The Global ACEP Database

USER Guide
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<td>by this ACA</td>
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<td>Create a new ACA</td>
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<td>already nominated by another</td>
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<td>countries.</td>
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<td>Select Prefixes Change POE Email</td>
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<td>How to modify and update anniversary dates for an ACEP</td>
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DATABASE HOSTING and BACK-UP

OVH*
Lille, France

BIC Server 1
Two separate buildings

BIC Server 2

Permanent cross back-up
Each server is powerful enough to provide the service for the two databases

1Fopresta, Paris area

Nightly Back-up of one server

Back-up archives:
- Daily: 15 days
- Weekly: 3 months
- Monthly: 1 year

* First web hosting company in Europe and ranks 3rd worldwide

Global ACEP Database – User’s guide V4
**ADMIN** : National Administration  
*Role* : nominates ACA's, monitors ACEP programs issued by ACA’s

**ACA** : Approving (or Authorized) Competent Authority  
*Role* : enters and updates ACEP programs in the database  
*(check FAQ : “How do I find an Approving Competent Authority?”)*

**CO** : Container Operator (listed in BIC’s Prefixes database or not*)  
*Role* : receives notification of ACEP creation and updates, has consultation rights only

**POE** : Point Of Entry – Mandatory, one per Body, (created at the same time than the Body)  
- can create/delete PIC’s  
- can create/manage ACA’s (ADMIN only)  
- can create/manage ACEP (ACA only)

**PIC** : Person In Charge – Optional, the number per Body is not limited  
- can create/manage ACA’s (ADMIN only)  
- can create/manage ACEP (ACA only)

*No BIC code is required, if the CO does not exist in the database please contact the BIC for creation of a new CO.*
**STRUCTURE OF THE DATABASE - ORGANIZATION OF BODIES**

---

**ACEP Database**

- **BIC**
  - Creates ADMIN (with single POE)
  - Ensures database is available 24/7

- **ADMIN**
  - POE (email)
  - Creates ACA

- **ACA**
  - POE (email)
  - Creates ACEP

- **CO**
  - POE (email)
  - Consults ACEP

---

Optional
PIC 1
PIC 2
PIC n

---

**Global ACEP Database – User’s guide V4**
ADMIN and ACA Examples

National Administration « ADMIN »
USCG
Maritime Administration
Federal Ministry

Approving Competent Authority « ACA »
USCG
Classification Societies
Health & Safety Exec
State (Port Authority)
Acep Management
Processing multiple Acep’s for a Container Operator

The Concept of “Group” of Acep

One single Group

Group 1
Next Audit date (default +5 years)
Review date (default +10 years)

Acep 1
Date of creation

Acep ...
Date of creation

Acep n
Date of creation

Two options

One Group per Acep

Group 1
Next Audit date (default +5 years)
Review date (default +10 years)

Acep 1
Date of creation

Acep ...
Date of creation

Acep n
Date of creation

Group ...
Next Audit date (default +5 years)
Review date (default +10 years)

Acep ...
Date of creation

Acep n
Date of creation

Group n
Next Audit date (default +5 years)
Review date (default +10 years)

Acep ...
Date of creation

Acep n
Date of creation

ACA

CO
List of the emails dispatched automatically upon action of user:

- **BIC**
  - Message to ADMIN POE at creation - includes a “Register” button for first login

- **ADMIN**
  - Message to PIC at creation - includes a “Register” button for first login
  - Message to ACA POE at creation - includes a “Register” button for first login
  - Message to ADMIN POE at creation of an ACA (when PIC)

- **ACA**
  - Message to PIC upon nomination - includes a “Register” button for first login
  - Message to CO POE upon creation of CO’s ACEP - includes a “Register” button for first login
  - Message to ACA POE upon creation/modification of an ACEP
  - Message to ADMIN POE/PIC upon creation/modification of an ACEP
  - Message to CO POE upon creation/modification of an ACEP

List of the emails dispatched automatically by the system:

- To ACA beginning of each year, list of ACEP’s with details
- To ACA and relevant CO, anniversary date of audit and renewal, 6 months, 3 months and 1 month before event
- To ADMIN once a year, list of valid ACEP’s with request for on-line validation [Coming soon]
Search an ACEP or a list of ACEP’s

1- Select search criteria
2- Enter a string of characters (ACEP number / Prefix / Operator)

Or

3- Click

Or

1- Select a country/all countries
2- Click

Check here for list of registered Countries and Administrations
CONTACT US

Please let us know if you have any questions or comments.

