

# CCS 通 函

## Circular

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### 最低安全配员证书

#### -转发圣文森特海事主管机关海事通告 N° SOL 029, Rev.1

圣文森特海事主管机关于 2012 年 1 月 1 日向所有船东、船舶经营人和管理人、船员、船旗国检查员及认可组织下发 N° SOL029, Rev.1 海事通告，该通告要求自其下发之日起开始执行。我社审核员在代表圣文森特海事主管机关进行相关检查和审核时应予以关注，并提醒相关船舶和公司遵照执行。具体要求如下：

每艘适用 SOLAS 规则第 V/14.2 要求的船舶，应配备一份最低安全配员证书。

圣文森特和格林纳丁斯海事主管机关，以下称“主管机关”，强调本要求适用于：

- 所有国际航行的船舶；
- 500 总吨及以上的其他船舶；
- 所有长度为 24 米及以上的商业游艇。

其它船舶/海运装置可自愿申请最低安全配员证书。

在签发最低安全配员证书前，本主管机关将按照已经生效的国际文件对每份申请进行评价。在进行最低安全配员时，船东或船舶营运人应考虑申请签发、变更或换新最低安全配员证书（递交至 [www.svg-marad.com](http://www.svg-marad.com)）。

船东/管理公司提出的任何对最低安全配员证书的变更，应以相同格式（申请）递交至主管机关。

船东应考虑到 IMO 决议 A. 1047(27) 附件 2 和 3 要求的船舶安全管理、保安和保护海洋环境的职能，申请最低安全配员证书。

除非必要，本主管机关可能会增加船东/船舶营运人所建议的配员规模，但是不会降低船舶的配员水平。

公司和船长应满足 MLC2006 公约和 STCW 第 VIII 章关于休息时间的要求。如果公司发现在实现所有的必要职责和职能后，难以满足最低休息时间的要求，那么他们应立刻

提高配员水平并通知主管机关。

除非船舶最低配员满足最低安全配员证书的要求，否则船舶不能航行。

公司应确保船舶按照最低安全配员证书的要求，配备合格的、持有证书的以及健康的海员。

公司和船长应确保立即对所有编入船舶或设施的工作人员进行适当的熟悉培训，确保所有的船员在上船之前已完成基本培训。

公司可以雇佣比最低安全配员证书所要求更多的海员。船舶法定证书将详述船上海员的最多数量，船舶起居舱室应满足与法定证书标明海员数量相应的 ILO 标准。

在申请主管机关签发船旗国签注之前，公司负责检查并确保所有证书和文件的真实性。

主管机关签发的最低安全配员证书“备注”栏标明的“航行足够短以确保充足的休息时间”是指从出发点至抵达点不超过 600NM 的航程，在圣文森特和格林纳丁斯通告 SOL 020 号中已被特别指出。

根据 STCW, 推进功率低于 750KW 的船舶不要求有专门的执证轮机员。但是，按照 STCW A-III/1, 除船长外应至少有一个人拥有轮机员证书。

应正常减少无人机舱的配员。船级社使用的船级符号将作为决定因素。

当全部配员超过 10 个人时，船上要有一个专门的厨师。

当船舶载有一百名（100）及以上人员以及船舶需航行超过 36 个小时航程，应配备一名医生。如果有直升机服务，载有一百名（100）及以上人员的近海设施可以免除此项要求。

例外情况（如海员生病、意外遣返等），当配员水平降低于最低安全配员证书的要求时，作为一种不可抗力措施，船舶可以在配员比最低安全配员证书规定少 1 人的情况下航行，但应事先获得主管机关书面许可。在这种情况下，船长应向船东/经营公司或主管机关确认可以安全操作船舶。

当缺少大副或大管轮时，按照 STCW 第 VIII 款规定，紧接其后的高级船员将获得指派，如果该船员没有相应的职务证书，该船员可以暂代高级别的职务直到持有正规资格的高级船员登轮。公司须递交申请连同高级船员详细情况以及替代海员的证书连同船旗国（最低安全配员证书）签注文件等办理免除。

当船舶搁置时，可以相应减少常规配员。考虑此类减少配员应经过当地主管机关的正式批准。

在注册证书的有效的前提下，只要船名、航行区域、营运公司或船舶没有任何重大改建或修理，主管机关签发的船舶最低安全配员证书保持有效。

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附件：1. ST. VINCENT AND THE GRENADINES MARITIME ADMINISTRATION CIRCULAR N°  
SOL 029, Rev.1 共5页

