL	Approved	CS090002	07SON2-BBT	07907Q	SON SHIPPING AGENCY	SO
18	<input type="checkbox"/> SAN CLEMENTE IV	Resubmitted	L676B2W	07SNCL-HJ5	07908J	Getz Logistics Sdn. Bhd	00
19	<input type="checkbox"/> SAN CLEMENTE IV	Canceled	L676B2W	07SNCL-HJ7	0790A7	Getz Logistics Sdn. Bhd	00
20	<input type="checkbox"/> SAN CLEMENTE IV	Submitted	L676B2W	07SNCL-HJ9	0790A9	Getz Logistics Sdn. Bhd	00

1 2 3 4 5

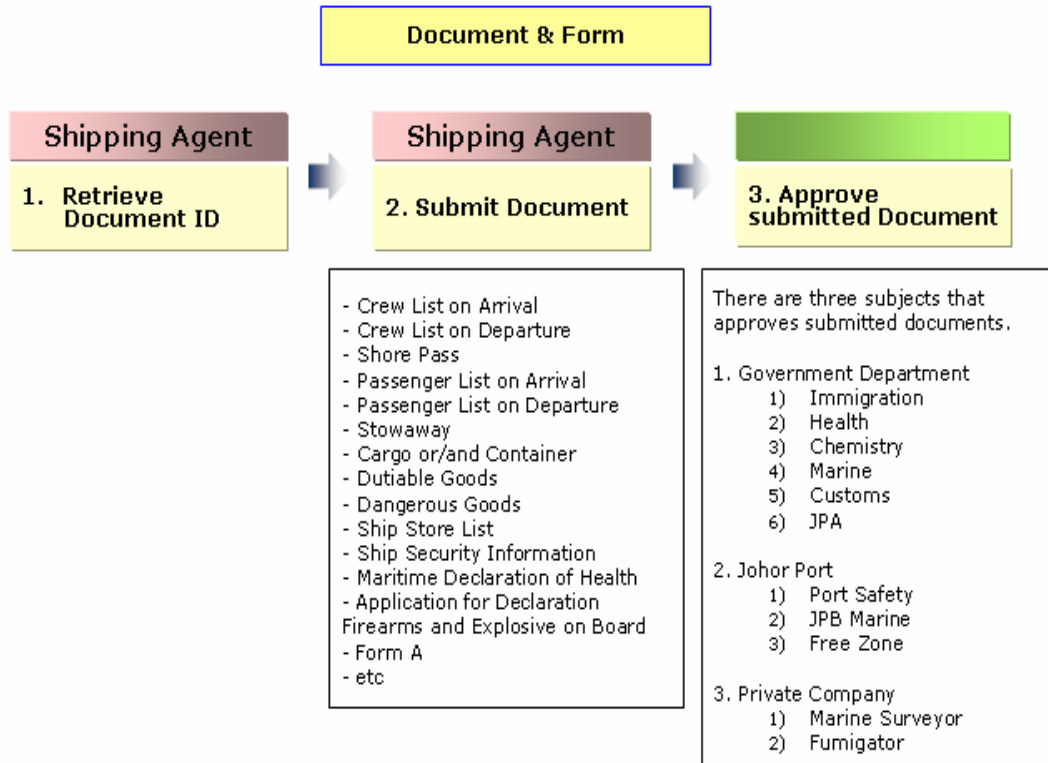
## Chapter 5. DOCUMENT



**Document** and **Form** menu is to submit documents for vessel clearance and approve these submitted documents.

The basic business process is as below.

1. Retrieve Document ID by Shipping Agent
2. Submit Document by Shipping Agent
3. Approve submitted Document by Government Department, Johor Port Department and other companies



The detail process is described in **Chapter 4. Document** and **Chapter 5. Form**.

## 12. Document List


The screenshot displays the 'Document List' page in a web browser. The page header includes the JOHOR PORT logo and navigation tabs (VCS, FZIPS, MSS, MPTS, JCTS). A search bar at the top allows filtering by Vessel Name, ETA, and SCN. The main content area features a table with the following data:

	Document	JPVC No.	Vessel Code	Vessel Name	Crew	Passenger	ISPS	Certificate
1	V0708000003	07TSB9-w70	TSB9	TSB VESSEL TEST	2/2	0/0	N/A	N/A
2	V0708000001	07TSB9-w61	TSB9	TSB VESSEL TEST	2/2	2/1	Submitted	Saved

Below the table, there is a section for document types:

Document No	Vessel Name
Crew on Arrival	Maritime Declaration
Crew on Departure	Stowaway Declaration
Passenger on Arrival	Ship's Stores
Passenger on Departure	NOVA

Additional document types listed include: Firearms on Board and Application for Form A.

In **[Document > List]**, click **Retrieve** button (  ), and then the document list of each vessel schedule will be displayed as below.

## 13. Submit Basic Documents

Documents for vessel clearance are divided into two types.

One is the document that you have to fill the information in the document. You can find these documents in **grid** and **summary**. How to create these documents is explained in 2) *Submit Basic Documents*.

The other is the document that system creates automatically. In case of this document, you do not need to fill the information in the document, just select whether submit or not. You can find these documents in **Submit Application** popup window. How to create these documents is explained in 3) *Submit Other Documents*.

Double-click each field from ISPS to DG, you can see each related documents.

### (B) Grid

#### ① ISPS

Double-click **ISPS** field in the grid, you can use **Ship Security Information** screen. You can write down JL/ISPS documents (JL/ISPS1, JL/ISPS2, JL/ISPS3) here.

The screenshot shows a web browser window displaying the JOHOR PORT Ship Security Information form. The browser address bar shows the URL: http://210.187.30.13:9080 - JPBi - Microsoft Internet Explorer. The page title is JOHOR PORT. The form contains various fields for vessel information, including Vessel Name (TSB VESSEL TEST), SCN (07801R), JPVC (07TSB9-W61), Vessel Owner (4Y55Y5Y), Document Id (V0708000001), ETA (18/08/2007 13:00), ETD (19/08/2007 13:00), In/Out Voy (E61 / W61), User Name (TSB Agency), Agent (PT TSB SHIPPING AGENCY), Last Logout (16/08/2007 09:15), and Login (16/08/2007 10:22). The form also includes a 'MAIN' dropdown menu with 'VCS Shipping Agent' selected and a 'Logout' button. The main content area is titled 'Ship Security Information' and contains a list of 11 questions related to ship security, such as '1. Dangerous Goods onboard?', '2. Purpose of call', '3. Cargo to discharge', '4. Name of Anchorage of Port Facility your ship is bound for', '5. Name of agent in Malaysia/Tel/Fax No', '6. Does your ship possess a valid International Ship Security Certificate (ISSC)?', '7. Date of expiry of the ISSC', '8. Name of issuing authority for the ISSC', '9. Current security level of the ship', '10. Were there any special or additional security taken during any ship/port interface or ship-to-ship activity at the ports mentioned in 'Last 10 Port of Call'?', and '11. Was the last port of call compliance with ISPS?'. The form includes radio buttons for 'Yes' and 'No' for most questions, and a dropdown menu for 'Cargo Operation'. The form also includes a 'Back' button and a 'Retrieve' button. The footer of the form reads 'COPYRIGHT 2007 JOHOR PORT BERHAD ALL RIGHTS RESERVED.' and 'Internet'.

① JL/ISPS 1  
: JL/ISPS 1 is mandatory. All users have to write out JL/ISPS 1.

② JL/ISPS 2  
: If your answer is "No" in Question 11, you have to write out JL/ISPS 2.  
In this case, you have to prepare both JL/ISPS1 and JL/ISPS 2.

11. Was the last port of call compliance with ISPS?  Yes  No  
If your answer is "NO", please submit FORM JL/ISPS 2.

The screenshot shows a web browser window titled "-- Web Page Dialog" displaying a form titled "Ship Security Information Measures to be taken when an ISPS Code Compliant Ship Arrives from a Non ISPS Code compliant Port/Port Facility".

The form contains the following elements:

- A question: "Were there any special or additional security taken during any ship/port interface or ship-to-ship activity at the ports mentioned in Last port of Calls? (if yes, give details)" with radio buttons for "Yes" and "No", and a text input field.
- A list of 10 numbered questions, each with radio buttons for "Yes" and "No":
  - Has a DOS been issued at the last port/port facility
  - Was a full watch kept at all vessel's access during stay in port
  - Are crew as specified in the crew list
  - Has checks been made on stowaway or other unlawful person onboard
  - Are cargo onboard duly manifested
  - Is cargo storage plan available
  - Any stores, spare parts and requisition received at last port/port facility
  - Are records kept for the above
  - Are dangerous goods onboard
  - If above is "YES", state IMDG Code class
- Input fields for "SA name" (containing "SALEH - WAN HAI LI") and "SA IC No." (containing "12345678910").
- A status bar at the bottom showing the URL: "http://[211.238.36.76:9081]/dualWeb/jsp/vcs/cm/wuju\_ISPS\_Popup.jsp?DOC\_NULL\_CHECK=Submitted" and "Internet".

③ JL/ISPS 3  
: If your answer is "No" in **Question 6**, you have to write out JL/ISPS 3.  
In this case, you have to prepare both JL/ISPS 1 and JL/ISPS 3.

6. Does your ship possess a valid International Ship Security Certificate (ISPS)?  Yes  No

If your answer is "YES", give details in Q7 and Q8, If your answers is "NO", please submit FORM JL/ISPS 3.

The screenshot shows a web browser window with the following content:

**Ship Security Information**  
Measure to be taken for a convention ship that do not carry the International Ship Security Certificate on board

Were there any special or additional security taken during any ship/port interface or ship-to-ship activity at the ports mentioned in Last port of Calls? (if yes, give details)  Yes  No

1. Last port of call  Yes  No

2. Was last port of call an ISPS compliant port facility  Yes  No

3. Any control measures imposed at last port. If "YES" give details  Yes  No

4. Have you conducted a SSA for your ship  Yes  No

5. Do you have SSP onboard the ship  Yes  No

6. If yes to above, is this plan(SSP) being implement  Yes  No

7. Any ship crew trained as SSO  Yes  No

8. Crew have awareness training on security procedures  Yes  No

9. Has full gangway watch been kept at last port  Yes  No

10. Has there any unlawful boarding at last port  Yes  No

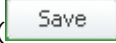
11. Has Stowaway search conducted  Yes  No

12. Has any stowaways found  Yes  No

13. Declaration by master that no unlawful loading done at last port  Yes  No

SA name: SALEH - WAN HAIL SA IC No. 12345678910

At the bottom right, there is a **Save** button.

