

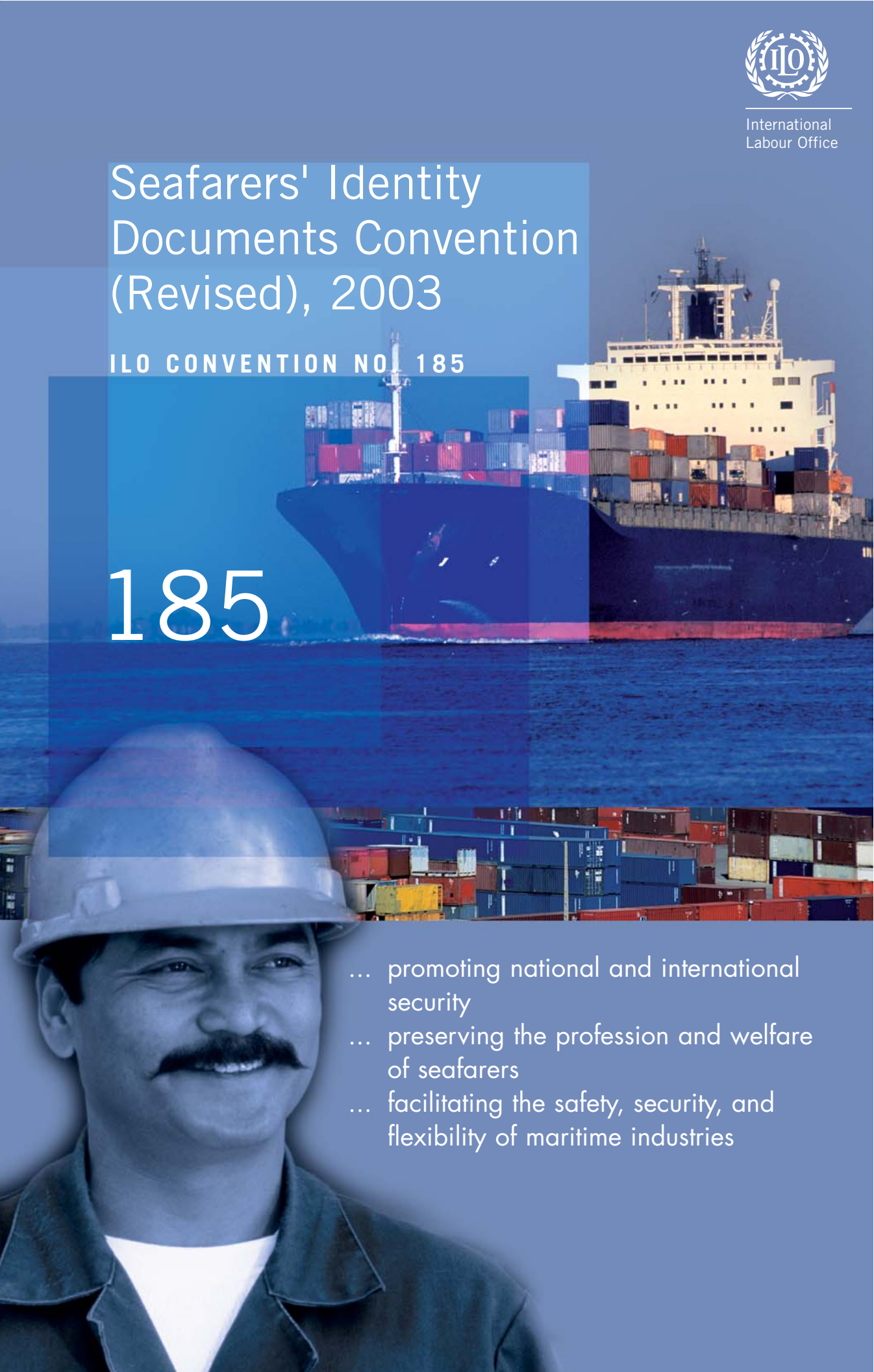


International
Labour Office

Seafarers' Identity Documents Convention (Revised), 2003

ILO CONVENTION NO. 185

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- The background of the cover features a large container ship at sea, with its deck stacked high with colorful shipping containers. In the foreground, there is a close-up of a smiling man with a mustache, wearing a white hard hat and a dark jacket over a white shirt. The overall color scheme is dominated by blue and white, with the ship's red hull providing a contrast.
- ... promoting national and international security
 - ... preserving the profession and welfare of seafarers
 - ... facilitating the safety, security, and flexibility of maritime industries



International
Labour Office

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ILO CONVENTION NO. 185

International Labour Standards Department
Social Dialogue, Labour Law, Labour Administration and
Sectoral Activities Department

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Foreword

In recent years, the International Labour Organization (ILO) and the International Maritime Organization (IMO) have undertaken extensive work to enhance maritime security globally and to protect ships and ports against the threat posed by international terrorism and other illicit acts.

One of the results of such work was the development and adoption of the Seafarers' Identity Documents Convention (Revised), 2003 (No. 185). This Convention provides for a new seafarers' identity document that enhances maritime security while facilitating shore leave and the professional movement of seafarers.

This brochure will enable a better understanding of the contents and benefits of the Convention. It will also assist in the process of identifying, quantifying and evaluating the work needed to implement and comply with it.

Though this publication has been developed by and under the responsibility of the ILO, it is also endorsed by the IMO because of the important relation between this Convention and the Special measures to enhance maritime security adopted by IMO and contained in chapter XI-2 of the International Convention for the Safety of Life at Sea (SOLAS), 1974 and of the International Ship and Port Facility Security (ISPS) Code.

It will be useful for all ILO and IMO Member States and constituents in achieving the wide acceptance and effective implementation of the Convention.

Juan Somavia
Director-General, International Labour Office

Efthimios Mitropoulos
Secretary-General, International Maritime Organization

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Introduction



Ratification and implementation of the new ILO Convention No. 185, the Seafarers' Identity Documents Convention (Revised), 2003, will:

- *support Governments as they take measures to strengthen their borders against the threat of international terrorism while protecting Members' economic interests in having their seafarers employed by shipowners,*
- *enhance confidence in the international maritime industry and facilitate commercial shipping, and*
- *promote safety, security, and basic rights of Seafarers in the conduct of their profession.*

The Convention will not only have a profound impact on the confidence placed in seafarers' identity documents (SIDs) but will more importantly create a global legal framework for security and trust. The majority of the world's 1.2 million seafarers come from developing and transition economy countries. However, ports that handle 90% of the world's trade are in developing economy, transition economy, and prospering economy countries alike. Consequently, the infrastructure required by Convention No.185 must be implemented in developing economy countries, transition economy countries, as well as in prospering economy countries, to result in an interoperable system of systems. Seafarers identity documents created and issued by one Member State will be verified at any border that the seafarer crosses in the conduct of his or her profession. Seafarers routinely cross borders during transit and transfer when joining and leaving their vessel. They must also be able to exercise their basic right to shore leave.

The Seafarers' Identity Documents Convention creates a global legal framework for personal identification, thereby fostering international security and trust.

Under Article 5 of Convention No. 185, ratifying Member States are to carry out quality control and evaluations of their SID issuing, SID management and SID verification systems. In accordance with that Article, the ILO Governing Body, by decision taken at its 292nd Session (March 2005), has adopted arrangements (reproduced below) to review those evaluations and other information, and to prepare a list of States meeting the minimum requirements established by the Convention. This list, as well as copies of the national evaluation reports and information on related actions and comments from Member States, will be made globally available by the ILO on an ongoing basis. There will thus be a global arrangement supporting the SID systems in Member States with a view to ensuring the global interoperability and reliability of seafarers' identification.



Background

The ILO rose to the challenge for enhanced security in the conduct of the seafarers' profession as a result of the 11th September 2001 international terrorism tragedy that shook the world. It decided to revise and update the existing international instrument, Convention No. 108, which provided for a seafarers' identity document.

All three partners of the ILO have a vested interest in the ratification and implementation of Convention No. 185.

- Governments are all securing their air, land, and sea borders. Governments also have economic interests in the safety and security of the high seas as maritime industries handle 90% of the world's trade.
- Shipowners are interested in minimizing administrative delays in the transport of 90% of the world's trade. They are motivated to employ seafarers who have the necessary credentials for transit and transfer.
- The world's 1.2 million seafarers have an absolute need to go ashore after long periods at sea. They also want to minimize any administrative impediment to their ability to conduct their profession.

The ILO, as a tripartite organization, has demonstrated its support for this project by agreeing to fast-track the development of Convention No. 185 which was adopted in June 2003. It also agreed on a technical standard for biometric template storage on the Seafarers' Identity Document (ILO SID-0002), which was adopted in March 2004 and updated in November 2005. The ILO selected the PDF 417-2D barcode as the storage medium. These decisions demonstrate the degree of support for fast-tracked implementation of Convention No. 185 to enhance international security, facilitate maritime commerce and ensure the mobility of seafarers.

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MAIN ELEMENTS OF CONVENTION NO. 185

Article 1	SCOPE <i>“Seafarer” defined and SID scope addressed</i>
Article 2	ISSUANCE OF SEAFARERS' IDENTITY DOCUMENTS <i>Makes each Member State responsible for the issuance of SIDs to its own seafarers</i>
Article 3	CONTENT AND FORM <i>Defines the content and form of Convention No. 185 SIDs (in conjunction with Annex I)</i>
Article 4	NATIONAL ELECTRONIC DATABASE <i>Defines the scope and requirements of Members' National Electronic Database</i>
Article 5	QUALITY CONTROL AND EVALUATIONS <i>Requires Governments to have proper procedures and processes for the issuance of their SIDs, which will be subject to international oversight</i>
Article 6	SHORE LEAVE AND TRANSIT AND TRANSFERS <i>Requires, subject to conditions, the holders of SIDs to be admitted to the Members' territory for the purposes of temporary shore leave and transit and transfers</i>
Article 7	CONTINUOUS POSSESSION AND WITHDRAWAL <i>Establishes the seafarers' right to continuous possession of the SID as well as the conditions for its withdrawal</i>
Article 8	AMENDMENT OF THE ANNEXES <i>Provides for a simplified procedure for the amendment of the Convention's Annexes</i>
Article 9	TRANSITIONAL PROVISION <i>Allows Members that have ratified the previous SID Convention to provisionally accept the present Convention</i>
Article 10	<i>Convention No. 185 revises the previous Convention No. 108 Seafarers' Identity Documents Convention, 1958</i>
Articles 11 to 18	FINAL PROVISIONS

MAIN ELEMENTS OF CONVENTION NO. 185 ANNEXES

Annex I	Model for Seafarers' Identity Document <i>The seafarers' identity document's form and content are defined in Annex I.</i>
Annex II	Electronic database <i>The details to be provided for each record in the electronic database to be maintained by each Member in accordance with Article 4, paragraphs 1, 2, 6 and 7 of the Convention are defined in Annex II.</i>
Annex III	Requirements and recommended procedures and practices concerning the issuance of seafarers' identity documents <i>Minimum requirements relating to procedures to be adopted by each Member in accordance with Article 5 of this Convention, with respect to the issuance of SIDs, including quality-control procedures are defined in Annex III. Mandatory results are given in Part A and non-binding recommended practices and procedures are given in Part B.</i>

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Considerations for ratifying and applying the new Seafarers' Identity Documents Convention

Convention No. 185 is the first international legal instrument for global identification, while upholding the core mandate of the International Labour Organization, in the interest of Governments, Shipowners and Seafarers alike. The Convention:

- Supports the Special measures to enhance maritime security (SOLAS chapter XI-2 and the ISPS Code), adopted by the International Maritime Organization in December 2002;
- Promotes safety and security of passengers and crews of maritime vessels on the high seas and in world ports, and protects international trade against the threat of international terrorism;
- Improves and facilitates access control to ports and ships;
- Provides the blueprint for creating and issuing secure national identity documents as well as international recognition of the reliability of the documents so issued;
- Provides for the safety and security of the maritime industry, which handles 90% of the world's trade;
- Minimizes administrative delays contributing to seafarer convenience and shipowners' cost savings;
- Supports United Nations General Assembly Resolution A/RES/57/219 (protection of human rights and fundamental freedoms while countering terrorism), which affirms that States must ensure that any measure taken to combat terrorism complies with their obligations under international law, in particular international human rights, refugee and humanitarian law;
- Responds to the seafarers' need for special protection, given the global nature of the maritime industry, to facilitate shore leave, transit, transfer and repatriation;
- Protects seafarers against the side effects of security measures, which can adversely affect their welfare, their freedom of movement and their right to work;
- Provides secure identification in a way that is designed to respect the dignity of seafarers and to avoid invasions of their privacy; and
- Assists efforts to prevent the use of forged documents.

