

GOVERNMENT NOTICE NO 229 published on 22/04/2022

THE MERCHANT SHIPPING ACT,
(CAP. 165)

REGULATIONS

(Made under sections 427 and 430)

THE MERCHANT SHIPPING (SEAFARERS' IDENTITY DOCUMENT) REGULATIONS, 2022

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THE MERCHANT SHIPPING ACT,
(CAP. 165)

REGULATIONS

(Made under sections 427 and 430)

THE MERCHANT SHIPPING (SEAFARERS'
IDENTITY DOCUMENT) REGULATIONS, 2022

PART I
PRELIMINARY PROVISIONS

Citation	1. These Regulations may be cited as the Merchant Shipping (Seafarers' Identity Document) Regulations, 2022.
Application	2.-(1) These Regulations shall apply in respect of giving effect to the Seafarers' Identity Documents Convention, 1953 as revised in 2003. (2) Without prejudice to the generality of sub regulation (1), these Regulations shall apply to all seafarers working or engaged on an international seagoing ship.
Interpretation	3. In these Regulations unless the context otherwise requires-
Cap. 165	"Act" means the Merchant Shipping Act;
GN. No. 243 of 2016	"Certificate of Competency" means a certificate issued in accordance with the Merchant Shipping (Training, Certification and Manning) Regulations;
	"competent authority" means the Ministry, Government department or other authority having power to issue and enforce regulations, orders or other instructions having the force of law in respect of the subject matter of the provision concerned;
	"Continuous Discharge Certificate" means a Seafarer's Certificate of Discharge issued by the Corporation in accordance with the Act;
Cap. 415	"Corporation" means the Tanzania Shipping Agencies Corporation established under section 4 of the Tanzania Shipping Agencies Act;
	"Director General" means the Director General of the Tanzania

- Cap.415 Shipping Agencies Corporation appointed pursuant to section 30 of the Tanzania Shipping Agencies Act;
- ICAO" means an International Civil Aviation Organization of the United Nations founded in 1947 responsible for studying problems of international civil aviation, establish and creating safety standards and regulations for air travel and giving advice to airlines;
- Cap.415 "issuing authority" means the Registrar or such other officers as may be nominated by the Minister to issue Seafarers' Identity Document;
- "Member State" means a State which is party to the SID Convention;
- "Minister" means the Minister responsible for maritime transport;
- "Registrar" means the Registrar appointed under section 31 of the Tanzania Shipping Agencies Act;
- "seafarer" means any person who is employed, engaged or works in any capacity on board a vessel, other than a ship of war, ordinarily engaged in maritime navigation;
- "Seafarers' Identity Document" or in its acronym "SID" means an identity document issued to a seafarer in accordance with regulation 9 of these Regulations; and "SID Convention" means the International Labour Organization on Seafarer's Identity Documents Convention 1953 as revised in 2003.

PART II

APPLICATION OF SEAFARERS' IDENTITY DOCUMENT

- Restriction to work or be engaged without Seafarers' identity Document
4. A seafarer shall not work or be engaged on an international sea going ship without a valid Seafarers' Identity Document issued by the Registrar under these Regulations.
- Eligibility for Seafarers' Identity Document Cap. 357
- GN. No. 243 of 2016
5. A seafarer shall be eligible to apply for the Seafarers' Identity Document if the seafarer-
- (a) is a citizen of the United Republic in accordance with the Tanzania Citizenship Act;
 - (b) possesses a Continuous Discharge Certificate issued by the Corporation in accordance with the Act or Certificate of Competency issued in accordance with the Merchant Shipping (Training, Certification and

- GN. No.
244 of 2016
- Manning) Regulations and whose validity is not less than six months;
- (c) has a proof that he has not been convicted of a criminal offence and sentenced to imprisonment for a term of not less than two years; and
- (d) possesses a Medical Fitness Certificate issued in accordance with the Merchant Shipping (Medical Examination) Regulations whose validity is not less than six months.

Application for
Seafarers'
Identity
Document

6.-(1) Subject to regulation 5, a seafarer shall apply to the Corporation for Seafarers' Identity Document through an online procedure in accordance with the Form prescribed in the First Schedule to these Regulations.

(2) An applicant shall submit a dully completed Form referred to in sub regulation (1) together with-

- (a) valid certified copy of-
- (i) passport;
 - (ii) Continuous Discharge Certificate;
 - (iii) Medical Fitness Certificate; and
- (b) proof of payment of application fee.

Payment of
fees
GN. No.
293 of 2005
GN. No.
293 of 2005

7.-(1) An applicant shall on submission of application pay to the Corporation 4 a non-refundable application fee of a sum as prescribed in the Merchant Shipping (Fees) Regulations.

(2) An applicant for Seafarers' Identity Document whose application has been verified and approved shall pay to the Corporation a Seafarers' Identity Document fee of a sum as prescribed in the Merchant Shipping (Fees) Regulations.

(3) Fee payable under sub regulation (1) shall be paid online to the Corporation's revenue collection account through Government payment system.

PART III

DETERMINATION AND ISSUANCE OF SEAFARERS' IDENTITY DOCUMENT

Determination
of application

8.-(1) The Registrar shall make assessment of the application to determine eligibility within seven working days from the date of receipt of the application.

(2) An applicant who is eligible for issuance of a Seafarers' Identity Document shall, on such date and time as the Registrar may notify the seafarer, appear before the Registrar for

data capturing and verification of original documents of his Continuous Discharge Certificate and passport.

Issuance of
Seafarers'
Identity
Document

9. The Registrar shall, upon capturing of biometric data of a seafarer, issue the Seafarers' Identity Document to the applicant either by hand or through post within fourteen working days from the date of capturing of biometric data and verification of documents.

Refusal to
issue Seafarers'
Identity
Document

10.-(1) The Registrar may refuse to issue a Seafarers' Identity Document to an applicant who fails to meet the specified requirements for issuance of Seafarers' Identity Document under these Regulations.

