PHICS - Polish Harbours Information & Control System
User documentation
Authenticity verification system of seafarers’ Polish documents

Zielona Gora, December of 2016
**DOCUMENTATION OF CHANGES:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Description of change</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.0</td>
<td>10.12.2003</td>
<td>JH</td>
<td>Creation of version 1.0.</td>
<td></td>
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<tr>
<td>2</td>
<td>1.1</td>
<td>31.03.2014</td>
<td>JH</td>
<td>Documentation update.</td>
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<tr>
<td>3</td>
<td>1.2</td>
<td>02.04.2014</td>
<td>JH</td>
<td>Documentation update.</td>
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<tr>
<td>4</td>
<td>1.3</td>
<td>03.04.2014</td>
<td>JH</td>
<td>Documentation update.</td>
<td></td>
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</tbody>
</table>
Note:

For proper work of components of PHICS system, the following programs have to be installed on a workstation:

- Web browser:
  - Internet Explorer, version 8 and above.
  - Opera, version 12 and above.
  - Chrome, version 23 and above.
  - Firefox, version 16 and above.
  - Safari, version 5 and above.

In order to verify correctness of workstation configuration, contact local administrator.
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1. **Introduction**

This document offers functionality of an application designed for entities or institutions that want to verify authenticity of seafarers’ Polish documents.

2. **Short description of PHICS system**

PHICS (Polish Harbours Information & Control System) is all-Poland system for electronic exchange of documents connected with supervision and control functions of sea transport, being executed by Maritime Offices. The solution is based on the central system located in a data centre and remote access of users from any place in the country and abroad with use of the Internet network. Communication of users with the system is realized with web browser.

The module for authenticity verification of seafarers’ Polish documents – a part of PHICS system – is available on the following site:

https://centrum.phics.gov.pl/umverifi/

![Figure 1. Appearance of the application for authenticity verification of sailors’ Polish documents.](image-url)
User interface of PHICS system is optimized for resolution of 800 x 600 pixels. The figure below presents block diagram of system’s user interface. The diagram defines project confines for user, as well as location and the way of assignment of functions and information types.

![Block diagram of graphical interface of PHICS system.](image-url)

2.1. Footer

Apart from indication of copyrights assigned to Sygnity Business Solutions, system footer offers also three functions:

- 🔏 - Return to the previous page.
- 🔁 - Refresh of data contained in table or form.
- 🗽 - Printout from the table, allowing to make printout of a page at any time.

![Footer of PHICS system.](image-url)
3. Registration of new user

In order to use the system, it’s necessary to carry out the procedure of registration and verification of new user. To this end, you should choose „Registration” option.

During registration stage, the following data is being entered:

- Last name.
- First name.
- E-mail address.
- Company name
- Company address.
- Contact phone number.
- Website address.

![Form for registration of new user.](image)
The program verifies completeness and correctness of data entered by user. Pressing **Send** button starts verification process. All abnormalities are indicated with displayed messages and change of field background colour.

**Figure 6. Form for registration of new user – data verification.**

Registration form is protected with Captcha mechanism (Completely Automated Public Turing test to tell Computers and Humans Apart). Thanks to this protection, only data entered by a human is sent into the system. User has to read content from a picture and write it in the field below. In case of reading problems, user can change content of a picture.

**Figure 7. Form for registration of new user – entering Captcha data.**
It's required to fill in all fields of Registration Form. On the basis of data contained in the form, employees of Maritime Offices carry out verification. Correct verification of data entitles to use the system.

**UMVERIFI REGISTERED.INFO**

Po pozytywnej weryfikacji twoj login i haslo zostana wyslane na adres:
After positive verification your login will be send to address:
jan.kowalski.agent@interia.pl

*Figure 8. Confirmation of sending of registration form for verification.*

After positive verification of data, authorized employee of the Maritime Office creates user account. After that, the system sends data of created account to e-mail address given during registration.

If user won’t use the system for the time exceeding 30 days, his account will be removed automatically. Use of the system will be possible after another registration.
Figure 9. Confirmation of user registration.
4. Logon to the system

After start of application for authenticity verification of sailors’ Polish documents in PHICS system, you should logon with Logon option.

![Figure 10. Logon function for active users.](image)

In order to logon to the system successfully, you should give correct username and password.

![Figure 11. Form for logon to PHICS system.](image)

4.1. Ending of work

At any time you can end work with logoff function. In order to end work in correct way, you should execute Logoff function, available in the header of application window.

![Figure 12. Header of application window.](image)

4.2. Change of user password

In order to change user password, you should use Change password function, available in the header of application window. This function is available all the time during work with the system.

