



International  
Transport Workers'  
Federation

## MANNING POLICY 2020

# INTRODUCTION

1. The Fact's
2. The Policy

***The ITF Maritime Safety Committee (ITF MSC) is the technical body of the Seafarers Section, established to represent seafarers' interests in relevant maritime regulatory and other relevant health, safety and environment, or technical fora, in accordance with the Seafarers section's direction to promote ITF policy on safety and security within the framework of the IMO.***

17.10 2024  
[itfmsc@itf.org.uk](mailto:itfmsc@itf.org.uk)  
[orm@dnmf.no](mailto:orm@dnmf.no)

To all Affiliates organising Seafarers and Dockers  
and to ITF FOC-POC Inspectorate

ITF E-Circular No. 258/E.258/S.65/D.59/SS.32

15 December 2014

Our Ref: SSD/JS/BB/ss

Dear Friends

### Preparing for the IMO redefinition of safe manning

While these actions alone mandate a transparent methodology and refer to A27/Res. 1047 to provide guidance, IMO also placed a heavy responsibility on companies to ensure their vessels are properly manned under all condition with an amendment to the International Safety Management (ISM) Code, Part A— Implementation, paragraph 6. Specifically, the amendment states:

"6.2. The Company should ensure that the ship is:

.1 manned with qualified, certificated and medically fit seafarers in accordance with national and international requirements; and

.2 appropriately manned in order to encompass all aspects of maintaining safe operations on board.\*.

\*Refer to the Principles of minimum safe manning, adopted by the Organization by resolution

## ISM Code

1.2.3 The safety-management system should ensure:

.1 compliance with mandatory rules and regulations; and

.2 that applicable codes, guidelines and standards recommended by the Organization, Administrations, classification societies and maritime industry **organizations** are taken into account

Additionally, the Maritime Safety Committee adopted a change to SOLAS (safety of life at sea) Chapter V, Regulation 14 paragraph 2 that states in part:

"For every ship to which chapter I applies, the Administration shall:

1. establish appropriate minimum safe manning following a transparent procedure, taking into account the relevant guidance adopted by the Organization\*; and

2. issue an appropriate minimum safe manning document or equivalent as evidence of the minimum safe manning considered necessary to comply with the provisions of paragraph 1."

\*Refer to the Principles of minimum safe manning, adopted by the Organization by resolution A.1047(27).

### Be proactive

Although these changes all occurred in 2011 and 2012, administrations, companies and port state control inspectors have yet to implement them. These changes focus the legal responsibility on the administrations and owners.

As seafarers' organisations and maritime unions you have a role to play in raising awareness of the changes and what they mean for workers, and in using the media and the legal system where you can enforce the proper determination of vessel manning in a transparent way.

Ultimately these changes are about the safety of your members and only a concerted effort and a proactive approach from you will force the implementation of these IMO instruments and result in the abandonment of the current minimum manning approach in favour of properly manned vessels.

We hope this information assists you.

Yours fraternally



Jacqueline Smith  
Maritime Coordinator

ITF is an **industry organization!**

# Manning Policy Working Group

*The ITF has not revised recommended crewing levels for ITF agreements for more than 20 years, (ITF Policy on Manning of ships, which is derived from Annex 5 of the ITF Standard Agreement). The establishment of the Group was proposed to the Seafarers Section Committee in **2018** in order to map the reality of how practical and functional the ITF manning policies currently are. Further on, how the ITF manning policies should be improved.*

Established to provide information to SSC on the development/amendments to the ITF manning policies

Composition:

- Elected members of ITF SSC (2)
- Elected members of ITF MSC SG (3)

Name	E-mail
<u><a href="#">Agis Tselentis</a></u>	<a href="mailto:gram@pno.gr">gram@pno.gr</a>
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Odd Rune Malterud (Chair)	<a href="mailto:orm@dnmf.no">orm@dnmf.no</a>
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Time	Tasks
November 2019	1 <sup>st</sup> Meeting - Structure and contents of the Group's report
19-20 <sup>th</sup> November 2019	Report to Seafarers Section Committee (SSC) the work progress Request instructions for the Group Propose a new agenda to the next SSC meeting Endorse the next meeting of the Group on 2 <sup>nd</sup> April 2020
2 <sup>nd</sup> April 2020	2 <sup>nd</sup> Meeting, ITF House - Completion of the final report - Submission of the final report to Seafarers Section Committee (SSC)
May 2020	The Group report to Seafarers Section Committee (SSC) for approval and request the Fair Practices Committee (FPC) to adopt

The 1<sup>st</sup> meeting of the working Group, 18 Nov 2019.

# Crewing level research and the Working Group

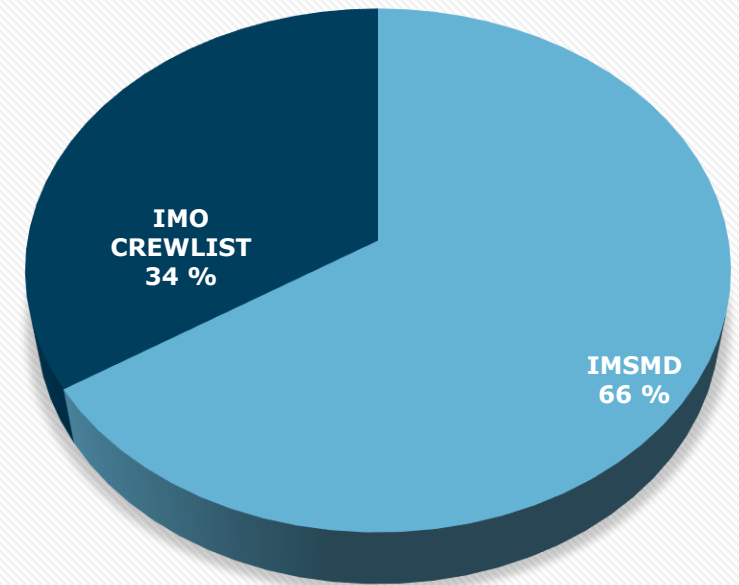
- ✓ IMO Minimum Safe Manning as a decent instrument. The problem is effective implementation.
- ✓ Shipping has been changed over the years, culturally, technologically, economically, politically, etc.
- ✓ Types of ships and new technologies may have made several seafarers' competencies redundant and/or changed.

- ITF Actions

Crewing level research projecting the reality is completed.

WG on Manning Policy to propose the new ITF manning policies.

