

## Marine Department

### APPLICATION FOR A MINIMUM SAFE MANNING CERTIFICATE

#### Merchant Shipping (Safety) Ship's Manning Regulation

Please refer to the relevant MSIN and Appendices for the assessment of the proposed manning scale. This Application Form must have all blanks completed by typing and the declaration at page 8 must be signed by the applicant.

Please tick the suitable reason of the application from the following:

- new registration to Hong Kong       change of management company  
 change of ship name / particulars       change of manning scale       others .....

#### 1. Particulars of Applicant

Company Name:

Company Address:

#### 2. Particulars of Ship \* refer to Certificate of Survey (SUR59E)

Name of Ship:

IMO Number:

Gross Tonnage:

Type of Ship:

Official Number:

#### 3. Particulars of Operating Company \* refer to Document of Compliance (ISM)

Company Name:

Company IMO Number:

Company Address:

**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) \*refer to Certificate of Survey (SUR59E) :

- Bridge Control ..... Yes  No \*
- Engine room watch alarm ..... Yes  No \*<sup>1</sup>

*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 <sup>\*1</sup>

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 (hand-held two-way radios) positioned at engine 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):

Remarks: \* Complete in Yes  or No  with ✓ as appropriate  
<sup>\*1</sup> If Engine room watch alarm in Section 5.1 is "No", Section 5.1.1 must be completed

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:

Remarks: \* Complete in Yes  or No  with ✓ 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 arrangement for peak workload situation during mooring or unmooring operations:

	No. of Officers / No. of Ratings:	
Forward:	<input type="text"/>	<input type="text"/>
Aft:	<input type="text"/>	<input type="text"/>
Wheelhouse:	<input type="text"/>	<input type="text"/>

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:

Remarks: \* Complete in Yes  or No  with ✓ as appropriate

How many hours of scheduled rest for:

**Per Day**

**Per Week**

Watchkeepers (Officers)

(Ratings)

Day Workers (Officers)

(Ratings)

Watchkeepers & Day Workers (Officers)

(Ratings)



*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		
(b)	Deck Officer Class 2	II/2		
(c)	Deck Officer Class 3	II/1		
	Ship powered by main propulsion machinery of	<input type="checkbox"/> * 3,000 kW or more	<input type="checkbox"/> * Between 750 kW & 3,000 kW	
(d)	Engineer Officer Class 1	III/2	<input type="checkbox"/> III/2 or <input type="checkbox"/> III/3 * <sup>1</sup>	
(e)	Engineer Officer Class 2	III/2		
(f)	Engineer Officer Class 3	III/1		
(g)				

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 * <sup>2</sup>	II/5	
(b)	Rating forming part of a navigational watch * <sup>3</sup>	II/4	
(c)			
(d)	Able Seafarer Engine * <sup>2</sup>	III/5	
(e)	Rating forming part of an engineering watch * <sup>3</sup>	III/4	
(f)			
(g)			

	Others	Number
(h)	Qualified Cook (full time) * <sup>4</sup> Yes <input type="checkbox"/> No <input type="checkbox"/> *	

If not, how will the cooking duties be covered?

(i)	Qualified medical doctor * <sup>5</sup> Yes <input type="checkbox"/> No <input type="checkbox"/> *	
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9. Plans and documents submitted with this application

- Copy of Certificate of Survey  \*
- Copy of Mooring and Equipment Plan  \*
- Copy of Document of Compliance (ISM)  \*
- Copy of ISM Code Declaration of Company (signed by ship owner)  \*
- Copy of Ship’s Name Approval-in-principle (issued by HKSR, for new registration/change ship’s name)  \*
- Copy of Evacuation Plan (passenger ships only)  \*
- Copy of Minimum Safe Manning Certificate (for re-issuance)  \*
- Statement: by Class (changing ship’s particulars) / by Company (re-issuance)  \*
- Other supporting document, please specify .....  \*

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) \*<sup>6</sup> – “Principles of Minimum Safe Manning”.

**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 allowed for sufficient rest periods to avoid fatigue will be 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 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 --**

*Remarks:*

- \*1 A service endorsement is required for III/3 when Ship powered by main propulsion machinery of Between 750 kW & 3,000 kW.
- \*2 Since 1 January 2017, the 2010-amended STCW Convention has been 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.
- \*3 Where a seafarer who is not a qualified AS(D) or AS(E) is assigned to carry out any of the functions on board as specified in table A-II/5 or A-III/5 of the STCW Code, the ship owner and manager shall ensure that—
- a) the assignment is made for the purpose of enabling the seafarer to meet the requirements of a higher grade CoP; and
  - b) the function is carried out under the supervision of a qualified AS(D)/AS(E) or a qualified officer.
- \*4 A qualified cook is required on ships operating with 10 crew or more under Maritime Labour Convention (MLC), 2006. The MLC has been applied to the Hong Kong Special Administrative Region (HKSAR). “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).
- \*5 Maritime Labour Convention (MLC), 2006 states that ships carrying 100 or more persons and ordinarily engaged on international voyages of more than three days’ duration shall carry a qualified medical doctor who is responsible for providing medical care. Ships which do not carry a medical doctor shall be required to have either at least one seafarer on board who is in charge of medical care and administering medicine as part of their regular duties or at least one seafarer on board competent to provide medical first aid. Persons in charge of medical care on board who are not medical doctors shall have satisfactorily completed training in medical care that meets the requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers.
- \*6 see Appendix I of MSIN 29/2019.