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## **Bahrain Marine Guidance Note Bahrain Seaman's Record Book**

The purpose of this guidance note is to explain all about Seaman's Record Book (SRB), sometimes referred to as a Seaman's Book or Discharge Book or Continuous Discharge Certificate (CDC) – what purpose it serves, who needs it and how to apply for it.

### **1. General –**

- The purpose of SRB is to record and show in a consolidated manner the record of sea-service performed by the individual seafarer. This may also be recorded in a similar book issued in another State provided they have no objection to recording of services performed on vessels under other flags. In the absence of any record book the seafarer may request the employer to give a Discharge Certificate on a company printed letter-head with seal or stamp of the ship showing the capacity and the period served on the ship with particulars of the ship (IMO Number, GT and Propelling Power in kW). This will serve the purpose of the requirement of ILO Convention No.22.
- Although not mandatory, the Bahrain SRB has been produced in response to demand from industry bodies and individuals for a consolidated record of sea-service/ discharge.
- The SRB may contain lot of information relating to the seafarer it belongs to but it should still not be considered as an Identity Document (ID) under ILO Convention 185. A seafarer's identity document should be issued by the seafarer's country of origin/ nationality. However, seafarers are strongly advised to have an international passport from their country of nationality as this is the only internationally accepted travel document.
- A Bahraini SRB is primarily issued to record services performed on Bahrain registered ships. However, services performed by the holder on ships registered elsewhere may also be recorded provided the first entry relates to service on a Bahraini ship.
- The SRB is not used for testimonial of sea-service relating to the character and ability of the seafarer. That information should be recorded and issued separately in a "Testimonial" or "Report of Conduct" or similar document.



## **2. Who can apply –**

- All Bahraini seafarers (regardless of the flag/ registry of the ship) may apply for a Bahraini SRB.
- All seafarers (irrespective of nationality) serving on a Bahrain registered ship may apply for Bahrain SRB.

## **3. How to apply –**

- The company or its agents shall submit the application in specified form with necessary fees. The first part of the application must be completed and signed by the seafarer.
- For the purpose of identification and verification, it is essential that a copy of the seafarer's passport showing identical picture is enclosed.

## **4. Other requirement –**

- There must be proof/evidence of the seafarer being already employed or to be employed on a Bahraini ship.
- Copies of certificates and training documents relating to the capacity must be enclosed.
- For those being employed for the first time on a ship, applications must be accompanied by certificate of medical fitness and certificate of Basic Training. For crew joining in capacities not recognized or identified in STCW convention, a letter of intent must be issued by the company to give Familiarization Training prior to joining the ship.

## **5. Additional notes –**

- The issue of a SRB to a person to be signed on in a capacity other than those identified in the IMO-STCW or other ILO Conventions, will be at the discretion of the GOPS.
- Where it relates to the employment on a Bahraini ship, full particulars of the ship and the capacity in which the seafarer will serve must be given.
- Two passport size photographs of the seafarer (3.5 cm x 4.5 cm), resembling those appearing in the Identity Document or Passport must also be enclosed.
- Fees must be enclosed in the form of bank draft or cheques drawn on a company account.



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#### **6. Where to send -**

- Completed forms with supporting documents, fees and photographs should be sent to:

Registrar of Ships & Seamen  
General Organisation of Ports & Shipping  
Building – 702, Road-1510, Hidd-115  
P.O. Box-75315  
Manama, Kingdom of Bahrain



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## Application for Seaman's Record Book

### PART I – To be completed by the Seafarer

Name (Family / Surname):	
Given / Other names:	
Nationality:	
Passport Number:	
Date of birth:	
Place of birth:	
Rank / Capacity of certificate held:	
Number of previous Bahrain's Seaman's Record Book:	
Postal address:	Street Town/city Postcode/Zip Country
Email:	

I hereby declare that the information given above is true and correct and that the photographs are a true likeness of me.

.....  
Signature

.....  
Name

.....  
Date



## Application for Bahrain Seaman's Record Book

### PART II –To be completed by the Company or Agent authorized by the Company

Full name of seafarer: Name and address of Company submitting the application: Street Town/city Postcode/Zip Country Phone/Fax Email
Particulars of the Bahraini ship in which To be employed (Name/IMO)
Rank or Capacity in which to be employed
<ul style="list-style-type: none"><li>• List of documents attached (copies): Identity document / passport* showing nationality, photograph and signature</li><li>• Seafarers Medical Certificate / letter of intent*</li><li>• STCW qualification / Basic training / Letter of intent for familiarization* * <i>delete as necessary</i></li></ul>

\* Details of bank draft/ cheques by which fees paid:

I hereby declare that the information given above is true.

.....  
Signature

.....  
Name and designation of person

Date

Company Stamp