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THE REPUBLIC OF LIBERIA
LIBERIA MARITIME AUTHORITY

Office of
Deputy Commissioner
of Maritime Affairs

Marine Notice

MAN-004
Rev. 07/20

TO: ALL VESSEL OWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT VESSELS, AND AUTHORIZED CLASSIFICATION SOCIETIES

SUBJECT: Manning requirements for Mobile Offshore Units (MOUs)

References:
- **(a) Maritime Regulation 10.292**
- **(b) International Regulations for Preventing Collisions at Sea, 1972, (COLREGS)**
- **(c) International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended**
- **(d) Liberian Marine Notice RLM 118**
- **(e) Global Marine Distress and Safety System (GMDSS) requirements.**
- **(f) SOLAS Chapter V, Regulation 14**
- **(g) IMO Resolution A.1079 (28)**

Augments: **Marine Notice MAN-001, as amended**
Replaces: **Marine Notice MAN-004, dated 06/12**

The following changes have been included:

Revised format of manning scales chart for easier reading and clarification of manning requirements for different MODU/MOU operations.

PURPOSE:

This Notice is issued to update the Liberian requirements for the manning of Mobile Offshore Units (MOUs), to include Floating Petroleum Storage Vessels and non-self-propelled MOUs while on fixed locations and when manned and under tow following the guidance found in **IMO Resolution A.1079 (28)**, **IMO Resolution A.1047 (27)**, **MEPC Resolution 186 (59)** and **MSC.Resolution 353 (92)** as applicable.

RLM 118, provides the standards and information on Training, Qualifications, Examinations, Certification and Documentation for all Merchant Marine Personnel required for compliance with STCW 1978, as amended and other related conventions. Please Refer to RLM 118 for personnel certification requirements.

This Marine Notice is issued without prejudice to the rights of coastal States under international law to impose their own additional National requirements relating to training, qualifications and certification of personnel on board units engaged or intending to engage in exploration for and/or exploitation of, the natural resources of the sea-bed and subsoil over which those States are entitled to exercise their sovereign rights.

APPLICABILITY:

This Notice is applicable to all MOUs as defined in this Marine Notice under Liberian Flag.

1.0 DEFINITIONS:

1.1 **Administration** means the Government of the State whose flag the MOU is entitled to fly.

1.2 **Ballast Control Operator (BCO)** is a person assigned responsibility for the normal day-to-day control of trim, draught and stability of a MOU.

1.3 **Barge Supervisor (BS)** is a person who may provide support to the Offshore Installation Manager (OIM) in certain essential marine matters. The Barge Supervisor on some MOUs may be referred to as the stability section leader or barge master.

1.4 **Certificate of Competency (CoC)** means a certificate issued and/or endorsed by the Administration for offshore personnel in accordance with the provisions of the recommendations and requirements found in **IMO Resolution A.1079 (28)**. The STCW Convention, **IMO Resolution A.1047 (27)** and **RLM 118** as appropriate.

1.5 **Certificate of Proficiency (CoP)** means a certificate, other than a CoC , issued to offshore personnel that the relevant requirements of training, competencies, and/or seagoing service in accordance with the provisions of the recommendations and requirements found in **IMO Resolution A.1079 (28)**. The STCW Convention, **IMO Resolution A.1047 (27)** and **RLM 118** as appropriate.

1.6 **Coastal State Administration** means the Government of the coastal State concerned in cases where a MOU is engaged in exploration for, or exploitation of, the sea-bed and subsoil thereof, adjacent to the coast over which the coastal State exercises sovereign rights for the purposes of exploration and exploitation of their natural resources.

1.7 **Company** means the owner of the Mobile Offshore Unit (MOU) or any other organization or person such as the manager, or the bareboat charters, who has assumed the responsibility for operation of the MOU from the owner and who, on assuming such responsibility, has agreed to take over all the duties and responsibilities imposed on the company in accordance with the recommendations and requirements found in in **IMO Resolution A.1079 (28)** and **IMO Resolution A.1047 (27)** when appropriate.

1.8 **Documentary Evidence** means documentation, other than a CoC or CoP, used to establish the relevant requirements of the applicable regulations and resolutions have been met.

1.9 **Drillship** is a self-propelled vessel-shaped mono hull surface mobile offshore drilling unit.

1.10 **Dynamic Position Operator (DPO)** is a person competent in the principles of the dynamic positioning system, including capabilities and limitations of thrusters, power systems and maximum allowable position offsets.

1.11 **Dynamically-Positioned System (DPS)** means a system whereby a self-propelled MOU's position and heading is automatically maintained by using its own propulsion units.

1.12 **Emergency preparedness training** means training, which prepares individuals to respond adequately and safely to emergency situations.

1.13 **ISPS Code** means the International Ship and Port Facility Security Code adopted on 12 December, 2002, by Resolution 2 of the Conference of Contracting Governments to the International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended (see **Marine Notice ISP-001)**.

1.14 **Maintenance Supervisor (MS)** is a person assigned responsibility for the inspection, operation and testing, as required, of all machinery and equipment as specified by the owner of the MOU. The Maintenance Supervisor on some MOUs may also be referred to as the chief engineer, technical section leader or rig mechanic.

