

بسم الله الرحمن الرحيم



Circular No.(28) 2020

تعميم رقم (٢٨) لعام ٢٠٢٠م

To:

إلى:

All Ports General Directors  
All Maritime Shipping Agents  
All Ports Operators

جميع مديري عموم الموانئ  
جميع الوكلاء البحريين  
جميع الشركات المشغلة العاملة بالموانئ

CC:

نسخة إلى:

Vice President of Maritime Sector-TGA  
Vice President of Marine Environment &  
Coastal Areas - GAMEP

نائب الرئيس لقطاع النقل البحري بالهيئة  
العامة للنقل  
نائب الرئيس للبيئة البحرية والمناطق  
الساحلية بالهيئة العامة للأرصاد وحماية البيئة

Subject: Procedures of source information  
received notice to mariners or navigation

الموضوع: الإجراءات التنظيمية لإصدار  
الاشعارات والتحذيرات الملاحية

Under Developing and Improving the regulatory  
procedures at Saudi Ports, please find attached the  
Procedures of source information received notice to  
mariners or navigation.

في ظل تطوير وتحسين الإجراءات التنظيمية في  
الموانئ السعودية أرفق لكم الإجراءات التنظيمية لإصدار  
الاشعارات والتحذيرات الملاحية.

You are kindly obliged to the attached procedures in  
your respective areas of competence. Note that these  
procedures do not relieve of any related rules or  
regulations by the concerned authorities.

عليه أمل الالتزام والعمل بالإجراءات المرفقة كلا فيما  
يخصه، علماً أن هذه الإجراءات لا تعفي من أي أنظمة أو  
لوائح ذات علاقة من قبل الجهات المختصة.