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Convention No. 185 promotes security against the threat of international terrorism by:

- Exclusively placing responsibility for the issuance of SIDs on the Government of the country of which the seafarers are nationals or permanent residents (Article 2);
- Introducing modern security features for the SID (Article 3 and Annex I);
- Requiring a record of each SID issued to be contained in a national database, with the related information to be internationally accessible (Article 4 and Annex II); and
- Requiring the issuing Governments to have processes and procedures which are subject to international oversight and ensure the reliability of the identification of the holder of the SID while protecting the holder's dignity and privacy (Article 5 and Annex III).



How can Governments implement the requirements of Convention No. 185?

- When they do not have sufficient resources or access to the necessary technology (as may be the case, in particular, with countries that are the main source of supply of the world's seafarers)? or
- When they have relatively few seafarers, and consider that the cost of establishing a specific system to meet the Convention's requirements is not justified?

Many of the answers can be provided through international cooperation. This was recognized by the International Labour Conference when it adopted the Convention. In its Resolution concerning technical cooperation relating to seafarers' identity documents, the Conference urged Members to agree among themselves on measures which would:

- enable them to pool and share their technology, expertise and resources, where appropriate, and
- provide for countries with more advanced technology and processes to assist Members that are less advanced in those areas.

For example:

- Countries with relatively few seafarers might decide to share their resources with others in a similar situation. Provided that each country carried out the necessary examination of applications for SIDs made by its own seafarers, issued its own SID and retained the exclusive use over the related data base, most of the required processes and procedures and the related material and technology could be centralized under the administration of a single Government or reputable institution.
- Member States wishing to apply for external funding in order to launch the SID implementation may share the results from the initial feasibility studies or procurement documents.



How the ILO can help

The ILO can help constituents interested in the ratification and application of Convention No. 185 in a number of ways:

- It can provide Shipowners' and Seafarers' organizations, as well as Governments, with a better understanding of the substance of Convention No. 185 through promotional materials, workshops and discussions;
- It will maintain on its website (see below) the list of biometric products that have been tested and found to support the performance, conformance and interoperability requirements of Convention No. 185 to assist implementation efforts;
- It can give technical support to government officials for the purpose of ratification of Convention No. 185;
- It can give special help to any country having difficulty in obtaining its inclusion on the list of countries whose processes and procedures meet the minimum requirements of the Convention;
- It can help the Members meet their reporting requirements under the ILO Constitution;
- It will provide a systems design document to assist Members' implementation efforts;
- It will provide guidance to Members on how they can make the best use of their technology, expertise and resources to implement the Convention, through cooperation with other Members; and
- It will give due priority, in the use of resources allocated to the Organization's technical cooperation programme, to assisting countries with respect to the technology, expertise and processes needed to implement Convention No.185, especially Members that are less advanced in the technical areas concerned.





Further Information

International Labour Office Publications

- The standard for the biometric template required by the Convention (ILO SID-0002) (2006 edition)
- The systems design document for implementation of the Convention
- Report form for the Seafarers' Identity Document Convention (Revised), 2003 (N° 185)

Contact Information:

International Labour Standards Department
International Labour Office

4, Route des Morillons
CH-1211 Geneva 22
Switzerland

Telephone: +41 22 799 87 60
Fax: +41 22 799 87 49

Email: normes@ilo.org
maritime@ilo.org

Web site: <http://www.ilo.org/>
<http://www.ilo.org/public/english/dialogue/sector/sectors/mariti/security.htm>
<http://www.ilo.org/public/english/standards/norm/index.htm>

Text of Convention No. 185

Article 1

SCOPE

1. For the purposes of this Convention, the term *seafarer* means any person who is employed or is engaged or works in any capacity on board a vessel, other than a ship of war, ordinarily engaged in maritime navigation.
2. In the event of any doubt whether any categories of persons are to be regarded as seafarers for the purpose of this Convention, the question shall be determined in accordance with the provisions of this Convention by the competent authority of the State of nationality or permanent residence of such persons after consulting with the shipowners' and seafarers' organizations concerned.
3. After consulting the representative organizations of fishing-vessel owners and persons working on board fishing vessels, the competent authority may apply the provisions of this Convention to commercial maritime fishing.

Article 2

ISSUANCE OF SEAFARERS' IDENTITY DOCUMENTS

1. Each Member for which this Convention is in force shall issue to each of its nationals who is a seafarer and makes an application to that effect a seafarers' identity document conforming to the provisions of Article 3 of this Convention.
2. Unless otherwise provided for in this Convention, the issuance of seafarers' identity documents may be subject to the same conditions as those prescribed by national laws and regulations for the issuance of travel documents.
3. Each Member may also issue seafarers' identity documents referred to in paragraph 1 to seafarers who have been granted the status of permanent resident in its territory. Permanent residents shall in all cases travel in conformity with the provisions of Article 6, paragraph 7.

4. Each Member shall ensure that seafarers' identity documents are issued without undue delay.
5. Seafarers shall have the right to an administrative appeal in the case of a rejection of their application.
6. This Convention shall be without prejudice to the obligations of each Member under international arrangements relating to refugees and stateless persons.

Article 3

CONTENT AND FORM

1. The seafarers' identity document covered by this Convention shall conform - in its content - to the model set out in Annex I hereto. The form of the document and the materials used in it shall be consistent with the general specifications set out in the model, which shall be based on the criteria set out below. Provided that any amendment is consistent with the following paragraphs, Annex I may, where necessary, be amended in accordance with Article 8 below, in particular to take account of technological developments. The decision to adopt the amendment shall specify when the amendment will enter into effect, taking account of the need to give Members sufficient time to make any necessary revisions of their national seafarers' identity documents and procedures.
2. The seafarers' identity document shall be designed in a simple manner, be made of durable material, with special regard to conditions at sea and be machine-readable. The materials used shall:
 - (a) prevent tampering with the document or falsification, as far as possible, and enable easy detection of alterations; and
 - (b) be generally accessible to governments at the lowest cost consistent with reliably achieving the purpose set out in (a) above.
3. Members shall take into account any available guidelines developed by the International Labour Organization on standards of the technology to be used which will facilitate the use of a common international standard.

4. The seafarers' identity document shall be no larger than a normal passport.
5. The seafarers' identity document shall contain the name of the issuing authority, indications enabling rapid contact with that authority, the date and place of issue of the document, and the following statements:
 - (a) this document is a seafarers' identity document for the purpose of the Seafarers' Identity Documents Convention (Revised), 2003, of the International Labour Organization; and
 - (b) this document is a stand-alone document and not a passport.
6. The maximum validity of a seafarers' identity document shall be determined in accordance with the laws and regulations of the issuing State and shall in no case exceed ten years, subject to renewal after the first five years.
7. Particulars about the holder included in the seafarer's identity document shall be restricted to the following:
 - (a) full name (first and last names where applicable);
 - (b) sex;
 - (c) date and place of birth;
 - (d) nationality;
 - (e) any special physical characteristics that may assist identification;
 - (f) digital or original photograph; and
 - (g) signature.
8. Notwithstanding paragraph 7 above, a template or other representation of a biometric of the holder which meets the specification provided for in Annex I shall also be required for inclusion in the seafarers' identity document, provided that the following preconditions are satisfied:
 - (a) the biometric can be captured without any invasion of privacy of the persons concerned, discomfort to them, risk to their health or offence against their dignity;
 - (b) the biometric shall itself be visible on the document and it shall not be possible to reconstitute it from the template or other representation;
 - (c) the equipment needed for the provision and verification of the biometric is user-friendly and is generally accessible to governments at low cost;
 - (d) the equipment for the verification of the biometric can be conveniently and reliably operated in ports and in other places, including on board ship, where verification of identity is normally carried out by the competent authorities; and

- (e) the system in which the biometric is to be used (including the equipment, technologies and procedures for use) provides results that are uniform and reliable for the authentication of identity.
9. All data concerning the seafarer that are recorded on the document shall be visible. Seafarers shall have convenient access to machines enabling them to inspect any data concerning them that is not eye-readable. Such access shall be provided by or on behalf of the issuing authority.
10. The content and form of the seafarers' identity document shall take into account the relevant international standards cited in Annex I.

Article 4

NATIONAL ELECTRONIC DATABASE

1. Each Member shall ensure that a record of each seafarers' identity document issued, suspended or withdrawn by it is stored in an electronic database. The necessary measures shall be taken to secure the database from interference or unauthorized access.
2. The information contained in the record shall be restricted to details which are essential for the purposes of verifying a seafarers' identity document or the status of a seafarer and which are consistent with the seafarer's right to privacy and which meet all applicable data protection requirements. The details are set out in Annex II hereto, which may be amended in the manner provided for in Article 8 below, taking account of the need to give Members sufficient time to make any necessary revisions of their national database systems.
3. Each Member shall put in place procedures which will enable any seafarer to whom it has issued a seafarers' identity document to examine and check the validity of all the data held or stored in the electronic database which relate to that individual and to provide for correction if necessary, at no cost to the seafarer concerned.
4. Each Member shall designate a permanent focal point for responding to inquiries, from the immigration or other competent authorities of all Members of the Organization, concerning the authenticity and validity of the seafarers' identity document issued by its authority. Details of the permanent focal point shall be communicated to the International Labour Office, and the Office shall maintain a list which shall be communicated to all Members of the Organization.
5. The details referred to in paragraph 2 above shall at all times be immediately accessible to the immigration or other competent authorities in member States of the Organization, either electronically or through the focal point referred to in paragraph 4 above.
6. For the purposes of this Convention, appropriate restrictions shall be established to ensure that no data - in particular, photographs - are exchanged, unless a mechanism is in place to ensure that applicable data protection and privacy standards are adhered to.

7. Members shall ensure that the personal data on the electronic database shall not be used for any purpose other than verification of the seafarers' identity document.

Article 5

QUALITY CONTROL AND EVALUATIONS

1. Minimum requirements concerning processes and procedures for the issue of seafarers' identity documents, including quality-control procedures, are set out in Annex III to this Convention. These minimum requirements establish mandatory results that must be achieved by each Member in the administration of its system for issuance of seafarers' identity documents.
2. Processes and procedures shall be in place to ensure the necessary security for:
 - (a) the production and delivery of blank seafarers' identity documents;
 - (b) the custody, handling and accountability for blank and completed seafarers' identity documents;
 - (c) the processing of applications, the completion of the blank seafarers' identity documents into personalized seafarers' identity documents by the authority and unit responsible for issuing them and the delivery of the seafarers' identity documents;
 - (d) the operation and maintenance of the database; and
 - (e) the quality control of procedures and periodic evaluations.
3. Subject to paragraph 2 above, Annex III may be amended in the manner provided for in Article 8, taking account of the need to give Members sufficient time to make any necessary revisions to their processes and procedures.
4. Each Member shall carry out an independent evaluation of the administration of its system for issuing seafarers' identity documents, including quality-control procedures, at least every five years. Reports on such evaluations, subject to the removal of any confidential material, shall be provided to the Director-General of the International Labour Office with a copy to the representative organizations of shipowners and seafarers in the Member concerned. This reporting requirement shall be without prejudice to the obligations of Members under article 22 of the Constitution of the International Labour Organisation.
5. The International Labour Office shall make these evaluation reports available to Members. Any disclosure, other than those authorized by this Convention, shall require the consent of the reporting Member.
6. The Governing Body of the International Labour Office, acting on the basis of all relevant information in accordance with arrangements made by it, shall approve a list of Members which fully meet the minimum requirements referred to in paragraph 1 above.