Data Source



■ IMSMD ■ IMO CREWLIST

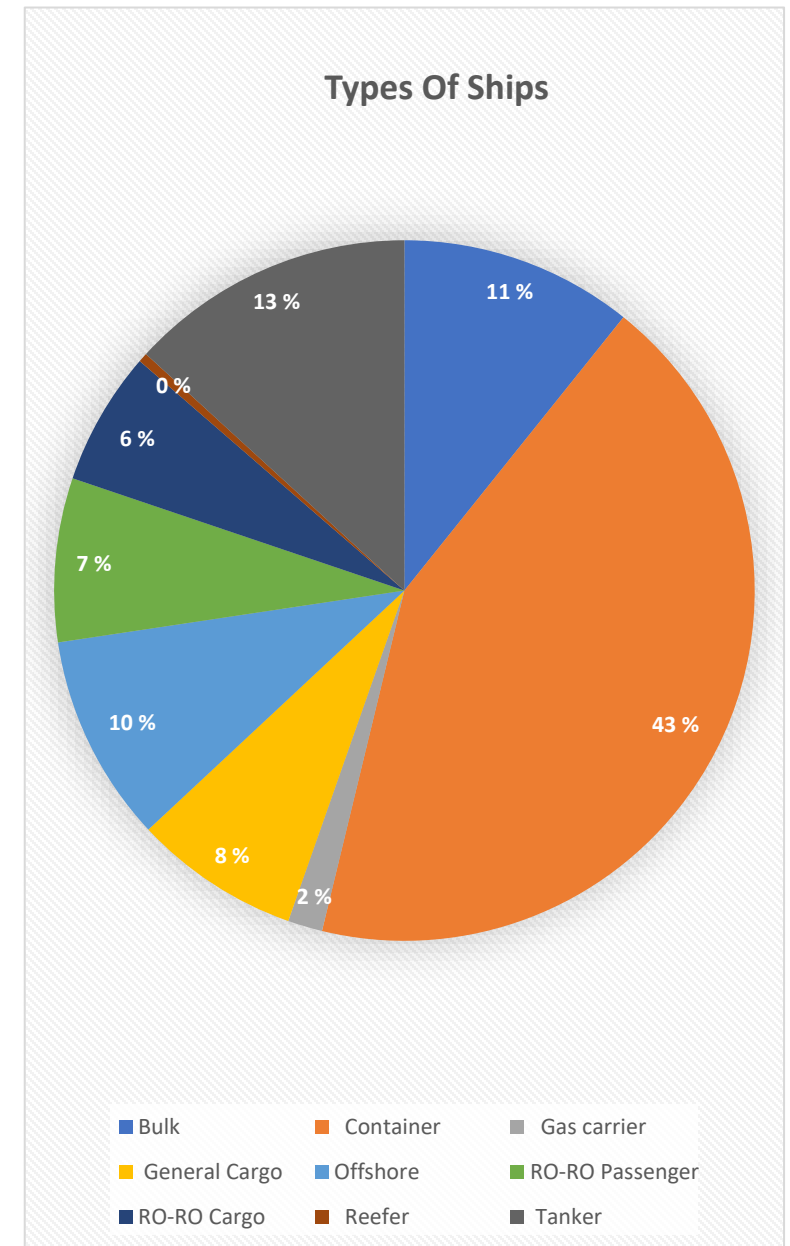
# RESEARCH ON MANNING LEVEL OF SHIPS

*Aditya Srivastava*, Master of  
Science in Maritime Affairs

Research done for and funded by  
International Transport Workers'  
Federation

## EXECUTIVE SUMMARY

The objective of the research is to analyze the existing manning levels of ships and reflect the reality in the marine industry. The research also projects the factual perceptions from the end-users that shows the reality of manning of existing ships. In that respect, quantitative research is done by conducting survey of various ship owners and ship management companies. Considering significant advancement of technology, the research highlights the trends of reduced manning basis different ship types and level of automation.



## ITF SEAFARERS SECTION COMMITTEE May 2021

Agenda Item 10: IMO update ITF Maritime Safety Committee (*MSC Chair report, refer to ITF Manning policy*).

The core principle of the ITF in this manner is that 'human is the centre of any development', with the following prioritised areas in connection with and under the umbrella of Human element, by the ITF MSC:

1) Manning; 2) Ship automation; 3) STCW/STCW-F; and 4) Environment and issues affecting seafarer safety.

### 1. Manning

Manning, in connection to human element, represents the appropriate number of competent personnel that is essential to enhance the sustainability of the industry and the protection of marine environment (refer to ITF Manning policy). Approve the updated policy statements

## ITF MARITIME SAFETY COMMITTEE 18-19 October 2021

REPORT Agenda Item 4: Prioritised Projects

### 4.2 Manning

13. The Committee noted that the new policy on manning was to be finally adopted at the next meeting of the ITF Fair Practices Committee. **The policy could now be used as an instrument for training and to make a web-based course for information how to practice.**

## ITF SEAFARERS SECTION CONFERENCE 4-5 December 2023 – Santiago

ITF MANNING POLICY Implemented in International Transport Workers' Federation Maritime Safety Committee Consolidated documents

The ITF MSC has developed and agreed an ITF Manning Policy **Annex 3**. The policy was adopted by the Seafarers' Section Committee on 15-16 November **2022**, in Zagreb as well as the Fair Practices Committee (FPC) Steering Group on 17-18 November **2022**. If and when endorsed by the Conference and supported by the FPC, the policy will be annexed to the revised Mexico City Policy.

Fair Practices Committee FPC 7. December 2023 – Santiago : **ENDORSED**

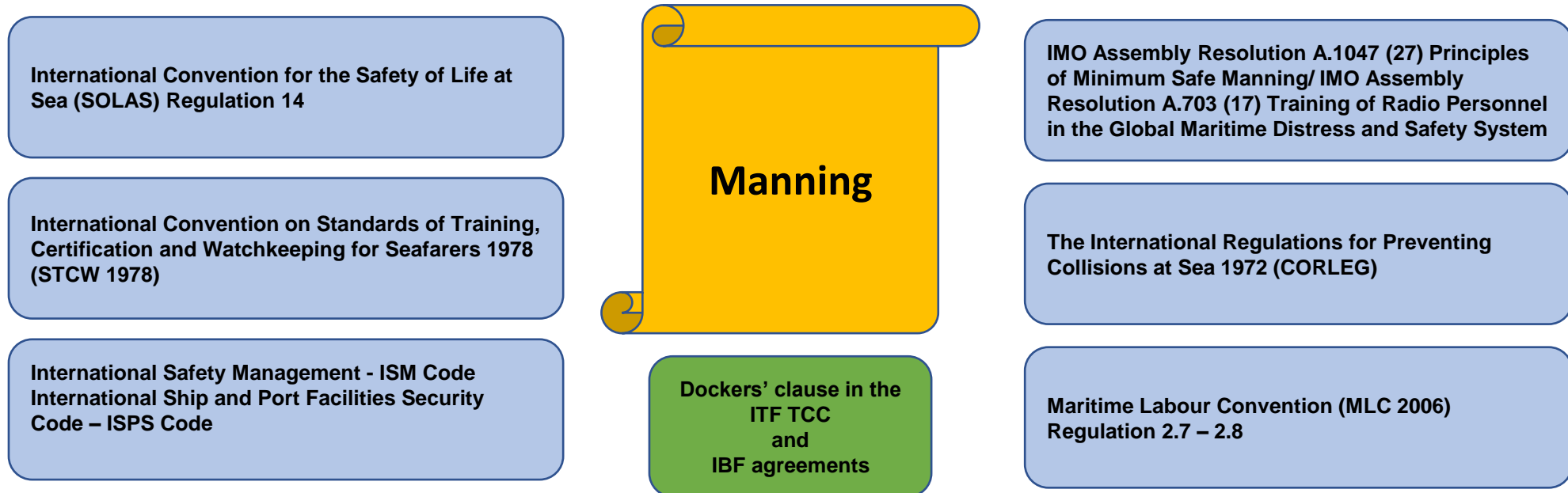
**ITF Congress 17.10 2024 : Endorsed**



After 2015, the maritime regulations have changed dramatically to the benefit of the maritime human linked to seafarers, pilot's, search/ fire/ rescue, dockers, bunkering personal and operators. The importance of having a solid international regulatory framework emerged during the pandemic, particularly competence and hours of rest. Ref. [Beyond the Limit](#)

[Unclos article 94](#) - Duties of the flag State, which confirms each ship contains appropriate qualifications, seamanship, navigation, communications and marine engineering, and that the crew is appropriate in qualification and numbers for the type, size, machinery and equipment of the ship, as well as labour conditions, training, prevention, reduction and control of marine pollution, has been superseded **the manning** instruments.