2. ResolutionA.1047 (27) 中文译本

中文翻译如有歧义，以圣文森特主管机关海事通告原文为主。本通函在实施过程中如有任何疑问，请与总部：**认证处** 联系。

27 届大会议程 9

A 27/Res. 1047

20 December 2011

原件： 英语

**A. 1047 (27) 决议**

**于 2011 年 11 月 30 号采用**

**( 议程 9 )**

**最低安全配员准则**

大会，

忆及国际海事组织公约第 15 (j) 条关于大会在船舶海上安全及防止和控制船舶造成海洋污染的规则和指南方面的职能；

以及忆及该公约第 28 (a) 条，要求海事安全委员会从安全立场上考虑远洋船舶配员问题，

注意到安全配员的职责是确定合格的有经验的海员数量，满足船舶、海员、乘客、货物和财产的安全和保安以及保护海上环境需要，

认识到被 ILO、ITU 和 WHO 采纳的与海上安全和海上环境保护要求相关的 IMO 相关文件的重要性，

注意到经修订的 SOLAS 公约 V/14 条，有关签发适当安全配员文件或等效文件作为最低安全配员的证据的要求，

同时注意到 SOLAS 第 XI-2 章和国际船舶和港口设施保安 (ISPS) 规则关于船舶和港口设施保安的相关要求，

意识到海员能够遵守这些要求，取决于海员持续有效的得到培训、工作和休息时间、职业安全、健康和卫生以及适当的食品供应等相关条件，

认为以国际接受的广泛原则作为主管机关确定船舶安全配员的框架，将极大加强海事安全、保安和海上环境保护；

考虑到海事安全委员会在其第 88 届会议上提出的建议，

1. 采用了《最低安全配员准则》，包括《安全配员准则的实施指南》；《确定最低安全配员的准则》；《应用最低安全配员准则的责任》；以及《最低安全配员证明文件标准格式及内容的指南》，并在现行决议的附件 1、2、3、4 和 5 中分别进行了规定；
2. 建议各国政府在为悬挂本国国旗的船舶确立最低安全配员的水平时，遵守附件 1 中的准则以及附件 5 中的程序，并考虑附件 2 和 3 中的指南；

3. 敦促各国政府确保最低安全配员证明文件至少应包括附件 4 中提及的信息；
4. 进一步敦促政府，于现行生效的国际公约下对国外到港船舶实施港口国控制职能时，以符合最低安全配员的证明文件作为船舶的安全配员的证据。
5. 要求海事安全委员会在必要情况下，审查决议和修订其条款；
6. 取消决议 A.890(21) 和 A.955(23)。

## 附件 1

### 安全配员准则的实施指南

#### 1 前言

1.1 本指南适用于实施第 3 部分规定的最低安全配员准则，以确保适用于经修订的 1978 年 STCW 公约的船舶安全运营，确保适用于 1974 年 SOLAS 公约第 XI-2 章的船舶保安，以及保护海上环境。

1.2 主管机关可以保留或采纳不同于此处推荐规定的安排，尤其是适用于科技发展及船舶和贸易的特殊类型的安排。但是，在任何情况下，主管机关应对详细的配员安排确保至少能够等效于指南的安全的程度满意。

#### 2 目的

本指南的目的是为了确认船舶有充足、有效和胜任的配员，以提供船舶安全和保安、海上安全航行和操作、港口安全操作、防止人员伤亡、避免损害海上环境和财产损失，以及通过防止疲劳来确保海员福利和健康。通过以下方式可以达到这些目的：

- . 1 采用基于目标的提案；
- . 2 执行有效的标准程序；以及
- . 3 强制实施

#### 3 最低安全配员准则

3.1 决定船舶最低安全配员时应遵循以下准则：

- . 1 具有能力：
  - . 1 按照经修订的 1978 年 STCW 公约规则 VIII/2，保持安全航行，港口、机舱和无线电值班，以及保持全面监控船舶；
  - . 2 船舶安全系泊和解缆；
  - . 3 固定或非固定雇用，管理船舶的海上安全职能；
  - . 4 实施防止对海上环境造成破坏的作业；
  - . 5 保持安全布置和所有易于到达空间的清洁，使火灾风险降至最低；
  - . 6 提供船上医疗服务；
  - . 7 确保运输中货物的安全；
  - . 8 检查和维护船舶结构的完整；以及
  - . 9 依照经批准的船舶保安计划进行操作；以及

. 2 有资格:

- . 1 操作所有水密关闭装置并使之保持有效状态, 以及部署一个适任的损坏控制小组;
- . 2 操作及海上维护所有船上消防和应急设备以及救生装置, 所有人员的集合和离船; 以及
- . 3 操作主推动和辅助机械装置和包括防污染设备, 加以维护并使之保持有效状态, 使船舶能够克服航行中可预见的危险。

3. 2 当适用时, 还应将以下船上职能考虑在内:

- . 1 所有人员的培训要求, 包括对操作和使用消防和应急设备、救生装备和水密关闭装置的培训;
- . 2 特种船舶类型的培训要求, 舷外作业以及跨部门工作的培训要求;
- . 3 适当的食物和饮用水供应;
- . 4 需要承担紧急岗位和职责, 以及
- . 5 需要为新就业海员提供培训机会, 使他们能获得所需的培训和经验。

## 附件 2

### 决定最低安全人员配置的准则

1.1 船舶最低安全配员的确定应考虑所有相关因素，包括：

- . 1 船舶的尺度和类型；
- . 2 主推进装置和辅助设备的数量、大小和类型；
- . 3 船舶自动化水平；
- . 4 船舶的构造和设备；
- . 5 使用的维修保养方法；
- . 6 载运的货物；
- . 7 靠港频率、拟将进行航程的长度和性质；
- . 8 船舶相关的贸易地区、水域和操作；
- . 9 船上培训活动范围；
- . 10 公司为船舶提供的岸基支持程度；
- . 11 适用的工作时间限制和/或休息要求；以及
- . 12 经批准的船舶保安计划的规定。

1.2 船舶最低安全配员取决于**履行适度责任的职能**，STCW 规则对其进行了规定，其中包括：

- . 1 **航行，包括所要求的任务、值班和职责**
  - . 1 计划和实施安全航行；
  - . 2 按照 STCW 法规的要求保持安全航行值班；
  - . 3 在所有状况下操纵和处置船舶；以及
  - . 4 船舶安全停泊和解缆；
- . 2 货物的装卸和积载，包括与需要计划、监控和确保安全载荷、积载、绑扎、航行期间的照看以及卸载船舶所运载货物相关的任务、职责和责任。
- . 3 操作船舶和照看船上人员，包括任务、值班和责任的要求：



