



Office of
Deputy Commissioner
of Maritime Affairs

THE REPUBLIC OF LIBERIA
LIBERIA MARITIME AUTHORITY

Marine Notice

MAN-001
Rev. 04/18

TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AND AUTHORIZED CLASSIFICATION SOCIETIES

SUBJECT: Manning of Vessels and Principles of Watchkeeping

- References:**
- (a) Maritime Regulation 10.292
 - (b) International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended
 - (c) International Regulations for Preventing Collisions at Sea, 1972, (COLREGS).
 - (d) IMO Resolution A. 1047 (27) Principles of Safe Manning
 - (e) Publication RLM-118 - Requirements for Merchant Marine Personnel Certification
 - (f) SOLAS V/ 13
 - (g) SOLAS XI-2
 - (h) Maritime Labor Convention, 2006

Supersedes: Marine Notice MAN-001, dated 06/12

PURPOSE:

This Notice promulgates the Administration's requirements for the safe manning of vessels, except Mobile Offshore Units which are now contained in [MAN-004](#).

This Notice supersedes Rev.06/12 and incorporates changes to reflect the requirements of [Resolution A.1047\(27\)](#), reference (d).

1.0 Definitions:

- 1.1 Able Seafarer Deck: a rating qualified in accordance with the provisions of regulation II/5 of reference (b).
- 1.2 Able Seafarer Engine: a rating qualified in accordance with the provisions of regulation III/5 of reference (b).
- 1.3 Able Seaman: a rating with three (3) years of service in the deck department on ocean-going vessels, two (2) years of which must have been on vessels over 3000 gross tons. One (1) year of this service may be replaced by successful completion of a training course approved by the DCO. Able Seamen qualified as "proficient in survival craft" in accordance with the ILO Convention concerning the Certification

of Able Seamen (ILO-74). ILO-74 has been incorporated into the ILO Maritime Labour Convention, 2006. This rating was replaced by Able Seafarer Deck STCW II/5 and is no longer be available after 1 January 2017.

- 1.4 Administration: the Government of the State whose flag the vessel is entitled to fly.
- 1.5 Coastal State Administration: the Government of the coastal State concerned in cases where a MOU is engaged in exploration for, or exploitation of, the sea-bed and subsoil thereof, adjacent to the coast over which the coastal State exercises sovereign rights for the purposes of exploration and exploitation of their natural resources.
- 1.6 Documentary evidence: documentation, other than a certificate of competency or certificate of proficiency, used to establish that the relevant requirements of the Convention have been met.
- 1.7 High Voltage: Over 1000V; where voltage is generated and distributed at high voltage or transformed to and distributed at high voltage. It does not include systems where high voltage is utilized locally e.g. ignition systems, radio transmission, radar and other navigational equipment.
- 1.8 Maritime safety training: training with respect to safety of life at sea, including personal and group survival.
- 1.9 Station Bill (may also be called Muster list): the list prescribed by an international convention or recommendation which applies to the unit. If no convention or recommendation applies, a similar list which indicates essential information on actions to be taken in the event of an emergency, in particular the station to which each person should go and the duties which that person should perform including the designation of individual responsibilities for the safety of others. Also the use of bunk cards at each bunk reminds of the alarm signals and lifeboat/liferaft assignment.

2.0 APPLICABILITY: This Notice is applicable to all Liberian flagged vessels except Mobile Offshore Units and other vessels engaged in the offshore oil industry trade; the Manning requirements for this group may be found in Marine Notice [MAN-004](#).

3.0 REQUIREMENTS:

3.1 Principles of Safe Manning: The following outlines the Administrator's policy on the principles of safe manning addressed by reference (a).

3.2 Sufficient Number of Qualified Persons

- There shall always be sufficient number of qualified persons on board to deal with peak workload conditions; for example: mooring or unmooring, tank cleaning in tankers, or preparation of cargo holds in dry cargo vessels.
- There shall always be a sufficient number of qualified persons in a watch to perform any required duties plus general surveillance of the vessel, such as fire patrols, investigation of unusual noises, protection of crew members working over the side or within enclosed spaces, or the initial stages of a man overboard situation.

