



香港商船資訊

HONG KONG MERCHANT SHIPPING INFORMATION NOTE

Minimum Safe Manning

To : Shipowners, Ship Managers and Ship Masters

Summary

The purpose of this Note is to promulgate the Principles of Minimum Safe Manning and the application procedures for a Minimum Safe Manning (MSM) Certificate.

This Note supersedes the Hong Kong Merchant Shipping Information Note No. 33/2009 issued on 11 November 2009.

Introduction

1. The implementation of 2010 Manila amendments to the International Convention on Standards of Training, Certification and Watch-keeping for Seafarers 1978 (STCW), the adoption of the Assembly Resolution A.1047(27) by the IMO and Regulation 2.7 of Maritime Labour Convention 2006 (MLC 2006) have brought about changes to the assessment of minimum safe manning for Hong Kong registered ships.

2. The owner or ship manager of a Hong Kong registered ship is required to make an assessment of the numbers and grades of crew required for its safe operation, for its security, for protection of the marine environment, and for dealing with emergency situations. The manning on board should be sufficient to ensure that:

- (a) the required watchkeeping standard can be maintained;
- (b) the officers and the ratings can perform their duties in accordance with the provisions of the approved Ship's Security Plan (SSP) and the framework of operational guidance section A-VIII of the STCW Code;
- (c) personnel are not required to work more hours than is safe in relation to the safety and the security of the ship; and

- (d) the officers and ratings are not required to work such hours or under such condition which may be injurious to their health and safety.

3. Proposals based on the assessment should be submitted to the Senior Surveyor of Ships, Cargo Ships Safety Section for consideration. In the event that this Department is not satisfied with the proposals put forward by the owner or ship manager, a counter proposal will be made by the Department. In case where the owner or ship manager disagrees with the counter proposal, they can invite a surveyor of the Department for a practical demonstration of the crew to carry out the essential tasks in the context of the principles of safe manning under their proposal. However, the cost of such assessment would be borne by the owners or operators.

4. Similarly, in the event of any change in the equipment, construction, use of the ship or the provisions of the approved SSP which may affect the safe manning scale, insufficient manning level in complying with the hours of rest requirements or change of management company, the owner or ship management company should make an application for the issue of a new safe manning document.

Determination of Safe Manning Levels

Principles of Safe Manning

5. This Department will consider a ship to be safely manned if there are sufficient crew with appropriate skill and experience to ensure that the following guiding principles are fulfilled:

- (a) the capability to:
 - (i) maintain safe navigational, port, engineering and radio watches in accordance with regulation VIII/2 of the 1978 STCW Convention, as amended, and also maintain general surveillance to the ship;
 - (ii) moor and unmoor the ship safely;
 - (iii) manage the safety functions of the ship when employed in a stationary or near-stationary mode at sea;
 - (iv) perform operations, as appropriate, for the prevention of damage to the marine environment;
 - (v) maintain the safety arrangements and the cleanliness of all accessible spaces to minimize the risk of fire;
 - (vi) provide for medical care on board ship;
 - (vii) ensure safe carriage of cargo during transit;

- (viii) inspect and maintain, as appropriate, the structural integrity of the ship;
and
- (ix) operate in accordance with the approved SSP; and
- (b) the ability to:
 - (i) operate all watertight closing arrangements and maintain them in effective condition, and also deploy a competent damage control party;
 - (ii) operate all onboard fire-fighting and emergency equipment and life-saving appliances, carry out such maintenance of this equipment as is required to be done at sea, and muster and disembark all persons on board; and
 - (iii) operate the main propulsion and auxiliary machinery including pollution prevention equipment and maintain them in a safe condition to enable the ship to overcome the foreseeable perils of the voyage.

6. In considering the fulfilments of the above principles, the owners and ship managers should take into account the following onboard functions, when applicable:

- (a) ongoing training requirements for all personnel, including the operation and use of fire-fighting and emergency equipment, life-saving appliances and watertight closing arrangements;
- (b) specialized training requirements for particular types of ships and in instances where crew members are engaged in shipboard tasks that cross departmental boundaries;
- (c) provision of proper food and drinking water;
- (d) need to undertake emergency duties and responsibilities; and
- (e) need to provide training opportunities for entrant seafarers to allow them to gain the training and experience needed.

Guidelines for determination of minimum safe manning and Responsibilities in the application of principles of minimum safe manning

7. In determining the minimum safe manning of a ship, the owner or manager of a Hong Kong registered ship shall take into account the requirements of Annexes 2 and 3 of IMO Resolution A.1047(27), in the context of the management of the safety, security and protection of the marine environment functions of a ship.

Application for a Minimum Safe Manning Certificate

8. The application form for a Minimum Safe Manning Certificate is available from the Marine Department web site http://www.mardep.gov.hk/en/forms/pdf/msmc_app.pdf. The owner or ship manager shall assess the proposed manning scale and they should:

- (a) identify all the functions to be undertaken on board during a representative voyage;
- (b) identify the skill and experience required to perform those functions;
- (c) identify those functions in normal operations which need to be undertaken concurrently;
- (d) determine the minimum number of crew required to undertake concurrent operations safely and to carry out security duties in accordance with the approved SSP;
- (e) ensure the working arrangements with respect to the skill and training of the crew are capable of undertaking concurrent and continuous operations; and
- (f) ensure that the working arrangements allow for sufficient rest periods to avoid fatigue.

9. The number of officers, who are required by the Merchant Shipping (Seafarers) (Certification of Officers) Regulation, should be taken into consideration in assessing the proposed manning scale.

10. To assist ship owners/managers to apply for the Minimum Safe Manning Certificate, please refer to the IMO Resolution A.1047(27) in Appendix I, the application form for a Minimum safe Manning Certificate in Appendix II and the guidance on the application in Appendix III of this Note.

11. Shipowners or ship managers should submit the signed application form together with the following documents to Cargo Ships Safety Section at 24/F, Harbour Building, 38 Pier Road, Central, Hong Kong, by facsimile to Fax. No.: (852) 2545 0556 or by E-mail: ss_css@mardep.gov.hk.

