

Instructions for raising Hydrographic Note (Form IH 102)

**Appeal to all Mariners:**

1. Mariners at sea whilst on passage, or whilst entering / leaving ports / harbours and other waterways, are requested to look out for new or suspected dangers to navigation, changes in aids to navigation, or corrections to published charts and Sailing Directions. Whenever any such changes / dangers are observed, mariners are requested to notify the same to the Chief Hydrographer to the Government of India at the following address: -

National Hydrographic Office  
107-A, Rajpur Road,  
Dehradun - 248001  
(UTTARAKHAND), INDIA  
e-mail: - inho-navy@nic.in; msis-inho-navy@nic.in  
Fax No.: +91-0135- 2748373  
WEB: www.hydrobharat.nic.in

**Instructions for filling up IH 102**

2. Kindly follow the instructions below in order to help the Hydrographic Office (the recipient) to quickly issue NAVAREA warning / Notice to Mariners for the benefit of all other mariners at sea.

**Position Reporting**

3. When a position is defined by bearings (true or magnetic to be specified) more than two bearings should be used in order to provide a check. Distances observed by Radar should be corrected for index errors. Latitude and Longitude obtained from GPS / DGPS should specify the datum (WGS 84 or other). A copy / tracing from the largest scale chart may be used for forwarding details, with the corrections and additions being shown thereon in red.

**Depth Reporting**

4. When soundings are obtained using Echo Sounders, the echo-gram should be duly annotated with date, time, position and depth, etc., before enclosing it with the Form IH 102. It is important to state whether echo sounder is set to register depths below the surface or below the keel; in the latter case the vessel's draught should be given. Time and date should be given in order that corrections for the height of the tide may be applied where necessary. The make, name and type of echo sounder should also be given. Care should be taken to set the echo sounder to the largest scale / phase, so as to obtain maximum details of echo of the feature. Efforts should be made to identify and negate false echoes if any.

5. Reports, which cannot be confirmed or are lacking in certain details should not be withheld. Limitations or shortcomings should be duly notified in the form.

6. Reports on shoal soundings, uncharted dangers and navigational aids out of order should be reported through fastest available means at the mariner's discretion, and also be made by radio to the nearest coast radio station. The draught of modern tankers is such that any uncharted depth under 50 metres should be of sufficient importance to justify a radio message.

7. Port information should be forwarded on form IH 102a together with IH 102. Form 102a contains the information required for Sailing Direction and should be used as an *aide memoir*. Where there is insufficient space on the form, additional sheet should be used.

*Please Note:* - The receipt of all Hydrographic Notes will be duly acknowledged by the Hydrographic Office. Normally, the sender's ship or name is quoted as the source when the Notices to Mariners reporting the change is issued, unless the information is received through a foreign Notices to Mariners. Further communication from the Hydrographic Office to the sender of the hydrographic note will only be necessary to verify unusual features or abnormal values reported.