

## Guide to Update and Renew NZ ENC Service Subscriptions

**NZ ENC are official vector New Zealand Electronic Navigational Charts (ENC) providing coverage of New Zealand Territory waters. They are published by the New Zealand Hydrographic Authority (NZHA) and are available in data packs. This guide provides an overview of the update and renewal processes of ENCs available in the NZ ENC Service, and the process of when your NZ ENC subscription is approaching expiry.**

When you subscribe to any NZ ENC pack you will automatically receive a free service for the duration of your subscription.

### **Why do I need to update my NZ ENCs?**

ENC Updates are the means by which National Hydrographic Offices provide mariners with the latest navigationally critical information applicable to ENCs. It is therefore imperative for all mariners to update their ENCs to ensure they remain safe to use.

Additionally, if you are operating a commercial vessel 12m or more in length engaged in New Zealand domestic operations, most vessels are required to carry up-to-date official nautical charts and nautical publications in order to comply with maritime rules for commercial vessels.

### **The types of navigationally critical information that may be issued as an NZ ENC update includes but are not restricted to:**

- Significant changes to Aids to Navigation,
- Reports of new dangers significant to surface navigation, e.g. shoals, obstructions and wrecks,
- Changes in general charted depths,
- Changes in vertical clearances of bridges,
- Changes in cables and pipelines both overhead and on the sea floor,
- Changes in prohibited/restricted areas, anchorages etc.,
- Additions and deletions of conspicuous landmarks,
- Changes to port infrastructure, e.g. changes to wharves, reclaimed areas, available depths, works in progress and new port developments,
- Changes in Pilotage areas etc.

### **What types of updates are included in the NZ ENC Service?**

NZ ENC update downloads contain three distinct components for keeping your ENC packs up-to-date. The Service includes:

- Changes to existing editions of ENCs, including all permanent, temporary and preliminary notices published each fortnight

- Replacement new editions of ENCs when larger volumes of new information have been received, for which you will be sent new permits if the new editions are within the area covered by your ENC data pack.
- Any new ENCs which have not previously existed. You will be sent a new cell permit if the new ENC is within your subscribed area.
- Cancellation of ENCs, when an ENC is withdrawn a cancellation update is issued to remove the ENC in the navigation system.

By loading each published update (and any corresponding cell permits) onto your navigation system you can sail with confidence that your NZ ENCs are as up-to-date as possible for navigational critical information.

### How does the NZ ENC Service work in general?

The NZ ENC Service comprises 'Base' data and 'Update' data and 'cell permits'.

- **Base data** is released on a six-monthly basis (January and July). At the time of its release, base data includes all the ENCs in the NZ ENC series up-to-date to the latest published ENC update. Base data is available for download from the NZ ENC Service website.

Base data is labelled according to the calendar week the data is released in. For example, an NZ ENC Base released on Friday 10 Jan 2020 will be labelled "Week 02-2020".

- **Update data** is released fortnightly, on a Friday. There is one exception – when new Base data is released there will be no update data published in that fortnight. This is because when base data is released it contains the latest fortnight's update data as well. Update data is the 'top-up' mechanism by which you can keep your NZ ENCs up-to-date between base data releases. In exceptional circumstances data may be released on the following Monday instead of Friday.

NZ ENC update data is released on the same Friday as paper Notices to Mariners. It is labelled according to the calendar week the data is released in. For example, an NZ ENC update released on Friday 24 Jan 2020 will be labelled "Week 04-2020". Because NZ ENC updates are released fortnightly, week labels will increment by two (for example Week 04-2020, Week 06-2020, Week 08-2020 etc).

- **Cell permits** enable the individual ENC for which you have subscribed to be viewable on your navigation system for the duration of your subscription. New cell permits will be supplied to you if the NZHA releases new editions of existing ENCs already included in your ENC packs, or if new ENCs are added in the area covered by your ENC packs.

It is important to load the latest set of permits when loading update data. Failure to load the permits corresponding to an update will deny access to new cells released in the update and may even result in access disappearing to previously accessible cells (where a cell has been cancelled and released in the same geographical area with a new file name).

### What does the NZ ENC Service offer?

The NZ ENC Service is a free service and automatically provides permits for each NZ ENC data pack subscription for its duration. After you have downloaded your initial base and update data from the website, the service also expects you to download subsequent updates and permits from the NZ ENC Service website. You will receive notification emails with a report to advise you of new available updates in your subscribed area.