- (a) Copy of Mooring Arrangement Plan or General Arrangement for the cargo vessel in question;
- (b) Copy of Certificate of Survey;
- (c) Copy of UMS Certificate, if applicable; and

(d) Copy of Document of Compliance (ISM).

12. Whenever there is a need to re-issue a Minimum Safe Manning Certificate, the obsolete copy should be returned to Cargo Ships Safety Section for cancellation.

Enquiries

13. Enquiries arising from this Note should be directed to the Senior Surveyor of Ships/Cargo Ships Safety Section, at 24/F., Harbour Building, 38 Pier Road, Central, Hong Kong
Tel. No.: (852) 2852 4510, Fax No.: (852) 2545 0556 or E-mail: ss_css@mardep.gov.hk.

Marine Department
Shipping Division

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Agenda item 9

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**Adopted on 30 November 2011
(Agenda item 9)**

PRINCIPLES OF MINIMUM SAFE MANNING

THE ASSEMBLY,

RECALLING Article 15(j) of the Convention on the International Maritime Organization regarding the functions of the Assembly in relation to regulations and guidelines concerning maritime safety and the prevention and control of marine pollution from ships,

RECALLING ALSO Article 28(a) of that Convention which requires the Maritime Safety Committee to consider, inter alia, the manning of seagoing ships from a safety standpoint,

NOTING that safe manning is a function of the number of qualified and experienced seafarers necessary for the safety and security of the ship, crew, passengers, cargo and property and for the protection of the marine environment,

RECOGNIZING the importance of the requirements of the pertinent IMO instruments as well as those adopted by ILO, ITU and WHO relevant to maritime safety and protection of the marine environment,

MINDFUL of the requirements of SOLAS regulation V/14, as amended, with respect to the issue of an appropriate safe manning document or equivalent as evidence of minimum safe manning,

ALSO MINDFUL of the requirements of SOLAS chapter XI-2 and the International Ship and Port Facility Security (ISPS) Code relating to the security of ships and port facilities,

BEING AWARE that the ability of seafarers to maintain observance of these requirements is dependent upon their continued efficiency through conditions relating to training, hours of work and rest, occupational safety, health and hygiene and the proper provision of food,

BELIEVING that international acceptance of broad principles as a framework for administrations to determine the safe manning of ships would materially enhance maritime safety, security and protection of the marine environment,

HAVING CONSIDERED the recommendation made by the Maritime Safety Committee at its eighty-eighth session,

1. ADOPTS the Principles of Minimum Safe Manning, consisting of *Guidelines for the application of principles of safe manning*; *Guidelines for determination of minimum safe manning*; *Responsibilities in the application of principles of minimum safe manning*; *Guidance on contents and model form of minimum safe manning document* and *Framework for determining minimum safe manning*, as set out in Annexes 1, 2, 3, 4 and 5, respectively, to the present resolution;
2. RECOMMENDS that Governments, in establishing the minimum safe manning levels for ships flying their country's flag, observe the principles set out in Annex 1 and the procedures set out in Annex 5 and take into account the guidelines set out in Annexes 2 and 3;
3. URGES Governments to ensure that minimum safe manning documents contain, as a minimum, the information set out in Annex 4;
4. URGES FURTHER Governments, when exercising port State control functions under international conventions in force with respect to foreign ships visiting their ports, to regard compliance with minimum safe manning documents as evidence that such ships are safely manned;
5. REQUESTS the Maritime Safety Committee to keep this resolution under review and to amend its provisions as necessary;
6. REVOKES resolutions A.890(21) and A.955(23).

Annex 1

**GUIDELINES FOR THE APPLICATION OF PRINCIPLES OF
MINIMUM SAFE MANNING****1 Introduction**

1.1 These Guidelines should be used in applying the principles of minimum safe manning set out in section 3 to ensure the safe operation of ships to which article III of the 1978 STCW Convention, as amended, applies, and the security of ships to which chapter XI-2 of the 1974 SOLAS Convention, as amended, applies, and for the protection of the marine environment.

1.2 The Administration may retain or adopt arrangements which differ from the provisions herein recommended and which are especially adapted to technical developments and to special types of ships and trades. However, at all times the Administration should satisfy itself that the detailed manning arrangements ensure a degree of safety at least equivalent to that established by these Guidelines.

2 Objectives

The objectives of these Guidelines are to ensure that a ship is sufficiently, effectively and efficiently manned to provide safety and security of the ship, safe navigation and operations at sea, safe operations in port, prevention of human injury or loss of life, the avoidance of damage to the marine environment and to property, and to ensure the welfare and health of seafarers through the avoidance of fatigue. These objectives can be achieved through the following:

- .1 adoption of a goal-based approach;
- .2 standard procedures for effective implementation; and
- .3 effective enforcement.

3 Principles of minimum safe manning

3.1 The following principles should be observed in determining the minimum safe manning of a ship:

- .1 the capability to:
 - .1 maintain safe navigational, port, engineering and radio watches in accordance with regulation VIII/2 of the 1978 STCW Convention, as amended, and also maintain general surveillance of the ship;
 - .2 moor and unmoor the ship safely;
 - .3 manage the safety functions of the ship when employed in a stationary or near-stationary mode at sea;

- .4 perform operations, as appropriate, for the prevention of damage to the marine environment;
 - .5 maintain the safety arrangements and the cleanliness of all accessible spaces to minimize the risk of fire;
 - .6 provide for medical care on board ship;
 - .7 ensure safe carriage of cargo during transit;
 - .8 inspect and maintain, as appropriate, the structural integrity of the ship; and
 - .9 operate in accordance with the approved Ship's Security Plan; and
- .2 the ability to:
- .1 operate all watertight closing arrangements and maintain them in effective condition, and also deploy a competent damage control party;
 - .2 operate all onboard fire-fighting and emergency equipment and life-saving appliances, carry out such maintenance of this equipment as is required to be done at sea, and muster and disembark all persons on board; and
 - .3 operate the main propulsion and auxiliary machinery including pollution prevention equipment and maintain them in a safe condition to enable the ship to overcome the foreseeable perils of the voyage.