7. The list must be available to Members of the Organization at all times and be updated as appropriate information is received. In particular, Members shall be promptly notified where the inclusion of any Member on the list is contested on solid grounds in the framework of the procedures referred to in paragraph 8.
8. In accordance with procedures established by the Governing Body, provision shall be made for Members which have been or may be excluded from the list, as well as interested governments of ratifying Members and representative shipowners' and seafarers' organizations, to make their views known to the Governing Body, in accordance with the arrangements referred to above and to have any disagreements fairly and impartially settled in a timely manner.
9. The recognition of seafarers' identity documents issued by a Member is subject to its compliance with the minimum requirements referred to in paragraph 1 above.

Article 6

FACILITATION OF SHORE LEAVE AND TRANSIT AND TRANSFER OF SEAFARERS

1. Any seafarer who holds a valid seafarers' identity document issued in accordance with the provisions of this Convention by a Member for which the Convention is in force shall be recognized as a seafarer within the meaning of the Convention unless clear grounds exist for doubting the authenticity of the seafarers' identity document.
2. The verification and any related inquiries and formalities needed to ensure that the seafarer for whom entry is requested pursuant to paragraphs 3 to 6 or 7 to 9 below is the holder of a seafarers' identity document issued in accordance with the requirements of this Convention shall be at no cost to the seafarers or shipowners.

Shore leave

3. Verification and any related inquiries and formalities referred to in paragraph 2 above shall be carried out in the shortest possible time provided that reasonable advance notice of the holder's arrival was received by the competent authorities. The notice of the holder's arrival shall include the details specified in section 1 of Annex II.
4. Each Member for which this Convention is in force shall, in the shortest possible time, and unless clear grounds exist for doubting the authenticity of the seafarers' identity document, permit the entry into its territory of a seafarer holding a valid seafarer's identity document, when entry is requested for temporary shore leave while the ship is in port.
5. Such entry shall be allowed provided that the formalities on arrival of the ship have been fulfilled and the competent authorities have no reason to refuse permission to come ashore on grounds of public health, public safety, public order or national security.
6. For the purpose of shore leave seafarers shall not be required to hold a visa. Any Member which is not in a position to fully implement this requirement shall ensure that its laws and regulations or practice provide arrangements that are substantially equivalent.

Transit and transfer

7. Each Member for which this Convention is in force shall, in the shortest possible time, also permit the entry into its territory of seafarers holding a valid seafarers' identity document supplemented by a passport, when entry is requested for the purpose of:
 - (a) joining their ship or transferring to another ship;
 - (b) passing in transit to join their ship in another country or for repatriation; or any other purpose approved by the authorities of the Member concerned.
8. Such entry shall be allowed unless clear grounds exist for doubting the authenticity of the seafarers' identity document, provided that the competent authorities have no reason to refuse entry on grounds of public health, public safety, public order or national security.
9. Any Member may, before permitting entry into its territory for one of the purposes specified in paragraph 7 above, require satisfactory evidence, including documentary evidence of a seafarer's intention and ability to carry out that intention. The Member may also limit the seafarer's stay to a period considered reasonable for the purpose in question.

Article 7

CONTINUOUS POSSESSION AND WITHDRAWAL

1. The seafarers' identity document shall remain in the seafarer's possession at all times, except when it is held for safekeeping by the master of the ship concerned, with the seafarer's written consent.
2. The seafarers' identity document shall be promptly withdrawn by the issuing State if it is ascertained that the seafarer no longer meets the conditions for its issue under this Convention. Procedures for suspending or withdrawing seafarers' identity documents shall be drawn up in consultation with the representative shipowners' and seafarers' organizations and shall include procedures for administrative appeal.

Article 8

AMENDMENT OF THE ANNEXES

1. Subject to the relevant provisions of this Convention, amendments to the Annexes may be made by the International Labour Conference, acting on the advice of a duly constituted tripartite maritime body of the International Labour Organization. The decision shall require a majority of two-thirds of the votes cast by the delegates present at the Conference, including at least half the Members that have ratified this Convention.

2. Any Member that has ratified this Convention may give written notice to the Director-General within six months of the date of the adoption of such an amendment that it shall not enter into force for that Member, or shall only enter into force at a later date upon subsequent written notification.

Article 9

TRANSITIONAL PROVISION

Any Member which is a party to the Seafarers' Identity Documents Convention, 1958, and which is taking measures, in accordance with article 19 of the Constitution of the International Labour Organisation, with a view to ratification of this Convention may notify the Director-General of its intention to apply the present Convention provisionally. A seafarers' identity document issued by such a Member shall be treated for the purposes of this Convention as a seafarers' identity document issued under it provided that the requirements of Articles 2 to 5 of this Convention are fulfilled and that the Member concerned accepts seafarers' identity documents issued under this Convention.

FINAL PROVISIONS

Article 10

This Convention revises the Seafarers' Identity Documents Convention, 1958.

Article 11

The formal ratifications of this Convention shall be communicated to the Director-General of the International Labour Office for registration.

Article 12

1. This Convention shall be binding only upon those Members of the International Labour Organization whose ratifications have been registered with the Director-General.
2. It shall come into force six months after the date on which the ratifications of two Members have been registered with the Director-General.
3. Thereafter, this Convention shall come into force for any Member six months after the date on which its ratification has been registered.

Article 13

1. A Member which has ratified this Convention may denounce it after the expiration of ten years from the date on which the Convention first comes into force, by an act communicated to the Director-General for registration. Such denunciation shall take effect twelve months after the date on which it is registered.
2. Each Member which has ratified this Convention and which does not, within the year following the expiration of the period of ten years mentioned in the preceding paragraph, exercise the right of denunciation provided for in this Article, shall be bound for another period of ten years and, thereafter, may denounce this Convention at the expiration of each period of ten years under the terms provided for in this Article.

Article 14

1. The Director-General shall notify all Members of the registration of all ratifications, declarations and acts of denunciation communicated by the Members.
2. When notifying the Members of the registration of the second ratification of this Convention, the Director-General shall draw the attention of the Members to the date upon which the Convention shall come into force.
3. The Director-General shall notify all Members of the registration of any amendments made to the Annexes in accordance with Article 8, as well as of notifications relating thereto.

Article 15

The Director-General of the International Labour Office shall communicate to the Secretary-General of the United Nations, for registration in accordance with article 102 of the Charter of the United Nations, full particulars of all ratifications, declarations and acts of denunciation registered by the Director-General in accordance with the provisions of the preceding Articles.

Article 16

At such times as it may consider necessary, the Governing Body of the International Labour Office shall present to the General Conference a report on the working of this Convention and shall examine the desirability of placing on the agenda of the Conference the question of its revision in whole or in part, taking account also of the provisions of Article 8.

Article 17

1. Should the Conference adopt a new Convention revising this Convention in whole or in part, then, unless the new Convention otherwise provides:
 - (a) the ratification by a Member of the new revising Convention shall ipso jure involve the immediate denunciation of this Convention, notwithstanding the provisions of Article 13, if and when the new revising Convention shall have come into force;
 - (b) as from the date when the new revising Convention comes into force, this Convention shall cease to be open to ratification by the Members.
2. This Convention shall in any case remain in force in its actual form and content for those Members which have ratified it but have not ratified the revising Convention.

Article 18

The English and French versions of the text of this Convention are equally authoritative.

Annex I

MODEL FOR SEAFARERS' IDENTITY DOCUMENT

The seafarers' identity document, whose form and content are set out below, shall consist of good-quality materials which, as far as practicable, having regard to considerations such as cost, are not easily accessible to the general public. The document shall have no more space than is necessary to contain the information provided for by the Convention.

It shall contain the name of the issuing State and the following statement:

"This document is a seafarers' identity document for the purpose of the Seafarers' Identity Documents Convention (Revised), 2003, of the International Labour Organization. This document is a stand-alone document and not a passport."

The data page(s) of the document indicated in bold below shall be protected by a laminate or overlay, or by applying an imaging technology and substrate material that provide an equivalent resistance to substitution of the portrait and other biographical data.

The materials used, dimensions and placement of data shall conform to the International Civil Aviation Organization (ICAO) specifications as contained in Document 9303 Part 3 (2nd edition, 2002) or Document 9303 Part 1 (5th edition, 2003).

Other security features shall include at least one of the following features:

Watermarks, ultraviolet security features, use of special inks, special colour designs, perforated images, holograms, laser engraving, micro-printing, and heat-sealed lamination. Data to be entered on the data page(s) of the seafarers' identity document shall be restricted to:

I. Issuing authority:

II. Telephone number(s), email and web site of the authority:

III. Date and place of issue:

----- Digital or original photograph of seafarer -----

(a) Full name of seafarer:

(b) Sex:

(c) Date and place of birth:

(d) Nationality:

(e) Any special physical characteristics of seafarer that may assist identification:

(f) Signature:

- (g) Date of expiry:
- (h) Type or designation of document:
- (i) Unique document number:
- (j) Personal identification number (optional):
- (k) Biometric template based on a fingerprint printed as numbers in a bar code conforming to a standard to be developed:
- (l) A machine-readable zone conforming to ICAO specifications in Document 9303 specified above.

IV. Official seal or stamp of the issuing authority.

Explanation of data

The captions on fields on the data page(s) above may be translated into the language(s) of the issuing State. If the national language is other than English, French or Spanish, the captions shall also be entered in one of these languages.

The Roman alphabet should be used for all entries in this document.

The information listed above shall have the following characteristics:

I. Issuing authority: ISO code for the issuing State and the name and full address of the office issuing the seafarers' identity document as well as the name and position of the person authorizing the issue.

II. The telephone number, email and web site shall correspond to the links to the focal point referred to in the Convention.

III. Date and place of issue: the date shall be written in two-digit Arabic numerals in the form day/month/year - e.g. 31/12/03; the place shall be written in the same way as on the national passport.

----- Size of the portrait photograph: as in ICAO Document 9303 specified above -----

- (a) Full name of seafarer: where applicable, family name shall be written first, followed by the seafarer's other names;
- (b) Sex: specify "M" for male or "F" for female;

- (c) Date and place of birth: the date shall be written in two-digit Arabic numerals in the form day/month/year; the place shall be written in the same way as on the national passport;
- (d) Statement of nationality: specify nationality;
- (e) Special physical characteristics: any evident characteristics assisting identification;
- (f) Signature of seafarer;
- (g) Date of expiry: in two-digit Arabic numerals in the form day/month/year;
- (h) Type or designation of document: character code for document type, written in capitals in the Roman alphabet (S);
- (i) Unique document number: country code (see I above) followed by an alphanumeric book inventory number of no more than nine characters;
- (j) Personal identification number: optional personal identification number of the seafarer; identification number of no more than 14 alphanumeric characters;
- (k) Biometric template: precise specification to be developed;
- (l) Machine-readable zone: according to ICAO Document 9303 specified above.

