



**MARITIME AND PORT AUTHORITY OF SINGAPORE**  
**SHIPPING CIRCULAR TO SHIPOWNERS**  
**NO. 22 OF 2013**

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19 December 2013

**Applicable to:** This circular should be brought to the attention of shipowners, shipmanagers, operators and masters of Singapore ships.

**REVISED SAFE MANNING REQUIREMENTS FOR SINGAPORE SHIPS**

1. All Singapore ships are required to be safely manned and hold an appropriate safe manning document (SMD) issued under the provisions of Regulation V/14 of the International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended. The purpose of the SMD is to ensure that the manning of seagoing ships from a safety standpoint, includes the minimum number and grades of personnel necessary for the safe operation and security of the ship, and for the protection of the marine environment.

**Amendments to SOLAS Regulation V/14**

2. Resolution MSC.325(90), adopted by the Maritime Safety Committee of the International Maritime Organisation (IMO) on 24 May 2012, made amendments to SOLAS Regulation V/14. The amendments will enter into force on 01 Jan 2014 (See also Shipping Circular No. 05 of 2013). The amendments require the appropriate minimum safe manning of each ship to be established taking into account the "Principles of Minimum Safe Manning" adopted by the IMO by Resolution A.1047(27).

3. [IMO Resolution A.1047\(27\)](#), adopted on 30 Nov 2011, provided updated principles of minimum safe manning.

4. Companies should ensure that the master and crew do not work more hours than in relation to the performance of their duties necessary for the safe operation and security of the ship, and for the protection of the marine environment. The same responsibility is placed on the master in relation to deployment of the ship's complement. Manning levels should be adequate as to ensure that the time and place available for taking rest periods are appropriate for achieving a good quality of rest.

5. In relation to this, companies are reminded that the minimum safe manning indicated on the SMD serves as the minimum level that should be maintained on board at any one time. This is to fulfil the objectives that a ship shall be sufficiently, effectively and efficiently manned to provide safety and security of the ship, for protection of the marine environment, and for dealing with emergency situations.

6. Work requirements and conditions on board should be taken into account, when a company is determining the actual manning for its Singapore ship. The actual manning should be periodically reviewed to address changing operations. This is with the view that the actual workload situation on board the ship may vary with time due to various factors, for example – changes in voyage patterns or status of the ship's machinery. The companies' review should be in accordance with the International Safety Management (ISM) Code and IMO Resolution A.1047(27), to ensure safe operations on board Singapore ships.

### **Revision to Format of the Minimum Safe Manning Document**

7. MPA has revised the format of the SMD taking into account the recommendation in IMO Resolution A.1047(27). The revised format will include the Company<sup>1</sup> as defined in the ISM Code. MPA will also introduce a new assessment form in place of the current application form for a new SMD. This new assessment form should be used together with guidance from IMO Resolution A.1047(27) for all applications and issuance of SMDs on or after 01 Jan 2014 under the following situations:

- a. a newly registered Singapore ship;
- b. a Singapore ship undergoing a change of ship management as per the ISM Code; or
- c. a Singapore ship's particulars reflected in the safe manning document have changed (e.g. gross tonnage, engine power, status of automation etc.); or
- d. a Singapore ship found to be in need of a change in minimum safe manning levels.

### **Submission of Assessment Form**

8. Companies are to submit applications for SMDs using the new assessment form via email to the Seafarers Management Department ([MMO\\_mpa@mpa.gov.sg](mailto:MMO_mpa@mpa.gov.sg)). The new assessment form requires companies to provide a list of pertinent information for a Singapore ship, which the company should take into account when applying for the safe manning document. Hence, companies are advised to submit applications in a timely manner, in order to allow time for the consideration process of both the company and MPA. The new assessment form can be found in Annex A.

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<sup>1</sup> Company as defined in the ISM Code means the owner of the ship or any other organisation 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 responsibility, has agreed to take over all duties and responsibility imposed by the Code.

## **Replacement of Existing Safe Manning Documents**

9. For existing SMDs on board Singapore ships, companies are to conduct a review of the minimum safe manning using the new assessment form, taking into account of the guidance from IMO Resolution A.1047(27), as part of their ongoing review process.

10. If a Company assesses that there is a need to revise the minimum safe manning for its Singapore ship due to any change in shipboard operations, equipment or any other reasons, the company should make an application to MPA using the new assessment form by 31 Mar 2014. If a Company assesses that there is no change to the existing minimum safe manning, the Company should inform the Seafarers Management Department ([MMO\\_mpa@mpa.gov.sg](mailto:MMO_mpa@mpa.gov.sg)), using the declaration form in Annex B.