3.3 Watches

3.3.1 Except for ships of 3000 GT or less, the Master should not keep a regular navigation watch.

- 3.3.2 Except for ships of less than 3000 kW the Chief Engineer should not keep a regular engineering watch.
- 3.3.3 Except in ships of 3000 GT or less or 3000 kW or less, as applicable, or vessels on limited voyages or engaged in special occupations, a three-watch system should be adopted for both navigational and engine room watches (unless the vessel is certified for unattended machinery operations).
- 3.3.4 As the bridge and engine watch are normally limited in numbers, there should always be a routine for providing additional assistance without delay. The standby personnel shall be identified and immediately available.

4.0 Survival Craft/Rescue Boat Crewmen for other than Fast Rescue Boats

4.1 Two (2) Survival craft/rescue boat crewmen are required for each lifeboat on ships in accordance with the SOLAS Convention. One person shall be designated the person -in-charge and another designated the second-in-command. Both the person-in-charge and the second-in-command shall be identified by clearly marked life jackets. In addition to the certified survival craft/rescue boat crewmen assigned to each motor lifeboat, there shall be a certified engineer or rating capable of starting the lifeboat engine and trouble shooting minor engine problems.

4.2 On passenger ships, survival craft/rescue boat crewmen are required for lifeboats in accordance with the scale given below as a standard for general guidance:

.1	<i>Complement of Lifeboat</i>	<i>Number of Certified Survival Craftsmen</i>	<i>Other Assigned Crewmembers</i>
	40 or less persons	2	-
	41 to 61 persons	3	-
	62 to 85 persons	3	2
	86 or more persons	3	4

.2 Where more than two (2) survival craft/rescue boat crewmen are required for a motor lifeboat, one of the survival craft/rescue boat crewmen may be the required certified engineer or engine rating capable of starting the lifeboat engine and trouble shooting minor engine problems.

4.3 On passenger ships, the other assigned crewmembers who are not certified survival craft/rescue boat crewmen should be selected on the basis of their ability to remain calm, help others during a period of stress, and follow the directions of the certified survival craft/rescue boat crewman in charge of the lifeboat. Their documented training should include at least:

- the proper way to put on the Personal Flootation Devices (PFDs) and how to instruct others,
- where applicable, how to put on Thermal Protective Aids (TPAs) and how to instruct others,
- where the fire extinguisher is and how to use it,
- where the pyrotechnics are and how to use them,
- where the provisions are and how to open them,

- where the bailers, buckets and bilge pump are and how to use them,
- where the first aid kit is,
- how to load and seat people safely in the boat,
- how to safely embark and disembark disabled persons and persons in need of assistance, and
- where the muster list is located and how to use it.

4.4 A survival craft/rescue boat crewman shall be carried for each liferaft on board a vessel, and one additional certified survival craft/rescue boat crewman shall be assigned to each davit-launched liferaft and rescue chute boarding station to supervise the launching and boarding activities.

5.0 Passenger Ship Personnel

Personnel serving on passenger ships, trained in accordance with Regulation V/2.3, Section A-V/2, paragraph 1, of STCW 1978, as amended, are required to be nominated on the muster list in sufficient number to assist the total number of passengers who may be on board at any one time in emergency situations and shall be included in the ship's Minimum Safe Manning complement.

6.0 Fast Rescue Boats

Fast rescue boats shall be crewed by at least two (2) survival craft/rescue boat crewmen specially trained and additionally certified in accordance with STCW Code Section A-VI/2, "Proficiency in Fast Rescue Boats."

7.0 GMDSS Equipped Vessels

7.1 If there is no duplication of the GMDSS equipment on board and no shore-based maintenance employed by the vessel owner/operator, a dedicated radio maintainer must be on board who holds either a GMDSS-1st Class or GMDSS-2nd Class Radio Electronic Operator and Maintainer Certificate and is designated as having primary responsibility for radio communications during distress incidents.

7.2 For vessels sailing without a radio maintainer on board, at least two (2) deck officers are required to hold the GMDSS-General Operator Certificate. One (1) of the operators shall be designated as having primary responsibility for radio communications during distress incidents. Under these circumstances, there shall be duplicate GMDSS equipment on board, and shore-based maintenance service of the equipment contracted by the vessel owner/operator.

8.0 ECDIS Equipped Vessels: The officers involved with navigation on ECDIS equipped vessels will be certified as meeting the generic training identified in STCW Table A-II/1. The type specific ECDIS training will be included in the officers on board training record.

