

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

Mariners are advised that all requests for vessel clearances into northern Canadian waters must be submitted to NORDREG Canada using the new electronic form available on the Canadian Coast Guard's e-Navigation portal at:

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

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.

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](#)). Please confirm that the newest version of the form has been completed prior to submission. **NORDREG reports submitted in an old format or an incorrect version of the new form will be returned and the vessel will be asked to resubmit in the new format and/or newest version.**

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 is available in [RAMN, Part 3: Vessel Traffic Services](#).

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

NORDREG Report

Version: 1.4.3

Vessel Identification

A Ship Name: DELTA ECHO MMSI Number: 329453790
Call Sign: APC1234 IMO Number: 9121234
Flag: Canada

Current Position

B Date (UTC) of Current Position: 8/25/2024 17:44 (219744Z)
xxxxxxxxxx

Current Position: Coordinates (Degrees and Minutes)

C Degree Minute
Latitude: 55 35.00 N (5495.00N)
Longitude: 55 35.00 W (85355.00W)

E Current Course: 330 True
F Current Speed: 15.0 knots

G Last Port of Call: UNLOCODE
UNLOCODE: CHDEC

H Estimated time (UTC) of arrival NORDREG base:
8/25/2024 18:00 (221000Z)
xxxxxxxxxx

Estimated time (UTC) of arrival:
Degree Minute
Latitude: 55 35.00 N (5495.00N)
Longitude: 55 35.00 W (85355.00W)

Destination

I Destination: UNLOCODE
UNLOCODE: CBRIT

Estimated time (UTC) of arrival at destination:
8/25/2024 18:00 (221000Z)
xxxxxxxxxx

Voyage Information

J Vessel's Intended Route: ROYAL SHIPPING LINES THROUGH HUDSON STRAIT AND SOUTH OF COATES ISLAND IN HUDSON BAY.

K Minimum Personal Status (knots): 0.50 meters (100M)