3.2 The following onboard functions, when applicable, should also be taken into account:

- .1 ongoing training requirements for all personnel, including the operation and use of fire-fighting and emergency equipment, life-saving appliances and watertight closing arrangements;
- .2 specialized training requirements for particular types of ships and in instances where crew members are engaged in shipboard tasks that cross departmental boundaries;
- .3 provision of proper food and drinking water;
- .4 need to undertake emergency duties and responsibilities; and
- .5 need to provide training opportunities for entrant seafarers to allow them to gain the training and experience needed.

Annex 2

GUIDELINES FOR DETERMINATION OF MINIMUM SAFE MANNING

1.1 The minimum safe manning of a ship should be established taking into account all relevant factors, including the following:

- .1 size and type of ship;
- .2 number, size and type of main propulsion units and auxiliaries;
- .3 level of ship automation;
- .4 construction and equipment of the ship;
- .5 method of maintenance used;
- .6 cargo to be carried;
- .7 frequency of port calls, length and nature of voyages to be undertaken;
- .8 trading area(s), waters and operations in which the ship is involved;
- .9 extent to which training activities are conducted on board;
- .10 degree of shoreside support provided to the ship by the company;
- .11 applicable work hour limits and/or rest requirements; and
- .12 the provisions of the approved Ship's Security Plan.

1.2 The determination of the minimum safe manning of a ship should be based on performance of the functions at the appropriate level(s) of responsibility, as specified in the STCW Code, which include the following:

- .1 navigation, comprising the tasks, duties and responsibilities required to:
 - .1 plan and conduct safe navigation;
 - .2 maintain a safe navigational watch in accordance with the requirements of the STCW Code;
 - .3 manoeuvre and handle the ship in all conditions; and
 - .4 moor and unmoor the ship safely;
- .2 cargo handling and stowage, comprising the tasks, duties and responsibilities required to plan, monitor and ensure safe loading, stowage, securing, care during the voyage and unloading of cargo to be carried on the ship;

- .3 operation of the ship and care for persons on board, comprising the tasks, duties and responsibilities required to:
 - .1 maintain the safety and security of all persons on board and keep life-saving, fire-fighting and other safety systems in operational condition;
 - .2 operate and maintain all watertight closing arrangements;
 - .3 perform operations, as appropriate, to muster and disembark all persons on board;
 - .4 perform operations, as appropriate, to ensure protection of the marine environment;
 - .5 provide for medical care on board the ship; and
 - .6 undertake administrative tasks required for the safe operation and the security of the ship;
- .4 marine engineering, comprising the tasks, duties and responsibilities required to:
 - .1 operate and monitor the ship's main propulsion and auxiliary machinery and evaluate the performance of such machinery;
 - .2 maintain a safe engineering watch in accordance with the requirements of the STCW Code;
 - .3 manage and perform fuel and ballast operations; and
 - .4 maintain safety of the ship's engine equipment, systems and services;
- .5 electrical, electronic and control engineering, comprising the tasks, duties and responsibilities required to:
 - .1 operate the ship's electrical and electronic equipment; and
 - .2 maintain the safety of the ship's electrical and electronic systems;
- .6 radiocommunications, comprising the tasks, duties and responsibilities required to:
 - .1 transmit and receive information using the radio equipment of the ship;
 - .2 maintain a safe radio watch in accordance with the requirements of the ITU Radio Regulations and the 1974 SOLAS Convention, as amended; and
 - .3 provide radio services in emergencies; and

- .7 maintenance and repair, comprising the tasks, duties and responsibilities required to carry out maintenance and repair work to the ship and its machinery, equipment and systems, as appropriate to the method of maintenance and repair used.

1.3 In addition to the factors and functions in paragraphs 1.1 and 1.2, the determination of the minimum safe manning should also take into account:

- .1 the management of the safety, security and protection of the environment functions of a ship at sea when not under way;
- .2 except in ships of limited size, the provision of qualified deck officers to ensure that it is not necessary for the master to keep regular watches by adopting a three-watch system;
- .3 except in ships of limited propulsion power or operating under provisions for unattended machinery spaces, the provision of qualified engineer officers to ensure that it is not necessary for the chief engineer to keep regular watches by adopting a three-watch system;
- .4 the maintenance of applicable occupational health and hygiene standards on board; and
- .5 the provision of proper food and drinking water for all persons on board, as required.

1.4 In determining the minimum safe manning of a ship, consideration should also be given to:

- .1 the number of qualified and other personnel required to meet peak workload situations and conditions, with due regard to the number of hours of shipboard duties and rest periods assigned to seafarers; and
- .2 the capability of the master and the ship's complement to coordinate the activities necessary for the safe operation and for the security of the ship and for the protection of the marine environment.

Annex 3

**RESPONSIBILITIES IN THE APPLICATION OF PRINCIPLES OF
MINIMUM SAFE MANNING**

1 Responsibilities of companies

1.1 The Administration may require the company responsible for the operation of the ship to prepare and submit its proposal for the minimum safe manning of a ship in accordance with a form specified by the Administration.

1.2 In preparing a proposal for the minimum safe manning of a ship, the company should apply the principles, recommendations and guidelines contained in this resolution and should be required to:

- .1 make an assessment of the tasks, duties and responsibilities of the ship's complement required for its safe operation, for its security, for protection of the marine environment, and for dealing with emergency situations;
- .2 ensure that fitness for duty provisions and record of hours are implemented;
- .3 make an assessment of numbers and grades/capacities in the ship's complement required for its safe operation, for its security, for protection of the marine environment, and for dealing with emergency situations;
- .4 prepare and submit to the Administration a proposal for the minimum safe manning based upon the assessment of the numbers and grades/capacities in the ship's complement required for its safe operation, for its security and for protection of the marine environment, justifying the proposal by explaining how the proposed ship's complement will deal with emergency situations, including the evacuation of passengers, where necessary;
- .5 ensure that the minimum safe manning is adequate at all times and in all respects, including meeting peak workload situations, conditions and requirements, and is in accordance with the principles, recommendations and guidelines contained in this resolution; and
- .6 prepare and submit to the Administration a new proposal for the minimum safe manning of a ship in the case of changes in trading area(s), construction, machinery, equipment, operation and maintenance or management of the ship, which may affect the safe manning.