9.0 Unattended or Periodically Unattended Machinery Operations

In vessels certified for unattended or periodically unattended machinery operations, a sufficient number of qualified personnel must be carried to provide manual control of

machinery in an emergency to enable the vessel to reach port. (See Marine Notice [MAN-002](#)).

10.0 Persons assigned electrical and electronic duties

10.1 The ship may carry persons who are assigned the specific duties, tasks and responsibilities relating to electrical and electronic tasks. If required to be carried, these persons shall be certified as Electro-Technical Officers or Electro-Technical Ratings and provide certification that they meet the requirements of STCW Regulations III/6 or III/7 respectively.

10.2 The Minimum Safe Manning Certificate will only include Electro-Technical Officers STCW III/6 and/or Electro-Technical Ratings STCW III/7 if the company has assigned duties to satisfy the requirements of:

10.2.1 The maintenance of a safe engineering watch,

10.2.2 Emergency as specified in the Muster List, and/or

10.2.3 The maintenance of the ship's electrical, electronic, and control systems.

11.0 High Voltage (over 1,000 volts): After 1 January 2017, Engineering Officers, and Electro Technical Officers serving on vessels with power plants rated over 1000 volts must show completion of a high voltage course, or national certification indicating compliance with the high voltage training requirements.

12.0 Minimum Safe Manning Certificates: The following are the Liberian Administration's procedures for issuing Minimum Safe Manning Certificates.

12.1 Procedures

12.1.1 The scales presented in section 3.2 are standards for general guidance only. Minimum safe manning will be assessed on a ship-by-ship basis upon application to the Administrator.

12.1.2 Subject to the governing principle that the Master is at all times responsible for the safe operation of his vessel, the Master may, in his discretion, vary the numbers of personnel on any watch either by reduction under favorable conditions or by increasing the number of watch standers during unfavorable conditions such as periods of poor visibility or high traffic density.

12.1.3 To request alternative manning the Administration will need to assess the

- Minimum navigational crew required. To do this we will need to understand how the navigation watch and collateral duties required of the Master, Chief Mate, Navigational Watch Officer(s), and Deck Ratings who stand a navigation watch are distributed in a manner which will provide opportunities for adequate rest.
- Minimum manning for the engine room using the kilowatt (kW) power of machinery. When determining the total kW, the operator shall identify the aggregate of main propulsion machinery routinely operated. In addition, engine room layout and proximity to boiler rooms, etc., may be part of the evaluation. General arrangement plans and other data may be requested.

12.1.4 If a company submits a proposal for a change in the minimum safe manning level of a vessel, the proposal will be evaluated by the Administrator to ensure that the tasks identified in IMO [Resolution A.1047\(27\)](#) are addressed:

.1 The capability to:

- maintain safe navigational, port, engineering and radio watches in accordance with regulation VIII/2 of the 1978 STCW Convention, as amended, and also maintain general surveillance of the ship;
- moor and unmoor the ship safely;
- manage the safety functions of the ship when employed in a stationary or near-stationary mode at sea;
- perform operations, as appropriate, for the prevention of damage to the marine environment;
- maintain the safety arrangements and the cleanliness of all accessible spaces to minimize the risk of fire;
- provide for medical care on board ship;
- ensure safe carriage of cargo during transit;
- inspect and maintain, as appropriate, the structural integrity of the ship; and operate in accordance with the approved Ship's Security Plan; and

.2 The ability to operate:

- all watertight closing arrangements and maintain them in effective condition, and also deploy a competent damage control party;
- all onboard fire-fighting and emergency equipment and life-saving appliances, carry out such maintenance of this equipment as is required to be done at sea, and muster and disembark all persons on board; and
- the main propulsion and auxiliary machinery including pollution prevention equipment and maintain them in a safe condition to enable the ship to overcome the foreseeable perils of the voyage.

.3 The following onboard functions, when applicable, should also be taken into account:

- ongoing training requirements for all personnel, including the operation and use of fire-fighting and emergency equipment, life-saving appliances and watertight closing arrangements;
- specialized training requirements for particular types of ships and in instances where crew members are engaged in shipboard tasks that cross departmental boundaries;
- provision of proper food and drinking water;
- need to undertake emergency duties and responsibilities; and
- need to provide training opportunities for entrant seafarers to allow them to gain the training and experience needed.

