

Circular
ISM NO 37/2023

Dated: 25.01.2023

SUBJECT:

BELIZE

Circular SDC-22-03

IMMARBE SEAFARERS DEPARTMENT

IMO FAL FORM 5 (Crew List) Standardization



IMMARBE has issued an **amended version** of the **FAL Form 5 (attached) Crew List** in order to include the information necessary to match up with the needs of the IMMARBE operational departments.

During the **reporting** of the **Self Inspection procedure** the submission of the **new updated Crew List** together with the related Self Inspection Checklist is mandatory.

[Attachments](#)

**IMMARBE – Circular Letter NO SDC-22-03
FAL Form 5 (Crew List)**



All INSB Class offices to communicate this Circular to their Auditors/Clients

**Seafarers Department CIRCULAR LETTER No. SDC-22-03 Merchant Marine**

Issued under the authority of the Merchant Ships (Registration) Act of 2010 (Part 1/Section 5)

To: DEPUTY REGISTRARS, Vessel Managers, Ship Owners, Seafares, Seafarers Crewing Agents, Port State Control.

Subject: IMMARBE Seafarers Department IMO FAL FORM 5 (Crew List) Standardization

INTRODUCTION

The International Merchant Marine Registry of Belize has completed the process of updating its Fal Form 5 (Crew List) to include the information necessary to match up with the needs of our operational departments.

PURPOSE

IMMARBE has taken the opportunity to approve an amended version of the FAL Form 5 to match up with our operational requirements. We want to encourage all stakeholders to take note of the mandatory changes made.

BACKGROUND

As you all may know, we have implemented a Self-Inspection procedure that is monitored by our Technical Department for vessels trading with the Belize flag globally. Within this self-inspection procedure, includes the need for the submission of an updated crew list for proper verification of the qualifications of persons operating onboard in line with the approved Manning for the vessel. We have found that there is a need for enhancing this process. The crew list format we are presenting today will act as support for this program and will allow us to analyze data more effectively.

CONTENT

We ask that all the relevant stakeholders should adhere to this circular and kindly facilitate the use of this crew list model to replace all the older ones and phase them out by the commencement date.

Date: December 7, 2022

Status: Released

Page: 1 of 2

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Necessary consultations regarding this adjustment in policy can be obtained by sending email to:

seafarersmanager@immarbe.com
seafarersservices@immarbe.com
technicalservices@immarbe.com.

EFFECTIVE DATE

Starting 16th Dec, 2022.

We stand committed to provide you with optimum service throughout this course and beyond.
"STAY SAFE"

A handwritten signature in blue ink, appearing to read "Annette Garel".

Annette Garel (Mrs)
Senior Deputy Registrar
IMMARBE HEAD
OFFICE



CREW LIST

(IMO FAL Form 5)

Arrival Departure

Page Number

1.1 Name of ship:					1.2 IMO number			1.3 Call sign		1.4 Voyage number		
2. Port of arrival/departure					3. Date of arrival/departure			4. Flag State of ship		5. Last port of call		
6. No.	7. Family name	8. Given names	9. Rank or rating	10. Nationality	11. Date of birth	12. Place of birth	13. Gender <small>Male/Female</small>	14. Nature of identity document	15. Number of identity document	16. Issuing State of identity document	17. Expiry date of identity document	18. Date of Embarkation
19. Date and signature by master, authorized agent or officer											20. Vessel Seal:	