1.15 **Maritime crew** comprises the Master, or OIM, Chief Mate or Barge Supervisor (BS), Officer in Charge of the Navigation Watch or Ballast Control Operator (BCO), and Chief Engineer or Maintenance Supervisor (MS) as well as other deck and engineering officers, radio operators and ratings as defined in regulation I/1 of the STCW Convention, as amended.

1.16 **Maritime safety training** means training with respect to safety of life at sea, including personal and group survival.

1.17 **Mobile Offshore Accommodation Unit** is a unit, the primary purpose of which is, to accommodate personnel working offshore.

1.18 **Mobile Offshore Drilling Unit (MODU)** is a unit capable of engaging in drilling operations for the exploration for, or exploitation of, resources beneath the seabed such as liquid or gaseous hydrocarbons, sulfur or salt.

1.19 **Mobile Offshore Units (MOUs)** are vessels, which can be readily relocated and which can perform an industrial function involving offshore operations other than those traditionally provided by vessels covered by Chapter I of the 1974 SOLAS Convention. Such MOUs include at least one of the following:

.1 Column-Stabilized Unit: an MOU with the main deck connected to the underwater hull or footings by columns or caissons;
.2 Non-Self-Propelled Unit: an MOU not fitted with mechanical means of propulsion to navigate independently;
.3 Self-Elevating Unit: an MOU with movable legs capable of raising its hull above the surface of the sea;
.4 Self-Propelled Unit: an MOU fitted with a mechanical means of propulsion to navigate independently;
.5 Submersible Unit: an MOU with a ship shape, barge-type or novel hull design (other than a self-elevating unit) intended for operation while bottom bearing; and
.6 Surface Unit: an MOU with a ship, or barge-type displacement hull of single, or multiple-hull configuration intended for operation in the floating condition.

1.20 **Mode of operation** means the condition or manner in which a unit may operate or function while on location or in transit. The modes of operation of a unit include the following:

.1 **Operating conditions** are conditions wherein a unit is on location for the purpose of conducting operations, including drilling and production activities, and wherein combined environmental and operational loadings are within the appropriate design limits established for such operations. The unit may be dynamically positioned, moored, or supported on the sea-bed, at the operating location as applicable.

.2 **Survival conditions** are conditions wherein a unit may be subjected to environmental loadings in excess of those established by the unit's operations manual for performing routine operations. It is assumed that routine operations will have been discontinued when the unit is placed in survival conditions as defined in the operations manual. The unit may be dynamically positioned, moored, or supported on the sea-bed, whether moored or dynamic positioned over the operating location as applicable.

.3 **Transit conditions** are conditions wherein a unit is moving from one geographical location to another.

.4 **Combined operations** are operations in association with, or in close proximity to, another mobile offshore unit or offshore installation, where conditions on the other unit or installation may have an immediate impact on the safety of the unit. For example, a dynamically positioned drill rig working next to a construction unit.

1.21 **Offshore Installation Manager (OIM)** means a competent person, certified in accordance with the requirement found in references (a) to (g), and appointed in writing by the company to manage the offshore activities of the MOU.

1.22 **Offshore Personnel** means personnel on board the MOU.

1.23 **Other mobile offshore unit** is a unit, which may be involved in any single activity or combination of activities such as:

- Construction,
- maintenance (including the maintenance of wells),
- lifting operations,
- pipe-laying and related operations,
- emergency/contingency preparedness, including fire-fighting,
- production systems,
- accommodations,
- storage systems, and/or
- diving.

1.24 **Other offshore vessels not included in the definition of MOUs**:

- supply vessels,
- standby vessels,
- anchor-handling vessels,
- seismic vessels,
- ship-shape mono hull diving support vessels, and
- special purpose ships.

1.25 **Person in Charge (PIC)** means the person on each MOU to whom all personnel are responsible in an emergency. The person shall be designated in writing (by title) by the company. The PIC may be either the Master or OIM depending on the nature of the incident.

1.26 **Security Duties:** See **Marine Notice ISP-001**.

1.27 Ship Security Officer: See **Marine Notice ISP-001**.

1.28 Special Personnel means all persons carried on board a mobile offshore unit in connection with the special purpose of the unit, or with special work being carried out on the unit, and who are neither seafarers nor directly or indirectly paying passengers.

1.29 Station Bill (may also be called Muster list) is the list prescribed by an international convention or recommendation which applies to the unit. If no Code, Convention, or resolution applies, it means a similar list, which indicates essential information on actions to be taken in the event of an emergency, in particular the station to which each person should go to, and the duties which that person should perform including the designation of individual responsibilities for the safety of others. Also, the use of bunk cards at each bunk which reminds personnel on the rig of the meaning of each alarm signal and their lifeboat/liferaft assignment.

2.0 RESPONSIBILITIES:

2.1 The Company:

2.1.1 Every company employing personnel assigned to duty on a MOU is responsible for ensuring that the requirements set out in references (a) to (g), are met.

2.1.2 The company shall provide written instructions to the PIC setting forth the procedures to be followed:

.1 Training records are to be maintained on the MOU for the crew on board.

