



# ST. VINCENT AND THE GRENADINES

## MARITIME ADMINISTRATION

### CIRCULAR N° SOL 029-Rev 2

#### **MINIMUM SAFE MANNING DOCUMENT SOLAS Chapter V-Safety of navigation, Regulation 14.2**

This circular should be read in conjunction with SOL 020, SOL 058 and all STCW Circulars published by this Administration.

**TO: SHIPOWNERS & SHIPS' OPERATORS & MANAGERS  
SURVEYORS TO FLAG STATE ADMINISTRATION  
CLASSIFICATION SOCIETIES**

**APPLICABLE TO: All ships engaged in international voyages;  
All commercial yachts of 24 meters in length and over;  
Pleasure (private) yachts of 500 gross tonnage and more.**

Monaco, 14 June 2022

#### **Applicability**

Regulation V/14.2 of SOLAS requires that every ship to which the regulation applies be provided with a Minimum Safe Manning Document (MSMD).

Saint Vincent and The Grenadines Maritime Administration hereafter referred to as "the Administration" applies this requirement to:

- All ships engaged in international voyages;
- All commercial yachts of 24 meters in length and over;
- Pleasure (private) yachts of 500 gross tonnage and more.

International voyage means any voyage outside of Saint Vincent and The Grenadines' Territorial Waters as per GEN 016 Circular.

Other ships/marine units may require Minimum Safe Manning Certificate on a voluntary basis.

#### **Responsibility of ship's owners/ship's operators**

A ship should not proceed to sea to undertake a voyage unless she is manned at the minimum in compliance with the MSMD. The Company will ensure that the ship is manned in compliance with the MSMD by qualified, certificated and medically fit seafarers.

The Company and Master shall ensure that all persons joining a ship or unit are immediately given, the appropriate Familiarization Training. They should also ensure that all crewmembers have a complete Basic Training before joining the ship.

The Company responsible for the operation of the ship shall ensure that all watchkeepers on board its vessels adhere to the minimum limits of hours of rest in accordance with STCW and MLC 2006.

The Administration may increase the manning scale from what is proposed by the owners/ship's operator. The Administration shall not reduce the manning level proposed unless is considered necessary.

The ISM Code, as amended paragraph 6.2 states:

*"The Company should ensure that each ship is:*

- *manned with qualified, certificated and medically fit seafarers in accordance with national and international requirements; and*
- *appropriately manned in order to encompass all aspects of maintaining safe operations on board"*

It is the responsibility of the Company to ensure that the vessel is manned in excess of its MSMD to comply with hours of rest rules and other requirements that may arise due to the operation of the ship.

If additional manning is repeatedly required to comply with requirements, then the Company should apply for a new MSMD. Therefore the Company is responsible for having a proper assessment or for not re-assessing a change in circumstance of the vessel.

### **MSMD application by the Company**

The Administration will consider each application in the light of international instruments in force before issuing a MSMD. Application for the Issuance, Change or Renewal of a MSMD form should be used by the ship's owners/ship's operators hereafter referred to as "the Company" when proposing a MSMD. The form is available on the web ([www.svg-marad.com](http://www.svg-marad.com)).

Any changes in the MSMD proposed by the Company shall be submitted to the Administration using the same form.

A vessel which operates part of the time within a restricted areas and part of the time on unrestricted voyages may elect to have two (2) MSMD or more.

### **Safe Manning Requirements**

Company's application regarding MSMD should have to take into account the requirements of Annexes 2 and 3 of IMO Resolution A. 1047(27), hereby annexed, in the context of the management of the safety, security and protection of the marine environment functions of a ship.

The Company and Master should meet with the requirements of MLC 2006 Convention and STCW Chapter VIII with respect to periods of rest. If the Company finds it difficult to provide the minimum period of rest after meeting all the essential duties and functions then they should increase immediately the manning levels and notify the Administration.

The Company may decide to employ more seafarers than it is required by MSMD. The Statutory Certificates will detail the maximum number of persons on board and there should be accommodation meeting with the applicable ILO standards for the number indicated therein.

The Company is responsible to check and ensure the authenticity of all certificates and documents before forwarding them to the Administration for the issue of a Flag State's Endorsement.

In the MSMD issued by this Administration "voyage short enough to ensure adequate rest periods" stated in the "Remark" column is defined as a voyage not exceeding 600 NM from the point of departure to the point of arrival. This is highlighted in SVG Circular No SOL 020.

According to STCW, ships with propulsion power of less than 750 kW are not required to have a dedicated certificated engineer. However as per STCW A-III/1, at least one person other than the Master should be in possession of an Engine Officer Certificate.

Manning based on unattended machinery space is to be normally reduced. The notation used by Classification Society will be taken as the determining factor.

When the total manning consists of more than ten (10) persons, there will be a dedicated cook.

