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19 September 2013

To: Shipowners / Ship Managers and / Ship Masters

Dear Sir/Madam,

Application for the issue of a Minimum Safe Manning Certificate
as per IMO Res.A.1047(27)

With reference to the above subject and to our Merchant Shipping Information Note No. 32/2013, we wish to inform you that the Maritime Safety Committee of the IMO adopted Resolution MSC.325(90):-

- (a) to amend SOLAS Regulation V/14 on ships' manning;
- (b) to require Administrations, for every ship, to establish appropriate minimum safe manning levels, taking into account the guidance adopted by IMO Resolution A.1047(27) – Principles of Minimum Safe Manning; and
- (c) to issue an appropriate minimum safe manning document or equivalent as evidence of the minimum safe manning considered necessary.

This amendment will enter into force on 1 January 2014.

The Manila amendments to the STCW Convention and Code were adopted on 25 June 2010 and entered into force on 1 January 2012. There is a 5 year transitional arrangement leading up to full implementation of 2010 Manila Amendments until 1 January 2017.

The new Minimum Safe Manning Certificate (MSMC) has taken into consideration the relevant regulations of the STCW Convention, the 2010 Manila amendments to the STCW Convention and Code, and the IMO Resolution A.1047(27).

The existing MSMC issued did not conform with the model form of Minimum Safe Manning Document in Resolution A.1047(27) and they must be replaced prior to 31

December 2013. Shipowners and management companies are urged to apply for the issue of new MSMCs for their ships in order to comply with the new requirement mentioned above.

The Hong Kong Marine Department (MD) requires the shipowners and management companies to prepare and submit its proposal for the minimum safe manning level of a ship in an application form.

In Annex I of this circular letter you can find an application form for MSMC. This is also available on http://www.mardep.gov.hk/en/forms/pdf/msmc_app.pdf.

To assist ship owners/managers to apply for the MSMC, please refer to the guidance on the application in Annex II attached.

For your easy reference, the MSIN 32/2013 is also attached as Annex III.

Application for re-issuance of new MSMC for existing ships, the shipowners and management companies are only required to submit the signed application form together with a copy of Document of Compliance (ISM) and a copy of current MSMC to Cargo Ships Safety Section.

Please return the obsolete copy of the MSMC to Cargo Ships Safety Section for cancellation after you have received the new one.

Should you have any questions, please feel free to contact our Senior Surveyor/Cargo Ships Safety Section at

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Yours faithfully,

No signature on website copy

(S.H. Tse)
Senior Surveyor/Cargo Ships Safety Section
for Director of Marine

c.c.: Recognized Organizations