



BICS Instruction Card

regarding: Electronic reporting duty with BICS

This document contains concise (working) instructions for skippers who have to comply with mandatory reporting (the electronic reporting obligation in particular) and who wish to report electronically to the waterway authority (or authorities) using the BICS system¹.

1 Who is subject to mandatory reporting?

Inland waterway skippers are statutorily obliged to report in (before departure) at the first IVS station (traffic control post) or waterway authority on the route if:

You sail on the (main) waterways in the Netherlands as specified in the Regeling communicatie Binnenwateren (Regulations for Inland Shipping Communications) and:

- you transport hazardous substances that are listed in the Regeling Vervoer over binnenwateren van gevaarlijke stoffen 1997 VBG (Regulations for carriage of hazardous goods via inland waterways) and/or
- your ship is longer than 110 metres
- you sail with a combination that is longer than 140 metres and wider than 15 metres and/or
- your ship is a seagoing vessel or passenger ship and/or
- your voyage is classed as a 'special transport'.

(these so-called target-group ships as defined above must presently report in by mariphone or electronically via BICS, the latter is the preferred method).

As of 1 April 2008, the statutory reporting obligation as described above has been extended by the addition of Mandatory Electronic Reporting (Elektronische Meldplicht) (RPR 12.01 paragraph 5) if:

- You sail on the (main) waterways in the Netherlands as specified in the Regeling communicatie Binnenwateren (Regulations for Inland Shipping Communications) or the Rhine and:
- you transport 1 or more containers, regardless the cargo content (modified dec 2015).

(these so-called Mandatory Electronic Reporting obligation ships as described above must report in electronically at present, which is currently possible via BICSt).

In global terms, you must report the following data within the context of mandatory reporting:

- ship's name/official ship's number, cargo capacity, ship type, nationality, length and width,
- present draught (not compulsory in Germany),
- number of people on board (family, crew and passengers),
(for search and rescue after an accident)
- point of departure: port/place of loading,
- planned route (via point/first reporting point),
- destination: port/place of unloading,
- cargo details, nature and quantity (weight),
(when transporting hazardous substances: UN number, class, classification code, packaging group and substance name, number of blue cones/lights).
(if cargo in containers is involved: also the type, the container number and optionally the stowage location of that container).
- for container transportation: total number of empty and loaded containers by (length) category: 20, 30, 40ft.

¹ The BICS system makes it possible to electronically report voyage & cargo data to a waterway authority in accordance with the statutory (electronic) reporting obligation. You must possess BICS version 5 or higher.



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The following pages explain the reporting procedure in more detail, with a particular focus on mandatory electronic reporting for container shipping.

Separate (loose) instructions/white papers are available in which the procedures for reporting a voyage using BICS are described in detail for the various types of shipping.

2 The reporting procedure

Procedure:

- Enter the details of the planned voyage and cargo (name, weight, container information, etc.), as indicated previously, via BICS or use a separate stowage application to import the container loading lists and create the stowage plan.
- If you register a voyage with a link relationship (combined shipment), you must also enter the cargoes by barge (even when the barges are empty, you select “EMPTY” as the cargo). After entering the barges and the cargo, you must select the right type of combined shipment and check and correct the dimensions (length, width) calculated by the system (always enter the true dimensions of the shipment). NB! If you change the type of combined shipment, BICS will recalculate the length and width of the sailing unit so you must recheck this data!

(separate instructions are available for entering the voyage and cargo data using BICS (by shipment type)).

- Send the BICS message to the waterway authority before your departure:
 - In BICS by pressing the Send button or
 - In the Stowage application (after planning) by pressing the “Send via BICS” button.
- Minor changes/corrections to the voyage such as current draught, number of people, must be entered in BICS and reported using the “change voyage” function (do not report as a new voyage). *(changes to cargoes and/or destinations must always be reported as a new voyage).*
- If a previously reported voyage does **not** take place (is delayed) or the destination is changed, you must cancel the voyage via BICS.

(not all receiving systems currently support cancellation and/or changes to previously reported voyages; at present, only IVS90 supports cancellation and changes).

When to report?

The electronic report for a voyage is sent by the vessel *as early as possible*, i.e. **before** or during departure from the port.

What is the definition of a voyage for ‘BICS’?

- from departure to destination without interruptions and/or loading or unloading activities at intermediate locations.

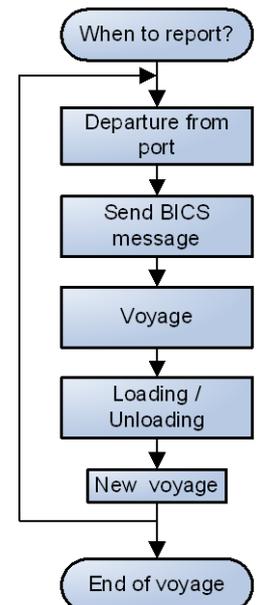
Each new voyage must be reported separately with BICS!

