

Crew List

Scope

The Crew List (previously IMO FAL Form 5) is usually required in both pre-arrival and pre-departure of a ship entering a port. The information is often received through the Maritime Single Window, or an equivalent set, together with the other FAL forms.

Purpose

Based on the information on the crew list, public authorities, in particular the immigration or border control authorities, can make an assessment on the admittance or departure of crew members or the application of simplified procedures for crew members, or where necessary the application of specific formalities. Immigration authorities could allow for the advance provision of the information included in the crew list, in order to assess the information before the arrival of the ship. The information provided in the crew list is often used in assessments by border control of immigration authorities. The information can also be used for search-and-rescue purposes, in the case of a maritime incident.

Possible party/stakeholders

	Party/stakeholder	Role within business process	Responsibility
1	Ship master / ship agent / authorized person	Submitters	Submits the information required by the General Declaration; ensures accuracy and completeness; responds to queries/correction requests.
2	Public authorities, such as port/maritime authorities, customs, health authorities and immigration agencies, coast guard	Receiver / Risk assessment / Clearance decision	Receiving and analyzing the information; performs risk assessment and compliance checks; issues acknowledgements, requests for correction, and clearance or denial decisions.
3	Provider electronic platform / maritime single window	Maintenance of electronic platform for submission / maritime single window	IT-support

Interactions

Type of interaction	Direction	Medium	Frequency	Parties
B2G	Mostly one way, but in some specific countries this could be two-ways as there might be information	Commonly the declaration is provided through MSW, by use of API, webservice or	Before the arrival in and before the departure from a port	1 and 2

	on clearance or denial of entrance/departure	MSW Graphic User Interface		
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IMO Convention or Articles

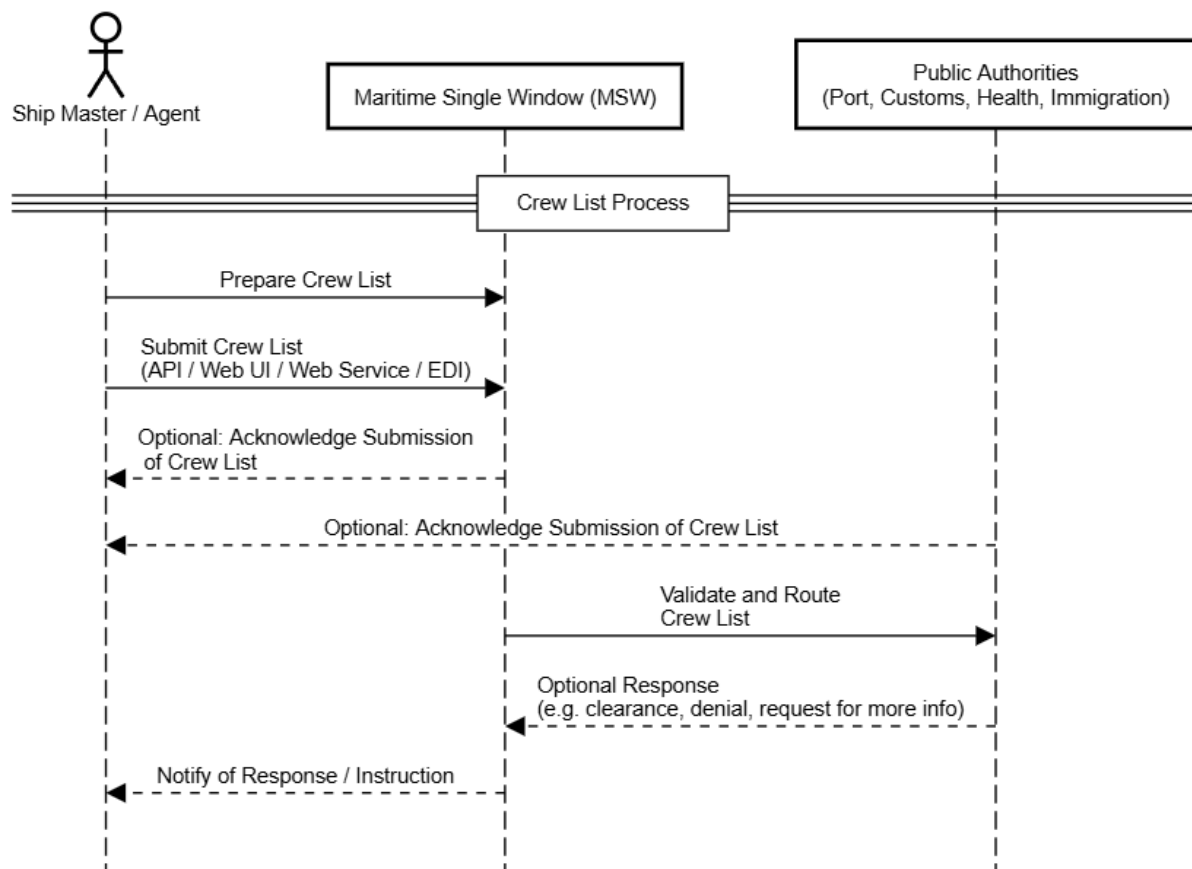
Annex to the FAL Convention Standard 2.6, Standard 2.6.1 Recommended practice 3.13 and Recommended practice 3.21

Relation to other business processes

Data required as part of passenger list may be repeated and reused by other declarations required by public authorities. Greater detail relating to customs, health, immigration and cargo are provided under additional declarations and relevant data sets.

FAL Forms 4 and 6 specifically have a relation to the Crew list, as it often relates to information of interest to immigration or border control authorities. There is also a relation with the Advance Passenger Information dataset.

Sequence Diagram



Technical information for implementation

[To be determined]

Data exchange standards

	Standard name	Type [ISO, UNECE, WCO, JSON/REST]
1	UN/EDIFACT	Code list
2	UN/LOCODE	Code list
3	ISO	Code list
4	IMO Crewmember Rank or Rating	Code list

