

GIBRALTAR MARITIME ADMINISTRATION
(Ministry of Maritime Affairs)



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Local Maritime Direction – No 019 (a)

This supersedes Local Administrative Instruction No 019 which is now cancelled

To: Ship agents, operators and owners of Gibraltar Registered passenger vessels and any passenger vessel operating to/from Gibraltar

Counting and registration of persons on board passenger ships

1. Application

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

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

Unless otherwise stated, a reference to “Regulations” within this LMD refers to the Gibraltar Merchant Shipping (Counting and registration of persons on passenger ships) Regulations 2004, as amended.

2. Definitions

“Company” – means the owner of a passenger ship or any other organisation or person such as the manager, who has assumed the responsibility for operating the passenger ship;

“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. Passenger counting and registration system

The company responsible for operating a passenger ship shall establish a system for counting of passengers.

All persons on board any passenger ship operating departing from Gibraltar shall be counted prior to departure.

The Master shall ensure that the number of persons on board does not exceed the number of the passenger ship is permitted to carry.

Immediately prior to the ship departs the number of persons on board shall be communicated to the Master, to the company's passenger registrar and to the Gibraltar Port Authority.

The name and contact details of the passenger registrar should be provided to the GMA and GPA.

4. Passenger ships engaged on a voyage of more than 20 nautical miles

The following information shall be recorded for every passenger ship that departs Gibraltar on a voyage of more than twenty nautical miles:

- the family names of the persons on board;
- their forenames or initials;
- their sex;
- an indication of the category of age (adult, child or infant) to which each person belongs, or the age, or the year of birth;
- when volunteered by a passenger, information concerning the need for special care or assistance in emergency situations.

The above information shall be collected before departure and communicated not later than 30 minutes after the passenger ship's departure to the company's passenger registrar.

5. Responsibility of Company's

Every Company assuming responsibility for operating a passenger ship, shall (as applicable):

- Set up a system for the registration of passenger information.
- Appoint a passenger registrar responsible for the keeping and transmission of that information should an emergency occur or in the aftermath of an accident.

The Company shall ensure that the relevant information in relation to passengers is readily available at all times from the passenger registrar for transmission to the GPA and GMA for use in an emergency or in the aftermath of an accident involving a passenger ship.

The Company shall ensure that information relating to who persons who have declared a need for special care or assistance in emergency situations is properly recorded and communicated to the master before the vessel departs.

6. Review and approval of systems

For Gibraltar Registered ships to which the Regulations apply, the counting and registration systems required by the regulations shall be approved by the GMA.

For non-Gibraltar registered ships, approvals of systems are the responsibility of their relevant Flag States.

Random checks on non-Gibraltar registered ships within British Gibraltar Territorial Waters (BGTW) to ensure the effective functioning of the system may also be carried out by the GMA.

Steve Gomez
Senior Marine Surveyor

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