

# Marine Department

## APPLICATION FOR A MINIMUM SAFE MANNING CERTIFICATE

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

### 海事處

最低安全人手編配證明書申請表

《商船（安全）（船舶人手編配）規例》

To: Shipping Division, Marine Department  
致: 海事處船舶事務科  
(E-mail 電郵: ss\_css@mardep.gov.hk)

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 9-10 must be signed by the applicant.

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

關於擬議人手編配的評估事宜，請參閱相關的香港商船資訊及其附件。申請人須用電腦填妥申請表各欄目，並簽署第9—10頁的聲明。

請於下列適當空格別選申請原因：

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> new registration to Hong Kong<br>新註冊的香港船舶      | <input type="checkbox"/> change of management company<br>更改管理公司 |   |
| <input type="checkbox"/> change of ship name / particulars<br>更改船名或船舶資料 | <input type="checkbox"/> change of manning scale<br>更改人手編配      | <input type="checkbox"/> others<br>其他 ..... |

### 1. Particulars of Applicant 申請者資料

Company Name  
公司名稱:

Company Address  
公司地址:

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

船舶資料 \* 請參閱驗船證明書 (SUR59E)

Name of Ship 船名:

IMO Number  
國際海事組織編號:

Gross Tonnage 總噸位:

Type of Ship  
船舶類型:

Official Number  
註冊編號:

**3. Particulars of Operating Company** \* refer to Document of Compliance (ISM)  
營運公司資料 \*請參閱符合證明 (國際安全管理)

Company Name 公司名稱:

Company IMO Number  
公司國際海事組織編號:

Company Address  
公司地址:

**4. Trading Pattern of Ship** 船舶航貿模式

(a) Worldwide 全球..... Yes 是  No 否 \*

(b) If not, please specify:  
如答「否」, 請註明:

**5. Machinery and Equipment details** 機械和設備詳情

**5.1 Machinery** 機械

Total shaft power output (kW) \*refer to Certificate of Survey (SUR59E) :  
總輸出軸動力 (千瓦) \*請參閱驗船證明書 (SUR59E) :

Bridge Control 駕駛台控制 ..... Yes 是  No 否 \*

Engine room watch alarm 機房設有值班警報系統 ..... Yes 是  No 否 #

*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.*  
值班警報系統啟動後, 獨自在機艙工作的人員須每隔一段固定時間重新設置該系統, 以便值班的導航高級船員定時知悉在機艙工作的人員安全。

**5.1.1 Alternative engine room warning system** 其他機房警報系統#

If no engine room watch alarm is fitted, does the vessel have any one of the following communication system?

如機房沒有設置值班警報系統, 船上是否設置以下其中一種通訊系統?

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

# If Engine room watch alarm in Section 5.1 is "No", Section 5.1.1 must be completed

備註: \* 請在 是  或 否  的適當空格加上「✓」號

# 如第5.1節「機房設有值班警報系統」一項的答案為「否」, 則必須填妥第5.1.1節

- (a) fixed talk back system between engine room and wheelhouse  
連接機房和駕駛室的固定對講系統 ..... Yes 是  No 否 \*
- (b) portable walkie-talkies (hand-held two-way radios) positioned at engine wheelhouse  
放置在機房入口和駕駛室的手提對講機 (手提雙向無線電裝置) ... Yes 是  No 否 \*
- (c) paging system operable from wheelhouse and effective in engine room  
在駕駛室能有效與機房通訊的傳呼系統 ..... Yes 是  No 否 \*
- (d) warning indicating lights in wheelhouse with push button operated switches at engine room entrances  
由設於機房入口的按鈕控制開關的駕駛室警報燈 ..... Yes 是  No 否 \*
- (e) warning indicating lights in wheelhouse with infra red light operated switches at engine room entrances  
由設於機房入口的紅外線感應裝置控制開關的駕駛室警報燈 .. Yes 是  No 否 \*
- (f) Other systems (please specify)  
其他系統 (請註明) :

