



## The CERS Workbook - How to..?

If you are viewing this information, then you have probably received an email from Peel Ports regarding a CERS (Consolidated European Reporting System) Workbook.

### 1. Why have I received this email?

Vessels that have been booked into Peel Port berths (either inward, outward or both) will now cause a CERS request email to be generated, requesting relevant information (e.g. Waste, ISPS, Hazardous Materials) from Agents via what is known as the CERS Workbook.

An email request will be generated as soon as the booking is entered into our system.

A further reminder email is generated 24 hours prior to the vessels ETA (in respect of the inward movement) and 24 hours prior to the ETD (in respect of an outward movement).

Information is expected to be provided in the form of the standard CERS workbook, which Peel Ports will then forward on to the MCA.

### 2. What do I need to do?

The process is as follows:

1. **Open the email**
2. **Click <Reply>**
3. **Attach the CERS Workbook (an Excel spreadsheet) to the email**
4. **Click <Send>**

Please do not add any more information to the email as the mailbox is not monitored and will not be read; only the Workbook is extracted and processed.

### 3. How do I fill in the CERS Workbook?

Information on the CERS Workbook is available at:

<https://www.peelports.com/marine-information>

A download of the latest Workbook is also available here.

The Workbook itself contains a lot of pertinent information and website links itself, and the Summary tab is particular useful.

### 4. What if I don't yet have the all of the required information?

We appreciate that as the request is sent out when the voyage is entered into our system, you might not at this point in time have all of the information to fill in the Workbook. That's

fine; send it when you do have it. You can reply to the original email several times, and attach the Workbook again; we will process each file that you send and treat it as the latest file.

The MCA has advised that *“information must be submitted to CERS at least 24 hours in advance of the ETA of the vessel (with the exception of voyages of less than 24 hours duration) however there is no earliest time for reporting”*.

## 5. What if the information changes?

If the information about the voyage (e.g. Hazardous Materials, Waste etc.) changes, repeat the process as outlined in point 2 (above). We will add any document (even if it's the same name) to our database, and forward on to the MCA.

It is important that you reply to the original email, as it contains information which enables us to track the voyage that the information corresponds to. Failure to do so may mean that your information is not uploaded to CERS.

## 6. Other options

There will soon also be another method to provide the CERS information, i.e. via Peel Ports PortLinks OBP (Online Booking Portal). We will let you know when this facility is available.

To request an Agent account and to access the PortLinks OBP, please visit the portal at:

<http://portlinks.peelports.com>

Select 'Request an account' and fill in the required details to request access.

## 7. Why do I need to do this?

Providing the CERS information regarding the voyage, such as hazardous materials, will satisfy statutory requirements enforced by the MCA to enable UK compliance with various directives including:

- Vessel Traffic Monitoring Directive 2009/17/EC of 23<sup>rd</sup> April 2009 and Port State Control Directive 2009/16/EC of 23<sup>rd</sup> April 2009.
- Directive 2002/59/EC (as amended) establishing a Community Vessel Traffic Monitoring System
- Directive 2000/59/EC on Port Reception Facilities for Ship-Generated Waste and Cargo Residues
- Regulation EC 725/2004 on Enhancing Ship and Port Facility Security
- Directive 2010/65/EU on Reporting Formalities for Ships arriving in and/or departing from Ports of the Member States

For more information about CERS, please visit:

<https://www.peelports.com/marine-information>

Here you will find a copy of the latest CERS workbook, and more information about the CERS process.

A guide to the new CERS3 process is available here:

<https://www.peelports.com/media/2103/a-guide-to-the-new-cers3-reporting-process.pdf>