

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)

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 Appendix 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. 33/2009 – 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 Appendix 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 33/2009. 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 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

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.