(2) Where the Registrar refuses to issue a Seafarer Identity Document it shall, in writing not later than fourteen working days from the date of determination of application notify the applicant with reasons thereof.

PART IV

CONTENTS AND FORM OF SEAFARERS' IDENTITY DOCUMENT

Contents and
Form of
Seafarers'
Identity
Document

11.-(1) A Seafarers' Identity Document shall meet the following requirements:

- (a) be designed in a simple manner and made of durable material, with special regard to conditions at sea and be machine-readable;
- (b) be designed in such a manner that the materials used are in standard of technology which will facilitate common international standard developed by the International Labour Organisation-
 - (i) prevents tampering with the document or falsification and enable easy detection of alterations;
 - (ii) is accessible to other Member States consistent with achieving the purpose of the SID Convention.
- (c) be prepared in such a manner as prescribed in the Second Schedule to these Regulations; and
- (d) not be larger than the national passport.

(2) A Seafarers' Identity Document shall contain the following:

- (a) the name of the Corporation, indicating enabling rapid contact person of the Corporation;

- (b) the date and place of issuance of the Seafarers' Identity Document;
- (c) a statement with the following wording:
 - (i) "this document is a Seafarers' Identity Document for the purpose of the Seafarers' Identity Documents Convention 1953 as revised in 2003, of the International Labour Organization;" and
 - (ii) "this document is a stand-alone document and not a passport;"
- (d) particulars of the seafarer are as follows:
 - (i) full name;
 - (ii) sex;
 - (iii) date and place of birth;
 - (iv) nationality;
 - (v) any special physical characteristics that may assist identification;
 - (vi) digital or original photograph; and
 - (vii) signature;
- (e) terms and conditions of Seafarers' Identity Document.

Pre-conditions
for capturing
biometric data

12.-(1) The Corporation shall, for the purpose of capturing a seafarer's biometric data under regulation 8, ensure that, the-

- (a) biometric is captured without any invasion of privacy of the persons concerned, discomfort to them, risk to their health or offence against their dignity;
 - (b) biometric is visible on the document and is not possible to reconstitute it from the template or other representation;
 - (c) equipment needed for the provision and verification of the biometric is user-friendly and accessible to other Member States;
 - (d) equipment for the verification of the biometric can be operated in ports and in other places, including on board ship, where verification of identity is carried out by the competent authorities; and
 - (e) 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.
- (2) The Corporation shall ensure that all data concerning

a seafarer recorded in the Seafarers' Identity Document-

- (a) are visible; and
- (b) enable a seafarer to have an on-line access to inspect any data that is not eye-readable and provide corrections, if necessary, to the Corporation, at no cost to the seafarer concerned.

Obligation of
Seafarer

13. A seafarer who holds a Seafarers' Identity Document shall be under the obligation to-

- (a) comply with the requirements of these Regulations, the Act and any other written laws when working or engaged on a sea going ship;
- (b) notify the Registrar of any change of his address or particulars;
- (c) present the Seafarers' Identity Document whenever required to do so by the Corporation or any other competent authority; and
- (d) comply with the terms and condition of the Seafarers' Identity Document.

PART V

VALIDITY, CANCELLATION OR SUSPENSION OF SEAFARERS' IDENTITY DOCUMENT

Validity of
Seafarers'
Identity
Document

14. A Seafarers' Identity Document shall be valid for a period of five years subject to renewal.

Renewal of
Seafarers'
Identity
Document

15.-(1) A seafarer who intends to renew the Seafarers' Identity Document shall apply for renewal for a period of five years in a manner prescribed under the First Schedule to these Regulations.

(2) An application for renewal may be made within sixth months prior to the expiry of the Seafarers' Identity Document.

(3) The procedures for application and determination of renewal shall be the same as those provided under these Regulations.

Custody of
Seafarers'
Identity
Document

16. A Seafarers' Identity Document shall remain in the seafarer's possession at all times, except where it is held for safekeeping by the master of the ship concerned with the seafarer's written consent.

Automatic
cancellation or
suspension

17.-(1) The Corporation shall at any time prior to the expiry of the validity period of Seafarers' Identity Document, suspend or cancel the Seafarers' Identity Document in the event of suspension or cancellation of the seafarer's Continuous Discharge Certificate.

(2) A suspension of Seafarers' Identity Document shall be for the same period as that of the Continuous Discharge Certificate.

Suspension or
cancellation on
other grounds

18.-(1) The Corporation may at any time prior to the expiry of the Seafarers' Identity Document-

(a) suspend or cancel the Seafarers' Identity Document where it determines that-

- (i) the holder has failed to comply with the terms and conditions of the Seafarers' Identity Document;
- (ii) the Seafarers' Identity Document was issued erroneously or through misrepresentation;
- (iii) the issuance was done fraudulently; and
- (iv) there is an occurrence of anything which makes a seafarer no longer eligible for issuance of Seafarers' Identity Document; and

(2) The Registrar shall in writing notify the seafarer the reasons of the suspension or cancellation of the Seafarers' Identity Document.

(3) The Corporation shall, where appropriate notify the seafarer organisation and the shipowner of the suspension or cancellation of Seafarers' Identity Document.

(4) The Corporation may waive the suspension of the Seafarers' Identity Document if it is satisfied the holder has abstained or remedied the act or omission to which the suspension relates or where the grounds for suspension no longer exist.

Loss of
Seafarers'
Identity
Document

19.-(1) Where the Seafarers' Identity Document is defaced, destroyed, lost, mutilated or torn, a seafarer may apply to the Registrar for a duplicate of a Seafarers' Identity Document in the Form prescribed in the First Schedule to these Regulations.

(2) Where a Seafarers' Identity Document is lost, the holder shall furnish to the Corporation proof of such loss.

(3) The Corporation shall issue a duplicate Seafarers'

Identity Document upon being satisfied with the grounds of application and payment of the prescribed fee.

(4) The procedure of submission of an application of Seafarers' Identity Document under these Regulations shall apply to submission of application for a duplicate Seafarers' Identity Document.

