

**Agenda item 9 – IALA TECHNICAL ACTIVITIES**

**9.4 VTS**

**9.4.3 Draft IALA VTS Questionnaire**

**IALA VTS Questionnaire**

The purpose of this questionnaire is to gather information on VTS, from the Competent and / or VTS Authorities.

The aims of gathering information by this questionnaire are:

- to gain a common understanding of the delivery of VTS worldwide
- to harmonise service quality, training and operating procedures worldwide
- to contribute to the improvement of VTS related IALA documentation

thereby contributing to the safety and efficiency of navigation by the operation of VTS(s).

IALA appreciates that the questionnaire is filled in electronically and, if possible, sent in to IALA Secretariat from each competent authority / country as a whole.

**Competent Authority for VTS**

Name of organisation:	<a href="#">Click here to enter text.</a>
Country:	<a href="#">Click here to enter text.</a>
Address:	<a href="#">Click here to enter text.</a>
	<a href="#">Click here to enter text.</a>
	<a href="#">Click here to enter text.</a>
e-mail:	<a href="#">Click here to enter text.</a>

**GENERAL (to be filled in by the Competent Authority for VTS)**

No	Question	Answer	Comments
1.	a. Is the Competent Authority appointed by national legislation? b. Is there more than one Competent Authority in your country?	Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>	<a href="#">Click here to enter text.</a>
2.	Do you appoint VTS Authorities? If no, who appoints the VTS Authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>  <a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
3.	How many VTS Authorities are there?	Number: <input style="width: 50px;" type="text"/>	<a href="#">Click here to enter text.</a>

**TRAINING, PERSONNEL AND CERTIFICATION** (to be filled in by the Competent Authority for VTS)

No	Question	Answer	Comments
4.	Are your VTS Training Organisations accredited in accordance with IALA Guideline No. 1014 on the Accreditation and Approval Process for VTS Training?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.
5.	How many VTS Training Organisations do you have in your country?  How many of these have been accredited in accordance with IALA Guideline 1014?	Number: <input type="text"/>  Number: <input type="text"/>	Click here to enter text.
6.	If the VTS Training Organisations are not accredited in accordance with IALA Guideline 1014 on the Accreditation and Approval Process for VTS Training please state what measures you have in place to ensure the quality of VTS training provision?	Click here to enter text.	
7.	Do your Training Organisations or VTS Authorities provide the following courses in compliance with IALA Recommendation V-103 and the associated Model Courses: <ul style="list-style-type: none"> <li>• V-103/1 VTS Operator Course</li> <li>• V-103/2 VTS Supervisor Course</li> <li>• V-103/3 VTS On-the-Job Training</li> <li>• V-103/4 VTS On-the-Job Training Instructor Course</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.
8.	As a prerequisite to VTS training, do you require previous: <ul style="list-style-type: none"> <li>• Maritime education?</li> <li>• Maritime experience?</li> <li>• Other?</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Click here to enter text.	Click here to enter text.
9.	Do you provide a VTS Certification Log to VTS personnel?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.
10.	Do you have a process of regular assessment of the performance of VTS personnel?  If yes, please explain how often.	Yes <input type="checkbox"/> No <input type="checkbox"/> Click here to enter text.	Click here to enter text.
11.	Do you require staff to be trained to the V-103 standard before undertaking VTS duties?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.
12.	a. Do you have a revalidation process? b. Does your revalidation/refresher process require training?  If yes, please explain how often.	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Click here to enter text.	Click here to enter text.




**VTS AUTHORITY** (to be filled in by each VTS Authority and for each VTS Centre or VTS area)

Name of VTS Authority:

Place:

Address:

e-mail:

Name of VTS Centre:

Place of VTS Centre:

**GENERAL** (to be filled in by the VTS Authority)

No	Question	Answer	Comments				
1.	What type of VTS do you operate? <ul style="list-style-type: none"> <li>• Coastal</li> <li>• Port/Harbour</li> <li>• Coastal &amp; Port/Harbour</li> <li>• Inland Waters</li> <li>• Port/Harbour &amp; Inland Waters</li> <li>• Other</li> </ul> If 'Other' what type is it?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="text" value="Click here to enter text."/>	Click here to enter text.				
2.	Is participation in your VTS mandatory?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.				
3.	Do you use: <ul style="list-style-type: none"> <li>• a Quality Management System (QMS)?</li> <li>• a Safety Management System (SMS)?</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.				
4.	How is VTS information promulgated? Such as: <ul style="list-style-type: none"> <li>• IALA World VTS guide</li> <li>• Nautical publications (e.g. ALRS)</li> <li>• User Guides</li> <li>• Website</li> <li>• Other</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="text" value="Click here to enter text."/>	Click here to enter text.				
5.	Does the VTS extend beyond the territorial seas?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.				
6.	Fill in the categorization code for the VTS area (see annex A)	<input type="text" value="Click here to enter text."/>					
7.	Is your VTS area divided into sectors? If yes, how many?	Yes <input type="checkbox"/> No <input type="checkbox"/> Number: <input type="text"/>	Click here to enter text.				
8.	What is the name identifier for the VTS in accordance with IALA Guideline 1083?	<table border="1"> <thead> <tr> <th>VTS</th> <th>Name identifier</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	VTS	Name identifier	<input type="text"/>	<input type="text"/>	
VTS	Name identifier						
<input type="text"/>	<input type="text"/>						

No	Question	Answer	Comments

**EQUIPMENT** (to be filled in by the VTS Authority)

No	Question	Answer	Comments
9.	Did you refer to IALA Recommendation V-128 when considering your VTS equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.
10.	Did you refer to IALA Recommendation V-125 when considering your traffic image display?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.
11.	Are Decision Support Tools (DST) available such as: <ul style="list-style-type: none"> <li>• Collision avoidance</li> <li>• Anchor watch</li> <li>• Grounding preventions</li> <li>• Air draught clearances</li> <li>• Area related (limited access areas, area to be avoid, etc.)</li> <li>• Speed limitations</li> <li>• Sailing plan compliances</li> <li>• Incident or accident management</li> <li>• Others</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>  Click here to enter text.	Click here to enter text.
12.	Did you refer to IALA Guideline 1110 when considering the use of Decision Support Tools?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.
13.	Are traffic planning tools available for the forward planning of traffic?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.

**SERVICES** (to be filled in by the VTS Authority)

No	Question	Answer	Comments
14.	Did you refer to IALA Recommendation V-127 when considering VTS Operational procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.
15.	<u>Information Service (INS)</u> What information does your VTS provide to assist the on-board decision-making process? <ul style="list-style-type: none"> <li>• Navigational situations (including traffic and route information)</li> <li>• Navigational warnings (e.g. wrecks, obstacles not otherwise promulgated, diving operations)</li> <li>• Meteorological/hydrological information (e.g. strong wind, restricted visibility, tidal information, currents)</li> <li>• Navigational aids (e.g. status of AtoN, electronic AtoN, DGPS.)</li> <li>• Other (please specify)</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>  Click here to enter text.	Click here to enter text.

No	Question	Answer	Comments
16.	<p><u>Traffic Organizational Service (TOS)</u></p> <p>What operational traffic management and forward planning of vessel movements does your VTS provide?</p> <ul style="list-style-type: none"> <li>• Traffic clearances (e.g. departing from a berth, entering into a fairway within a VTS area)</li> <li>• Anchorage (e.g. assignment of an anchorage position, organizing the movements to/from an anchorage position/area )</li> <li>• Enforcement (e.g. adherence to traffic rules, speed limitations, pilotage requirements)</li> <li>• Waterway management (e.g. slot management to allocate ships in a time windows, organizing traffic concerning vessel dimensions in comparison to fairway restrictions.)</li> <li>• Other (please specify)</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Click here to enter text.</p>	Click here to enter text.
17.	Does your VTS provide instruction in managing the forward planning of ship's movements (TOS)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.
18.	<p><u>Navigational Assistance Service (NAS)</u></p> <p>What navigational information, advice and/or instruction does your VTS provide to assist the on-board decision-making process and to monitor its effects?</p> <ul style="list-style-type: none"> <li>• Request and identification (e.g. availability of NAS, request for ship identification such as position, course made good, speed, etc)</li> <li>• Navigational information including position and course (e.g. provide range and bearing from fixed object, provide information related to navigating into a channel/fairway/lane, etc)</li> <li>• Advice (e.g. advise a ship to alter its course and/or speed, to keep clear from area/position, etc.)</li> <li>• Warning (e.g. diverging from recommended track, dangerous obstacles, vessel NUC, etc)</li> <li>• Other (please specify)</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Click here to enter text.</p>	Click here to enter text.
19.	Does your VTS provide instruction to vessels under navigational assistance (NAS)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.
20.	<p>In communicating / interacting with vessels, do you use IMO Resolution A.918(22) Standard Marine Communication Phrases (SMCP)?</p> <p>If yes, do you use Message Markers?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	Click here to enter text.