## 5.2 Mooring Equipment 繫泊設備

### Mooring Arrangement 繫泊布置

- (a) Conventional (moorings transferred to bitts after being stoppered off)  
傳統布置 (以制纜索加於繫纜後轉繞在繫纜栓上) ..... Yes 是  No 否 \*
- (b) Mooring lines permanently carried on powered drums  
繫纜長期繞在以動力驅動的捲筒上 ..... Yes 是  No 否 \*

## 5.3 Unusual features that affect the safe manning of the ship (if any)

可影響船舶安全人手編配的特別裝置 (如有) :

## 6. Key Operations 主要工作

- 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.  
以下主要工作對船上的人力資源調配至為重要，請盡量詳細回答以下問題。

Remarks: \* Complete in Yes  or No  with ✓ as appropriate  
備註: \* 請在 是  或 否  的適當空格加上「✓」號

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.

按照經修正的《1978年海員培訓、發證和值班標準國際公約》（《STCW國際公約》）附則第VIII/2條，維持安全的航行和輪機值班，並為機械和設備進行例行保養。

6.2.1 Navigational Watch 航行值班

(a) Which watch system will be adopted? \*

船上採用哪種值班制度？.....Two 兩更制  Three 三更制

*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.*

三更制即「四上八落」，船員在值班四小時後，於隨後的八小時無須值班。

兩更制即「六上六落」，船員在值班六小時後，於隨後的六小時無須值班。兩更制是非常勞累的值班模式，除非船舶的體積非常細小，否則一般不會被接納。

(b) Will the Master undertake a navigational watch?

船長是否須進行航行值班？..... Yes 是  No 否

*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.*

除非船舶體積有限，船上一般採用三更制以確保有符合資格的甲板高級船員定期值班，使船長無須值班。

(c) Will the Master be required to undertake his/her own pilotage?

船長是否須親自導航？..... Yes 是  No 否

6.2.2 Engineering Watch 輪機值班

(a) Is the ship operating under UMS mode?

船舶是否以無人機艙模式操作？..... Yes 是  No 否

If not, what watch system will be adopted?

如「否」，船舶採用什麼值班制度？..... Two 兩更制  Three 三更制

Others, please specify:

其他，請註明：

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

備註：\* 請在 是  或 否  的適當空格加上「✓」號

(b) Will the Chief Engineer undertake a watch?

輪機長是否須進行值班? ..... Yes 是  No 否 \*

*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.*

除非船舶推進功率有限或按無人看管機艙的規定操作，否則船上一般採用三更制以確保有符合資格的輪機師定期值班，使輪機長無須值班。

(c) Are all machinery spaces covered by a fire detection system?

火警探測系統是否覆蓋所有機艙? ..... Yes 是  No 否 \*

(d) Are all machinery spaces covered by a bilge alarm system?

艙底污水警報系統是否覆蓋所有機艙? ..... Yes 是  No 否 \*

### 6.3 Mooring and unmooring the vessel 船舶繫泊和離泊

Details of manning arrangement for peak workload situation during mooring or unmooring operations:  
在船舶繫泊和離泊期間，應付高峯期工作量的人手編配詳情：

	No. of Officers / No. of Ratings: 高級船員人數 / 普通船員人數	
Forward: 船首：	<input type="text"/>	<input type="text"/>
Aft: 船尾：	<input type="text"/>	<input type="text"/>
Wheelhouse: 駕駛室：	<input type="text"/>	<input type="text"/>

### 7. Prevention of crew fatigue 防止船員疲勞

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

船舶在進出港口或候命期間，如何安排高級船員和普通船員的值班？

Wheelhouse:  
駕駛室：

Remarks: \* Complete in Yes  or No  with ✓ as appropriate  
備註: \* 請在 是  或 否  的適當空格加上「✓」號

Engine Room:  
機房：

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How many hours of scheduled rest for:  
下列人員的編配休息時數：