PART VI

MAINTANANCE OF ELECTRONIC DATABASE

Duty to
maintain
electronic
database

20.-(1) The Corporation, as the data collection centre or any place as may be designated by the Corporation, shall-

- (a) collect and storage data of the seafarers and maintain records of Seafarers' Identity Documents issued, suspended or cancelled by the Corporation in an electronic database in the manner set out in the Third Schedule of these Regulations; and
- (b) take measures to secure the database from being tampered with or from unauthorized access.

(2) The Registrar shall be a focal point for responding to inquiries from the immigration or any other competent authority of other Member States, concerning the authenticity and validity of the Seafarers' Identity Document issued by the Corporation.

(3) The details of the Registrar shall be communicated to the International Labour Office for purposes of being communicated to other Member States.

(4) The details referred to in sub regulation (1), shall be accessible to immigration or other competent authorities in other Member States, either electronically or through the Registrar.

(5) Notwithstanding the provisions of subregulation (4), the Corporation shall ensure that the-

- (a) appropriate restrictions are 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 in accordance with other written laws; and
- (b) personal data on the electronic database are not used for any purpose other than verification of the Seafarers' Identity Document.

Quality control
and evaluations

21.-(1) The Corporation shall put in place quality control process and procedures of Seafarers' Identity Document as prescribed in the Fourth Schedule to these Regulations.

(2) The process and procedure refer to under subregulation (1) shall be put in place to ensure the necessary security for-

- (a) production and delivery of a blank Seafarers' Identity Document;
- (b) custody, handling and accountability for the blank and completed Seafarers' Identity Document;
- (c) processing of applications, the completion of the blank Seafarers' Identity Document into personalized Seafarers' Identity Document by the Directorate of the Corporation responsible for issuing it and the delivery of the Seafarers' Identity Document;
- (d) operation and maintenance of the database; and
- (e) quality control of procedure and periodic evaluation.

(3) The Corporation shall be evaluated on quality control procedure which shall be carried out at least every five years by an independent body procured by the Corporation.

(4) Subject to the provisions of subregulation (3) and after removal of any confidential material, the Corporation shall submit the report on such evaluation to the Director-General of the International Labour Office with a copy to the representative organization of shipowners and seafarers.

PART VII FACILITATION OF SHORE LEAVE, TRANSIT AND TRANSFER OF SEAFARERS

Rights and
privileges of
seafarer

22. A seafarer who holds a valid Seafarers' Identity Document issued in accordance with the provisions of these Regulations or any other laws of a Member State shall be-

- (a) recognized as a seafarer within the meaning of these Regulations; and
- (b) entitled to facilitations with regards to shore leave, transit and transfer formalities.

Verification of
Seafarers'
Identity
Document

23.-(1) Where clear grounds exist that requires verification from the Corporation as to the authenticity of a Seafarers' Identity Document, the verification needed shall be at no cost to the seafarer or shipowner.

(2) The verification under subregulation (1) shall be carried out in the shortest period of time,

Provided that, an advance notice of the holder's arrival was received by the Corporation or competent authority of a Member State.

(3) A notice referred to in subregulation (2) shall include the details as prescribed in Part A of the Third Schedule.

(4) A competent authority shall, while a ship is at port in the shortest period of time, ensure entry for temporary shore leave is permitted when requested, except where there is doubt on the authenticity of the Seafarers' Identity Document,

Provided that, entry shall be allowed where the formalities on arrival of the ship have been fulfilled and the competent authority has no reason to refuse permission to come ashore on grounds of:

- (a) public health;
- (b) public safety;
- (c) public order; or
- (d) national security.

Transit and
transfer

24.-(1) A competent authority shall, in the shortest period of time, facilitate entry of a seafarer holding a valid Seafarers' Identity Document together with a passport for the purpose of-

- (a) joining his ship or transferring to another ship;
- (b) passing in transit to join his ship or for repatriation;
or
- (c) any other purpose approved by the competent authority.

(2) Transit and transfer shall be allowed where the formalities on transit and transfer of a seafarer have been fulfilled and the competent authority has no reason to refuse transit and transfer on grounds of-

- (a) public health;
- (b) public safety;
- (c) public order; or
- (d) national security

(3) The competent authority may require satisfactory evidence of a seafarer's intention before permitting entry for any of the purposes specified in subregulation (1).

PART VIII
OFFENCES AND PENALTIES

Offences and
penalties

25.-(1) A seafarer who, without a valid Seafarers' Identity Document-

- (a) works or is engaged on an international sea going ship;
- (b) enters for temporary shore leave;
- (c) joins his ship or is transferred to another ship;
- (d) transits to join his ship; or
- (e) transits in the cause of repatriation,

commits an offence and upon conviction, shall be liable to a fine of not less than United States Dollars five hundred and not exceeding United States Dollars one thousand or its equivalent in Tanzanian Shillings or to imprisonment for a term of six months or to both such fine and imprisonment.

(2) A seafarer who-

- (a) obtains a Seafarers' Identity Document by presenting false or forged information;
- (b) forges the Seafarers' Identity Document,

commits an offence and, upon conviction, shall be liable to a fine of not less than the United States Dollars one thousand and not exceeding United States Dollars two thousand or its equivalent in Tanzanian Shillings or to imprisonment for a term of six months or to both.

General
penalty

26. Where a seafarer contravenes any provision of these Regulations for which no specific penalty is provided, commits an offence and upon conviction, shall be liable to a fine of not less than United States dollars two hundred and not exceeding United States Dollars five hundred or its equivalent in Tanzanian Shillings or to imprisonment for a term of six months or to both.

Compounding
of offences

27. Notwithstanding the provisions of these Regulations relating to penalties, where a person admits in writing that he has committed an offence under these Regulations, the Registrar of ships may compound the offence in accordance with the provisions of the Act.

