## **Statement of Facts Basic Information**

## **Business Purpose**

Use this job aid to:

• Modify Statement of Facts (SOF)

## 1. Modify SOF

a. Click the pen icon on the SOF to



 Review the General SOF
 Information which displays the status of the statement, the vessel, the voyage number, who updated it last, agency and dates and times.



 c. Click Vessel Data to review data related to the bunker, drafts and density displays. This data is editable, but it is retrieved from the captain's vessel report.

Anival at EOSP			Arrival at First Berth			Departure from Last Berth			Departure from COSP			Burker Received	
LMG 380	403.80	ittens	RMG 300	402.90	NTens	RVIG 303	402.50	thes	RMIG 200		MTons	RMG 300	0.00 MTons
nco 🖂	54.70	rtins	MI0 [		NTERS	NGO C	53.90	etors	MSO		MTons	M00	0.00 MTons
Condition 📃			Condition			Condition			Condition				
outr 🗌	6.30 r		out f		n	Draft F			0mft f				
inat M 🗌			Diat M		n	Drat N			DoftM				
nuta 🗌	7.20		Dutta [	6.30	n	Drata [			Diefta				
lensity	,	~ 1	Density [		con <sup>2</sup>	Density		~ 1	Density		sm <sup>2</sup>		

- d. Click on Action Dependencies to view port activities or action. This will allow you to view which actions are valid successors of other actions.
  - Number Operation
     All

     Schwartson
     Production
     Production

e. Click Retrieve Actual Dates and Times button. Dates and times display for various actions.

Retrieve actual dates and times

f. Click + to add an action or – to delete an action.

	From Date	Time	To Date	Time	Action	Remarks	Commodity	Berth	Draft FWD Draft AFT	inc.	
	From Date	lime				Remarks	Commodity	berth	Drate PWD Drate APT		Re;
•⊕⊕ 1			3/23/2018	14:24	EOSP				]		- 6
•⊕⊖₂					POB - ENTRY		)		]		E
•⊕⊕•	3/24/2018	14:16	3/24/2018	14:16	BERTH		)	Mariel Term, Cuba	6.30 6.30		E
•⊖⊕€					CUSTOMS - FPG			Mariel Term. Cuba	]		E
€⊖⊕€					LABOR			Mariel Term, Cuba	]		E
•⊖⊕€	3/24/2018	14:16	3/23/2018	22:00	LOAD		)	Mariel Term, Cuba	]		E
•⊕⊕•	3/24/2018	14:16	3/23/2018	22:00	DISCH	[		Mariel Term. Cuba	]		1
•⊕⊕•	3/23/2018	22:00	3/23/2018	22:48	UNBERTH			Mariel Term, Cuba			- 1
	3/23/2018	23:12			BOSP			1	1		

NOTE: The EOSP and BOSP cannot be changed.

 g. Click > button to add an incident between the beginning of the action you have selected and the end of the previous action.



h. Enter **From** Date, Time, **To** Date and Time to each added or modified action.



i. Select **Container** for Commodity for the actions Load and Discharge only.



j. Select Berth when a new action is added.



Click the > button to add an incident manually.



 Add the Code that best describes the incident. Add a Description of the incident.

Recent Learnes From Date Trine To Date Time Code Incident Decolption Commodity Berth MAA Reg → → → 1 <u>804/2318 <u>524.48</u> <u>80270018 <u>52312</u> <u>AACHOR Weaking for captain</u> <u>Warket Terre, Cuba</u> <u>MAN</u></u></u>

m. Click the Save button.



n. Click the > button in the incident section to add a regulative measure.



 Select the Code that best describes the regulative measure used. Add the Description. Add the Save Time Estimate in minutes.



NOTE: The + and – buttons are used to add or delete a regulative measure.

p. Click the Check Incident button to identify any issues.

Check Incident

q. Click the Save button.