.2 The company shall ensure that those responsible for training and assessment of competence of all trained personnel on the MOU are appropriately qualified for the type and level of training and assessment involved.

2.1.3 Provide appropriate documentation of the training for all personnel working on the MOU, which indicates the training required in references (a) to (g), have been met.

2.1.4 The company is responsible for making sure the vessel is appropriately manned in order to encompass all aspects of maintaining safe operations on board (see reference (g). The Company should periodically verify whether all those undertaking delegated ISM related tasks are acting in conformity with the Company's responsibilities under the ISM Code for those MODUs which are ISM compliant.

2.2 The PIC:

2.2.1 Shall designate a knowledgeable individual who will be responsible for ensuring the opportunity is provided to each newly assigned individual to receive essential information in a language that he or she understands.

2.2.2 Ensure every crewmember receives the required training and instruction in types of emergencies which might occur on the particular MOU on which they now serve.

2.3 The Maritime Crewmembers on self-propelled MOUs and where required on other units, shall:

2.3.1 Meet the applicable requirements of the STCW Code, as amended, and

2.3.2 Receive on board training and instruction in types of emergencies, which might occur on the particular MOU on which they now serve.

3.0 REQUIREMENTS:

3.1 Standards Regarding Watchkeeping for self-propelled MOU's when underway:

3.1.1 STCW 1978, as amended, the COLREGS, and SOLAS, 1974, as amended, have a direct impact on watchkeeping practices on all vessels and the manning requirements for self-propelled MOU's when underway (see B-V/d of the STCW Convention).

3.1.2 The Master of every vessel is bound to ensure that watchkeeping arrangements are adequate for maintaining safe navigational watches. If the Master is also the OIM for on location activities, he shall also hold an OIM endorsement to include **well control** indicating he has the necessary training and experience.

3.1.3 Under the general direction of the Master, as applicable, the officers of the watch are responsible for navigating the vessel safely during their periods of duty, and they will be particularly concerned with avoiding collision, stranding or any vessel accident.

3.1.4 The Maintenance Supervisor or Chief Engineer of every vessel is bound, in consultation with the OIM or Master (as applicable), to ensure that watchkeeping arrangements adequately maintain safe engineering watches.

3.1.5 The officer in charge of the navigation watch is the Master's representative and is primarily responsible for the safe navigation of the vessel and for complying with the International Regulations for Preventing Collisions at Sea, 1972.

3.2 Fitness for Duty

3.2.1 All persons who are assigned duty as officer in charge of a watch or as a rating forming part of a watch shall be provided a minimum of 10 hours of rest in any 24-hour period.

3.2.2 The hours of rest may be divided into no more than two periods, one of which shall be at least 6 hours in length.

3.2.3 The requirements for rest periods laid down in paragraphs 3.2.1 and 3.2.2 need not be maintained in the case of an emergency or in other overriding operational conditions. Musters, fire-fighting and lifeboat drills, and drills prescribed by national laws and regulations and by international instruments, shall be conducted in a manner that minimizes the disturbance of rest periods and does not induce fatigue.

3.3 Protection of Marine Environment: The Master, OIM, and all officers and ratings shall be aware of the serious effects of operational or accidental pollution of the marine environment and shall take all possible precautions to prevent such pollution, particularly within the framework of relevant international and port regulations.

3.4 **Vessel Security**: When applicable, the Master, OIM, officers, and ratings shall be aware of their Security Duties as defined in the Vessel's Security Plan, which will require completion of the Ship's Security Officer Course, and the vessel owner and operator are to ensure the vessel is adequately manned to meet its security needs.

3.5 **Look-Outs:** A proper look-out shall be maintained at all times in compliance with Rule 5 of the COLREGS and shall serve the purpose of:

- maintaining a continuous state of vigilance by sight and hearing as well as by all other available means, with regard to any significant change in the operating environment,
- fully appraising the situation and the risk of collision, stranding and other dangers to navigation, and
- detecting ships or aircraft in distress; shipwrecked persons, wrecks, debris and other hazards to safe navigation.

3.6 **Principles of Safe Manning:** The following outlines the Administration's requirements for the principles of safe manning addressed by **IMO Resolution A.1079 (28** and **IMO Resolution A.1047 (27)** and the training requirements for MOUs as found in reference **IMO Resolution A.1079 (28)**.

3.6.1 Sufficient Number of Qualified Persons: There should always be sufficient number of qualified persons on board to deal with peak workload conditions. The vessel's complement shall include the grades/capacities and number of persons required for safe operation of the vessel and the protection of the marine environment with due regard to the number of hours of duty and rest periods assigned.

The following factors shall also be taken into account in determining the minimum safe manning levels:

- size and type of vessel,
- number, size and type of main propulsion units and auxiliaries,
- construction and equipment of the vessel,
- method of maintenance used,
- operations,
- operating areas (s), waters and operations in which the vessel is involved,
- degree of shore side support,
- extent to which training activities are conducted on board,
- applicable work hour limits and rest requirements,
- duty assignments during emergencies, and
- the provisions of the approved Security Plan when applicable.

3.6.2 There should be on board a nucleus of marine personnel to deal with routine maintenance of marine-related equipment and marine-related emergencies.