By using the legislation as a basis for determining absolute minimum manning on all types of ships, the ITF and **port state inspectors** will be equal and can also cooperate and have a common understanding of the need for the additional manning. it's also determined in the IMO MSC that ISM Code is designed to be **goal-based**, generic and flexible, and it's a clear link through **human element** between the **ISM Code** and the **STCW Convention** - Challenge is effective implementation!.



The ship management should conduct a risk analysis of all current operations, tasks, functions, trade area and security levels to ensure that the ship is at all times manned with qualified, certificated and medically fit seafarers in accordance with national and international requirements. The vessel shall at all times be appropriate manned and all aspects of safe operation on board shall be ensured, to safety and security for everyone on board, the ship and prevent pollution of the marine environment. The process must be transparent and include union and safety representative.



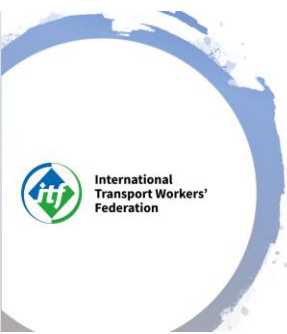
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# *MANNING POLICY*

*2020*

- ✓ *ITF Manning policy*
- ✓ *Reference addition*
- ✓ *Checklist*





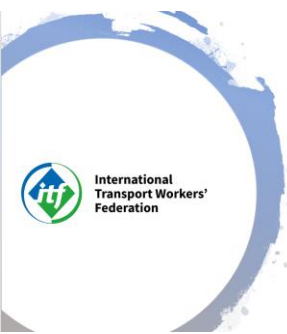
# Part A. Manning policy

## Objectives

The objectives of this policy are to ensure that any ship, to which an ITF approved or national agreement applies, 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.

**Definition of Company:** *The Owner of the ship or any other organization or person such as the Manager, or the Bareboat Charterer, who has assumed the responsibility for operation of the ship from the Shipowner and who on assuming such responsibility has agreed to take over all the duties and responsibility imposed by the ISM Code.*



# General Principles

*The Company should ensure that the ship is manned with qualified, certificated and medically fit seafarers in accordance with National and International requirements; and appropriately manned in order to encompass all aspects of operational safe manning.<sup>1</sup>*

## **1. In preparing a proposal for the manning level of a ship, The Company must:**

1. make an assessment of the tasks, duties, competence, and responsibilities of the ship's complement as required for its safe operation, security for the crew and protection of the marine environment and for dealing with unforeseen events or emergency situations;
2. prepare and justify manning level proposals based on; tasks, duties, competence, safe operation, security for the crew and protection of the marine environment, competence to deal with unforeseen events or emergency situations, including evacuation of passengers where applicable; and
3. ensure that the manning level is adequate at all times and in all respects, possesses the appropriate competence to get the ship back to normal operating condition or safe to port, meet work peak situations, conditions and requirements.

*1 References to the ISM Code Section 6 and IMO Assembly Resolution. 1047(27)*



# General Principles

## **2. In conjunction with these factors, and to ensure that personnel do not work more hours than is safe, the Company must:**

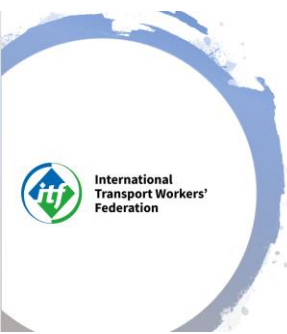
1. Identify all the functions to be undertaken onboard during a representative voyage or operational period, including determination of the number of personnel required to undertake the relevant tasks and duties under both peak and routine workload conditions;
2. Identify those functions that constitute normal operations and determine the minimum numbers of personnel required to undertake the concurrent tasks and duties safely;
3. Identify the competences, skills and experience required to perform those functions;
4. Establish working arrangements to ensure that the Master and crew are capable of undertaking concurrent and continuing operations at the appropriate level of responsibility, as specified, with respect to their skills and training; and
5. Ensure that the working arrangements allow sufficient rest periods to avoid fatigue, drawing up work schedules accordingly.



# General Principles

3. In applying these principles, proper account must be taken of the IMO Resolution A. 1047 (27) *Principles of minimum Safe Manning*, the ILO Maritime Labour Convention (MLC) and other relevant instruments of the ILO, ITU and WHO with respect to:

1. watchkeeping;
2. hours of work and hours of rest;
3. safety management;
4. certification of seafarers;
5. training of seafarers;
6. occupational health and hygiene; and
7. crew accommodation.



# Establishing Manning Requirements

1. For their safe operation according to the nature of their work, all ships must be sufficiently manned.
2. The 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, and high voltages;
  3. level of ship digitalisation, automation and complexity;
  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. applicable maximum hours of work limits and minimum hours of rest requirements;
  11. measures to avoid fatigue;
  12. observance of industrial safety and health requirements and procedures;
  13. seafarers' welfare provisions;
  14. ship's security provisions;
  15. catering needs;
  16. sanitary regulations;
  17. watchkeeping arrangements;
  18. medical care aboard ship; and
  19. duties in connection with cargo handling in port and at sea<sup>2</sup>.

# Determination of manning

The determination of manning of a ship should be based on performance of the functions at the appropriate level(s) of responsibility, as specified in International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW) and the International Safety Management Code (ISM Code), which include the following:

## 1. **watchkeeping:**

- manage and plan to conduct safe navigation;
- manage and maintain a safe navigational watchkeeping;
- manage and manoeuvre and handle the ship in all conditions; and
- manage and moor and unmoor the ship safely.



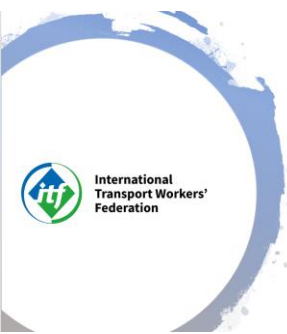
# Determination of manning

## 2. cargo operation

- plan;
- monitor and ensure safe cargo operations;
- stowage;
- securing; and
- care during the voyage.

## 3. operation of the ship and care for persons on board:

- manage and maintain the safety and security of all persons on board and keep life-saving, fire-fighting and other safety systems in operational condition;
- manage and operate and maintain all watertight closing arrangements;
- manage and perform operations, as appropriate, to muster and disembark all persons on board;
- manage and perform operations, as appropriate, to ensure protection of the marine environment;
- manage and provide for medical care on board the ship; and
- manage and undertake administrative tasks required for the safe operation and the security of the ship.



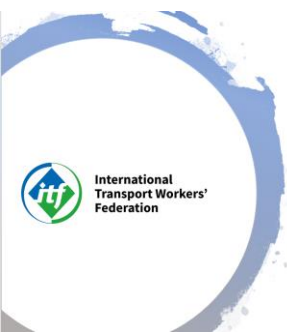
# Determination of manning

## **4. engineering:**

- manage and operate and monitor the ship's main propulsion and auxiliary machinery and evaluate the performance of such machinery;
- manage and maintain a safe engineering watch;
- manage and perform fuel and ballast operations; and
- manage and maintain safety of the ship's systems, equipment and services.

