

INSTRUCTIONS

HYDROGRAPHIC NOTE

Mariners are requested to notify the Romanian Maritime Hydrographic Directorate „Comandor Alexandru Cătuneanu” (by telephone, fax or by e-mail) when new or suspected dangers to navigation are discovered, changes observed in aids to navigation, or corrections to publications are seen to be necessary. Mariners can also report any ENC display issues experienced. This form and its instructions have been designed to help both the sender and the recipient. It should be used, or followed closely, whenever appropriate.

The Hydrographic Note H.102 is the preferred method for submission of information relating to charts and publications.

Accurate position or knowledge of positional error is of great importance. Latitude and longitude should only be used to specifically position the details when they have been fixed by GPS or Astronomical Observations. A full description of the method, equipment, time, estimated error and datum (where applicable) used should be given. When position is defined by sextant angles or bearings (true or magnetic to be specified), more than two should be used in order to provide a redundancy check. Where position is derived from Electronic Position Fixing (e.g. LORAN C) or distances observed by radar, the raw readings of the system in use should be quoted wherever possible. Where position is derived after the event, from other observations and/or Dead Reckoning, the methodology of deriving the position should be included.

Paper Charts

A cutting from the largest scale chart is the best medium for forwarding details, the alterations and additions being shown thereon in red. When requested, a new copy will be sent in replacement of a chart that has been used to forward information, or when extensive observations have involved defacement of the observer's chart. If it is preferred to show the amendments on a tracing of the largest scale chart (rather than on the chart itself) these should be in red as above, but adequate details from the chart must be traced in black ink to enable the amendments to be fitted correctly.

The Hydrographic Note H.102A is the preferred method for submission of information relating to ports and harbours and should be accompanied by a **Form H.102**.

The form has been designed for use as an aide-memoir as well as providing the necessary information required for Sailing Directions.

Reports which cannot be confirmed or are lacking in detail should not be withheld. Notations should be made indicating any shortcomings and any firm expectations of when the information may be confirmed.

To: Head of Maritime Hydrographic Directorate „Comandor Alexandru Cătuneanu”

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HYDROGRAPHIC NOTE (H.102)

Date			Ref. Number			
Name of ship or sender						
Address						
Tel/Fax/Telex/E-mail address of sender						
General Locality						
Subject						
Position	Latitude		Longitude			
	GPS	Datum	Accuracy			
Charts affected				Edition		
Latest Edition of Notice to Mariners held						
Replacement copy of Chart No.		YES		Chart no. _____ Chart no. _____	NO	
ENCs affected						
Latest Update disk held		Week/Month				
Publications affected (Edition No.)						
Date of latest supplement, page & Light List No. etc						
Details:						
Add H 102 A			YES		NO	
Tick box if not willing to be named as source of this information			YES		NO	
Signature of observer/reporter						

HYDROGRAPHIC NOTE (H.102A)
(Annex to H 102)

NAME OF PORT	
GENERAL REMARKS Principal activities and trade. Latest population figures and date. Number of ships or tonnage handled per year. Maximum size of vessel handled. Copy of Port Handbook (if available).	
ANCHORAGES Designation, depths, holding ground, shelter afforded.	
PILOTAGE Authority for requests. Embark position. Regulations.	
DIRECTIONS Entry and berthing information. Tidal streams. Navigational aids.	
TUGS Number available.	
WHARVES Names, numbers or positions & lengths. Depths alongside.	
CARGO HANDLING Containers, lighters, Ro-Ro etc.	
REPAIRS Hull, machinery and underwater. Shipyards. Docking or slipping facilities. (Give size of vessels handled or dimensions.) Divers.	
RESCUE AND DISTRESS Salvage, Lifeboat, Coastguard, etc.	
SUPPLIES Fuel. (with type, quantities and methods of delivery) Fresh water. (with method of delivery and rate of supply) Provisions.	

SERVICES Medical. De-ratting. Garbage and slops. Ship chandlery, compass adjustment, tank cleaning, hull painting.	
COMMUNICATIONS Nearest airport or airfield. Port radio and information service. (with frequencies and hours of operating).	
PORT AUTHORITY Designation, address, telephone, e-mail address and website.	
VIEWS Photographs (where permitted) of the approaches, leading marks, the entrance to the harbour etc.	
ADDITIONAL DETAILS	
Signature of observer/reporter	