3.6.3 Marine personnel should not normally be employed on non-marine duties.

3.6.4 The OIM and all crew on board a MOU shall have successfully completed the training requirements appropriate to their position as identified in **IMO Resolution A.1079 (28)** and **RLM 118** regarding but not limited to:

- Survival Craft,
- Fire prevention,
- Fire fighting,
- First Aid,
- Personal Safety, and
- Social responsibilities.

3.6.5 Certificated (Licensed) personnel shall have received the specialized training identified in references **IMO Resolution A.1079 (28)** and **IMO Resolution A.1047 (27)** and **RLM 118** related to their position on board the MOU.

3.6.6 Emergency drills and training sessions should be performed on all MOUs to ensure that all personnel are familiar with the emergency procedures. The OIM, Maintenance Supervisor, Barge Supervisor (Barge Engineer), Ballast Control Operator, Survival Craft Crewmen and other marine trained personnel are expected to provide guidance and leadership during training and in emergency situations.

3.6.7 The MSMC will only identify the marine crew. For example, the tool pusher, roustabouts and others in the crew needed for the industrial operation of Mobile Offshore Drilling Units will not be identified in the MSMC, but shall be assigned to the MOU by the company as needed.

3.6.8 For fixed MOUs the company shall ensure that there are a sufficient number of personnel, following the guidance provided in **IMO Resolution A.1079 (28)** to meet all of the applicable requirements. This includes; responding to emergencies such as fighting fires and abandonment of the unit, operating the unit, caring for the persons on board, radio communications, and training.

3.7 Watches

3.7.1 Operators of MOUs should note that the provisions of **RLM 118** describe how personnel with training and experience in MOU operations may qualify for the officer and rating grades required for service on a Liberian MOUs and fill positions required by a specific MOU manning certificate.

3.7.2 On self-propelled vessels when underway, there shall always be a sufficient number of qualified persons standing watch to maintain safe navigation, engineering and radio communication in accordance with regulation VIII/2 of the STCW Convention, as amended, and also maintain general surveillance of the vessel.

3.7.3 A two-watch system should be adopted for both navigational and engine room watches for self-propelled MODUs, FPSOs, FSOs and MOUs underway, although exceptions may be granted for engineering watches on vessels certified for unattended machinery operations.

3.7.4 Where the bridge watch is normally limited in numbers, there should be a routine for providing additional assistance without delay. This means that standby personnel should be identified and immediately contactable.

3.7.5 Unless required by the Coastal state, MOUs when connected to a facility or the bottom are not considered underway, and are not required to have crewmen on board with STCW certification.

3.8 GMDSS

3.8.1 For vessels fitted with GMDSS, but without a radio maintainer on board, at least two (2) deck officers are required to hold the GMDSS-General Operator Certificate. One (1) of the operators shall be designated as having primary responsibility for radio communications during distress incidents. In this case, the duplication of on board equipment and shore-based maintenance must be employed by the vessel owner/operator.

3.8.2 For vessels fitted with a GMDSS but without two deck officers on board holding GMDSS-General Operator Certificates, a dedicated radio maintainer must be on board who holds either a GMDSS-1st Class or GMDSS-2nd Class Radio Electronic Operator and Maintainer Certificate and shall be designated as having primary responsibility for radio communications during distress incidents.

3.8.3 For vessels without GMDSS, there shall be at least two persons certified to operate the radio equipment on board.

3.9 MOU Catering Staff: MOU Catering staff personnel will not be included in the Minimum Safe Manning complement.

3.10 Unattended Machinery Operations: For vessels certified for unattended machinery operations, a sufficient number of qualified personnel must be carried to provide a continuous watch, and control of machinery should there be an emergency.

3.11 Manning Principles for different vessel types:

3.11.1 Drill Ships, Self-Propelled Mobile Offshore Drilling Units and Self-Propelled Oil Storage vessels will have to meet the watch standing requirements found in reference the STCW Convention. In addition, a self-propelled drill ship on location will need an OIM or a Master with an OIM endorsement.

3.11.2 However, Self-Elevating, and Column Stabilized Mobile Offshore Drilling Units (MODU), FSOs, FPSOs and other offshore storage units which are not in navigation and are fixed to the bottom or a facility, need not meet the seagoing watchkeeping certification requirements found in the STCW Convention unless required by the coastal state.

3.11.3 In order to comply with the STCW Convention, and to avoid possible Port State interventions for liquid or gas cargo transfer operations, Owners and Masters should ensure that:

- All officers on oil, chemical and/or gas storage units who are in charge of cargo operations, or who have immediate responsibility for cargo handling operations, receive advanced training regarding the cargo operations associated with the

product, to be qualified as Tankerman, Person in Charge, for the cargo to be transferred, and

- That all ratings performing cargo handling duties and responsibilities shall receive training regarding the cargo operations associated with the product to be qualified as be qualified as Tankerman, Person Assisting, for the cargo to be transferred.

3.11.4 Vessel to FPSO or FSO Transfer Operations at Sea**:** The vessel owner and master are to ensure the vessel is adequately manned to meet the general rules for safety and environmental protection for oil tankers transferring cargo at sea as described in **RLM 118**.