11. Companies are advised to ensure that a copy of this shipping circular is carried on board Singapore ships as supplementary clarification on the Singapore Flag Administration's requirement for carrying a SMD on board.

12. MPA will conduct a replacement exercise of existing SMDs for Singapore ships from 01 Apr 2014 onwards to 31 Dec 2014. The replacement will be carried out at no charge and in batches from 01 Apr 2014. Companies will be subsequently notified when their Singapore ships' SMDs are ready for collection. Prior to the receipt of the replacement SMD, the existing SMD on board the ships shall remain valid and in force.

## **Periodic Review of Manning Level by Companies**

13. The new assessment form could also be used as a guideline when the company conducts its periodic review of the manning level on board ships. Records of such reviews should be documented. These records of review by the company could also be audited as part of the internal and external ISM audits to be carried out onboard the ship.

14. These records of review along with any other supporting information should be provided to MPA, whenever required by MPA.

15. Any queries regarding this circular should be directed to:

- Captain I.G. Sangameswar  
(Email: [Irinjalakuda\\_g\\_sangameswar@mpa.gov.sg](mailto:Irinjalakuda_g_sangameswar@mpa.gov.sg), Tel: 63751241)
- Mr. Wong Kai Cheong  
(Email: [Kai\\_cheong\\_wong@mpa.gov.sg](mailto:Kai_cheong_wong@mpa.gov.sg), Tel: 63756216)
- Ms. Irene Goh  
(Email: [Irene\\_T\\_L\\_GOH@mpa.gov.sg](mailto:Irene_T_L_GOH@mpa.gov.sg), Tel: 63756225)
- Mr. Samuel Soo  
(Email: [Samuel\\_SOO@mpa.gov.sg](mailto:Samuel_SOO@mpa.gov.sg); Tel: 63756207)
- Mr. Glendon Goh  
(Email: [Glendon\\_GOH@mpa.gov.sg](mailto:Glendon_GOH@mpa.gov.sg); Tel: 63756268)

CHEONG KENG SOON  
DIRECTOR OF MARINE  
MARITIME AND PORT AUTHORITY OF SINGAPORE

**Assessment form to apply for a safe manning document**

Please read the following note carefully before completing the assessment form.  
The assessment form should be completed fully before being submitted to MPA.

**Explanation note on completing the assessment form**

1. This assessment form shall be signed by a Singapore ship's Company when applying for a safe manning document. The Company, as defined in the International Safety Management (ISM) Code, means the owner of the ship or any other organisation 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 responsibility, has agreed to take over all duties and responsibility imposed by the Code.
2. When completing the assessment form, the Company shall take into account guidance from the International Maritime Organisation (IMO) Resolution A.1047(27), on principles of minimum safe manning.
3. Ship Type: Please indicate if the ship is a CARGO SHIP, TANKER or PASSENGER SHIP.
4. Type of Manning System: Please indicate the type of manning system that will be employed on board the ship. The description of the types of manning systems are listed below –
  - a. Conventional: For ships manned with conventional crew, normal shipboard operations are carried out by the separate departments (e.g. all engine room work is performed by engine department ratings).
  - b. General Purpose: Ratings are deployed in both engine and deck departments. Ratings keeping bridge watch as a lookout or helmsman should be medically fit to perform such duties.
  - c. Inter-Departmental Flexibility: Similar to the job scopes defined in Conventional crew. However, ratings from departments assist each other during peak periods (e.g. engine ratings assisting the deck department during mooring).
  - d. Cadet Ship: Training ships where the ship is manned by deck and/or engine cadets instead of regular ratings.
  - e. Others: In case of any other system for crew deployment, please provide a description.
5. Proposed manning of the ship: State the proposed number of deck or engine officers and ratings to be engaged on board.
6. Please submit the assessment form together with any supporting documents to the Seafarers Management Department (MMO\_mpa@mpa.gov.sg).

