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|  | VTS39-12.1.8 |
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**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: Click here to enter text.

Country: Click here to enter text.

Address: Click here to enter text.

Click here to enter text.

Click here to enter text.

e-mail: Click here to enter text.

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

| **No** | **Question** | **Answer** | **Comments** |
| --- | --- | --- | --- |
|  | 1. Is the Competent Authority appointed by national legislation? | Yes  No | Click here to enter text. |
| 1. Is there more than one Competent Authority in your country? | Yes  No |
|  | Do you appoint VTS Authorities?  If no, who appoints the VTS Authority? | Yes  No  Click here to enter text. | Click here to enter text. |
|  | How many VTS Authorities are there? | Number: | Click here to enter text. |

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

| **No** | **Question** | **Answer** | **Comments** |
| --- | --- | --- | --- |
|  | Are your VTS Training Organisations accredited in accordance with IALA Guideline No. 1014 on the Accreditation and Approval Process for VTS Training? | Yes  No | Click here to enter text. |
|  | 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:  Number: | Click here to enter text. |
|  | 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. | |
|  | Do your Training Organisations or VTS Authorities provide the following courses in compliance with IALA Recommendation V-103 and the associated Model Courses: |  | Click here to enter text. |
| * V-103/1 VTS Operator Course | Yes  No |
| * V-103/2 VTS Supervisor Course | Yes  No |
| * V-103/3 VTS On-the-Job Training | Yes  No |
| * V-103/4 VTS On-the-Job Training Instructor Course | Yes  No |
|  | As a prerequisite to VTS training, do you require previous:   * Maritime education? * Maritime experience? * Other? | Yes  No  Yes  No  Click here to enter text. | Click here to enter text. |
|  | Do you provide a VTS Certification Log to VTS personnel? | Yes  No | Click here to enter text. |
|  | Do you have a process of regular assessment of the performance of VTS personnel?  If yes, please explain how often. | Yes  No  Click here to enter text. | Click here to enter text. |
|  | Do you require staff to be trained to the V-103 standard before undertaking VTS duties? | Yes  No | Click here to enter text. |
|  | 1. Do you have a revalidation process? 2. Does your revalidation/refresher process require training?   If yes, please explain how often. | Yes  No  Yes  No  Click here to enter text. | Click here to enter text. |

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

| **No** | **Question** | **Answer** | **Comments** |
| --- | --- | --- | --- |
|  | Does Competent Authority use:   * a Quality Management System (QMS)? * a Safety Management System (SMS)? | Yes  No  Yes  No | Click here to enter text. |
|  | Do you analyse VTS related marine casualties and incident statistics? | Yes  No | Click here to enter text. |
|  | Do you have any suggestion for how IALA can improve the VTS related documents? | Click here to enter text. | |

**SUMMARY OF VTS CENTRES AND AREAS IN YOUR COUNTRY**(to be filled in by the Competent Authority for VTS)

**Specify according to the Categorization Code of VTS (*see annex A*)**

|  |  |  |
| --- | --- | --- |
|  | Name of VTS Centre | Categorization Code of each VTS area |
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**VTS AUTHORITY (**to be filled in by each VTS Authority and for each VTS Centre or VTS area**)**

Name of VTS Authority: Click here to enter text.

Place: Click here to enter text.

Address: Click here to enter text.

Click here to enter text.

Click here to enter text.

e-mail: Click here to enter text.

Name of VTS Centre: Click here to enter text.

Place of VTS Centre: Click here to enter text.

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

| **No** | **Question** | **Answer** | **Comments** |
| --- | --- | --- | --- |
|  | What type of VTS do you operate? |  | Click here to enter text. |
| * Coastal |  |
| * Port/Harbour |  |
| * Coastal & Port/Harbour |  |
| * Inland Waters |  |
| * Port/Harbour & Inland Waters |  |
| * Other |  |
| If ‘Other’ what type is it? | Click here to enter text. |
|  | Is participation in your VTS mandatory? | Yes  No | Click here to enter text. |
|  | Do you use:   * a Quality Management System (QMS)? * a Safety Management System (SMS)? | Yes  No  Yes  No | Click here to enter text. |
|  | How is VTS information promulgated? Such as: |  | Click here to enter text. |
| * IALA World VTS guide |  |
| * Nautical publications (e.g. ALRS) |  |
| * User Guides |  |
| * Website |  |
| * Other | Click here to enter text. |
|  | Does the VTS extend beyond the territorial seas? | Yes  No | Click here to enter text. |
|  | Fill in the categorization code for the VTS area  (see annex A) | Click here to enter text. | |
|  | Is your VTS area divided into sectors?  If yes, how many? | Yes  No  Number: | Click here to enter text. |
|  | What is the name identifier for the VTS in accordance with IALA Guideline 1083? | |  |  | | --- | --- | | **VTS** | **Name identifier** | |  |  | |  |  | | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Question** | **Answer** | **Comments** |
|  | Did you refer to IALA Recommendation V-128 when considering your VTS equipment? | Yes  No | Click here to enter text. |
|  | Did you refer to IALA Recommendation V-125 when considering your traffic image display? | Yes  No | Click here to enter text. |
|  | Are Decision Support Tools (DST) available such as: |  | Click here to enter text. |
| * Collision avoidance | Yes  No |
| * Anchor watch | Yes  No |
| * Grounding preventions | Yes  No |
| * Air draught clearances | Yes  No |
| * Area related (limited access areas, area to be avoid, etc.) | Yes  No |
| * Speed limitations | Yes  No |
| * Sailing plan compliances | Yes  No |
| * Incident or accident management | Yes  No |
| * Others | Click here to enter text. |
|  | Did you refer to IALA Guideline 1110 when considering the use of Decision Support Tools? | Yes  No | Click here to enter text. |
|  | Are traffic planning tools available for the forward planning of traffic? | Yes  No | Click here to enter text. |