3.11.5 Vessels fitted with Dynamic Positioning Systems shall be operated by persons with the appropriate training.

3.12 Minimum Safe Manning Certificates

The following notes outline the procedures followed by the Administration in issuing Minimum Safe Manning Certificates (MSMCs).

3.12.1 Procedures

3.12.1.1 The scales given below are standards for general guidance only. Minimum safe manning will be assessed on a unit by unit basis upon application to the Administration.

3.12.1.2 The OIM cannot reduce the minimum number of persons required by the MSMC. However, subject to the governing principle that the Offshore Installation Manager (OIM) is at all times responsible for the safe operation of the MOU, the OIM, may use his discretion, to vary the number–of personnel on watch either:

- By reducing the number of watch standers under favorable conditions, or
- By augmenting the numbers of persons on watch in the event of poor visibility or high traffic density, or for other operational considerations as may be needed for the safety of the MOU.

3.12.1.3 In assessing the required qualifications and number of persons filling the positions identified on the minimum safe manning certificate, the Office of the Deputy Commissioner will consider the following duties and responsibilities for the individuals filling those positions on self-propelled MOUs as found in 3.3 and 3.4 of reference IMO Resolution A.1047 (27), as applicable:

1. Navigation, comprising tasks, duties and responsibilities required, *inter alia*;
   - plan and conduct safe navigation;
   - maintain a safe navigational watch in accordance with the STCW Code;
   - maneuver and handle the ship in all conditions; and

- moor and unmoor the unit safely.

2. Industrial Operations, comprising tasks, duties and responsibilities required to plan, monitor and ensure the safe operation of the unit during its intended operations.
3. Operation of the unit and care for persons on board as follows:
   - maintain the safety and security of all persons on board, and keep life-saving, fire-fighting and other safety systems in operational condition;
   - operate and maintain all watertight closing arrangements;
   - perform operations, as appropriate, to muster and disembark all persons on board;
   - perform operations as appropriate, to ensure protection of the marine environment;
   - conduct drills and exercises;
   - provide for medical care on board; and
   - undertake administrative tasks for safe operations of the unit at all times.
4. Marine Engineering, comprising the tasks, duties and responsibilities required to:
   - operate and monitor the unit's main propulsion and auxiliary machinery and evaluate performance of such machinery;
   - maintain a safe engineering watch in accordance with the requirements of the STCW Code;
   - manage and perform fuel transfer and ballast operations; and
   - maintain safety of the unit engine equipment, systems and services.
5. Electrical, electronic and control engineering, comprising the tasks, duties and responsibilities required to:
   - operate the unit's electrical and electronic equipment; and
   - Maintain the safety of the unit's electrical and electronic systems.
6. Radio communications, comprising the tasks, duties and responsibilities required to:
   - transmit and receive information using the unit radio equipment;
   - maintaining a safe radio watch in accordance with requirements of the ITU Radio Regulations and the 1974 SOLAS Convention, as amended; and
   - provide radio services in emergencies.
7. Management of the safety and security functions of the unit at sea, both underway and when not underway.
8. Maintenance of applicable occupational health and hygiene standards on board.
9. The provision of proper food and drinking water for all persons on board.
10. The number of qualified and other personnel required to meet peak workload situations and conditions, with regard to the number of duties and rest periods assigned to the crew.
11. The capacity of the OIM and/or master and the unit's compliment to coordinate the activities necessary for the safe and secure operation of the unit and the protection of the marine environment.

3.12.1.4 In assessing minimum requirements, the Office of the Deputy Commissioner will consider the following duties and responsibilities:

- If an interdepartmental flexibility system of manning is proposed, the Office of The Deputy Commissioner shall require evidence that personnel are competent to perform their additional duties and are not employed in capacities for which they are untrained or unqualified.
- Entry-level ratings (junior ordinary seaman/wiper) and cadets will not be acceptable as part of the basic minimum safe manning complement.

3.12.1.5 In assigning the required qualifications and number of persons filling the positions identified on the minimum safe manning certificate, the Owner/Operator should consider the requirements of the Coastal State. For example: U.S. Coast Guard has determined that all Dynamically Positioned MOU's must have an STCW Master on board at all times.

Definitions	
Less than 200NM from shore at all times	Coastwise
Dynamically Positioned	DP
Self-Elevating	SE
Self-Propelled	SP
Semi-Submersible	SS

Offshore Drill Ships

		Ship Type	SP Drillship		SP DRILLSHIP		DP, SP Drillship		DP, SP Drillship	
		GT KW								
		Routes/Operations	Connected to Bottom	In Transit	Connected to Bottom	In Transit	Connected to Bottom	In Transit	Connected to Bottom	In Transit
	Class Notation for Unattended Machinery Space		NO		YES		NO		YES	
	Manning	STCW								
A	Master	II/2	1	1	1	1	1	1	1	1
B	Chief Mate	II/2	1	1	1	1	1	1	1	1
C	Officer in Charge of Navigation Watch	II/1	0	1*	0	1*	0	1*	0	1*
D	Able Seafarer-Deck	II/5	2	2	2	2	2	2	2	2
E	Ordinary Seaman	II/4	0	2	0	2	0	2	0	2
F	Chief Engineer	III/2	1	1	1	1	1	1	1	1
G	Second Engineer	III/2	1	1	1	1	1	1	1	1
H	Officer in Charge of Engineering Watch	III/1	0	1	0	0	0	1	0	0
I	Able Seafarer-Engine	III/5	2	2	2	1	2	2	1	1
J	Engine Rating	III/4	1	1	1	1	1	1	1	1
K	Offshore Installation Manager		1	1	1	1	1	1	1	1
	Notes		2,3,4,5,6		2,3,4,5,6		2,3,4,5,6,7		2,3,4,5,6,7	

