SEE-BERUFSGENOSSENSCHAFT

EMDEN · BREMEN · BREMERHAVEN · HAMBURG · KIEL · WISMAR · ROSTOCK · STRALSUND

SHIP SAFETY DIVISION
International Safety Management (ISM)

contact person:
Capt. Tilo Berger
Telephone: 040/361 37 – 213
Telefax: 040/361 37 – 295
eMail: **ism@see-bg.de**

ISM-Circular 05-2009
Date: 18.08.2009

To:	**All shipowners, shipoperators, designated persons and masters of German passenger ships**
Subject:	**Counting and registration of passengers on board according to SOLAS reg. III/27 and Directive 98/41/EC**
Application:	**passenger ships in national and international voyages**
ISM-Code:	**1.2.3 + 7 + 8**
Remark:	**This circular has to be carried on board of passenger ships**

1. General

Passengers on board passenger ships can expect and trust on a high safety standard and a sufficient information system which will facilitate search and rescue and the efficient organisation after an accident that might occur. Therefore, we would like refer the operators of passenger ships to SOLAS reg. III/27 and Directive 98/41/EC.

Before departing from a port it has to be verified that the number of passengers on board of a passenger ship does not exceed the number of passengers, which the ship and its safety equipment is permitted to carry.

The operators of passenger ships are requested to verify if their procedures are in line with the requirements or if the procedures need modification.

Especially the following facts should be involved in the internal review:
- How it is ensured that every passenger is counted and, if required, registered before leaving the port to provide these information in case of emergency immediately?
- Do procedures exist if the number of passengers on board threatens to be exceeded or is exceeded?

2. Summary of requirements relating to counting and registration of passengers

Requirements	Passenger ships in national voyages with less than 20 miles from the point of departure	Passenger ships in national voyages with more than 20 miles from the point of departure	Passenger ships in international voyage with ports within the European Union	Passenger ships in international voyage without ports within the European Union
all passengers are to be counted before departure	98/41/EC Art. 4 (1)	98/41/EC Art. 4 (1)	98/41/EC Art. 4 (1) and SOLAS Reg. III/27.1	SOLAS Reg. III/27.1
the number of passengers is to be communicated to the master and company before departure	98/41/EC Art. 4 (2)	98/41/EC Art. 4 (2)	98/41/EC Art. 4 (2)	
name, sex and category of age (when volunteered by a passenger, information concerning the need for special care in emergencies) are to be recorded before departure		98/41/EC Art. 5 (1)	98/41/EC Art. 5 (1) and SOLAS Reg. III/27.3	SOLAS Reg. III/27.3
all information collected shall be communicated to the company not later than thirty minutes after the departure		98/41/EC Art. 5 (2)	98/41/EC Art. 5 (2)	
Information concerning persons that need special care in emergency situations shall be communicated to the master before departure		98/41/EC Art. 8 last paragraph	98/41/EC Art. 8 last paragraph and SOLAS Reg. III/27.2	SOLAS Reg. III/27.2
All information required shall be kept readily available for transmission to the designated authority for search and rescue operations	98/41/EC Art. 8 second paragraph	98/41/EC Art. 8 second paragraph	98/41/EC Art. 8 second paragraph and SOLAS Reg. III/27.4	SOLAS Reg. III/27.4
Company shall appoint a passenger registrar	98/41/EC Art. 8 first paragraph	98/41/EC Art. 8 first paragraph	98/41/EC Art. 8 first paragraph	
Company shall set up a system for the registration of passenger information		98/41/EC Art. 8 first paragraph	98/41/EC Art. 8 first paragraph	
Registration systems shall be approved and random checked by the authority		98/41/EC Art. 10	98/41/EC Art. 10	

3. General references

Passenger registrar:
The responsible shore based person designated by a company as responsible for the keeping of information on persons who have embarked on a passenger ship.

Registration system:
Registration systems shall meet the following functional criteria :

- Readability (The required data must be in a format that is easy to read.)
- Availability (The required data must be easily available to the designated authorities.)
- Facilitation (The system must not cause any undue delay for passengers embarking or disembarking the ship.)
- Security (The data must be appropriately protected against accidental or unlawful destruction or loss and unauthorized alteration, disclosure or access.)

Registration systems have to be regarded as part of the Safety Management System and have to be implemented accordingly.

Data keeping:
Passenger data collected in accordance with the requirements shall not be kept longer than up to the end of the voyage.

Approval:
Registration systems will be approved and random checked by the See-Berufsgenossenschaft, Ship-Safety-Division. Auditors of the See-BG will carry out the approval and verification during safety management audits.

Copies of the circular and the Directive 98/41/EC can be found on our website

http://www.see-bg.de/schiffssicherheit/isme/#ism

Ship-Safety-Division