



Minimum Safe Manning

To : Shipowners, Ship Managers and Ship Masters

Summary

The purpose of this Note is to promulgate the Principles of Minimum Safe Manning and the application procedures for a Minimum Safe Manning (MSM) Certificate. This Note supersedes the Hong Kong Merchant Shipping Information Note No. 32/2013 issued on 19 September 2013.

Introduction

1. The implementation of 2010 Manila amendments to the International Convention on Standards of Training, Certification and Watch-keeping for Seafarers 1978 (STCW), the adoption of the Assembly Resolution A.1047(27) by the IMO and Regulation 2.7 of Maritime Labour Convention 2006 (MLC 2006) have brought about changes to the assessment of minimum safe manning for Hong Kong registered ships.
2. The owner or ship manager of a Hong Kong registered ship is required to make an assessment of the numbers and grades of crew required for its safe operation, for its security, for protection of the marine environment, and for dealing with emergency situations. The manning on board should be sufficient to ensure that:
 - (a) the required watchkeeping standard can be maintained;
 - (b) the officers and the ratings can perform their duties in accordance with the provisions of the approved *Ship's Security Plan* (SSP) and the framework of operational guidance section A-VIII of the *STCW Code*;
 - (c) personnel are not required to work more hours than is safe in relation to the safety and the security of the ship; and

- (d) the officers and ratings are not required to work such hours or under such condition which may be injurious to their health and safety.

Determination of Safe Manning Levels

3. To assist ship owners/managers to apply for the Minimum Safe Manning Certificate, the following documents are attached with this Note as appendices:

- (a) **Appendix I:** *IMO Resolution A.1047(27), Principles of Minimum Safe Manning;*
- (b) **Appendix II:** *Application for a Minimum Safe Manning Certificate; and*
- (c) **Appendix III:** *Guidance On the Application for Minimum Safe Manning Certificate*

Principles of Safe Manning

4. This Department will consider a ship to be safely manned if the principles and procedures set out in Annexes 1 and 5 of *IMO Resolution A.1047(27)* are observed.

Guidelines for determination of minimum safe manning and Responsibilities in the application of principles of minimum safe manning

5. In determining the minimum safe manning of a ship, the owner or manager of a Hong Kong registered ship shall take into account the requirements of Annexes 2 and 3 of *IMO Resolution A.1047(27)*, in the context of the management of the safety, security and protection of the marine environment functions of a ship.

Application for a Minimum Safe Manning Certificate

6. The updated application form for a Minimum Safe Manning Certificate in **Appendix II** is also available from the Marine Department web site: http://www.mardep.gov.hk/en/forms/pdf/msmc_app.pdf.

7. The number of officers, who are required by the Merchant Shipping (Seafarers) (Certification of Officers) Regulation, should be taken into consideration in assessing the proposed manning scale. Ship owners/managers shall ensure that the requirements in the *Guidance On the Application for Minimum Safe Manning Certificate* in **Appendix III** are taken into account.

8. Ship owners/managers should submit the signed application form with the supporting documents to the Cargo Ships Safety Section for consideration.

9. In the event that this Department is not satisfied with the proposals put forward, a counter proposal will be made by the Department. In case where the ship owner/manager disagrees with the counter proposal, they can invite a surveyor of the Department for a practical demonstration of the crew to carry out the essential tasks in the context of the principles of safe manning under their proposal. However, the cost of such assessment would be borne by the owners or operators.

10. Similarly, in the event of any change in the equipment, construction, use of the ship or the provisions of the approved SSP which may affect the safe manning scale, insufficient manning level in complying with the hours of rest requirements, or change of management company, the ship owner/manager should make an application for the issue of a new safe manning document.

11. Whenever there is a need to re-issue a Minimum Safe Manning Certificate, the obsolete copy should be returned to Cargo Ships Safety Section for cancellation.

Application or Enquires

12. Application or enquiries arising from this Note should be directed to:

Senior Surveyor of Ships
Cargo Ships Safety Section / Marine Department
24/F., Harbour Building,
38 Pier Road, Central, Hong Kong.

Tel. No.: (852) 2852 4510

Fax No.: (852) 2545 0556

E-mail: ss_css@mardep.gov.hk.

Marine Department
Shipping Division

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