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PHICS - Polish Harbours Information & Control System  
User documentation  
Seafarers' documents verification system

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**DOCUMENTATION OF CHANGES:**

Item	Version	Date	Author	Description of change	Notes
1.	1.0	10.12.2003	JH	Creation of version 1.0.	
2	1.1	31.03.2014	JH	Documentation update.	
3	1.2	02.04.2014	JH	Documentation update.	
4	1.3	03.04.2014	JH	Documentation update.	
5	1.4	23.12.2016	PD	Documentation update.	

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Document version: 1.4

**Note:**

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

- Web browser:
  - o Internet Explorer, version 8 and above.
  - o Opera, version 12 and above.
  - o Chrome, version 23 and above.
  - o Firefox, version 16 and above.
  - o 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 sailors' 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 sailors' Polish documents – a part of PHICS system – is available on the following site:

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

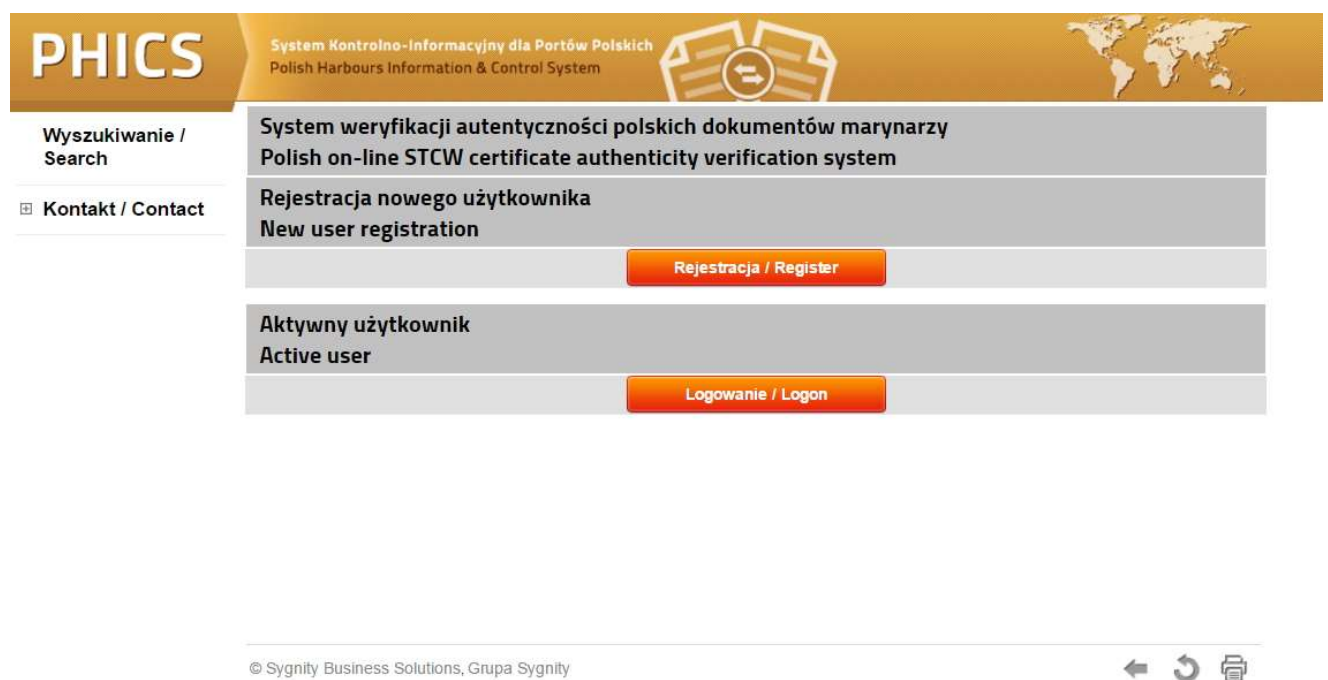


Figure 1. Appearance of the application for authenticity verification of STCW documents.

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.