12.1.5 The proposed vessel's complement shall contain the number and grades/capacities of the personnel to fulfill the task, duties and responsibilities required for the safe operation of the vessel, for protection of the marine environment, and for dealing with emergency situations.

12.1.6 The master, officers, and other members of the vessel's complement shall not be required to work more hours than is safe in relation to the performance of their duties. The safety of the vessel and compliance with the requirements for work and

rest hours shall be taken into account in accordance with applicable national regulations.

12.1.7 If a General Purpose (GP) manning system is proposed, the Administrator will require evidence that the ratings concerned have adequate training and experience. This would particularly apply if the proposed number of General Purpose ratings (GP-1s) is less than the total number required by the BASIC MANNING scales below.

12.1.8 The Administrator will only approve a proposal for the minimum safe manning level of a vessel and correspondingly issue a minimum safe manning document if it is fully satisfied that the proposed vessel's complement is established in accordance with the principles, recommendations and guidelines contained in **Resolution A.1047(27)**, and is adequate in all respects for the safe and secure operation of the vessel and for the protection of the marine environment.

12.2 Standards for General Guidance

12.2.1 Entry-level ratings (junior ordinary seafarer, wiper, or General Purpose Trainee (GPT) or cadet) are not part of the basic minimum safe manning watch standing complement.

	APPLICATION	BASIC MANNING	STCW 1978, AS AMENDED REG
Not Certified for Unattended Machinery Space.	All ships over 8000 GT/3000 kW	1 Master 1 Chief Mate 2 Officers In Charge of a Navigation Watch 3 Able Seafarers Deck 2 Ordinary Seamen 1 Chief Engineer 1 Second Engineer 2 Officers In Charge of an Engineering Watch 2 Able Seafarers Engine 1 Engine Rating certified to form part of an engineering watch	II/2 II/2 II/1 II/5 II/4 III/2 III/2 III/1 III/5 III/4
	All ships over 5,000 but under 8000 GT and 3000 kW or greater	Master Chief Mate 2 Officers In Charge of a Navigation Watch 3 Able Seafarers Deck 1 Ordinary Seamen, 1 Chief Engineer 1 Second Engineer 2 Officers In Charge of an Engineering Watch 2 Able Seafarers Engine 1 Engine Rating certified to form part of an engineering watch	II/2 II/2 II/1 II/5 II/4 III/2 III/2 III/1 III/5 III/4
	Vessels Over 3,000 but less	1 Master	II/2

APPLICATION	BASIC MANNING	STCW 1978, AS AMENDED REG
than 5,000 GT and 3,000 kW or greater	1 Chief Mate 2 Officers In Charge of a Navigation Watch 2 Able Seafarers Deck 2 Ordinary Seamen 1 Chief Engineer 1 Second Engineer 2 Officers In Charge of an Engineering Watch 2 Able Seafarers Engine 1 Engine Rating certified to form part of an engineering watch	II/2 II/1 II/5 II/4 III/2 III/2 III/1 III/5 III/4
Vessels Over 500 but less than 3,000 GT and 3,000 kW or greater 2 Watch System	1 Master 1 Chief Mate 1 Officer in Charge of a Navigation Watch 2 Able Seafarers Deck 1 Ordinary Seamen, 1 Chief Engineer 1 Second Engineer 1 Officer in Charge of an Engineering Watch 2 Able Seafarers Engine 1 Engine Rating certified to form part of an engineering watch	II/2 II/2 II/1 II/5 II/4 III/2 III/2 III/1 III/5 III/4
Vessels 500GT and Under/ 3,000KW and greater Near shore or Coastwise less than 200 NM (24 hours) from harbor of safe refuge	1 Master 1 Officer in Charge of a Navigation Watch 1 Able Seafarer Deck 1 Ordinary Seamen Chief Engineer 1 Officer in Charge of an Engineering Watch 1 Able Seafarer Engine 1 Engine Rating certified to form part of an engineering watch	II/3 II/1 II/5 II/4 III/2 III/1 III/5 III/4

Certified for Unattended Machinery Space.