In circumstances of exceptional necessity, as per MLC Standard A3.2.6, where a Company is unable to achieve the minimum manning due to the lack of a duly certified Cook, a temporary exemption from the provisions of MLC Regulation 3.2.3 may be granted and permitting a non-fully qualified cook to serve in a specified ship for a specified limited period, until the next convenient port of call or for a period not exceeding 1 month, provided that the person to whom the dispensation is issued is trained or instructed in areas including food and personal hygiene as well as handling and storage of food on board ship.

All persons, onboard ships to which the International Code for the Security of Ships and Port Facilities (ISPS Code) applies, shall have received security training in accordance with STCW Convention Regulation VI/6. One appropriately trained person shall be designated as the Ship Security Officer (SSO) as required under the (ISPS Code). The SSO maybe the master or any other person designated by the Company. The officer so designated shall meet the training requirement in accordance with the provisions of STCW Regulation VI/5 and shall be directly responsible to the master (if the SSO is not the master) and the Company Security Officer (CSO) in compliance with an approved SSP (Ship's Security Plan).

A ship powered by main propulsion machinery of 750 kW propulsion power or more may carry persons who are specifically assigned the specific duties, tasks and responsibilities relating to electrical and electronic tasks. If required to be carried, these persons should be certified as Electro-Technical Officers or Electro-Technical Ratings and satisfy the requirements of STCW Regulations III/6 or III/7 respectively.

By virtue of the STCW Regulation I/14, Companies will have responsibility to ensure if a dedicated ETO is, or not, required onboard its vessels.

The MSMD will include these capacities provided they are proposed by the Company, and they are additional to the Engineering Officers.

The Company shall ensure that the ships have sufficient trained navigational watch-keeping personnel to ensure that the navigation control room/bridge is manned by at least 2 watch keepers during hours of darkness and conditions of restricted visibility. One of these watch keepers shall be a Deck Officer.

If there is no duplication of the GMDSS equipment on board and no shore-based maintenance employed by the vessel's operator, a dedicated radio maintainer must be on board who holds either a GMDSS-1st Class or GMDSS-2nd Class Radio Electronic Operator and Maintainer Certificate and is designated as having primary responsibility for radio communications during distress incidents.

For vessels sailing without a radio maintainer on board, at least **two (2) deck officers** are required to hold the GMDSS-General Operator Certificate. Under these circumstances, there shall be duplicate GMDSS equipment on board, and shore-based maintenance service of the equipment contracted by the vessel owner/operator.

The ship should have a doctor when there are 100 or more persons on board and when engaged on voyages during which the ship can remain at a distance of more than 36 hours from a port. Offshore units with 100 or more persons may be exempted from the requirement of a doctor if it is linked by a helicopter service.

One person on board shall be appointed and certified to be "Person in Charge of Medical Care" as defined in the STCW Code, Section A-VI/4 and Table A-VI/4-2.

Fast rescue boats shall be crewed by at least two survival craft/rescue boat crew members who have been specially trained and additionally certificated per the Seafarers' Training, Certification and Watchkeeping (STCW) Code, Section A-VI/2 and Table A-VI/2-2 "Proficiency in Fast Rescue Boats."

Company operating tankers shall ensure that all officers, ratings, and persons involved in cargo operation hold a basic training in accordance with the provisions of STCW requirements relating to the type of tanker on which the person is serving.

Officer shall have the Certificate of Proficiency STCW V/1-1 and V/1-2 endorsed by this Administration. Please refer to STCW 006 Circular.

The Company should ensure that if the ship is fitted with ECDIS, the master and navigating officers have appropriate ECDIS training. Please refer to SOL 007 Circular.

Company operating passenger ships should comply with STCW 009 Circular.

Company operating ships in polar waters should comply with STCW 008 Circular.

Company operating ships subject to the International Code of Safety for ships using Gases or other Low-flashpoint Fuels (IGF) Code should comply with STCW 008 Circular.

A Company may decide to employ more seafarers than stipulated in the Minimum Safe Manning Document. These seafarers shall be trained to a level appropriate to their duties in addition to having the minimum basic training for emergency, safety, and survival. The statutory certificates will detail the maximum number of persons on board and there must be sufficient accommodation satisfying the MLC 2006 (as amended) standards for that number. The Company should decide on their qualification or experience in accordance with the objectives of their Safety Management System but if the persons are employed and assigned shipboard safety, security, environmental protection, cargo operations or watch-keeping duties, the person must complete STCW basic training before joining the ship and receive shipboard familiarization training before being assigned their shipboard tasks/duties.

The MSMD issued to a ship by the Administration shall remain valid subject to validity of the Certificate of Registry provided there is no change of name, navigating area, operating company or any major alteration or modification of the ship.

### **Dispensation (under Article VIII of STCW)**

In exceptional circumstances, (crew illness, unexpected repatriation etc.) when the manning level falls below the manning requested by the MSMD, the vessel may as a measure of *force-majeure*, sail with one person less than that stipulated in the MSMD. Prior written approval should be obtained from the Administration. In this case, the

Master will have to confirm to the owner/operating company or to the Administration that the vessel can be safely managed.