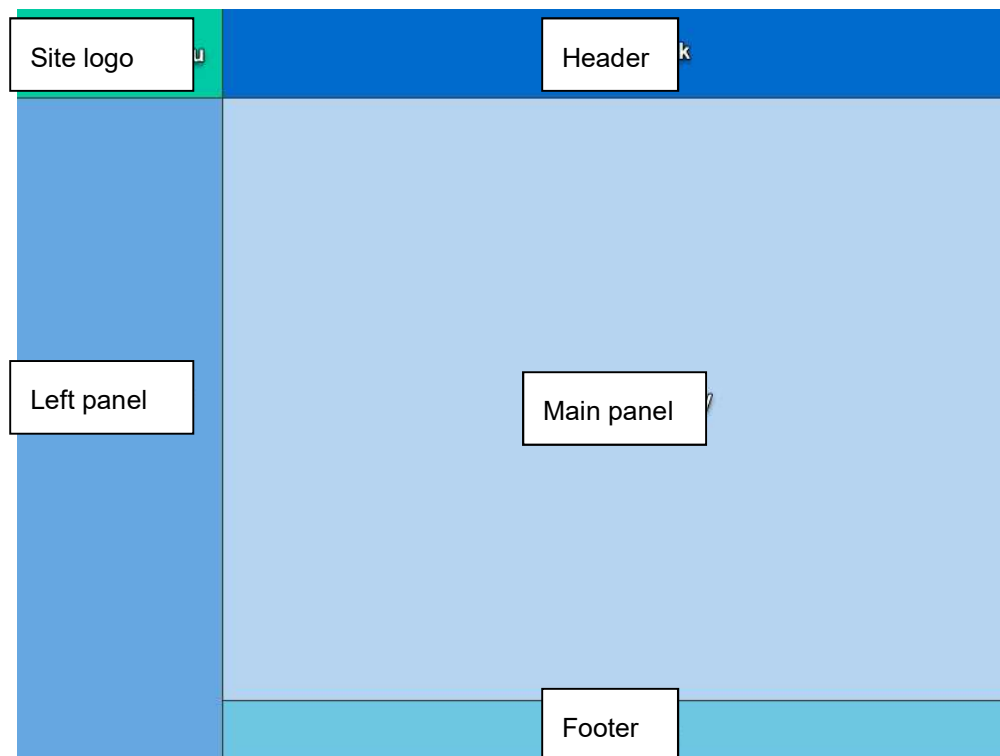


Figure 2. Block diagram of graphical interface of PHICS system.

## 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.

Figure 3. Footer of PHICS system.

### 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.



Figure 4. Function for registration of new user.

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.

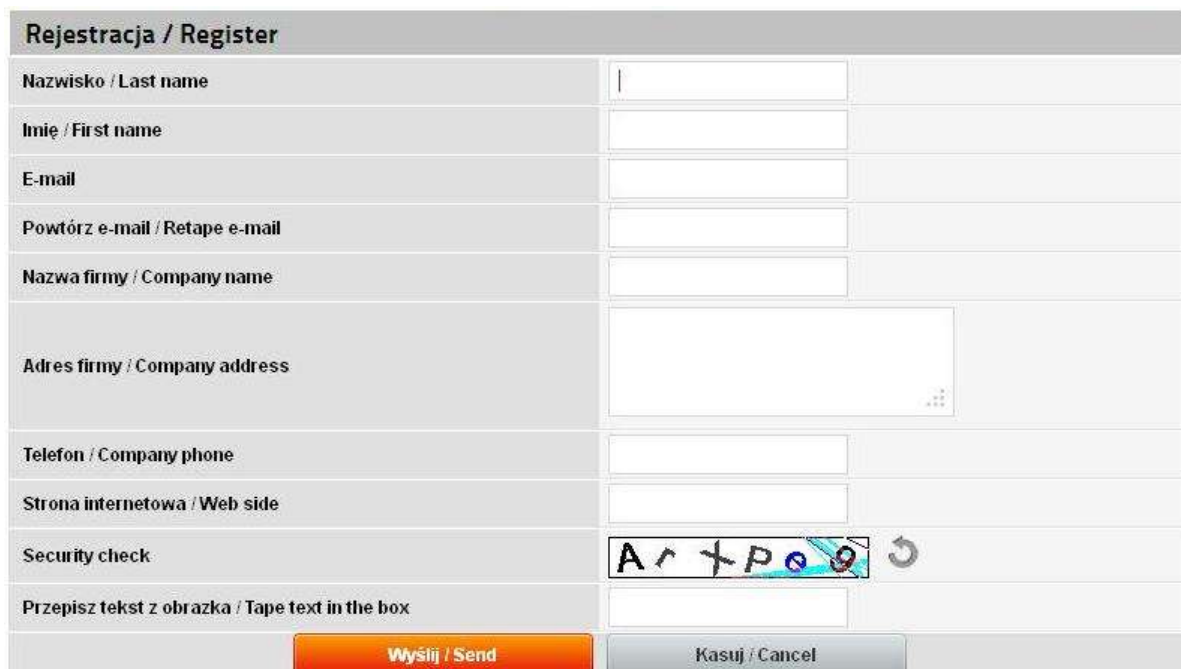
The image displays a registration form titled 'Rejestracja / Register'. It contains several input fields: 'Nazwisko / Last name', 'Imię / First name', 'E-mail', 'Powtórz e-mail / Retape e-mail', 'Nazwa firmy / Company name', 'Adres firmy / Company address' (with a dropdown arrow), 'Telefon / Company phone', and 'Strona internetowa / Web side'. A 'Security check' section shows a CAPTCHA image with the text 'Ar + Po 0 3'. Below the form are two buttons: 'Wyslij / Send' (orange) and 'Kasuj / Cancel' (grey).