The process to install ENC data and permits varies between navigation systems so please consult your navigation system manual for instructions. If you are having problems in installing your base and update data sets, refer to the fact sheet *Guide to Installing your NZ ENC Service* which was attached to your notification email and can also be downloaded from the ENC Service website.

### How do I access my NZ ENCs?

If you have downloaded the base and update data you will need to load both data sets and your permits onto your navigation system. If you only have a base data, then just load this and your permits. After your registration, you should have received a notification email which notifies that permits are available for download. The process to install ENC data and permits varies between navigation systems, so please consult your navigation system manual for instructions. You should also read the '*Guide to installing NZ ENC*' which will be attached to your notification email.

### How do I update my ENCs?

Every fortnight the NZ ENC Service will send you a notification email with a report which showing if the data pack(s) you have subscribed to have any updates or any new cell permits available for download.

You should wait until you have received your fortnightly notification email before loading the base and update data on your navigation system. Failure to load the permits corresponding to an update will deny access to new ENC cells released in the update and may even result in access disappearing to previously accessible ENC cells (where an ENC has been cancelled and released in the same geographical area with a new file name). If your email advises that permits are not available for your ENC packs, just load the base or update data.

- **Base data:** You will receive base data in January and July instead of regular fortnightly update data.
- **Update data:** Update data is available for download on the publication day of the paper New Zealand Notices to Mariners (NtM) edition. All NZ ENC update data sets are cumulative, they contain all updates issued since the last base data release and get larger each fortnight. Variations of releasing update data might occur due to public holidays.
- **Fortnightly notification email:** Each fortnight during your subscription the NZ ENC Service will send you an email which will contain an '*Update Report*' that lists the types of updates issued for your ENC packs

In case of a new ENC edition or a new ENC the permits are available for download from your personal account. In exceptional circumstances they may be sent on the following Monday instead of Friday.

### **What should I retain for backup purposes?**

We recommend you retain:

- A copy of your latest base data. Previous editions of base data should be destroyed.
- A copy of your latest (cumulative) update data (which corresponds to your latest base data). All previously supplied cumulative update data can be destroyed because the latest update will contain all previously issued updates as well.
- A copy of your latest cell permits.

### **What happens when my cell permits expire?**

After your cell permits have expired you will no longer be receiving notification emails. You will also not be able to install updates downloaded from the NZ ENC Service website onto your navigation system. Unless you renew your subscription, your data will not be updated for navigational critical information, will become unsafe, and will immediately cease to meet chart carriage regulations.

IHO S-63 compliant navigation systems should issue warnings prior to ENC cell permit expiry to provide sufficient lead time for you to subscribe to new subscriptions. Additionally, you will receive a series of warnings via your NZ ENC notification email which will list the NZ ENC packs with subscriptions that are about to expire. These warnings will be automatically issued 30 days prior to permit expiry.

### **How do I renew my subscription?**

When it is time to renew your subscription, you can login to your personal account and follow the instructions.

#### **Updating tips for all NZ ENC Users**

1. It is good practice to load updates every fortnight, even when you are notified that there aren't new permits available for your pack. This is because most navigational critical information is in the form of NtM updates applied to existing ENC, with only a lesser number requiring a full new edition each fortnight and associated new cell permit. If you wish to check whether any updates apply to your packs prior to installing an update, you can consult your update report attached to your fortnightly notification email.
2. Updates are also used to cancel withdrawn cells. When cancellation update is issued your navigation system may either remove the ENC or allow you to decide to retain the ENC. If you decide to retain it, each time you view the cancelled ENC your system should display a message to warn you that under no circumstances should the cancelled ENC be used for primary navigation



3. Update data set only corresponds to a particular edition of base data. Therefore you must load updates that relate to the correct base data. Errors will be experienced if updates are applied to the wrong base.
4. NZ ENC cell permits are specific to a particular fortnightly update. It is important to load new permits and the corresponding ENC update data onto your navigation system at the same time. Loading new permits without the corresponding update data may remove access to previously installed ENC cells. Loading update data without the corresponding permits will deny access to new ENC cells released in the update and may even result in access disappearing to previously accessible cells (where a cell has been cancelled and released in the same geographical area with a new file name).

It is important to load all cell permits notified to you. Failure to follow this advice:

- Will not enable your system to display any new cells issued for your packs.
- Will not apply or display future updates to cells replaced by new editions.