**INFORMATION MANAGEMENT** (to be filled in by the VTS Authority)

No	Question	Answer	Period information is retained
21.	What information does your VTS record and for what period is it retained? <ul style="list-style-type: none"> <li>• Voice communications (Radio)</li> <li>• Voice communications (Phone)</li> <li>• Radar/AIS/Vessel position/tracks</li> <li>• CCTV images</li> <li>• Met/Ocean data</li> <li>• Hydrographic data</li> <li>• Ship details</li> <li>• Voyage details</li> <li>• Agent details</li> <li>• Allied Services details</li> <li>• Other (please specify)</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Click here to enter text.	Click here to enter text.
22.	Are you required by legislation to store and archive information?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.
23.	Do you have the ability to retrieve and analyse historical data for either planning purposes or legal action?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.

**STAFFING** (to be filled in by the VTS Authority)

No	Question	Answer	Comments
24.	How many shifts do you have per centre per day?	Number: <input type="text"/>	Click here to enter text.
25.	What is the normal duration of each shift?	Click here to enter text.	Click here to enter text.
26.	How many VTS Operators do you have per shift and centre?	Number: <input type="text"/>	Click here to enter text.
27.	How many VTS Supervisors do you have per shift and centre?	Number: <input type="text"/>	Click here to enter text.
28.	Do you monitor fatigue and stress factors on VTSOs? If yes, please specify how?	Yes <input type="checkbox"/> No <input type="checkbox"/> Click here to enter text.	Click here to enter text.
29.	Do you follow IALA Guideline 1045 on Staffing Levels at VTS Centres?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.

**SERVICE QUALITY** (to be filled in by the VTS Authority)

No	Question	Answer	Comments
30.	Do you use: <ul style="list-style-type: none"> <li>• a Quality Management System (QMS)?</li> <li>• a Safety Management System (SMS)?</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.

31.	Do you analyse VTS related marine casualties and incident statistics?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Click here to enter text.
32.	Do you have any suggestion for how IALA can improve its VTS related documents?	Click here to enter text.	

**ANNEX A**

## Categorisation Coding

<b>1. Service Availability</b>	
X = 24 hours	
Y – Other, for example Code Number	Explanation
1	24 hours except holidays
2	24 hours weekdays only
3	All others (between the hours specified)

An entry of **Y3 (0900-1700)** indicates a service that is provided only between 0900 and 1700 daily.

<b>2. Traffic Image Generation</b>	
Indicated by “T” and code number from table	
Code Number	Explanation
1	Automatic Identification System (AIS)
2	Real Time Tracking
3	Radar
4	Closed Circuit Television (CCTV)
5	Visual
6	Radio Direction Finder (RDF)
7	VHF Radio Position Reporting
8	Satellite Position Reporting
9	Satellite Surveillance

An entry of **T136** indicating that the service provided incorporates the following: AIS; RADAR, and RDF.

<b>3. VTS type of service</b>	
Information Service	Indicated by <b>INS</b>
Navigational Assistance Service	Indicated by <b>NAS</b>
Traffic Organisation Service	Indicated by <b>TOS</b>

<b>4. Availability to Allied Services</b>	
A service that includes information exchange with other VTS or allied services.	Indicated by <b>AS</b>

Example of the Code:

“VTS/Y3(0900-1700)/T136/INS+TOS/AS”

This example describes a VTS that is available from 0900 to 1700 daily; that builds its traffic image using AIS, radar and RDF, that provides information and traffic organisation services, and has communications with other VTS or allied services.