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## Maintenance of Lists of Crew Ashore

Guidance to owners and masters of merchant vessels and owners and skippers of fishing vessels

*This Note supersedes Merchant Shipping Notice M.662*

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### Summary

This Note advises all owners and masters of merchant vessels and owners and skippers of Fishing Vessels of their obligations to maintain a copy of every list of crew at an address in the UK and to update the list within 3 days of any crew changes occurring.

1. Owners, masters and skippers of all UK registered ships and fishing vessels are reminded that Regulation 15 of the Merchant Shipping (Crew Agreements, Lists of Crew and Discharge of Seamen) Regulations 1991<sup>1</sup> and Regulation 15 of the Merchant Shipping (Crew Agreements, Lists of Crew and Discharge of Seamen)(Fishing Vessels) Regulations 1972<sup>2</sup> require that a copy of every list of crew (*including all changes in it notified to the owner*) shall be maintained by the **owner** at an address in the United Kingdom.

2. The master or skipper of any UK registered ship or fishing vessel should ensure that an up-to-date copy of the crew list is passed to the owner at the commencement of each voyage and he is subsequently required, in addition to noting any changes of crew in the crew list carried on-board, to also notify, as soon as practicable and in any case **within 3 days**, the changes to the owner for entering in the list of crew maintained ashore.

3. Only changes notified by the master or skipper may be entered in the list of crew maintained ashore and it is important that that copy should be maintained in the form required by the Regulations.

4. It is vital that the copy of the list of crew maintained ashore is kept up to date and that the details specified in the Regulations (described in Annexes 1 & 2 to this note) are included since in the event of the loss or abandonment of the ship or fishing vessel to which it relates, it will be this

list which is used to establish whether any of the crew are missing. Certified extracts may also be required by the Registrar General of Shipping and Seamen and may enable the death of a person on the vessel to be recorded thus avoiding any delay in settling their estate.

5. Regulation 16 of both sets of regulations requires that when it is believed that a ship or fishing vessel has been lost or abandoned the person holding the list of crew kept ashore shall immediately deliver the copy of the list to a superintendent. This requirement can be complied with by handing the list of crew to any MCA Marine Office, or sending it by post to :

The Registry of Shipping and Seamen  
Anchor House  
Cheviot Close  
Parc Ty Glas  
Llanishen  
Cardiff  
CF4 5JA

Seafarers Health and Safety Branch  
Maritime and Coastguard Agency  
Spring Place  
105 Commercial Road  
SOUTHAMPTON  
SO15 1EG  
Tel; 01703 329246  
Fax: 01703 329165

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<sup>1</sup> SI 1991/2144

<sup>2</sup> SI 1972/919



**PARTICULARS TO BE SPECIFIED IN A LIST OF CREW FOR A MERCHANT VESSEL**

A list of crew for a merchant vessel shall contain the following particulars:-

- (a) (i) the name of the ship, its port of registry and official number;
- (ii) the name and address of the owner of the ship and of any other person registered as manager or ship's husband;
- (iii) if appropriate, the number of the certificate evidencing an exemption granted by the Secretary of State from the requirements of section 25 of the Merchant Shipping Act 1995 (which relates to crew agreements) with respect to the ship or any person in it; and
- (b) with respect to every seaman from time to time on board the ship, whether or not he is employed under a crew agreement:-
  - (i) his name;
  - (ii) his address;
  - (iii) the number of his current discharge book (if any) or the date and place of his birth;
  - (iv) the name of the ship in which he was last employed, and, if he was discharged from that ship more than 12 months before he became employed in the ship to which the list of crew relates, the year in which he was so discharged;
  - (v) the capacity in which he is employed in the ship;
  - (vi) the grade (including any command, service or other endorsement) and number of any certificate of competency or of service held by him;
  - (vii) the date on which he first boarded the ship to commence his employment in it;
  - (viii) the date and place at which he left the ship and, if he left on discharge, the reason for his discharge;
  - (ix) if he is left behind otherwise than on discharge, the date and place of and the reason (if known to the master) for this being done; and
  - (x) the name and relationship of his next of kin and the address of his next of kin, if different from that of the seaman.

**PROVIDED THAT:-**

- (1) a list of crew which relates to a ship belonging to a general lighthouse authority need contain only the particulars referred to in (a)(i) and (b)(i), (ii), (vi) and (viii),
- (2) a list of crew which relates to seamen employed under a crew agreement need contain only the particulars referred to in (a)(i) and, in respect of each seaman, the particulars referred to in (b)(i), (ii), (iii), (v), (vii) and (viii) if all the remaining particulars required are contained in the crew agreement.
- (3) with respect to a member of the naval, military or air forces of the Crown or of any service administered by the Defence Council when acting as such a member, a list of crew need only contain the particulars referred to in (b) (i), (ii), (vii) and (viii).

**PARTICULARS TO BE SPECIFIED IN A LIST OF CREW FOR A FISHING VESSEL**

A list of crew for a fishing vessel shall contain the following particulars:-

- (a) (i) the name of the fishing vessel, its port of registry and official number;
- (ii) the name of the owner of the fishing vessel and his address; and
- (iii) if appropriate, the number of the certificate evidencing an exemption granted by the Secretary of State from the requirements of section 25 of the Merchant Shipping Act 1995 (which relates to crew agreements) with respect to the fishing vessel or any person in it; and
- (b) with respect to every seaman from time to time on board the fishing vessel, whether or not he is employed under a crew agreement:-
  - (i) his name;
  - (ii) his address;
  - (iii) the date and place of his birth;
  - (iv) the name of the ship (whether a fishing vessel or not) in which he was last employed, and, if he was discharged from that ship more than 12 months before he became employed in the fishing vessel to which the list of crew relates, the year in which he was so discharged;
  - (v) the capacity in which he is employed in the fishing vessel;
  - (vi) the grade and number of any certificate of competency or of service held by him;
  - (vii) the date on which he went on board the fishing vessel to commence his employment in it;
  - (viii) the date and place at which he left the fishing vessel and, if he left on discharge, the reason for his discharge;
  - (ix) if he is left behind otherwise than on discharge, the date and place of and the reason (if known to the master) for this being done; and
  - (x) the name and relationship of his next of kin and the address of his next of kin, if different from that of the seaman.

**PROVIDED THAT:-**

- (1) a list of crew which relates to seamen employed under a crew agreement need contain only the particulars referred to in (a)(i) and, in respect of each seaman, the particulars referred to in (b)(i), (ii), (iii), (v), (vii) and (viii) if all the remaining particulars required are contained in the crew agreement.
- (2) with respect to a member of the naval, military or air forces of the Crown or of any service administered by the Defence Council when acting as such a member, a list of crew need only contain the particulars referred to in (b)(i), (ii), (vii) and (viii).