2 Approval by the Administration

2.1 A proposal for the minimum safe manning of a ship submitted by a company to the Administration should be evaluated by the Administration to ensure that:

- .1 the proposed ship's complement contains the number and grades/capacities of personnel to fulfil the tasks, duties and responsibilities required for the safe operation of the ship, for its security, for protection of the marine environment and for dealing with emergency situations; and

-
- .2 the master, officers and other members of the ship's complement are not required to work more hours than is safe in relation to the performance of their duties and the safety of the ship and that the requirements for work and rest hours, in accordance with applicable national regulations, can be complied with.

2.2 In applying such principles, Administrations should take proper account of existing IMO, ILO, ITU and WHO instruments in force which deal with:

- .1 watchkeeping;
- .2 hours of work or rest;
- .3 safety management;
- .4 certification of seafarers;
- .5 training of seafarers;
- .6 occupational safety, health and hygiene;
- .7 crew accommodation and food;
- .8 security; and
- .9 radiocommunications.

2.3 The Administration should require a company to amend a proposal for the minimum safe manning of a ship if, after evaluation of the original proposal submitted by the company, the Administration is unable to approve the proposed composition of the ship's complement.

2.4 The Administration should only approve a proposal for the minimum safe manning of a ship and issue accordingly a minimum safe manning document if it is fully satisfied that the proposed ship's complement is established in accordance with the principles, recommendations and guidelines contained in this resolution, and is adequate in all respects for the safe operation and the security of the ship and for the protection of the marine environment.

2.5 The Administration may withdraw the minimum safe manning document of a ship if the company fails to submit a new proposal for the ship's minimum safe manning when changes in trading area(s), construction, machinery, equipment or operation and maintenance of the ship have taken place which affect the minimum safe manning.

2.6 The Administration should review and may withdraw, as appropriate, the minimum safe manning document of a ship which persistently fails to be in compliance with rest hours requirements.

2.7 The Administration should consider the circumstances very carefully before allowing a minimum safe manning document to contain provisions for less than three qualified officers in charge of a navigational watch, while taking into account all the principles for establishing safe manning.

Annex 4

**GUIDANCE ON CONTENTS AND MODEL FORM OF
MINIMUM SAFE MANNING DOCUMENT**

1 The following information should be included in the minimum safe manning document issued by the Administration specifying the minimum safe manning:

- .1 a clear statement of the ship's name, port of registry, distinctive number or letters, IMO number, gross tonnage, main propulsion power, type and trading area, whether or not the machinery space is unattended and company as defined in the ISM Code;
- .2 a table showing the number and grades/capacities of the personnel required to be carried, together with any special conditions or other remarks;
- .3 a formal statement by the Administration that, in accordance with the principles and guidelines set out in Annexes 1 and 2, the ship named in the document is considered to be safely manned if, whenever it proceeds to sea, it carries not less than the number and grades/capacities of personnel shown in the document, subject to any special conditions stated therein;
- .4 a statement as to any limitations on the validity of the document by reference to particulars of the individual ship and the nature of service upon which it is engaged; and
- .5 the date of issue and any expiry date of the document together with a signature for and the seal of the Administration.

2 It is recommended that the minimum safe manning document be drawn up in the form corresponding to the model given in the appendix to this Annex. If the language used is not English, the information given should include a translation into English.

APPENDIX

MODEL FORM OF MINIMUM SAFE MANNING DOCUMENT

MINIMUM SAFE MANNING DOCUMENT

(Official seal)

(State)

Issued under the provisions of regulation V/14 of the
INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974, as amended

under the authority of the Government of

(Name of the State)

by

(Administration)

Particulars of ship *

Name of ship

Distinctive number or letters

IMO number

Port of registry

Gross tonnage:

National

International Tonnage Convention, 1969

Main propulsion power (kW)

Type of ship

Periodically unattended machinery space yes/no

Operating Company

.....

* Alternatively the particulars of the ship may be placed horizontally.

Trading area **

The ship named in this document is considered to be safely manned if, when it proceeds to sea, it carries not less than the number and grades/capacities of personnel specified in the table(s) below.

Grade/capacity	Certificate (STCW regulation)	Number of persons

Special requirements or conditions, if any:

Issued at on the day of
(month and year)

Date of expiry (if any)

(Seal of the Administration)

.....
(Signature for and on behalf of the
Administration)

** Where a trading area other than unlimited is shown, a clear description or map of the trading area should be included in the document.

Annex 5

FRAMEWORK FOR DETERMINING MINIMUM SAFE MANNING**PREAMBLE**

This framework has been developed to assist Administrations and companies in determining minimum safe manning.

STEPS FOR DETERMINING MINIMUM SAFE MANNING**1 Submission from the company**

1.1 Submission of a proposal from the company for minimum safe manning defining the nature of the operation of the ship.

1.2 Submission needs to take into account the requirements of Annexes 2 and 3 in the context of the management of the safety, security and protection of the marine environment functions of a ship.

1.3 The process outlined below should enable companies to achieve greater depth and insight into the interdependencies and interactions of operational elements that influence the amounts of crew member workload and, ultimately, the proposed minimum safe manning level.

Operational functions

1.4 Beginning this process requires the breakdown of the operational elements into functions. Annex 2 provides guidance on the relevant functions that need to be considered, however, this list is not exclusive. Each function can then be broken down into a task list that includes the attributes listed below.

- .1 **Duration:** What is the time required to execute each task? Time in this case is measurement of total man hours versus the actual duration taken for task completion, since some tasks can be done in a shorter time by using multiple individuals.
- .2 **Frequency:** How often is the task performed? This can be categorized using some form of standard interval (i.e. hourly, daily, weekly, etc.).
- .3 **Competence:** What are the skills, training and qualifications needed to consistently perform the task properly?
- .4 **Importance:** What is the risk or consequence associated with improper performance?

