New NORDREG report form – User Guide

Purpose

The intent of this document is to provide vessel masters with information related to completing the new NORDREG report form. NORDREG reporting regulations have not changed.

NORDREG Zone Reporting

To obtain clearance into northern Canadian waters, the master of the ship must report to NORDREG Canada or to the nearest Canadian Coast Guard (CCG) MCTS Centre, as per the Radio Aids to Marine Navigation (RAMN) 2023, section 3.8.3.

These reports are submitted by email to IQANORDREG@INNAV.GC.CA

New Electronic Form

NORDREG Canada will now begin accepting a new electronic form that will capture all mandatory information for vessel clearances into northern Canadian waters. The new NORDREG report form is a Microsoft Excel based document where required information, as per RAMN section 3.8.3, will be entered in multiple tabs. This new form can be downloaded from the e-Navigation portal at:

https://e-navigation.canada.ca/topics/traffic/cvms/nordreg-en

Vessels are requested to attach the completed Excel report to an email when submitting NORDREG clearance requests prior to entering the zone (RAMN 3.8.3.2). The form may also be used for other reports as required.

Note –**This Excel form should never be saved as or converted to a PDF, image, or any other file type. It must only be saved in an Excel (.xlsx) format.**

Information related to this change will be further communicated to mariners in the August 2023 edition of RAMN updates and notices.

Additional information related to the new NORDREG report form is available from Iqaluit MCTS (mid-May to mid-December) or Les Escoumins MCTS (mid-December to mid-May) upon request.

Form at a glance

The following pages display each of the form's tabs and provides detailed information on how to complete the electronic form, in accordance with RAMN Section 3.8.3.

Prior to entering vessel information, it is important to verify the version of the form, located at the top of the report.

Users should ensure that the newest version of the form is downloaded prior to submitting the report. This information can be accessed at: https://e-navigation.canada.ca/topics/traffic/cvms/nordreg-en

Note: In this example, the current version of the report is 1.4.2. It is important to note that any report version 1.4.X will be accepted. However, if the newest version is 1.5.1, NORDREG Canada will not be able to accept any report version 1.4.X or lower.

Vessels may download the latest copy of the report from the above link, or obtain it from their agents.

After verifying the *Version*, the first tab of the report contains vessel and voyage information, which is divided into 3 sections:

-        Vessel Identification;

-        Current Position; and,

-        Destination

Vessel Identification
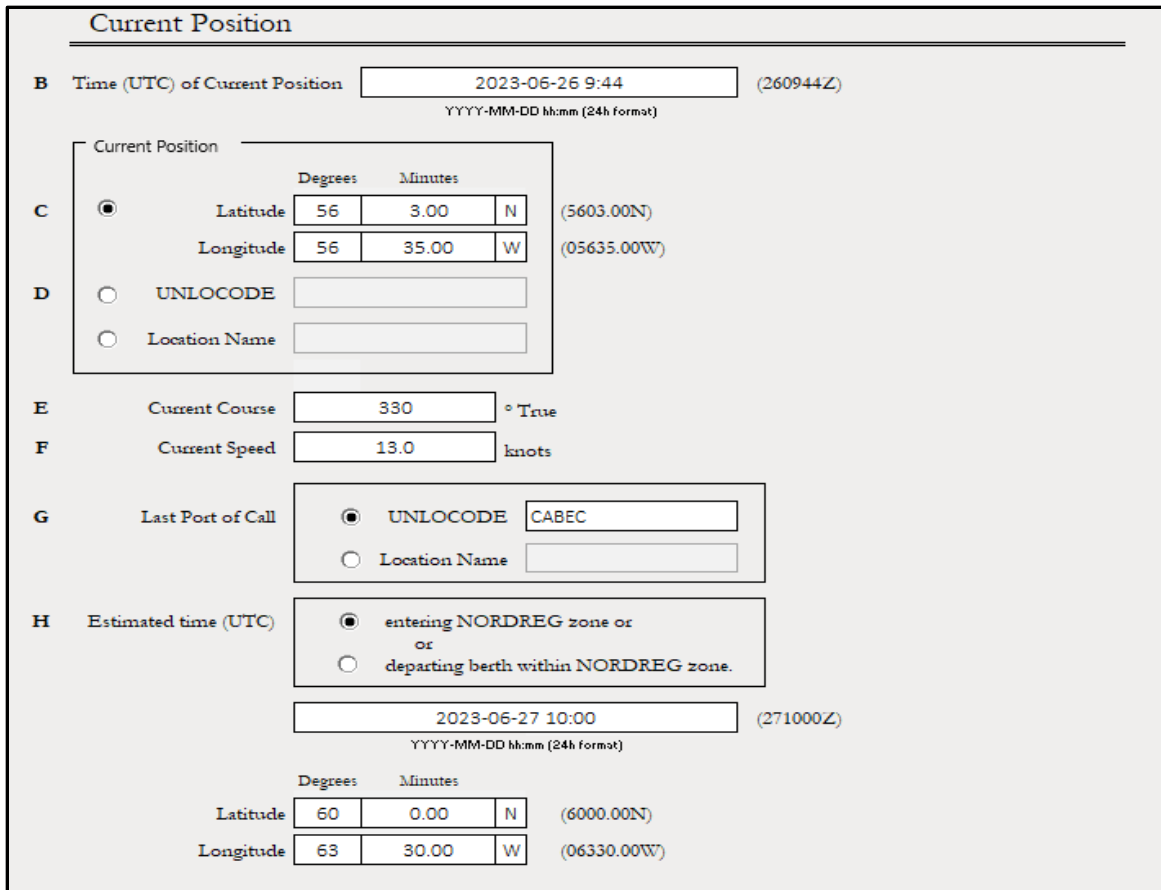
This section (A) provides fields to capture the *Ship Name*, *Call Sign*, *MMSI, IMO* number and Flag .