PART IX
GENERAL PROVISIONS

Complaint
handling
G.N. No.
338 of 2018

28. Any person who is aggrieved by the decision made under these Regulations shall have the right to seek redress in accordance with the provisions of the Tanzania Shipping Agencies (Complaints Handling) Regulations.



UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT
TANZANIA SHIPPING AGENCIES CORPORATION
TASAC



FIRST SCHEDULE

(Made under regulations 6(1), 15(1) and 19(1))

APPLICATION FORM FOR SEAFARERS' IDENTITY DOCUMENT

1. Application
No.:
.....
(online system generated No.)

☐ New Application

☐ Renewal

☐ Lost

☐ Others

(tick appropriate)
2. Particulars of Applicant:
First Name: Middle Name: Surname Name:
Sex: Date of Birth: Place of Birth:
E-mail:
Nationality: National Identification No:
Mobile No.: Height (cms) Weight (kg).....
Identification mark (if any): Mail
Address: Street:
Village/Ward: District: Postal Code:
Phone No.:
3. Particulars of Certificates:
Continuous Discharge Certificate (CDC) No.:
Issuing Authority: Date of Issue: Date of Expiry:
Passport No.:
Issuing Authority: Date of Issue: Date of Expiry:
4. Have you ever applied for Seafarers' Identity Document before: Yes: ☐ No: ☐
5. Have you ever been at any time debarred from obtaining:
(a) Continuous Discharge Certificate: Yes: ☐ No: ☐

Merchant Shipping (Seafarers' Identity Document)

GN. No. 229 (Contd.)

(b) Seafarers' Identity Document: Yes: ☐ No: ☐
If Yes, explain:.....

.....
Signature

.....
Date

DECLARATION

1. I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed or distorted.
2. I also affirm and declare that I have not previously been issued with the Seafarers' Identity Document in Tanzania.
3. I am aware that if any time I am found to have concealed or distorted any material information and the issuing authority has reason to believe that I have obtained the Seafarers' Identity Document by presenting false or erroneous information, my Seafarers' Identity Document will be cancelled or suspended forthwith and legal action taken against me as per the provisions contained in the *Merchant Shipping (Seafarers' Identity Document) Regulations, 2021*.

.....
Name of the Applicant

.....
Signature of the Applicant

.....
Place

.....
Date



UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT
TANZANIA SHIPPING AGENCIES CORPORATION
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SECOND SCHEDULE

(Made under regulation 11 (1)(c))

SEAFARERS' IDENTITY DOCUMENT REQUIREMENTS

Materials for
Seafarers'
Identity
Document to
conform with
ICAO Doc.
9303

1. Materials used for the Seafarers' Identity Document presentation and storage of data shall conform with the mandatory requirements for an electronic machine-readable travel document contained in ICAO Doc. 9303 on machine-readable travel documents, with full consideration being given to any relevant recommendations or advice in that document.

Seafarers'
Identity
Document to
be an
electronic
machine
readable

2.-(1)The Seafarers' Identity Document shall be electronic machine-readable with physical characteristics as described in Section 2 of Part 3 of ICAO Doc. 9303 "Specifications Common to all Machine Readable Travel Documents".

(2) The printing and typefaces used in both the visual-inspection zone and the machine-readable zone shall be as described in Sections 3 and 4 respectively of Part 3 of ICAO Doc. 9303.

Contactless
integrated
circuit of
Seafarers'
Identity
Document

3.- (1) The Seafarers' Identity Document shall include a contactless integrated circuit, with a data storage capacity of at least 32 kilobytes, encoded and digitally signed in accordance with Parts 9, 10, 11 and 12 of ICAO Doc. 9303 which shall meet all the requirements for the Logical Data Structure (LDS) set out in Part 10 of ICAO Doc. 9303 but shall contain only the mandatory data elements required in that Part.

(2) The privacy of seafarers' data stored in the contactless integrated circuit shall be protected by a Chip Access Control mechanism as described in Part 11 of ICAO Doc. 9303.

(3) Data stored in the LDS shall be limited to the metadata and files required for the operation of the chip and its security features, as well as the following data elements, which are already visible, in the sense of eye-readable, in the visual-inspection and machine-readable zones of the Seafarers' Identity Document:

(a) in data group 1 of the LDS: a duplication of the machine-readable zone data; and

- (b) in data group 2 of the LDS: the biometric representation required by Article 3, paragraph 8, of this SID Convention, which shall comply with Part 9 of ICAO Doc. 9303 for the “Primary Biometric: Facial Image”.

(4) The facial image of the seafarer shall be a copy of the photograph referred to in paragraph (c), but compressed to a size in the range of 15–20 kilobytes; and

(5) The Document Security Object that is needed to validate the integrity of data stored in the LDS using the ICAO Public Key Infrastructure defined in Part 12 of ICAO Doc. 9303.

Seafarers’
Identity
Document
protection
from
tampering
and
fraudulent
activity

4. The Seafarers’ Identity Document shall be protected from tampering, photograph substitution or other fraudulent activity by adherence to the requirements of Part 2 of ICAO Doc. 9303, “Specifications for the Security of the Design, Manufacture and Issuance of MRTDs” which shall be protected by at least three physical security features from the list contained in Appendix A to Part 2 of ICAO Doc. 9303.