> SEND US A MESSAGE

E-MAIL ADDRESS*
FIRSTNAME
LASTNAME
YOUR REQUEST / MESSAGE

I'm not a robot

CONFIRM
Click to access detail of ACEP for one CO

<table>
<thead>
<tr>
<th>ACEP NUMBER</th>
<th>CONTAINER OPERATOR(S)</th>
<th>DELIVERING AUTHORITY</th>
<th>ADMINISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A00000</td>
<td>TAI INTERNATIONAL</td>
<td>U.S. Coast Guard, Commandant</td>
<td>United States - Coast Guard Commandant (CG-QES)</td>
</tr>
<tr>
<td>A00001</td>
<td>COTRANS TINLEY LLC</td>
<td>U.S. Coast Guard, Commandant</td>
<td>United States - Coast Guard Commandant (CG-QES)</td>
</tr>
<tr>
<td>A00002</td>
<td>APFI-TA</td>
<td>U.S. Coast Guard, Commandant</td>
<td>United States - Coast Guard Commandant (CG-QES)</td>
</tr>
<tr>
<td>A00003</td>
<td>MAB Sizeable Container</td>
<td>U.S. Coast Guard, Commandant</td>
<td>United States - Coast Guard Commandant (CG-QES)</td>
</tr>
<tr>
<td>A00004</td>
<td>WAXX CONTAINERS INC</td>
<td>U.S. Coast Guard, Commandant</td>
<td>United States - Coast Guard Commandant (CG-QES)</td>
</tr>
<tr>
<td>A00005</td>
<td>SEACO</td>
<td>U.S. Coast Guard, Commandant</td>
<td>United States - Coast Guard Commandant (CG-QES)</td>
</tr>
<tr>
<td>A00006</td>
<td>CARGOMAX</td>
<td>U.S. Coast Guard, Commandant</td>
<td>United States - Coast Guard Commandant (CG-QES)</td>
</tr>
<tr>
<td>A00007</td>
<td>PINEY WOODS</td>
<td>U.S. Coast Guard, Commandant</td>
<td>United States - Coast Guard Commandant (CG-QES)</td>
</tr>
<tr>
<td>A00008</td>
<td>SOUTHERN CONTAINERS INC</td>
<td>U.S. Coast Guard, Commandant</td>
<td>United States - Coast Guard Commandant (CG-QES)</td>
</tr>
<tr>
<td>A00009</td>
<td>RIVER WOODS</td>
<td>U.S. Coast Guard, Commandant</td>
<td>United States - Coast Guard Commandant (CG-QES)</td>
</tr>
<tr>
<td>A00010</td>
<td>RIVER WOODS</td>
<td>U.S. Coast Guard, Commandant</td>
<td>United States - Coast Guard Commandant (CG-QES)</td>
</tr>
</tbody>
</table>

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## Details of one ACEP

### Details of ACEP Group N° “USCG-US-001”

| Container operator(s) | TAL INTERNATIONAL  
|-----------------------|-----------------------|
|                       | PERSON IN CHARGE  
|                       | richard.cormwell@talinternational.com  

| BIC Code | ICSU - IGNU - METRU - TCLU - TRLU - TORU - TLLU - TOLU - TPHU - TRSU - TRDU - TRLU  
|----------|------------------------------------------------------------------|
| AECP Numbers | ACEPMSA/18640001  
|            | ACEPMSA/19640003  

| Delivered by | Kenneth Smith, U.S. Coast Guard, Commandant, [Unit]  
|--------------|------------------------------------------------------|
| Person in charge | Ken A Smith@uscg.mil  
| Under the administration of | United States – Coast Guard Commandant (CG-OES)  

