



Luxembourg, 19th February 2018

Circular CAM 02/2018

O/Ref. : AH/108904

Subject: **Luxembourg regulation on seamen's books – Certificate of service**

To : All Accredited Shipping Managers, ship owners, ship operators, designated persons and Masters of Luxembourg flagged ships.

The purpose of the present circular is to remind all parties of the content of the "[Règlement grand-ducal du 19 août 2008](#) modifiant et complétant le règlement grand-ducal du 8 avril 1991 régissant le livret de marin (Mémorial A 137, 9 septembre 2008, N° 137, p. 2018)" and more particularly to its revised article 6 which is hereafter freely translated in English :

"The entries for a seafarer signing on and off shall be affixed the same day in the designated spaces in his seaman's book. Crew changes shall be notified by the company to the Commissariat within eight working days. This notification is to be done by communication of the updated crew list (communication of an electronic version of the crew list by email is recommended).

For crewmembers sailing under Luxembourg flag, the company may submit a record of the navigation periods to the Commissariat aux affaires maritimes. The company certifies the accuracy of these records which shall be submitted in duplicate, the second copy can be replaced by an electronic version. The Commissioner for maritime affairs will return an endorsed copy of this document to be used for administrative purposes."

Therefore, the records submitted for signature by the Commissioner for maritime affairs must only take into account the actual navigation periods and be in line with the prescriptions of the Maritime Labour Convention, 2006. These navigation periods must be in line with the entries in the seaman's book and do not include leave and holidays.

Any other document that would prove a service period during which a seaman is employed by a company that would include sailing time, leave and holidays is a document between the seaman and the company and will not be endorsed by the Commissioner for maritime affairs.

You are requested to ensure adequate dissemination of this information within your company and to the Luxembourg flagged vessels which are affected.



(s) Robert BIWER
Government Commissioner
for maritime affairs