Operational factors

1.5 Once a function is broken down into specific tasks and their attributes, it is then necessary to determine the specific personnel qualifications, operational policy and procedures, and infrastructure/technology necessary to perform each task. It is important to recognize that these elements may increase or decrease manning levels depending on availability and appropriate procedures and of specific capability enabling technology/automation.

Task capability

1.6 The information generated in defining the operational factors and functions should be used to determine how many tasks can be executed by an individual under the possible range of operational conditions. Critical considerations, while conducting this step, are human element limitations and relevant standards and regulations. These include sleep and circadian requirements, physical and mental workload associated with each task, and exposure limits to shipboard environmental conditions such as noise, temperature and toxins.

Workload assessments

1.7 Once steps relating to operational functions, operational factors and task capability have been conducted, the information is then used to determine whether workload will not exceed the minimum hours of rest and/or work as provided in relevant national and international regulations. Considerations, while performing this step, include work period lengths, work schedule designs and whether a single crew member can execute the tasks set in a specific work period or work period(s) per work day.

2 Evaluation by the Administration

2.1 The Administration should evaluate/approve the submission of the company against relevant national and international regulatory requirements and guidelines.

2.2 Having evaluated and approved the proposal the Administration should issue a minimum safe manning document including special requirements and conditions.

3 Maintenance of minimum safe manning document

A company should advise the Administration of any changes that would affect the minimum safe manning document, and in such circumstances prepare and submit a new proposal taking into account Annex 3.

4 Compliance monitoring

The Administration should periodically review the minimum safe manning arrangements.

Marine Department

APPLICATION FOR A MINIMUM SAFE MANNING CERTIFICATE

Merchant Shipping (Safety) (Minimum Safe Manning Certificate) Regulation

PLEASE COMPLETE IN TYPEWRITTEN FORM

(If there is insufficient space provided under the questions, answers may be provided on additional sheets of paper attached to this application.)

For the assessment of the proposed manning scale, the Application Form must be completed in full.

1. Particulars of Applicant

Full Name of Applicant:

Address of Applicant:

2. Particulars of Ship [#]

Name of Ship:

IMO Number:

Gross Tonnage:

Type of Ship:

Official Number:

3. Particulars of Operating Company [†]

Name of Operating Company:

Address of Operating Company:

Company Identification Number:

[†] Information same as Document of Compliance (ISM)

[#] Information same as Certificate of Survey (SUR59E)

4. Trading Pattern of Ship

- (a) Worldwide Yes No *
- (b) If not, please specify:

5. Machinery and Equipment details

5.1 Machinery

Total shaft power output (kW): #

- Bridge Control Yes No *
- Engine room watch alarm Yes No **

A watch alarm system is one which, when activated, requires a person working alone in the machinery space to reset the system at regular intervals so that the navigating officer of the watch is regularly aware of his safety.

5.1.1 Alternative engine room warning system

If no engine room alarm is fitted, does the vessel have any one of the following communication system:

- (a) fixed talk back system between engine room and wheelhouse Yes No *
- (b) portable walkie-talkies positioned at engine room entrance and wheelhouse Yes No *
- (c) paging system operable from wheelhouse and effective in engine room Yes No *
- (d) warning indicating lights in wheelhouse with push button operated switches at engine room entrances Yes No *
- (e) warning indicating lights in wheelhouse with infra red light operated switches at engine room entrances Yes No *
- (f) Other systems (please specify):

* ✓ as appropriate

Information same as Certificate of Survey (SUR59E)

** If the answer is "No", the applicant must complete Section 5.1.1

5.2 Mooring Equipment

Mooring Arrangement

- (a) Conventional (moorings transferred to bitts after being stoppered off) Yes No *
- (b) Mooring lines permanently carried on powered drums Yes No *

5.3 Unusual features that affect the safe manning of the ship (if any):

6. Key Operations

6.1 The key operations below are identified as operations that are critical to the deployment of human resources on the ship. Please complete the following questions in the most comprehensive manner.

6.2 Maintain safe navigational and engineering watches in accordance with Regulation VIII/2 of the 1978 STCW Convention, as amended, and also the routine maintenance of machinery and equipment.

6.2.1 Navigational Watch

- (a) Which watch system will be adopted? Two Three *
- Three watch system known as "4 on 8 off", this involves a period of 4 hours on watch followed by 8 hours off watch.*
- Two watch system known as "6 on 6 off", this is a very tiring rota involving 6 hours on watch followed by 6 hours off watch. Except for very small vessel, two-watch system will not normally accept.*

- (b) Will the Master undertake a navigational watch? Yes No *
- Except in ships of limited size, the provision of qualified deck officers to ensure that it is not necessary for the Master to keep regular watches by adopting a three-watch system.*

- (c) Will the Master be required to undertake his/her own pilotage? Yes No *

6.2.2 Engineering Watch

- (a) Is the ship operating under UMS mode? Yes No *
- If not, what watch system will be adopted? Two Three *

Others, please specify:

* ✓ as appropriate

(b) Will the Chief Engineer undertake a watch? Yes No *
Except in ships of limited propulsion power or operating under provisions for unattended machinery spaces, the provision of qualified engineer officers to ensure that it is not necessary for the Chief Engineer to keep regular watches by adopting a three-watch system.

(c) Are all machinery spaces covered by a fire detection system? Yes No *

(d) Are all machinery spaces covered by a bilge alarm system? Yes No *

6.3 Mooring and unmooring the vessel

Details of manning requirements for peak workload situation during mooring or unmooring operations:

Forward:

Officers:

Ratings:

Aft:

Officers:

Ratings:

Number of officers and ratings in the wheelhouse during mooring or unmooring operations:

Officers:

Ratings:

Does the rating in the wheelhouse require to go on deck to assist with the mooring operations after “finish with the wheel” ? Yes No *

7. Prevention of crew fatigue

What are the watchkeeping arrangements for officers and ratings during entering or leaving port, stand-by periods?