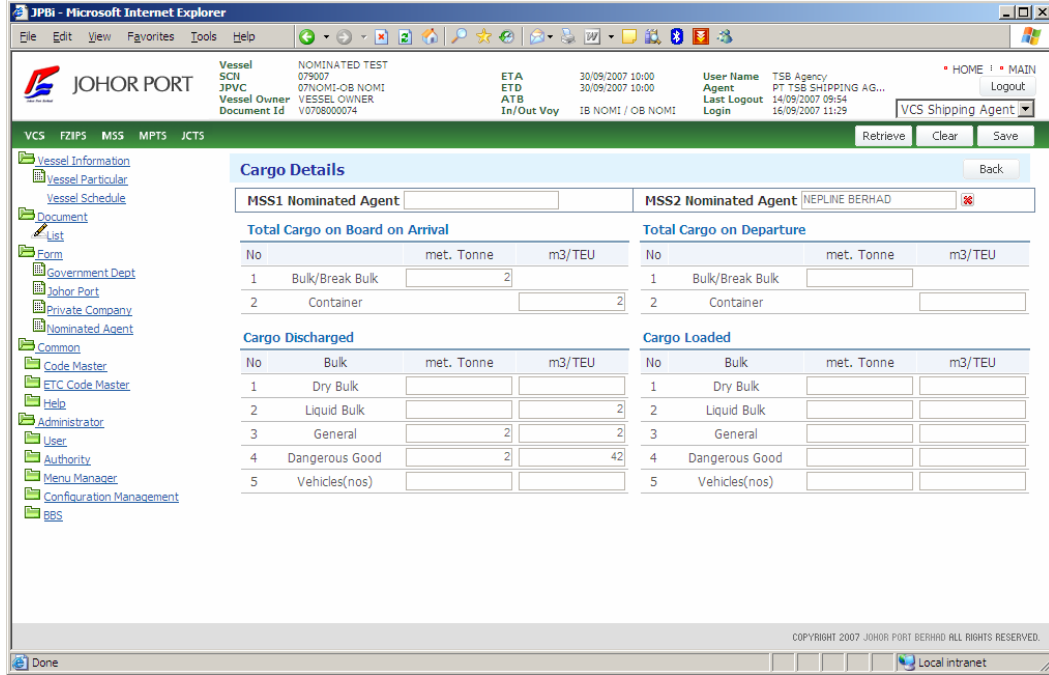
④ After inputting all data, click **Save** button (  ), and the document will be sent to each department to get approval.





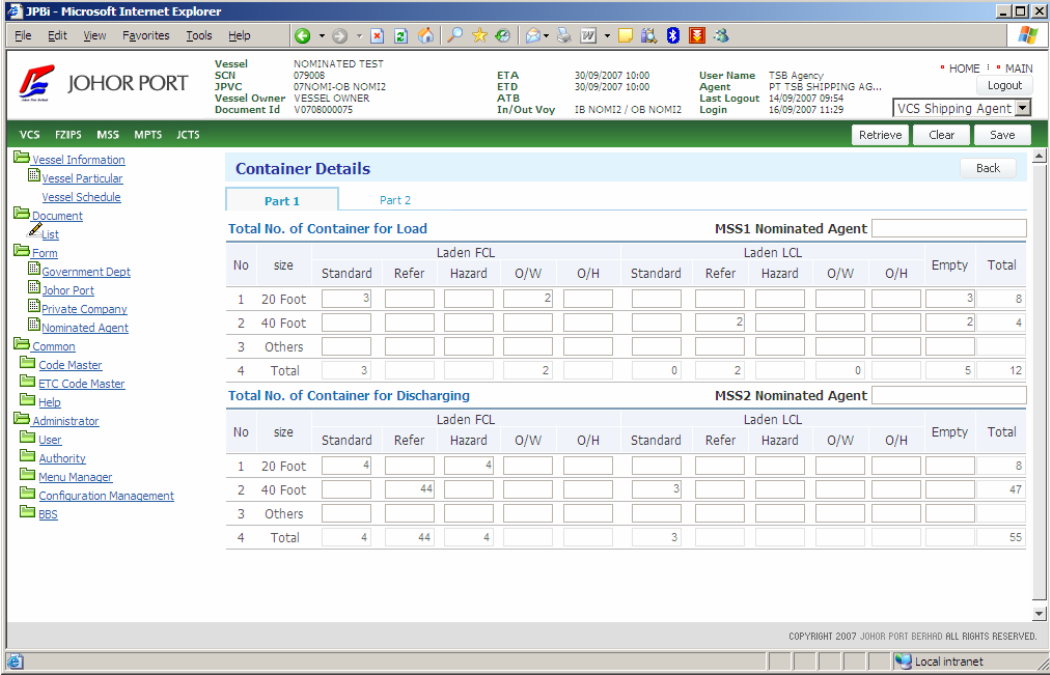
③ Cargo

Double-click **Cargo** field, you can use **Cargo Details** screen.  
 After inputting all data, click **Save** button, and the document will be sent to each department to get approval.



④ Container

Double-click **Container** field, you can use **Container Details** screen.  
After inputting all data, click **Save** button, and the document will be sent to each department to get approval.



## ⑤ Dutiable Goods

Double-click **Dutiable** field, you can use **Dutiable Goods Declaration** screen. After inputting all data, click **Save** button, and the document will be sent to each department to get approval.

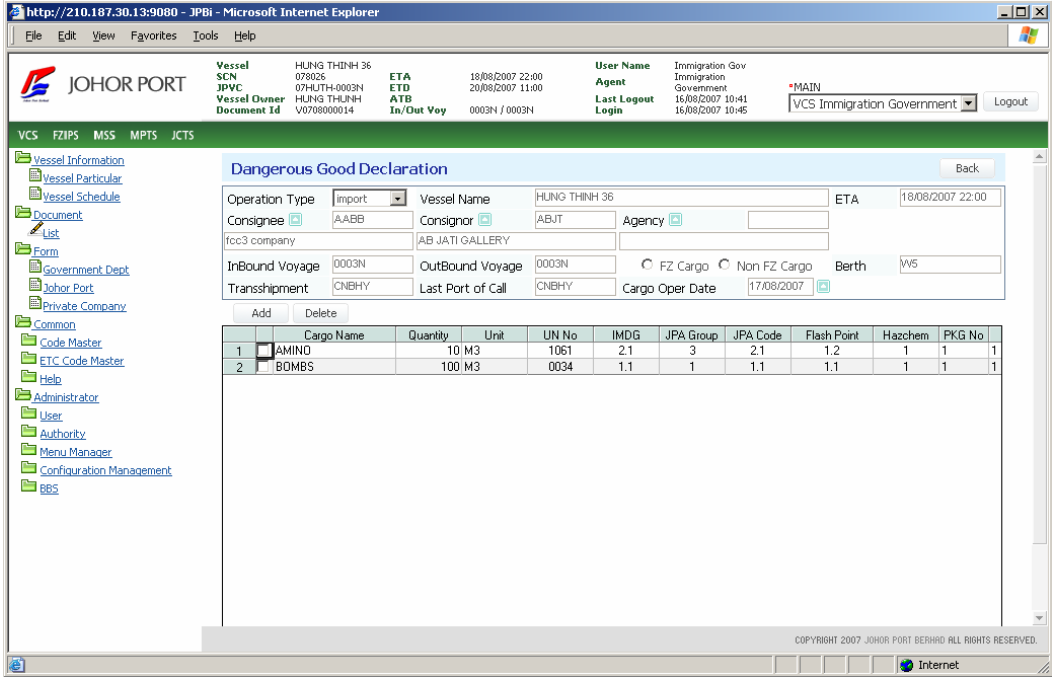
The screenshot shows the JOHOR PORT VCS system interface. The main content area is titled "Dutiable Goods Declaration" and contains a table with the following data:

No	Items	Unit	Stores	Bars	Shops	Officer&Crew	total
1	Spirit		888	8	8	88	992
2	Wines	Bottle	8	8	8	8	32
3	Beer or Stout	Package	889	89	89	89	1,156
4	Cigarettes	Pack	8	889	9		906
5	Cigars	Piece					0
6	Tobacco	Roll					0
7	Snuff						0

The interface also includes a navigation menu on the left with options like "Vessel Information", "Document", "Form", "Government Dept", "Johor Port", "Private Company", "Nominated Company", "Common", "Code Master", "ETC Code Master", "Help", "Administrator", "User", "Authority", "Menu Manager", "Configuration Management", and "BBS". The top right shows user information for "VCS Shipping Agent" and a "Logout" button. The bottom of the screen displays "COPYRIGHT 2007 JOHOR PORT BERHAD ALL RIGHTS RESERVED." and "Internet" status.