Offshore MODU, MOU,

		Ship Type GT KW	SP, SS, Column Stabilized		SP, SS, Column Stabilized		DP, SS, SP, Column Stabilized		DP, SS, SP, Column Stabilized		SS, Non-SP, Column Stabilized	
		Routes/Operations	Connected to Bottom	In Transit	Connected to Bottom	In Transit	Connected to Bottom	In Transit	Connected to Bottom	In Transit	Connected to Bottom	Under Tow
		Class Notation for Unattended Machinery Space	NO		YES		N0		YES		N/A	
	Manning	STCW										
A	Master	II/2	1	1	1	1	1	1	1	1		
B	Chief Mate	II/2		1*		1*	1 (or L)	1*	1 (or L)	1*		
C	Officer in Charge of Navigation Watch	II/1		1*		1*		1*		1*		
D	Able Seafarer-Deck	II/5	2	2	2	2	2(or1+E)	2	2(or1+E)	2		2
E	Ordinary Seaman	II/4		1		1		1		1		1
F	Chief Engineer	III/2	1 (or N)	1 (or N)	1 (or N)	1 (or N)	1 (or N)	1 (or N)	1 (or N)	1 (or N)		
G	Second Engineer	III/2										
H	Officer in Charge of Engineering Watch	III/1	1 (or O)	2 (or O+R)	1 (or O)	1 (or O + R)		2 (or O + R)		1 (or O or R)		
I	Able Seafarer-Engine	III/5	1 (or P)	2 (or 1+P)	1 (or P)	2 (or 1+P)	1	2	1	1	-	-
J	Engine Rating	III/4	1	1	1	1	1	1	1	1		
K	Offshore Installation Manager		1	1	1	1	1 (or B)	1	1 (or B)	1	1	1
L	Barge Supervisor		2	2	2	2	2	2	2	2	2	2
M	Ballast Control Operators		1 (or F)		1 (or F)		1 (or F)		1 (or F)		1	1
N	Maintenance Supervisor		1 (or H)	1 (or H)	1 (or H)	1 (or H)	1 (or H)	1 (or H)	1 (or H)	1 (or H)		
O	Chief Mechanic		2 (or I + J)	2 (or I + J)	2 (or I + J)	2 (or I + J)						
P	Mechanic											
Q	Motorman			1 (or H)		1 (or H)		1 (or H)		1 (or H)		
R	Chief Electrician											
	Notes		2,3,4,5,6,8		2,3,4,5,6,8		2,3,4,5,6,7,8		2,3,4,5,6,7		2,3,4,5,9	

	Ship Type GT KW Routes/Operations		DP, SP, SE (Jack-up) Connected to Bottom	 In Transit	DP, SP, SE (Jack-up) Connected to Bottom	 In Transit	SP, SE (Jack-up) Connected to Bottom	 In Transit	SP, SE (Jack-up) Connected to Bottom	 In Transit	Non-SP, SE (Jack-up) Connected to Bottom	 Under Tow
	Class Notation for Unattended Machinery Space		NO		YES		NO		YES		N/A	
	Manning	STCW										
A	Master	II/2	1	1	1	1	1	1	1	1		
B	Chief Mate	II/2		1*		1*		1*		1*		
C	Officer in Charge of Navigation Watch	II/1		1*		1*		1		1*		
D	Able Seafarer-Deck	II/5	2 (or 1+E)	2	2 (or 1+E)	2	2	2		2		2
E	Ordinary Seaman	II/4		1		1		1		1		
F	Chief Engineer	III/2	1 (or N)	1 (or N)	1 (or N)	1 (or N)	1 (or N)	1 (or N)	1 (or N)	1 (or N)		
G	Second Engineer	III/2										
H	Officer in Charge of Engineering Watch	III/1	1 (or O or R)	2 (or 1 + O or R)		2 (or 1 + O or R)	1 (or O or R)	2 (or 1 + O+R)	1 (or O or R)	1 (or O+R)		
I	Able Seafarer-Engine	III/5	2	2	2	2	2	2	2	2		
J	Engine Rating	III/4	1	1	1	1	1	1	1	1	-	-
K	Offshore Installation Manager		1	1	1	1	1	1	1	1	1	1
L	Barge Supervisor		2	2	2	2	2	2	2	2	2	2
M	Ballast Control Operators		1 (or F)		1 (or F)				1 (or F)		1	1
N	Maintenance Supervisor		1 (or H)	1 (or H)	1 (or H)	1 (or H)	1 (or H)	1 (or H)	1 (or H)	1 (or H)		
O	Chief Mechanic		2 (or I + J)	2 (or I + J)	2 (or I + J)	2 (or I + J)						
P	Mechanic											
Q	Motorman			1 (or H)		1 (or H)		1 (or H)		1 (or H)		
R	Chief Electrician											
	Notes		2,3,4,5,6,7, 8, 9		2,3,4,5,6,8, 9		2,3,4,5,6,7,9		2,3,4,5,6,9		2,3,4,5	