L Weather and/or WIND-SEA-KTTS
SEAS/WATERS
VIS 10 MILES

M Report or Owner: CANADA SHIPPING

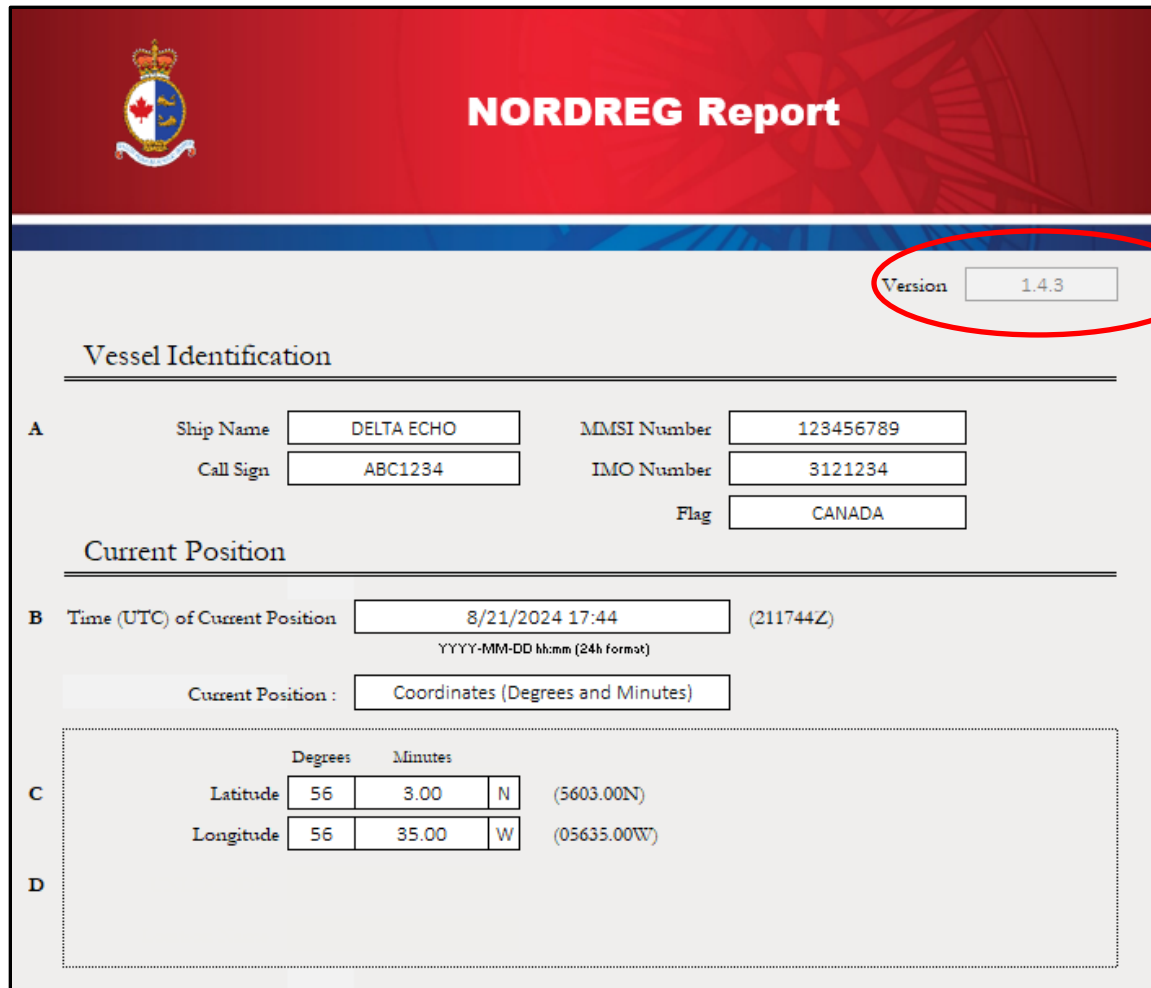
N Persons on Board: 10

Cargo, Defects, Deficiencies and additional information are in the following tabs.

Vessel and Voyage Information
Cargo On Board
Defects and Deficiencies
Additional Information
List of UNLOCODEs

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](#).

Vessel and Voyage Information



NORDREG Report

Version 1.4.3

Vessel Identification

A Ship Name DELTA ECHO MMSI Number 123456789
Call Sign ABC1234 IMO Number 3121234
Flag CANADA

Current Position

B Time (UTC) of Current Position 8/21/2024 17:44 (211744Z)
YYYY-MM-DD hh:mm (24h format)

Current Position : Coordinates (Degrees and Minutes)

C

	Degrees	Minutes		
Latitude	56	3.00	N	(5603.00N)
Longitude	56	35.00	W	(05635.00W)

D

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 1.4.3. 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

 **NORDREG Report**

Version: 1.4.3

Vessel Identification

A

Ship Name	<input type="text" value="DELTA ECHO"/>	MMSI Number	<input type="text" value="123456789"/>
Call Sign	<input type="text" value="ABC1234"/>	IMO Number	<input type="text" value="3121234"/>
		Flag	<input type="text" value="CANADA"/>

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

Current Position

B Time (UTC) of Current Position (211744Z)
YYYY-MM-DD hh:mm (24h format)

Current Position :

C

	Degrees	Minutes		
Latitude	<input type="text" value="56"/>	<input type="text" value="3.00"/>	<input type="text" value="N"/>	(5603.00N)
Longitude	<input type="text" value="56"/>	<input type="text" value="35.00"/>	<input type="text" value="W"/>	(05635.00W)

D

E Current Course ° True

F Current Speed knots

G Last Port of Call :

H Estimated time (UTC)
 (221000Z)
YYYY-MM-DD hh:mm (24h format)

	Degrees	Minutes		
Latitude	<input type="text" value="60"/>	<input type="text" value="0.00"/>	<input type="text" value="N"/>	(6000.00N)
Longitude	<input type="text" value="63"/>	<input type="text" value="30.00"/>	<input type="text" value="W"/>	(06330.00W)

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>

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	Destination : <input type="text" value="UNLOCODE"/>
	<div style="border: 1px dashed black; padding: 5px;"><p>UNLOCODE <input type="text" value="CARIT"/></p></div>
	Estimated time (UTC) of arrival at destination
	<input type="text" value="8/25/2024 10:00"/> (251000Z)
	<small>YYYY-MM-DD hh:mm (24h format)</small>

Destination (I) - This section allows vessels to choose one (1) of three (3) position options:


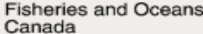

- 1) UNLOCODE,
- 2) Location Name (geographical name), or
- 3) Latitude/Longitude Position using Degrees and decimal minutes