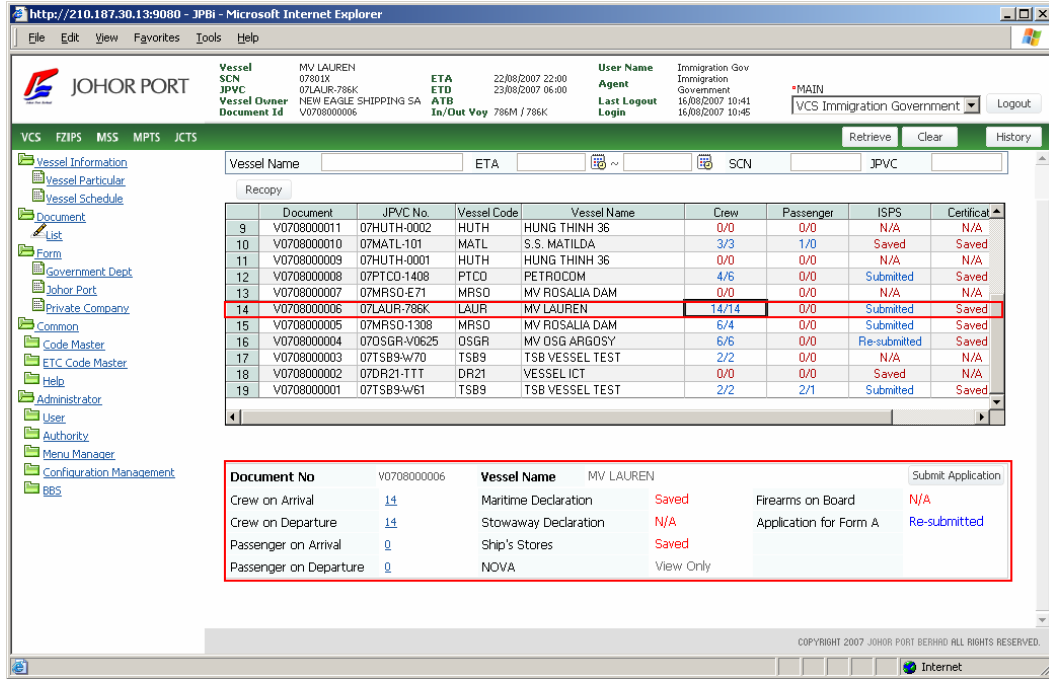
⑥ DG

Double-click **DG** field, you can use **Dangerous Goods Declaration** screen.  
After inputting all data, click **Save** button, and the document will be sent to each department to get approval.



### (C) Summary

Double-click a **Document No.** you want to make vessel clearance documents to send. And the document list is displayed as below.



#### ① Crew on Arrival

This document has to be submitted before vessel arrival.


#### ① Double-click the status of Crew on Arrival as below.

<b>Document No</b>	V0708000006	<b>Vessel Name</b>	MV LAUREN	<a href="#">Submit Application</a>	
Crew on Arrival	<a href="#">14</a>	Maritime Declaration	Saved	Firearms on Board	N/A
Crew on Departure	<a href="#">14</a>	Stowaway Declaration	N/A	Application for Form A	Re-submitted
Passenger on Arrival	<a href="#">0</a>	Ship's Stores	Saved		
Passenger on Departure	<a href="#">0</a>	NOVA	View Only		

② And then **IMO Crew List on Arrival** screen will be displayed as below


The screenshot shows the 'IMO Crew List on Arrival' screen. The page title is 'JOHOR PORT'. The browser address bar shows 'http://localhost:8080/IMO\_Crew\_List\_on\_Arrival.asp'. The page displays a table of crew members with columns for View, Check, Name, Rank, Nationality, Place of Birth, Birth Date, Seaman's Book, and Passport No. There are also search filters for Name, Rank, Nationality, and Visit Town, and buttons for Add, Delete, Retrieve, Clear, Save, Back, Excel Import, Excel Export, and Summary.

View	CHK	Name	Rank	Nationality	Place of Birth	Birth Date	Seaman's Book	Passport No
1	<input type="checkbox"/>	SHAINÉ LEE	MASTER	KOREA (PEC)	SEOUL	20/07/1975	SB12345	PN12345
2	<input type="checkbox"/>	NAJAWATTY	Ship Surgeon	AFGHANIST.	TALIBAN	20/07/1975	SB123456	PN123456
3	<input type="checkbox"/>	RAIHANA	Ship Security	INDONESIA	JAWA TENGAH	20/07/1975	SB1234567	PN123457
4	<input type="checkbox"/>	ABANG KHAI	Ship Asst.	FALKLAND I	LONDON MARI	20/07/1975	SB12345678	PN12345678
5	<input type="checkbox"/>	DAI HYUN	S.pnary	ALBANIA	IPOH MALI WOO	20/07/1975	SB1234598	PN123459

If you want to add crew, you can use **Add** button (  ).

There are some rules to input crew data.

- Text box: Input the data directly. (See *Name*, *Seaman Book*, *Passport No*, etc.)
- Combo box: Click arrow button, and you can select the data. (See *Rank*, *Nationality*, *sex*, etc.)
- Date field: Double-click text box, the calendar will be popped up, and you can set the date. (See *Birth Date*, *Expiry Date*, etc.)

If you want to delete the data, you can use **Delete** button (  ).  
Tick at the check box in **CHK** field, and click **Delete** button.

③ After inputting all data, click **Save** button, and the document will be sent to each department to get approval.

## ② Crew on Departure

This document has to be submitted before vessel arrival.

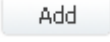
① Double-click the status of Crew on Departure as below.

<b>Document No</b>	V0708000013	<b>Vessel Name</b>	TUG DOLPHIN NO	Submit Application	
Crew on Arrival	14	Maritime Declaration	Saved	Firearms on Board	N/A
Crew on Departure	14	Stowaway Declaration	N/A	Application for Form A	N/A
Passenger on Arrival	0	Ship's Stores	N/A		
Passenger on Departure	0	NOVA	View Only		

② And then **IMO Crew List on Departure** screen will be displayed as below.

The screenshot shows the 'IMO Crew List on Departure' interface. At the top, there are search filters for Name, Rank, Nationality, and Passport. Below the filters is a table with the following data:

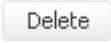
View	CHK	Name	Rank	Nationality	Place of Birth	Birth Date	Seaman's Book	Passport No
1	<input checked="" type="checkbox"/>	SHAINA LEE	MASTER	KOREA (PEC)	SEDUL	20/07/1975	SB12345	PN12345
2	<input type="checkbox"/>	NAJAWATTY	Ship Surgeon	AFGHANIST.	TALIBAN	20/07/1975	SB123456	PN123456
3	<input type="checkbox"/>	RAIHANA	Ship Security	INDONESIA	JAWA TENGAH	20/07/1975	SB1234567	PN123457
4	<input type="checkbox"/>	ABANG KHAI	Ship Asst.	FALKLAND I	LONDON MARI	20/07/1975	SB12345678	PN1234567
5	<input type="checkbox"/>	DAI HYUN	S.pnary	ALBANIA	IPOH MALI WOO	20/07/1975	SB1234598	PN123459

If you want to add crew, you can use **Add** button (  ).

There are some rules to input crew data. How to use is explained in ①



Crew on Arrival.

If you want to delete the data, you can use **Delete** button (  ).

- ③ After inputting all data, click **Save** button, and the document will be sent to each department to get approval.

### ③ Passenger on Arrival

This document has to be submitted before vessel arrival.

- ① Double-click the status of Passenger on Arrival as below.

Document No	V0708000017	Vessel Name	KOTA HIJRAH	Submit Application	
Crew on Arrival	<a href="#">Z</a>	Maritime Declaration	N/A	Firearms on Board	N/A
Crew on Departure	<a href="#">Z</a>	Stowaway Declaration	N/A	Application for Form A	N/A
Passenger on Arrival	<a href="#">1</a>	Ship's Stores	Saved		
Passenger on Departure	<a href="#">2</a>	NOVA	View Only		

- ② And then **Passenger List on Arrival** screen will be displayed as below.

The screenshot shows the 'Passenger List on Arrival' screen in a Microsoft Internet Explorer browser. The page title is 'JOHOR PORT'. The top header contains vessel information: Vessel SCH: TSB VESSEL TEST, Vessel Owner: JPVC, Document Id: V0788000073. It also shows ETA and ETD: 30/09/2007 15:00, and In/Out Voy: 1231 / CHECK. The user is logged in as 'VCS Shipping Agent'.

The main content area is titled 'Passenger List on Arrival' and includes a table with the following data:

C	D	Name	Nationality	Birth Place	Birth Date	Passport	Expiry Date	Sex	Perm
1	R	1.	AFGHANISTAN	2.00	12/12/2000	3.00	12/12/2100	M	N
2	R	1.1.	AFGHANISTAN	2.00	12/12/2000	3.00	12/12/2100	M	

The interface also includes an 'Add' button and a 'Delete' button. The bottom status bar indicates 'COPYRIGHT 2007 JOHOR PORT BERHAD ALL RIGHTS RESERVED.' and 'Local intranet'.

If you want to add crew, you can use **Add** button (  ).

There are some rules to input crew data. How to use is explained in ① Crew on Arrival.

If you want to delete the data, you can use **Delete** button (  ).

- ③ After inputting all data, click **Save** button, and the document will be sent to each department to get approval.
- ④ **Passenger on Departure**

① Double-click the status of Passenger on Departure as below.


<b>Document No</b>	V0708000017	<b>Vessel Name</b>	KOTA HIJRAH	Submit Application
Crew on Arrival	Z	Maritime Declaration	N/A	Firearms on Board
Crew on Departure	Z	Stowaway Declaration	N/A	Application for Form A
Passenger on Arrival	1	Ship's Stores	Saved	
Passenger on Departure	2	NOVA	View Only	

② And then **Passenger List on Departure** screen will be displayed as below.

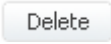
The screenshot shows the 'Passenger List on Departure' screen in a web browser. The page title is 'Passenger List on Departure'. The interface includes a search form with fields for Name, Sex, Passport, and Expiry Date. Below the search form is a table with columns: C, D, Name, Nationality, Birth Place, Birth Date, Passport, Expiry Date, Sex, and Perm. The table contains two rows of data:

C	D	Name	Nationality	Birth Place	Birth Date	Passport	Expiry Date	Sex	Perm
1	B	CAPT QU ZHI	AFGHANISTAN	HONG KONG	20/01/2000	12121212	20/01/2000	M	Y
2	R	LE CANH THUAN	ALGERIA	VIETNAM	20/01/2000	13131313	20/01/2000	F	Y

The interface also includes buttons for 'Add', 'Delete', and 'Nominated Agent' (PT TSB2 SHIPPING AGENCY). The browser window shows the URL 'http://localhost:8080/jpbi/PassengerListOnDeparture.do' and the page title 'Passenger List on Departure'.

If you want to add crew, you can use **Add** button (  ).

There are some rules to input crew data. How to use is explained in ① Crew on Arrival.

If you want to delete the data, you can use **Delete** button (  ).

