

## 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.)*

**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:

**3. Trading Pattern of Ship**

(a) Worldwide: Yes  No \*

(b) If not, please specify:

**4. Machinery and Equipment details**

**4.1 Machinery**

Total shaft power output (KW):

Bridge Control: Yes  No \*

Engine room watch alarm (Note 1): Yes  No \*\*

\* ✓ as appropriate

\*\* If the answer is "No", the applicant must complete Section 4.1.1

4.1.1 Alternative engine room warning system

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

- (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):

4.2 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 \*

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

5. Key Operations

5.1 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.

5.2 Maintain safe navigational and engineering watches in accordance with Regulation VIII/2 of the 1995 STCW Convention, as amended, and also the routine maintenance of machinery and equipment.

5.2.1 Navigational Watch

- Which watch system will be adopted? ..... Two  Three \*
- Will the Master undertake a navigational watch? ..... Yes  No \*
- Will the Master be required to undertake his/her own pilotage? ..... Yes  No \*

\* ✓ as appropriate

5.2.2 Engineering Watch

Is the ship operating under UMS mode? ..... Yes  No \*  
 If not, what watch system will be adopted? ..... Two  Three \*  
 Others, please specify:

Will the Chief Engineer undertake a watch? ..... Yes  No \*  
 Are all machinery spaces covered by a fire detection system? ..... Yes  No \*  
 Are all machinery spaces covered by a bilge alarm system? ..... Yes  No \*

5.3 Mooring and unmooring the vessel

Details of mooring station equipment and manning requirements for peak workload situation:

Forward:

Aft:

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

Officers:  Ratings:

6. Prevention of crew fatigue

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

Wheelhouse:

Engine Room:

How many hours of scheduled rest for:

		Per Day	Per Week
Watchkeepers	(Officers)	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
	(Ratings)	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Day Workers	(Officers)	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
	(Ratings)	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Watchkeepers & Day Workers***	(Officers)	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
	(Ratings)	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>

\* ✓ as appropriate

\*\*\* These 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.

**7. Proposed Manning Scale**

**7.1 Officers (see Note 2)**

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.

	<b>Officers</b>	<b>Number</b>
(a)	Deck Officer Class 1	
(b)	Deck Officer Class 2	
(c)	Deck Officer Class 3	
(d)	Deck Cadet	
(e)	Engineer Officer Class 1	
(f)	Engineer Officer Class 2	
(g)	Engineer Officer Class 3	
(h)	Engineer Cadet	

**7.2 Ratings (see Note 3)**

	<b>Ratings</b>	<b>Number</b>
(a)	Seaman Grade 1	
(b)	Seaman Grade 2	
(c)	Seaman Grade 3	
(d)	Junior Seaman	
(e)	Motorman Grade 1	
(f)	Motorman Grade 2	
(g)	Motorman Grade 3	
(h)	Junior Motorman	
(i)	G. P. Grade 1	
(j)	G. P. Grade 2	
(k)	G. P. Grade 3	

**8. Plans and documents submitted with this application (✓ as appropriate)**

Evacuation Plan (passenger ships only)

UMS Certificate (if applicable)

Mooring and Equipment Plan

Details of Watch Alarm System

**9. Declaration**

I certify that, to the best of my knowledge, the particulars given in this application are true and correct and that the machinery and equipment fitted on board are and will be maintained in proper working order.

Signed: .....

(on behalf of owners)

Name :

Position:

Date:

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

Name:

Telephone:

Fax:

**Notes:**

1. 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.
2. The number and grades of officers are listed in the Merchant Shipping (Seafarers) (Certification of Officers) Regulation. The following is extracted from the Regulation for reference.

	Foreign-going ships	Deck Officer			Marine Engineer Officer		
		Class 1	Class 2	Class 3	Class 1	Class 2	Class 3
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 kilowatts registered power or more				1	1	2
5	Any ships of 350 kilowatts or more but under 3,000 kilowatts registered power					1*	3

If the proposed numbers and grades 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 MSIN 8/2001. 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.

3. For the assessment of the proposed rating grade and number, the Application Form must be completed in full.

\* A service endorsement is required.

**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](http://www.mardep.gov.hk/en/forms/pdf/msmc_app.pdf) (English version)

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 photocopy of the following supporting documents:

- (a) Mooring plans or General Arrangement for the cargo vessel in question,
- (b) UMS\* Certificate, if applicable.

*\* See Definitions at Annex 1*

**2. Estimated Manning Levels :**

The manning level varies with the size of the cargo vessel and type of mooring for deck department, and with the engine power and mode of engine room watch for engine department. The principles of safe manning are given in the Hong Kong Merchant Shipping Information Note (MSIN), No. 8/2001 – Minimum Safe Manning.

**2.1 Officers:**

The number and grades of officers are stipulated in the Merchant Shipping (Seafarers) (Certification of Officers) Regulation as listed in the notes of the MSMC application form.

**2.2 Ratings:**

The manning level varies with the type of crew manning (General Purpose or Conventional), mode of engine room watch and the mooring arrangement of the cargo vessel. The ranges for the number and grades of ratings are listed below for reference.

**Minimum Safe Manning Scale – Ships of 500 gt to 3,000 gt**

Manning \ Modes	UMS*, N/UMS*, + MOD*, -MOD*
General Purpose	GP: 4 to 6
Conventional	Seaman: 4 to 5    Motorman: 1 to 2

Minimum Safe Manning Scale – Ships of 3,000 gt to 10,000 gt

Manning \ Modes	UMS*, N/UMS*, + MOD*, -MOD*
General Purpose	GP: 5 to 7
Conventional	Seaman: 4 to 5    Motorman: 2 to 3

Minimum Safe Manning Scale – Ships of 10,000 gt and above

Manning \ Modes	UMS* N/UMS*, + MOD*, -MOD*
General Purpose	GP: 6 to 8
Conventional	Seaman: 5 to 6    Motorman: 2 to 3

For ratings serving on tankers, one of the ratings must hold a relevant Dangerous Cargo Endorsement in accordance with the Merchant Shipping (Seafarers) ( Tankers – Officers and Ratings ) Regulation.

*\* See Definitions at Annex 1*

2.3. **Manning scale for cargo vessels less than 3000 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 MSIN 8/2001. 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.

3. **Enquiries :**

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

Senior Surveyor  
Cargo Ship 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](mailto:ss_css@mardep.gov.hk)

*File : SD/S 852/1*

**Definitions:**

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

1. UMS - Unmanned Machinery Space;
2. N/UMS - A vessel equipped with a conventional ( Non UMS ) engine room;
3. + 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 bitts;
  - (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 bitts or of limited size ( 3 1/2 inches or 30 mm );
4. -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 bitts after being stoppered off.