- .1 维护船上所有人员的安全和保安，以及保持救生、消防和其他安全系统处于可操作状态；
- .2 操作和维护所有的水密关闭装置；
- .3 在适当时，执行对船上所有人员的集合和离船操作
- .4 在适当时，执行操作以保护海洋环境；
- .5 提供船上医疗服务；以及
- .6 承担船舶安全操作和保安要求的管理工作；
- .4 轮机，包括**所需的任务、职责和责任**：
  - .1 操作和监测船舶的主推动设备和辅助机械以及评价此类机械的运行情况；
  - .2 按照 STCW 法规的要求保持安全的轮机值班；
  - .3 管理和实施燃油和压载水操作；以及
  - .4 维护船舶的轮机设备、系统和服务的安全；
- .5 电子、电气和控制工程所要求的任务、职责和责任：
  - .1 操作船舶的电子和电气设备；以及
  - .2 维护船舶电子和电气系统的安全；
- .6 无线电通信，包括所要求的任务、职责和责任：
  - .1 使用船上无线电设备传送和接受信息；
  - .2 按照 ITU 无线电法规和经修订的 1974 年 SOLAS 公约的要求，保持安全的无线电值班；以及
  - .3 在紧急情况下提供无线电服务；以及
- .7 保养和维修，包括相关的任务、职责和责任，涉及船舶及其机械、设备和系统的保养和维修工作，采用适当的方法进行保养和维修。
- 1.3 除了条款 1.1 和 1.2 中的因素和职能之外，决定最低安全配员还应考虑：
  - .1 非在航情况下，对船舶海上安全、保安和海洋环境保护的管理；
  - .2 除尺度受限的船舶外，提供合格的甲板部高级船员，以确保船长在三班制度下无须进行例行值班。

- . 3 除了推进功率受限制的船舶或按照无人值班机舱的规定进行操作的船舶外，提供合格的轮机部高级船员，以确保轮机长在三班制度下无须进行例行值班；
  - . 4 保持船上适当的职业健康和卫生标准；以及
  - . 5 供应船上所有人员所需的适当食物和饮用水。
1. 4 在决定船舶最低安全配员时，还应考虑到：
- . 1 在充分考虑海员船上值班和休息时间后，满足高峰工作量的环境和条件的合格人员数量和其他人员要求，以及
  - . 2 船长和船上定员的能力，以协调安全操作、船舶保安和保护海洋环境的必要行动。

## 附件 3

### 实施最低安全配员准则的责任

#### 1 公司责任

- 1.1 主管机关可要求负责船舶营运的公司，按照主管机关规定的样式，准备和提交其对船舶最低安全配员的提案。
- 1.2 在准备船舶最低安全配员的提案时，公司应使用本决议中的准则、建议和指南，并要求做到：
  - . 1 对船舶安全操作、船舶保安、保护海洋环境和对处理紧急情况的船舶定员的**任务、职责和责任**进行评估；
  - . 2 确保适当的职责规定和时间记录得以实施；
  - . 3 对船舶定员的数量和等级/能力进行评估，以应对船舶的安全操作、船舶保安、海洋环境保护和紧急情况的处理；
  - . 4 基于对船舶定员数量和等级/能力的评估准备和提交最低安全配员的提案至主管机关，以实施船舶的安全操作、船舶保安和海洋环境保护；说明所提案的船舶定员如何处理紧急情况，包括在必要情况下的乘客疏散，以证明提案正确。
  - . 5 确保在任何时间所有情况下最低安全配员足够，包括高峰工作量的情形、条件和要求，并符合本决议中包含的准则、建议和指南；以及
  - . 6 当船舶的贸易区域、结构、机械、设备、操作和保养或管理发生变更影响船舶安全配员，应准备和提交一份新的最低安全配员提案至主管机关。

#### 2 主管机关批准

- 2.1 由主管机关应对公司提交的船舶最低安全配员提案进行评估以确保：
  - . 1 提议的船舶定员数量和等级/能力能够完成船舶安全操作、船舶保安、海洋环境保护和处置紧急情况所需作业、值班和责任，以及；
  - . 2 按照适用的国家法规，不应要求船长、高级船员和其他船上定员的成员，相比安全情况下履行职责和保持船舶安全及工作和休息时间的规定，超时工作。
- 2.2 在使用此类准则时，主管机关应适当考虑现有 IMO、ILO、ITU 以及 WHO 的生效的法律文件处理：
  - . 1 值班；
  - . 2 工作或休息时间；

- . 3 安全管理;
- . 4 海员证书;
- . 5 海员培训;
- . 6 职业安全、健康和卫生;
- . 7 海员起居舱室和食物;
- . 8 保安; 以及
- . 9 无线电通信.

2.3 在对公司递交的初步提案进行评价后, 如果主管机关未批准船舶定员的组成, 应要求公司修正船舶最低安全配员提案。

2.4 只有主管机关对按照本决议中的准则、建议和指南提议的船舶定员满意, 并适用于船舶安全操作、船舶保安以及海洋环境保护的所有方面时, 主管机关才应批准船舶的最低安全配员提案, 并签发最低安全配员证书。

2.5 当船舶在贸易区域、结构、机械、设备或操作以及维修保养方面发生变更, 影响到最低安全配员时, 若公司不能提交一份新的最低安全配员提案, 主管机关可以撤销船舶的最低安全配员证书。