## **5. electrical, electronic and control engineering:**

- manage and operate the ship's electrical and electronic equipment, high voltages; and
- manage and maintain the safety of the ship's communication, electrical and electronic systems.



# Determination of manning

## 6. radiocommunications:

- transmit and receive information using the radio equipment of the ship;
- maintain a safe radio watch<sup>3</sup>; and
- provide radio services in emergencies.

## 7. maintenance and repair:

carry out maintenance and repair work to the ship's systems and equipment, as appropriate to the method of maintenance and repair used.

<sup>3</sup> the ITU Radio Regulations and the International Convention for the Safety of Life at Sea (SOLAS)

# Additional factors

**In addition to the factors and functions in paragraphs above, the determination of the manning must also take into account:**

1. 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;
2. the number of qualified 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
3. the management of the safety, security and protection of the crew and marine environment when not underway.
4. the observance of **a three-watch system** to ensure that:
  1. the Master is not asked to stand regular watches by adopting a three-watch system.
  2. the composition of a navigational watch comprises one (or more) qualified Officers supported by appropriately qualified Ratings.
  3. the actual number of Officers and Ratings on watch at a particular time will depend on the prevailing circumstances and conditions.
  4. the certified deck watch/lookout ratings shall be part of the crew to be able to maintain three-watch system. The ITF does not consider it safe for the officer in charge of the navigational watch to act as sole look-out during periods of darkness or restricted visibility.
  5. the Chief Engineer officer is not asked to stand regular watches by adopting a three-watch system.

## **5. Health and Safety**

1. the maintenance of applicable occupational health and hygiene standards on board; and
2. the provision of proper food and drinking water for all persons on board, as required.



# Additional factors

## Hours of work and hours of rest

1. The limits on hours of work and hours of rest shall be as follows:

1. maximum hours of work shall not exceed:

14 hours in any 24-hour period; and

72 hours in any 7-day period;

2. minimum hours of rest shall not be less than:

10 hours in any 24-hour period; and

77 hours in any 7-day period.

Hours of rest may be divided into no more than two periods, one of which shall be at least 6 hours in length, and the interval between consecutive periods of rest shall not exceed 14 hours.

2. Records must be kept of hours of work and hours of rest so that they can be checked to ensure compliance with the regulations.

3. When a seafarer is on call, such as when a machinery space is unattended, the seafarer **shall have 6 consecutive** hours of rest if the normal hours of rest is disturbed by call-outs to work.

4. Sufficient time should be allowed for all meals as well as short breaks.

5. Measures shall be taken to ensure protection of young seafarers.

6. Cadets shall not work more than 8 hours per day.

7. Manning levels also have to take into account the requirement for seafarers working in catering and food services.

8. Ships' Cooks have to be appropriately trained and qualified for the job. However, on ships with less than ten crew or in exceptional cases for a period no longer than one month, the cook does not have to be fully qualified, but all those responsible for handling food, must be trained in matters relating to hygiene, food and its storage on board.



## Part B. The ITF Manning Policy - Model Ship

Positions	Number	Level	Certificates Competences Proficiencies
Master	1	Management	STCW II/2
Chief mate	1	Management	STCW II/1
Watchkeeping <u>officers</u> deck	2	Operational	STCW II/1
Chief Engineer officer	1	Management	STCW III/2
2 <sup>nd</sup> Engineer officer	1	Management	STCW III/2
Watchkeeping officers Engine	2	Operational	STCW III/1
Electro-Technical Officer (ETO)	1	Operational	STCW III/6
Electro Technical Rating (ETR)	1	Support	STCW III/7
Bosun	1	Support	STCW II/5
AB Deck	3	Support	STCW II/5
Donkeyman	1	Support	STCW III/5
AB Engine	3	Support	STCW III/5
Chief Cook	1	NA	MLC
Cook	1	NA	MLC
Catering department personnel	2	NA	MLC
OS	1	Support	STCW II/4
Cadets	*		
Total	23		

\*The Company is encouraged to take into account in their manning plans the need for cadets.



# Annex to Part B General

1. The principles applying to the keeping of a safe watch are given in section A-VIII/2 of the STCW Code and must be followed in order to comply with the regulations.
2. The regulations require the Master of any ship to be responsible for the overall safety of the ship. He must also ensure that the watchkeeping arrangements are adequate for maintaining safe navigational watches at all times, including the provision of a lookout as required under the International Regulations for the Prevention of Collisions at Sea 1972, as amended (COLREG). Masters, shipowner or ship operators are reminded that the ITF does not consider it safe for the officer in charge of the navigational watch to act as sole look-out during periods of darkness or restricted visibility.
3. The Chief Engineer officer of any ship is required to ensure that arrangements are adequate at all times for maintaining a safe engineering watch.
4. In addition, the level of manning must also take into consideration:
  1. the management of safety functions of a ship underway, not underway or operating in near stationary mode;
  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;
  3. except in ships of limited propulsion power or operating under provisions for unattended machinery spaces, the provision of qualified engineering officers to ensure that it is not necessary for the Chief Engineer officer to keep regular watches;
  4. the maintenance of applicable occupational health and hygiene standards onboard; and
  5. the provision of proper food and drinking water for all persons onboard.

# Annex to Part B General

## Guidance on Appropriate Manning Levels

The manning levels referred in this document are those required for all reasonably foreseeable circumstances and working conditions to permit the safe operation of the ship under any operational conditions.

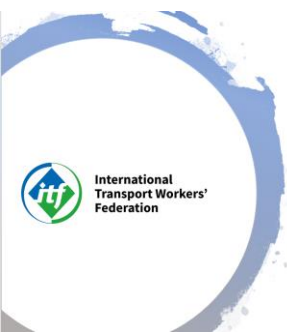
Records of seafarers' daily hours of rest or hours of work must be maintained.

Given the diverse working patterns and operational cycle of some vessels, the Company must take into account the working pattern, rotation and/or work schedules of crews, the particular operational requirements of a ship or group of ships and any call-out requirements of a port, harbour or other organisation.

**1. Offshore Vessels** -These present special problems because of the diverse nature of their operations and the conditions under which they are required to operate. The Company is reminded of the restrictions placed on working hours in Part A of this Policy and must set manning levels accordingly.

**2. Tankers** -In addition to navigation and engineering officers, except on tankers of limited size, the Company must take into account cargo operations and include an additional officer.

**3. Passenger and Ro-Ro Ships** -The need to handle large numbers of passengers unfamiliar with the marine environment must be taken into account in determining manning levels. The Company must give attention to the requirements for minimum numbers of trained crew to take charge of life saving appliances.