Wheelhouse:

Engine Room:

* ✓ as appropriate

How many hours of scheduled rest for:

		Per Day	Per Week
Watchkeepers	(Officers)	<input type="text"/>	<input type="text"/>
	(Ratings)	<input type="text"/>	<input type="text"/>
Day Workers	(Officers)	<input type="text"/>	<input type="text"/>
	(Ratings)	<input type="text"/>	<input type="text"/>
Watchkeepers & Day Workers	(Officers)	<input type="text"/>	<input type="text"/>
	(Ratings)	<input type="text"/>	<input type="text"/>

Minimum hours of rest shall not be less than 10 hours in any 24-hour period; and 77 hours in any seven-day period. Hours of rest may be divided into no more than two periods, one of which shall be at least six hours in length, and the interval between consecutive periods of rest shall not exceed 14 hours.

Watchkeepers & Day workers include those who are required to carry out routine maintenance duties (such as emergency drills, equipment checks etc.) after their normal watchkeeping duties. The number of resting hours per week may not be equal to rest hours per day multiplied by seven.

8. Proposed Manning Scale

8.1 Officers

Please submit your proposals for the safe manning of the above ship in the table below. The numbers of certificated deck and engineer officers are contained in Merchant Shipping (Seafarers) (Certification of Officers) Regulation.

	Officers	STCW Regulation		Number
(a)	Deck Officer Class 1 (Master)	II/2		<input type="text"/>
(b)	Deck Officer Class 2	II/2		<input type="text"/>
(c)	Deck Officer Class 3	II/1		<input type="text"/>
	Ship powered by main propulsion machinery of	3,000 kW or more	Between 750 kW & 3,000 kW	
(d)	Engineer Officer Class 1	III/2	III/3	<input type="text"/>
(e)	Engineer Officer Class 2	III/2	III/3	<input type="text"/>
(f)	Engineer Officer Class 3	III/1		<input type="text"/>
(g)	Electro-technical Officer	III/6		<input type="text"/>

Will an Electro-technical Officer be carried? Yes No *

If not, the Electro-technical Officer’s duty will be covered by at least two (2) engineers on board? Yes No *

8.2 Ratings (see section 2.2 of the “Guidance on the Application for MSM Certificate”)

	Ratings	STCW Regulation	Number
(a)	Able Seafarer Deck [†]	II/5	
(b)	Rating forming part of a navigational watch ^Δ	II/4	
(c)	Other Deck Ratings ^Δ	VI/1	
(d)	Able Seafarer Engine [†]	III/5	
(e)	Rating forming part of an engineering watch ^Δ	III/4	
(f)	Other Engine Room Ratings ^Δ	VI/1	
(g)	Electro-technical Ratings	III/7	

	Others	Number
(h)	Qualified Cook (see <i>REMARK</i> below)	

Will a full-time qualified cook be carried? Yes No *

If not, how will the cooking duties be covered?

* ✓ as appropriate

† On or after 1 January 2017, the 2010-amended STCW Convention will be fully implemented. Seafarers perform mooring and unmooring operations as directed by the Officer of the Watch, provide support in cargo operations, operate deck equipment and machinery, perform marlinspike and canvass work, perform deck maintenance; and seafarers oversee fuel, bilge and ballast operations, operate equipment and machinery, operate electrical equipment and maintain engine room machinery and spaces must hold an appropriate certificate for Able Seafarer Deck (Reg. II/5) or Able Seafarer Engine (Reg. III/5), respectively.

Δ The 2010-amended STCW Convention came into force on 1 January 2012. However, there is a five year transitional period, until 1 January 2017, to allow for a phased in implementation of the provisions. During this five year transitional period, Other Deck Ratings and Rating forming part of a navigational watch with relevant training will continue to be accepted for perform mooring and unmooring operations as directed by the Officer of the Watch, provide support in cargo operations, operate deck equipment and machinery, perform marlinspike and canvass work, perform deck maintenance; and Other Engine Room Ratings and Rating forming part of an engineering watch with relevant training will continue to be accepted for oversee fuel, bilge and ballast operations, operate equipment and machinery, operate electrical equipment and maintain engine room machinery and spaces with existing practices until 31 December 2016. However after January 2017, all seafarers are required to meet STCW 2010 standards.

REMARK: A qualified cook is required on ships operating with 10 crew or more under Maritime Labour Convention (MLC), 2006. The MLC has not yet applied to the Hong Kong Special Administrative Region (HKSAR). We are now preparing local legislation for the implementation. Under this transition period, owners of Hong Kong registered ships are free to opt whether a qualified cook to be carried on board or not. Before the date of MLC applied to HKSAR, if a “Yes” is selected on the question “Will a full-time qualified cook be carried?”, then the condition, “**Where the total manning of not less than 10, in addition to the manning scale mentioned in the above table, there shall be a qualified cook**”, will be added under “Special Requirements or Conditions” of Minimum Safe Manning Certificate (MSMC). If a “No” is selected, the above mentioned condition will not be appeared on the MSMC. Shipowners or management companies are advised to think carefully when completing this item. Placing a qualified cook on board is an evidence of compliance with Regulation 3.2 of the MLC and thus enabling the ship to reduce the likelihood of delays related to inspections in foreign ports in countries that have ratified the MLC as Hong Kong registered ships would still be subject to the provisions of the MLC on a “no more favourable treatment” basis when operating in their waters. When the MLC is applied to the HKSAR. A qualified cook must be carried on all Hong Kong registered ships which operating with 10 crew or more and those ships which have opted “No” previously will be required to re-apply for a MSMC again, where applicable, with the condition mentioned above.