Annex II

ELECTRONIC DATABASE

The details to be provided for each record in the electronic database to be maintained by each Member in accordance with Article 4, paragraphs 1, 2, 6 and 7 of this Convention shall be restricted to:

Section 1

1. Issuing authority named on the identity document.
2. Full name of seafarer as written on the identity document.
3. Unique document number of the identity document.
4. Date of expiry or suspension or withdrawal of the identity document.

Section 2

5. Biometric template appearing on the identity document.
6. Photograph.
7. Details of all inquiries made concerning the seafarers' identity document.

Annex III

REQUIREMENTS AND RECOMMENDED PROCEDURES AND PRACTICES CONCERNING THE ISSUANCE OF SEAFARERS' IDENTITY DOCUMENTS

This Annex sets out minimum requirements relating to procedures to be adopted by each Member in accordance with Article 5 of this Convention, with respect to the issuance of seafarers' identity documents (referred to below as "SIDs"), including quality-control procedures.

Part A lists the mandatory results that must be achieved, as a minimum, by each Member, in implementing a system of issuance of SIDs.

Part B recommends procedures and practices for achieving those results. Part B is to be given full consideration by Members, but is not mandatory.

PART A. MANDATORY RESULTS

1. Production and delivery of blank SIDs

Processes and procedures are in place to ensure the necessary security for the production and delivery of blank SIDs, including the following:

- (a) all blank SIDs are of uniform quality and meet the specifications in content and form as contained in Annex I;
- (b) the materials used for production are protected and controlled;
- (c) blank SIDs are protected, controlled, identified and tracked during the production and delivery processes;
- (d) producers have the means of properly meeting their obligations in relation to the production and delivery of blank SIDs;
- (e) the transport of the blank SIDs from the producer to the issuing authority is secure.

2. Custody, handling and accountability for blank and completed SIDs

Processes and procedures are in place to ensure the necessary security for the custody, handling and accountability for blank and completed SIDs, including the following:

- (a) the custody and handling of blank and completed SIDs is controlled by the issuing authority;

- (b) blank, completed and voided SIDs, including those used as specimens, are protected, controlled, identified and tracked;
- (c) personnel involved with the process meet standards of reliability, trustworthiness and loyalty required by their positions and have appropriate training;
- (d) the division of responsibilities among authorized officials is designed to prevent the issuance of unauthorized SIDs.

3. Processing of applications; suspension or withdrawal of SIDs; appeal procedures

Processes and procedures are in place to ensure the necessary security for the processing of applications, the completion of the blank SIDs into personalized SIDs by the authority and unit responsible for issuing them, and the delivery of the SIDs, including:

- (a) processes for verification and approval ensuring that SIDs, when first applied for and when renewed, are issued only on the basis of:
 - (i) applications completed with all information required by Annex I,
 - (ii) proof of identity of the applicant in accordance with the law and practice of the issuing State,
 - (iii) proof of nationality or permanent residence,
 - (iv) proof that the applicant is a seafarer within the meaning of Article 1,
 - (v) assurance that applicants, especially those with more than one nationality or having the status of permanent residents, are not issued with more than one SID,
 - (vi) verification that the applicant does not constitute a risk to security, with proper respect for the fundamental rights and freedoms set out in international instruments.
- (b) the processes ensure that:
 - (i) the particulars of each item contained in Annex II are entered in the database simultaneously with issuance of the SID,
 - (ii) the data, photograph, signature and biometric gathered from the applicant correspond to the applicant, and
 - (iii) the data, photograph, signature and biometric gathered from the applicant are linked to the application throughout the processing, issuance and delivery of the SID.
- (c) prompt action is taken to update the database when an issued SID is suspended or withdrawn;
- (d) an extension and/or renewal system has been established to provide for circumstances where a seafarer is in need of extension or renewal of his or her SID and in circumstances where the SID is lost;

- (e) the circumstances in which SIDs may be suspended or withdrawn are established in consultation with shipowners' and seafarers' organizations;
- (f) effective and transparent appeal procedures are in place.

4. Operation, security and maintenance of the database

Processes and procedures are in place to ensure the necessary security for the operation and maintenance of the database, including the following:

- (a) the database is secure from tampering and from unauthorized access;
- (b) data are current, protected against loss of information and available for query at all times through the focal point;
- (c) databases are not appended, copied, linked or written to other databases; information from the database is not used for purposes other than authenticating the seafarers' identity;
- (d) the individual's rights are respected, including:
 - (i) the right to privacy in the collection, storage, handling and communication of personal data; and
 - (ii) the right of access to data concerning him or her and to have any inaccuracies corrected in a timely manner.

5. Quality control of procedures and periodic evaluations

- (a) Processes and procedures are in place to ensure the necessary security through the quality control of procedures and periodic evaluations, including the monitoring of processes, to ensure that required performance standards are met, for:
 - (i) production and delivery of blank SIDs,
 - (ii) custody, handling and accountability for blank, voided and personalized SIDs,
 - (iii) processing of applications, completion of blank SIDs into personalized SIDs by the authority and unit responsible for issuance and delivery,
 - (iv) operation, security and maintenance of the database.
- (b) Periodic reviews are carried out to ensure the reliability of the issuance system and of the procedures and their conformity with the requirements of this Convention.
- (c) Procedures are in place to protect the confidentiality of information contained in reports on periodic evaluations provided by other ratifying Members.

PART B. RECOMMENDED PROCEDURES AND PRACTICES

1. Production and delivery of blank SIDs

- 1.1. In the interest of security and uniformity of SIDs, the competent authority should select an effective source for the production of blank SIDs to be issued by the Member.
- 1.2. If the blanks are to be produced on the premises of the authority responsible for the issuance of SIDs ("the issuing authority"), section 2.2 below applies.
- 1.3. If an outside enterprise is selected, the competent authority should:
 - 1.3.1. check that the enterprise is of undisputed integrity, financial stability and reliability;
 - 1.3.2. require the enterprise to designate all the employees who will be engaged in the production of blank SIDs;
 - 1.3.3. require the enterprise to furnish the authority with proof that demonstrates that there are adequate systems in place to ensure the reliability, trustworthiness and loyalty of designated employees and to satisfy the authority that it provides each such employee with adequate means of subsistence and adequate job security;
 - 1.3.4. conclude a written agreement with the enterprise which, without prejudice to the authority's own responsibility for SIDs, should, in particular, establish the specifications and directions referred to under section 1.5 below and require the enterprise:
 - 1.3.4.1. to ensure that only the designated employees, who must have assumed strict obligations of confidentiality, are engaged in the production of the blank SIDs;
 - 1.3.4.2. to take all necessary security measures for the transport of the blank SIDs from its premises to the premises of the issuing authority. Issuing agents cannot be absolved from the liability on the grounds that they are not negligent in this regard;
 - 1.3.4.3. to accompany each consignment with a precise statement of its contents; this statement should, in particular, specify the reference numbers of the SIDs in each package.
 - 1.3.5. ensure that the agreement includes a provision to allow for completion if the original contractor is unable to continue;
 - 1.3.6. satisfy itself, before signing the agreement, that the enterprise has the means of properly performing all the above obligations.

- 1.4. If the blank SIDs are to be supplied by an authority or enterprise outside the Member's territory, the competent authority of the Member may mandate an appropriate authority in the foreign country to ensure that the requirements recommended in this section are met.
- 1.5. The competent authority should inter alia:
 - 1.5.1. establish detailed specifications for all materials to be used in the production of the blank SIDs; these materials should conform to the general specifications set out in Annex I to this Convention;
 - 1.5.2. establish precise specifications relating to the form and content of the blank SIDs as set out in Annex I;
 - 1.5.3. ensure that the specifications enable uniformity in the printing of blank SIDs if different printers are subsequently used;
 - 1.5.4. provide clear directions for the generation of a unique document number to be printed on each blank SID in a sequential manner in accordance with Annex I; and
 - 1.5.5. establish precise specifications governing the custody of all materials during the production process.

2. Custody, handling and accountability for blank and completed SIDs

- 2.1. All operations relating to the issuance process (including the custody of blank, voided and completed SIDs, the implements and materials for completing them, the processing of applications, the issuance of SIDs, the maintenance and the security of databases) should be carried out under the direct control of the issuing authority.
- 2.2. The issuing authority should prepare an appraisal of all officials involved in the issuance process establishing, in the case of each of them, a record of reliability, trustworthiness and loyalty.
- 2.3. The issuing authority should ensure that no officials involved in the issuance process are members of the same immediate family.
- 2.4. The individual responsibilities of the officials involved in the issuance process should be adequately defined by the issuing authority.
- 2.5. No single official should be responsible for carrying out all the operations required in the processing of an application for a SID and the preparation of the corresponding SID. The official who assigns applications to an official responsible for issuing SIDs should not be involved in the issuance process. There should be a rotation in the officials assigned to the different duties related to the processing of applications and the issuance of SIDs.

2.6. The issuing authority should draw up internal rules ensuring:

2.6.1. that the blank SIDs are kept secured and released only to the extent necessary to meet expected day-to-day operations and only to the officials responsible for completing them into personalized SIDs or to any specially authorized official, and that surplus blank SIDs are returned at the end of each day; measures to secure SIDs should be understood as including the use of devices for the prevention of unauthorized access and detection of intruders;

2.6.2. that any blank SIDs used as specimens are defaced and marked as such;

2.6.3. that each day a record, to be stored in a safe place, is maintained of the whereabouts of each blank SID and of each personalized SID that has not yet been issued, also identifying those that are secured and those that are in the possession of a specified official or officials; the record should be maintained by an official who is not involved in the handling of the blank SIDs or SIDs that have not yet been issued;

2.6.4. that no person should have access to the blank SIDs and to the implements and materials for completing them other than the officials responsible for completing the blank SIDs or any specially authorized official;

2.6.5. that each personalized SID is kept secured and released only to the official responsible for issuing the SID or to any specially authorized official;

2.6.5.1. the specially authorized officials should be limited to:

(a) persons acting under the written authorization of the executive head of the authority or of any person officially representing the executive head, and

(b) the controller referred to in section 5 below and persons appointed to carry out an audit or other control;

2.6.6. that officials are strictly prohibited from any involvement in the issuance process for a SID applied for by a member of their family or a close friend;

2.6.7. that any theft or attempted theft of SIDs or of implements or materials for personalizing them should be promptly reported to the police authorities for investigation.

2.7. Errors in the issuance process should invalidate the SID concerned, which may not be corrected and issued.

3. Processing of applications; suspension or withdrawal of SIDs; appeal procedures

3.1. The issuing authority should ensure that all officials with responsibility concerning the review of applications for SIDs have received relevant training in fraud detection and in the use of computer technology.