Notes

* Not required for moves less than 12 hours

2 Where GMDSS is fitted, there shall be at least 1 GMDSS 1st/2nd Class Operator or 2 Deck Officers holding GMDSS Operator Certificates

3 Where GMDSS is not required and no fitted, there shall be at least 2 Persons certified to operate the radio equipment on board

4 Vessels using davit launched liferafts as primary survival craft shall be required to have at least one survival craft crewman for each davit launched liferaft station

5 All Drillships shall be required to have at least one Survival Craft Crewmen for each lifeboat rated for <40 Persons, 2 for lifeboats >= 40 Persons

6 If the Master is an OIM the requirement for an OIM is satisfied

7 Requires two persons for each watch to be trained as DPO operators per reference IMO Resolution A.1079 (28). Requires 1 DPO per watch be able to meet the training requirements

8 If the NWO is Qualified as a BCO, then the requirement for one of the BCO's is satisfied

9 Engine Ratings III/4 may be replaced by AB-Engine III/5

10 Additional engineers are to be provided as needed to provide hotel services, maintain pumps, power navigation lights

11 Requires personnel qualified as Tankerman for the product to be transferred when carried

Note: If Operator's requested manning is in excess of above listed minimums, the Operators request shall take precedence as it is based on their estimate of the type and volume of work

3.13 Reductions from Minimum Numbers:

3.13.1 Reductions in the minimum number of required crewmen may be considered by the Office of the Deputy Commissioner. The application for a reduction by the vessel operator, must demonstrate that safety and security of the vessel, crew and the environment will not be affected. In all instances of reduced manning, it remains the Master's/OIMs, Chief Engineer's/Maintenance Supervisor's and owner's responsibility to provide sufficient personnel to cover additional watchkeeping requirements, cargo handling and control, industrial applications, and maintenance of the vessel or to make adequate alternative arrangements.

3.13.2 Requests for reduction must include a description of how the vessel can meet the requirements with the proposed reductions in crew, such as: very limited voyages with frequent crew changes, shore side support by visiting maintenance teams, and/or new automated systems that reduce the work load. In the request for a reduction, these operational or equipment advantages must address how the reduced crew can meet all of the tasks and issues presented in 3.12.1.3.

3.14 Survival Craft Crewmen

3.14.1 All vessels fitted with lifeboats shall be required to have at least one (1) Survival Craft Crewman for each lifeboat, provided the lifeboats are rated for less than 40 persons. When a lifeboat is rated for 40 persons or more, two (2) survival craft crewmen shall be provided for each lifeboat.

3.14.2 Where two (2) survival craft/rescue boat crewmen are required for each lifeboat; one person shall be designated the person -in-charge and another designated the second-in-command. Both the person-in-charge and the second-in-command shall be identified by clearly marked life jackets.

3.14.3 In addition to the certified survival craft/rescue boat crewmen assigned to each motor lifeboat, there shall be a certified engineer or rating capable of starting the lifeboat engine and troubleshooting minor engine problems.

3.14.4 In cases where liferafts are carried as primary survival craft in lieu of lifeboats, one (1) survival craft craftsman shall be required for each davit launched liferaft station.

3.15 MOU Catering Staff

MOU Catering staff personnel are not normally included in the Minimum Safe Manning complement, except where they are qualified, and also utilized as survival craft/rescue boat crewmen.

4.0 Control Procedures

4.1 Port State or Coastal State Authorities

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

.1 that all seafarers on board who are required to be certificated hold an appropriate Liberian certificate. Endorsement, or documentary proof that an application for an endorsement has been submitted to the Administration; and

.2 the numbers and certificate types of the seafarers serving on board are in conformity with the requirements found on the Minimum Safe Manning Certificate provided by the Administration.

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

.1 the vessel has been involved in a collision, grounding or stranding;

.2 there has been a discharge of substances from the vessel when underway, at anchor or at berth which is illegal under any international convention;

.3 the vessel has been maneuvered in an erratic or unsafe manner whereby routing measures adopted by the IMO or safe navigation practices and procedures have not been followed; or

.4 the vessel is otherwise being operated in such a manner as to pose a danger to persons, property or the environment.