2.6 如果船舶执意违反工作和休息时间的要求, 主管机关应适时审查并可撤销船舶的最低安全配员证书。

2.7 若一份最低安全配员文件中包含低少于三名负责航海值班的合格高级船员的条款, 那么主管机关在批准前应审慎考虑, 并参考确定安全配员的所有准则。

## 附件 4

### 最低安全配员证书标准格式及内容的指南

- 1 主管机关签发的最低安全配员证书应详细说明最低安全配员包含以下信息：
  - . 1 清晰陈述船名、船籍港、编号或呼号，IMO 编号、总吨位、主推进功率、船舶类型、贸易区域、是否为无人值班机舱、按照 ISM 规则定义公司名称。
  - . 2 用表格显示所运载人员的数量和等级/职位，任何特殊情况或其他备注；
  - . 3 主管机关正式声明，根据附件 1 和 2 中的准则和指南，不论船舶何时出海，如果船舶配员不低于证书表明的数量、等级/职位和列明的特别条件，则认定证书具名的船舶符合安全配员要求。
  - . 4 根据个体船舶的特征参数和经营性质限制证书有效性的声明；以及
  - . 5 证书的签发日期和到期日期，以及主管机关的签字和盖章。
- 2 推荐使用本附则中附录提供的文件标准格式起草最低安全配员证书。如果使用的语言不是英语，提供信息应该包含一份英文译本。

附件 4

最低安全配员证书的标准格式

最低安全配员证书

(官方印章) (国家)

根据经修订的 1974 年海上人命安全国际公约规则 V/14 中的条款签发

在 政府的授权下

(国家名称)

由

(主管机关)

船舶特性\*

船舶名称.....

船舶编号或呼号.....

IMO 编号 .....

登记港口 .....

总吨位:.....

国籍 .....

1969 年国际吨位公约 (吨位) .....

主推进功率 (kW) .....

船舶类型 .....

周期性无人值班机舱 是/否

营运公司 .....

\* 或者水平填写船舶参数

航行区域\*\*

认定署名船舶安全配员，当它出海时，应载有不少于下表规定数量和等级/职位的人员。

等级/职位	证书 (STCW 规则)	人数

如有，写出特殊要求和条件:

签发地点 ..... 日期 ..... 月/年 .....  
(月和年)

有效期 (如有) .....

(主管机关印章)

.....  
(代表主管机关签字)

\*\* 除非受限不能显示，对贸易区域的清晰描述或贸易区域的地图应包括在证明文件中。

## 附件 5

### 决定最低安全配员的架构

#### 序言

设立此架构以协助主管机关和公司决定最低安全配员。

#### 决定最低安全配员的步骤

##### 1 公司递交资料

1.1 公司递交的最低安全配员提案详细说明船舶的操作性质。

1.2 公司递交资料应考虑附件 2 和 3 中对船舶在船舶安全、保安和保护海洋环境方面的管理要求。

1.3 下述程序可协助公司更为深刻的理解和洞察操作因素之间相互依存和相互影响的关系，操作因素会影响船上人员的工作负荷总量和最终提议的最低安全配员的水平。

#### 操作职能

1.4 启用此程序要求对操作因素详细分类。附件 2 提供了对需要考虑的相关职能的指南，但是，此清单不是惟一的。每个职能可以被分解成一个任务列表，并包含下列的特性。

- . 1 **时间:** 执行每次任务所需要的时间是多少？在这种情况下，时间的测算  
是所有工时比对完成任务所花费的实际时间，因为一些任务在使用多  
个人时，可以在较短时间内完成。
- . 2 **频率:** 经过多久履行一次职责？在这种情况下，可以用标准间隔进行  
分类。（比如，以小时、天、星期等）
- . 3 **能力:** 持续正确履行职责需要什么技能、培训和资格？
- . 4 **重要性:** 不规范履行伴随的风险和结果是什么？

#### 操作性因素

1.5 一旦一个职能被分解成一些特定的任务和特性，那么有必要决定特定人员的资格、操作政策和程序，以及完成每项任务所必须的基础/工艺。需要重点了解的是，这些因素可以增加或降低配员水平，这取决于有效性和适当的程序以及工艺/自动操作的具体能力。



## **任务能力**

1.6 应使用在定义操作性因素和职能时产生的信息，来决定一个人在可能的操作条件范围内可以完成多少任务。在实施这一步骤时，关键要考虑到人为因素的限制和相关的标准及法规。这些包括睡眠和生理节奏需求，与每项任务相关的身体和心理负荷，以及对于船上环境条件（比如噪音、温度和毒素）的暴露限制。

## **工作量评估**

1.7 一旦实施了同操作职能、操作因素和任务能力相关的步骤，那么工作量评估的信息可以用来决定工作量是否会超出相关国家和国际法规中，对最低休息和/或工作时间的要求。在实施这一步骤时，应考虑工作时长、工作计划的设计，以及一名海员是否能完成设定在每个工作日中特定的工作时间段里的任务。

## **2 主管机关的评估**

2.1 主管机关应根据相关国家和国际法规的要求和指南来评估/批准公司递交的申请。

2.2 在评估和批准了提议之后，主管机关应签发一个包括特殊要求和条件的最低安全配员证书。

## **3 最低安全配员证书的维护**

公司应将任何可能影响最低安全配员证书的变动告知主管机关，并在此种情形下参考附件 3 准备并提交一份新的提案。

## **4 监管符合**

主管机关应该定期检查最低安全配员的安排。



# ST. VINCENT AND THE GRENADINES

## MARITIME ADMINISTRATION

**CIRCULAR N° SOL 029 – Rev. 1**

### **MINIMUM SAFE MANNING CERTIFICATE Chapter V – Safety of navigation, Regulation 14.2**

**TO: SHIPOWNERS & SHIPS' OPERATORS & MANAGERS  
SURVEYORS TO FLAG STATE ADMINISTRATION  
CLASSIFICATION SOCIETIES**

**APPLICABLE TO:**

- a) All ships engaged in international voyages;
- b) Other ships of 500 GT and over;
- c) All commercial yachts of 24 meters in length and over

**EFFECTIVE AS FROM:** Date of this Circular

Monaco, 11<sup>th</sup> January 2012

SOLAS Regulation V/14.2 requires that every ship to which the regulation applies be provided with a Minimum Safe Manning Document.

