



Circular 08/2019 (ISM) (Revision 1)

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: 07.02.2020

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.

This circular replaces Circular 05/2009 (ISM), published on 18.08.2009.

1. Main changes

Passenger ships on voyages with more than 20 miles from the point of departure:

- 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 an emergency and a contact number in case of an emergency
- Reporting of the relevant data **not later than 15 minutes after departure** to the passenger registrar (until 19.12.2023) and from 20.12.2023 in the national single window (NSW).

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

- Reporting of the number of persons on board before departure to the passenger registrar (until 19.12.2023) and from 20.12.2023 on in the NSW.

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 may be communicated to the company's passenger registrar or to a shore-based company system that performs the same function. From 20.12.2023, 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 voyages with less than 20 miles from the point of departure to the next port of call	Passenger ships on voyages 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 passenger registrar (until 19.12.2023) or respectively in the NSW (from 20.12.2023)	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 and a contact number in case of an emergency) 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 personal information collected shall be communicated not later than fifteen minutes after departure to the passenger registrar (until 19.12.2013) or respectively in the NSW (from 20.12.2023)		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)	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: 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 observed. 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 98/41/EC shall not be kept longer than up to the moment the ship's voyage has been safely completed.

Verification:

The Ship Safety Division of the BG Verkehr verifies whether the procedure is in conformity with the requirements. Auditors of the Ship Safety Division will carry out random verifications during safety management audits.

Contact:

Dienststelle Schiffssicherheit
BG-Verkehr
Referat ISM/ILO
Telefon: +49 40 36 137-213
Telefax: +49 40 36 137-204
Email: ism@bg-verkehr.de
www.deutsche-flagge.de

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