* * * * *

APPLICATION FOR MINIMUM SAFE MANNING DOCUMENT (SMD)
MODU, MOU, FSO

NAME OF OWNER/OPERATOR: COMPANY IMO NUMBER:			PRESENT SHIP NAME:	
ADDRESSS: PHONE: FAX: EMAIL:			PREVIOUS SHIP NAME: IMO NUMBER: BUILT: GROSS TONS: NET TONS:	
TYPE: ***Check all that apply***	☐SELF PROPELLED, ☐DYNAMICALLY POSTIONED ☐NON SELF PROPELLED,	☐PERMANENTLY MOORED ☐ATTACHED TO A FACILITY ☐FIXED TO THE BOTTOM	☐SHIP SHAPE ☐COLUMN STABILIZED (SEMISUBMERSIBLE) ☐SELF ELEVATING (JACK UP) ☐BARGE	

OPERATING AREA:			
NUMBER OF MAIN ENGINES:	☐STEAM: or ☐ MOTOR	TYPE OF BOILERS:	
TYPE OF MOTOR:		TOTAL KW PROPULSION:	
NO. OF GENERATORS:		TOTAL KW GENERATORS:	
CLASS SOCIETY: (Check One) __ABS; ___BV;___ CCS;___ CRS: _____DNV-GL;___ IRS;___ KR;___ LR;___ NK;___PRS; _ RINA; ___RS; _____OTHER: _____			
INDICATE CLASS NOTATIONS FOR UNATTENDED MACHINERY OPERATION, IF ANY:		FOR INTEGRATED BRDGE SYSTEMS, IF ANY:	
NO. OF LIFEBOATS:		NO. OF RESCUE BOATS:	
NO. OF LIFERAFTS:		LIFERAFTS WITH LAUNCHING APPLIANCES:	

PROPOSAL

Title	STCW	Company		Administration	
		Underway	Fixed	Underway	Fixed
Master	II/2				
Chief Mate	II/2				
Officer In Charge of a Navigation Watch	II/1				
Radio Communication Operator	IV/2				
Navigation Support Level-Able Seafarer Deck	II/4				
Navigation Support Level- Ordinary Seamen	II/4				
Navigation Support Level-Able Seaman MOU	II/4				
Offshore Installation Manager					
Barge Supervisor (Barge Engineer)					
Ballast Control Operator					
Chief Engineer	III/2				
Second Engineer	III/2				
Engineering Watch Officer	III/1				
Marine Engineering Support Level–Oiler MOU	III/4				
Marine Engineering Support Level-Engineering Rating	III/4				
Marine Engineering Support Level-Able Seafarer Engine	III/5				
Maintenance Supervisor					
Chief Mechanic					
Chief Electrician					

Cook (OIT Convention)					
Survival Craft Crewmen (2 per LB)	VI/2				
Other					

Print Name of Submitter: _____

(Submitter should be a nominated Decision Maker for the above Vessel).

Signature of Submitter: _____

Title: _____DATE: _____

E-Mail Application To: Registrations@liscr.com, and vesselcertificates@liscr.com

PRINCIPLES OF MINIMUM SAFE MANNING IMO Resolution A.1047 (27) and A.1079 (28).

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

1. Navigation, comprising tasks, duties and responsibilities required, *inter alia*;
   - plan and conduct safe navigation;
   - maintain a safe navigational watch in accordance with the STCW Code;
   - maneuver and handle the ship in all conditions; and
   - moor and unmoor the unit safely.
2. Industrial Operations, comprising tasks, duties and responsibilities required to plan, monitor and ensure the safe operation of the unit during its intended operations.
3. Operation of the unit and care for persons on board as follows:
   - maintain the safety and security of all persons on board, and keep life-saving, fire-fighting and other safety systems in operational condition;
   - operate and maintain all watertight closing arrangements; perform operations, as appropriate, to muster and disembark all persons on board;
   - perform operations as appropriate, to ensure protection of the marine environment;
   - conduct drills and exercises;
   - provide for medical care on board; and
   - undertake administrative tasks for safe operations of the unit at all times.

4. Marine Engineering, comprising the tasks, duties and responsibilities required to:
   - operate and monitor the unit's main propulsion and auxiliary machinery and evaluate performance of such machinery;
   - maintain a safe engineering watch in accordance with the requirements of the STCW Code;
   - manage and perform fuel transfer and ballast operations; and
   - maintain safety of the unit engine equipment, systems and services.
5. Electrical, electronic and control engineering, comprising the tasks, duties and responsibilities required to:
   - operate the unit electrical and electronic equipment; and
   - Maintain the safety of the unit electrical and electronic systems.
6. Radio communications, comprising the tasks, duties and responsibilities required to:
   - transmit and receive information using the unit radio equipment;
   - maintaining a safe radio watch in accordance with requirements of the ITU Radio Regulations and the 1974 SOLAS Convention, as amended; and
   - provide radio services in emergencies.

7. Management of the safety and security functions of the unit at sea both underway and when not underway.
8. Maintenance of applicable occupational health and hygiene standards on board.
9. The provision of proper food and drinking water for all persons on board.
10. The number of qualified and other personnel required to meet peak workload situations and conditions, with regard to the number of duties and rest periods assigned to the crew.
11. The capacity of the OIM and/or master and the unit's compliment to coordinate the activities necessary for the safe and secure operation of the unit and the protection of the marine environment.

B. In addition to the above, the following functions must also be taken into account:

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

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

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

Evaluation by the Administration: The Administration will evaluate the submission of the company against relevant national and international regulatory requirements using the guidelines found in Marine Notice MAN-004.