- 3.2. The issuing authority should draw up rules ensuring that SIDs are issued only on the basis of: an application completed and signed by the seafarer concerned; proof of identity; proof of nationality or permanent residence; and proof that the applicant is a seafarer.
- 3.3. The application should contain all the information specified as mandatory in Annex I to this Convention. The application form should require applicants to note that they will be liable to prosecution and penal sanctions if they make any statement that they know to be false.
- 3.4. When a SID is first applied for, and whenever subsequently considered necessary on the occasion of a renewal:
 - 3.4.1. the application, completed except for the signature, should be presented by the applicant in person, to an official designated by the issuing authority;
 - 3.4.2. a digital or original photograph and the biometric of the applicant should be taken under the control of the designated official;
 - 3.4.3. the application should be signed in the presence of the designated official;
 - 3.4.4. the application should then be transmitted by the designated official directly to the issuing authority for processing.
- 3.5. Adequate measures should be adopted by the issuing authority to ensure the security and the confidentiality of the digital or original photograph and the biometric.
- 3.6. The proof of identity provided by the applicant should be in accordance with the laws and practice of the issuing State. It may consist of a recent photograph of the applicant, certified as being a true likeness of him or her by the shipowner or shipmaster or other employer of the applicant or the director of the applicant's training establishment.
- 3.7. The proof of nationality or permanent residence will normally consist of the applicant's passport or certificate of admission as a permanent resident.
- 3.8. Applicants should be asked to declare all other nationalities that they may possess and affirm that they have not been issued with and have not applied for a SID from any other Member.
- 3.9. The applicant should not be issued with a SID for so long as he or she possesses another SID.
 - 3.9.1. An early renewal system should apply in circumstances where a seafarer is aware in advance that the period of service is such that he or she will be unable to make his or her application at the date of expiry or renewal;
 - 3.9.2. An extension system should apply in circumstances where an extension of a SID is required due to an unforeseen extension of the period of service;

- 3.9.3. A replacement system should apply in circumstances where a SID is lost. A suitable temporary document can be issued.
- 3.10. The proof that the applicant is a seafarer, within the meaning of Article 1 of this Convention should at least consist of:
- 3.10.1. a previous SID, or a seafarers' discharge book; or
 - 3.10.2. a certificate of competency, qualification or other relevant training; or
 - 3.10.3. equally cogent evidence.
- 3.11. Supplementary proof should be sought where deemed appropriate.
- 3.12. All applications should be subject to at least the following verifications by a competent official of the issuing authority of SIDs:
- 3.12.1. verification that the application is complete and shows no inconsistency raising doubts as to the truth of the statements made;
 - 3.12.2. verification that the details given and the signature correspond to those on the applicant's passport or other reliable document;
 - 3.12.3. verification, with the passport authority or other competent authority, of the genuineness of the passport or other document produced; where there is reason to doubt the genuineness of the passport, the original should be sent to the authority concerned; otherwise, a copy of the relevant pages may be sent;
 - 3.12.4. comparison of the photograph provided, where appropriate, with the digital photograph referred to in section 3.4.2 above;
 - 3.12.5. verification of the apparent genuineness of the certification referred to in section 3.6 above;
 - 3.12.6. verification that the proof referred to in section 3.10 substantiates that the applicant is indeed a seafarer;
 - 3.12.7. verification, in the database referred to in Article 4 of the Convention, to ensure that a person corresponding to the applicant has not already been issued with a SID; if the applicant has or may have more than one nationality or any permanent residence outside the country of nationality, the necessary inquiries should also be made with the competent authorities of the other country or countries concerned;
 - 3.12.8. verification, in any relevant national or international database that may be accessible to the issuing authority, to ensure that a person corresponding to the applicant does not constitute a possible security risk.
- 3.13. The official referred to in section 3.12 above should prepare brief notes for the record indicating the results of each of the above verifications, and drawing attention to the facts that justify the conclusion that the applicant is a seafarer.

- 3.14. Once fully checked, the application, accompanied by the supporting documents and the notes for the record, should be forwarded to the official responsible for completion of the SID to be issued to the applicant.
- 3.15. The completed SID, accompanied by the related file in the issuing authority, should then be forwarded to a senior official of that authority for approval.
- 3.16. The senior official should give such approval only if satisfied, after review of at least the notes for the record, that the procedures have been properly followed and that the issuance of the SID to the applicant is justified.
- 3.17. This approval should be given in writing and be accompanied by explanations concerning any features of the application that need special consideration.
- 3.18. The SID (together with the passport or similar document provided) should be handed to the applicant directly against receipt, or sent to the applicant or, if the latter has so requested, to his or her shipmaster or employer in both cases by reliable postal communication requiring advice of receipt.
- 3.19. When the SID is issued to the applicant, the particulars specified in Annex II to the Convention should be entered in the database referred to in Article 4 of the Convention.
- 3.20. The rules of the issuing authority should specify a maximum period for receipt after dispatch. If advice of receipt is not received within that period and after due notification of the seafarer, an appropriate annotation should be made in the database and the SID should be officially reported as lost and the seafarer informed.
- 3.21. All annotations to be made, such as, in particular, the brief notes for the record (see section 3.13 above) and the explanations referred to in section 3.17, should be kept in a safe place during the period of validity of the SID and for three years afterwards. Those annotations and explanations required by section 3.17 should be recorded in a separate internal database, and rendered accessible: (a) to persons responsible for monitoring operations; (b) to officials involved in the review of applications for SIDs; and (c) for training purposes.
- 3.22. When information is received suggesting that a SID was wrongly issued or that the conditions for its issue are no longer applicable, the matter should be promptly notified to the issuing authority with a view to its rapid withdrawal.
- 3.23. When a SID is suspended or withdrawn the issuing authority should immediately update its database to indicate that this SID is not currently recognized.
- 3.24. If an application for a SID is refused or a decision is taken to suspend or withdraw a SID, the applicant should be officially informed of his or her right of appeal and fully informed of the reasons for the decision.
- 3.25. The procedures for appeal should be as rapid as possible and consistent with the need for fair and complete consideration.

4. Operation, security and maintenance of the database

- 4.1. The issuing authority should make the necessary arrangements and rules to implement Article 4 of this Convention, ensuring in particular:
 - 4.1.1. the availability of a focal point or electronic access over 24 hours a day, seven days a week, as required under paragraphs 4, 5 and 6 of Article 4 of the Convention;
 - 4.1.2. the security of the database;
 - 4.1.3. the respect for individual rights in the storage, handling and communication of data;
 - 4.1.4. the respect for the seafarer's right to verify the accuracy of data relating to him or her and to have corrected, in a timely manner, any inaccuracies found.
- 4.2. The issuing authority should draw up adequate procedures for protecting the database, including:
 - 4.2.1. a requirement for the regular creation of back-up copies of the database, to be stored on media held in a safe location away from the premises of the issuing authority;
 - 4.2.2. the restriction to specially authorized officials of permission to access or make changes to an entry in the database once the entry has been confirmed by the official making it.

5. Quality control of procedures and periodic evaluations

- 5.1. The issuing authority should appoint a senior official of recognized integrity, loyalty and reliability, who is not involved in the custody or handling of SIDs, to act as controller:
 - 5.1.1. to monitor on a continuous basis the implementation of these minimum requirements;
 - 5.1.2. to draw immediate attention to any shortcomings in the implementation;
 - 5.1.3. to provide the executive head and the concerned officials with advice on improvements to the procedures for the issuance of SIDs; and
 - 5.1.4. to submit a quality-control report to management on the above. The controller should, if possible, be familiar with all the operations to be monitored.
- 5.2. The controller should report directly to the executive head of the issuing authority.
- 5.3. All officials of the issuing authority, including the executive head, should be placed under a duty to provide the controller with all documentation or information that the controller considers relevant to the performance of his or her tasks.

- 5.4. The issuing authority should make appropriate arrangements to ensure that officials can speak freely to the controller without fear of victimization.
- 5.5. The terms of reference of the controller should require that particular attention be given to the following tasks:
 - 5.5.1. verifying that the resources, premises, equipment and staff are sufficient for the efficient performance of the functions of the issuing authority;
 - 5.5.2. ensuring that the arrangements for the safe custody of the blank and completed SIDs are adequate;
 - 5.5.3. ensuring that adequate rules, arrangements or procedures are in place in accordance with sections 2.6, 3.2, 4 and 5.4 above.
 - 5.5.4. ensuring that those rules and procedures, as well as arrangements, are well known and understood by the officials concerned;
 - 5.5.5. detailed monitoring on a random basis of each action carried out, including the related annotations and other records, in processing particular cases, from the receipt of the application for a SID to the end of the procedure for its issuance;
 - 5.5.6. verification of the efficacy of the security measures used for the custody of blank SIDs, implements and materials;
 - 5.5.7. verification, if necessary with the aid of a trusted expert, of the security and veracity of the information stored electronically and that the requirement for 24 hours a day, seven days a week access is maintained;
 - 5.5.8. investigating any reliable report of a possible wrongful issuance of a SID or of a possible falsification or fraudulent obtention of a SID, in order to identify any internal malpractice or weakness in systems that could have resulted in or assisted the wrongful issuance or falsification or fraud;
 - 5.5.9. investigating complaints alleging inadequate access to the details in the database given the requirements of paragraphs 2, 3 and 5 of Article 4 of the Convention, or inaccuracies in those details;
 - 5.5.10. ensuring that reports identifying improvements to the issuance procedures and areas of weakness have been acted upon in a timely and effective manner by the executive head of the issuing authority;
 - 5.5.11. maintaining records of quality-control checks that have been carried out;
 - 5.5.12. ensuring that management reviews of quality-control checks have been performed and that records of such reviews are maintained.

- 5.6. The executive head of the issuing authority should ensure a periodic evaluation of the reliability of the issuance system and procedures, and of their conformity with the requirements of this Convention. Such evaluation should take into account the following:
 - 5.6.1. findings of any audits of the issuance system and procedures;
 - 5.6.2. reports and findings of investigations and of other indications relevant to the effectiveness of corrective action taken as a result of reported weaknesses or breaches of security;
 - 5.6.3. records of SIDs issued, lost, voided or spoiled;
 - 5.6.4. records relating to the functioning of quality control;
 - 5.6.5. records of problems with respect to the reliability or security of the electronic database, including inquiries made to the database;
 - 5.6.6. effects of changes to the issuance system and procedures resulting from technological improvements or innovations in the SID issuance procedures;
 - 5.6.7. conclusions of management reviews;
 - 5.6.8. audit of procedures to ensure that they are applied in a manner consistent with respect for fundamental principles and rights at work embodied in relevant ILO instruments.
- 5.7. Procedures and processes should be put in place to prevent unauthorized disclosure of reports provided by other Members.
- 5.8. All audit procedures and processes should ensure that the production techniques and security practices, including the stock control procedures, are sufficient to meet the requirements of this Annex.

Resolutions adopted at the same time as Convention No.185

RESOLUTION CONCERNING DECENT WORK FOR SEAFARERS

The General Conference of the International Labour Organization,

Having been convened at Geneva by the Governing Body of the International Labour Office, and having met in its Ninety-first Session on 3 June 2003,

Mindful also of the core mandate of the Organization, which is to promote decent conditions of work,

Being aware that shipping is the motor of the globalized economy and carries around 90 per cent of world trade in terms of tonnage and that the shipping industry and the smooth transportation of goods are essential to world trade,

Being aware further that the facilitation of shore leave and uninhibited transit to and from their ships are essential components of a seafarer's professional life and that many seafarers are facing severe difficulties in obtaining these important entitlements,

Noting that the provisions of the Convention of Facilitation of International Maritime Traffic, 1965, as amended, have, inter alia, established a general right for foreign crew members to be entitled to shore leave while the ship on which they arrived is in port, provided that the formalities on arrival of the ship have been fulfilled and the public authorities have no reason to refuse permission to come ashore for reasons of public health, public safety or public order, and that standard 3.45 of the Convention provides that seafarers shall not be required to hold a visa for the purpose of shore leave,

Noting also that United Nations General Assembly Resolution A/RES/57/219 (Protection of human rights and fundamental freedoms while countering terrorism) affirmed that States must ensure that any measure taken to combat terrorism complies with their obligations under international law, in particular international human rights, refugee and humanitarian law,

Noting further the generally accepted principles of international human rights applicable to all, including seafarers,

Considering that, given the global nature of the shipping industry, seafarers need special protection and facilitation,

Being aware that seafarers work and live on ships involved in international trade and that access to shore facilities, shore leave and facilitation of transit are vital elements of seafarers' general well-being and, therefore, to the realization of decent work for seafarers;

Urges member States to take the human element, the need to afford special protection and facilitation to seafarers and the critical importance of shore leave into account when implementing maritime security measures,

Requests the Director-General to take all possible measures to promote decent work for seafarers, including access to shore leave and facilitation of transit, and

Calls upon the Governing Body to remain seized of this matter.

