



Gibraltar Maritime Administration

HM Government of Gibraltar

Watergate House
2/8 Casemates Square
Gibraltar

Tel (+350)200 46862 / 200 47771 /200 50424
Fax (+350) 200 47770
e-mail: maritime.survey@gibraltar.gov.gi
maritime.registry@gibraltar.gov.gi

Shipping Guidance Notice – 055 (a)

Amendment to SGN 055 - Counting and registration of persons on board passenger ships

To: Ship Owners, Operators, Master's, Classification Societies and Recognised Organisations

References:

- Gibraltar Merchant Shipping (Counting and Registration of persons on passenger ships) Regulations 2004 as amended;
- Council Directive 98/41/EC as amended;
- SOLAS Convention.

1. Application

Gibraltar Merchant Shipping (Counting and registration of persons on passenger ships) Regulations 2004 as amended, apply to:

- All Gibraltar registered passenger vessels wherever they may be and;
- All other passenger ships whilst operating within British Gibraltar Territorial Waters (BGTW).

Unless otherwise stated, a reference to “Regulations” within this SGN refers to the Gibraltar Merchant Shipping (Counting and Registration of persons on passenger ships) Regulations 2004 as amended. This SGN should be read in conjunction with the aforementioned “regulations”.

2. Definitions

“company” means the “company” shall mean the owner of a passenger ship or any other organisation or person such as the manager or bareboat charterer, who has assumed the responsibility for operating the passenger ship;

“designated authority” means the competent authority of the state responsible for search and rescue or concerned with the aftermath of an accident; 1

“the Directive” means Council Directive 98/41/EC (as amended) on the registration of persons sailing on board passenger ships operating to or from ports of the member States of the Community;

“Domestic voyage” means a voyage in sea areas from a port of a member state to the same or another port within that Member State;

“International voyage” means a voyage by sea from a port of Member State to a port outside that Member State, or conversely;

“landing point” means any berth, excursion point, floating pier or stage, link span, pier, port, stop or anchorage point from or to where passengers are embarked and disembarked;

“person” means any person on board a ship irrespective of age;

“passenger ship” means a ship carrying more than 12 passengers;

“passenger registrar” means a shore-based person designated by the company/owner for the keeping of information on persons who have embarked on a voyage on a company passenger ship to which the Regulations apply (this may be the Designated Person as required by the ISM Code if considered appropriate by the Company), and;

“voyage” means a journey from one place to another where passengers can embark/disembark.

3. Recording of Information (Regulations 4, 5, 6 and 7)

The relevant regulations require the following:

- a) The counting and registration system is established by the company should maintain the information required by the Regulations;
- b) The company shall appoint an onshore passenger registrar responsible for the upkeep and transmission of this information in accordance with the requirements of the Regulations;
- c) The system shall be applied to all persons boarding and disembarking from a vessel for a voyage. A record shall be made of each person regardless of whether that person has been issued with a ticket or is a member of the crew;
- d) The system shall be able to take account of any changes to personnel embarking or disembarking during a voyage including those who remain on board from a previous voyage. The system shall account for all persons on board the vessel at all times. Each person on board the vessel must have their relevant details recorded irrespective of whether they are a fee paying passenger or not;
- e) The information is to be updated at each landing/stopping point where persons may embark or disembark the vessel; 2
- f) The system shall ensure that information concerning persons who have declared a need for special assistance or care in emergency situations is properly recorded and handed to the Master prior to departure;

Immediately prior to departure from a landing point the number of persons recorded on board at the time as determined by means of the counting system shall be communicated to the following:

1. Master of the ship;
2. The Company’s passenger registrar;
3. The Gibraltar Port Authority – in the case of a passenger ship leaving Gibraltar.

The Master shall ensure that the vessel does not depart if the total number of persons on board exceeds the total number for which the vessel is certified to carry.

The relevant information gathered by the counting and registration system shall be collected and communicated to the passenger registrar prior to departure and communicated within thirty minutes of the ships departure from the landing point to the passenger registrar.

The Company should ensure that the information required for the registration of persons is collected in a manner that causes minimum disruption and delay to those boarding the vessel.

4. Availability of information

It is the responsibility of the Company to ensure that the information collected in accordance with the relevant regulations is readily available at all times from the passenger registrar for transmission to the appropriate search and rescue facilities for use in an emergency or in the aftermath of an accident involving the passenger ship.

The name and contact details of the passenger registrar should be provided to the GMA and Gibraltar Port Authority.

The information recorded within counting and registration system should meet the functional criteria set out in the Schedule of the regulations.

5. Approval of systems

Gibraltar Registered Ships

For Gibraltar registered ships to which the Regulations apply, the system shall be approved by the Gibraltar Maritime Administration (GMA).

Application documentation should be obtained from the GMA survey division (maritime.survey@gibraltar.gov.gi)

Completed applications for approval should be submitted at least 28 days before the required implementation of the system.

Exemptions:

Applications for exemption should be made in writing to the GMA Survey Division (maritime.survey@gibraltar.gov.gi).

Exemptions will be considered by the Maritime Administrator in line with the relevant Regulations.

Non-Gibraltar Registered Ships

For non-Gibraltar registered ships calling at Gibraltar, the approval of the system shall be the responsibility of the ship's Flag State.

All systems shall be approved and may be subject to inspection to ensure the correct functioning of the system.

Steve Gomez
Chief Surveyor (Ag)

Issue date: 23 April 2020

All notices are available through www.gibraltarship.com

This copy of the Administrative Instruction has been sent electronically and does not carry a signature or official stamp. A sign and stamped copy will be available upon enquiry