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**Global ACEP Database – User’s guide V4**
### List of ACEP’s

**Global ACEP Database – User’s guide V4**

![Game image](image_url)

**Logged in View**

**Click to access detail of ACEP for one CO**

- **Green dot**: Valid ACEP
- **Orange dot**: Invalid ACEP

**Click to download as pdf**

- **Green dot**: dates ok
- **Orange dot**: Attention requested on audit and end of validity dates

**SEARCH ACEP**

**Click to access detail of ACEP for one CO**

- **Green dot**: Valid ACEP
- **Orange dot**: Invalid ACEP
## Details of one ACEP

**ACEP DATABASE RESEARCH**

Details of ACEP Group N° “USCG-US-001”

<table>
<thead>
<tr>
<th>Container operator(s)</th>
<th>TAL INTERNATIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person in charge</td>
<td><a href="mailto:richard.wa@talinnternational.com">richard.wa@talinnternational.com</a></td>
</tr>
</tbody>
</table>

**BIC Codes**

- ICSU - KSU - NITRU - TCLU - TDRU - TLLU - TGLU - TPWU - TPKU - TRDU - TRLU

**ACEP Numbers**

- ACEPUSA/1984/0001
- ACEPUSA/1984/0003

<table>
<thead>
<tr>
<th>Delivered by</th>
<th>Kenneth Smith, U.S. Coast Guard, Commandant (CG-GES)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person in charge</td>
<td>Ken A. <a href="mailto:Smith@uscg.mil">Smith@uscg.mil</a></td>
</tr>
<tr>
<td>Under the administration authority of</td>
<td>United States - Coast Guard Commandant (CG-GES)</td>
</tr>
<tr>
<td>Next Audit (estimation)</td>
<td>17 January 2016</td>
</tr>
<tr>
<td>Date of expiration</td>
<td>27 January 2021</td>
</tr>
</tbody>
</table>

**NEW SEARCH**
IMPORTANT NOTE:
In some organisations, the ADMIN and ACA’s functions are supported by the same POE.
Contact us so that we attribute the correct set of rights to this person.
A new button will be showed in the «Logged as» window to allow instant switching between ADMIN and ACA function.
Logged in as ADMIN

Manage my Profile
ADMIN POE

To be used only when several branches of an administration share the ADMIN function

Can be updated by a new POE

When the password is changed, user receives a confirmation message
Logged in as ADMIN

Add/Manage additional Persons in Charge (PIC)

POE can add and delete PIC(s) as needed in his own organization. The number of PIC(s) is not limited.

Note:
PIC’s management is only available when logged in as POE

For clarification on PIC(s)’ functions see page 5
### Manage ACA

**List of ACA(s)**

Please note: The ACEP database is currently in the ROLL OUT PHASE, being progressively filled in by responsible authorities. So all existing ACEP Numbers are not available for review at this time.

Logged in as ADMIN

---

**COMPENTENT AUTHORITIES**

- **APAVE**
  - Country: France
  - Email: pierre.peasant@apave.com
  - Certification: 07/02/2013
  - Created by: Michael Patetta
  - Authorized: Yes

- **BUREAU VERITAS**
  - Country: France
  - Email: lucas.cavello@bureauveritas.com
  - Certification: 07/02/2013
  - Created by: Michael Patetta
  - Authorized: Yes

Click to see details of one ACA
See page 20

Click to create a new ACA

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Logged in as ADMIN

List of ADMIN(s) who have nominated this ACA

Current ADMIN

Click to rescind ACA’s capacity to deliver new ACEP.

Note: This will not affect existing ACEP’s already delivered by this ACA, but these ACEP’s will have to be transferred to another ACA for audit and renewal management.