RESOLUTION CONCERNING TECHNICAL COOPERATION RELATING TO SEAFARERS' IDENTITY DOCUMENTS

The General Conference of the International Labour Organization,

Having adopted the Seafarers' Identity Documents Convention (Revised),

Noting that the success of the Convention will depend upon the availability in each ratifying Member of the necessary technology, expertise and material resources for the preparation and verification of the new, secure seafarers' identity document, established by the Convention, and for the related database and issuance processes;

Urges Members to agree among themselves on measures of cooperation which would:

- (a) enable them to share their technology, expertise and resources, where appropriate,
- (b) provide for countries with advanced technology and processes to assist Members that are less advanced in those areas,

Invites the Governing Body to request the Director-General to give due priority, in the use of resources allocated to the Organization's technical cooperation programme, to assisting countries with respect to the said technology, expertise and processes.

RESOLUTION CONCERNING THE DEVELOPMENT OF THE GLOBAL INTEROPERABLE BIOMETRIC

The General Conference of the International Labour Organization,

Having adopted the Seafarers' Identity Documents Convention (Revised), 2003,

Noting that certain essential questions relating to the biometric to be used in the seafarers' identity document established by the Convention have been left for further consideration,

Noting the work being undertaken in the International Civil Aviation Organization on the development of biometric standards for passports and international travel documents,

Noting further the "Memorandum of Understanding" between the International Civil Aviation Organization and the International Labour Organization dated 19 October 1953,

Considering the importance in this context the need, stressed in Annex I of the Convention, for guidelines to be developed by the International Labour Organization on standards of the technology to be used which will facilitate the use of a common international standard;

Invites the Governing Body to request the Director-General to take urgent measures for the development by the appropriate institutions of a global interoperable standard for the biometric template adopted in the framework of the Seafarers' Identity Documents Convention (Revised), 2003, particularly in cooperation with the International Civil Aviation Organization.

RESOLUTION CONCERNING THE ESTABLISHMENT OF A LIST OF MEMBER STATES COMPLYING WITH THE SEAFARER'S IDENTITY DOCUMENTS CONVENTION (REVISED), 2003

The General Conference of the International Labour Organization,

Having adopted the Seafarers' Identity Documents Convention (Revised), 2003,

Noting that under Article 5, paragraph 6, of that Convention the Governing Body of the International Labour Office is to make arrangements to approve a list of countries which fully meet the requirements of the Convention,

Considering that such arrangements could best consist of the establishment of a tripartite maritime body, providing advice to the Governing Body;

Requests the Governing Body to consider making arrangements for representatives of governments which have ratified the Convention as well as shipowners' and seafarers' organizations to be involved in the review of the reports submitted by Members concerning the independent evaluations of the administration of their system for the issuance of seafarers' identity documents and to provide advice to the Governing Body so that it can maintain a list of Members which fully meet the minimum requirements referred to in the Convention.



Arrangements concerning the List to meet the minimum requirements and procedures for the issue of seafarers' identity documents

I. Purpose of these Arrangements

1. These Arrangements have been adopted by the Governing Body in accordance with paragraphs 6 to 8 of Article 5 of the Seafarers' Identity Documents Convention (Revised), 2003 (referred to below as "the Convention").
2. Under paragraph 6 of that Article, the Governing Body is to approve a list of Members (referred to below as "the List"), which have ratified the Convention and fully meet the minimum requirements concerning processes and procedures for the issue of seafarers' identity documents, including quality-control procedures (referred to below as the "Minimum Requirements"). These Arrangements (in section III below) set out the procedures to be followed for the initial inclusion and periodic maintenance of Members on the List.
3. These Arrangements also (in section IV below) indicate how a Member may, as envisaged in paragraph 8 of Article 5, make an ad hoc request either to have its name included on the List or restored to the List or to have the name of another Member removed from the List.
4. In these Arrangements, references to Members that have ratified the Convention also cover Members that have made a notification of provisional application in accordance with Article 9 of the Convention.
5. All decisions required under these Arrangements are to be taken by the Governing Body after duly considering the recommendation of the appropriate tripartite review body referred to below as to whether or not the Member concerned fully meets the Minimum Requirements. This recommendation shall itself be made upon the basis of the expert opinion provided to the review body and in full respect for the principles of due process.

II. Tripartite review bodies

6. A tripartite Review Group and a tripartite Special Review Board shall be established to make the necessary recommendations to the Governing Body and to provide the International Labour Office with such advice as it may request with respect to action to be taken in connection with the List, including the action, envisaged in paragraph 7 of Article 5, in the case where inclusion on the list is contested on solid grounds.

ist of Members which fully ts concerning processes and farers' identity documents

THE REVIEW GROUP

7. The Review Group shall consist of four persons appointed (or reappointed) by the Governing Body for the period decided by it. Two members of the Review Group shall be Government representatives of countries that have ratified the Convention; one member shall be nominated by the international organization of shipowners and one by the international organization of seafarers. Each of the members of the Review Group shall be familiar with the requirements of the Convention and have some knowledge of quality control procedures. They shall act in an individual capacity and impartially. They shall not participate in any case in which they have an interest or might be considered to have an interest. They should have a good working knowledge of the English language and preferably a good working knowledge of French or Spanish.
8. The Governing Body shall also appoint two representatives of ratifying governments and one Shipowner and one Seafarer representative, nominated in the manner set out above, to act as substitutes in any case where the corresponding Member is unable to act.
9. The members shall elect one of the Government representatives to act as chairperson. The chairperson shall be responsible for coordinating the action of the Review Group, requesting information or material from interested parties or the Office on behalf of the Group and communicating its recommendations to the Governing Body and advice to the Office. Any necessary decisions of a procedural nature shall be taken by the chairperson, after consulting the other members of the Group.
10. The Review Group shall act solely through electronic correspondence and may only take decisions on the basis of consensus. Before any decision is taken to recommend that a ratifying Member does not fully meet the Minimum Requirements, the chairperson shall give the government concerned an opportunity to submit (electronically) a statement of its position to the members of the Group.
11. Where, in the opinion of the chairperson, consensus cannot be reached on any recommendation to be made to the Governing Body, the case shall be referred to the Special Review Board described below.

THE SPECIAL REVIEW BOARD

12. The Special Review Board shall consist of four persons appointed (or reappointed) by the Governing Body for the period decided by it. Two members of the Special Review Board shall be Government representatives of countries that have ratified the Convention; one member shall be nominated by the international organization of shipowners and one by the international organization of seafarers. The members shall be chosen on account of their specialized technical or operational knowledge of the processes and procedures referred to in Article 5 of the Convention and Annex III, including quality-control procedures. They shall act in an individual, quasi-judicial capacity. They shall not participate in any case in which they have an interest or might be considered to have an interest.
13. The Governing Body shall also appoint two representatives of ratifying governments and one Shipowner and one Seafarer representative, nominated in the manner set out above, to act as substitutes in any case where the corresponding member is unable to act.
14. The members shall elect one of the Government representatives to act as chairperson. The chairperson shall be responsible for directing the discussions of the Special Review Board, requesting information or material from interested parties or the Office on behalf of the Board and communicating its recommendations to the Governing Body and advice to the Office. Any necessary decisions of a procedural nature shall be taken by the chairperson after consulting the other members of the Board.
15. The Special Review Board shall deal with cases referred to it in accordance with paragraph 11 above and with any other case specified in these Arrangements (see, in particular, Section IV below).
16. The members of the Board shall meet to consider the cases referred to it. All interested parties shall be given an opportunity to submit a statement of their position to the Board, and, if they so request, to be heard by the Board. They shall also have the right to receive or hear the statements made by other interested parties. The term “interested party” refers to the government whose inclusion on the List or removal from it is under consideration and any other government or organization, which has, in accordance with the procedures set out below, submitted comments to the Office on such inclusion or removal or requested the Member’s removal from the List. The Board may request the Office to make arrangements for the submission of other evidence including the hearing of experts or other persons.
17. Before making any recommendation that the Member concerned does not fully meet the Minimum Requirements, the Special Review Board may, if invited to do so by the government whose case is under consideration, request the Office to make arrangements for further inquiries to clarify the situation in the country concerned, possibly accompanied by measures of assistance. Such arrangements and measures shall be at no cost to the Organization (unless funds have been allocated for that purpose under the Organization’s technical cooperation programme).
18. Decisions of the Special Review Board shall, wherever possible, be taken by consensus. Where, in the opinion of the chairperson, consensus cannot be reached, the decision may be taken by a simple majority. In the event of an equally split vote, the Chairperson shall have an additional casting vote.

19. The Special Review Board may, if it considers necessary, draw up standing orders governing its procedures that are consistent with the preceding paragraphs as well as with the principles of due process.

LANGUAGE

20. The Review Group and the Special Review Board may request the author of statements or other submissions made to them to provide them with a translation into a specified language, which may be English, French or Spanish.

III. Regular procedure for initial inclusion and maintenance on the List

A. Inclusion on the List

DOCUMENTATION REQUIRED FOR INCLUSION

21. In order to be included on the List, the Members that have ratified the Convention (see paragraph 4 above) shall provide the International Labour Office with the following three items (in English, French or Spanish or accompanied by any necessary translation into one of those languages):
- (a) a statement in electronic form outlining the processes and procedures that are in place to achieve the mandatory results referred to in Part A of Annex III of the Convention;
 - (b) a copy, also in electronic form, of the report on the first independent evaluation carried out by the Member in accordance with paragraph 4 of Article 5 of the Convention; and
 - (c) a specimen of the seafarers' identity document issued by the Member.

EXAMINATION BY THE OFFICE

22. The documentation provided by Members shall be examined by the International Labour Office, which shall have recourse to the necessary technical and operational knowledge and expertise, with respect to the requirements of Annex III to the Convention, especially quality controls.

INVITATION FOR COMMENTS

23. The Office shall also promptly invite the shipowners' and seafarers' organizations referred to in Article 5, paragraph 4, of the Convention and the other ratifying Members, receiving the reports in accordance with paragraph 5 of that Article, to provide comments to the Office on the evaluation report concerned. Such comments shall be submitted in an electronic form, in the language of the report or, where this is not English, French or Spanish, in the language of the translation accompanying the report, and within a reasonable deadline set by the Office. Any such comments shall be transmitted by the Office to the government of the Member concerned, which shall be given a reasonable opportunity to provide the Office with a statement of its position (in electronic form) on the comments in the language in which the comments were made.

TRIPARTITE REVIEW

24. The Office shall then electronically forward to the members of the Review Group, with a copy to the ILO Member concerned:

- (a) the documentation received by it in accordance with paragraph 21 above;
- (b) a copy of the expert opinion and other relevant material received in the context of paragraph 22;
- (c) any comments and statements received in accordance with paragraph 23; and
- (d) the Office's assessment of the adequacy of the independent evaluation report as well as the Office's conclusions as to whether or not the Member concerned fully meets the Minimum Requirements.

25. The Review Group (or the Special Review Board, if the case is referred to it) shall first verify that the documentation provided is sufficient for its deliberations and, in particular, that the evaluation report meets an appropriate standard of independence and reliability. If it finds that this is not the case, it shall so inform the Member concerned, with a clear statement of its reasons, and specify what must be done by the Member to rectify the matter. If the necessary rectification is not made within a reasonable deadline, the recommendation to the Governing Body shall be based on the presumption that the Member concerned does not fully meet the Minimum Requirements.

26. If the Review Group is unable to reach consensus as to whether or not the Member concerned fully meets the Minimum Requirements, its chairperson shall, in accordance with paragraph 11 above, forward the documentation received to the chairperson of the Special Review Board, informing the Office accordingly.

