



Circular 08/2019 (ISM)

Subject: Counting and registration of persons on board of passenger ships according to [Directive 98/41/EC](#), amended by [Directive 2017/2109/EC](#)

Reference: ISM-Code 1.2.3 (Compliance management),
7 (Shipboard operations),
8 (Emergency preparedness)

Date: 08.11.2019

This circular provides information on the amended regulations on registration of persons on board of passenger ships.

The requirements on registration of persons on board of passenger ships according to Directive 98/41/EC are amended by Directive (EC) 2017/2109, which is applicable from 20.12.2019. This circular replaces Circular 05/2009 (ISM), published on 18.08.2009.

1. Main changes

Passenger ships on national voyage with more than 20 miles from the point of departure and passenger ships on international voyage with ports of call within the European Union:

- Registration of **family names, fore names, gender, nationality and dates of birth** of all persons on board and when volunteered by a passenger, information concerning the need for special care in emergencies
- Reporting of the relevant data **not later than 15 minutes after departure** to the company (until 19.12.2023) and from 20.12.2023 on in the national single window (NSW).

Passenger ships on national voyage with less than 20 miles from the point of departure:

- As of effective date 20.12.2023 reporting of the number of persons on board in the NSW before departure.

2. General

The compilation and transfer of personal data of the persons on board is essential for search and rescue of passengers and crew members in the case of an accident as well as for the efficient handling of the aftermath of an accident.

In order to ensure this, operators of passenger ships are advised to implement a procedure for the registration of the persons on board and to provide this information to the competent authority for search and rescue or investigation purposes.

For a transitional period until 19.12.2023 the relevant information must be communicated to the company's passenger registrar or to a shore-based company system that performs the same function. From 20.12.2023 on, after expiration of the transitional period, information must be reported in the national single window (NSW) established pursuant to Directive 2010/65/EC. Further details are given in the Annex of the German Internal Waters (Entering Requirements) Ordinance.

The competent authority for search and rescue purposes is the German Maritime Search and Rescue Association (DGzRS) and in the case of complex emergency situations the Central Command for Maritime Emergencies.

Basically, it has to be verified before departing from a port that the number of persons on board of a passenger ship does not exceed the number of persons, 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 person is counted and, if required, registered before leaving the port to provide this information immediately in case of an emergency?
- Do procedures exist if the number of persons on board threatens to be exceeded or is exceeded?

3. Summary of requirements relating to counting and registration of persons

(Directive 98/41/EC as amended by Directive (EU) 2017/2109)

| | Passenger ships on national voyage with less than 20 miles from the point of departure to the next port of call | Passenger ships on national voyage with more than 20 miles from the point of departure to the next port of call | Passenger ships on international voyage with port of call within the European Union | Passenger ships on international voyage without port of call within the European Union |
|--|---|---|---|--|
| REQUIREMENTS | | | | |
| all persons 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 |
| before departure the number of persons is to be communicated to the master and company (until 19.12.2023) or respectively in the NSW (from 20.12.2023 on) | 98/41/EC Art. 4 (2) | 98/41/EC Art. 4 (2) | 98/41/EC Art. 4 (2) | |
| family names, fore names, gender, nationality and date of birth (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 not later than fifteen minutes after departure to the company (until 19.12.2013) or respectively in the NSW (from 20.12.2023 on) | | 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 (3) | 98/41/EC Art. 8 (3) and SOLAS Reg. III/27.2 | SOLAS Reg. III/27.2 |
| until 19.12.2023: all information required shall be stored shore-based and kept readily available for transmission to the designated authority for search and rescue operations from 20.12.2023 on: the company ensures that all data collected are reported in the NSW | 98/41/EC Art. 8 (1) | 98/41/EC Art. 8 (1) | 98/41/EC Art. 8 (1) and SOLAS Reg. III/27.4 | SOLAS Reg. III/27.4 |
| Company shall appoint a passenger registrar | 98/41/EC Art. 8 (1) | 98/41/EC Art. 8 (1) | 98/41/EC Art. 8 (1) | |



4. 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.

Procedure:

The company's procedure shall ensure that the abovementioned requirements are respected. The procedure should be part of the operational procedures and emergency procedures within the company's safety management system.

Data keeping:

Personal data collected for the purpose of the directive shall not be kept longer than up to the end of the voyage.

Verification:

The Ship Safety Division of the BG Verkehr verifies whether the procedure is in conformity with the requirements. Random verification will be carried out during safety management audits by auditors of the Ship Safety Division.

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