



# Gibraltar Maritime Administration

HM Government of Gibraltar

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## Shipping Information Notice – 088 Electronic Certificates

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To: Ship Owners, Operators, Master's, Certifying Authorities, and Recognised Organisations

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### References:

- FAL.5/Circ.39/Rev.2 as amended;
- Gibraltar Merchant Shipping (Manning, Training and Certification for Seafarers) Regulations 2006.

### 1. Introduction

As part of our continued commitment to client product developments, Gibraltar Maritime Administration will be making the transition to electronic certification on the **04 April 2022**. The electronic certificates will be fully compliant with the applicable requirements as set out in the FAL Convention for the use of electronic certificates (FAL.5/Circ.39/Rev.2 as amended).

The transition to electronic certification will provide our client base with the following benefits:

- a) Speed of dispatch of certificates – Electronic certificates can be on board a vessel or at an office practically as soon as issued;
- b) Cost – Electronic certificates will provide greater cost efficiency in relation to the reduction of transport costs associated with traditional hard-copy certificates;
- c) Security – Authenticity and validity of electronic certificates can be obtained by any authority via a dedicated online portal using two means of verification embedded within the certificate;
- d) Greater sustainability and benefits to the environment reduction of paper use, reduced packaging, and transportation carbon footprint;
- e) Electronic certificates incorporate digital signatures.

## 2. Certificates

The phasing in of electronic certificates will be undertaken in two stages. The following Certificates will be released at the initial first stage on **04 April 2022**. This Shipping Information Notice will be updated in due course to reflect the second stage release:

- a) STCW Endorsements;
- b) Bunker Certificates;
- c) CLC Certificates;
- d) Nairobi Wreck Removal Certificates;
- e) Interim ISM Document of Compliance;
- f) Interim ISM Safety Management Certificate;
- g) Interim ISPS Certificate;
- h) Interim MLC Certificate;
- i) DMLC Part I;
- j) Minimum Safe Manning Document;
- k) Exemption / Waiver Certificates;
- l) Equivalences;
- m) Dispensations (formally Letters of No Objection);
- n) Continuous Synopsis Record;
- o) Certificate of Registry (ships);
- p) Transcript of Register (ships);
- q) Deletion Certificates (ships);

## 3. Existing Certificates

Existing hard-copy certificates issued prior to the implementation date of certificates detailed within section 2, will continue to be valid until their expiry. Upon renewal, affected certificates will be replaced with electronic certificates.

Operators may request for existing hard-copy certificates to be exchanged for electronic certificates upon email request to [maritime.survey@gibraltar.gov.gi](mailto:maritime.survey@gibraltar.gov.gi) , copy to the GMA assigned surveyor.

Re-issued electronic certificates will incur the associated issuance costs.

## 4. Verification of authenticity and validity

Verification of the authenticity and validity of an electronic certificate may be undertaken via the following means:

- a) Via scanning of the embedded QR Code with an electronic device having internet capability, or;
- b) Via the use of the certificate's Unique Tracking Number (UTN) upon accessing the dedicated verification portal; <https://portal.gibraltarship.com/>

Both of the above means will provide the user with confirmation of the certificate's authenticity and validity upon submission of site requested data variables.

Samples demonstrating an electronic certificate's QR Code and UTN may be found in Appendix 1.

## 5. Management of documentation

Managers/operators/owners should ensure that electronic certificates are controlled through the Company's document control system forming part of the implemented Safety Management System (SMS).

Importantly, the electronic version of the certificate should be considered as the original and must always be available for inspection. Certificates may be printed, however it should be noted that a printed copy constitutes an "uncontrolled" version.

The requirement under STCW Regulation 1/2, paragraph 11 to hold certificates in their original form on board is satisfied by having the necessary access to the electronic certificate.

## 6. Periodic endorsements

### 6.1 Verification/inspection undertaken by GMA

Upon successful completion of the survey, the surveyor will remotely endorse the certificate on our database. The new Electronic Certificate will be emailed to the vessel/Company.

If the surveyor is unable to obtain access on board the ship, the above will be undertaken at the first available opportunity.

In the event that a ship/company requires an endorsed certificate as a matter of urgency (for instance it is the last day of their survey window) the attending surveyor may print the electronic certificate and endorse same manually. This temporary measure will be superseded at the first available opportunity.

On receipt of a re-issued digitally endorsed Electronic Certificate, the temporary manually endorsed certificate should be discarded.

### 6.2 Attendance undertaken by a Recognised Organisation (RO) on behalf of the Administration

Upon successful completion of the delegated function, the RO surveyor will notify the GMA via [maritime.survey@gibraltar.gov.gi](mailto:maritime.survey@gibraltar.gov.gi)

The Administration will undertake the necessary process in relation to the electronic certificate.

If the delegated function successfully completed outside of normal office hours, the re-issuance of the applicable electronic certificate will be undertaken at the first available opportunity.

In the event that a ship/company requires an endorsed certificate as a matter of urgency (for instance it is the last day of their survey window) then the attending surveyor may print the digital electronic certificate and endorse same manually sign by hand. This temporary measure will be superseded at the first available opportunity.

Any certificate requiring endorsement for periodical verifications, will require re-issuance to reflect each successfully completed verification. Managers/operators are further encouraged to forward available copies of attendance reports to the applicable GMA assigned surveyor at the first available opportunity to further ensure timely re-issuance.

Dylan Cocklan -Maritime Administrator

Issue date: 10 March 2022

All notices are available through [www.gibraltarship.com](http://www.gibraltarship.com)

*This copy of the Administrative Instruction has been sent electronically and does not carry a signature or official stamp. A sign and stamped copy will be available upon enquiry*

**APPENDIX 1 – SAMPLE ELECTRONIC CERTIFICATE**



**INTERIM SAFETY MANAGEMENT CERTIFICATE**  
 Issued under the provisions of the  
**INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974**  
 as amended  
 Under the authority of **HM Government of Gibraltar**  
*(This Certificate is issued by or on behalf of Gibraltar under the responsibility of the United Kingdom as flag-state under the Convention)*  
**(Gibraltar is an overseas territory of the United Kingdom)**

**QR Code**



Name of ship:	
Distinctive number or letters:	
Port of Registry:	
Type of ship:	
Gross Tonnage:	
IMO Number:	
Name and address of the Company: (see paragraph 1.1.2 of the ISM Code)	
Company identification number:	

THIS IS TO CERTIFY THAT the requirements of paragraph 14.4 of the ISM Code have been met and that the Full Document of Compliance of the Company is relevant to this ship.

This Interim Safety Management Certificate is valid until **dd/mmm/yyyy** subject to the validity of the Full Document of Compliance remaining valid.

Issued at: **Gibraltar** on **dd/mmm/yyyy**.

**Verification portal link**

This document is signed electronically in accordance with IMO FAL.5/Circ.39/Rev.2. Validation and authentication can be obtained from [portal.gibraltarship.com](http://portal.gibraltarship.com) by using the Unique Tracking Number (UTN): GMA-ISM\_I-2-220002 and associated data from this document.



**STAFF\_NAME**

Surveyor

For and on behalf of the Maritime Administrator.

The validity of this Interim Safety Management Certificate is extended to .....



Date of extension: .....

.....  
*(Signature and name of the duly authorised official issuing the Certificate)*

**UTN (Unique Tracking Number)**