__Note__: The form may not allow direct copy and paste of information into the fields; however, information can be copied and pasted into the Excel formula bar.

Current Position

Date and Time of Current Position (B) must be entered in the following format:

> YYYY-MM-DD hh:mm (24 hour format)

Current Position (C or D) – This section allows vessels to choose one (1) of three (3) position options:

1) Latitude/Longitude Position using Degrees and decimal minutes,
2) UNLOCODE, or
3) Location Name (geographical name)

UNLOCODE is a five-character code system used to identify all named geographic places related to international trade. UNLOCODEs are used by most major shipping companies and the manufacturing industry around the world.

Note: **When completing this form, the use of UNLOCODEs , where applicable, is preferred to ensure accuracy with the MCTS vessel voyage management system.**

More information about UNLOCODEs can be found here:

https://unece.org/trade/cefact/unlocode-code-list-country-and-territory

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Course, *Speed*, and *Last Port of Call* are to be entered into fields E-G.

Estimated Time of Entry or Exit of the NORDREG zone (H) – a vessel must select whether they are entering or exiting the NORDREG zone and provide the date and time of entry or exit, which must be entered in the following format:

> YYYY-MM-DD hh:mm (24 hour format)

The vessel must also provide the latitude and longitude of the entry or exit position.

DESTINATION

Destination (I) - This section allows vessels to choose one (1) of three (3) position options:
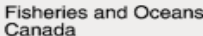
1) UNLOCODE,
2) Location Name (geographical name), or
3) Latitude/Longitude Position using Degrees and decimal minutes

The vessel's *Estimated time of arrival at the NORDREG Zone* (I) must be entered in the following format:

YYYY-MM-DD hh:mm (24 hour format)

Note: **A List of UNLOCODEs, located on tab 5 of the report, also includes a quick reference to Canadian and US locations**.

VOYAGE INFORMATION

Vessel's Intended Route (L) - the vessel must provide a brief description of the intended route through the NORDREG zone.

The *Maximum Present Static Draught of the Ship* (O) is to be provided in meters and centimeters (entered as a decimal).

Weather and Ice (S) – a brief description of the prevailing weather and ice conditions are to be entered into this field.

Note: In a free text field, such as S, ~~hit~~ press ALT + ENTER to start a new line in the same cell.

Agent or Owner (T) and *Persons on Board* (W) information should be entered, as per requirements in RAMN section 3.8.3~~3.8.3~~.

Dangerous Goods on Board

This tab gathers information pertaining to **Cargo on Board,** in accordance with item **P** in RAMN, section 3.8.3.

P   Cargo On Board

	Select a Cargo	IMO Class (if applicable)	Quantity	Select a Unit	Remarks
1	General Cargo		9311.00	Metric Tons	Includes 1311.6 t Dangerous Goods
2		IMO 2.1 Inflammable gaz	18.10	Metric Tons	
3		IMO 2.2 Compress gas non-inflammable and non toxic	33.60	Metric Tons	
4		IMO 3 Inflammable liquid (and combustibles (U.S.))	45.70	Metric Tons	
5		IMO 5.1 Oxidizing	1025.80	Metric Tons	
6		IMO 8 Corrosive substances	157.40	Metric Tons	
7		IMO 9 Varying dangerous merchandises	31.00	Metric Tons	
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

Defects and Deficiencies

Defects, damages, deficiencies, as well as circumstances adversely affecting the vessel's normal navigation

Brief details of any defects, damage or deficiencies of the vessel or its machinery, equipment or charts and nautical publications, as well as circumstances that adversely affect normal navigation.