### **1. Particulars of Applicant**

1. Full name of registered owner:
2. Address:
3. Full name of Company<sup>1</sup>:
4. Address:

### **2. Ship's Particulars**

1. Ship Name:	2. Ship Type:	3. Official Number:
4. IMO Number:	5. Gross Tonnage:	6. Call Sign:
7. Type of Manning System ( <i>delete accordingly</i> )  Conventional/General Purpose/Inter-Departmental Flexibility/Cadet Ship/Others  For "Others", please provide details:		

### **3. Ship's Engine**

1. <b>Main Engine</b>	2. <b>Auxiliary Engine</b>
Number of Engines:	Number of Engines:
Propulsion Power Per Engine (k/w):	Propulsion Power Per Engine (k/w):
Type of Engine: Steam/Motor	Type of Engine: Steam/Motor
Type of Boilers: None/Auto/Manual	Type of Boilers: None/Auto/Manual

3. Bow Thrusters: Yes/No
4. Stern Thrusters: Yes/No
5. CP Propeller: Yes/No
6. High Bilge Alarm System: Yes/No

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7. Unattended Machinery Space Certificate<sup>2</sup>: Yes/No

8. Bridge Control: Yes/No

9. Engine Room Fire Detection Fitted: Yes/No

10. Details of Engine Room/Bridge Communication System:

11. Alternative Engine Room Warning System:

**4. External Communications** *(delete accordingly)*

1. GMDSS: A1/A1 + A2/A1 + A2 +A3; or

2. R/T; or

3. INMARSAT

**5. Voyage & Cargo**

1. Type of Cargo:

2. Dangerous Goods: Y/N

3. Voyage Type:

4. Voyage Period:

5. Area of Operations: Special Limit/Home Trade/Foreign Going/Others

6. Details of Intended Nature of Service:

**6. Life Saving Appliances (LSA)**

1. No. of Personnel that the Ship's LSA is Certified For:

2. No. of Life Rafts:

3. No. of Lifeboats:

4. No. of Rescue Boats:

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<sup>2</sup> Please submit a copy of the certificate together with the completed assessment form.

5. No. of Life Rafts with Launching Appliances:

**7. Proposed Manning**

<b>Rank</b>	<b>STCW Regulation</b>	<b>Number</b>
Master		
Chief Mate		
Deck Watchkeeper		
Rating (Deck)		
Chief Engineer		
2 <sup>nd</sup> Engineer		
Engine Watchkeeper		
Rating (Engine)		
Others: (e.g. Electro-technical officer etc.)		
Rating (GP)		
<b>Total</b>		



**8. Supplementary information in accordance with IMO Resolution A.1047(27), as amended.**

**Maintaining a safe bridge watch at sea in accordance with Regulation VIII/2 of the STCW Code, as amended, which includes general surveillance of the ship.**

- |  |
|--|
| 1. Which watch system will be adopted: Two/Three                         |
| 2. Will the Master undertake a navigational watch: Y/N                   |
| 3. Will the Master be required to undertake his own pilotage: Y/N        |
| 4. Are office-to-ship communications handled only by the Master: Y/N     |
| 5. What is the communication system between bridge and watch rating: Y/N |

**9. Safe and effective mooring/unmooring of a ship.**

- |   |
|---|
| 1. Number of officers and ratings required for mooring operations: ____ officers ____ ratings                             |
| 2. Are self-tension mooring winches fitted to the ship: Y/N   |
| 3. Detail mooring station equipment and manning requirements for peak workload situation:<br><br>a. Forward<br><br>b. Aft |

**10. Operate and, when practicable, maintain efficiently, all watertight closing arrangements, fire equipment and life-saving appliances provided, including the ability to muster and disembark passengers and non-essential personnel (as appropriate), and mount an effective damage control party.**

- |  |
|--|
| 1. Is the ship fitted with an accommodation fire detection system: Y/N       |
| 2. Can the fire pumps be started remotely: Y/N                               |
| 3. Personnel responsible for equipment maintenance:                          |
| 4. Describe the lifeboat and rescue boat launching systems (as appropriate): |
| 5. State how fire/damage control/LSA requirements are covered:               |

**11. Manage the safety functions of the ship at sea, when not under way.**

1. Does the ship have DP capability: Y/N
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**12. Maintain a safe engineering watch at sea in accordance with Regulation VIII/2 of the STCW Code, as amended, and also maintain general surveillance of spaces containing main propulsion and auxiliary machinery.**