27. The Review Group or the Special Review Board, as the case may be, shall, as soon as possible, electronically transmit to the Office its recommendation as to whether or not the Member concerned fully meets the Minimum Requirements. The recommendation shall be accompanied by copies of all relevant statements and other submissions made to

the Review Group or to the Special Review Board. Dissenting opinions of members of the Board shall also be provided, especially where it was not possible to agree upon a recommendation.

TECHNICAL COOPERATION

28. Where the Review Group or the Special Review Board concludes that a Member does not fully meet the Minimum Requirements, it may request the Office to inform the Governing Body of appropriate measures of technical cooperation that might be available to redress the defects in the Member's processes and procedures.

CONSIDERATION BY THE GOVERNING BODY

29. Upon receipt of the recommendation of the appropriate review body, the Office shall prepare a report for submission to the Governing Body at its next session, where feasible. In addition to transmitting the recommendation, the report shall indicate any significant differences between the recommendation and the expert opinion or the Office's assessment and conclusions referred to under (b) or (d) of paragraph 24 above. The report shall also clearly state the reasons for any recommendation that the Member concerned does not fully meet the Minimum Requirements. A copy of all relevant documentation, including a copy of the independent evaluation and expert opinions as well as of submissions made during the tripartite review of the evaluation reports or in the context of the ad hoc procedures referred to below shall be made available to the Governing Body at its request.
30. Governments that are not already represented on the Governing Body shall be invited to take part in any discussion in which they are interested parties within the meaning of paragraph 16 above. They shall have the same rights as governments represented in accordance with article 5bis of the Standing Orders of the Governing Body. The chairperson(s) concerned may be invited to assist the Governing Body. Representatives of governments or organizations that had opposed a Member's inclusion on the list shall be given an opportunity to submit further observations, orally or in writing.

APPROVED LIST

31. Having duly considered the recommendation, the Governing Body shall decide whether or not the Member, which is the subject of the recommendation, fully meets the Minimum Requirements. Members fully meeting the Minimum Requirements shall thereupon be included on the List and Members that no longer fully meet them shall be removed from the List with immediate effect.

B. Maintenance on the List

32. In order to have their names maintained on the List, Members shall, after each subsequent independent evaluation to be carried out at intervals of not more than five years in accordance with paragraph 4 of Article 5 of the Convention, provide the International Labour Office with the following three items (in English, French or Spanish or accompanied by any necessary translation into one of those languages):
- (a) a statement in electronic form updating the outline of the processes and procedures that was previously submitted;
 - (b) a copy, also in electronic form, of a report on the new independent evaluation supplementing the report submitted on the previous independent evaluation; and
 - (c) a specimen of the seafarers' identity document issued by the Member or a statement that the specimen submitted previously has not changed.
33. Upon receipt of the above documentation, the procedures set out in paragraphs 22 to 31 above shall apply.
34. If the above documentation is not received from any Member included on the List within five years from the submission of its report on the last independent evaluation, the Office shall refer the matter to the Governing Body. If a Member fails to heed a reminder by the Governing Body to provide the documentation, the Governing Body shall decide to remove the Member's name from the List, unless it considers that such action would not be appropriate.

IV. Ad hoc procedures

A. Requests to be included on the List

PRELIMINARY REQUIREMENTS

35. Any Member whose name has not be included on the List or has been removed from the List may request the inclusion or restoration of its name on the ground that the reasons for non-inclusion do not apply or no longer apply. The request in electronic form shall be transmitted to the Office, in the English language. It shall clearly state the reasons justifying inclusion or restoration and be accompanied by clear evidence in support.
36. The Office shall promptly forward the request, together with the accompanying documentation as well as the Office's comments on the request, to the members of the Review Group, with a copy to the ILO Member making the request.
37. The Review Group shall verify that the information and material provided is sufficient to enable a decision to be taken on the substance of the request. Where this is not the

case, the Review Group may (subject to the necessary consensus) require the Member concerned to provide further information or material (such as an independent evaluation report) before the request can be proceeded with.

EXAMINATION BY THE OFFICE

38. Once the request has, where applicable, been completed with the information or material required by the Review Group, the Member concerned may transmit it to the Office. The documentation provided shall be examined by the Office, which shall have recourse to the necessary technical and operational knowledge and expertise, with respect to the requirements of Annex III to the Convention, especially quality controls.

INVITATION FOR COMMENTS

39. The Office shall also promptly invite the shipowners' and seafarers' organizations of the Member concerned, as well as the other ratifying Members to provide comments to the Office on the request. Such comments shall be submitted, in an electronic form, in English, French or Spanish, and within a reasonable deadline set by the Office. Any such comments shall be transmitted by the Office to the government of the Member making the request, which shall be given a reasonable opportunity to provide the Office with a statement of its position (in electronic form) on the comments.

TRIPARTITE REVIEW

40. The Office shall electronically forward to the Special Review Board, with a copy to the Member making the request:

- (a) the request and accompanying documentation;
- (b) a copy of the expert opinion and other relevant material received in the context of paragraph 38;
- (c) any comments and statements received in accordance with paragraph 39, and the Office's conclusions as to whether or not the Member concerned fully meets the Minimum Requirements.

FURTHER PROCESSING

41. The request shall then be dealt with in accordance with the procedures set out in paragraphs 27 to 31 above.

B. Requests to remove a Member from the List

PRELIMINARY REQUIREMENTS

42. Any ratifying Member, (see paragraph 4 above) and any organization referred to in Article 5, paragraph 4, of the Convention may request that the name of a Member be removed from the List on the ground that the Member does not fully meet the Minimum Requirements. The request in electronic form shall be transmitted to the Office, in the English language. It shall clearly state the reasons justifying the removal of the Member's name from the List and be accompanied by clear evidence in support.
43. After giving the Member whose removal from the List is requested a reasonable opportunity to state its position (electronically, in English), the Office shall promptly forward the request, together with the accompanying documentation as well as any statement made by the Member concerned and the Office's comments, to the members of the Review Group. Copies of this material shall be sent to the ILO Member or organization making the request and to the ILO Member whose removal is requested.
44. The Review Group shall ascertain whether or not the request shows a prima facie case justifying removal from the List. If it decides that such a case has not been made out or is unable to agree on its decision, it shall so inform the Office, the Member or organization making the request and the Member whose removal is requested. The Office shall then transmit a copy of the request to the Governing Body for information.

EXAMINATION BY THE OFFICE

45. If the Review Group decides that the request shows a prima facie case justifying removal from the List, it shall inform the Office accordingly. The documentation provided shall be examined by the Office, which shall have recourse to the necessary technical and operational knowledge and expertise, with respect to the requirements of Annex III to the Convention, especially quality controls.

INVITATION FOR COMMENTS

46. The Office shall also promptly invite the shipowners' and seafarers' organizations of the Member concerned, as well as the other ratifying Members to provide comments to the Office on the request in the light of any statement received from the Member concerned (see paragraph 43 above). Such comments shall be submitted in an electronic form, in English, French or Spanish, and within a reasonable deadline set by the Office. Any such comments shall be transmitted by the Office to the government of the Member concerned, which shall be given a reasonable opportunity to provide the Office with a further statement of its position (in electronic form, in English, French or Spanish).

TRIPARTITE REVIEW

47. The Office shall electronically forward to the Special Review Board, with a copy to the Member or organization making the request and to the Member whose removal is requested:

- (a) the request and accompanying documentation;
- (b) a copy of the expert opinion and other relevant material received in the context of paragraph 45;
- (c) any comments and statements received in accordance with paragraph 46, and the Office's conclusions as to whether or not the Member concerned fully meets the Minimum Requirements.