APPLICATION	BASIC MANNING	STCW 1978, AS AMENDED REG
All ships over 8000 GT/3000 kW	1 Master 1 Chief Mate 2 Officers in Charge of a Navigation Watch 3 Able Seafarers Deck 2 Ordinary Seamen 1 Chief Engineer 1 Second engineer 1 Able Seafarer Engine 1 Engine Rating certified to form part of an engineering watch	II/2 II/2 II/1 II/5 II/4 III/2 III/2 III/5 III/4
All ships over 5,000 but under 8000 GT and over 3000 kW 3 Watch System for Navigation	1 Master 1 Chief Mate 2 Officers in Charge of a Navigation Watch 3 Able Seafarers Deck 1 Ordinary Seamen, 1 Chief Engineer 1 Second Engineer 1 Able Seafarer Engine 1 Engine Rating certified to form part of an engineering watch	II/2 II/2 II/1 II/5 II/4 III/2 III/2 III/5 III/4
Vessels Over 3,000 but less than 5,000 GT and 3,000 kW or greater 3 Watch System for Navigation	1 Master 1 Chief Mate 2 Officers in Charge of a Navigation Watch 2 Able Seafarers Deck 2 Ordinary Seamen 1 Chief Engineer 1 Second Engineer 1 Able Seafarer Engine 1 Engine Rating certified to form part of an engineering watch	II/2 II/2 II/1 II/5 II/4 III/2 III/2 III/5 III/4
Vessels Over 3,000 but less than 5,000 GT and 750kW to 3,000 KW 2 watch system for Engineers	1 Master 1 Chief Mate 2 Officers in Charge of a Navigation Watch 2 Able Seafarers Deck 2 Ordinary Seamen 1 Chief Engineer 1 Second Engineer 1 Able Seafarer Engine 1 Engine Rating certified to form part of an engineering watch	II/2 II/2 II/1 II/5 II/4 III/3 III/3 III/1 III/5 III/4
Vessels Over 500 but less than 3,000 GT and 3,000 kW or greater 2 Watch System	1 Master 1 Chief Mate 1 Officer in Charge of a Navigation Watch 2 Able Seafarers Deck	II/2 II/2 II/1 II/5

APPLICATION	BASIC MANNING	STCW 1978, AS AMENDED REG
	1 Ordinary Seamen, 1 Chief Engineer 1 Second Engineer 1 Officers in Charge of an Engineering Watch 2 Able Seafarers Engine 1 Engine Rating certified to form part of an engineering watch	II/4 III/2 III/2 III/1 III/5 III/4
Vessels Over 500 but less than 3,000 GT and 750kW to 3,000kW 2 Watch System	1 Master 1 Chief Mate 1 Officer in Charge of a Navigation Watch 2 Able Seafarers Deck 1 Ordinary Seamen, Chief Engineer Second Engineer 1 Able Seafarer Engine 1 Engine Rating certified to form part of an engineering watch	II/2 II/2 II/1 II/5 II/4 III/3 III/3 III/5 III/4
Vessels 500GT and Under and 3,000KW and greater Near shore or Coastwise less than 200 NM from harbor of safe refuge	1 Master 1 Officer in Charge of a Navigation Watch 1 Able Seafarer Deck 1 Ordinary Seamen 1 Chief Engineer 1 Officer In Charge of an Engineering Watch 1 Able Seafarer Engine 1 Engine Rating certified to form part of an engineering watch	II/3 II/1 II/5 II/4 III/2 III/1 III/5 III/4
Vessels 500GT and under 750kW to 3,000KW Near shore or Coastwise less than 200 NM form harbor of safe refuge	1 Master 1 Officer in Charge of a Navigation Watch 1 Able Seafarer Deck 1 Ordinary Seamen 1 Chief Engineer 1 Able Seafarer Engine	II/3 II/1 II/5 II/4 III/3 III/5
Smaller vessels and vessels further restricted to specific waters and specific operations	As defined by the Administration based on the application received.	
All Vessels:	All Masters, Chief Mates and Officers In Charge of a Navigation Watch and shall have GMDSS certification	IV/2
Passenger vessels	XX Survival Craft Crewmen: Survival craft fit for: 40 or less persons: 2 41 to 61 persons: 3 62 to 85 persons: 3	

APPLICATION	BASIC MANNING	STCW 1978, AS AMENDED REG
	86 or more persons: 3 Where more than two (2) survival craft/rescue boat crewmen are required for a motor lifeboat, one of the survival craft/rescue boat crewmen may be the required certified engineer or engine rating capable of starting the lifeboat engine and correcting minor engine problems.	
	XX other assigned shall be trained to provide direction to passengers in an emergency,	

