

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.)

For the assessment of the proposed manning scale, the Application Form must be completed in full.

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:

Official Number:

3. Particulars of Operating Company [†]

Name of Operating Company:

Address of Operating Company:

Company Identification Number:

[†] Information same as Document of Compliance (ISM)

[#] Information same as Certificate of Survey (SUR59E)

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): #

- Bridge Control Yes No *
- Engine room watch alarm Yes No **

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

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 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):

* ✓ as appropriate

Information same as Certificate of Survey (SUR59E)

** If the answer is "No", the applicant must complete Section 5.1.1

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:

* ✓ 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 requirements for peak workload situation during mooring or unmooring operations:

Forward:

Officers:

Ratings:

Aft:

Officers:

Ratings:

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

Officers:

Ratings:

Does the rating in the wheelhouse require to go on deck to assist with the mooring operations after “finish with the wheel” ? Yes No *

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:

* ✓ as appropriate

How many hours of scheduled rest for:

		Per Day	Per Week
Watchkeepers	(Officers)	<input type="text"/>	<input type="text"/>
	(Ratings)	<input type="text"/>	<input type="text"/>
Day Workers	(Officers)	<input type="text"/>	<input type="text"/>
	(Ratings)	<input type="text"/>	<input type="text"/>
Watchkeepers & Day Workers	(Officers)	<input type="text"/>	<input type="text"/>
	(Ratings)	<input type="text"/>	<input type="text"/>

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		<input type="text"/>
(b)	Deck Officer Class 2	II/2		<input type="text"/>
(c)	Deck Officer Class 3	II/1		<input type="text"/>
	Ship powered by main propulsion machinery of	3,000 kW or more	Between 750 kW & 3,000 kW	
(d)	Engineer Officer Class 1	III/2	III/3	<input type="text"/>
(e)	Engineer Officer Class 2	III/2	III/3	<input type="text"/>
(f)	Engineer Officer Class 3	III/1		<input type="text"/>
(g)	Electro-technical Officer	III/6		<input type="text"/>

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 [†]	II/5	
(b)	Rating forming part of a navigational watch ^Δ	II/4	
(c)	Other Deck Ratings ^Δ	VI/1	
(d)	Able Seafarer Engine [†]	III/5	
(e)	Rating forming part of an engineering watch ^Δ	III/4	
(f)	Other Engine Room Ratings ^Δ	VI/1	
(g)	Electro-technical Ratings	III/7	

	Others	Number
(h)	Qualified Cook (see <i>REMARK</i> below)	

Will a full-time qualified cook be carried? Yes No *

If not, how will the cooking duties be covered?

* ✓ as appropriate

† On or after 1 January 2017, the 2010-amended STCW Convention will be 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.

Δ The 2010-amended STCW Convention came into force on 1 January 2012. However, there is a five year transitional period, until 1 January 2017, to allow for a phased in implementation of the provisions. During this five year transitional period, Other Deck Ratings and Rating forming part of a navigational watch with relevant training will continue to be accepted for 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 Other Engine Room Ratings and Rating forming part of an engineering watch with relevant training will continue to be accepted for oversee fuel, bilge and ballast operations, operate equipment and machinery, operate electrical equipment and maintain engine room machinery and spaces with existing practices until 31 December 2016. However after January 2017, all seafarers are required to meet STCW 2010 standards.

REMARK: A qualified cook is required on ships operating with 10 crew or more under Maritime Labour Convention (MLC), 2006. The MLC has not yet applied to the Hong Kong Special Administrative Region (HKSAR). We are now preparing local legislation for the implementation. Under this transition period, owners of Hong Kong registered ships are free to opt whether a qualified cook to be carried on board or not. Before the date of MLC applied to HKSAR, if a “Yes” is selected on the question “Will a full-time qualified cook be carried?”, then the condition, “**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). If a “No” is selected, the above mentioned condition will not be appeared on the MSMC. Shipowners or management companies are advised to think carefully when completing this item. Placing a qualified cook on board is an evidence of compliance with Regulation 3.2 of the MLC and thus enabling the ship to reduce the likelihood of delays related to inspections in foreign ports in countries that have ratified the MLC as Hong Kong registered ships would still be subject to the provisions of the MLC on a “no more favourable treatment” basis when operating in their waters. When the MLC is applied to the HKSAR. A qualified cook must be carried on all Hong Kong registered ships which operating with 10 crew or more and those ships which have opted “No” previously will be required to re-apply for a MSMC again, where applicable, with the condition mentioned above.

9. Plans and documents submitted with this application

- Copy of Certificate of Survey *
- Copy of Mooring and Equipment Plan *
- Copy of UMS Certificate (if applicable – i.e. the answers of paragraph 6.2.2(a) are "Yes") *
- Copy of Document of Compliance (ISM) *
- Copy of Evacuation Plan (passenger ships only) *

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)^ψ – “Principles of Minimum Safe Manning”.

* ✓ as appropriate

ψ see *Guidance on the Application for Minimum Safe Manning Certificate Annex 1*

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 allow for sufficient rest periods to avoid fatigue will 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 Assembly 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:

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