Are there any defects, damages or deficiencies on the vessel ?
○ Yes   ● No

Q	Item	Remarks
1		
2		
3		
4		
5		
6		

Defects, damage and deficiencies, as well as circumstances adversely affecting the vessel's normal navigation (Q)

Vessels are to provide brief details of any defects, damage or deficiencies of the vessel or its machinery, equipment or charts and nautical publications, or circumstances that adversely affect normal navigation.

If there are defects, damages or deficiencies to report, select "Yes" and include them in the report by using the "Item" drop-down menu along with remarks.

If there are no defects, damages or deficiencies to report, select the "No" option.

Additional Information

This tab gathers **Additional Information** required for a sailing report plan, in accordance with item **X** in RAMN, section 3.8.3.

x   Additional Information

a) In the case of sailing plan, report the following information :

i.   Total amount of oil on board used as fuel or carried as cargo, expressed in cubic metres   1020 m^3

ii. Polar Ship Certificate expiry date and the name of its issuing authority

YYYY-MM-DD

Polar Ship Certificate Expiry Date   2027-01-01

Issuing authority   Det Norske Veritas

iii. Vessel's ice class and name of classification society that assigned ice class.

Ice Class   TC Type B

Ice Class Classification Society   Det Norske Veritas

iv. Brief description of the applicable incident, if the vessel is getting underway after having been:
  - stranded;
  - stopped as a result of a breakdown in the main propulsion or steering system; or
  - involved in a collision.

N/A

v.   The date of expiration of the Certificate of Insurance or Other Financial Security in Respect of Liability for the Removal of Wrecks.

YYYY-MM-DD

2024-01-01

Pêches et Océans Canada
Fisheries and Oceans Canada

Garde côtière canadienne
Canadian Coast Guard

Canada

Northwest Territories

UNLOCODE	Location
CAAKL	Aklavik
CAYGH	Fort Good Hope (K'asho Got'ine) Harbour
CAZFM	Fort McPherson (Teet'Lit Zheh)
CAZFN	Fort Norman/Tulita
CAFPR	Fort Providence (Zhahti Koe) Harbour
CAYFL	Fort Reliance
CAYFR	Fort Resolution (deninoo Kue) Harbour
CAFSI	Fort Simpson (Liidli Kue) Harbour
CAFSM	Fort Smith
CAYHY	Hay River
CAYHI	Holman/Ulukhaktok
CAYSY	Ikaahuk/Sachs Harbour
CAYEV	Inuvik
CAYSG	Lutselke/Snowdrift
CAYMD	Mould Bay
CAYVQ	Norman Wells
CAYPC	Paulatuk
CAYSY	Sachs Harbour/Ikaahuk
CAYSG	Snowdrift/Lutselke
CATUK	Tuktoyaktuk
CAZFN	Tulita/Fort Norman
CAYHI	Ulukhaktok/Holman
CAYWY	Wrigley (Pedzeh Ki)
CAYZF	Yellowknife

Nunavut

UNLOCODE	Location
CAARB	Arctic Bay/Ikpiarjuk
CAYEK	Arviat
CAYGZ	Ausuittuq/Grise Fiord
CABLK	Baker Lake/Qaminituak
CABBN	Bernard Harbour/Pin CB
CABRT	Broughton Island/Qikiqtarjuaq
CAYCB	Cambridge Bay/Ikaluktutiak
CACDO	Cape Dorset/Kingait
CAYCS	Chesterfield Inlet/Igluligaarjuk

Ontario

UNLOCODE	Location
CAAMH	Amherstburg
CABCK	Brockville
CABLR	Blind River
CABLV	Belleville
CABRL	Burlington
CABTH	Bath
CABTT	Britt
CABUZ	Port Burwell
CABWV	Bowmanville
CACBG	Cobourg
CACDN	Cardinal
CACLB	Colborne
CACOL	Collingwood
CACSN	Clarkson
CACWL	Cornwall
CADSR	Deseronto
CAENE	Erieau
CAFAL	Fort Albany
CAFER	Fort Erie
CAGNE	Gananoque
CAGNN	Rockport
CAGOH	Goderich
CAHAM	Hamilton
CAKIN	Kingston
CAKVL	Kingsville
CALIC	Little Current
CALMN	Leamington
CAMAR	Marathon
CAMDB	Meldrum Bay
CAMFD	Meaford
CAMID	Midland
CAMIH	Michipicoten
CAMIS	Mississauga
CAMOO	Moose Factory
CAMOU	Moosonee
CANAN	Nanticoke