St Vincent and The Grenadines Maritime Administration hereafter referred to as "this Administration" applies this requirement to:

- All ships engaged in international voyages;
- Other ships of 500 GT and over;
- All commercial yachts of 24 meters in length and over

Other ships/marine units may require a Minimum Safe Manning Document on a voluntary basis.

This Administration will consider each application in the light of international instruments in force before issuing a Minimum Safe Manning Certificate. Application for the Issue, Change or Renewal of a Minimum Safe Manning Certificate ([www.svg-marad.com](http://www.svg-marad.com)) should be used by the ship's owners/ship's operators when proposing a Minimum Safe Manning.

Any changes in the Minimum Safe Manning Certificate suggested by the owners/managing company should be submitted to this Administration using the same form.

The owners' application for the Minimum Safe Manning Certificate should take into account the requirements of Annexes 2 and 3 of IMO Resolution A. 1047(27), annexed herewith, in the context of the management of the safety, security and protection of the marine environment functions of a ship.

This Administration may increase the scale of manning from the manning suggested by the owners/ship's operator but will not reduce the manning level suggested unless it considers it as necessary.

The Company and Master should meet with the requirements of MLC 2006 Convention and STCW Chapter VIII with respect to periods of rest. If the Company finds it difficult to provide the minimum period of rest after meeting all the essential duties and functions then they should increase immediately the manning levels and notify this Administration.

A ship should not proceed to sea to undertake a voyage unless she is manned at the minimum in compliance with the Minimum Safe Manning Document.

The Company will ensure that the ship is manned in compliance with the Minimum Safe Manning Certificate by qualified, certificated and medically fit seafarers.

The Company and Master should ensure that all persons joining a ship or unit are immediately given the appropriate Familiarization Training. They should also ensure that all crewmembers have a complete basic training before joining the ship.

The Company may decide to employ more seafarers than it is required by the Minimum Safe Manning Document. The Statutory Certificates will detail the maximum number of persons on board and there should be accommodation meeting with the applicable ILO standards for the number indicated therein.

The Company is responsible to check and ensure the authenticity of all certificates and documents before forwarding them to this Administration for the issue of a Flag State's Endorsement.

In the Minimum Safe Manning Documents issued by this Administration "voyage short enough to ensure adequate rest periods" stated in the "Remark" column is defined as a voyage not exceeding 600 NM from the point of departure to the point of arrival. This is highlighted in St Vincent and The Grenadines Circular No SOL 020.

According to STCW, ships with propulsion power of less than 750 Kw are not required to have a dedicated certificated engineer. However as per STCW A-III/1, at least one person other than the Master should be in possession of an Engine Officer Certificate.

Manning based on unattended machinery space should be normally reduced. The notation used by the Classification Society will be taken as the determining factor.

When the total manning consists of more than ten persons, there will be a dedicated cook.

The ship should have a doctor when there are one hundred (100) or more persons on board and when engaged on voyages during which the ship can remain at a distance of more than 36 hours from a port. An offshore unit with one hundred (100) or more persons may be exempted from the requirement of a doctor if it is linked by a helicopter service.

In exceptional circumstances, (crew's illness, unexpected repatriation etc.) when the manning level falls below the manning requested by the Minimum Safe Manning Document, the vessel may as a measure of *force-majeure*, sail with one person less than it is stipulated in the Minimum Safe Manning Document. Prior written approval should be obtained from this Administration. In this case, the Master will have to confirm

to the owner/operating company or to this Administration that the vessel can be safely managed.

When the shortage relates to a Chief Mate or a Second Engineer, a dispensation (under Article VIII of STCW) must be obtained in favour of the next most senior officer if he does not hold the certificate of the relevant capacity, so that he/she may temporarily serve in the higher capacity until a duly qualified officer joins the vessel. The Company must apply for such a dispensation with full details of the officer and his/her Certificate and Flag State's Endorsement.

When a vessel is laid up, normal manning may be reduced. Such reduction should be considered with the full approval of the local authority

The Minimum Safe Manning Document issued to a ship by this Administration should remain valid subject to the validity of the Certificate of Registry provided there is no change of name, navigating area, operating company or any major alteration or modification of the ship.

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ASSEMBLY  
27th session  
Agenda item 9

A 27/Res.1047  
20 December 2011  
Original: ENGLISH

**Resolution A.1047(27)**

**Adopted on 30 November 2011  
(Agenda item 9)**

**PRINCIPLES OF MINIMUM SAFE MANNING**

THE ASSEMBLY,

RECALLING Article 15(j) of the Convention on the International Maritime Organization regarding the functions of the Assembly in relation to regulations and guidelines concerning maritime safety and the prevention and control of marine pollution from ships,

RECALLING ALSO Article 28(a) of that Convention which requires the Maritime Safety Committee to consider, inter alia, the manning of seagoing ships from a safety standpoint,

NOTING that safe manning is a function of the number of qualified and experienced seafarers necessary for the safety and security of the ship, crew, passengers, cargo and property and for the protection of the marine environment,