# References

International Convention for the Safety of Life at Sea, as amended ([SOLAS](#)) *Regulation 14*

International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978 ([STCW 1978](#)), as amended

IMO Assembly [Resolution A.1047 \(27\) Principles of Minimum Safe Manning](#)

IMO Assembly [Resolution A.703 \(17\) Training of Radio Personnel in the Global Maritime Distress and Safety System \(GMDSS\)](#)

International Safety Management ([ISM](#)) Code

The International Regulations for Preventing Collisions at Sea 1972 ([COLREG 1972](#)), as amended

Maritime Labour Convention ([MLC 2006](#)), as amended, *Regulation 2.7*

[Dockers' clause in the ITF TCC and IBF agreements](#)



example on a gap analyse and some answers an action point  
 Safe Manning = SM - Operation Manning = OM

*In the Safe Manning Certificate you will find the facts the shipping company has submitted as a basis for obtaining a manning certificate as; Type of vessel, Trading area – within the radio certificate assigned sea area , watch System, tonnage, length, Propulsion power in Kw, electrical Plant in Voltage, type of Propulsion engine and Speed.*

*Also if the number of safe manning is based on Auto Pilot, Internal communications systems, Personnel alarm and UMS Alarms.*

*SMC shall also include maximum periods of hours for operation with periodically unmanned engine room, and other information as;*

*During operations which require continuous monitoring of the DP-system, there shall be one DP-operator on each watch in addition to the duty navigator.*

Check	Answer	Actions	SM	OM
Has the ship approved safety management system (ISM)	Yes	Following up ISM 6	x	x
Has the ship approved safety management system (ISM)	No	Go home!	x	x
Has the ship a MLC Certificate	No	Go home!	x	x
Is the operating Unattended Machinery Space system approved	No	1 more Engine officer	x	
Is an operational Auto pilot approved	No	1 more Deck officer	x	
Is the number and composition of the SM in accordance with the evacuation analysis	No	Expend the SM	x	
Will the SM be able to properly maintain safe operation and safety functions	No	More crew on support level		X
Will the SM be able to comply with requirements of hours of rest	No	More crew	x	x
Will the SM be able to implement the ship's security plan (ISPS)	No	More		
Are there instructions that cause conflict with security-related duties	Yes	Take the maintenance duties from the watch keeping officer – get more crew on support level		x
Is it above 1000 V AC / DC on board	Yes	ETO	x	
Is it diesel electric operation	Yes	ETO	X	
Is the ship's technical standard taken into account	No	Consider more personnel to maintain safety		x

Is the ship's complexity taken into account	No	Consider more personnel to maintain safety		x
Are there special conditions that should affect the composition of the SM with regard to the machinery's propulsion effect? (de rating)				
Is the ship's trading area taken into account				
Is it fuel with a flash point below 60° degrees				
Has the ship DP class				
Has the ship digitalization and automation operation				
Is there a duty to alternate for some of the positions in the SM				
Is overlapping competence covered in the security staffing				
Practiced 3 watchkeeping system on board				
Using 6 - 6 watchkeeping				
Is the Master and Chief Engineer forced to go ordinary watchkeeping				
Will the SM be able to take care of necessary tasks associated with general fire prevention measures as well as passenger handling, search and rescue in a critical situation				
Will the SM be able to meet current requirements for watchkeeping at sea and on land, as well as safety and emergency preparedness exercises				
Is the size and composition of the crew at any operation in accordance with the alarm instructions				
Will SM be able to take care of SAFETY-critical operating systems, such as:				
Propulsion machinery				
Manoeuvring system				
Rescue systems				
Contingency systems				
Maintenance of critical components. (ISM Code 10.3)				
Will the SM be able to take care of operation and maintenance of technical equipment related to:				
bridge				
engine				
control room				
Will the SM be able to take care of the required maintenance and testing of communication equipment and be able to operate / operate sufficient internal and external communication in an emergency situation				

Are competence and number to operate, operate and maintain technical equipment on deck are taken into account				
Complied with mandatory cleaning				
Has the ship catering for crew				
Have the ship a cook with sufficient competence				
Can the ship be properly moored by the security crew				
Is the SM sufficient to make the necessary preparation of the ship before departure				
Will the SM be sufficient to monitor loading / unloading and securing of cargo				
Must SM perform loading and unloading operations that should not normally be performed				
Is there a dangerous cargo on board that needs extra attention				
Will the SM be able to take care of first aid and provide expected injury treatment and medical assistance				
Is security training and other security work taken care of with SM in connection with Familiarization				
Is scheduled maintenance performed according to the schedule				
Will the SM be able to supervise the intake of bunkers, provisions and storage				
Has everyone on board a valid collective agreement	No	Contact your UNION and get it!	x	x
Is it time for SAFETY meeting	No	You shall have !	x	x



## UNCLOS ARTICLE 94 *Duties of the flag State*

Every State shall effectively exercise its jurisdiction and control in **administrative, technical and social matters** over ships flying its flag. In particular, every State shall:

- (a) maintain a register of ships containing the names and particulars of Ships flying its flag, except those which are excluded from generally accepted international regulations on account of their small size; and
- (b) assume jurisdiction under its internal law over each ship flying its flag and its **master, officers and crew** in respect of administrative, technical and social matters concerning the ship.

3. Every State shall take such measures for ships flying its flag as are necessary to ensure safety at sea with regards, inter alia, to:

- (a) the **construction, equipment and seaworthiness** of ships;
- (b) the **manning** of ships, **labour conditions and the training of crews**, taking into account the applicable **international instruments**;
- (c) the use of signals, the maintenance of **communications** and the prevention of collisions.

4. Such measures shall include those necessary to ensure:

- (a) that each ship, before registration and thereafter, at appropriate intervals, is surveyed by a qualified surveyor of ships, and has on board such charts, nautical publications and navigational equipment and instruments as are appropriate for the safe navigation of the ship
- (b) that **each ship** is in the **charge of a master and officers** who possess **appropriate qualifications, in particular in seamanship, navigation, communications and marine engineering, and that the crew is appropriate in qualification and numbers for the type, size, machinery and equipment of the ship**;
- (c) that the **master, officers** and, to the extent appropriate, the **crew** are fully conversant with and required to observe the applicable international regulations concerning the **safety of life at sea**, the prevention of collisions, **the prevention, reduction and control of marine pollution**, and the maintenance of communications by radio.

5. In taking the measures called for in paragraphs 3 and 4, each State is required to conform to generally accepted international regulations, procedures and practices and to take any steps which may be necessary to secure their observance.





# Maritime Labour Convention 2006 (MLC 2006)

## **MLC Standard A2.7 – Manning levels**

Each Member shall require that all ships that fly its flag have a **sufficient number of seafarers on board** to ensure that ships are **operated safely, efficiently** and with due regard to **security**. Every ship shall be manned by a crew that is adequate, in terms of **size and qualifications**, to ensure the safety and security of the ship and its personnel, under all operating conditions, in accordance with the minimum safe manning document or an equivalent issued by the competent authority, and to comply with the standards of this Convention.

## **MLC Standard A2.8 - Career and skill development and opportunities for seafarers' employment**

Each Member shall have national policies that encourage career and skill development and opportunities for seafarers, in or- to provide the maritime sector with a stable and **competent workforce**.

2. The aim of the policies referred to in paragraph 2. 1 of this Standard shall be to help seafarers strengthen their **competencies, qualifications** and employment opportunities. 3. Each Member shall, after consulting the ship owners' and seafarers' organizations concerned, establish clear objectives for the vocational guidance, **education and training** of seafarers whose duties on board ship primarily to the safe operation and navigation of. the ship, including **ongoing training**.