Figure 5. Form for registration of new user.

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.

Rejestracja / Register	
Nazwisko / Last name	<input type="text" value="Kowalski"/>
Imię / First name	<input type="text" value="Jan"/>
E-mail	<input type="text"/>
Powtórz e-mail / Retape e-mail	<input type="text"/>
Nazwa firmy / Company name	<input type="text"/>
Adres firmy / Company address	<input type="text"/>
Telefon / Company phone	<input type="text"/>
Strona internetowa / Web side	<input type="text"/>
Security check	<input type="text" value="A r x p o e 3"/>
Przepisz tekst z obrazka / Tape text in the box	<input type="text"/>
<input type="button" value="Wyślij / Send"/> <input type="button" value="Kasuj / Cancel"/>	

podaj email / enter email

podaj ponownie email / retype email

podaj nazwę firmy / enter company name

podaj adres firmy / enter company address

podaj nr telefonu / enter company phone

podaj stronę internetową / enter Web side

zły tekst / wrong text

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.

Rejestracja / Register	
Nazwisko / Last name	<input type="text" value="Kowalski"/>
Imię / First name	<input type="text" value="Jan"/>
E-mail	<input type="text" value="jan.kowalski.agent@interi"/>
Powtórz e-mail / Retape e-mail	<input type="text" value="jan.kowalski.agent@interi"/>
Nazwa firmy / Company name	<input type="text" value="Agencja Morska ABC"/>
Adres firmy / Company address	<input type="text" value="ul. Portowa 200C&lt;br/&gt;70-999 Szczecin"/>
Telefon / Company phone	<input type="text" value="+48 91 123 456 789"/>
Strona internetowa / Web side	<input type="text" value="www.agencjamorskaabc."/>
Security check	<input type="text" value="TAYoi3"/>
Przepisz tekst z obrazka / Tape text in the box	<input type="text" value="TAYoi3"/>
<input type="button" value="Wyślij / Send"/> <input type="button" value="Kasuj / Cancel"/>	

zły tekst / wrong text

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.



*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.

**Downar, Beata**

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**Od:** phics.info@ums.gov.pl  
**Wysłano:** wtorek, 22 grudnia 2020 11:53  
**Do:** Downar, Beata  
**Temat:** Polish on line STCW certificate authenticity verification system

Ta informacja została wygenerowana automatycznie. Zostałeś zarejestrowany w polskim systemie weryfikacji autentyczności dokumentów marynarzy.

Twój login i hasło: McuJkXza, [REDACTED]

Jeśli nie będziesz korzystać z systemu dłużej niż 30 dni twoje konto zostanie automatycznie usunięte. Korzystanie z systemu będzie możliwe po ponownej rejestracji. Po zalogowaniu wypełnij wszystkie wymagane pola.

Numer polskich dokumentów zaczynają się od:

UMS - w przypadku dokumentów wydanych przez Urząd Morski w Szczecinie, GUM - w przypadku dokumentów wydanych przez Urząd Morski w Gdyni, SUM lub OUM - w przypadku dokumentów wydanych przez Urząd Morski w Szczecinie oddział w Słupsku.

W przypadku, gdy dokument nie zostanie odnaleziony prosimy o kontakt na adres e-mail:

certyfikaty@ums.gov.pl - w przypadku dokumentu, którego numer zaczyna się od oznaczenia UMS,

certyfikaty@umgdy.gov.pl - w przypadku dokumentu, którego numer zaczyna się od oznaczenia GUM,

certyfikaty1@ums.gov.pl - w przypadku dokumentu, którego numer zaczyna się od oznaczenia SUM lub OUM.