RECOGNIZING the importance of the requirements of the pertinent IMO instruments as well as those adopted by ILO, ITU and WHO relevant to maritime safety and protection of the marine environment,

MINDFUL of the requirements of SOLAS regulation V/14, as amended, with respect to the issue of an appropriate safe manning document or equivalent as evidence of minimum safe manning,

ALSO MINDFUL of the requirements of SOLAS chapter XI-2 and the International Ship and Port Facility Security (ISPS) Code relating to the security of ships and port facilities,

BEING AWARE that the ability of seafarers to maintain observance of these requirements is dependent upon their continued efficiency through conditions relating to training, hours of work and rest, occupational safety, health and hygiene and the proper provision of food,

BELIEVING that international acceptance of broad principles as a framework for administrations to determine the safe manning of ships would materially enhance maritime safety, security and protection of the marine environment,

HAVING CONSIDERED the recommendation made by the Maritime Safety Committee at its eighty-eighth session,

1. ADOPTS the Principles of Minimum Safe Manning, consisting of *Guidelines for the application of principles of safe manning*; *Guidelines for determination of minimum safe*

*manning; Responsibilities in the application of principles of minimum safe manning; Guidance on contents and model form of minimum safe manning document and Framework for determining minimum safe manning, as set out in Annexes 1, 2, 3, 4 and 5, respectively, to the present resolution;*

2. RECOMMENDS that Governments, in establishing the minimum safe manning levels for ships flying their country's flag, observe the principles set out in Annex 1 and the procedures set out in Annex 5 and take into account the guidelines set out in Annexes 2 and 3;

3. URGES Governments to ensure that minimum safe manning documents contain, as a minimum, the information set out in Annex 4;

4. URGES FURTHER Governments, when exercising port State control functions under international conventions in force with respect to foreign ships visiting their ports, to regard compliance with minimum safe manning documents as evidence that such ships are safely manned;

5. REQUESTS the Maritime Safety Committee to keep this resolution under review and to amend its provisions as necessary;

6. REVOKES resolutions A.890(21) and A.955(23).

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## **ANNEX 1**

### **GUIDELINES FOR THE APPLICATION OF PRINCIPLES OF MINIMUM SAFE MANNING**

#### **1 Introduction**

1.1 These Guidelines should be used in applying the principles of minimum safe manning set out in section 3 to ensure the safe operation of ships to which article III of the 1978 STCW Convention, as amended, applies, and the security of ships to which chapter XI-2 of the 1974 SOLAS Convention, as amended, applies, and for the protection of the marine environment.

1.2 The Administration may retain or adopt arrangements which differ from the provisions herein recommended and which are especially adapted to technical developments and to special types of ships and trades. However, at all times the Administration should satisfy itself that the detailed manning arrangements ensure a degree of safety at least equivalent to that established by these Guidelines.

#### **2 Objectives**

The objectives of these Guidelines are to ensure that a ship is sufficiently, effectively and efficiently manned to provide safety and security of the ship, safe navigation and operations at sea, safe operations in port, prevention of human injury or loss of life, the avoidance of damage to the marine environment and to property, and to ensure the welfare and health of seafarers through the avoidance of fatigue. These objectives can be achieved through the following:

- .1 adoption of a goal-based approach;
- .2 standard procedures for effective implementation; and
- .3 effective enforcement.

#### **3 Principles of minimum safe manning**

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

- .1 the capability to:
  - .1 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;
  - .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; and
- .9 operate in accordance with the approved Ship's Security Plan; and
- .2 the ability to:
  - .1 operate all watertight closing arrangements and maintain them in effective condition, and also deploy a competent damage control party;
  - .2 operate 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
  - .3 operate 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.

3.2 The following onboard functions, when applicable, should 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.

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## **ANNEX 2**

### **GUIDELINES FOR DETERMINATION OF MINIMUM SAFE MANNING**

1.1 The minimum safe manning of a ship should be established taking into account all relevant factors, including the following:

- .1 size and type of ship;
- .2 number, size and type of main propulsion units and auxiliaries;
- .3 level of ship automation;
- .4 construction and equipment of the ship;
- .5 method of maintenance used;
- .6 cargo to be carried;
- .7 frequency of port calls, length and nature of voyages to be undertaken;
- .8 trading area(s), waters and operations in which the ship is involved;
- .9 extent to which training activities are conducted on board;
- .10 degree of shoreside support provided to the ship by the company;
- .11 applicable work hour limits and/or rest requirements; and
- .12 the provisions of the approved Ship's Security Plan.

1.2 The determination of the minimum safe manning of a ship should be based on performance of the functions at the appropriate level(s) of responsibility, as specified in the STCW Code, which include the following:

- .1 navigation, comprising the tasks, duties and responsibilities required to:
  - .1 plan and conduct safe navigation;
  - .2 maintain a safe navigational watch in accordance with the requirements of the STCW Code;
  - .3 manoeuvre and handle the ship in all conditions; and
  - .4 moor and unmoor the ship safely;
- .2 cargo handling and stowage, comprising the tasks, duties and responsibilities required to plan, monitor and ensure safe loading, stowage, securing, care during the voyage and unloading of cargo to be carried on the ship;
- .3 operation of the ship and care for persons on board, comprising the tasks, duties and responsibilities required to:

- .1 maintain the safety and security of all persons on board and keep life-saving, fire-fighting and other safety systems in operational condition;
- .2 operate and maintain all watertight closing arrangements;
- .3 perform operations, as appropriate, to muster and disembark all persons on board;
- .4 perform operations, as appropriate, to ensure protection of the marine environment;
- .5 provide for medical care on board the ship; and
- .6 undertake administrative tasks required for the safe operation and the security of the ship;
- .4 marine engineering, comprising the tasks, duties and responsibilities required to:
  - .1 operate and monitor the ship's main propulsion and auxiliary machinery and evaluate the performance of such machinery;
  - .2 maintain a safe engineering watch in accordance with the requirements of the STCW Code;
  - .3 manage and perform fuel and ballast operations; and
  - .4 maintain safety of the ship's engine equipment, systems and services;
- .5 electrical, electronic and control engineering, comprising the tasks, duties and responsibilities required to:
  - .1 operate the ship's electrical and electronic equipment; and
  - .2 maintain the safety of the ship's electrical and electronic systems;
- .6 radiocommunications, comprising the tasks, duties and responsibilities required to:
  - .1 transmit and receive information using the radio equipment of the ship;
  - .2 maintain a safe radio watch in accordance with the requirements of the ITU Radio Regulations and the 1974 SOLAS Convention, as amended; and
  - .3 provide radio services in emergencies; and
- .7 maintenance and repair, comprising the tasks, duties and responsibilities required to carry out maintenance and repair work to the ship and its machinery, equipment and systems, as appropriate to the method of maintenance and repair used.

1.3 In addition to the factors and functions in paragraphs 1.1 and 1.2, the determination of the minimum safe manning should also take into account:

- .1 the management of the safety, security and protection of the environment functions of a ship at sea when not under way;
- .2 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;
- .3 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;
- .4 the maintenance of applicable occupational health and hygiene standards on board; and
- .5 the provision of proper food and drinking water for all persons on board, as required.

1.4 In determining the minimum safe manning of a ship, consideration should also be given to:

- .1 the number of qualified and other personnel required to meet peak workload situations and conditions, with due regard to the number of hours of shipboard duties and rest periods assigned to seafarers; and
- .2 the capability of the master and the ship's complement to coordinate the activities necessary for the safe operation and for the security of the ship and for the protection of the marine environment.

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### **ANNEX 3**

#### **RESPONSIBILITIES IN THE APPLICATION OF PRINCIPLES OF MINIMUM SAFE MANNING**

##### **1 Responsibilities of companies**

1.1 The Administration may require the company responsible for the operation of the ship to prepare and submit its proposal for the minimum safe manning of a ship in accordance with a form specified by the Administration.

1.2 In preparing a proposal for the minimum safe manning of a ship, the company should apply the principles, recommendations and guidelines contained in this resolution and should be required to:

- .1 make an assessment of the tasks, duties and responsibilities of the ship's complement required for its safe operation, for its security, for protection of the marine environment, and for dealing with emergency situations;
- .2 ensure that fitness for duty provisions and record of hours are implemented;
- .3 make an assessment of numbers and grades/capacities in the ship's complement required for its safe operation, for its security, for protection of the marine environment, and for dealing with emergency situations;
- .4 prepare and submit to the Administration a proposal for the minimum safe manning based upon the assessment of the numbers and grades/capacities in the ship's complement required for its safe operation, for its security and for protection of the marine environment, justifying the proposal by explaining how the proposed ship's complement will deal with emergency situations, including the evacuation of passengers, where necessary;
- .5 ensure that the minimum safe manning is adequate at all times and in all respects, including meeting peak workload situations, conditions and requirements, and is in accordance with the principles, recommendations and guidelines contained in this resolution; and
- .6 prepare and submit to the Administration a new proposal for the minimum safe manning of a ship in the case of changes in trading area(s), construction, machinery, equipment, operation and maintenance or management of the ship, which may affect the safe manning.

##### **2 Approval by the Administration**

2.1 A proposal for the minimum safe manning of a ship submitted by a company to the Administration should be evaluated by the Administration to ensure that:

- .1 the proposed ship's complement contains the number and grades/capacities of personnel to fulfil the tasks, duties and responsibilities required for the safe operation of the ship, for its security, for protection of the marine environment and for dealing with emergency situations; and

- .2 the master, officers and other members of the ship's complement are not required to work more hours than is safe in relation to the performance of their duties and the safety of the ship and that the requirements for work and rest hours, in accordance with applicable national regulations, can be complied with.

2.2 In applying such principles, Administrations should take proper account of existing IMO, ILO, ITU and WHO instruments in force which deal with:

- .1 watchkeeping;
- .2 hours of work or rest;
- .3 safety management;
- .4 certification of seafarers;
- .5 training of seafarers;
- .6 occupational safety, health and hygiene;
- .7 crew accommodation and food;
- .8 security; and
- .9 radiocommunications.

2.3 The Administration should require a company to amend a proposal for the minimum safe manning of a ship if, after evaluation of the original proposal submitted by the company, the Administration is unable to approve the proposed composition of the ship's complement.

2.4 The Administration should only approve a proposal for the minimum safe manning of a ship and issue accordingly a minimum safe manning document if it is fully satisfied that the proposed ship's complement is established in accordance with the principles, recommendations and guidelines contained in this resolution, and is adequate in all respects for the safe operation and the security of the ship and for the protection of the marine environment.

2.5 The Administration may withdraw the minimum safe manning document of a ship if the company fails to submit a new proposal for the ship's minimum safe manning when changes in trading area(s), construction, machinery, equipment or operation and maintenance of the ship have taken place which affect the minimum safe manning.

2.6 The Administration should review and may withdraw, as appropriate, the minimum safe manning document of a ship which persistently fails to be in compliance with rest hours requirements.

2.7 The Administration should consider the circumstances very carefully before allowing a minimum safe manning document to contain provisions for less than three qualified officers in charge of a navigational watch, while taking into account all the principles for establishing safe manning.