## **Guideline B2.8 Guideline B2.8.1 Measures to promote career and skill development and employment opportunities for seafarers.**

Measures to achieve the objectives set out in Standard A2.8 might include: agreements providing for career develop- and skills training with a shipowner or and organization of shipowners promoting employment Through the establishment and maintenance of registers or lists, by categories, of **qualified seafarers**; or promotion of opportunities, both on board and ashore, for further training and education of seafarers to provide for skill develop ferment and portable competencies in order to secure and retain decent work, to improve individual employment prospects and **meet the changing technology** and labour conditions of the maritime industry

# International Standard for the safe Management and operation of ships and for pollution prevention (ISM Code)

## ***Implement – Practice – Maintain – Training – Communicate – Development***

The purpose is to provide an international standard for the **safe management and operation of ships and for pollution prevention**.

..take the necessary steps to **safeguard the shipmaster** in the proper discharge of his **responsibilities with regard to maritime safety and the protection of the marine environment**.

..need for appropriate organization of management to enable it to respond to **the need of those on-board ships** in order to **achieve and maintain high standards of safety and environmental protection**.

Recognizing that **no two shipping companies or shipowners are the same**, and that ships operate under a wide range of different conditions, the Code is based on general principles and objectives, which include **assessment of all identified risks to one Company's ships, personnel and the environment and establishment of appropriate safeguards**.

..Clearly, different levels of management, whether shore-based or at sea, **will require varying levels of knowledge and awareness of the items outlined**.

.. In matters of safety and environment protection it is **the commitment, competence, attitudes and motivation of individuals at all levels that determines the end result**.

1.2.3 The safety-management system should ensure:

- .1 compliance with mandatory rules and regulations; and
- .2 that **applicable codes, guidelines and standards recommended by the Organization, Administrations, classification societies and maritime industry organizations** are taken into account

1.1.10 Major non-conformity means an identifiable deviation that poses a **serious threat to the safety of personnel** or the ship or a serious risk to the environment that requires immediate corrective action or the lack of effective and systematic implementation of a requirement of this Code.

## **6. RESOURCES AND PERSONNEL**

6.1 *The Company should ensure that the master is:*

- .1 *properly qualified for command;*
- .2 *fully conversant with the Company's SMS; and*
- .3 *given the necessary support so that the master's duties can be safely performed.*

6.2 *The Company should ensure that each ship is:*

- .1 ***manned with qualified, certificated and medically fit seafarers in accordance with national and international requirements; and***
- .2 ***appropriately manned in order to encompass all aspects of maintaining safe operation on board.\****

*\* Refer to the Principles of minimum safe manning, adopted by the Organization by Resolution A.1047(27)*



The ISM Code states that the safety-management system should ensure compliance with mandatory rules and regulations and that applicable codes, guidelines and standards recommended by the Organization, Administrations, classification societies and maritime industry organizations are taken into account (*Ref. 1.2.3*). The Master is responsible for implementing the safety and environmental-protection policy, motivating the crew and the Master has the overriding authority to make decisions with respect to safety and pollution prevention. (*Ref. 5.1/5.2*)

Identifying and training is necessary to achieve that all ship's personnel have an adequate understanding of relevant rules, regulations, codes and guidelines and relevant information in an understandable language to ensure that the ship's personnel are able to communicate effectively in the execution of their duties. As manning is a part of this policy the Company should ensure that the master is properly qualified for command, fully conversant with the Company's SMS; and given the necessary support so that the master's duties can be safely performed. Further ensure that each ship is manned with qualified, certificated and medically fit seafarers in accordance with national and international requirements and appropriately manned in order to encompass all aspects of maintaining safe operation on board.

To assist in this topic; [Principles of minimum safe manning, adopted by the Organization by Resolution A.1047\(27\)](#). (Ref. 6)



## Principles of minimum safe manning, adopted by the Organization by Resolution A.1047(27)

The resolution A.1047 states that: “[...], 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.” Flag States procedures should fully integrate the resolution requirements and consider additional factors which should never be less than the required standards.



Specific and technical regulation to protect the maritime environment



# International Convention for the Prevention of Pollution from Ships MARPOL

Protocol I - Provisions concerning reports on incidents involving harmful substances (in accordance with Article 8 of the Convention)

Article I Duty to report

1. **The Master** or other person having charge of any ship involved in an incident referred to in Article II of this Protocol shall **report** the particulars of such incident without delay and to the fullest extent possible in accordance with the provisions of this Protocol.

## ROLE OF CHIEF ENGINEER IN IMPLEMENTATION OF MARPOL 73/78

MARPOL 73/78 deals with pollution caused by merchant vessels. The **Chief Engineer** has huge responsibility that vessel is **complying with** all the regulations of MARPOL.

### Certificates

Energy Efficiency Design Index ([EEDI](#)), Energy Efficiency Existing Ship Index ([EEXI](#)), IOPP Certificate (MARPOL I) NLS Certificate (MARPOL II) ISPP Certificate (MARPOL IV) Garbage Certificate of Compliance (MARPOL V) IEE Certificate (MARPOL VI), IAPP Certificate (MARPOL VI) EIAPP Certificate (MARPOL VI and NOx Technical Code) for marine diesel engines

- ✿ RECORD KEEPING
- ✿ SURVEYS
- ✿ CONTROL OF OPERATIONAL POLLUTION
- ✿ BUNKERING
- ✿ RECEPTION FACILITIES
- ✿ EMERGENCY PREPAREDNESS



**MARPOL AT 50**  
OUR COMMITMENT GOES ON

## SOLAS Regulation 14 Ships' manning

1 Contracting Governments undertake, each for its national ships, to maintain, or, if it is necessary, to adopt, measures for the purpose of ensuring that, from the point of view of safety of life at sea, all ships shall be sufficiently and efficiently manned.\*

\* *Refer to the Principles of Safe Manning adopted by the Organization by resolution A.1047(27).*

2 For every ship to which chapter I applies, the Administration shall: (Replaced by Res.MSC.325(90))

.1 establish appropriate minimum safe manning following a **transparent procedure**, taking into account the relevant guidance adopted by the Organization\*; and

\* *Refer to the Principles of minimum safe manning, adopted by the Organization by resolution A.1047(27).*

.2 issue an appropriate minimum safe manning document or equivalent as evidence of the minimum safe manning considered necessary to comply with the provisions of paragraph 1.

3 On all ships, to ensure effective crew performance in **safety matters**, a **working language** shall be established and recorded in the ship's log-book. The company, as defined in regulation IX/1, or the master, as appropriate, shall determine the appropriate working language. Each seafarer shall be required to understand and, where appropriate, give orders and instructions and to report back in that language. If the working language is not an official language of the State whose flag the ship is entitled to fly, all plans and lists required to be posted shall include a translation into the working language.

4 On ships to which chapter I applies, English shall be used on the bridge as the working language for bridge-to-bridge and bridge-to-shore safety communications as well as for communications on board between the pilot and bridge watchkeeping personnel\* , unless those directly involved in the communication speak a common language other than English.