نائب الرئيس للتشريعات والتراخيص

Vice President for Legislation and Licensing

عبدالرحمن بن عبدالله الغامدي

Abdulrhman Abdullah Alghamdi

www.mawani.gov.sa



@mawaniksa



## Mawani

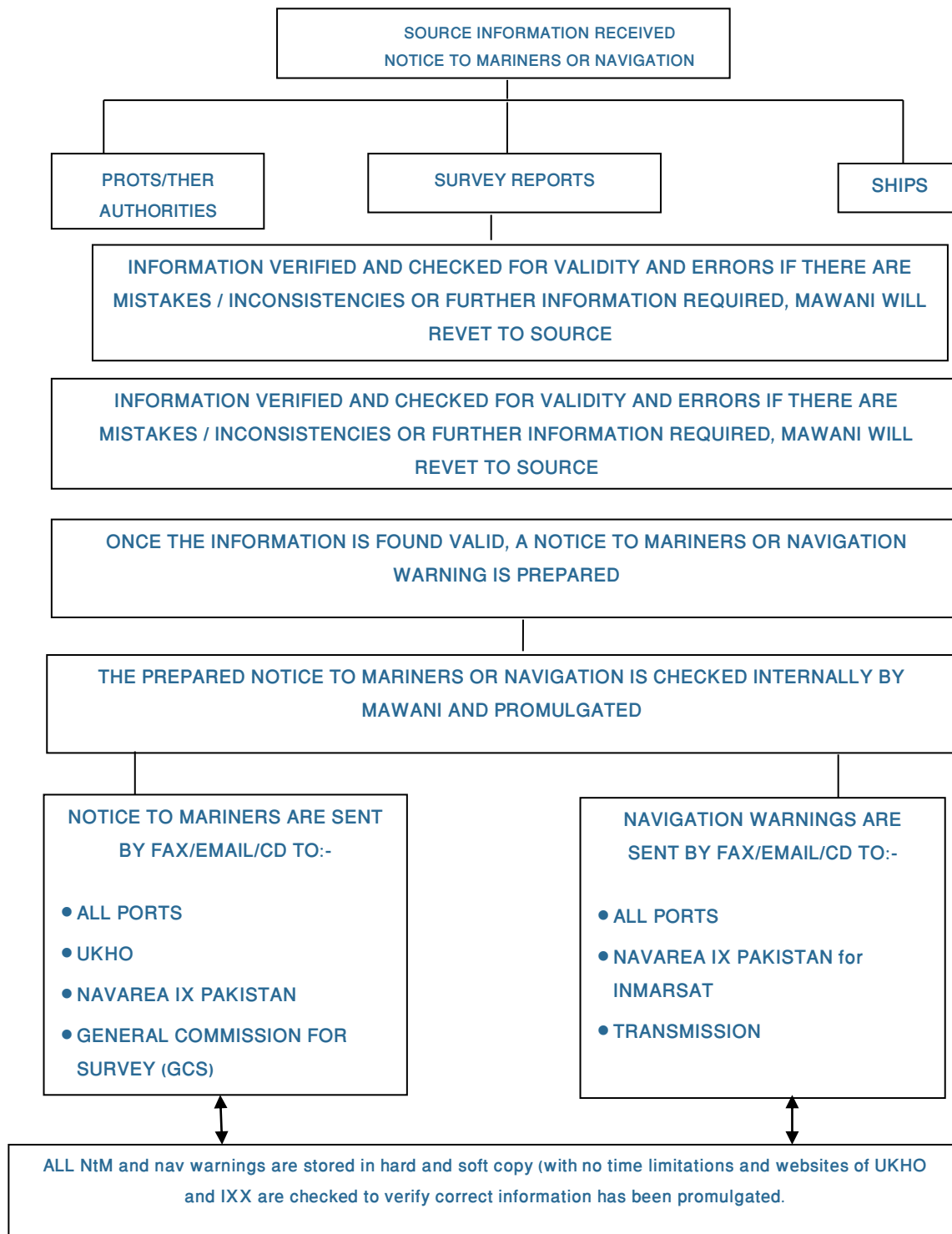
### Saudi Ports Authority

#### Procedures for Issuing Navigational Notices and Warnings

Description	Preparation	Revision	Approval
Job	Head of the Directorate General of Maritime Operations and Safety (Marine & Safety Head)	Authority's Quality Representative	President of the Authority
Name	Eng. Faisal Al-Jarbu'	Eng. Mohammed Al-Gandoul	Eng. Saad bin Abdulaziz Al-Khlab
Signature			



### Flowchart of the Procedures





## 1) Purpose

Stating the procedures for issuing navigational notices and warnings and the mechanism for communicating them to the relevant bodies

## 2) Scope of Application of the Procedures

- Port administrations
- Ships visiting Saudi ports
- Relevant bodies

## 3) References

- Law on the Saudi Ports Authority
- International Convention for the Safety of Life at Sea (SOLAS)
- United Nations Convention on the Law of the Sea (UNCLOS) of 1982

## 4) Responsibility

- Port administrations
- Marine control towers
- Directorates of maritime operations and safety and environment of the main authority
- Relevant bodies

## 5) Terms and Definitions

- NAVTEX: a service device for direct broadcasting, automatic reception, and direct printing for issuing navigational notices and warnings
- UKHO: UK Hydrographic Office
- NAVAREA IX Pakistan: the ninth coordination area in the world for all navigation operations as determined by the International Maritime Organization (IMO) in Pakistan
- GCS: General Commission for Survey

## 6) Procedure Steps

- 1) Navigational notices or warnings are received from ports, ships, and relevant bodies.
- 2) The information is studied and analyzed and appropriate measures are taken to issue the appropriate navigational warning or notice.
- 3) The information is verified and tested to correct any error, if any.
- 4) In the event that there is a lack of compatibility or lack of information, Mawani will return to the source of the information for review and verification.
- 5) Once the information is verified, the necessary navigational notices or warnings are prepared and sent to all bodies.

The navigational notice and warning received internally from the ports is examined and officially issued to the relevant authorities, as follows:



A) Sending the navigational warning by fax or email to:

- All ports
- NAVAREA IX Pakistan: Coordination and broadcasting area in Pakistan

B) Sending the navigational notice issued by fax, e-mail or CD to:

- All ports
- UKHO: UK Hydrographic Office
- NAVAREA IX Pakistan: Coordination and broadcasting area in Pakistan
- GCS: General Commission for Survey

All navigational warnings and notices are stored in hard and electronic copies (without time restrictions). The websites of both the coordination and broadcasting area in Pakistan (NAVAREA IX) and the UK Hydrographic Office are verified to ensure the validity of the information issued for updating the international navigation charts.

7) Performance Measurement Indicators:

- The number of navigational notices and warnings during the year and the accuracy of all notices issued.

8) Forms and Records:

Serial No.	Form Title	Code No.	Retention Time
1	Navigational warning issuance form	MAWANI/NAR-P-05-F-01	To be updated periodically
2	Navigational warning issuance form	MAWANI/NAR-P-05-F-02	To be updated periodically