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## **ANNEX 4**

### **GUIDANCE ON CONTENTS AND MODEL FORM OF MINIMUM SAFE MANNING DOCUMENT**

1 The following information should be included in the minimum safe manning document issued by the Administration specifying the minimum safe manning:

- .1 a clear statement of the ship's name, port of registry, distinctive number or letters, IMO number, gross tonnage, main propulsion power, type and trading area, whether or not the machinery space is unattended and company as defined in the ISM Code;
- .2 a table showing the number and grades/capacities of the personnel required to be carried, together with any special conditions or other remarks;
- .3 a formal statement by the Administration that, in accordance with the principles and guidelines set out in Annexes 1 and 2, the ship named in the document is considered to be safely manned if, whenever it proceeds to sea, it carries not less than the number and grades/capacities of personnel shown in the document, subject to any special conditions stated therein;
- .4 a statement as to any limitations on the validity of the document by reference to particulars of the individual ship and the nature of service upon which it is engaged; and
- .5 the date of issue and any expiry date of the document together with a signature for and the seal of the Administration.

2 It is recommended that the minimum safe manning document be drawn up in the form corresponding to the model given in the appendix to this Annex. If the language used is not English, the information given should include a translation into English.

APPENDIX

**MODEL FORM OF MINIMUM SAFE MANNING DOCUMENT**

**MINIMUM SAFE MANNING DOCUMENT**

(Official seal)

(State)

Issued under the provisions of regulation V/14 of the  
INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974, as amended

under the authority of the Government of

(Name of the State)

by

(Administration)

Particulars of ship \*

Name of ship .....

Distinctive number or letters .....

IMO number .....

Port of registry .....

Gross tonnage:

National .....

International Tonnage Convention, 1969 .....

Main propulsion power (kW) .....

Type of ship .....

Periodically unattended machinery space                      yes/no

Operating Company

.....

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\*                      Alternatively the particulars of the ship may be placed horizontally.



Trading area \*\*

The ship named in this document is considered to be safely manned if, when it proceeds to sea, it carries not less than the number and grades/capacities of personnel specified in the table(s) below.

Grade/capacity	Certificate (STCW regulation)	Number of persons

Special requirements or conditions, if any:

Issued at ..... on the ..... day of .....  
(month and year)

Date of expiry (if any) .....

(Seal of the Administration)

.....  
(Signature for and on behalf of the  
Administration)

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Where a trading area other than unlimited is shown, a clear description or map of the trading area should be included in the document.



## ANNEX 5

### FRAMEWORK FOR DETERMINING MINIMUM SAFE MANNING

#### PREAMBLE

This framework has been developed to assist Administrations and companies in determining minimum safe manning.

#### STEPS FOR DETERMINING MINIMUM SAFE MANNING

##### 1 Submission from the company

1.1 Submission of a proposal from the company for minimum safe manning defining the nature of the operation of the ship.

1.2 Submission needs to take into account the requirements of Annexes 2 and 3 in the context of the management of the safety, security and protection of the marine environment functions of a ship.

1.3 The process outlined below should enable companies to achieve greater depth and insight into the interdependencies and interactions of operational elements that influence the amounts of crew member workload and, ultimately, the proposed minimum safe manning level.

##### *Operational functions*

1.4 Beginning this process requires the breakdown of the operational elements into functions. Annex 2 provides guidance on the relevant functions that need to be considered, however, this list is not exclusive. Each function can then be broken down into a task list that includes the attributes listed below.

- .1 **Duration:** What is the time required to execute each task? Time in this case is measurement of total man hours versus the actual duration taken for task completion, since some tasks can be done in a shorter time by using multiple individuals.
- .2 **Frequency:** How often is the task performed? This can be categorized using some form of standard interval (i.e. hourly, daily, weekly, etc.).
- .3 **Competence:** What are the skills, training and qualifications needed to consistently perform the task properly?
- .4 **Importance:** What is the risk or consequence associated with improper performance?

##### *Operational factors*

1.5 Once a function is broken down into specific tasks and their attributes, it is then necessary to determine the specific personnel qualifications, operational policy and procedures, and infrastructure/technology necessary to perform each task. It is important to recognize that these elements may increase or decrease manning levels depending on

availability and appropriate procedures and of specific capability enabling technology/automation.

### ***Task capability***

1.6 The information generated in defining the operational factors and functions should be used to determine how many tasks that can be executed by an individual under the possible range of operational conditions. Critical considerations, while conducting this step, are human element limitations and relevant standards and regulations. These include sleep and circadian requirements, physical and mental workload associated with each task, and exposure limits to shipboard environmental conditions such as noise, temperature and toxins.

### ***Workload assessments***

1.7 Once steps relating to operational functions, operational factors and task capability have been conducted, the information is then used to determine whether workload will not exceed the minimum hours of rest and/or work as provided in relevant national and international regulations. Considerations, while performing this step, include work period lengths, work schedule designs and whether a single crew member can execute the tasks set in a specific work period or work period(s) per work day.

## **2 Evaluation by the Administration**

2.1 The Administration should evaluate/approve the submission of the company against relevant national and international regulatory requirements and guidelines.

2.2 Having evaluated and approved the proposal the Administration should issue a minimum safe manning document including special requirements and conditions.

## **3 Maintenance of minimum safe manning document**

A company should advise the Administration of any changes that would affect the minimum safe manning document, and in such circumstances prepare and submit a new proposal taking into account Annex 3.

## **4 Compliance monitoring**

The Administration should periodically review the minimum safe manning arrangements.

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