1. Will a watch system be adopted: Y/N
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2. State the watch system that will be adopted:
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3. Are all machinery spaces covered by a fire detection system: Y/N
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4. Are all machinery spaces covered by a bilge alarm system: Y/N
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5. Will the Chief Engineer be required to undertake watch at sea and port: Y/N
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6. Can emergency steering be engaged by one person: Y/N
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7. Describe how the engine room rating duties will be covered (e.g. general cleaning of the engine room:
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**13. Operate and maintain in a safe condition, the main propulsion and auxiliary machinery to enable the ship to overcome the foreseeable perils of the voyage, and maintain the safety arrangements and cleanliness of machinery to minimise risk of fire.**

1. Personnel who will undertake machinery space cleaning:
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2. Personnel will assist in the event of breakdowns:
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**14. Provide for medical care onboard.**

1. How is the provision satisfied:
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**15. Maintain a safe radio watch in accordance with 1974 SOLAS and ITU Regulations, as amended.**

- |   |
|---|
| 1. What is the radio equipment maintenance agreement: Onboard/Shore based |
| 2. State the primary GMDSS operator on board the ship:                    |

**16. Maintain the precautions and safeguards necessary to protect the marine environment in accordance with MARPOL 73/78, as amended.**

- |  |
|--|
| 1. The number of personnel necessary to cover the ship's SOPEP requirements: |
|--|

**17. Maintain safety in all ship operations whilst in port.**

- |  |
|--|
| 1. State the type of cargo handling gear fitted on the ship:               |
| 2. State the personnel who operate it:                                     |
| 3. State the personnel who undertake duties to clean the ship's hold/tank: |

**18. Food and Catering duties.**

- |  |
|--|
| 1. State how food and catering duties on board the ship are covered: |
|--|

**19. Ship's Doctor.**

- |  |
|--|
| 1. For a foreign-going ship having 100 persons or more on board as part of her complement, is a qualified medical practitioner being carried on board, in accordance with the Merchant Shipping (Training, Certification and Manning) Regulations: Y/N |
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## 20. Hours of Rest.

1. Provide an explanation of how the proposed manning level ensures that the working arrangements allow for sufficient rest periods to avoid fatigue, in accordance with the MLC and STCW:
2. State the provisions in the ship's safety management system that allows a review of the manning requirements, such as to ensure that the ship's complement is sufficient to provide adequate rest hours to crew due to a change of voyage pattern, maintenance issues or other reasons:

## 21. Ship Security.

1. State the personnel who is/are appointed as the ship security officer:
2. Is the ship fitted with surveillance equipment for remote monitoring of restricted areas: Y/N
3. How often is the ship travelling through piracy high risk areas: \_\_\_ days per month
4. Will privately contracted security personnel be engaged when passing through high risk areas: Y/N
5. Additional personnel to be assigned as security lookouts at when at sea and in port:

Sea	
Port	
6. Has consideration been made for personnel who will have key security roles in the event of security incident, according to the ship security plan, e.g. responding to hijack threat, bomb threat, etc.: Y/N

**Note – In order to process your application, the following documents or ship plans shall be submitted upon request:**

- Fire control plan;
- Mooring and equipment;
- Escape (passenger ships only);
- Schedule of duties;
- General arrangement;
- Engine room arrangement;
- Security plan; and
- Other relevant documents

**Declaration by the Company<sup>3</sup>**

We declare that the information provided in this document is a true and factual representation of the ship. We further declare that the proposed manning is adequate in all respects for the safe operation and the security of the ship and for the protection of the marine environment. We undertake to apply to MPA for revision of manning if the current manning is proven to be inadequate to provide ship's complement with adequate rest hours as required by the MLC and STCW Code.

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Date / Company's stamp

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**Declaration to the Maritime and Port Authority of Singapore**

The following template should be used by a company, when informing MPA that a company's Singapore ship/ships would not need to change the existing minimum safe manning on board<sup>1</sup>.

**Template**

*We, (Company<sup>2</sup> name), confirm that a review of the existing minimum safe manning on board, as required by the safe manning document issued by MPA, has been conducted for the following Singapore ship/ships in the table below. The review was conducted in accordance with SOLAS Regulation V/14, as amended, and IMO Resolution A.1047(27), as amended.*

Ship Name	Ship IMO Number

*We declare that the existing minimum safe manning on board the Singapore ship/ships in the table above is adequate to meet the safe operation and the security of the ship, and for the protection of the marine environment.*

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<sup>1</sup> A replacement safe manning document in the revised format will be issued based on existing minimum safe manning levels required on board the Singapore ship/ships.

<sup>2</sup> Company as defined in the ISM Code means the owner of the ship or any other organisation 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 responsibility, has agreed to take over all duties and responsibility imposed by the Code.