		Per Day 每天	Per Week 每週
Watchkeepers 值班人員	(Officers) (高級船員)		
	(Ratings) (普通船員)		
Day Workers 日間工人	(Officers) (高級船員)		
	(Ratings) (普通船員)		
Watchkeepers & Day Workers 值班人員兼日間工人	(Officers) (高級船員)		
	(Ratings) (普通船員)		

*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.*

在任何一段 24 小時期間，休息時間不得少於十小時；在任何一段七日期間，休息時間不得少於 77 小時。休息時間可以連續或分為兩段，如分為兩段，其中一段須最少長六小時，而兩段連續休息時間之間不得相距超過 14 小時。

值班人員兼日間工人包括須在完成一般值班職務後執行例行保養職責（如緊急演習、設備檢查等）的人員。有關人員每週的休息時間未必等於每日的休息時間乘以七。

## 8. Proposed Manning Scale 擬議人手編配數目

### 8.1 Officers 高級船員

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.

請在下表填寫上述船舶的擬議安全人手編配數目。《商船（海員）（高級船員資格證明）規例》載有船舶須配備符合資格的甲板高級船員和輪機師數目。

Deck Officer 甲板高級船員:

	Officers 高級船員	STCW Regulation STCW 附則	Number 人數
(a)	Deck Officer Class 1 (Master) 一級甲板高級船員 (船長)	II/2	
(b)	Deck Officer Class 2 二級甲板高級船員	II/2	
(c)	Deck Officer Class 3 三級甲板高級船員	II/1	

Engineer Officer 輪機師:

[only table (i) or (ii) to be filled] [只需填寫表 (i) 或 (ii)]

- (i) Ship powered by main propulsion machinery of 750 kW or more  
船舶主推進機械的推進功率750千瓦或以上

	Officers 高級船員	STCW Regulation STCW 附則	Number 人數
(d)	Engineer Officer Class 1 一級輪機師	III/2	
(e)	Engineer Officer Class 2 二級輪機師	III/2	
(f)	Engineer Officer Class 3 三級輪機師	III/1	
(g)			

or或者

- (ii) Ship powered by main propulsion machinery between 750 kW & 3,000 kW  
船舶主推進機械的推進功率750千瓦至3,000千瓦

	Officers 高級船員	STCW Regulation STCW 附則	Number 人數
(d)	Engineer Officer Class 1 一級輪機師	III/3*1	
(e)	Engineer Officer Class 2 二級輪機師	III/3*1	
(f)	Engineer Officer Class 3 三級輪機師	III/1	
(g)			

Will an Electro-technical Officer be carried?

是否設電子技術高級船員? ..... Yes 是  No 否 \*

If not, the Electro-technical Officer's duty will be covered by at least two (2) engineers on board?

如「否」, 電子技術高級船員的職務是否編配給船上至少兩(2)名輪機師?..... Yes 是  No 否 \*

8.2 Ratings (see section 2.2 of the "Guidance on the Application for MSM Certificate")

普通船員 (請參閱「最低安全人手編配證明書申請指引」第 2.2 節)

Remarks: \* complete with ✓ as appropriate 備註: \* 請在適當空格加上「✓」號

	Ratings 普通船員	STCW Regulation STCW 附則	Number 人數
(a)	Able Seafarer Deck <sup>*2</sup> 甲板高級海員 <sup>*2</sup>	II/5	
(b)	Rating forming part of a navigational watch <sup>*3</sup> 參與航行值班的普通船員 <sup>*3</sup>	II/4	
(c)			
(d)	Able Seafarer Engine <sup>*2</sup> 機房高級海員 <sup>*2</sup>	III/5	
(e)	Rating forming part of an engineering watch <sup>*3</sup> 參與輪機值班的普通船員 <sup>*3</sup>	III/4	
(f)			
(g)			

### Others 其他

(h) Will a Qualified Cook (Full time) be carried? <sup>\*4</sup>

是否設合資格全職廚師? <sup>\*4</sup> ..... Yes 是  No 否  <sup>\*</sup>

If yes, please provide number(s) of Qualified Cook (Full time) be carried

如「是」，請提供合資格全職廚師的人數

If not, how will the cooking duties be covered?