For confirmation of operator authenticity, in User password change form you should enter actual / old password (once) and new password (twice). Repeat password entering guarantees its correctness. Passwords being entered in the form are not displayed in explicit way; it ensures their confidentiality.
**Figure 13. Form for change of user password.**

In order to confirm password change in the form, press **Send** button. Pressing **Cancel** button causes return to previously open window of PHICS system.
5. **Authenticity verification of seafarers’ Polish documents**

When an operator is correctly logged in to the system, the main window shows the form for confirmation of document authenticity.

![Figure 14. Form for confirmation of document authenticity.](image)

In order to verify document authenticity, you should enter the following data:

- Certificate number.
- Issue date.
- Birthdate of person concerned.

Date field can be filled in manually, according to defined format; or with use of **Calendar** component.

![Figure 15. Form for confirmation of document authenticity – filling in date field.](image)
5.1. **Authenticity confirmation**

If a certificate is found in the database, the system displays detailed data of this certificate:

- First name
- Middle name
- Surname
- Validity date
- Description
- Regulation
- Status

---

### Potwierdzenie autentyczności

**Confirmation the authenticity of certificate**

<table>
<thead>
<tr>
<th>Numer dyplomu (świadectwa) / CoC (CoP) number</th>
<th>UM5-13152-126510:33:2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data wydania / Date of issue (yyyy-mm-dd)</td>
<td>2014-12-19</td>
</tr>
<tr>
<td>Data urodzenia / Owners date of birth (yyyy-mm-dd)</td>
<td></td>
</tr>
</tbody>
</table>

**Dyplom / Certificate**

Polska Administracja Morska potwierdza, że niżej wymieniony dokument jest autentyczny.
Polsich Maritime Administration certifies that mentioned below certificate is authentic.

<table>
<thead>
<tr>
<th>Imię / First name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Drugie imię / Middle name</td>
<td>WOJCECH</td>
</tr>
<tr>
<td>Nazwisko / Surname</td>
<td></td>
</tr>
<tr>
<td>Data ważności / Valid till</td>
<td>2014-12-24</td>
</tr>
<tr>
<td>Opis / Description</td>
<td>DYPLOM KAPITANA ŻEGLUGI PRZYBRZEŻNEJ</td>
</tr>
<tr>
<td>Opis / Description</td>
<td>MASTER CERTIFICATE NEAR-COASTAL VOYAGES</td>
</tr>
<tr>
<td>Podstawa prawna / Regulation</td>
<td>I/3 STCW Convention 78 as amended</td>
</tr>
<tr>
<td>Status / Status</td>
<td>Nieważny / Cancelled</td>
</tr>
</tbody>
</table>

*Figure 16. Confirmation of document authenticity*

When document is valid indefinitely, appropriate text is displayed:

Polska Administracja Morska potwierdza, że niżej wymieniony dokument jest autentyczny.
Polsich Maritime Administration certifies that mentioned below certificate is authentic.

<table>
<thead>
<tr>
<th>Imię / First name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Drugie imię / Middle name</td>
<td>WOJCECH</td>
</tr>
<tr>
<td>Nazwisko / Surname</td>
<td>BARANOWSKI-JAKUBOWICZ</td>
</tr>
<tr>
<td>Data ważności / Valid till</td>
<td>Ważny bezterminowo / Valid indefinitely</td>
</tr>
</tbody>
</table>

*Figure 17. Document valid indefinitely - example*
Displayed below are level and functions of the certificate holder:

**Figure 18. Level and functions of the certificate holder**

Next section shows list of the capacities the certificate holder may serve in with limitations and notes:

**Figure 19. Capacities of the certificate holder and notes**

Selection of **New search** button at the bottom of the screen starts another document search.
When document status is „suspended”, information about contacting maritime administration will be displayed:

<table>
<thead>
<tr>
<th>Status / Status</th>
<th>Zawieszony / Suspended</th>
</tr>
</thead>
</table>

Dokument jest zawieszony.  
Document is suspended.  

Prosimy o kontakt na adres e-mail:  
Please contact us at the following e-mail addresses:

certyfikaty@ums.gov.pl - in case the number of certificates starts with UMS,  
ostapowicz@umgdy.gov.pl – in case the number of certificates starts with GUM,  
dokumenty@umsl.gov.pl - in case the number of certificates starts with SUM.

*Figure 20. Document status - suspended*
Using **Print confirmation** function available on the bottom left part of the screen, you can print confirmation of document authenticity.

### Potwierdzenie autentyczności

**Confirmation the authenticity of certificate**

Polaska Administracja Morska potwierdza, ze nizej wymieniony dokument jest autentyczny.