This message was automatically generated by Polish on-line STCW certificate authenticity verification system.

You have been registered in Polish on-line STCW certificate authenticity verification system.

Your login and password: McuJkXza, [REDACTED]

If you don't use the system for more than 30 days, your account will be automatically deleted.

Use of the system will be possible after re-registration. After logging in / registration please fill all the required fields.

Numbers of Polish certificates start with:

UMS - for certificates issued by Maritime Office in Szczecin, GUM - for certificates issued by Maritime Office in Gdynia, SUM or OUM - for certificates issued by Maritime Office in Szczecin, department in Słupsk.

In case the certificate cannot be found, please contact us at the following e-mail addresses:

certyfikaty@ums.gov.pl - in case the number of certificate starts with UMS, certyfikaty@umgdy.gov.pl - in case the number of certificate starts with GUM, certyfikaty1@ums.gov.pl - in case the number of certificate starts with SUM or OUM.

*Figure 9. Confirmation of user registration.*

## 4. Logon to the system

After start of application, you should logon with **Logon** option.



Figure 10. Logon function for active users.

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

The image shows a 'Logon' form. It has a title 'Logon' with a lock icon. Below the title are two input fields: 'Użytkownik / User' containing 'vmptbPt5' and 'Hasło / Password' containing seven dots. Below the fields is an orange 'Login' button.

Figure 11. Form for logon to PHICS system.

### 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.

### 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.

Zmian hasła / User Password Change	
Użytkownik / User	vmptbPt5
Aktualne hasło / Current Password	<input type="password"/>
Hasło / Password	<input type="password"/>
Potwierdź hasło / Confirmed Password	<input type="password"/>
<input type="button" value="Wyślij / Send"/> <input type="button" value="Kasuj / Cancel"/>	

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 Polish CoC and CoP

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.

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.

## 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	
Numer dyplomu (świadectwa) / CoC (CoP) number	UMS-13152-126510-33/2014
Data wydania / Date of issue (yyyy-mm-dd)	2014-12-19
Data urodzenia / Owners date of birth (yyyy-mm-dd)	
Dyplom / Certificate	
Polska Administracja Morska potwierdza, że niżej wymieniony dokument jest autentyczny. Polish Maritime Administration certifies that mentioned below certificate is authentic.	
Imię / First name	
Drugie imię / Middle name	WOJCIECH
Nazwisko / Surname	
Data ważności / Valid till	2014-12-24
Opis / Description	DYPLOM KAPITANA ŻEGLUGI PRZYBRZEŻNEJ
Opis / Description	MASTER CERTIFICATE NEAR-COASTAL VOYAGES
Podstawa prawna / Regulation	I/3 STCW Convention 78 as amended
Status / Status	Nieważny / Cancelled

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. Polish Maritime Administration certifies that mentioned below certificate is authentic.	
Imię / First name	ARKADIUSZ
Drugie imię / Middle name	WOJCIECH
Nazwisko / Surname	BARANOWSKI-JAKUBOWICZ
Data ważności / Valid till	Ważny bezterminowo / Valid indefinitely

Figure 17. Document valid indefinitely - example

Displayed below are level and functions of the certificate holder:

**Posiadacz dyplomu/świadectwa jest uprawniony do wykonywania obowiązków w następujących zakresach i poziomach – z wymienionymi niżej 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	
<b>Zakres obowiązków / Function</b>		
No.	Zakres obowiązków	Function
1	Nawigacja	Navigation
2	Operacje ładunkowe	Cargo handling and stowage
3	Dbalność o statek i opieka nad ludźmi	Controlling the operation of the ship and care for person on board
4	Radiokomunikacja	Radiocommunication

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:

**Posiadacz tego dyplomu może zajmować następujące stanowiska:**

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

No.	Stanowisko	Ograniczenia	Capacity	Limitation
1	Oficer wachtowy	Ważne tylko w żegludze przybrzeżnej	Officer in charge of a navigational watch	Valid only on near-coastal voyages
2	Kapitan na statkach o pojemności brutto poniżej 500	Ważne tylko w żegludze przybrzeżnej na statkach innych niż pasażerskie	Master on ships of less than 500 GT	Valid only on near-coastal voyages on ships other than passenger ships
3	Kapitan	Ważne tylko w żegludze krajowej na statkach innych niż pasażerskie	Master	Valid only on home trade on ships other than passenger ships
4	Kapitan na statkach bez własnego napędu	Bez ograniczeń	Master on dumb ships	None
5	Kapitan na statkach o pojemności brutto poniżej 500	Ważne tylko w żegludze przybrzeżnej na statkach pasażerskich	Master on ships of less than 500 GT	Valid only on near-coastal voyages on passenger ships