\* [The IMO Standard Marine Communications Phrases \(resolution A.918\(22\)\)as amended, may be used in this respect.](#)



## Standard Training - Vessel Specific Training - Familiarization



### STCW Mandatory absolute minimum competence

**Resolution 6 states** – *that decisions to do with manning levels are entirely the responsibility of the Administration, taking into account the principles of safe manning with reference to [Principles of minimum safe manning, adopted by the Organization by Resolution A.1047\(27\)](#).*

### **Resolution 7 states**

NOTING with concern the reported and anticipated shortage of qualified officers to effectively man and operate ships engaged in international trade,

APPRECIATING that the overall effectiveness of selection, training and certification processes can only be evaluated through the skills, abilities and competence exhibited by seafarers during the course of their service on board ship,

RECOMMENDS that Administrations make arrangements to ensure that shipping companies:

.1 establish criteria and **processes** for the selection of seafarers exhibiting the highest practicable standards of **technical knowledge, skills and professionalism**;

.2 monitor the standards exhibited by ships' **personnel** in the performance of their duties;

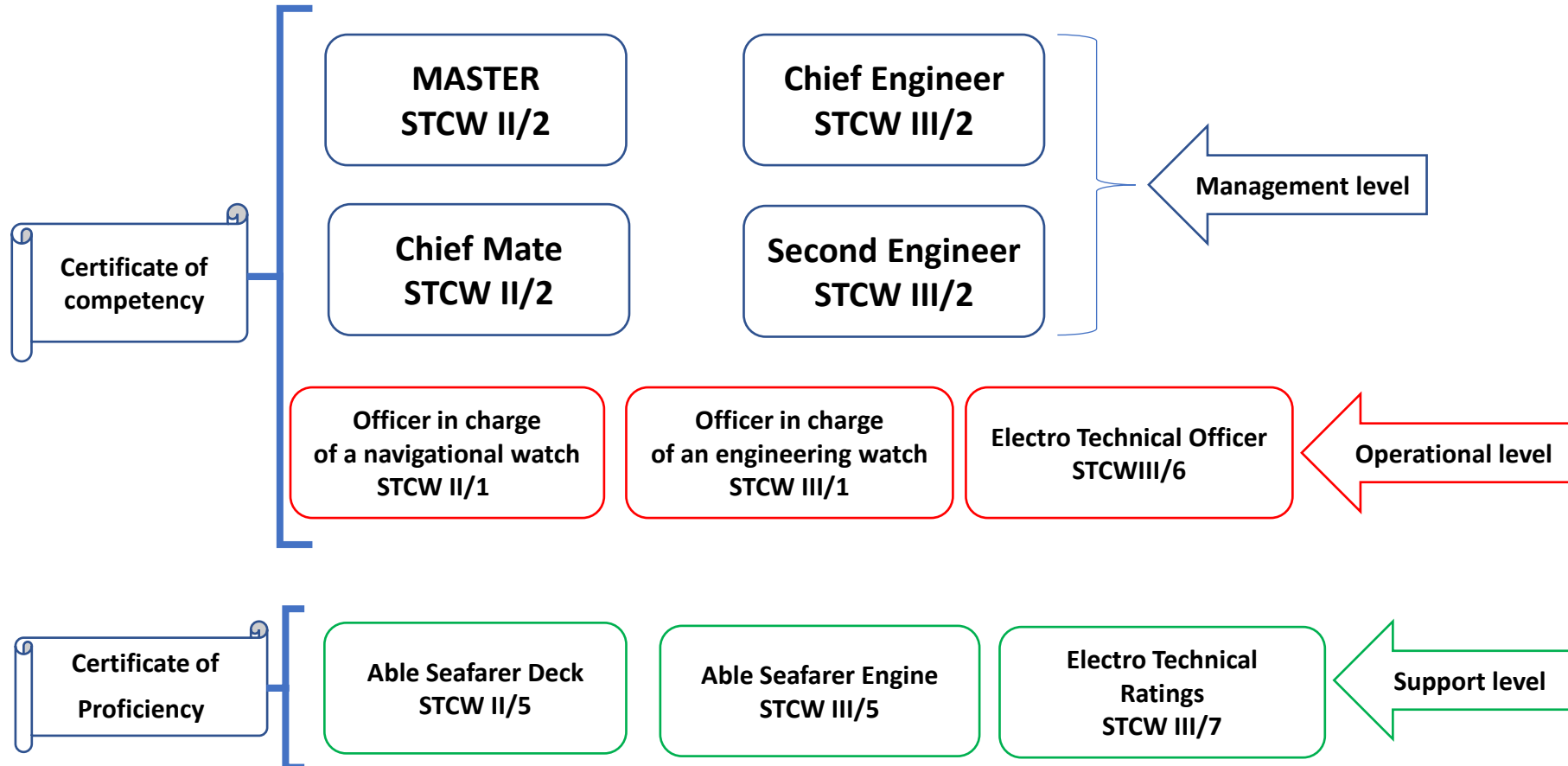
.3 encourage all officers serving on their ships to participate actively in the training of junior personnel;

.4 monitor carefully and review frequently the progress made by junior personnel in the acquisition of knowledge and skills during their service on board ship;

.5 provide refresher and **updating training** at suitable intervals, as may be required; and

.6 take all appropriate measures to instil pride in the maritime profession and encourage the creation of a **safety culture** and environmental conscience among all those who serve on their ships.

# STCW 78 as amended





NORWEGIAN MARITIME AUTHORITY  
SAFE MANNING CERTIFICATE

Issued under the provision of the Administration's regulation of 18 June 2009 No 666 pursuant to regulation V/14.2 of the SOLAS convention 1974 and regulations in the STCW convention 1978 as amended.

Name VIKING MARS		Call sign letter: LACR8	IMO No. 9833187	Homeport Bergen	
Type Passenger ship	No. off pass 954	Trading area – within the radio certificate assigned sea area Passenger ship		Worksystem 3-watch System	
Gr. tons 47842.00	Loa-ltr 228.330 - 28.790 m	Prop. power 14500 kW	EL plant 6660 V - 23520 kW	Prop. eng. Diesel-electric	Speed 20
Minimum Safe Manning is based on the following technical installed equipment: Auto Pilot <input checked="" type="checkbox"/> Internal comm <input checked="" type="checkbox"/> Personnel alarm <input checked="" type="checkbox"/> UMS Alarms <input checked="" type="checkbox"/>					
Safe Manning for operation with manned engine room					
Positions	Nos.	Qualifications * (STCW)	Comments		
Master	1	D1 (II/2)			
Chief mate	1	D2 (II/2)			
Deck officer	2	D4 (II/1)			
Chief engineer	1	M1 (III/2)			
Second engineer	1	M2 (III/2)			
Engine officer	3	M4 (III/1)			
Electrician	3	(II/6)			
Able seafarer deck	6	(II/5)			
Ordinary seamen	5	(II/4)			
Able seafarer engine	2	(III/5)			
Oiler/wiper	3	(III/4)			
Engine other	3	(III/4)			
Cook	1	Note 1			
Catering personnel	135	-			

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.

All crew members shall have completed approved training in crowd and crisis management as specified in § 60 in Regulation of 22. December 2011 No.1523.

(\*) Certificate requirements refer to national codes with STCW references in brackets. Other certificates may be accepted for the required position. For rights or restrictions, see each individual certificate's section of limitations.

<sup>1)</sup> Qualifications according to requirements in §§ 52 or 53 in Regulations of 22. December 2011 No. 1523.

Passenger ships engaged on international voyages with a duration exceeding 24 hours shall have a nurse on board. If the duration of the voyage exceeds 48 hours there shall be a doctor on board in addition to the nurse.

The covering letter to which this certificate is attached, is a part of the Safe Manning Certificate.