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

Voyage Information	
L	Vessel's Intended Route <input style="width: 95%; height: 40px;" type="text" value="NORMAL SHIPPING LANES THROUGH HUDSON STRAIT AND SOUTH OF COATES ISLAND IN HUDSON BAY."/>
O	Maximum Present Static Draught <input style="width: 100px;" type="text" value="8.30"/> meters (0830)
S	Weather and Ice <input style="width: 95%; height: 40px;" type="text" value="OVERCAST
WIND SE 6KTS
BERGY WATERS
VIS 10 MILES"/>
T	Agent or Owner <input style="width: 80%;" type="text" value="CANADA SHIPPING"/>
W	Persons on Board <input style="width: 100px;" type="text" value="16"/>
Cargo, defects, deficiencies and additional information are in the following tabs.	
<div style="display: flex; justify-content: space-between;"><div style="text-align: center;"><p>Pêches et Océans Canada Garde côtière canadienne</p></div><div style="text-align: center;"><p>Fisheries and Oceans Canada Canadian Coast Guard</p></div><div style="text-align: right;"></div></div>	

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, 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](#).

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 ?

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 m³

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

	YYYY-MM-DD
Polar Ship Certificate Expiry Date	<input type="text" value="2027-01-01"/>
Issuing authority	<input type="text" value="Det Norske Veritas"/>

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

	Ice Class	<input type="text" value="TC Type B"/>
	Ice Class Classification Society	<input type="text" value="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
	<input type="text" value="2024-01-01"/>