13.0 Control Procedures

13.1 Flag State:

13.1.1 The Administrator will withdraw the minimum safe manning document of a vessel if:

- .1 The company fails to submit a new proposal for the vessel’s minimum safe manning level when the vessel changes its trading area(s),
- .2 There are issues concerning construction, machinery, equipment, or operation and maintenance of the vessel that have taken place which affect the minimum safe manning level, or
- .3 there are clear grounds for believing that the standards or the ability of the seafarers of the ship to maintain watchkeeping standards as required by STCW 1978, as amended, are not being maintained because of any of the following having occurred:
 - a. The ship has been involved in a collision, grounding, or stranding,
 - b. There has been a discharge of substances from the ship when underway, at anchor, or at berth which is illegal under any international convention,
 - c. The ship has been maneuvered in an erratic or unsafe manner whereby routing measures adopted by the IMO or safe navigation practices and procedures have not been followed,
 - d. The ship is otherwise being operated in such a manner as to pose a danger to persons, property, or the environment or the ship’s security has been compromised, or
 - e. The safety inspection and audit record for the vessel indicates that the manning level is not sufficient.

13.1.2 The Administrator will review and may withdraw, as appropriate, the minimum safe manning document of a vessel that persistently fails to be in compliance with requirements or is being operated in such a manner as to pose a danger to persons, property, or the environment or the ship’s security has been compromised.

13.1.3 The Administrator may withdraw and reissue a MSMC to require additional crew for any vessel that persistently fails to be in compliance with requirements concerning hours of work and rest (see section A VIII of reference (b)).

13.2 Port State Authorities

13.2.1 Regulation I/4 of SCTW 1978, as amended, enables Port State authorities to verify conditions on any ship, particularly to the qualifications and ability of personnel on board. Port State authorities may pay particular attention to the following:

- .1 That all seafarers on board who are required to be certificated hold an appropriate Liberian certificate or provide documentary proof that an application for an endorsement has been submitted to the Administration; and/or
- .2 The numbers and certificates of the seafarers serving on board are in conformity with the applicable safe manning requirements of the Administration.

13.2.2 In accordance with section A-I/4 of the STCW Code, Port State authorities may assess the ability of the seafarers of the vessel to maintain watchkeeping standards as required by STCW 1978, as amended, if there are clear grounds for believing that such standards are not being maintained because any of the following having occurred:

- .1 the vessel has been involved in a collision, grounding, or stranding;
- .2 there has been a discharge of substances from the vessel when underway, at anchor, or at berth which is illegal under any international convention;
- .3 the vessel has been maneuvered in an erratic or unsafe manner whereby routing measures adopted by the IMO or safe navigation practices and procedures have not been followed; or
- .4 the vessel is otherwise being operated in such a manner as to pose a danger to persons, property, or the environment.

* * * * *



THE REPUBLIC OF LIBERIA

**APPLICATION FOR
MINIMUM SAFE MANNING CERTIFICATE**

FOR SHIPS WHICH MUST COMPLY WITH THE STCW REQUIREMENTS

*COMPANY NAME: ADDRESS: Email: Phone: Fax:	IMO NO: SHIP'S NAME: TRADING AREA:
--	--

*(shall be the company responsible for Safety Management in accordance with the ISM Code when applicable)

CLASS SOCIETY: (Check One) ___ ABS; ___ BV; ___ CCS; ___ DNV; ___ GL; ___ IRS; ___ KR; ___ LR; ___ NK; ___ PRS; ___ RINA; ___ RS;
 Other: _____

PARTICULARS

TYPE OF MAIN ENGINES:	<input type="checkbox"/> STEAM, OR <input type="checkbox"/> MOTOR
KW EACH MAIN:	TOTAL PROPELLING POWER [kW]:
NO. OF GENERATORS:	
AUTOMATED MACHINERY: <input type="checkbox"/> YES OR <input type="checkbox"/> NO	
INDICATE CLASS NOTATIONS FOR UNATTENDED, OR PARTIALLY UNATTENDED MACHINERY OPERATION IF ANY:	
INDICATE CLASS NOTATION FOR INTEGRATED BRIDGE SYSTEMS, IF ANY:	