Quebec

UNLOCODE	Location
CAAKV	Akulivik Apt
CAYPJ	Aupaluk
CABCO	Baie Comeau
CABJO	Baie-Johan-Beetz
CABSP	Baie-St-Paul
CABSN	Batiscan
CABEC	Bécancour
CABER	Berthierville
CAYBX	Blanc-Sablon
CAYVB	Bonaventure
CABOU	Boucherville
CACCA	Cacouna
CACMS	Cap-aux-Meules
CACAC	Cap-Chat
CACLT	Carleton
CACPL	Champlain
CACHR	Chandler
CACHI	Chicoutimi (INNAV sheet - CAGAE)
CAYKU	Chisasibi
CACOC	Contrecoeur
CACSC	Côte-Sainte-Catherine
CADEB	Deception Bay
CADCH	Deschaillons-sur-Saint-Laurent
CAZEM	East Main
CAETN	Etang-du-Nord
CAFRV	Forestville
CAGPE	Gaspé
CAGBT	Godbout
CAGEE	Grande Riviere
CAGVA	Grande-Vallée
CAGRS	Grindstone
CAGOI	Grondines
CAGCA	Gros Cacouna
CAQEE	Grosse Isle (INNAV - CAGRI)
CAHSP	Havre-Saint-Pierre
CAIXC	Ile Aux Coudres

Nova Scotia

UNLOCODE	Location
CAACO	Aulds Cove
CAADV	Advocate Harbour
CAARI	Arichat
CABAD	Baddeck
CABRW	Bridgewater
CACAH	Canso
CACHT	Chéticamp
CACOH	Country Harbour
CADIG	Digby
CAEPG	Eastern Passage
CAGYB	Guysborough
CAHAL	Halifax
CAHPT	Hantsport
CAING	Ingonish
CALCP	Lockeport
CALHA	La Have
CALIN	Little Narrows
CALIV	Liverpool
CALOU	Louisbourg
CALUN	Lunenburg
CAMET	Meteghan
CAMUL	Mulgrave
CANSY	North Sydney
CAPAR	Parrsboro
CAPBI	Port Bickerton
CAPGR	Petit-de-Grat
CAPHW	Port Hawkesbury
CAPMN	Port Mouton
CAPTO	Pictou
CAPTU	Point Tupper
CAPUG	Pugwash
CASBU	Shelburne
CASHH	Sheet Harbour
CASYD	Sydney
CAWEY	Weymouth
CAXKV	Sackville

Newfoundland and Labrador

UNLOCODE	Location
CAALO	L'Anse-au-Loup
CAARC	Arnold's Cove
CABBU	Bay Bulls
CABDV	Bay de Verde
CABUA	Bull Arm
CABUI	Burin
CABUO	Burgeo
CABVE	Baie Verte
CABWD	Botwood
CABYR	Bay Roberts
CACAT	Catalina
CACBC	Come By Chance
CACBK	Corner Brook
CACLE	Clarenville
CACMV	Carmanville
CACRB	Carbonear
CACYP	Coley's Point
CADIL	Dildo
CAFOR	Fortune
CAGOO	Goose Bay
CAGRB	Grand Bank
CAHBR	Harbour Breton
CAHOD	Holyrood
CAHRE	Harbour Grace
CAIHR	Indian Harbour
CALCV	Lower Cove
CALOH	Long Harbour
CALOP	Long Pond
CALWP	Lewisporte
CAMBR	Main Brook
CAMIQ	Miquelon
CAMTN	Marystown
CANAI	Nain
CANWP	Argentia
CAPBQ	Channel-Port aux Basques
CAPHB	Petty Harbour

British Columbia

UNLOCODE	Location
CAAAL	Alert Bay
CAANB	Andys Bay
CAANI	Annacis Island
CABAM	Bamberton
CABBB	Blubber Bay
CABBY	Blind Bay
CABCV	Beale Cove
CABEA	Beaver Cove
CABIN	Burrard Inlet
CABLC	Bella Coola
CABNI	Bowen Island
CABRD	Brentwood Bay
CABTF	Butterfly Bay
CACAM	Campbell River
CACAU	Coal Harbour
CACCB	Cowichan Bay
CACHM	Chemainus
CACOX	Comox
CACRO	Crofton
CACXH	Vancouver Harbour Water Apt/Vancouver
CADCN	Duncan Bay
CADEL	Delta
CADSA	Denman Island
CADUQ	Duncan/Quam
CAEBY	English Bay
CAESQ	Esquimalt
CAFRR	Fraser River
CAFSD	Fraser-Surrey Docks
CAFWS	Fraser Wharves
CAFYB	Fanny Bay
CAG3S	Gipsons
CAGGS	Ganges
CAGIB	Gibsons
CAGOR	Gold River
CAHAT	Hatch Point
CAHFB	Halfmoon Bay

The vessel may refer to UNLOCODE tabs for information related to destinations or locations in Canadian waters or in the United States. Some common United States *last port of call* locations have also been included.

Using the UNLOCODE may reduce misspelled location names, using the wrong location with a similar name, or using a location of the same name but in a different province or territory.

More UNLOCODEs can be found online at:

https://unece.org/trade/cefact/unlocode-code-list-country-and-territory