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Shipping Guidance Notice – 172

Requirements & Guidance on maintenance of crew lists ashore

To: Masters, Seafarers, Shipowners & Operators

1. References

- Gibraltar Merchant Shipping (Safety, etc.) Act, 1993
- Gibraltar Merchant Shipping (Ship Registration) Regulations l997
- IMO Crew List *(known as FAL Form 5)*

2. Summary

2.1. The Gibraltar Maritime Administration (GMA) pursuant to the requirements contained with the Gibraltar Merchant Shipping (Safety, etc.) Act, 1993, Regulation 49, requires owners/operators of Gibraltar registered vessels to maintain up-to-date crew lists for vessels under their ownership/management.

2.2. The requirement for a crew list under the Regulation is separate from the IMO Crew List, known as FAL Form 5, which is required by port authorities for immigration and customs reasons.

2.3. Under the Regulation, the Master of a Gibraltar registered vessel is tasked with providing the owner/operator an up-to-date crew list following the ship's arrival at its port of destination, and/or following crew changes.

3. Application

3.1. Gibraltar Merchant Shipping (Safety, etc.) Act, 1993, Regulation 49 applies to any vessel registered under the Gibraltar Merchant Shipping (Ship Registration) Regulations 1997.

3.2. A copy of a crew list pertaining to a Gibraltar registered vessel shall be made available to the Gibraltar Maritime Administration on demand.

3.3. Where a Gibraltar registered vessel is lost or abandoned, the master or owner/operator shall as soon as possible, provide the Gibraltar Maritime Administration a crew list made out to the time of the loss or abandonment of the ship.

4. Guidance

4.1. It is essential that up-to-date crew lists are maintained by owners/operators ashore since in the event of the loss or abandonment of the vessel it relates to, it will be this which is used to establish whether any crew are missing.

4.2. In order to assist owners/operators in respect of the requirement, the following annexes provide guidance on the minimum information required to be provided, and a model form format which may be made use of.

4.3. Nothing prevents owners/operators from creating a database or form which records the data for both the Gibraltar Regulations and IMO crew list purposes, but it should be capable of providing the information in the correct format for each purpose.

Steve Gomez - Chief Surveyor
For & on behalf of the Maritime Administrator

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Annex 1 – Crew list information

1. The name of the ship, its port of registry and official number

2. The name of the owner and operator of the ship, their addresses and of any other registered owner with responsibility for the vessel and their address

3. Information relating to all persons on the ship, at any time, whether they have a seafarers employment agreement or not, and to include as a minimum:
   - Address;
   - Discharge/seaman's book number (if any) or date and place of birth;
   - The name of the ship in which the seafarer was last employed, and if discharged from that ship more than 12 months before becoming employed in the ship to which the List of Crew relates, the year in which the seafarer was discharged;
   - The capacity in which the seafarer is employed;
   - The grade, including all endorsements *(e.g. Restrictions, Dangerous Cargo Endorsements),* country of issue and number of any Certificate of Competency or Certificate of Equivalent Competency held by the seafarer;
   - The date on which the seafarer first boarded the ship to commence their employment;
   - The date and place at which the seafarer left the ship and if they left on discharge, the reason for their discharge;
   - If the seafarer is left behind otherwise than on discharge, the date and place of and reason (if known to the master) for this being done; and,
   - The name, relationship and address (if different) to the seafarer's of the seafarer's next of kin

Annex 2 – Model Form

LIST OF CREW AND SIGNATURES OF SEAFARERS SERVING ON .....*(name of vessel)*				*(Rev 9/2013)*
(a) Reference No. in Log Book	(b) Name of Seafarer (block letters)	(e) Address of Seafarer	(h) Date of commencement of employment on board	(k) Signature of Seafarer on engagement.
	(c) Discharge Book No. (if any) or date and place of birth	(f) Name and relationship of next of kin	(i) Date and place of leaving the Ship	(l) Signature of Seafarer on discharge or if not discharged, the reason for being left behind, if known.
	(d) Name of Ship in which last employed.	(g) Address of next of kin if different to seafarer	(j) If discharged the reason for discharge	(m) Signature of person before whom the Seafarer is discharged.
(a)	(b)	(e)	(h)	(k)
	(c)	(f)	(i)	(l)
	(d)	(g)	(j)	(m)
(a)	(b)	(e)	(h)	(k)
	(c)	(f)	(i)	(l)
	(d)	(g)	(j)	(m)
(a)	(b)	(e)	(h)	(k)
	(c)	(f)	(i)	(l)
	(d)	(g)	(j)	(m)
(a)	(b)	(e)	(h)	(k)
	(c)	(f)	(i)	(l)
	(d)	(g)	(j)	(m)

CERTIFICATES OF COMPETENCY HELD BY SEAFARERS LISTED ABOVE *(State if none held)*			
Reference No. (as above)	Capacity in which employed	No. of Certificate of Competency, Equivalent Competency etc	Describe in full the Certificate of Competency, Equivalent Competency held including all Endorsements (e.g. Restrictions, Dangerous Cargo Endorsements etc) and the Country of issue