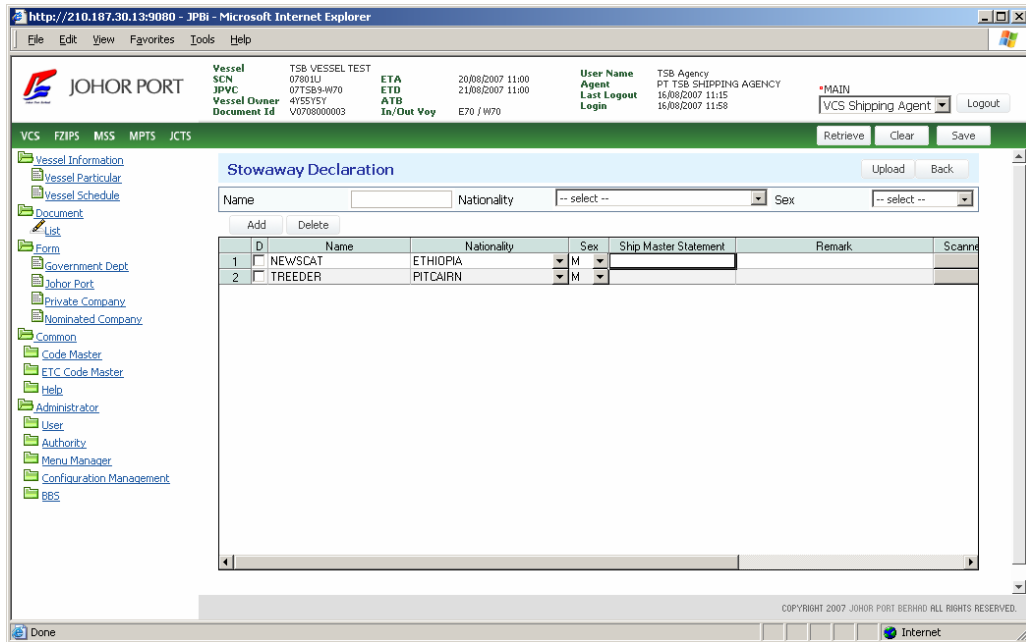
③ After inputting all data, click **Save** button, and the document will be sent to each department to get approval.


⑤ **Stowaway Declaration**

① Double-click the status of Stowaway Declaration as below.

<b>Document No</b>	V0708000017	<b>Vessel Name</b>	KOTA HJRAH	Submit Application	
Crew on Arrival	7	Maritime Declaration	N/A	Firearms on Board	N/A
Crew on Departure	7	Stowaway Declaration	N/A	Application for Form A	N/A
Passenger on Arrival	1	Ship's Stores	Saved		
Passenger on Departure	2	NOVA	View Only		


② And then **Stowaway Declaration** screen will be displayed as below.



If you want to add crew, you can use **Add** button (  ).

There are some rules to input crew data. How to use is explained in ①

Crew on Arrival.

If you want to delete the data, you can use **Delete** button (  ).

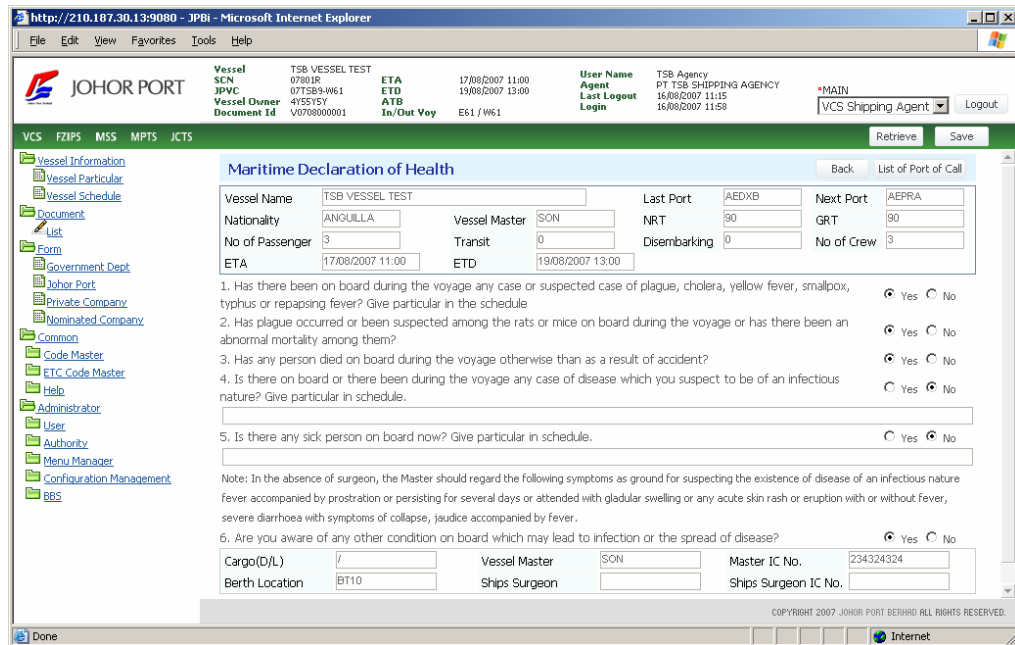
- ③ After inputting all data, click **Save** button, and the document will be sent to each department to get approval.

## ⑥ Maritime Declaration

- ① Double-click the status of Maritime Declaration as below.

Document No	V0708000017	Vessel Name	KOTA HIJRAH	Submit Application	
Crew on Arrival	<a href="#">Z</a>	Maritime Declaration	<b>N/A</b>	Firearms on Board	N/A
Crew on Departure	<a href="#">Z</a>	Stowaway Declaration	N/A	Application for Form A	N/A
Passenger on Arrival	<a href="#">1</a>	Ship's Stores	Saved		
Passenger on Departure	<a href="#">2</a>	NOVA	View Only		

- ② And then **Maritime Declaration** screen will be displayed as below.



http://210.187.30.13:9080 - JPBI - Microsoft Internet Explorer

File Edit View Favorites Tools Help

**JOHOR PORT**

Vessel TSB VESSEL TEST    Vessel Master SON    Last Port AEDXB    Next Port AEPRA  
 SCN 07801R    ETA 17/08/2007 11:00  
 JPVC 073263-W61    ETD 19/08/2007 13:00  
 Vessel Owner 4Y55SY    ATB    Disembarking 0    No of Crew 3  
 Document Id V070800001    In/Out Voy E61 / W61    ETD 19/08/2007 13:00

User Name TSB Agency  
 Agent PT TSB SHIPPING AGENCY  
 Last Logout 16/08/2007 11:15  
 Login 16/08/2007 11:58

\*MAIN  
 VCS Shipping Agent    Logout

VCS    FZPS    MSS    MPTS    JCTS    Retrieve    Save

Vessel Information  
 Vessel Particular  
 Vessel Schedule  
 Document  
 List  
 Form  
 Government Dept.  
 Johor Port  
 Private Company  
 Nominated Company  
 Common  
 Code Master  
 CTC Code Master  
 Help  
 Administrator  
 User  
 Authority  
 Menu Manager  
 Configuration Management  
 BBS

**Maritime Declaration of Health**    Back    List of Port of Call

Vessel Name TSB VESSEL TEST    Last Port AEDXB    Next Port AEPRA  
 Nationality ANGULLA    Vessel Master SON    NRT    GRT    90  
 No of Passenger 3    Transit 0    Disembarking 0    No of Crew 3  
 ETA 17/08/2007 11:00    ETD 19/08/2007 13:00

1. Has there been on board during the voyage any case or suspected case of plague, cholera, yellow fever, smallpox, typhus or reapsing fever? Give particular in the schedule.    Yes  No

2. Has plague occurred or been suspected among the rats or mice on board during the voyage or has there been an abnormal mortality among them?    Yes  No

3. Has any person died on board during the voyage otherwise than as a result of accident?    Yes  No

4. Is there on board or there been during the voyage any case of disease which you suspect to be of an infectious nature? Give particular in schedule.    Yes  No

5. Is there any sick person on board now? Give particular in schedule.    Yes  No

Note: In the absence of surgeon, the Master should regard the following symptoms as ground for suspecting the existence of disease of an infectious nature fever accompanied by prostration or persisting for several days or attended with gladular swelling or any acute skin rash or eruption with or without fever, severe diarrhoea with symptoms of collapse, jaudice accompanied by fever.

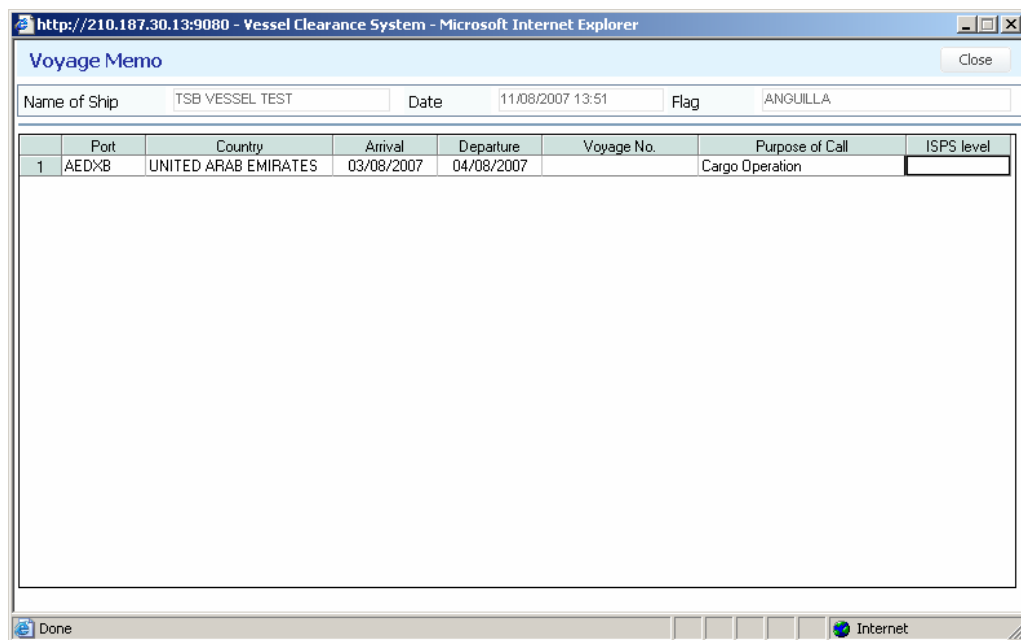
6. Are you aware of any other condition on board which may lead to infection or the spread of disease?    Yes  No

Cargo(D/L) /    Vessel Master SON    Master IC No. 234324324  
 Berth Location BT10    Ships Surgeon    Ships Surgeon IC No.