When the shortage relates to a Chief Mate or a Second Engineer, a dispensation (under Article VIII of STCW) must be obtained in favour of the next most senior officer if he does not hold the certificate of the relevant capacity, so that he/she may temporarily serve in the higher capacity until a duly qualified officer joins the vessel. The Company must apply for such a dispensation with full details of the officer and his/her Certificate and Flag State's Endorsement.

When a vessel is laid up, normal manning may be reduced. Such reduction should be considered with the full approval of the local authority

### **Port State Control**

The STCW Convention, Regulation I/4, enables port State authorities to verify conditions on any ship, particularly as to the qualifications and ability of personnel on board.

Port State authorities may pay particular attention to the following:

- that all seafarers on board who are required to be certified hold an appropriate certificate and endorsement or provide documentary proof that an application for an endorsement has been submitted to this Administration and/or,
- the numbers and certificates of the seafarers serving on board conform to the Minimum Safe Manning Document issued by this Administration.

In accordance with section A-I/4 of the STCW Code, Port State authorities may assess the ability of the seafarers of the ship to maintain watchkeeping standards as required by the STCW Convention if there are clear grounds for believing that such standards are not being maintained because of any of the following having occurred:

- the ship has been involved in a collision, grounding, or stranding;
- there has been a discharge of substances from the ship when underway, at anchor or at berth, which is illegal under any international convention;
- the ship has been manoeuvred in an erratic or unsafe manner whereby routing measures adopted by the IMO or safe navigation practices and procedures have not been followed; or
- the ship is otherwise being operated in such a manner as to pose a danger to persons, property, or the environment.

Regulation 2.7 of the MLC requires ships to have a sufficient number of seafarers employed on board to ensure that they are operated safely, efficiently, and with due regard to security under all conditions, taking into account concerns about seafarer fatigue and the particular nature and conditions of the voyage. Port State Control (PSC) officers are entitled to verify that this is the case when there are grounds for carrying out a more detailed inspection.

The following document is annexed to this circular:

- Application for the issue, change or renewal of a minimum safe manning document,
- IMO Resolution A.1047(27)

Revision history:

Rev 2 –completely revised



# ST. VINCENT AND THE GRENADINES

## MARITIME ADMINISTRATION

### APPLICATION FOR THE ISSUE, CHANGE OR RENEWAL OF A MINIMUM SAFE MANNING DOCUMENT

NAME OF VESSEL	OFFICIAL NUMBER (if assigned)	IMO NUMBER
TYPE OF VESSEL	TOTAL MAIN ENGINE POWER (kW)	Intended GMDSS Sea Areas in which the Ship will sail (for ships over 300GT) <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4
GROSS TONNAGE International Tonnage Convention, 1969	LENGTH (as per Tonnage Certificate) (m)	UNATTENDED MACHINERY SPACE (UMS) <input type="checkbox"/> YES <input type="checkbox"/> NO
National - See "REMARKS" column of the International Tonnage Certificate (if any)	Any restriction(s) imposed by Class on the sailing area or weather/sea conditions? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes a copy of the Class Certificate should be attached to this Application Form.	
Trading Area: UNRESTRICTED <input type="checkbox"/> RESTRICTED <input type="checkbox"/> (if restricted give exact geographical details, including any conditions imposed by Class on the sailing area or weather/sea conditions)		
Total number of crew, including the Master	Total accommodation (persons/berths)	
Number of lifeboats	Number of generators	
Number of liferafts	Automated mooring winches	<input type="checkbox"/> Y <input type="checkbox"/> N
Number of rescue boats	Other relevant information:	
Number of liferafts with launching		
Full name of Company as per Document of Compliance (ISM Code) or full name of the Owner when the vessel is not subject to ISM Code		
IMO Company Number		

#### MINIMUM SAFE MANNING PROPOSAL

No	STCW Reg.	Deck	No	STCW Reg.	Engine	No	STCW Reg.	Others
		Master			Chief Engineer			Radio Operator
		Chief Mate			Second Engineer			Cook
		Deck Officer(s)			Engine Officer(s)			Doctor
		Deck Rating-Watch			Engine Rating-Watch			Rating
		Rating			Rating			
		Able Seafarer Deck*			Able Seafarer Engine*			
					Electro-Technical Officer*			
					Electro-Technical Rating*			

\*Qualifications introduced by STCW 2010 amendments. These qualifications will be required after 31.12.2016.

The Company/Owner hereby confirms that the above proposed minimum safe manning was completed taking into account IMO Resolution A.1047 (27) and also the requirements on hours of rest stated in the STCW 87 and the Maritime Labour Convention 2006.

Place and Date:

Signed on behalf of Company/Owner

Print Full Name and position:

ASSEMBLY  
27th session  
Agenda item 9

A 27/Res.1047  
20 December 2011  
Original: ENGLISH

**Resolution A.1047(27)**

**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).

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## 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.

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## 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.

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## **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.

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## 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

.....

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\* 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 that 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.

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