

**Translation. Only the Danish version has legal validity.**

*Order no. 421 of 29 April 2014  
issued by the Danish Maritime Authority*

## **Order on the reporting of the signing on and signing off of seafarers and on discharge books**

In pursuance of section 64a(1), section 64b(2), section 70 and section 71a(1) and(2) of the act on seafarers' conditions of employment, etc. (*søfarendes ansættelsesforhold m.v.*), cf. consolidated act no. 73 of 17 January 2014, the following provisions are laid down:

### *Application*

**Section 1.** This order shall apply to all Danish ships, except the following:

- 1) Fishing vessels with a length below 45 metres.
- 2) Ships other than fishing vessels with a gross tonnage below 20.
- 3) Passenger ships that are not sea-going.
- 4) Barges, lighters, dredgers and floating cranes.
- 5) Vessels that have been declared worthy of preservation.
- 6) Wooden vessels of primitive design.
- 7) Recreational craft.

### *Reporting of information on the signing on and signing off*

**Section 2.** The master and the shipowner shall ensure that, within five workdays after the signing on or signing off of the master and of persons covered by section 1(1) of the act, the signing on or off is reported to the Danish Maritime Authority.

*Subsection 2.* Reporting pursuant to subsection 1 shall be made digitally by using an electronic reporting system in accordance with the Danish Maritime Authority's more detailed instructions.

**Section 3.** The Danish Maritime Authority shall store and process information reported in accordance with section 2.

**Section 4.** Sections 2 and 3 shall not apply to passenger ships engaged in regular service or to special purpose ships exclusively engaged in voyages between Danish ports in connection with their normal operation.

*Subsection 2.* Ships mentioned in subsection 1 shall, following the Danish Maritime Authority's more detailed instructions, at least once annually report information on the signing on and signing off of the master and of persons covered by section 1 of this act.

*Possession of discharge books, etc.*

**Section 5.** A Danish seafarer signing on for a position covered by the ship's safe manning document shall hold a discharge book.

*Subsection 2.* If a Danish seafarer as mentioned in subsection 1 does not hold a discharge book when signing on, the person concerned shall as soon as possible acquire a discharge book, and hereafter the necessary endorsements about the service shall be entered in the discharge book by the shipowner or the master.

*Subsection 3.* Discharge books issued by the regional government (*Landsstyre*) of the Faroe Islands may be used on Danish ships.

**Section 6.** Section 5(1) shall not apply to seafarers who do not form part of the ship's operational crew and who sign on in a position on board a passenger ship. In case of doubt whether the seafarer is covered by the ship's operational crew, this issue shall be decided by the Danish Maritime Authority.

*Subsection 2.* Furthermore, section 5(1) shall not apply to the master or to seafarers who sign on in a position on board a passenger ship engaged in regular service or a ship for special purposes that, in connection with its normal operation, is exclusively engaged in voyages between Danish ports.

*Subsection 3.* Seafarers covered by subsections 1 and 2 may, however, apply for being issued with a discharge book, cf. section 10.

**Section 7.** When seafarers sign on or off, the master of the ship shall fill in and sign the discharge books of the seafarers.

*Subsection 2.* Discharge books shall be filled in in a legible manner. Names of ships and cities shall not be abbreviated.

*Subsection 3.* For positions covered by the ship's safe manning document only those stipulated in the safe manning document shall be used.

*Subsection 4.* For seafarers not covered by section 5(1), the master or the shipowner shall upon request confirm the contract of service by endorsing the seafarer's discharge book or in some other manner.

*Subsection 5.* In cases where a seafarer is not on board when the ship departs, the signing off field in the discharge book shall, irrespective of the reason for the seafarer's non-appearance, be provided with the date of the non-appearance as in the case of a normal signing off. Any other endorsement shall not be used.

*Subsection 6.* Remarks about the seafarer's performance of the work shall not be given in the discharge book.

*Subsection 7.* The master shall fill in and sign his own discharge book in accordance with subsections 1-6. Subsequently, the shipowner shall report the master's duration of service in accordance with sections 2 and 3. In case of a ship covered by section 4, the shipowner shall forward a declaration on the master's duration of service to the Danish Maritime Authority upon request.

*Issue of and applications for discharge books*

**Section 8.** Discharge books shall be issued by the Danish Maritime Authority.

**Section 9.** Discharge books shall be issued only to persons who:

- 1) are Danish citizens; and

2) have reached the age of 16.

**Section 10.** Requests for being issued with a discharge book shall be made by using the Danish Maritime Authority's digital system for applying for being issued with a discharge book.

*Subsection 2.* The discharge book shall be provided with a lifelike photo of the holder.

*Subsection 3.* The application shall be accompanied by a scanned copy of the photo page in his passport, driver's licence or his most recently filled out discharge book as well as a lifelike photo.

#### *Payment for discharge books*

**Section 11.** The price of a discharge book shall be evident from the webpage of the Danish Maritime Authority, [www.sofartsstyrelsen.dk](http://www.sofartsstyrelsen.dk). Payment shall be made when applying.

#### *Penalty provisions*

**Section 12.** Contraventions of section 2(1) and section 7 shall be liable to punishment by fine.

*Subsection 2.* Companies, etc. (legal entities) may be liable to punishment pursuant to the provisions of part 5 of the penal code (*straffeloven*).

#### *Entry into force*

**Section 13.** This order shall enter into force on 1 May 2014.

*Subsection 2.* At the same time, order no. 1161 of 12 December 2012 on the reporting of the signing on and signing off of seafarers to the Danish Maritime Authority and on discharge books shall be repealed.

**Section 14.** This order shall not apply to the Faroe Islands and to Greenland.

*Danish Maritime Authority, 29 April 2014*  
Henriette Flügge / Alexander Milan