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Done    Internet

- ③ After inputting all data, click **List of Port of Call** button (  ), and then **Voyage Memo** screen will be displayed.



	Port	Country	Arrival	Departure	Voyage No.	Purpose of Call	ISPS level
1	AEDXB	UNITED ARAB EMIRATES	03/08/2007	04/08/2007		Cargo Operation	

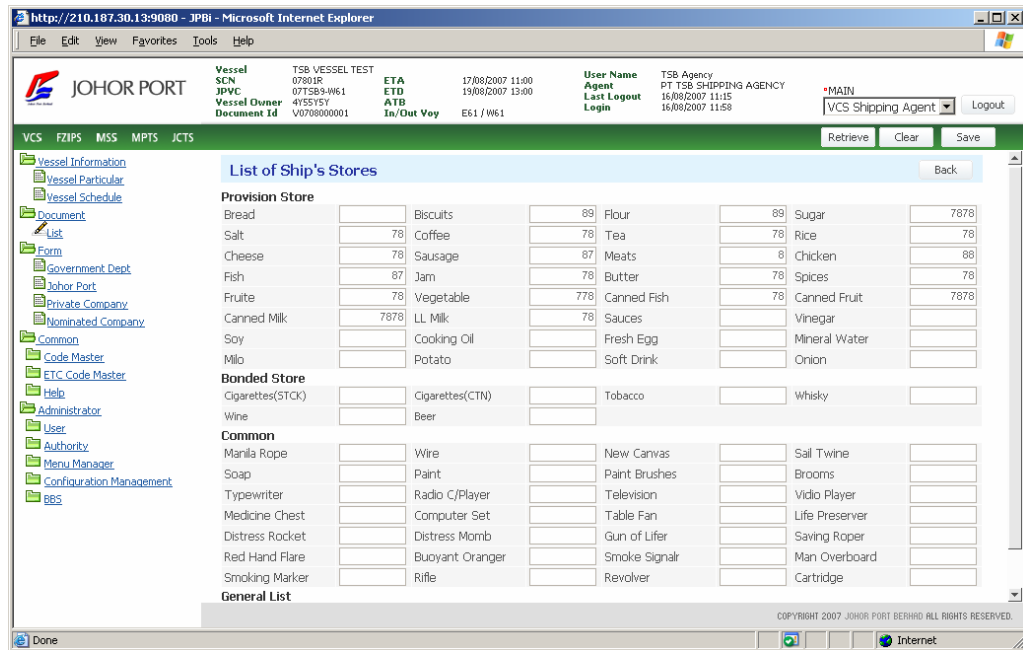
- ④ After inputting all data, click **Save** button (  ), and the document will be sent to each department to get approval.


## ⑦ Ship's Stores

① Double-click the status of Ship's Stores as below.

Document No	V0708000017	Vessel Name	KOTA HDRAH	Submit Application	
Crew on Arrival	<a href="#">2</a>	Maritime Declaration	N/A	Firearms on Board	N/A
Crew on Departure	<a href="#">2</a>	Stowaway Declaration	N/A	Application for Form A	N/A
Passenger on Arrival	<a href="#">1</a>	Ship's Stores	Saved		
Passenger on Departure	<a href="#">2</a>	NOVA	View Only		

② And then **List of Ship's stores** screen will be displayed as below.



③ After inputting all data, click **Save** button (  ), and the document will be sent to each department to get approval.

⑧ **Application for Form A**

① Double-click the status of Application for Form A as below.


Document No	V0708000017	Vessel Name	KOTA HIJRAH	Submit Application	
Crew on Arrival	<a href="#">Z</a>	Maritime Declaration	N/A	Firearms on Board	N/A
Crew on Departure	<a href="#">Z</a>	Stowaway Declaration	N/A	Application for Form A	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">N/A</span>
Passenger on Arrival	<a href="#">1</a>	Ship's Stores	Saved		
Passenger on Departure	<a href="#">2</a>	NOVA	View Only		




- ② And then **Schedule Two Form A** screen will be displayed as below.

The screenshot shows the 'Application for FORM A' screen in a Microsoft Internet Explorer browser. The page header includes the JOHOR PORT logo and navigation tabs (VCS, FZIPS, MSS, MPTS, JCTS). The main content area contains a form for entering vessel and cargo information. The form includes fields for Vessel Name (TSB VESSEL TEST), Vessel SCN (07901P), JPKC (07TSB3-W61), Vessel Owner (4Y55Y5Y), Document Id (V070800001), ETA (17/08/2007 11:00), ETD (19/08/2007 13:00), In/Out Voy (E61 / W61), User Name (TSB Agency), Agent (PT TSB SHIPPING AGENCY), Last Logout (16/08/2007 11:15), and Login (16/08/2007 11:58). The form also includes a 'Back' button and a 'Retrieve' button. Below the form is a table with columns: D, UN, NO, IMO Class, Type of Cargo, Cargo Marking, Class, Quantity, Flash Point, JPA Group, and JPA Code. The table contains two rows of data. Below the table are 'Add' and 'Delete' buttons. At the bottom of the form, there are fields for 'Date' (11/08/2007 16:35) and 'Importer(s)' (wqewq ewqewqew). The footer of the page includes the text 'COPYRIGHT 2007 JOHOR PORT BERHAD ALL RIGHTS RESERVED.' and the 'Done' button.

D	UN	NO	IMO Class	Type of Cargo	Cargo Marking	Class	Quantity	Flash Point	JPA Group	JPA Code
1		0018	1.2	AMMUNITION TEAR PROD	wdd	CLASS1	21 32		1	1.2
2		221	1.1	WARHEADS TORPEDO (W	12321	CLASS3	123 21		1	1.1D

If you want to add cargo, you can use **Add** button (  ).

If you want to delete the data, you can use **Delete** button (  ).

- ③ After inputting all data, click **Save** button, and the document will be sent to each department to get approval.

- TIPS** CLASS 1 petroleum is that its flash point is below 37.8 degree.  
 CLASS 2 petroleum is that its flash point is above 37.8 and below 60 degree.  
 CLASS 3 petroleum is that its flash point is above 60 degree.

According to Class, its handling is different. Therefore, the approval process is different in **[Form > Government Department > Chemistry]**.

### ⑨ Firearms on Board

① Double-click the status of Firearms on Board as below.

Document No	V0708000017	Vessel Name	KOTA HIJRAH	<a href="#">Submit Application</a>	
Crew on Arrival	<a href="#">Z</a>	Maritime Declaration	N/A	Firearms on Board	<a href="#">N/A</a>
Crew on Departure	<a href="#">Z</a>	Stowaway Declaration	N/A	Application for Form A	<a href="#">N/A</a>
Passenger on Arrival	<a href="#">1</a>	Ship's Stores	<a href="#">Saved</a>		
Passenger on Departure	<a href="#">2</a>	NOVA	<a href="#">View Only</a>		

- ② And then **Declaration of Firearms and Explosive on Board** screen will be displayed as below.
- Declaration of Firearms and Explosive on Board consists of three parts, -  
 Firearms/ Explosives for Ship's Use, Firearms/ Explosive being property of Passenger or Crew and Firearms/ Explosive/ In Transit or for Discharge in Johor Port.
- *Firearms/ Explosives for Ship's Use:* It is to register firearms/ explosives for ship's use.
  - *Firearms/ Explosive being property of Passenger or Crew:* It is to register passenger or crew's firearms/ explosive.
  - *Firearms/ Explosive/ In Transit or for Discharge in Johor Port:* It is to register firearms/ explosive for discharging or transit in Johor Port.

The screenshot shows the 'Declaration of Firearms and Explosive on Board' screen in the JPBI web application. The interface includes a navigation menu on the left, a header with vessel and user information, and three main data tables for different categories of firearms and explosives.

**Vessel Information:**

Vessel	TSB BARGE	ETA	19/07/2007 16:00	User Name	TSB SHIPPING AGENCY
SCN	07700Q	ETD	19/07/2007 16:00	Agent	PARTNER SHIPPING AGENCY B1
JPVC	07304T-SB2	ATB		Last Logout	19/07/2007 17:24
Vessel Owner	1204NS	In/Dut Voy	123 / SB2	Login	19/07/2007 17:25
Document Id	V0707000011				

**Declaration of Firearms and Explosive on Board**

**FIREARMS/EXPLOSIVES FOR SHIP'S USE**


Quantity	Type&Description	Where Stored	Remarks
21	21		

**FIREARMS/EXPLOSIVE BEING PROPERTY OF PASSENGER OR CREW**

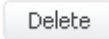
Quantity	Type&Description	Where Stored	Remarks
21	21		

**FIREARMS/EXPLOSIVES/ IN TRANSIT OR FOR DISCHARGE IN JOHOR PORT**

Operation Type	Port of Load	Port of	No of Cases	Type&Description	Where Stored	PARTICULARS
Discharging	ARCUA	MYPGU	21	21	21	21

If you want to add crew, you can use **Add** button (  ).


There are some rules to input crew data. How to use is explained in ① Crew on Arrival.

If you want to delete the data, you can use **Delete** button (  ).

- ③ After inputting all data, click **Save** button, and the document will be sent to each department to get approval.

⑩ **Nova**

- ① Double-click the status of NOVA as below.

<b>Document No</b>	V0708000001	<b>Vessel Name</b>	TSB VESSEL TEST		
Crew on Arrival	<a href="#">2</a>	Maritime Declaration	Saved	Firearms on Board	N/A
Crew on Departure	<a href="#">2</a>	Stowaway Declaration	N/A	Application for Form A	Submitted
Passenger on Arrival	<a href="#">2</a>	Ship's Stores	Saved		
Passenger on Departure	<a href="#">1</a>	NOVA	<a href="#">View Only</a>		

② And then **NOVA** screen will be displayed as below.

http://210.187.30.13:9080 - Vessel Clearance System - Microsoft Internet Explorer

To,

Senior Assistant Director of Customs	- Pasir Gudang
Head of Immigration Post	- Pasir Gudang
Deputy Port Officer	- Pasir Gudang
Port Health Officer	- Pasir Gudang
Travel Control Office (T.C.O)	- Pasir Gudang
SHIP PLANNING (J.T.C)	- Johor Port Berhad
V.H.F OFFICE	- Johor Port Berhad

Sir,

**NOTICE OF VESSEL ARRIVAL**

We would like to inform that vessel TSB VESSEL TEST will be arrived at Pasir Gudang Port on: - **17/08/2007** at time **11:00** hrs for **Cargo Operation Discharging Only** of cargo.