OWNERS MINIMUM MANNING PROPOSAL

___ Master ___ Chief Mate ___ Officer In Charge of a Navigation Watch ___ Other (describe): _____	___ Able Seafarer Deck (II/5) ___ Ordinary Seafarer Deck (II/4) ___ Other (describe): _____ Passenger vessels: ___ Survival Craft (VI-2) ___ Assisting/ directing passengers (V2)	___ Chief Engineer ___ Second Engineer ___ Engineering Watch Officer ___ Electrical Technical Officer ___ Other (describe): _____	___ Able Seafarer Eng.(III/5) ___ Rating with (III/4) ___ ET Rating (III/7) ___ Other (describe): _____
---	---	--	---

Owners should feel free to attach whatever additional information owner feels supports his proposal for reduced Manning. Catering Department personnel ARE not included in minimum safe manning unless they are trained general purpose personnel. Application will be reviewed by Vessel Certification Division and a Minimum Safe Manning Certificate under authority of Maritime Regulation 10.292(5) will be issued, provided all necessary information requested of owner has been provided to Marine Safety Division to ensure compliance with IMO resolution A.1047(27).

Signature of Submitter: _____ DATE: _____
 Print Name of Submitter: _____
 Title of Submitter: _____ (Note: Submitter should be a nominated Decision Maker, or Designated Person Ashore for the above Vessel.)

Mail Application To: Bureau of Maritime Affairs
 c/o Liberian International Ship and Corporate Registry
 Attn: Vessel Certification
 22980 Indian Creek Dr., Suite 200, Dulles, VA 20166, USA
 Telephone: +1-703-790-3434 Fax: +1-703-790-5655
 Email: vesselcertificates@liscr.com

PRINCIPLES OF MINIMUM SAFE MANNING IMO Resolution 1047(27).

The following principles should be observed in determining the minimum safe manning of a ship:

- A. The capability to:
 1. maintain safe navigational, engineering and radio watches in accordance with regulation VIII/2 of the 1978 STCW Convention, as amended, and also maintain general surveillance of the ship;
 2. moor and unmoor the ship safely;
 3. manage the safety functions of the ship when employed in a stationary or near-stationary mode at sea;
 4. perform operations, as appropriate, for the prevention of damage to the marine environment;
 5. maintain the safety arrangements and the cleanliness of all accessible spaces to minimize the risk of fire;
 6. provide for medical care on board ship;
 7. ensure safe carriage of cargo during transit;
 8. inspect and maintain, as appropriate, the structural integrity of the ship;
 9. operate in accordance with the approved Ship's Security plan
 10. and the ability to operate
 - a. all watertight closing arrangements and maintain them in effective condition, and also deploy a competent damage control party;
 - b. all on-board fire-fighting and emergency equipment and life-saving appliances, carry out such maintenance of this equipment as is required to be done at sea, and muster and disembark all persons on board;
 - c. the main propulsion and auxiliary machinery and maintain them in a safe condition to enable the ship to overcome the foreseeable perils of the voyage.
- B. In addition to the above, the following functions must also be taken into account:
 1. ongoing training requirements for all personnel, including the operation and use of fire-fighting and emergency equipment, life-saving appliances and watertight closing arrangements;
 2. specialized training requirements for particular types of ships and in instances where crew members are engaged in shipboard tasks that cross departmental boundaries;
 3. provision of proper food and drinking water;
 4. need to undertake emergency duties and responsibilities; and
 5. need to provide training opportunities for entrant seafarers to allow them to gain the training and experience needed.

Every Company applying for a MSMC with a manning different from the standard provided in Marine Notice **MAN-001**, or **MAN-004** must provide written justification (via email) to support the revised MSMC and shall include the following set of documents:

- the **general arrangement plan**, with details of the navigational bridge, engine rooms and accommodations details;
- the **safety plan**;
- the **muster list**;
- the **navigation and engineering watch lists**,
- the **table showing the working /rest hours for the crew**
- a **Description of tasks conducted by other groups to support the crew, such as riding crews for maintenance and cargo teams to manage the loading and unloading of the ship.**

Evaluation by the Administration: The Administration will evaluate the submission of the company against relevant national and international regulatory requirements using the guidelines found in Marine Notice **MAN-001**.