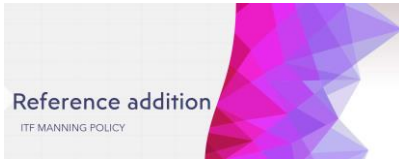
Place Haugesund	Date 2022.03.08	Signature Tor Einar Risøy Senior Surveyor
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Safe manning is the minimum manning level a ship may have in order to operate.

*A SMS is issued as a single decision based on a number of laws and regulations that must be seen in context and is a part of the ship's ISM.*

- Factors affecting manning;
- ✓ Type of ship
- ✓ Tonnage
- ✓ Propulsion power in Kw
- ✓ High Voltages
- ✓ Trading area
- ✓ Watchkeeping arrangements
- ✓ Auto pilot
- ✓ UMS
- ✓ Personal alarm
- ✓ Communications
- ✓ Speed
- ✓ Food & Fresh Water



## The International Regulations for Preventing Collisions at Sea 1972 ([COLREG 1972](#)), as amended

Rule 5 requires that "every vessel shall at all times maintain a proper **look-out** by sight and hearing as well as by all available means appropriate in the prevailing circumstances and conditions so as to make a full appraisal of the situation and of the risk of collision.



## Unattended Machinery Space (UMS) Ship

**SOLAS** –references are made to a periodically unmanned engine room, not a permanently unmanned one. There are a number of requirements e.g. reg 38 for an engineer’s alarm and the entire chapter II-1 part E (periodically unmanned engine spaces) that are clearly written assuming that engineers are onboard however there are provisions for equivalencies.

**SOLAS** Regulation II-1-46 –1 states that “The arrangements provided shall be such that the safety of the ship in all sailing conditions, including manoeuvring, is equivalent to that of a ship having the machinery spaces manned”

# Unattended Machinery Space (UMS) Ship

## STCW CHAPTER VIII Watchkeeping Regulation VIII/1

### *Fitness for duty*

1 Each Administration shall, for the purpose of preventing **fatigue**:

.1 establish and enforce rest periods for watchkeeping personnel and those whose duties involve designated safety, security and prevention of pollution duties in accordance with the provisions of section [A-VIII/1](#) of the STCW Code; and

.2 require that watch systems are so arranged that the efficiency of all watchkeeping personnel is not impaired by fatigue and that duties are so organized that the first watch at the commencement of a voyage and subsequent relieving watches are sufficiently rested and otherwise fit for duty.

2 Each Administration shall, for the purpose of preventing drug and alcohol abuse, ensure that adequate measures are established in accordance with the provisions of section A-VIII/1 while taking into account the guidance given in section [B-VIII/1](#) of the STCW Code.

## CHAPTER VIII Watchkeeping Regulation VIII/2

### *Watchkeeping arrangements and principles to be observed*

1 Administrations shall direct the attention of companies, masters, chief engineer officers and all watchkeeping personnel to the requirements, principles and guidance set out in the STCW Code which shall be observed to ensure that a safe continuous watch or watches appropriate to the prevailing circumstances and conditions are maintained on all seagoing ships at all times.

2 Administrations shall require the master of every ship to ensure that watchkeeping arrangements are adequate for maintaining a safe watch or watches, taking into account the prevailing circumstances and conditions and that, under the master's general direction:

.1 officers in charge of the navigational watch are responsible for navigating the ship safely during their periods of duty, when they shall be physically present on the navigating bridge or in a directly associated location such as the chartroom or bridge control room at all times;

.2 radio operators are responsible for maintaining a continuous radio watch on appropriate frequencies during their periods of duty;

.3 officers in charge of an engineering watch, as defined in the STCW Code, under the direction of the chief engineer officer, shall be immediately available and on call to attend the machinery spaces and, when required, shall be physically present in the machinery space during their periods of responsibility;

.4 an appropriate and effective watch or watches are maintained for the purpose of safety at all times, while the ship is at anchor or moored and, if the ship is carrying hazardous cargo, the organization of such watch or watches takes full account of the nature, quantity, packing and stowage of the hazardous cargo and of any special conditions prevailing on board, afloat or ashore; and

.5 as applicable, an appropriate and effective watch or watches are maintained for the purposes of security.



## Unattended Machinery Space (UMS) Ship

**STCW** Resolution 6 states –that decisions to do with manning levels are entirely the responsibility of the Administration, taking into account the principles of safe manning.

**STCW** Regulation VIII/2 states that officers in charge of an engineering watch shall be immediately available to attend the machinery space and, when required, shall be physically present in the machinery space during their periods of responsibility.

**STCW** Regulation I/13 allows administrations to conduct trials to evaluate integrated or automated systems to perform functions prescribed by the code. These can be made permanent after informing the Maritime Safety Committee if the MSC approves.

### **STCW** section A- VIII/1

.3 officers in charge of an engineering watch, as defined in the STCW Code, under the direction of the chief engineer officer, shall be immediately available and on call to attend the machinery spaces and, when required, shall be physically present in the machinery space during their periods of responsibility;

64 When the machinery spaces are in the periodic unmanned condition, the designated duty officer in charge of the engineering watch shall be immediately available and on call to attend the machinery spaces.

69 Officers in charge of an engineering watch shall not be assigned or undertake any duties which would interfere with their supervisory duties in respect of the main propulsion system and ancillary equipment. They shall keep the main propulsion plant and auxiliary systems under constant supervision until properly relieved, and shall periodically inspect the machinery in their charge. They shall also ensure that adequate rounds of the machinery and steering-gear spaces are made for the purpose of observing and reporting equipment malfunctions or breakdowns, performing or directing routine adjustments, required upkeep and any other necessary tasks.

### **Engineering watchkeeping under different conditions and in different areas**

#### *Restricted visibility*

80 The officer in charge of the engineering watch shall ensure that permanent air or steam pressure is available for sound signals and that at all times bridge orders relating to changes in speed or direction of operation are immediately implemented and, in addition, that auxiliary machinery used for manoeuvring is readily available.

### **DNV- RULES FOR CLASSIFICATION**

- Engineers' alarm is an alarm system, which shall be provided to operate from the engine control room or the manoeuvring platform, as appropriate, and shall be clearly audible in the engineers' accommodation. (SOLAS Ch. II-1/38)
- The extent of automation shall be sufficient to permit unattended engine room operation for 24 hours, or for the maximum continuous operation time when less than 24 hours. Normal service at sea and normal manoeuvres are presumed. Normal manoeuvres do not include emergency manoeuvres, where alarm and safety limits may be exceeded.



## Summing up

Minimum Safe Manning is the absolute minimum level of competence and skill onboard to ensure safe navigation and engine watch, perform critical maintains and able to bring the ship back to normal operation mode or safe back to port, within mandatory regulatory framework.

Periodic maintenance and other no safe or security duties shall be performed by additional operational manning.

The ship management should conduct a risk and hazard analysis of all current operations, tasks, functions, trade area and security levels to ensure that the ship is at all times manned with qualified, certificated and medically fit seafarers in accordance with national and international requirements.

The ship must always be appropriate manned and all aspects of safe operation on board shall be ensured, to safety and security for everyone on board, the ship and prevent pollution of the marine environment.

The process must be transparent and include union and safety representative.



**MANNING IS YOUR SAFETY RESPONSIBILITY**  
**-a ship can be replaced, but NOT YOU!**