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

| **No** | **Question** | **Answer** | **Comments** |
| --- | --- | --- | --- |
|  | Did you refer to IALA Recommendation V-127 when considering VTS Operational procedures? | Yes  No | Click here to enter text. |
|  | Information Service (INS)  What information does your VTS provide to assist the on-board decision-making process? |  | Click here to enter text. |
| * Navigational situations (including traffic and route information) | Yes  No |
| * Navigational warnings (e.g. wrecks, obstacles not otherwise promulgated, diving operations) | Yes  No |
| * Meteorological/hydrological information (e.g. strong wind, restricted visibility, tidal information, currents) | Yes  No |
| * Navigational aids (e.g. status of AtoN, electronic AtoN, DGPS.) | Yes  No |
| * Other (please specify) | Click here to enter text. |
|  | Traffic Organizational Service (TOS)  What operational traffic management and forward planning of vessel movements does your VTS provide? |  | Click here to enter text. |
| * Traffic clearances (e.g. departing from a berth, entering into a fairway within a VTS area) | Yes  No |
| * Anchorage (e.g. assignment of an anchorage position, organizing the movements to/from an anchorage position/area ) | Yes  No |
| * Enforcement (e.g. adherence to traffic rules, speed limitations, pilotage requirements) | Yes  No |
| * Waterway management (e.g. slot management to allocate ships in a time windows, organizing traffic concerning vessel dimensions in comparison to fairway restrictions.) | Yes  No |
| * Other (please specify) | Click here to enter text. |
|  | Does your VTS provide instruction in managing the forward planning of ship’s movements (TOS)? | Yes  No | Click here to enter text. |
|  | Navigational Assistance Service (NAS)  What navigational information, advice and/or instruction does your VTS provide to assist the on-board decision-making process and to monitor its effects? |  | Click here to enter text. |
| * Request and identification (e.g. availability of NAS, request for ship identification such as position, course made good, speed, etc) | Yes  No |
| * 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) | Yes  No |
| * Advice (e.g. advise a ship to alter its course and/or speed, to keep clear from area/position, etc.) | Yes  No |
| * Warning (e.g. diverging from recommended track, dangerous obstacles, vessel NUC, etc) | Yes  No |
| * Other (please specify) | Click here to enter text. |
|  | Does your VTS provide instruction to vessels under navigational assistance (NAS)? | Yes  No | Click here to enter text. |
|  | In communicating / interacting with vessels, do you use IMO Resolution A.918(22) Standard Marine Communication Phrases (SMCP)? If yes, do you use Message Markers? | Yes  No  Yes  No | Click here to enter text. |

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

| **No** | **Question** | **Answer** | **Period information is retained** |
| --- | --- | --- | --- |
|  | What information does your VTS record and for what period is it retained? |  | Click here to enter text. |
| * Voice communications (Radio) | Yes  No |
| * Voice communications (Phone) | Yes  No |
| * Radar/AIS/Vessel position/tracks | Yes  No |
| * CCTV images | Yes  No |
| * Met/Ocean data | Yes  No |
| * Hydrographic data | Yes  No |
| * Ship details | Yes  No |
| * Voyage details | Yes  No |
| * Agent details | Yes  No |
| * Allied Services details | Yes  No |
| * Other (please specify) | Click here to enter text. |
|  | Are you required by legislation to store and archive information? | Yes  No | Click here to enter text. |
|  | Do you have the ability to retrieve and analyse historical data for either planning purposes or legal action? | Yes  No | Click here to enter text. |

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

| **No** | **Question** | **Answer** | **Comments** |
| --- | --- | --- | --- |
|  | How many shifts do you have per centre per day? | Number: | Click here to enter text. |
|  | What is the normal duration of each shift? | Click here to enter text. | Click here to enter text. |
|  | How many VTS Operators do you have per shift and centre? | Number: | Click here to enter text. |
|  | How many VTS Supervisors do you have per shift and centre? | Number: | Click here to enter text. |
|  | Do you monitor fatigue and stress factors on VTSOs?  If yes, please specify how? | Yes  No  Click here to enter text. | Click here to enter text. |
|  | Do you follow IALA Guideline 1045 on Staffing Levels at VTS Centres? | Yes  No | Click here to enter text. |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Question** | **Answer** | **Comments** |
|  | Do you use:   * a Quality Management System (QMS)? * a Safety Management System (SMS)? | Yes  No  Yes  No | Click here to enter text. |
|  | Do you analyse VTS related marine casualties and incident statistics? | Yes  No | Click here to enter text. |
|  | Do you have any suggestion for how IALA can improve its VTS related documents? | Click here to enter text. | |

ANNEX A

Categorisation Coding

|  |  |
| --- | --- |
| **1. Service Availability** | |
| 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.

|  |  |
| --- | --- |
| **2. Traffic Image Generation** | |
| 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.

|  |  |
| --- | --- |
| **3. VTS type of service** | |
| Information Service | Indicated by **INS** |
| Navigational Assistance Service | Indicated by **NAS** |
| Traffic Organisation Service | Indicated by **TOS** |

|  |  |
| --- | --- |
| **4. Availability to Allied Services** |  |
| A service that includes information exchange with other VTS or allied services. | Indicated by **AS** |

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.