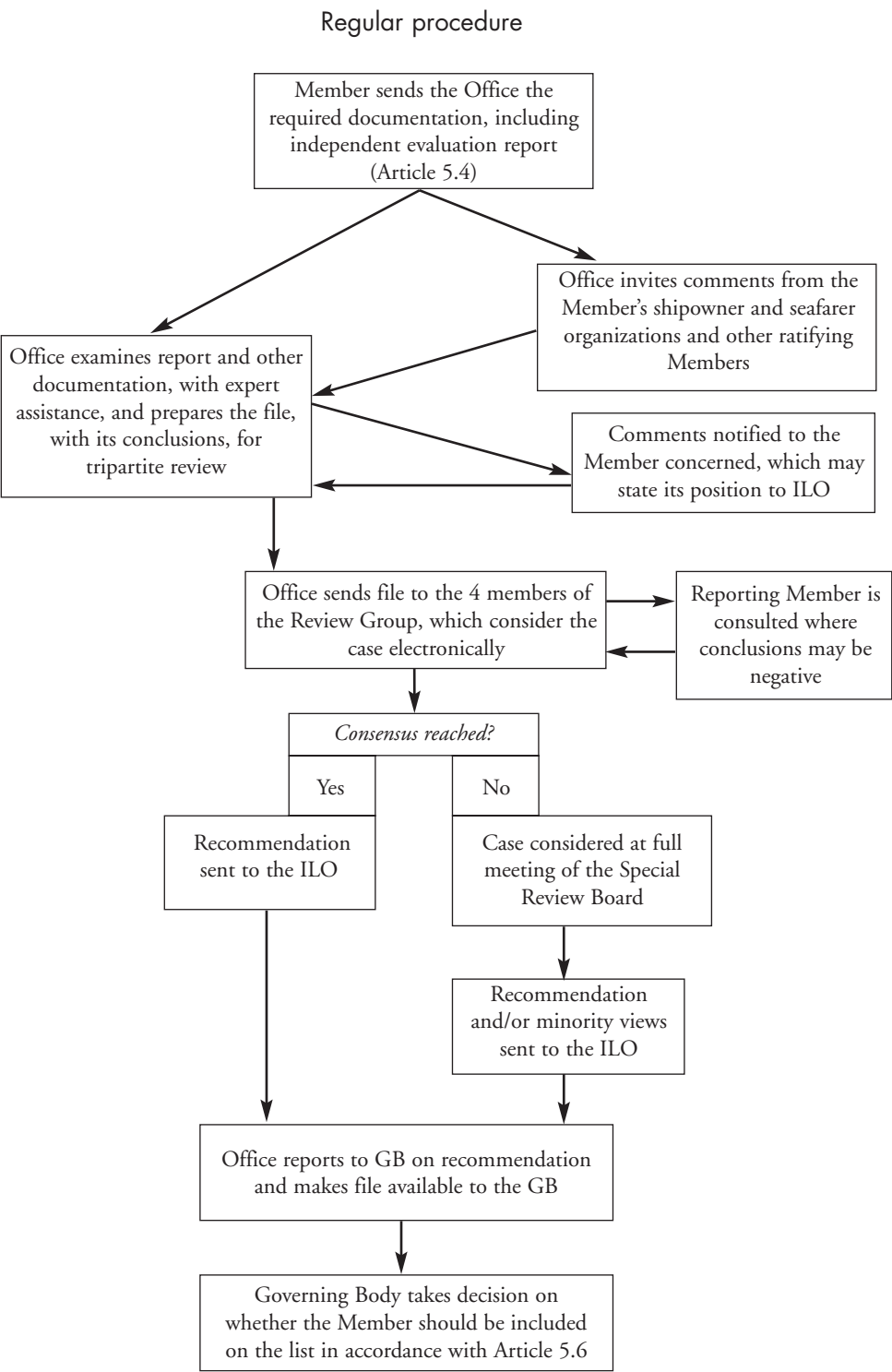
FURTHER PROCESSING

48. The request shall then be dealt with in accordance with the procedures set out in paragraphs 27 to 31 above.

V. Review of these Arrangements

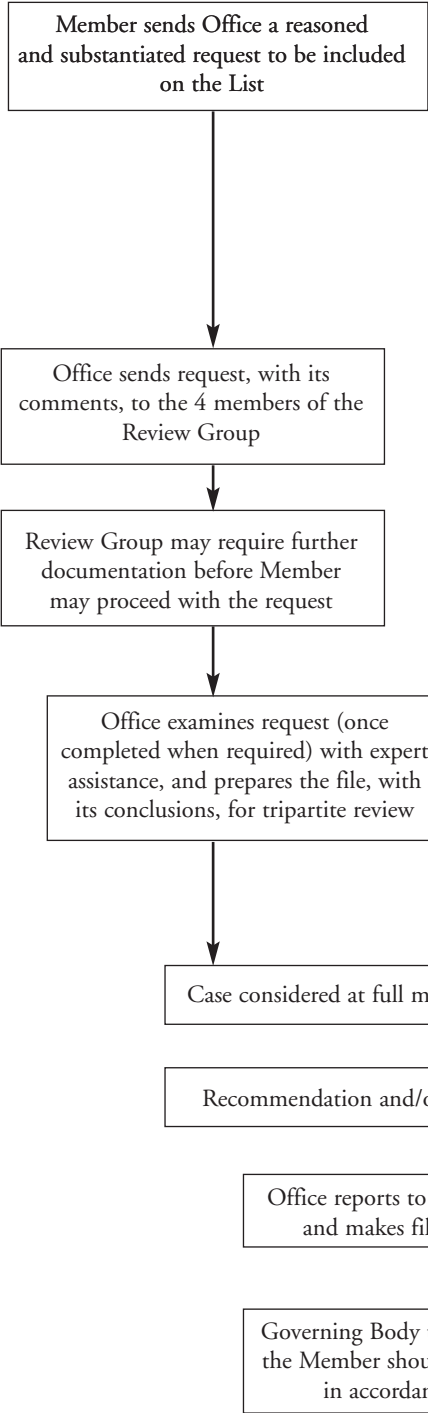
49. The present Arrangements shall be reviewed by the Governing Body after an interval of not more than five years from the date of their adoption.

PROPOSED PROCEDURE FOR ESTABLISHING THE LIST REFERRED TO IN ARTICLE 5.6 OF CONVENTION NO. 185

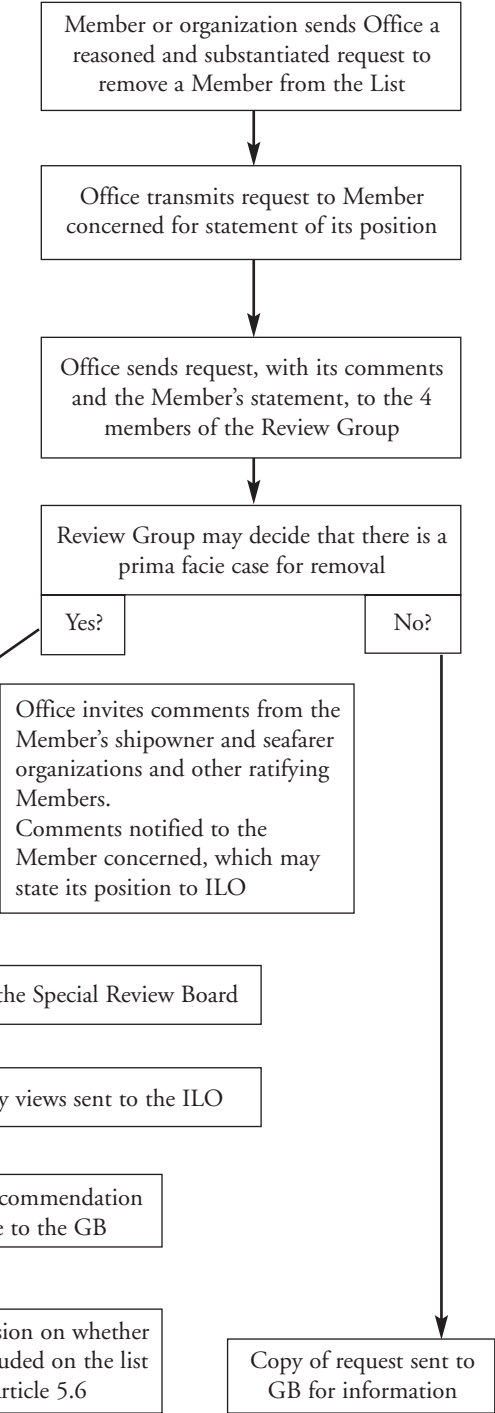


Ad hoc procedures

Request for inclusion on List



Request for removal from List



CHECKLIST CONCERNING THE REQUIRED PROCESSES AND PROCEDURES FOR THE ISSUE OF SEAFARERS' IDENTITY DOCUMENTS, INCLUDING QUALITY-CONTROL PROCEDURES

1. Production and delivery of blank SIDs

Processes and procedures are in place to ensure the necessary security for the production and delivery of blank SIDs, including the following:

- (a) all blank SIDs are of uniform quality and meet the specifications in content and form as contained in Annex I of the Convention
- (b) the materials used for production are protected and controlled
- (c) blank SIDs are protected, controlled, identified and tracked during the production and delivery processes
- (d) producers have the means of properly meeting their obligations in relation to the production and delivery of blank SIDs
- (e) the transport of the blank SIDs from the producer to the issuing authority is secure

2. Custody, handling and accountability for blank and completed SIDs

Processes and procedures are in place to ensure the necessary security for the custody, handling and accountability for blank and completed SIDs, including the following:

- (a) the custody and handling of blank and completed SIDs is controlled by the issuing authority
- (b) blank, completed and voided SIDs, including those used as specimens, are protected, controlled, identified and tracked
- (c) personnel involved with the process meet standards of reliability, trustworthiness and loyalty required by their positions and have appropriate training
- (d) the division of responsibilities among authorized officials is designed to prevent the issuance of unauthorized SIDs

3. Processing of applications; suspension or withdrawal of SIDs; appeal procedures

Processes and procedures are in place to ensure the necessary security for the processing of applications, the completion of the blank SIDs into personalized SIDs by the authority and unit responsible for issuing them, and the delivery of the SIDs, including:

- (a) processes for verification and approval ensuring that SIDs, when first applied for and when renewed, are issued only on the basis of:

- (i) applications completed with all information required by Annex I of the Convention
- (ii) proof of identity of the applicant in accordance with the law and practice of the issuing State
- (iii) proof of nationality or permanent residence
- (iv) proof that the applicant is a seafarer within the meaning of Article 1 of the Convention
- (v) assurance that applicants, especially those with more than one nationality or having the status of permanent residents, are not issued with more than one SID
- (vi) verification that the applicant does not constitute a risk to security, with proper respect for the fundamental rights and freedoms set out in international instruments

(b) The processes ensure that:

- (i) the particulars of each item contained in Annex II of the Convention are entered in the database simultaneously with issuance of the SID
- (ii) the data, photograph, signature and biometric gathered from the applicant correspond to the applicant
- (iii) the data, photograph, signature and biometric gathered from the applicant are linked to the application throughout the processing, issuance and delivery of the SID

(c) prompt action is taken to update the database when an issued SID is suspended or withdrawn

(d) an extension and/or renewal system has been established to provide for circumstances where a seafarer is in need of extension or renewal of his or her SID and in circumstances where the SID is lost

(e) the circumstances in which SIDs may be suspended or withdrawn are established in consultation with shipowners' and seafarers' organizations

(f) Effective and transparent appeal procedures are in place

4. Operation, security and maintenance of the database

Processes and procedures are in place to ensure the necessary security for the operation and maintenance of the database, including the following:

(a) The database is secure from tampering and from unauthorized access

(b) data are current, protected against loss of information and available for query at all times through the focal point

(c) databases are not appended, copied, linked or written to other databases; information from the database is not used for purposes other than authenticating the seafarers' identity

(d) the individual's rights are respected, including:

(i) the right to privacy in the collection, storage, handling and communication of personal data

(ii) the right of access to data concerning him or her and to have any inaccuracies corrected in a timely manner

5. Quality control of procedures and periodic evaluations

(a) Processes and procedures are in place to ensure the necessary security through the quality control of procedures and periodic evaluations, including the monitoring of processes, to ensure that required performance standards are met, for:

(i) production and delivery of blank SIDs

(ii) custody, handling and accountability for blank, voided and personalized SIDs

(iii) processing of applications, completion of blank SIDs into personalized SIDs by the authority and unit responsible for issuance and delivery

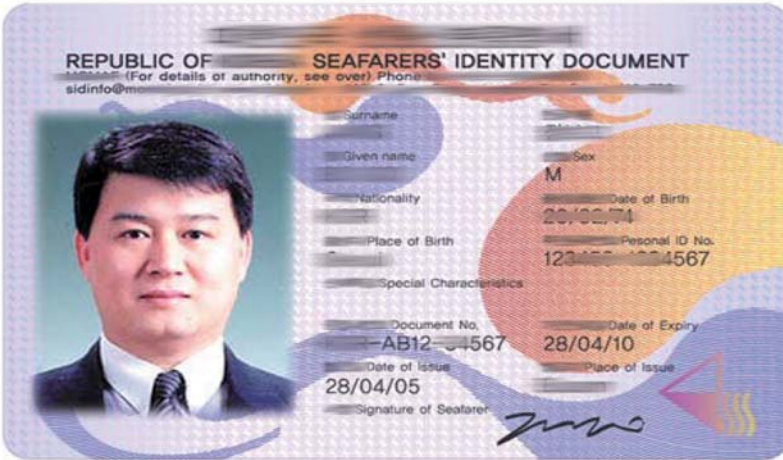
(iv) operation, security and maintenance of the database

(b) Periodic reviews will be carried out to ensure the reliability of the issuance system and of the procedures and their conformity with the requirements of the Convention

(c) Procedures are in place to protect the confidentiality of information contained in reports on periodic evaluations provided by other ratifying Members



Sample SID



Credit: Republic of Korea - Maritime Administration

This sample provides an example of a card format. The SID can also be issued in the form of a booklet, as provided for in the Convention.

One of the issues considered crucial for improving maritime security is ensuring that seafarers have documents enabling their “positive verifiable identification”. As a result of increased security concerns, many countries are requiring such identification before they are prepared to grant facilities before enabling seafarers to carry out the international professional moves necessary for their work and before allowing them to take shore leave.

The Seafarers' Identity Documents Convention (Revised)(No. 185), adopted by the 91st Session of the International Labour Conference in 2003, provides a new seafarers' identity document that facilitates these movements while not replacing the national passport. The Convention provides a viable system for meeting contemporary security concerns while, at the same time, preserving the seafarer's indispensable privacy. It requires each ratifying country to put in place a comprehensive security regime. This system covers not only the production by the national authorities of a modern identity document embodying security features, but also the maintenance of national databases for these documents. In addition, the processes and procedures for the production, personalization and issuance of the document, which would include quality control of the entire national system, are subject to international oversight.

This booklet is aimed at providing a not necessarily specialised audience with an appreciation of the importance and contents of Convention No. 185. Together with useful advice and answers to important questions, it contains the full text of the Convention and its annexes, accompanying resolutions adopted by the International Labour Conference, and the text of *Arrangements concerning the list of Members which fully meet the minimum requirements concerning processes and procedures for the issue of seafarers' identity documents* a document since adopted by the Governing Body of the ILO. It will serve as a useful tool for anyone wishing to assist in the implementation of the Convention.

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International Labour Office
4, route des Morillons — CH-1211 Geneva 22
Tel: +41 22 799 7155 — Fax: +41 22 799 6771
<http://www.ilo.org>