9. Plans and documents submitted with this application

- Copy of Certificate of Survey *
- Copy of Mooring and Equipment Plan *
- Copy of UMS Certificate (if applicable – i.e. the answers of paragraph 6.2.2(a) are "Yes") *
- Copy of Document of Compliance (ISM) *
- Copy of Evacuation Plan (passenger ships only) *

10. Reminder

In accordance with Regulation I/14 of the STCW Convention, the Company is responsible for ensuring that the ship is manned in compliance with the Safe Manning Document by properly qualified, certificated and medically fit seafarers. Similar requirements are also laid down in paragraph 6 of the International Safety Management (ISM) Code. In line with these requirements, the Marine Department requires the Company to apply for a Safe Manning Document proposing the appropriate level of manning that they consider the vessel will require taking into consideration the IMO Resolution A.1047(27)^ψ – “Principles of Minimum Safe Manning”.

* ✓ as appropriate

ψ see *Guidance on the Application for Minimum Safe Manning Certificate Annex 1*

11. Declaration

I certify that, to the best of my knowledge, the particulars given in this application are true and correct, and that the working arrangements allow for sufficient rest periods to avoid fatigue will implemented, and the machinery and equipment fitted on board are and will be maintained in proper working order. The proposed minimum safe manning for the vessel's safe operation for its security, for protection of the marine environment, and for dealing with emergency situations has been complied taking into account the requirements regarding hours of rest of watchkeeping seafarers, as prescribed by the STCW Convention 1978, as amended, as well as the requirements of IMO Assembly Resolution A.1047(27).

Signed: _____

(on behalf of owners)

Name:

Position:

Date:

For clarification of any points arising from this application the Marine Department may contact:

Name:

Telephone:

E-mail:

Fax:

-- End --

Hong Kong Registered Ships

Guidance on the Application for Minimum Safe Manning Certificate

The purpose of this guidance note is to assist the ship owners/managers to apply for the Minimum Safe Manning Certificate (MSMC) for cargo vessels registered in Hong Kong. It contains procedure, documents required and the estimated manning levels for deck and engine departments under different conditions.

1. Procedures and Documents Required :

Application form for the MSMC can be retrieved on internet, in the Hong Kong Marine Department home page at http://www.mardep.gov.hk/en/forms/pdf/msmc_app.pdf (English version) or obtained on request from Cargo Ships Safety Section by fax (852) 2545 0556 or by e-mail (ss_css@mardep.gov.hk).

The application for MSMC is free of charge. Applicants should complete the application form, sign the Declaration in the last page of the form, and submit either in person or by fax or email shown in paragraph 3 together with the copy of the following supporting documents:

- (a) Copy of Mooring plans or General Arrangement for the cargo vessel in question;
- (b) Copy of Certificate of Survey;
- (c) Copy of UMS Certificate, if applicable; and
- (d) Copy of Document of Compliance (ISM)

to the Senior Surveyor of Ships, Cargo Ships Safety Section for consideration. An application with insufficient supporting documents will not be processed. In order to avoid delay in processing the application, you are strongly advised to submit your application together with the above-mentioned supporting documents in one batch rather than item by item. Please note additional documents or information may be required if necessary. In the event that this Department is not satisfied with the proposal put forward by the owner or the management company, a new scale will be proposed by the Department. In case the owner or ship management company disagree with the counter proposal, they can arrange a practical demonstration of their crew to carry out the essential tasks in the context of their safe manning proposal for assessment by a surveyor of this Department. The cost involved for such assessment would be borne by the owners or operators.

In the event of any change to the equipment, construction, use of the ship, or the provisions of the approved Ship's Security Plan (SSP) that may affect the safe manning level of number, insufficient manning level in complying with the hours of rest requirements or change of management company, the owner or ship management company should make an application for the issue of a new safe manning document. Upon receipt of the new certificate by the applicant, the obsolete manning certificate should be returned to Cargo Ships Safety Section for cancellation.

2. Estimated Manning Levels :

The manning level varies with the size of the cargo vessel and type of mooring arrangement for deck

department, and with the engine power and mode of engine room watch for engine department. The owner or ship management company of a Hong Kong registered ship is required to make an assessment of the number and grades of officers and ratings necessary for the safe operation and the security of the ship in accordance with the IMO resolution A.1047(27). The manning level on board should be sufficient to ensure that:

- (a) the watchkeeping standard stipulated in Chapter VIII, Part A of the STCW Code can be maintained;
- (b) the officers and the ratings can perform their duties in accordance with the provisions of the approved Ship's Security Plan (SSP); and
- (c) the officers and ratings are not required to work such long hours or under such condition that may jeopardize the safety and security of the ship, or be injurious to their own personal health and safety.

2.1 Officers:

The number and grades of officers are stipulated in the Merchant Shipping (Seafarers) (Certification of Officers) Regulation. The following is extracted from the Regulation for reference.

		Deck Officer			Marine Engineer Officer		
		Class 1	Class 2	Class 3	Class 1	Class 2	Class 3
	Foreign-going ships						
1	Any passenger ships	1	1	2			
2	Ships, other than passenger ships, of 1,600 GT or more	1	1	2			
3	Ships, other than passenger ships, of under 1,600 GT	1	1	1			
4	Any ships of 3,000 kW registered power or more				1	1	2
5	Any ships of 350 kW or more but under 3,000 kW registered power				1		3
					or		

* *A service endorsement is required.*

If the proposed numbers and grades of officers differ from those set out above, the application form should be accompanied by a letter setting out the justification for the difference(s). The letter should cover the principles set out in the IMO Resolution A.1047(27). Exemption from the Regulation will only be considered where the size of the ship, length of voyage, trading pattern or other special operational environment warrant a reduction. Inspection of the ship by a Government surveyor may be required. Where the issue of any certificate is dependent upon any survey or inspection to be undertaken, there shall be payable, in addition to the appropriate fee specified in the Merchant Shipping (Fees) Regulations and the Schedule together with any travelling or other expenses involved, if any.

2.2 Ratings:

The manning level varies with the trading patterns of the vessel, cargo carried, type and size of ships, mode of engine room watch and the mooring arrangement of the cargo vessel. The number and grades of ratings are listed below for reference.