Details of vessel particular :

FLAG	<u>ANGUILLA</u>
CALL SIGN	<u>S2S2S2</u>
NETT WEIGHT	<u>90</u>
GROSS WEIGHT	<u>90</u>
DEAD WEIGHT	<u>        </u>
LENGTH OF OVERALL	<u>90</u>
ARRIVAL DRAFT	<u>        </u>
HIGHT POINT OF VESSEL	<u>        </u>

Done      Internet

## 14. Submit Other Documents

System creates automatically government forms which will be approved after user select and submit. In this screen, you do not need to fill the information in the document, just select whether submit or not. You can find these documents in **Submit Application** popup window.

Click, **Submit Application** button (  ), and **Apply Forms** window will be popped up as below.

Tick **CHECK** field, and click Submit button. Only *"Un-Submitted"* document can be submitted.

Vessel Clearance System - Microsoft Internet Explorer

### Apply Forms

Check All

	CHECK	Document Name	Applied Status	Final Status
1	<input type="checkbox"/>	Application for Health Clearance	Submitted	In-progress
2	<input type="checkbox"/>	Advance Immigration Clearance	Un-Submitted	
3	<input type="checkbox"/>	Application for Marine Port Clearance	Un-Submitted	
4	<input type="checkbox"/>	Application for Permit Petroleum	Un-Submitted	
5	<input type="checkbox"/>	Dangerous Goods	Un-Submitted	
6	<input type="checkbox"/>	Dutiable Goods	Un-Submitted	
7	<input type="checkbox"/>	Application for Form A	Un-Submitted	
8	<input type="checkbox"/>	Firearms On Board	Un-Submitted	
9	<input type="checkbox"/>	Health Clearance	Un-Submitted	
10	<input type="checkbox"/>	IMO General Declaration Arrival	Un-Submitted	
11	<input type="checkbox"/>	IMO General Declaration Departure	Un-Submitted	
12	<input type="checkbox"/>	Ship Security Information(ISPS)	Un-Submitted	
13	<input type="checkbox"/>	JK55	Un-Submitted	
14	<input type="checkbox"/>	MSS1	Un-Submitted	
15	<input type="checkbox"/>	MSS2	Un-Submitted	
16	<input type="checkbox"/>	Custom Port Clearance	Un-Submitted	
17	<input type="checkbox"/>	Regulation 15(5)	Submitted	In-progress
18	<input type="checkbox"/>	Sign Off Crew List	Un-Submitted	
19	<input type="checkbox"/>	Sign On Crew List	Un-Submitted	
20	<input type="checkbox"/>	Stowaway Declaration	Un-Submitted	

Submit Cancel Close

Done Local intranet

# Chapter 6. FORM

The screenshot shows the JOHOR PORT VCS system interface. The left sidebar contains a menu with the following items: Vessel Information, Document, Form (highlighted with a red box), Government Dept, Johor Port, Private Company, Nominated Company, Common, Code Master, ETC Code Master, Help, Administrator, User, Authority, Menu Manager, Configuration Management, and BBS. The main content area displays a 'Document List' table with columns: Document, Vessel Name, JPVC\_NO, SCN, Shipping Agency, Immigration, and Health. Below this is a summary table with columns: Document, Vessel Name, ETA, and ETD.

Document	Vessel Name	ETA	ETD
IMO Crew List on Arrival	View Only	Sign On Crew List	View Only
IMO Crew List on Departure	View Only	Sign Off Crew List	View Only
Arrival Passenger List	View Only	Voyage Memo	View Only
Departure Passenger List	View Only	TCO Screen	View Only

**Form** menu is to approve submitted documents. There are three subjects to approve documents, - *Government Department, Johor Port Department and other companies.*



## 15. Private Company

### 6) Screen Description

- ① Select **Department** and **Status** you want to inquire.

MARINESURVEY	Approved
Department	Status
MARINESURVEYOR	Approved
FUMIGATOR	In-Process

**Department**

- Marine Surveyor
- Fumigator (*will be in VCS Phase II*)

**Status**

- Approved: The document approval is completed by Government officer.
- In-Progress: The document approval is in-progress by Government officer.
- N/A: The document is not sent by Shipping Agency.

- ② Click **Retrieve** button (  ), the document list will be inquired in the grid.

## 7) Document Approval Process

You can see the 2 field names – Marine Surveyor and Fumigator - in the grid.  
 These 2 fields mean private company departments.  
 You can approve each document here.

The screenshot shows the JOHOR PORT web application interface. At the top, there is a header with the JOHOR PORT logo and navigation tabs: VCS, FZIP5, MSS, MPTS, JCTS. A 'Retrieve' button is located on the right. Below the header, there is a 'Document List' section with a table containing one document entry. Below this table is a summary table with columns for Document, Vessel Name, ETA, ETD, and Marine Surveyor.

Document	Vessel Name	ETA	ETD	Marine Surveyor
Certificate Of Towage Approval	In Progress	2007-08-22 12:00:00.0	2007-08-23 12:00:00.0	View Only
Towage Exemption Certificate	N/A			Maintain

## (A) Marine Surveyor

Double-click **Marine Surveyor** field of the vessel schedule that you want to approve. And the each document list of this vessel schedule will be inquired as below.

The screenshot displays the JPBI web application interface. At the top, there is a header with vessel information: Vessel BARGE, SCN 078027, JPVC 07NAJ1-E82, Vessel Owner NAJA SHIP, and Document Id V0708000015. It also shows ETA, ETD, ATB, and In/Out Voy details. User information includes User Name Marine Surveyor, Agent PC MARINE SURVEYOR, Last Logout 29/08/2007 21:00, and Login 16/09/2007 12:07. A navigation menu on the left lists various sections like Vessel Information, Document, and Common. The main content area features a 'Document List' table with columns for Document, Vessel Name, JPVC\_NO, SCN, Shipping Agency, and Marine Surveyor. A red box highlights the 'Certificate of Towage Approval' document, which is in 'In Progress' status. A red arrow points from the 'In progress' status in the top table to the highlighted document in the bottom table.

Document	Vessel Name	JPVC_NO	SCN	Shipping Agency	Marine Surveyor
1	V0708000015	BARGE	07NAJ1-E82	SON150800701 NAZREEN SHIPPING SDN BHD	In progress

Document	V0708000015	Vessel Name	BARGE	ETA	2007-08-22 12:00:00.0	ETD	2007-08-23 12:00:00.0
Certificate Of Towage Approval		In Progress		Tug/Barge Graphic View		View Only	
Towage Exemption Certificate		N/A		Towing Vessel Condition		Maintain	

### ① Certificate of Towage Approval

- ① Double-click the status of Certificate of Towage Approval.
- ② And then **Certificate of Towage Approval** screen will be displayed.

The screenshot shows a web browser window titled 'JPB - Microsoft Internet Explorer' displaying the 'JOHOR PORT' VCS Marine Surveyor interface. The page title is 'Certificate of Towage Approval'. The interface includes a navigation menu on the left with options like 'Vessel Information', 'Document', 'Form', and 'Administrator'. The main content area contains a form with the following data:

Barge	In Tug 1	In Tug 2	In Tug 3	Out Tug 1	Out Tug 2	Out Tug 3
In Tug1	TTUG	In Tug2		In Tug3		
Out Tug1	TTUG	Out Tug2		Out Tug3		
Barge	NAJ1	ETA	22/08/2007 12:00	Berth Location		

Below the table, there are input fields for:

- Barge Name: BARGE
- Port of Registry: AERKT
- GRT: 800
- NRT: 800
- LOA: 800
- Owner: NAJA SHIP

At the bottom, there is an approval section with the following details:

- Name: Marine Surveyor
- IC No.: asdsadas
- Position:
- Date: 16/09/2007 12:13
- Buttons: Approve, Reject, Hold
- Status: In Progress
- Remarks:

- ③ You can view status of the document either Approved or not. If status is "Approved", Marine Surveyor officer name, IC No. and approval date/time will be displayed at Approval section. You will be provided with reason in **Remarks** field, if the application is rejected or hold by Marine Surveyor.

The screenshot shows a web browser window titled "JPB - Microsoft Internet Explorer" displaying the JOHOR PORT VCS Marine Surveyor interface. The page title is "Certificate of Towage Approval". The interface includes a navigation menu on the left with options like "Vessel Information", "Vessel Particular", "Vessel Schedule", "Document", "List", "Form", "Government Dept", "Johor Port", "Private Company", "Nominated Agent", "Common", "Code Master", "ETC Code Master", "Help", "Administrator", "User", "Authority", "Menu Manager", "Configuration Management", and "BBS".

At the top, there is a header section with the following information:

Vessel	BARGE	ETA	22/08/2007 12:00	User Name	Marine Surveyor	HOME 1 MAIN
SCN	078027	ETD	23/08/2007 12:00	Agent	PC MARINE SURVEYOR	Logout
JPVC	07NAJ1-E82	ATB		Last Logout	16/09/2007 12:07	
Vessel Owner	NAJA SHIP	In/Out Voy	W82 / E82	Login		
Document Id	V0708000015					

Below the header, there is a "Certificate of Towage Approval" form with the following fields:

Barge	In Tug 1	In Tug 2	In Tug 3	Out Tug 1	Out Tug 2	Out Tug 3
In Tug1	TTUG	In Tug2		In Tug3		
Out Tug1	TTUG	Out Tug2		Out Tug3		
Barge	NAJ1	ETA	22/08/2007 12:00	Berth Location		

Below the table, there is a list of fields for the vessel and tug information:

Tug Name	TUG DOLPHIN NO
Port of Registry	INBOM
GRT	390
NRT	212
LOA	32.8
Owner	SHAH RUKH KHAN
Master	
Chief Officer	
Chief Engineer	

At the bottom of the page, there is a copyright notice: "COPYRIGHT 2007 JOHOR PORT BERHAD ALL RIGHTS RESERVED." and a "Local intranet" link.

