

## INSTRUCTIONS

### HYDROGRAFIC NOTE

Mariners are requested to notify the Romanian Maritime Hydrographic Directorate (DHM) (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**

Fulgerului No.1  
900218 Romania - Constanta  
Telephone: +04 (0) 241 651 040  
Fax: +04 (0) 241 513 065  
e-mail: [hidro@dhmf.ro](mailto:hidro@dhmf.ro);  
web-site: [www.dhmf.ro](http://www.dhmf.ro)

### 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		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black;">Chart no. _____</td> <td style="width: 50%; text-align: center;">NO</td> </tr> <tr> <td style="border-right: 1px solid black;">Chart no. _____</td> <td></td> </tr> </table>	Chart no. _____	NO	Chart no. _____	
Chart no. _____	NO						
Chart 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.	

<p>Shipyards.</p> <p>Docking or slipping facilities.</p> <p>(Give size of vessels handled or dimensions.)</p> <p>Divers.</p>	
<p>RESCUE AND DISTRESS</p> <p>Salvage, Lifeboat, Coastguard, etc.</p>	
<p>SUPPLIES</p> <p>Fuel.</p> <p>(with type, quantities and methods of delivery)</p> <p>Fresh water.</p> <p>(with method of delivery and rate of supply)</p> <p>Provisions.</p>	
<p>SERVICES</p> <p>Medical.</p> <p>De-ratting.</p> <p>Garbage and slops.</p> <p>Ship chandlery, compass adjustment, tank cleaning, hull</p> <p>Painting.</p>	
<p>COMMUNICATIONS</p> <p>Nearest airport or airfield.</p> <p>Port radio and information service. (with frequencies and hours of operating).</p>	
<p>PORT AUTHORITY</p> <p>Designation, address, telephone, e-mail address and website.</p>	
<p>VIEWS</p> <p>Photographs (where permitted) of the approaches, leading marks, the entrance to the harbour etc.</p>	
<p>ADDITIONAL DETAILS</p>	
<p>Signature of observer/reporter</p>	