Minimum Safe Manning Scale – Conventional Manning Mode

	Before 1 January 2017				On or after 1 January 2017			
	Deck Department		Engine Department		Deck Department		Engine Department	
	+MOD	-MOD	UMS	N/UMS	+MOD	-MOD	UMS	N/UMS
Ships of 500 GT to 3,000 GT	RW(D)		RW(E)		AS(D)		AS(E)	
	3	3	1	2	4	5	1	2
	OR(D)		OR(E)		RW(D)		RW(E)	
	1	2	-	-	-	-	-	-
Ships of 30,00 GT to 10,000 GT	RW(D)		RW(E)		AS(D)		AS(E)	
	3	3	2	3	4	5	2	3
	OR(D)		OR(E)		RW(D)		RW(E)	
	1	2	-	-	-	-	-	-
Ships of 10,000 GT and above	RW(D)		RW(E)		AS(D)		AS(E)	
	4	4	2	3	5	6	2	3
	OR(D)		OR(E)		RW(D)		RW(E)	
	1	2	-	-	-	-	-	-

Definitions:

For the purpose of the application for Minimum Safe Manning Certificate, unless expressly provided otherwise :

1. **AS(D)** — Able Seafarer Deck (STCW Reg. II/5);
2. **AS(E)** — Able Seafarer Engine (STCW Reg. III/5);
3. **RW(D)** — Rating forming part of a navigational watch (STCW Reg. II/4);
4. **RW(E)** — Rating forming part of an engineering watch (STCW Reg. III/4);
5. **OR(D)** — Other Deck Ratings (STCW Reg. VI/1);
6. **OR(E)** — Other Engine Room Ratings (STCW Reg. VI/1);
7. **UMS** — Unmanned Machinery Space;
8. **N/UMS** — A vessel equipped with a conventional (Non UMS) engine room;
9. **+ MOD** (+ Mooring Lines On Drums) — refers to the mooring arrangement and requires:
 - (a) two mooring lines per docking station to be equipped with either self-tension winches or mooring ropes carried permanently on winch drum and not requiring to be stoppered off and transferred to bits;

- (b) the back spring at each docking station to be served by a self-tension winch or a spring carried permanently on a winch drum not requiring stoppering off and transfer to bits or of limited size (3 ½ inches or 30 mm);
10. **–MOD** (– Mooring Lines On Drums) — equates to conventional mooring arrangement, i.e., winch or windlass drum ends are used to warp mooring ropes and spring which are transferred to bits after being stoppered off.

2.3 Ship's Cook:

The minimum mandatory provision from Regulation 3.2 of the Maritime Labour Convention (MLC), 2006 is that seafarers working on or ships operating commercially with 10 crew or more must carry a qualified cook onboard. The MLC has not yet applied to the Hong Kong Special Administrative Region (HKSAR). We are now preparing local legislation for the implementation. Under this transition period, owners of Hong Kong registered ships are free to opt whether a qualified cook to be carried on board or not. Before the date of MLC applied to HKSAR, if a “Yes” is selected to the question “Will a full-time qualified cook be carried?” on application form, then the condition, “**Where the total manning of not less than 10, in addition to the manning scale mentioned in the above table, there shall be a qualified cook**”, will be added as a “Special Requirements or Conditions” on Minimum Safe Manning Certificate (MSMC). If a “No” is selected, the above mentioned condition will not be appeared on the MSMC. Shipowners or management companies are advised to think carefully when completing this item. Placing a qualified cook on board is an evidence of compliance with Regulation 3.2 of the MLC and thus enabling the ship to reduce the likelihood of delays related to inspections in foreign ports in countries that have ratified the MLC as Hong Kong registered ships would still be subject to the provisions of the MLC on a “no more favourable treatment” basis when operating in their waters. When the MLC is applied to the HKSAR. A qualified cook must be carried on all Hong Kong registered ships which operating with 10 crew or more and those ships which have opted “No” previously will be required to re-apply for a MSMC again, where applicable, with the condition mentioned above.

Enquiries relating to the requirements on the training and qualification of cook for Hong Kong registered ships should be made to:

Assistant Shipping Master
Mercantile Marine Office
Marine Department
3/F, Harbour Building
38 Pier Road, Central
Hong Kong

Tel: +(852) 2852 3061

Fax: +(852) 2545 4669

E-mail: mmo_mdd@mardep.gov.hk

2.4 Manning scale for cargo vessels less than 3,000 GT:

If the proposed numbers and grades of the officers and ratings differ from those set out in paragraphs 2.1 and 2.2 above, the application form should be accompanied by a letter setting out the justifications for the difference(s). The letter should cover the principles set out in the IMO Resolution A.1047(27). Exemption from the Regulation will only be considered where the size of the cargo vessel, length of voyage, trading pattern or other special operational environment warrant a reduction.

2.5 Dangerous Cargo Endorsement:

In accordance with the Merchant Shipping (Seafarers) (Tankers – Officers and Ratings) Regulation:- Deck officers, engineer officers, electro-technical officers on the various types of tanker are required to hold certificates of competency or licences that carry basic dangerous cargo endorsement(s) or certificates of proficiency for dangerous cargo operation for the same type of tanker; and Master, chief mate, chief engineer, second engineer and any other person having an immediate responsibility for loading, discharging, care in transit, handling of cargo, tank cleaning or other cargo-related operations on the various types of tankers are required to hold certificates of competency or licences that carry advanced dangerous cargo endorsement(s) or certificates of proficiency for dangerous cargo operation in accordance with the relevant determinations made under Sections 8, 10 and 15 of the Merchant Shipping (Seafarers) (Certification of Officers) Regulation.

Ratings assigned specific duties and responsibilities related to cargo or cargo equipment on the various types of tanker shall hold a certificate of proficiency for dangerous cargo operation or certificate in basic training for the same type of tanker cargo operations.

3 Enquiries:

Enquiries relating to the application for Minimum Safe Manning Certificate should be made to:

Senior Surveyor
Cargo Ships Safety Section
Marine Department
24/F, Harbour Building
38 Pier Road, Central
Hong Kong

Tel: +(852) 2852 4510
Fax: +(852) 2545 0556
E-mail: ss_css@mardep.gov.hk