5. The data elements to be contained in the identity document and their placement within the various zones described in ICAO Doc. 9303 shall include:

- (a) issuing State: name in full, in Zone I, with no field caption;
- (b) document type: “Seafarers’ Identity Document”, in Zone I, with no field caption;
- (c) “chip inside” symbol described in Section 2.3 of Part 9 of ICAO Doc. 9303: in Zone I, with no field caption;
- (d) full name of seafarer as a single field consisting of the primary identifier followed by a comma, then a space and then the secondary identifier, as defined in ICAO Doc. 9303: in Zone II, with a field caption;
- (e) sex of seafarer as a single letter, “F” for female, “M” for male or “X” for unspecified: in Zone II, with a field caption;
- (f) nationality of seafarer, as a three-letter International Organization for Standardization country code in accordance with Section 5 of Part 3 of ICAO Doc. 9303: in Zone II, with a field caption;
- (g) date of seafarer’s birth, in the format DDbMMbYYYY, where “b” is a single blank space (for example, 23 03 1982): in Zone II, with a field caption;
- (h) place of seafarer’s birth: in Zone II, with a field caption;
- (i) any special physical characteristics that may assist in the identification of the seafarer: in Zone II, with a field caption but if the issuing authority chooses not to record any identifying characteristics, or if the seafarer has no particular identifying characteristics, then this field shall be filled with the word “None”

- (j) unique document number assigned to the Seafarers' Identity Document by the issuing authority of no more than nine characters: in Zone I for TD3 size documents, with a field caption; or, in Zone III for TD1 and TD2 size documents, with a field caption;
- (k) date of issue of the Seafarers' Identity Document, in the format DDbMMbYYYY, where "b" is a single blank space (for example, 31 05 2014): in Zone III, with a field caption;
- (l) date of expiry of the Seafarers' Identity Document, in the format DDbMMbYYYY, where "b" is a single blank space (for example, 31 05 2019): in Zone III, with a field caption;
- (m) place of issue of the S Seafarers' Identity Document: in Zone III, with a field caption;
- (n) signature or usual mark of the seafarer: in Zone IV, without a field caption;
- (o) photograph of the seafarer, conforming to the specifications for photographs set out in Part 3 of ICAO Doc. 9303: in Zone V, without a field caption;
- (p) the following statement in Zone VI "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.";
- (q) name of the issuing authority, and contact details (telephone number including country code or URL of website or both) of the focal point under Article 4, paragraph 4, of this SID Convention: in Zone VI, "Issuing authority contact details"; and
- (r) machine-readable zone printed in Zone VII as specified in Section 4 of Part 3 of ICAO Doc. 9303, containing all the mandatory data elements specified in Section 4.2 of Part 4 (for TD3 size) or Part 5 (for TD1 size) or Part 6 (for TD2 size), the first two characters of the machine-readable zone shall be "IS" for TD1 or TD2 size, or "PK" for TD3 size.

Additional
data

6. The following additional data elements shall be contained in TD3 size documents:

- (a) document code: the letters "PK" in Zone I, with a field caption;
- (b) issuing State, as a three-letter International Organization for Standardization country code in accordance with Section 5 of Part 3 of ICAO Doc. 9303: in Zone I, with a field caption; and
- (c) name of the issuing authority: in Zone III, with a field caption.



UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT
TANZANIA SHIPPING AGENCIES CORPORATION
TASAC



THIRD SCHEDULE

(Made under regulations 20(1)(a) and 23(3))

MAINTENANCE OF ELECTRONIC DATABASE

The details to be provided for each record in the electronic database to be maintained by the Corporation shall be restricted to:

Part A

1. Issuing State as written in the visual-inspection zone of the Seafarers' Identity Document.
2. Full name of seafarer as written in the visual-inspection zone of the Seafarers' Identity Document.
3. Unique nine-character document number assigned to the Seafarers' Identity Document.
4. Date of expiry or suspension or cancellation of the Seafarers' Identity Document, written in the format DDbMMbYYYY, where "b" is a single blank space (for example, 31 05 2021).

Part B

1. Compressed facial image of the seafarer as stored in the contactless integrated circuit of the Seafarers' Identity Document.
2. Photograph of the seafarer as printed in the visual-inspection zone of the Seafarers' Identity Document.
3. Details of all inquiries made concerning the Seafarers' Identity Document.



UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT
TANZANIA SHIPPING AGENCIES CORPORATION
TASAC



FOURTH SCHEDULE

(Made under regulation 21(1))

QUALITY CONTROL PROCESS, EVALUATION AND PROCEDURES FOR ISSUANCE OF
SEAFARERS' IDENTITY DOCUMENTS

Note:

The requirements relating to procedures adopted in accordance with Article 5 of the SID Convention, with respect to the issuance of Seafarers' Identity Documents, including quality-control procedures.

Part A lists the mandatory results that shall be achieved, as a minimum in implementing a system of issuance of Seafarers' Identity Documents.

Part B is not mandatory but recommends procedures and practices to be considered in achieving the results in Part A.

Notwithstanding the above, all relevant mandatory requirements in ICAO Doc. 9303 shall be observed.

The term "Doc 9303" shall be understood as referring to the Seventh Edition, 2015, as published by ICAO and as it may subsequently be amended in accordance with the related procedures of ICAO.

Full consideration shall be given to the relevant recommendations or advice contained in Doc. 9303, especially in Part 2 of that document and its appendices.

PART A
MANDATORY RESULTS

Production and
delivery of blank
Seafarers' Identity
Documents

1. Processes and procedures are in place to ensure the necessary security for the production and delivery of blank Seafarers' Identity Documents, including the following:

- (a) all blank Seafarers' Identity Documents are of uniform quality and meet the specifications in content and form as contained in Annex I to the SID Convention;
- (b) the materials used for production are protected and controlled;
- (c) blank Seafarers' Identity Documents are protected, controlled, identified and tracked during the production and delivery processes; and
- (d) producers have the means of properly meeting their obligations in relation to the production and delivery of blank Seafarers' Identity Documents; and
- (e) the transport of the blank Seafarers' Identity Documents