Click to create a new ACA

ADMIN can edit/change ACA’s POE

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Manage ACA
Create a new ACA

Enter Company name

Or select an existing ACA in the worldwide already registered list
See page 23

Logged in as ADMIN
**Manage ACA**

**Create a new ACA**

Logged in as ADMIN

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**Global ACEP Database – User’s guide V4**
Logged in as ACA

Click for scroll down menu

WELCOME TO THE ACEP DATABASE

SEARCH ACEP N°

MY ACCOUNT
- My profile
- Persons in charge
- Manage ACEP numbers

CONTACT US

ABOUT ACEP

FAQ

For use of search functions see page 8

See page 25

See page 26

See page 27 to 35

Global ACEP Database – User’s guide V4
Can be updated by a new POE

When the password is changed, user receives a confirmation message

Must be fulfilled at initial nomination by ADMIN

Manage ACA and POE profile
Logged in as ACA

Manage Person in Charge (PIC)

POE can add and delete PIC(s) as needed in his own organization. The number of PIC(s) is not limited

Note:
PIC’s management is only available when logged in as POE

For clarification on PIC(s)’ functions see page 6
Logged in as ACA

List of ACEP

Click to access to details and edition of ACEP

Click to create a new ACEP

See page 32
Logged in as ACA

Invalidate the ACEP Group, possible only if all ACEP's related to this group are invalidated. ACEP numbers will be seen with an orange dot in logged-in lists and audit and expiration dates of ACEP group will be set to today.

Physically delete an ACEP Group, this function is accessible ONLY when logged in as Super Administrator (BIC)

Add another CO to this ACEP Group

See page 29

Change the person in charge by another POE or by an existing or new PIC, see page 30

Manage audit and expiration dates, see page 31

Click to mail to

Transfer the ACEP number to another CO, only if same ACA

Date of delivery of this ACEP

Dates related to this ACEP Group

Date of delivery of this ACEP Group

Global ACEP Database – User’s guide V4
Add another ACEP number in the same ACEP group, Audit and expiration dates remain the ones set at the Group level.

Invalidate this ACEP number, ACEP number will be seen with an orange dot in logged in lists.

Physically delete an ACEP, this function is accessible ONLY when logged in as Super Administrator (BIC).
Manage ACEP Group
Change person in charge

You can link the ACEP group to another POE or PIC, same ACA

or to a new PIC, same ACA
Log in as ACA

Manage ACEP Group
Change dates

Dates related to this ACEP Group

These dates can be modified when needed by POE or PIC

Note: you must click on the day of month last to validate your entry

Global ACEP Database – User’s guide V4
Logged in as ACA

Manage ACEP
Create a new ACEP and ACEP Group (1)

Logged-in POE or PIC

Administration in charge. Select the correct ADMIN in scroll down list as necessary (One ACA can be nominated by several ADMIN)

Several CO’s can be associated to one single ACEP

See page 33-34
See page 34
See page 34
See page 35
Logged in as ACA

Manage ACEP
Create a new ACEP and ACEP Group (2)

(1) Enter a string of characters of CO's name

(2) Select the CO in the list

(3) Go to page 34

If you can't find the CO, contact us

If you can't find the correct CO, you can jump here on BIC website for deeper search by name and prefix (only CO with BIC prefixes)
Manage ACEP
Create a new ACEP and ACEP Group (3)

Default CO’s POE is coming from BIC database, change if necessary

Delete prefixes if necessary
Manage ACEP
Create a new ACEP and ACEP Group (4)

Logged in as ACA

Enter the ACEP number
Note: there are NO control of structure implemented

And delivery date of this ACEP

Click to generate a group number.
It can be edited if necessary

You can create several ACEP’s
Click here to add empty lines

Enter the date of delivery of ACEP Group
Next audit and expiration dates are set per default at 5 and 10 years.
They can be edited if necessary

Global ACEP Database – User’s guide V4
The date of expiration cannot be more than ten years after either:
- the date of delivery
- the last audit date

So, in order to update anniversary dates, you must update the last audit date first. 
*Note: the next audit date will be generated automatically 5 years after the last audit date (it can be change case be)*

Then, when necessary, you can update the Date of Expiration.

Remember: to validate a new date you MUST always click last on the day of month (eg: 1 to 31)