

Crew's Effects Declaration

Scope

The Crew's Effects Declaration (previously IMO FAL Form 4) is usually required in both pre-arrival and pre-departure of a ship entering a port. For public authorities, e.g. customs, it is possible to check if the crew's effects are still present, based on the information contained in the Crew's Effects Declaration on arrival.

Purpose

The main purpose of the Crew's Effects Declaration is to facilitate the temporary importation of the crew effects and their subsequent re-exportation, during their stay in the port.

Crew members often stay on board for long periods, and to make their stay comfortable and pleasant, their cabins will usually contain personal belongings. The crew's effects will remain on board ship and be re-exported at departure. To ensure that all the crew's effects are re-exported, public authorities may require at arrival a crew's effects list with all the personal items in the possession of crew members. The information regarding the items on the crew's effects list should also include the items for which certain countries have import restrictions, such as medicines and weapons. For such items public authorities could take specific measures.

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

<i>Type of interaction</i>	<i>Direction</i>	<i>Medium</i>	<i>Frequency</i>	<i>Parties</i>
• B2G	Mostly one way, but in some specific	Commonly the declaration is	Before the arrival in and	1 and 2

	countries this could be two-ways as there might be information on clearance or denial of entrance/departure	provided through MSW, by use of API, webservice or MSW Graphic User Interface	before the departure from a port	
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IMO Convention or Articles

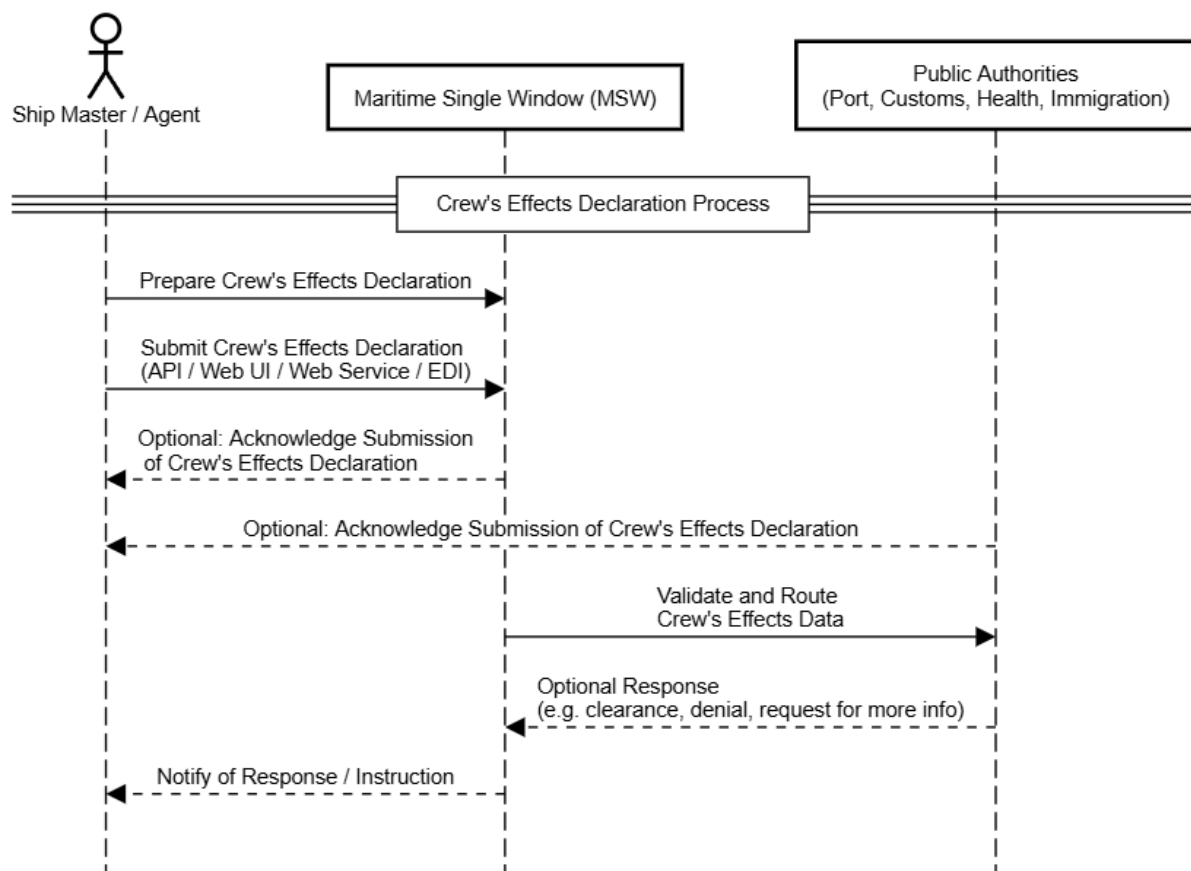
Annex to the FAL Convention Standard 2.5, Standard 2.5.1 Recommended practice 2.5.2 and Standard 3.22

Relation to other business processes

Data required as part of Crew's Effects Declaration 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 1, 2, 3 specifically have a relation to the Crew's Effects Declaration, as well as the Dangerous Goods Manifest and the electronic bill of Lading, as it often relates to information of interest to Customs or other similar public authorities.

Sequence Diagram



Technical information for implementation

Not relevant

Data exchange standards

	Standard name	Type [ISO, UNECE, WCO, JSON/REST]
1	UN/EDIFACT	Code list
2	IMO	Code list

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