- Custody, handling and accountability for blank and completed Seafarers' Identity Documents
- from the producer to the issuing authority is secure.
2. Processes and procedures shall be in place to ensure the necessary security for the custody, handling and accountability for blank and completed Seafarers' Identity Documents, which include:
- (a) the custody and handling of blank and completed Seafarers' Identity Documents is controlled by the issuing authority;
 - (b) blank, completed and voided Seafarers' Identity Documents, 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; and
 - (d) the division of responsibilities among authorized officials is designed to prevent the issuance of unauthorized Seafarers' Identity Documents.
- Processing of applications; suspension or cancellation of Seafarers' Identity Documents; appeal procedures
3. Processes and procedures shall be in place to ensure the necessary security for the processing of applications, the completion of the blank Seafarers' Identity Documents into personalized Seafarers' Identity Documents by the Corporation and Directorate responsible for issuing them, and the delivery of the Seafarers' Identity Documents, including:
- (a) processes for verification and approval ensuring that Seafarers' Identity Documents, when first applied for and when renewed, are issued on the basis of:
 - (i) applications completed with all information required by Annex I of the SID Convention;
 - (ii) proof of identity of the applicant in accordance with the law;
 - (iii) proof of nationality or permanent residence;
 - (iv) proof that the applicant is a seafarer within the meaning of Article 1 of the SID Convention;
 - (v) assurance that applicants, with more than one nationality or having the status of permanent residents, are not issued with more than one Seafarers' Identity Documents; and
 - (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 SID Convention shall be entered in the database simultaneously with issuance of the Seafarers' Identity Documents;
 - (ii) the data, photograph, signature and biometric gathered from the applicant shall correspond to the applicant; and

- (iii) the data, photograph, signature and biometric gathered from the applicant shall be linked to the application throughout the processing, issuance and delivery of the Seafarers' Identity Documents.
- (c) prompt action shall be taken to update the database when an issued Seafarers' Identity Documents is suspended or cancelled;
- (d) an extension and renewal system shall be established to provide for circumstances where a seafarer is in need of extension or renewal and in circumstances where the Seafarers' Identity Document is lost;
- (e) the circumstances in which Seafarers' Identity Documents may be suspended or cancelled shall be established in consultation with ship owners' and seafarers' organizations; and
- (f) effective and transparent appeal procedures shall be in place.

Operation,
security and
maintenance of the
database

4. Processes and procedures shall be in place to ensure the necessary security for the operation and maintenance of the database, which include:

- (a) the database shall be secured from tampering and unauthorized access;
- (b) data shall be current, protected against loss of information and available for query at all times through the focal point;
- (c) databases shall not be appended, copied, linked or written to other databases and its information shall not be used for purposes other than authenticating the seafarers' identity;
- (d) the individual's rights shall be 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 and to have any inaccuracies corrected in a timely manner.

Quality control of
procedures and
periodic
evaluations

5. Processes and procedures shall be 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 shall be met, for:

- (a) production and delivery of blank Seafarers' Identity Documents;
- (b) custody, handling and accountability for blank, voided and personalized Seafarers' Identity Documents;

- (c) processing of applications, completion of blank Seafarers' Identity Documents into personalized Seafarers' Identity Documents by the authority and unit responsible for issuance and delivery;
- (d) operation, security and maintenance of the database;
- (e) periodic reviews are carried out to ensure the reliability of the issuance system and of the procedures and their conformity with the requirements of the SID Convention; and
- (f) procedures shall be in place to protect the confidentiality of information contained in reports on periodic evaluations.

PART B

RECOMMENDED PROCEDURES AND PRACTICES

Production and
delivery of blank
Seafarers' Identity
Documents

6.-(1) In the interest of security and uniformity, production and delivery of blank Seafarers' Identity Documents may be done:

- (a) by the selected effective Member States;
 - (b) on the premises of the Corporation; and
 - (c) outside enterprise.
- (2) Where an outside enterprise in paragraph 1(1)(c) is selected, the Corporation shall:
- (a) ensure that the enterprise is of undisputed integrity, financial stability and reliability;
 - (b) require the enterprise to designate all the employees to be engaged in the production of blank Seafarers' Identity Documents;
 - (c) require the enterprise to furnish the Corporation with proof that there are adequate systems in place to ensure the reliability, trustworthiness and loyalty of designated employees and to satisfy the Corporation that the enterprise provides each employee with adequate means of subsistence and adequate job security;
 - (d) conclude a written agreement with the enterprise which, without prejudice to the Corporation's own responsibility for Seafarers' Identity Documents, establish the following specifications and directions referred to under paragraph 2 and require the enterprise to:
 - (i) ensure that the designated employees, who have assumed strict obligations of confidentiality, are engaged in the production of the blank Seafarers' Identity Documents;
 - (ii) take necessary security measures for the transport of the blank Seafarers' Identity Documents from

its premises to the premises of the Corporation,
Provided that the Corporation cannot be absolved from the liability on the grounds that they are not negligent in this regard;

- (e) accompany each consignment with a precise statement of its contents which shall specify the reference numbers of the Seafarers' Identity Documents in each package;
- (f) ensure that the agreement includes a provision to allow for completion if the original contractor is unable to continue; and
- (g) satisfy itself, before signing the agreement, that the enterprise has the means of properly performing the obligations.

(3) Where the blank Seafarers' Identity Documents are to be supplied by an enterprise outside the United Republic, the Corporation shall mandate a competent authority in the foreign country to ensure that the requirements recommended in this paragraph are met.

Requirements to
set specifications

7. The Corporation shall:

- (a) establish detailed specifications for all materials to be used in the production of the blank Seafarers' Identity Documents which shall conform to the general specifications set out in Annex I of the SID Convention;
- (b) establish precise specifications relating to the form and content of the blank Seafarers' Identity Documents as set out in Annex I of the SID Convention;
- (c) ensure that the specifications enable uniformity in the printing of blank Seafarers' Identity Documents where different printers are used;
- (d) provide clear directions for the generation of a unique document number to be printed on each blank Seafarers' Identity Document in a sequential manner in accordance with Annex I of the SID Convention; and
- (e) establish precise specifications governing the custody of materials during the production process.

Custody, handling
and accountability
for blank and
completed
Seafarers' Identity
Documents

8.-(1) The operations relating to the issuance process including the custody of blank, voided and completed Seafarers' Identity Documents, the implements and materials for completing them, the processing of applications, the issuance of Seafarers' Identity Documents, the maintenance and the security of databases shall be carried out under the direct control of the Corporation.

(2) The Corporation shall 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.

(3) The Corporation shall ensure that no officials involved in the issuance process are members of the same immediate family.

