

**GIBRALTAR MARITIME ADMINISTRATION**  
(Ministry of Maritime Affairs)



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**Shipping Information Notice – No. 026**  
**Gibraltar Maritime Administration – Gibraltar Ship Registry Task Priorities**

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To: Ship Owners, Operators, Masters, Officers, Local Representatives

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All Clients:

The Gibraltar Ship Registry (GSR) has identified its Core Task Areas for commercial ship-based services. These Tasks are prioritised by the department into three categories:

Level 1 - Highest (for urgent or very important matters)

Level 2 - High Priority

Level 3 - Routine

The following tasks detail the categorization, the minimum prior notice time required which will result in the approximate completion timeframe:

<b>Task Area</b>	<b>Task Description</b>	<b>Minimum prior notice required by GSR before completion or expiry</b>	<b>Priority Level (&amp; approx. Completion Time)</b>
SHIPS	New Registrations (Full, Bareboat & Under Construction)	At least five working days	Level 1 (within two working days)
SHIPS	Registration of Mortgages (Full & Under Construction)	At least five working days	Level 1 (within one working day)
SEAFARERS	Seafarer - Dispensation	N/A	Level 1 (within one working day)
SEAFARERS	Provisional Endorsement (or PRC)	One working day	Level 1 (within one working day)
SHIPS	Transcript of Register	One working day	Level 2 (within one working day)

SHIPS	Renewal of Registration (Full, Bareboat & Under Construction)	At least ten working days	Level 2 (within one working day)
SEAFARERS	Recognition Endorsements	At least five working days	Level 2 (within 2-3 weeks)
SHIPS	Change of Vessel Name or Particulars (e.g. Length, Engine kW, etc.)	At least five working days	Level 2 (within one working day)
SHIPS	Bunker Convention Certificates	At least five working days	Level 3 (within two working days)
SHIPS	CLC Certificates	At least five working days	Level 3 (within two working days)
SEAFARERS	Discharge Books	N/A	Level 3 (within 4 weeks)

If clients do not fulfil the minimum 'prior notice' periods identified by the GSR for a particular task, the GSR cannot guarantee that the service can be provided within the stated 'Completion Times'.

The 'Completion Times' indicated are approximate timeframes which serve as guidance only; nevertheless, the GSR will endeavour to complete the majority of services within them. The GSR reserves the right to override any task prioritization if necessary. You will be informed by the GSR if a delay to a service does occur.

'Working days' do not include weekends and public holidays in Gibraltar.

Alan Cubbin  
Maritime Administrator

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