如「否」，船上的煮食職務如何編配?

(i) Will a Qualified medical doctor be carried? <sup>\*5</sup>

是否設合資格醫生? <sup>\*5</sup> ..... Yes 是  No 否  <sup>\*</sup>

If yes, please provide number(s) of Qualified medical doctor be carried

如「是」，請提供合資格醫生的人數

### 9. Plans and documents submitted with this application

須連同本申請表一併呈交的圖則及文件

Copy of Certificate of Survey

驗船證明書副本

 <sup>\*</sup>

Copy of Mooring and Equipment Plan

繫纜與設備布置圖副本

 <sup>\*</sup>

Copy of Document of Compliance (ISM)

符合證明 (國際安全管理) 副本

 <sup>\*</sup>

Copy of ISM Code Declaration of Company (signed by ship owner)

《國際安全管理規則》公司聲明書副本 (由船東簽署)

 <sup>\*</sup>

Remarks: \* complete with ✓ as appropriate 備註: \* 請在適當空格加上「✓」號



Copy of Ship's Name Approval-in-principle (issued by HKSR, for new registration/change ship's name)  
船隻名稱的原則上批准通知書副本 (由香港船舶註冊處簽發, 只適用於新註冊船舶  
/更改船名)  \*

Copy of Evacuation Plan (passenger ships only)  
逃生圖副本 (只適用於客船)  \*

Copy of Minimum Safe Manning Certificate (for re-issuance)  
最低安全人手編配證明書副本 (適用於重新簽發證明書)  \*

Statement: by Class (changing ship's particulars) / by Company (re-issuance)  
由船級社 (適用於更改船舶資料) 或申請人公司 (適用於重新簽發證明書) 簽發的  
聲明書  \*

Other supporting document, please specify  
其他證明文件, 請註明: .....  \*

## 10. Reminder 注意事項

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”.

根據《STCW國際公約》附則第I/14條, 營運公司有責任確保船舶的人手編配情況與安全人手編配證明書相符, 船舶由具有適當資格、持有適當證書和健康的船員操作。類似規定於《國際安全管理規則》第 6 段亦有訂明。此外, 申請最低安全人手編配證明書的公司就船舶釐定其認為適當的人手編配水平時, 必須顧及國際海事組織決議 A. 1047(27) \*<sup>6</sup> — 「最低安全人手編配的原則」。

## 11. Declaration 聲明

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).

Remarks: \* complete with ✓ as appropriate 備註: \* 請在適當空格加上「✓」號

謹此證明，就本人所知，本申請表內填報的資料均屬真確無誤。此外，茲證明擬實施的工作安排能讓船員有足夠時間休息，避免工作疲勞，而船上機械及設備均操作正常，並將維持正常操作。現時就船舶安全操作、船舶保安、保護海洋環境及處理緊急情況所需人手提出的最低安全人手編配建議，已顧及經修正的《STCW國際公約》所訂明有關海員休息時間的規定，以及國際海事組織大會決議 A.1047(27) 所載要求。

Signed 簽署: .....