(4) The individual responsibilities of the officials involved in the issuance process shall be defined by the Corporation.

(5) The Corporation shall ensure that:

- (a) no single official is responsible for carrying out all the operations required in the processing of an application for a Seafarers' Identity Document and the preparation of the corresponding Seafarers' Identity Document;
- (b) official responsible for issuing Seafarers' Identity Documents is not involved in the issuance process; and
- (c) there is rotation of the officials assigned to the different duties related to the processing of applications and the issuance of Seafarers' Identity Documents.

Internal rules

9.-(1) The Corporation shall make internal rules to ensure that:

- (a) blank Seafarers' Identity Documents are kept secured and released to the extent necessary to meet expected day-to-day operations;
- (b) blank Seafarers' Identity Document shall be released to the officials responsible for completing them into personalized Seafarers' Identity Documents or to authorized official;
- (c) surplus blank Seafarers' Identity Documents are returned at the end of each day;
- (d) measures to secure Seafarers' Identity Documents shall be understood as including the use of devices for the prevention of unauthorized access and detection of intruders;
- (e) any blank Seafarers' Identity Documents used as specimens are defaced and marked as such;
- (f) each day a record, is stored in a safe place and maintain the whereabouts of blank and personalized Seafarers' Identity Document that has not yet been issued;
- (g) identify Seafarers' Identity Document that are secured and in the possession of a specified official or officials;
- (h) the record is maintained by an official who is not involved in the handling of the blank Seafarers' Identity Documents or Seafarers' Identity Documents that have not yet been issued;
- (i) no person has access to the blank Seafarers' Identity Documents and to the implements and materials for completing them other than the officials responsible for completing the blank Seafarers' Identity Documents or any authorized official;
- (j) personalized Seafarers' Identity Document is kept secured and released to the official responsible for issuing the Seafarers' Identity Document or to any authorized official;

(2) The authorized officials shall be limited to:

- (a) persons acting under the written authorization of the Director General or of any person officially representing the Director General; and
- (b) the controller referred to in section 5 below and persons appointed to carry out an audit or other control.

(3) The officials strictly prohibited from any involvement in the issuance process for a Seafarers' Identity Document applied for by a member of their family or a close friend;

(4) Any theft or attempted theft of Seafarers' Identity Documents or of implements or materials for personalizing them shall be promptly reported to the police authorities for investigation.

(5) The errors in the issuance process shall invalidate the Seafarers' Identity Documents concerned, which may not be corrected and issued.

Processing of applications; suspension or withdrawal of Seafarers' Identity Documents; appeal procedures

10.-(1) The Corporation shall ensure that officials with responsibility concerning the review of applications for Seafarers' Identity Documents have received relevant training in fraud detection and in the use of computer technology.

(2) The Corporation shall make rules ensuring that Seafarers' Identity Documents are issued only on the basis of-

- (a) an application completed and signed by the seafarer concerned;
- (b) proof of identity;
- (c) proof of nationality or permanent residence; and
- (d) proof that the applicant is a seafarer.

(3) The application shall contain the information specified as mandatory in Annex I of the SID Convention.

(4) The application Form prescribed under the First Schedule to these Regulations shall contain provision that state "the applicant shall be liable to prosecution and penal sanctions where the applicant makes any statement knowingly that it is false".

(5) When a Seafarers' Identity Documents is first applied for, and whenever subsequently considered necessary on the occasion of a renewal:

- (a) the application, completed except for the signature, shall be presented by the applicant in person, by the officer of the Corporation;
- (b) a digital or original photograph and the biometric of the applicant shall be taken under the control of the officer of the Corporation;
- (c) the application shall be signed in the presence of the officer of the Corporation;
- (d) the application shall be transmitted by the designated official directly to the Corporation for processing.

(6) The Corporation shall adopt measures to ensure the security and the confidentiality of the digital or original photograph and the biometric.

(7) The proof of identity provided by the applicant shall be in accordance with the laws and practice of the United Republic.

(8) The proof of nationality or permanent residence shall consist of the applicant's passport or certificate of admission as a permanent resident.

(9) Applicant shall declare other nationalities that he may possess and affirm that he has not been issued with and has not applied for a Seafarers' Identity Document from any other Member State.

(10) The Corporation shall not issue a Seafarers' Identity Document to applicant who possesses another Seafarers' Identity Document,

Provided that:

(a) an early renewal system shall apply in circumstances where a seafarer is aware in advance that the period of service is such that he shall be unable to make his application at the date of expiry or renewal;

(b) an extension system shall apply in circumstances where an extension of a Seafarers' Identity Document is required due to an unforeseen extension of the period of service;

(c) a replacement system shall apply in circumstances where a Seafarers' Identity Document is lost and temporary document may be issued.

(11) The proof that the applicant is a seafarer, within the meaning of Article 1 of the SID Convention shall consist:

(a) a previous Seafarers' Identity Documents or a seafarers' discharge book;

(b) a Certificate of Competency, qualification or other relevant training; or

(c) equally cogent evidence.

(12) The Corporation shall seek supplementary proof where deemed appropriate.

(13) All applications shall be subject to the following verifications by the officer of the Corporation:

(a) verification that the application is complete and shows no inconsistency raising doubts as to the truth of the statements made;

(b) verification that the details given and the signature correspond to those on the applicant's passport or other reliable document;

- (c) 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 shall be sent to the authority concerned; otherwise, a copy of the relevant pages may be sent;
- (d) comparison of the photograph provided, where appropriate, with the digital photograph referred to in paragraph 10(5)(b);
- (e) verification of the apparent genuineness of the certification referred to in paragraph 10(7);
- (f) verification that the proof referred to in paragraph 10(11) substantiates that the applicant is a seafarer;
- (g) verification, in the database referred to in Article 4 of the SID Convention, to ensure that a person corresponding to the applicant has not already been issued with a Seafarers' Identity Document; and
- (h) 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.

