



NAURU

MARITIME ADMINISTRATION

LIST OF CREW FORMAT & ENTRY (NMA_C13.2018.Rev.0)

PURPOSE:

To provide the format and guidance on the entry and completion of the Nauru List of Crew (LoC) for compliance of MLC Regulation 2.1. However, this does not preclude the vessel's owner from demonstrating an equivalent or higher standard as an "alternative method" of evidence of compliance.

REFERENCE:

- a) Nauru Shipping Circular NMA C12 – Official Log Book

DEFINITIONS:

The following abbreviations stand for:

- "CA" – Crew Articles
- "LoC" – List of Crew
- "MLC" – Maritime Labour Convention 2006, as amended
- "OLB" – Official Log Book
- "RO" – Recognized Organization
- "SEA" – Seafarer's Employment Agreement

The term "Administration" shall mean the Nauru Maritime Administration.

APPLICATION:

This shipping circular applies to all Nauru flagged vessels except for:

- a) Unmanned and non-self-propelled vessels; and
- b) Pleasure Yachts

INTRODUCTION:

When MLC entered into force on 20 August 2013, it resulted in the CA becoming obsolete as the individual SEA required by MLC replaced the traditional CA. As such, there is no longer a requirement for a seafarer to sign on and off the vessel's CA when they join and leave a vessel.

LIST OF CREW (LoC):

- 1) Even with the departure of the CA, the Administration still requires that a LoC be maintained on applicable Nauru registered vessels. In order to make this requirement more user-friendly, the LoC may be in any format preferred by the company so long as it contains the following information:
 - a) the name of the vessel, its port of registry, official number, and IMO number; and with respect to every seafarer on board the vessel:-
 - i) their name;
 - ii) their address;

- iii) the date they went on board the vessel to commence their employment on it;
 - iv) the date and the place at which they left the vessel and if they left on discharge, the reason for the discharge (i.e. leave/compassionate leave); and
 - v) the name and relationship of the seafarers next of kin and the address of the next of kin, if different from that of the seafarer.
- 2) The LoC can be maintained in either an electronic or paper form, but it must be kept up to date and may be subject to inspection as part of an ISM or MLC inspection carried out by the RO or by a Flag State Inspector.
 - 3) The LoC shall record the details of every seafarer working on board the vessel including non-seafarers who are sailing with the vessel such as superintendents and security personnel are included so there is a record of their next of kin to contact in the case of an emergency.
 - 4) Passengers and guests are not required to be recorded on the LoC.
 - 5) A copy of every LoC shall be maintained by the Master who shall, as soon as practicable, notify the vessel owner of any change being made in the LoC.
 - 6) The LoC shall be retained on board the vessel for a period of two (2) years from the date of closing and shall be submitted to the Administration on demand.
 - 7) A sample of the LoC is found in Annex I of this Shipping Circular.

RELATION TO OFFICIAL LOG BOOK (OLB):

- 1) There is a requirement for the seafarer's name to be entered in the OLB along with the corresponding number as stated on the LoC.
- 2) Because there is a link between the LoC and the OLB, both documents should be opened at the same time and the LoC should be kept together with the OLB when the OLB is closed. If the LoC is maintained in electronic format, it should be printed and kept together with the OLB.
- 3) Further guidance on completing the OLB can be found in Nauru Shipping Circular NMA C12.

For further assistance, please do not hesitate to contact the Administration at: flag@naurumaritime.com.

