



# ST. VINCENT AND THE GRENADINES

## MARITIME ADMINISTRATION

### CIRCULAR N° SOL 058

#### **MINIMUM SAFE MANNING DOCUMENT REVISED FORM SOLAS Chapter V, Regulation 14 and IMO Resolution A.1047 (27)**

**This Circular should be read in conjunction with  
Circulars SOL 020 and SOL 029**

**TO:** SHIPOWNERS, SHIPS' OPERATORS AND MANAGERS, MASTERS, FLAG STATE SURVEYORS AND CLASSIFICATION SOCIETIES

**APPLICABLE TO:** a) all ships engaged in international voyages;  
b) other ships of 500 GT and over; and  
c) all commercial yachts of 24 metres and over.

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

29<sup>th</sup> January 2014

#### **Revision of the Form of the Minimum Safe Manning Document**

After considering the contents of Resolution A.1047 (27), this Administration has revised the form of the Minimum Safe Manning Document in order to be in accordance with the model set out by the Resolution.

This Administration has also introduced a new application form "Application for the issue, change or renewal of a Minimum Safe Manning Document". The completion of this form should be based on the assessment which took into account the guidance from IMO Resolution A.1047 (27).

The new form of Minimum Safe Manning Document is applicable to newly registered ships and to existing ships.

#### **Existing ships which are NOT in possession of the new Form of the Minimum Safe Manning Document**

All existing ships which are NOT in possession of a new Minimum Safe Manning Document whose specimen is annexed to this Circular should apply as soon as possible. The relevant Application Form is annexed to this Circular. Please attach a copy of the existing Minimum Safe Manning Documents to the Application Form.

Prior receiving the new Form of the Minimum Safe Manning Documents, the existing Minimum Safe Manning Documents on board the ships should remain valid and in force.

#### **Existing ships which are in possession of the new form of the Minimum Safe Manning Document**

Existing ships in possession of the new forms of Minimum Safe Manning Documents, as annexed, should apply for their replacements in the following cases:.

- change of trading area;
- change in shipboard equipment;
- change of ship's management as per the ISM Code or ship's operators for vessels not subject to the ISM Code; and
- change of ship's particulars reflected in the Minimum Safe Manning Document (e.g. gross tonnage, engine power, Unattended Machinery Space status etc.).

**Annexes to this Circular:**

- Minimum Safe Manning Document (Specimen)
- Application for the issue, change or renewal of a Minimum Safe Manning Document



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### APPLICATION FOR THE ISSUE, CHANGE OR RENEWAL OF A MINIMUM SAFE MANNING DOCUMENT

NAME OF VESSEL	OFFICIAL NUMBER (if assigned)	IMO NUMBER
TYPE OF VESSEL	TOTAL MAIN ENGINE POWER (kW)	Intended GMDSS Sea Areas in which the Ship will sail (for ships over 300GT) <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4
GROSS TONNAGE International Tonnage Convention, 1969	LENGTH (as per Tonnage Certificate) (m)	UNATTENDED MACHINERY SPACE (UMS)  <input type="checkbox"/> YES <input type="checkbox"/> NO
National - See "REMARKS" column of the International Tonnage Certificate (if any)	Any restriction(s) imposed by Class on the sailing area or weather/sea conditions? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes a copy of the Class Certificate should be attached to this Application Form.	
Trading Area: UNRESTRICTED <input type="checkbox"/> RESTRICTED <input type="checkbox"/> (if restricted give exact geographical details, including any conditions imposed by Class on the sailing area or weather/sea conditions)		
Total number of crew, including the Master	Total accommodation (persons/berths)	
Number of lifeboats	Number of generators	
Number of liferafts	Automated mooring winches	<input type="checkbox"/> Y <input type="checkbox"/> N
Number of rescue boats	Other relevant information:	
Number of liferafts with launching		
Full name of Company as per Document of Compliance (ISM Code) or full name of the Owner when the vessel is not subject to ISM Code		
IMO Company Number		

#### MINIMUM SAFE MANNING PROPOSAL

No	STCW Reg.	Deck	No	STCW Reg.	Engine	No	STCW Reg.	Others
		Master			Chief Engineer			Radio Operator
		Chief Mate			Second Engineer			Cook
		Deck Officer(s)			Engine Officer(s)			Doctor
		Deck Rating-Watch			Engine Rating-Watch			Rating
		Rating			Rating			
		Able Seafarer Deck*			Able Seafarer Engine*			
					Electro-Technical Officer*			
					Electro-Technical Rating*			

\*Qualifications introduced by STCW 2010 amendments. These qualifications will be required after 31.12.2016.

The Company/Owner hereby confirms that the above proposed minimum safe manning was completed taking into account IMO Resolution A.1047 (27) and also the requirements on hours of rest stated in the STCW 78 and the Maritime Labour Convention 2006.

Place and Date:

Signed on behalf of Company/Owner

Print Full Name and position:



# ST. VINCENT AND THE GRENADINES

## MARITIME ADMINISTRATION

### MINIMUM SAFE MANNING DOCUMENT

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 the Saint Vincent and the Grenadines

<b>Name of Ship</b>	<b>Official No. / IMO No.</b>	<b>Port of Registry</b>	
<b>Type of Ship</b>	<b>Main Propulsion Power</b>	<b>Trading Area<sup>1</sup></b>	
<b>Gross Tonnage</b>			
<b>National<sup>2</sup>:</b>		<b>Periodically unattended machinery space</b>	
<b>International Tonnage Convention, 1969:</b>			

<b>OPERATING COMPANY</b>	
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The ship named in this Document is considered to be safely manned if, whenever she proceeds to sea, she carries not less than the number and grades/capacities of personnel specified in the table below.

Grade / Capacity	STCW Reg.	Nr	Grade / Capacity	STCW Reg.	Nr	Grade / Capacity	STCW Reg.	Nr

**Special requirements or conditions, if any:**

Issued at xxxxx on xxxx

This Certificate is subject to the validity of the Certificate of Registry.

THE COMMISSIONER FOR MARITIME AFFAIRS

<sup>1</sup> Where a trading area other than unlimited is shown, a clear description or map of the trading area should be included in the Document

<sup>2</sup> See "REMARKS" column of the International Tonnage Certificate (if any)