## ② Towing Vessel Condition

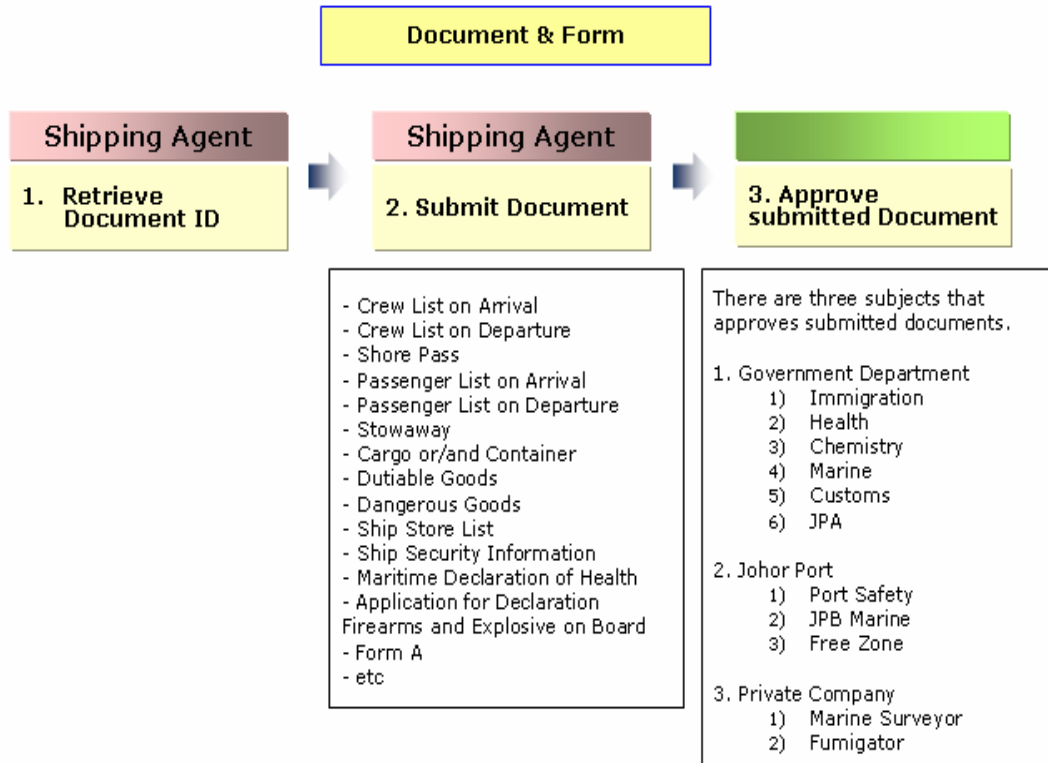
- ① Double-click the status of Towing Vessel Condition.
- ② And then **Towing Vessel Condition** screen will be displayed.

The screenshot displays the JOHOR PORT VCS Marine Surveyor web application. The browser window title is 'JPB - Microsoft Internet Explorer'. The application header includes the JOHOR PORT logo and navigation tabs: VCS, FZIPS, MSS, MPTS, JCTS. A top navigation bar contains buttons for Retrieve, Clear, Save, and Back. The main content area is titled 'Towing Vessel Condition' and features an 'Add' button and a 'Remove' button. Below these is a table with the following data:

C	Description	Issued Date	Issued by	Place of Issue	Scanned File Upload	File Name
1	Condition	18/03/2007	son kin	newcastle	File	

The left sidebar contains a tree view with categories: Vessel Information (Vessel Particular, Vessel Schedule), Document (List, Form), Government Dept (Johor Port, Private Company, Nominated Agent), Common (Code Master, ETC Code Master, Help), and Administrator (User, Authority, Menu Manager, Configuration Management, BBS). The bottom status bar shows 'Done' and 'Local intranet'. Copyright information at the bottom reads: 'COPYRIGHT 2007 JOHOR PORT BERHAD ALL RIGHTS RESERVED.'

- ③ Input the data and click **Save** button.



## 16. Nominated Agent

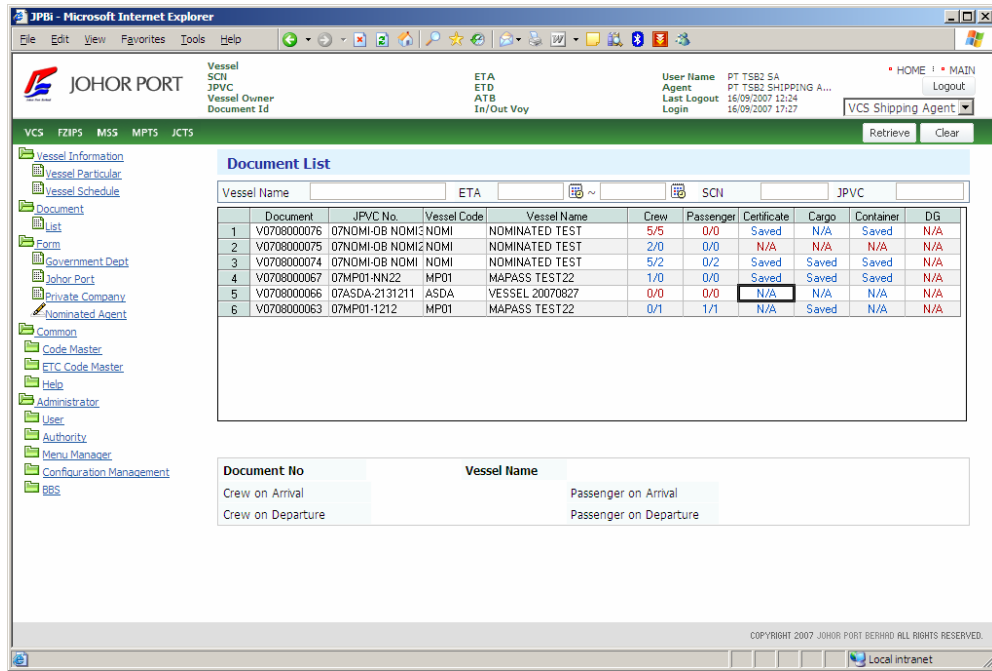
Documents for vessel clearance can be submitted by different agent for vessel arrival and departure. Thus, shipping agent (main shipping agent) able to assign selected documents which meant for vessel arrival or departure clearance to other shipping agent.

### 1) Screen Description

To assign or nominate the other shipping agent with the selected document, main shipping agent has to assign the document to them. Refer to item 2) Modify Document List, for the selected document.

Click **Retrieve** button (  ), the document list will be inquired in the

grid.



Choose document.

Double click on the row Crew on Arrival, Crew on Departure, Passenger on Arrival, Passenger on Departure, Cargo [MSS1 and MSS2], Container or Certificate that you want to nominate the document.



In the mentioned screen above, there is field for the main shipping agent to provide information of the nominated shipping agent. Click on the [✖] button and shipping agent screen displayed. Choose nominated shipping agent.

The screenshot shows the 'IMO Crew List on Arrival' form. At the top right are buttons for 'Retrieve', 'Clear', and 'Save'. Below the title bar are buttons for 'Back', 'Excel Import', 'Excel Export', 'Recopy', and 'Summary'. The form includes input fields for 'Name', 'Rank' (with a dropdown), 'Passport', 'Visit Town' (with a dropdown), and 'Nationality' (with a dropdown). Below these are 'Add' and 'Delete' buttons. A red circle highlights the 'Nominated Agent' field, which is currently empty and has a small '✖' icon to its right. Below the form is a table with columns: 'Vie', 'CHK', 'Name', 'Rank', 'Nationality', 'Place of Birth', 'Birth Date', 'Seaman's Book', and 'Passport No'.

Once nominated, main shipping agent can only view the document. Nominated shipping agent name will be displayed in nominated document.

This screenshot shows the same 'IMO Crew List on Arrival' form, but the 'Nominated Agent' field is now populated with the text 'EM SHIPPING FFDFDGGDFD'. This field and its value are circled in red. The table below the form now contains one row of data:

Vie	CHK	Name	Rank	Nationality	Place of Birth	Birth Date	Seaman's Book	Passport No
1	R	SSS	MASTER	AFGHANIST	mmm	07/09/2000	mmmm	MMMMMMMMMM

## 2) Modify Document List

Nominated Shipping agency can edit and update all documents were nominated to them.

To view and update nominated document, click **[Form > Nominated Agent]** and click **[Retrieve]** button.

**JOHOR PORT** Vessel: NOMINATED TEST  
 SCN: 079009  
 JPVC: 07NOMI-OB NOMI3  
 Vessel Owner: VESSEL OWNER  
 Document Id: V0708000076

ETA: 30/09/2007 10:00  
 ETD: 30/09/2007 10:00  
 ATB: 18 NOMI3 / OB NOMI3

User Name: PT TSB2 SA  
 Agent: PT TSB2 SHIPPING A...  
 Last Logout: 16/09/2007 12:24  
 Login: 16/09/2007 17:27

**Document List**

	Document	JPVC No.	Vessel Code	Vessel Name	Crew	Passenger	Certificate	Cargo	Container	DG
1	V0708000076	07NOMI-OB NOMI3	NOMI	NOMINATED TEST	5/5	0/0	Saved	N/A	Saved	N/A
2	V0708000075	07NOMI-OB NOMI2	NOMI	NOMINATED TEST	2/0	0/0	N/A	N/A	N/A	N/A
3	V0708000074	07NOMI-OB NOMI	NOMI	NOMINATED TEST	5/2	0/2	Saved	Saved	Saved	N/A
4	V0708000067	07MP01-NN22	MP01	MAPASS TEST22	1/0	0/0	Saved	Saved	Saved	N/A
5	V0708000066	07ASDA-2131211	ASDA	VESSEL 20070827	0/0	0/0	N/A	N/A	N/A	N/A
6	V0708000063	07MP01-1212	MP01	MAPASS TEST22	0/1	1/1	N/A	Saved	N/A	N/A

**Document No** V0708000076 **Vessel Name** NOMINATED TEST Submit Application

Crew on Arrival: 5      Passenger on Arrival: 0  
 Crew on Departure: 5      Passenger on Departure: 0

① Crew on Arrival

This document has to be submitted before vessel arrival.