Pêches et Océans
Canada

Garde côtière
canadienne

Fisheries and Oceans
Canada

Canadian
Coast Guard

List of UNLOCODEs

Northwest Territories		Ontario		Quebec		Nova Scotia		Newfoundland and Labrador		British Columbia	
UNLOCOD	Location	UNLOCOD	Location	UNLOCOD	Location	UNLOCOD	Location	UNLOCOD	Location	UNLOCOD	Location
CAAKL	Aklavik	CAAMH	Amherstburg	CAAKV	Akulivik Apt	CAACO	Aulds Cove	CAALO	L'Anse-au-Loup	CAAL	Alert Bay
CAAYG	Fort Good Hope (K'asho Got'ine) Harbour	CABCK	Brockville	CAYPJ	Aupaluk	CAADV	Advocate Harbour	CAARC	Arnold's Cove	CAANB	Andy's Bay
CAZFM	Fort McPherson (Teet'Lit Zheh)	CABLR	Blind River	CABCO	Baie Comeau	CAARI	Arichat	CABBU	Bay Bulls	CAANI	Annacis Island
CAZFN	Fort Norman/Tulita	CABLV	Belleville	CABIO	Baie-Johan-Beetz	CABAD	Baddeck	CABDV	Bay de Verde	CABAM	Bamberton
CAFPR	Fort Providence (Zhahti Koe) Harbour	CABRL	Burlington	CABSP	Baie-St-Paul	CABRW	Bridgewater	CABUA	Bull Arm	CABBB	Blubber Bay
CAYFL	Fort Reliance	CABTH	Bath	CABSN	Batiscan	CACAH	Canso	CABUI	Burin	CABRY	Blind Bay
CAYFR	Fort Resolution (deninoo Kue) Harbour	CABTT	Britt	CABEC	Bécancour	CACHT	Chéticamp	CABUO	Burgoe	CABCV	Beale Cove
CAFSI	Fort Simpson (Lidli Kue) Harbour	CABUZ	Port Burwell	CABER	Berthierville	CACOH	Country Harbour	CABVE	Baie Verte	CABEA	Beaver Cove
CAFSM	Fort Smith	CABWV	Bowmanville	CAYBX	Blanc-Sablon	CADIG	Digby	CABWD	Botwood	CABIN	Burrard Inlet
CAYHY	Hay River	CACBG	Cobourg	CAYVB	Bonaventure	CAEPG	Eastern Passage	CABYR	Bay Roberts	CABLC	Bella Coola
CAYHI	Holman/Ulukhaktok	CACDN	Cardinal	CABOU	Boucherville	CAGYB	Guysborough	CACAT	Catalina	CABNI	Bowen Island
CAYSU	Ikaahuk/Sachs Harbour	CACLB	Colborne	CACCA	Cacouna	CAHAL	Halifax	CACBC	Come By Chance	CABRD	Brentwood Bay
CAYEV	Inuvik	CACOL	Collingwood	CACMS	Cap-aux-Meules	CAHPT	Hantsport	CACBK	Corner Brook	CABTF	Butterfly Bay
CAYSG	Lutselke/Snowdrift	CACSN	Clarkson	CACAC	Cap-Chat	CAING	Ingonish	CACLE	Clarenville	CACAM	Campbell River
CAYMD	Mould Bay	CACWL	Cornwall	CACLT	Carleton	GALCP	Lockeport	CACMV	Carmanville	CACAU	Coal Harbour
CAYVQ	Norman Wells	CADSR	Deseronto	CACPL	Champlain	CALHA	La Have	CACRB	Carbonear	CACCB	Cowichan Bay
CAYPC	Paulatuk	CAENE	Erieau	CACHR	Chandler	CALIN	Little Narrows	CACYP	Coley's Point	CACMH	Chemainus
CAYSU	Sachs Harbour/Ikaahuk	CAFAL	Fort Albany	CACHI	Chicoutimi (INNAV sheet - CAGAE)	CALIV	Liverpool	CADIL	Dildo	CACOX	Comox
CAYSG	Snowdrift/Lutselke	CAFER	Fort Erie	CAYKU	Chisasibi	CALOU	Louisbourg	CAFOR	Fortune	CACRO	Crofton
CATUK	Tuktoyaktuk	CAGNE	Gananoque	CACOC	Contrecoeur	CALUN	Lunenburg	CAGOO	Goose Bay	CACXH	Vancouver Harbour Water Apt/Vancouver
CAZFN	Tulita/Fort Norman	CAGNN	Rockport	CACSC	Côte-Sainte-Catherine	CAMET	Meteghan	CAGRB	Grand Bank	CACDN	Duncan Bay
CAYHI	Ulukhaktok/Holman	CAGOH	Goderich	CADBE	Deception Bay	CAMUL	Mulgrave	CAHBR	Harbour Breton	CADEL	Delta
CAYWY	Wrigley (Pedzeh KI)	CAHAM	Hamilton	CADCH	Deschailfons-sur-Saint-Laurent	CANSY	North Sydney	CAHOD	Holyrood	CADSA	Denman Island
CAYZF	Yellowknife	CAKIN	Kingston	CAZEM	East Main	CAPAR	Parrsboro	CAHRE	Harbour Grace	CADIQ	Duncan/Quam
		CAKVL	Kingsville	CAETN	Étang-du-Nord	CAPBI	Port Bickerton	CAIHR	Indian Harbour	CAEBY	English Bay
		CALIC	Little Current	CAFRV	Forestville	CAPGR	Petit-de-Grat	CALCV	Lower Cove	CAESQ	Esquimalt
		CALMN	Leamington	CAGPE	Gaspé	CAPHW	Port Hawkesbury	CALOH	Long Harbour	CAFRR	Fraser River
		CAMAR	Marathon	CAGBT	Godbout	CAPMN	Port Mouton	CALOP	Long Pond	CAFSD	Fraser-Surrey Docks
		CAMDB	Mel drum Bay	CAGEE	Grande Riviere	CAPTO	Pictou	CALWP	Lewisporte	CAFWS	Fraser Wharves
		CAMFD	Meaford	CAGVA	Grande-Vallée	CAPTU	Point Tupper	CAMBR	Main Brook	CAFNB	Fanny Bay
		CAMID	Midland	CAGRS	Grindstone	CAPUG	Pugwash	CAMIQ	Miquelon	CAG3S	Gipsons
		CAMIH	Michipicoten	CAGOI	Groindimes	CASBU	Shelburne	CAMTN	Marystown	CAGGS	Ganges
		CAMIS	Mississauga	CAGCA	Gros Cacouna	CASHH	Sheet Harbour	CANAI	Nain	CAGIB	Gibsons
		CAMOO	Moose Factory	CAQEE	Grosse Isle (INNAV - CAGRI)	CASYD	Sydney	CANWP	Argentina	CAGOR	Gold River
		CAMOU	Moosonee	CAHSP	Havre-Saint-Pierre	CAWEY	Weymouth	CAPBQ	Channel-Port aux Basques	CAHAT	Hatch Point
		CANAN	Nanticoke	CAIXC	Ile Aux Coudres	CAXXV	Sackville	CAPHB	Petty Harbour	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>