End of voyage – new voyage

A voyage ends:

- when loading or unloading takes place (at an intermediate location)!
- when the destination changes during the voyage
- when the *dimensions* of a combined shipment change (for voyages involving combinations).

When you continue after any of these events, you must submit a new BICS report.



Container shipping example – complicated downstream voyage

During a voyage from Basle to Rotterdam, loading/unloading takes place in Ottmarsheim. Upon departure from Ottmarsheim (destination Rotterdam), a new BICS report is sent.



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If subsequently, loading or unloading again takes place in Strasburg, a *new BICS message* must be sent again when leaving Strasburg.

Explanation:

*When we regularly make the same voyage, we tend to see stops along the way as part of one and the same voyage to a final destination. In terms of electronic reporting, each interruption where loading or unloading takes place, or where the dimensions of a combination change, is seen as the end of the voyage. Consequently, continuing the voyage in such cases means submitting a **new** report (new voyage from that point)!*

Mariphone usage

If you previously reported voyage and cargo data by mariphone and subsequently sent data electronically, you must report this to the traffic control post by mariphone.

First reporting point in BICS

At the start of a voyage in the Netherlands, you generally do not have to enter the first reporting point in BICS and your report will be sent to IVS90.

Only in cases where different routes are possible must you enter the first IVS90 reporting point (selectable from the list in BICS).

At the start of a voyage on the Rhine outside the Netherlands, BICS always requests you to enter the first MIB reporting point. Depending on your point of departure, you must enter one of the following MIB reporting points:

Reporting points, Rhine, Downstream;

From Km	location	To Km	location	MIB Reporting point	Remarks
149	Rheinfelden	174	Schleuse Kembs	Basle MIB	
174	Schleuse Kembs	352	Lauterbourg	Gambsheim MIB	
352	Lauterbourg	639	Rolandseck	Oberwesel MIB	
639	Rolandseck	858	Emmerich (Spijk)	Duisburg MIB	Report by mariphone during the downstream voyage at Wesel
858	Emmerich (Spijk)	887	Nijmegen	Traffic control post Nijmegen	Message is routed directly to IVS90.

*For example: During the downstream voyage, you report to Wesel by mariphone. This lets the MIB operator (Germany) know that he must transfer your information to the IVS90 system (Netherlands). This does **not** take place automatically in MIB!*

Reporting points, Rhine, Upstream;

From Km	location	To Km	location	MIB Reporting point	Remarks
887	Nijmegen	865	Lobith	Nijmegen IVS'90	During the upstream voyage, report by mariphone at Lobith (CBS Lobith) – applies to non target-group ships.
865	Lobith	639	Rolandseck	Duisburg MIB	
639	Rolandseck	352	Lauterbourg	Oberwesel MIB	
352	Lauterbourg	174	Schleuse Kembs	Gambsheim	
174	Schleuse Kembs	149	Rheinfelden	Basle	

Contact details:

BICS Helpdesk

For more information, refer to the BICS User manual, the BICS website or contact the Helpdesk.
Helpdesk: Email: helpdesk@bics.nl **Internet:** www.bics.nl **Telephone:** +31 (0)10 288 63 90.



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tel. +31(0)10 288 6390 (8.00-23.00 hours)
fax +31(0)10 288 6391
email: helpdesk@bics.nl

Stowage software packages – support (Helpdesk):

- Containerplanner (Autena Marine - support): +31(0)24 355 6310
- Stuwplan 2000 (AVA-software) - support): +31(0)78 843 0050

Bureau Telematica Binnenvaart

tel. +31(0)10 206 0606
mobile: +31(0)655 823346
email: bureau.telematica@binnenvaart.org

Telephone numbers for major traffic control posts:

Name	Country code	Telephone number
Verkeerspost Dordrecht	+31	(0)78 6337733
Verkeerspost Nijmegen	+31	(0)24 3435610
Revierzentrale Duisburg	+49	(0)206 62097-0 of -252
Revierzentrale Oberwesel	+49	(0)674 493010
Sluis Iffezheim	+49	(0)7229 18512300
Gambsheim	+33	(0) 3 88597634
Strasbourg	+33	(0) 3 88391261
Gerstheim	+33	(0) 3 88983346
Rhinau	+33	(0) 3 88748179
Markolsmeim	+33	(0) 3 88925338
Vogelgrün	+33	(0) 3 89726373
Fessenheim	+33	(0) 3 89486340
Ottmarsheim	+33	(0) 3 89260822
Kembs	+33	(0) 3 88597634
Revierzentrale Basel	+41	(0) 61 6399530

Websites

- www.bics.nl the BICS web site.
- www.elwis.de the German waterway authority.