① Double-click the status of Crew on Arrival.

② And then **IMO Crew List on Arrival** screen will be displayed as below

The screenshot shows the 'IMO Crew List on Arrival' interface. At the top, there are search filters for Name, Rank, Nationality, and Visit Town. Below these are 'Add' and 'Delete' buttons. The main area contains a table with the following data:


V	CHK	Name	Rank	Nationality	Place of Birth	Birth Date	Seaman's Book	Passport No
1	<input checked="" type="checkbox"/>	SHAINIE LEE	MASTER	KOREA (PEC)	SEOUL	20/07/1975	SB12345	PN12345
2	<input checked="" type="checkbox"/>	NAJAWATTY	Ship Surgeor	AFGHANIST.	TALIBAN	20/07/1975	SB123456	PN123456
3	<input checked="" type="checkbox"/>	RAIHANA	Ship Security	INDONESIA	JAWA TENGAH	20/07/1975	SB1234567	PN123457
4	<input checked="" type="checkbox"/>	1	1st Eng	AFGHANIST.	1	12/12/2000	11	11
5	<input checked="" type="checkbox"/>	WERWVERew Wiper		EAST TIMOF	wer			2321321

The interface also includes a 'Nominated Agent' dropdown set to 'PT TSB2 SHIPPING AGENCY' and various navigation buttons like 'Back', 'Excel Import', 'Excel Export', and 'Summary'. The browser window title is 'JPBi - Microsoft Internet Explorer' and the page footer contains 'COPYRIGHT 2007 JOHOR PORT BERHAD ALL RIGHTS RESERVED.' and 'Local intranet'.

If you want to add crew, you can use **Add** button ().

There are some rules to input crew data.

- Text box: Input the data directly. (See *Name, Seaman Book, Passport No*, etc.)
- Combo box: Click arrow button, and you can select the data. (See *Rank, Nationality, sex*, etc.)
- Date field: Double-click text box, the calendar will be popped up, and you can set the date. (See *Birth Date, Expiry Date*, etc.)

If you want to delete the data, you can use **Delete** button (.

Tick at the check box in CHK field, and click Delete button.


- ③ After inputting all data, click **Save** button, and the document will be sent to each department to get approval.

## ② Crew on Departure


This document has to be submitted before vessel departure.

- ① Double-click the status of Crew on Departure.

② And then **IMO Crew List on Departure** screen will be displayed as below.

If you want to add crew, you can use **Add** button (  ).

There are some rules to input crew data. How to use is explained in ① Crew on Arrival.

If you want to delete the data, you can use **Delete** button (  ).

③ After inputting all data, click **Save** button, and the document will be sent to each department to get approval.

### ③ Passenger on Arrival

This document has to be submitted before vessel arrival.

① Double-click the status of Passenger on Arrival.


- ② And then **Passenger List on Arrival** screen will be displayed as below.

The screenshot shows the 'Passenger List on Arrival' interface. At the top, there is a header with vessel information: Vessel (TSB VESSEL TEST), SChI (079006), JPVC (07TSB9-CHECK), Vessel Owner (4Y55Y5Y), Document Id (V0798000073), ETA (30/09/2007 15:00), ETD (30/09/2007 15:00), In/Out Voy (1231 / CHECK), User Name (TSS Agency), Agent (PT TSB SHIPPING AG...), Last Logout (14/09/2007 09:54), and Login (16/09/2007 11:29). The user is logged in as 'VCS Shipping Agent'.


The main area contains a form for adding or deleting passengers. The form includes fields for Name, Sex, Nationality, Passport, and Expiry Date. Below the form is a table with the following data:

C	D	Name	Nationality	Birth Place	Birth Date	Passport	Expiry Date	Sex	Perm
1	R	1.	AFGHANISTAN	2.00	12/12/2000	3.000	12/12/2100	M	N
2	R	1.1.	AFGHANISTAN	2.00	12/12/2000	3.00	12/12/2100	M	

Buttons for 'Add' and 'Delete' are located below the table. The 'Add' button is highlighted in the image.

If you want to add crew, you can use **Add** button (  ).

There are some rules to input crew data. How to use is explained in ① Crew on Arrival.

If you want to delete the data, you can use **Delete** button (  ).


- ③ After inputting all data, click **Save** button, and the document will be sent to each department to get approval.
- ④ **Passenger on Departure**
- ① Double-click the status of Passenger on Departure.

② And then **Passenger List on Departure** screen will be displayed as below.

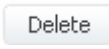
The screenshot shows the 'Passenger List on Departure' screen in the JOHOR PORT VCS system. The screen is displayed in a Microsoft Internet Explorer browser window. The top header contains vessel information: Vessel SCH: NOMINATED TEST, Vessel Owner: VESSEL OWNER, Document Id: V0798000074, ETA: 30/09/2007 10:00, ETD: 30/09/2007 10:00, In/Out Vay: IB NOMI / OB NOMI, User Name: TSB Agency, Agent: PT TSB SHIPPING AG..., Last Logout: 14/09/2007 09:54, Login: 16/09/2007 11:29. The left navigation menu includes options like Vessel Information, Vessel Particular, Vessel Schedule, Document, List, Government Dept, Johor Port, Private Company, Nominated Agent, Common, Code Master, ETC Code Master, Help, Administrator, User, Authority, Menu Manager, Configuration Management, and BBS. The main content area shows a table with the following data:

C	D	Name	Nationality	Birth Place	Birth Date	Passport	Expiry Date	Sex	Perm
1	B	CAPT QU ZHI	AFGHANISTAN	HONG KONG	20/01/2000	12121212	20/01/2000	M	Y
2	R	LE CANH THUAN	ALGERIA	VIETNAM	20/01/2000	13131313	20/01/2000	F	Y

The interface also includes an 'Add' button and a 'Delete' button above the table. The bottom status bar shows 'COPYRIGHT 2007 JOHOR PORT BERHAD ALL RIGHTS RESERVED.' and 'Local intranet'.

If you want to add crew, you can use **Add** button (  ).

There are some rules to input crew data. How to use is explained in ① Crew on Arrival.

If you want to delete the data, you can use **Delete** button (  ).

### ⑤ Certificate

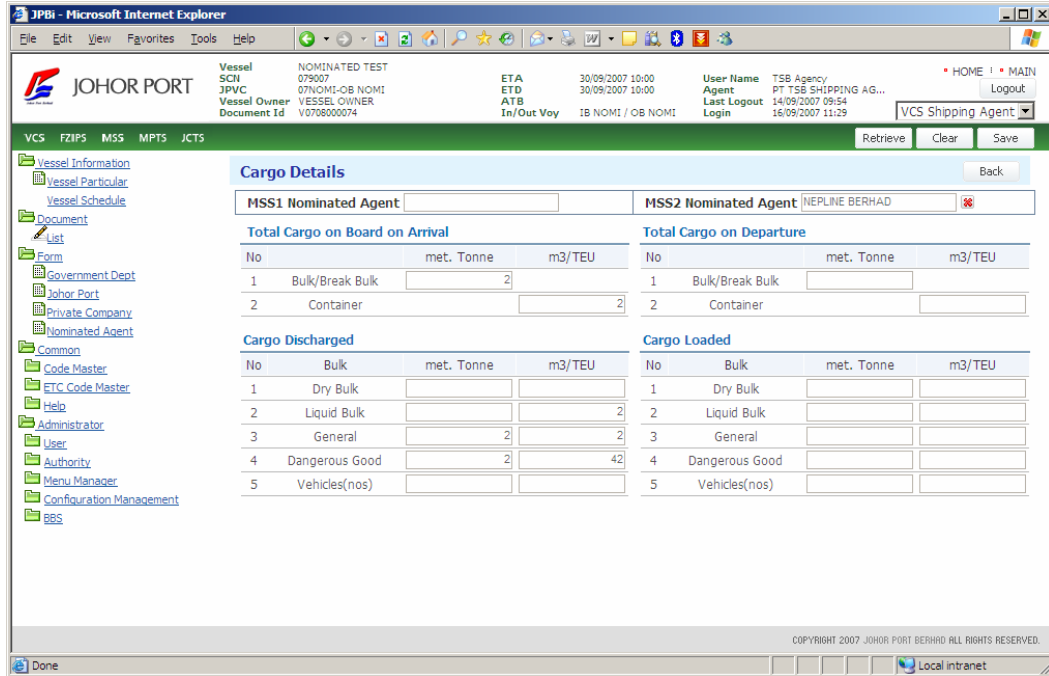
Double-click **Certificate** field, you can use **Certificate Declaration** screen.

You can register various certificates in this screen.

After inputting all data, click **Save** button, and the document will be sent to each department to get approval.







⑦ **Container**

Double-click **Container** field, you can use **Container Details** screen.  
 After inputting all data, click **Save** button, and the document will be sent to each department to get approval.

**JOHOR PORT**

Vessel: NOMINATED TEST  
 SCN: 079008  
 JPVC: 07NOMI-OB NOM12  
 Vessel Owner: VESSEL OWNER  
 Document Id: V0705000075

ETA: 30/09/2007 10:00  
 ETD: 30/09/2007 10:00  
 ATB:  
 In/Out Voy: IB NOM12 / OB NOM12

User Name: TSB Agency  
 Agent: PT TSB SHIPPING AG...  
 Last Logout: 14/09/2007 09:54  
 Login: 16/09/2007 11:29

HOME | MAIN | Logout

VCS FZIPS MSS MPTS JCTS

Retrieve Clear Save

### Container Details

Part 1 Part 2

Total No. of Container for Load **MSS1 Nominated Agent**

No	size	Laden FCL						Laden LCL						Empty	Total
		Standard	Refer	Hazard	O/W	O/H	Standard	Refer	Hazard	O/W	O/H				
1	20 Foot	3			2									3	8
2	40 Foot							2						2	4
3	Others														
4	Total	3			2		0	2			0			5	12

Total No. of Container for Discharging **MSS2 Nominated Agent**

No	size	Laden FCL						Laden LCL						Empty	Total
		Standard	Refer	Hazard	O/W	O/H	Standard	Refer	Hazard	O/W	O/H				
1	20 Foot	4		4											8
2	40 Foot		44				3								47
3	Others														
4	Total	4	44	4			3								55

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Local intranet

THANK YOU.