*Polish Maritime Administration certifies that mentioned below certificate is authentic.*

<table>
<thead>
<tr>
<th>Numer dyplomu (świadectwa)</th>
<th>CoC (CoP) number</th>
<th>UMS-13152-126510-33/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data wydania</td>
<td>Date of issue</td>
<td>2014-12-19</td>
</tr>
<tr>
<td>Data ważności</td>
<td>Valid till</td>
<td>2014-12-24</td>
</tr>
<tr>
<td>Imię</td>
<td>First name</td>
<td>ARKADIUSZ</td>
</tr>
<tr>
<td>Drugie imię</td>
<td>Middle name</td>
<td>WOJCIECH</td>
</tr>
<tr>
<td>Nazwisko</td>
<td>Surname</td>
<td>BARANOWSKI-JAKUBOWICZ</td>
</tr>
<tr>
<td>Data urodzenia</td>
<td>Owners date of birth</td>
<td>1975-12-22</td>
</tr>
</tbody>
</table>

### Dyplom / Certificate

**Opis / Description**

DYPLOM KAPITANA ŻEGLI N GRZYBREGZNEJ

*MASTER CERTIFICATE NEAR-COASTAL VOYAGES*

<table>
<thead>
<tr>
<th>Podstawa prawna / Regulation</th>
<th>Status / Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>I/3 STCW Convention 78 as amended</td>
<td>Nieważny / Cancelled</td>
</tr>
</tbody>
</table>

Posiadacz dyplomu/świadectwa jest uprawniony do wykonywania obowiązków w następujących zakresach i poziomach – z wyższo wymienionymi nizej ograniczeniami:

*Holder of this certificate has been found competent to perform the following functions, at the level specified, subject to any limitations indicated below:*

#### Poziom / Level

Zarządzania / Management

#### Zakres obowiązków / Function

Nawiązacja / Navigation

Operacje ładunkowe / Cargo handling and stowage

Dbałość o statek i opiekę nad ludźmi / Controlling the operation of the ship and care for person on board

Radiokomunikacja / Radiocommunication

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*PHICS: Polish online STCW certificate authenticity verification system*  
*Polish Maritime Administration*
Posiadacz tego dyplomu może zajmować następujące stanowiska:

Holder of this certificate may serve in the following capacities indicated below:

<table>
<thead>
<tr>
<th>Stanowisko Capacity</th>
<th>Ograniczenia Limitations applying</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer wachtowy</td>
<td>Ważne tylko w zeglużdze przybrzeżnej</td>
</tr>
<tr>
<td>Officer in charge of a navigational watch</td>
<td>Valid only on near-coastal voyages</td>
</tr>
<tr>
<td>Kapitan na statkach o pojemności brutto poniżej 500</td>
<td>Ważne tylko w zeglużdze przybrzeżnej na statkach innych niż pasażerskie</td>
</tr>
<tr>
<td>Master on ships of less than 500 GT</td>
<td>Valid only on near-coastal voyages on ships other than passenger ships</td>
</tr>
<tr>
<td>Kapitan</td>
<td>Ważne tylko w zeglużdze krajowej na statkach innych niż pasażerskie</td>
</tr>
<tr>
<td>Master</td>
<td>Valid only on home trade on ships other than passenger ships</td>
</tr>
<tr>
<td>Kapitan na statkach bez własnego napędu</td>
<td>Bez ograniczeń</td>
</tr>
<tr>
<td>Master on dumb ships</td>
<td>None</td>
</tr>
<tr>
<td>Kapitan na statkach o pojemności brutto poniżej 500</td>
<td>Ważne tylko w zeglużdze przybrzeżnej na statkach pasażerskich</td>
</tr>
<tr>
<td>Master on ships of less than 500 GT</td>
<td>Valid only on near-coastal voyages on passenger ships</td>
</tr>
</tbody>
</table>

Uwagi / Notes

Na statkach wymienionych w rozdziale V Konwencji STCW oraz na statkach wyposażonych w ECDIS dyplom jest ważny tylko w połączeniu z odpowiednim świadectwem z przeszkolenia

On ships indicated in chapter V of STCW Convention and on ships with ECDIS this certificate is valid in connection with an adequate certificate of training only.

Ewentualną konieczność noszenia korekcyjnych należy odczytać z ważnego świadectwa zdrowia

Possible necessity of wearing corrective lenses should be read from valid medical certificate.

Figure 21. Printout of confirmation of document authenticity
5.2. Lack of authenticity confirmation

If a document isn’t found in the database, you should check data and try again. In case of lack of document, user is asked for contact via e-mail:

certyfikaty@ums.gov.pl – if document number begins with designation: UMS.

ostapowicz@umgdy.gov.pl – if document number begins with designation: GUM.

dokumenty@umsl.gov.pl – if document number begins with designation: SUM.

Actual contact data is available in Contact menu.

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