(14) The official referred to in paragraph 10(13) shall prepare brief notes for the record indicating the results of the above verifications and drawing attention to the facts that justify the conclusion that the applicant is a seafarer.

(15) Upon checking the application, accompanied by the supporting documents and the notes for the record, shall be forwarded to the official responsible for completion of the Seafarers' Identity Document to be issued to the applicant.

(16) The completed Seafarers' Identity Document, accompanied by the related file shall be forwarded to the Registrar for approval.

(17) The Registrar shall give approval when satisfied that the procedures have been followed and that the applicant is eligible to such Seafarers' Identity Document.

(18) The approval shall be given in writing and shall be accompanied by explanations concerning features of the application that need special consideration.

(19) The Seafarers' Identity Document (together with the passport or similar document provided) shall be handed to the applicant directly against receipt, or sent to the applicant or, if the latter has so requested, to his shipmaster or employer in both cases by reliable postal communication requiring advice of receipt.

(20) When the Seafarers' Identity Document is issued to the applicant, the particulars specified in Annex II of the SID Convention shall be entered in the database referred to in Article 4 of the SID Convention.

(21) The Corporation shall specify a maximum period for receipt after dispatch.

(22) Where information on the receipt is not received within that period and after due notification of the seafarer, an appropriate annotation shall be made in the database and the Seafarers' Identity Document shall be officially reported as lost and the seafarer informed.

(23) All annotations to be made, such as the brief notes for the record referred to under these Regulations and the explanations referred to under these Regulations, shall be kept in a safe place during the period of validity of the Seafarers' Identity Document and for three years afterwards.

(24) Those annotations and explanations required under these Regulations shall 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 Seafarers' Identity Documents; and
- (c) for training purposes.

(25) When information is received suggesting that a Seafarers' Identity Document was wrongly issued or that the conditions for its issue are no longer applicable, the matter shall be promptly notified to the Corporation with a view to its cancellation .

(26) When a Seafarers' Identity Document is suspended or cancelled, the Corporation shall update its database to indicate that the Seafarers' Identity Document is not currently recognized.

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(27) Where an application for a Seafarers' Identity Document is refused or a decision is taken to suspend or cancel the Seafarers' Identity Document, the applicant be informed the reasons for the decision and his right to appeal pursuant to the Tanzania Shipping Agencies (Complaints Handling) Regulations.

Operation, security
and maintenance of
the database

11.-(1) The Corporation shall make the arrangements and rules to implement Article 4 of the SID Convention by ensuring the:

- (a) 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 SID Convention;
- (b) security of the database;
- (c) respect for individual rights in the storage, handling and communication of data;

- (d) respect for the seafarer's right to verify the accuracy of data relating to him and to correct any inaccuracies found.

(2) The Corporation shall make procedures for protecting the database that include:

- (a) 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 Corporation;
- (b) the restriction to specially authorized officer of permission to access or make changes to an entry in the database once the entry has been confirmed by the official making it.

Quality control of
procedures and
periodic evaluations

12.-(1) The Corporation shall ensure that a controller of Seafarers' Identity Document is:

- (a) a person of integrity, loyalty and reliability; and
 - (b) not involved in the custody or handling of Seafarers' Identity Documents.
- (2) The controller shall:
- (a) monitor on a continuous basis the implementation of these minimum requirements;
 - (b) draw immediate attention to any shortcomings in the implementation;
 - (c) provide the executive head and the concerned officials with advice on improvements to the procedures for the issuance of Seafarers' Identity Documents; and
 - (d) submit a quality-control report to management and where possible, be familiar with all the operations to be monitored.

(2) The controller shall report directly to the Registrar.

(2) The Registrar shall provide the controller with documentation or information that the controller considers relevant to the performance of his tasks.

(3) The Corporation shall make appropriate arrangements to ensure that officials may speak to the controller without fear of victimization.

(4) The terms of reference of the controller shall require that attention be given to the following:

- (a) verifying that the resources, premises, equipment and staff are sufficient for the efficient performance of the functions of the Corporation;
- (b) ensuring that the arrangements for the safe custody of the blank and completed Seafarers' Identity Documents are adequate;

- (c) ensuring that adequate rules, arrangements or procedures are in place;
 - (d) ensuring rules, procedures and arrangements, are known and understood by the officials concerned;
 - (e) 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 Seafarers' Identity Document to the end of the procedure for its issuance;
 - (f) verification of the efficacy of the security measures used for the custody of blank Seafarers' Identity Documents, implements and materials;
 - (g) verification, where 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;
 - (h) investigating any reliable report of a possible wrongful issuance of a Seafarers' Identity Document or of a possible falsification or fraudulent obtention of a Seafarers' Identity Document, 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;
 - (i) 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 SID Convention, or inaccuracies in those details;
 - (j) 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 Corporation;
 - (k) maintaining records of quality-control checks that have been carried out;
 - (l) ensuring that management reviews of quality-control checks have been performed and that records of such reviews are maintained.
- (7) The Corporation shall ensure periodic evaluation of the reliability of the issuance system and procedures and conformity with the requirements of the SID Convention.
- (8) The evaluation shall take into account the following:
- (a) findings of audits of the issuance system and

- procedures;
- (b) 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;
 - (c) records of Seafarers' Identity Documents issued, lost, voided or spoiled;
 - (d) records relating to the functioning of quality control;
 - (e) records of problems with respect to the reliability or security of the electronic database, including inquiries made to the database;
 - (f) effects of changes to the issuance system and procedures resulting from technological improvements or innovations in the Seafarers' Identity Document issuance procedures;
 - (g) conclusions of management reviews; and
 - (h) 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 instruments of the International Labour Organisation.

(8) The Corporation shall put in place the procedures and processes to prevent unauthorized disclosure of reports provided by other Member States.

(9) The Corporation shall ensure that procedures and processes are sufficient to meet the requirements of this Annex and that there are production techniques and security practices including the stock control procedures.

Dodoma,
1st February, 2022

MAKAME M. MBARAWA,
Minister for Works and Transport