(on behalf of owners 代表船東)

Name 姓名:

Position 職位:

Date 日期:

For clarification of any points arising from this application the Marine Department may contact:  
海事處如欲澄清本申請表內任何內容，可聯絡：

Name 姓名:

Telephone 電話:

E-mail 電郵:

Fax 傳真:

-- End 完 --

## 收集個人資料聲明

### 1. 目的

海事處會使用透過本申請表所獲得的個人資料作下列用途：

- (a) 辦理有關審批你在本申請表中所提出的申請的事務；
- (b) 方便海事處與你聯絡；
- (c) 藉此協助其他政府決策局和部門執行其他法例和規例；
- (d) 成功申請人的有限個人資料會用於海事處的互聯網網頁以供第三者查證本處所發出的證書；以及
- (e) 供作統計及研究用途，但所得的統計數字或研究成果，不會以能辨識各有關的資料當事人或其中任何人的身份的形式提供。

### 2. 獲轉交資料的部門／人士

你透過本申請表所提供的個人資料會向其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途。

### 3. 索閱個人資料

根據《個人資料(私隱)條例》(第486章)，資料當事人有權要求查閱及改正在此申請表提供的個人資料。如須查閱或改正此申請表的個人資料，請與海事處貨船安全組聯絡。

### 4. 查詢

有關透過本申請表收集的個人資料的查詢，包括索閱及修正資料，應寄往：

香港  
中環統一碼道38號  
海港政府大樓24樓  
海事處貨船安全組主管

## Personal Data Collection Statement

### 1. Purposes of Collection

The personal data provided by means of this form will be used by Marine Department for the following purposes:

- (a) activities relating to the processing of your application in this form;
- (b) facilitating communication between Marine Department and yourself;
- (c) assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- (d) limited personal data of successful applicants may be used via the Marine Department's Internet web site for verification of the issued certificate by any third party; and
- (e) for statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

### 2. Classes of Transferees

The personal data you provided by means of this form may be disclosed to other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above.

### 3. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

### 4. Enquires

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Officer-in-charge  
Cargo Ships Safety Section  
Marine Department  
24/F, Harbour Building  
38 Pier Road, Central  
Hong Kong.

**Remarks 備註:**

- \*1 A service endorsement is required for III/3 when Ship powered by main propulsion machinery of Between 750 kW & 3,000 kW.  
根據 STCW 附則第 III/3 條，如船舶主推進機械的推進功率為 750 千瓦或以上但少於 3 000 千瓦，有關輪機師必須具備服務資歷認可證明。
- \*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.  
《STCW 國際公約》2010 年修正案已於 2017 年 1 月 1 日起全面實施。海員按照值班高級船員的指示執行收放船舶繫纜工作、支援貨物作業、操作甲板設備和機械、執行有關擴索錐和帆布職務，以及進行甲板保養，均必須持有就履行甲板高級海員職責所發的適當證書（附則第 II/5 條）；負責有關燃料與艙底污水和壓載水工作、操作設備和機械、操作電氣設備，以及保養機房機械和機艙的海員，則必須持有就履行機房高級海員職責所發的適當證書（附則第 III/5 條）。
- \*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.  
如船員並不是合資格的甲板高級海員或機房高級海員，但受指派在船上執行《STCW 規則》的表 A-II/5 或表 A-III/5 所列職能，船東及經理人須確保：  
a) 指派該職能，是為了使該海員能符合《工作守則》所訂高一級別的要求；以及  
b) 執行該職能，受到合資格的甲板高級海員／機房高級海員或合資格高級船員所監督。
- \*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).  
《2006 年海事勞工公約》規定，配員數目為十人或以上的船舶必須設一名合資格廚師。該公約已擴展至適用於香港特別行政區。最低安全人手編配證明書上的「特別要求或情況」項目會加入「如總配員數目不少於十人，則除上表所列的人手編配數目外，須設一名合資格廚師」的條款。
- \*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.

《2006 年海事勞工公約》規定，載員 100 人或以上，通常從事三天以上國際航行的船舶須配備一名醫生負責提供醫療。不配備醫生的船舶，船上須至少有一名海員的部分固定職務為負責醫療和管理藥品，或至少有一名海員能提供醫療急救。至於不是專職醫生但負責船上醫療的人員，須已圓滿完成符合《STCW 國際公約》要求的醫療培訓。

\*6 see Appendix I of MSIN 29/2019.

請參閱香港商船資訊第 29/2019 號附錄 I。