

FLEET STANDING ORDER

Title: ECO 4b – Signing & Renewal of Crew Articles

To: All Officers

Date: 5th September, 2014

Approval: Margrete A Nordahl – DPA Cowes

Erik Aukema – DPA Leer



Following changes in Flag procedures resulting from the implementation of MLC, Masters should ensure that they are complying fully with the latest legislation when signing crew on and off the ship.

The Isle of Man no longer use Crew Articles and only require a Crew List to be used on-board, as detailed in MLN 2.1(A).

The UK are now also stopping the use of Crew Articles.

As detailed in MGN 477(M) Masters are required to maintain the new Crew List containing the following forms (copies are attached with this Standing Order).

1. Outer Cover for List of Crew and List of Young Persons
2. List of Crew
3. List of Young Persons

All UK flag ships shall close their current Crew Articles / Crew Agreements and make a record to this effect in the Official Log Book. Upon closing the current Crew Articles, Masters must immediately start the new Crew List using the provided forms.

Please refer to MGN 777 sections 11.2 and 13.2 for detailed guidance on when and how to close the Official logbook. Upon closing the Official Logbook it should be sent to the Office for onward forwarding to the UK ship registry.



Outer Cover for List of Crew and List of Young Persons

MSF 4156 (Rev 11/13)

Name of ship:Port of choice *M/V, **S/S., *M/Y, *S/Y (*Delete whichever is inappropriate)		Official number	Gross tonnage
			Nett tonnage
			Kilowatts
Name and address of shipowner		Description of the ship (e.g. passenger ship, tanker, ferry, general cargo, bulk carrier, motor yacht, sailing yacht etc)	
Date and place of commencement of list of crew		Date and place of termination of list of crew	
Date _____ Place _____ Signature of master _____		Date _____ Place _____ Signature of master _____	

OFFICIAL USE

Received by the Maritime and Coastguard Agency/British Consul at

_____ on _____

Department for
Transport



LIST OF CREW AND SIGNATURES OF SEAFARERS SERVING ON(name of vessel)				MSF 4157 (Rev 9/2013)
(a) Reference No. in Log Book	(b) Name of Seafarer (block letters)	(e) Address of Seafarer	(h) Date of commencement of employment on board	(k) Signature of Seafarer on engagement.
	(c) Discharge Book No. (if any) or date and place of birth	(f) Name and relationship of next of kin	(i) Date and place of leaving the Ship	(l) Signature of Seafarer on discharge or if not discharged, the reason for being left behind, if known.
	(d) Name of Ship in which last employed.	(g) Address of next of kin if different to seafarer	(j) If discharged the reason for discharge	(m) Signature of person before whom the Seafarer is discharged.
(a)	(b)	(e)	(h)	(k)
	(c)	(f)	(i)	(l)
	(d)	(g)	(j)	(m)
(a)	(b)	(e)	(h)	(k)
	(c)	(f)	(i)	(l)
	(d)	(g)	(j)	(m)
(a)	(b)	(e)	(h)	(k)
	(c)	(f)	(i)	(l)
	(d)	(g)	(j)	(m)
(a)	(b)	(e)	(h)	(k)
	(c)	(f)	(i)	(l)
	(d)	(g)	(j)	(m)
CERTIFICATES OF COMPETENCY HELD BY SEAFARERS LISTED ABOVE (State if none held)				



Reference No. (as above)	Capacity in which employed	No. of Certificate of Competency, Equivalent Competency etc	Describe in full the Certificate of Competency, Equivalent Competency held including all Endorsements (e.g. Restrictions, Dangerous Cargo Endorsements etc) and the Country of issue



LIST OF YOUNG PERSONS

SUMMARY OF THE PROVISIONS OF SECTION 55 OF THE MERCHANT SHIPPING ACT 1995; THE MERCHANT SHIPPING AND FISHING VESSELS (HEALTH AND SAFETY AT WORK) EMPLOYMENT OF YOUNG PERSONS) REGULATIONS 1998 (AS AMENDED); AND, THE MERCHANT SHIPPING (HOURS OF WORK) REGULATIONS 2002 AS AMENDED BY THE MERCHANT SHIPPING (MARITIME LABOUR CONVENTION) (MINIMUM REQUIREMENTS FOR SEAFARERS etc.) REGULATIONS 2014

(This summary is required to be included in every list of crew)

No person under 16 years of age may be employed in any ship to which the Maritime Labour Convention applies.

Where young persons (i.e. persons over 16 years of age and under 18 years of age) are employed in a ship, appropriate measures shall be taken to protect them from the risks to their health and safety which are a consequence of their lack of experience, absence of awareness of existing or potential risks, or lack of maturity. Young persons under the age of 18 may not begin work, unless –

- an assessment has been carried out of the risks to their health and safety as a result of their inexperience, absence of awareness of risks, or lack of maturity.
- the young persons have been informed of the findings of that assessment, and appropriate measures taken for their protection.

Young persons shall not be employed in work which is objectively beyond their physical or psychological capacity or otherwise involves exposure to the risks identified in the Schedule to the Regulations, unless that work is–

- indispensable for their vocational training; and
- is performed under the supervision of a competent person.

Young persons shall be provided with

- a rest period of 12 hours in every 24 hour period;
- a rest period of 2 days in every week;



- where daily working time is more than four and a half hours, a rest period of 30 minutes;

except where the young person is working –

- under a schedule of duties complying with regulation 9 of the Merchant Shipping (Safe Manning, Hours of Work and Watchkeeping) Regulations 1997, or
- under another relevant agreement; or in which case they shall be allowed compensatory rest time and measures shall be taken to ensure that there is no risk to their health and safety.

Young persons under 18 years of age must not work, or be employed or engaged to work, at night on a ship except where:-

- the effective training of the seafarer, in accordance with established programmes and schedules, would be impaired by its application, and
- the specific nature of the duty or of a recognised training programme requires that the seafarer performs duties at night and the work to be carried out is specified in Merchant Shipping Notice 1838(M) as not being detrimental to the health and well-being of young persons under the age of 18.

In this context “night” means a period the duration of which is not less than nine consecutive hours, and which starts no later than midnight and ends no earlier than 5 a.m. (local time).

Young persons shall be entitled to a free assessment of their health and capacities before starting work in a ship, and to free monitoring of their health, where the risk assessment identifies a significant risk to their health or where they are regularly required to work at night, for as long as they are exposed to that risk.

Young persons shall not be employed in any capacity unless the Master is in possession of a Medical Certificate issued by a duly qualified medical practitioner certifying that person is fit to be employed in that capacity. In cases of urgency a proper officer may authorise a young person to be employed without a certificate up to but not beyond the first port of call where there is a duly qualified medical practitioner.

Every List of Crew must have a copy of this summary appended to it together with a list of all members of the crew under 18 years of age with the dates of birth and dates on which they became employed in the ship. This applies irrespective of whether or not any young persons are employed on the ship.

The above provisions do not apply to a fishing vessel or other vessel not subject to the provisions of the Maritime Labour Convention. Such vessels however remain subject to the provisions set out on form MSF 4129



LIST OF YOUNG PERSONS

MSF 4158 (Rev 11/13)

Reference No. in List of Crew	Family name and other names (in full)	Date of Birth	Place of Birth	Capacity in which employed