#### Uwagi / Notes

No.	Uwagi	Notes
1	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
2	Ewentualną konieczność noszenia szkieł korekcyjnych należy odczytać z ważnego świadectwa zdrowia	Possible necessity of wearing corrective lenses should be read from valid medical certificate

**Nowe wyszukiwanie / New search**



PHICS: Polish online STCW certificate authenticity verification system  
Polish Maritime Administration

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:

Status / Status	Zawieszony / Suspended
<b>Dokument jest zawieszony. Document is suspended.</b>	
<b>Prosimy o kontakt na adres e-mail: Please contact us at the following e-mail addresses:</b>	
certyfikaty@ums.gov.pl - in case the number of certificates starts with UMS, certyfikaty@umgdy.gov.pl – in case the number of certificates starts with GUM, certyfikaty1@ums.gov.pl - in case the number of certificates starts with SUM or OUM.	
<b>Posiadacz dyplomu/świadectwa jest uprawniony do wykonywania obowiązków w następujących zakresach i poziomach – z wymienionymi niżej ograniczeniami: Holder of this certificate has been found competent to perform the following functions, at the level specified, subject to any limitations indicated below:</b>	

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*

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

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

#### Dyplom / Certificate *Opis / Description*

DYPLOM KAPITANA ŻEGLUGI PRZYBRZEŻNEJ  
*MASTER CERTIFICATE NEAR-COASTAL VOYAGES*

<b>Podstawa prawna / Regulation</b> <i>Status / Status</i>	1/3 STCW Convention 78 as amended Nieważny / Cancelled
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Posiadacz dyplomu/świadectwa jest uprawniony do wykonywania obowiązków w następujących zakresach i poziomach – z wymienionymi niżej ograniczeniami:

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

<b>Poziom / Level</b>	Zarządzania / Management
-----------------------	--------------------------

#### **Zakres obowiązków / Function**

Nawigacja  
*Navigation*

Operacje ładunkowe  
*Cargo handling and stowage*

Dbalność o statek i opieka nad ludźmi  
*Controlling the operation of the ship and care for person on board*

Radiokomunikacja  
*Radiocommunication*

Posiadacz tego dyplomu może zajmować następujące stanowiska:

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

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

#### 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 szkieł 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](mailto:certyfikaty@ums.gov.pl) – if document number begins with designation: **UMS**.

[certyfikaty@umgdy.gov.pl](mailto:certyfikaty@umgdy.gov.pl) – if document number begins with designation: **GUM**.

[certyfikaty1@ums.gov.pl](mailto:certyfikaty1@ums.gov.pl) – if document number begins with designation: **SUM or OUM**.

Actual contact data is available in **Contact** menu.

The screenshot shows the PHICS (Polish Harbours Information & Control System) interface. The main heading is "Potwierdzenie autentyczności / Confirmation the authenticity of certificate". The form contains the following fields:

Numer dyplomu (świadectwa) / CoC (CoP) number	<input type="text" value="IS-13168-013523-5070/2016"/>
Data wydania / Date of issue (yyyy-mm-dd)	<input type="text" value="2016-03-12"/>
Data urodzenia / Owners date of birth (yyyy-mm-dd)	<input type="text" value="1965-12-10"/>
Security check	<input type="text" value="5 ↓ T b 4 5"/>
Przepisz tekst z obrazka / Type text in the box	<input type="text" value="uBXsXG"/>

Buttons: Wyślij / Send (orange), Kasuj / Cancel (grey).

**Dokument nie został znaleziony, sprawdź dane i spróbuj ponownie.**  
Document cannot be found, please check the data and try again.

**W przypadku, gdy dokument nie zostanie odnaleziony prosimy o kontakt na adres e-mail:**  
In case the certificate cannot be found, please contact us at the following e-mail addresses:

**certyfikaty@ums.gov.pl** - in case the number of certificates starts with **UMS**,  
**certyfikaty@umgdy.gov.pl** – in case the number of certificates starts with **GUM**,  
**certyfikaty1@ums.gov.pl** - in case the number of certificates starts with **SUM** or **OUM**.

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Figure 22. Lack of confirmation of document authenticity

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