

## Commonwealth of Dominica



### Office of the Maritime Administrator

**Policy Letter:** 06-14 – Minimum Safe Manning Guidelines

**Applicability:** All Commonwealth of Dominica flagged vessels and Commonwealth of Dominica certified or documented seafarers

#### 1. Principles of Safe Manning

The following outlines the Commonwealth of Dominica's policy on the principles of safe manning addressed by IMO Resolution A.1047(27).

##### 1.1 Sufficient Number of Qualified Persons

- 1.1.1 There should always be sufficient qualified persons on board to deal with peak workload conditions; for instance mooring or unmooring, tank cleaning in tankers, or preparation of cargo holds in dry cargo vessels.
- 1.1.2 There should always be a sufficient number of qualified persons in a watch to perform any required duties plus general surveillance of the vessel, such as fire patrols, investigation of unusual noises, protection of crew members working overside or within enclosed spaces, or the initial stages of a man overboard situation.

##### 1.2 Watches

- 1.2.1 The Master or Chief Engineer on vessels less than 3000 kW should not keep a regular watch.
- 1.2.2 Except in vessels of 3000 GT or less or 3000 kW or less, as applicable, a three-watch system should be adopted for both navigational and engine room watches (except, of course, in vessels certified for unattended machinery operations).
- 1.2.3 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.

- 1.2.4 A 12-hour, two-watch system may be adopted to provide continuity with industrial operations provided the requirements for work and rest hours are met.

### **1.3 Global Marine Distress and Safety System (GMDSS) Equipped Vessels**

- 1.3.1 For vessels sailing 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.

- 1.3.2 For vessels sailing without two (2) deck officers on board holding GMDSS-General Operator Certificates, a dedicated radio maintainer must be on board who holds either a GMDSS First- Class or GMDSS Second-Class Radio Electronic Operator and Maintainer Certificate and is designated as having primary responsibility for radio communications during distress incidents. In this case, either the duplication of on board equipment or shore-based maintenance must be employed by the vessel owner/operator.

### **1.4 ECDIS Equipped Vessels**

The officers involved with navigation on ECDIS equipped vessels will be certified as meeting the generic, and equipment specific training identified in Table A-II/1 of the STCW Code.

### **1.5 Unattended Machinery Operations**

In vessels certified for unattended machinery operations, a sufficient number of qualified personnel must be carried to provide manual control of machinery in an emergency to enable the vessel to reach port.

## **2.0 Minimum Safe Manning Certificates**

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

### **2.1 Procedures**

- 2.1.1 The scales annexed are standards for general guidance only. Minimum safe manning will be assessed on a ship-by-ship basis upon application to the Administration.
- 2.1.2 Subject to the governing principle that the Master is at all times responsible for the safe operation of his vessel, the Master may, in his discretion, vary the numbers of personnel on any watch either by reduction under favorable conditions or by doubling watches in areas of bad visibility or high traffic density.

- 2.1.3 In assessing minimum deck manning, the Administration will consider the physical dimensions of the vessel, layout of crew accommodation and internal communications systems, all of which affect crew capabilities and response reactions. Shipyard plans and other data may be requested.
- 2.1.4 In assessing minimum engine room manning, the kilowatt (kW) power of machinery shall be the aggregate of main propulsion and any auxiliary machinery routinely operated. In addition, engine room layout and proximity to boiler rooms, etc., will be evaluated. Plans and other data may be requested. Where a multiple main engine arrangement exists, additional engineers may be required.
- 2.1.5 If a company submits a proposal for the minimum safe manning level of a vessel, the proposal will be evaluated by the Administration to ensure that:
- .1 the proposed vessel's complement contains the number and grades/capacities of the personnel to fulfill the task, duties and responsibilities required for the safe operation of the vessel, for protection of the marine environment and for dealing with emergency situations; and
  - .2 the master, officers and other members of the vessel's complement are not required to work more hours than is safe in relation to the performance of their duties and the safety of the vessel and that there is compliance with the requirements for work and rest hours, in accordance with applicable national regulations.
- 2.1.6 If an Interdepartmental Flexibility (IDF) System of manning is proposed, the specifications and operational elements of the system must be clearly defined, and the Administration will require evidence that all personnel are competent to perform the additional duty assignments. Personnel shall not be employed in capacities for which they are untrained or unqualified.
- 2.1.7 If a General Purpose (GP) manning system is proposed, the Administration will require evidence that the ratings concerned have adequate training and experience. This would particularly apply if the proposed number of General Purpose ratings (GP-1s) is less than the total number required by the manning scales annexed to this Policy Letter.
- 2.1.8 The Administration will require a company to amend a proposal for the minimum safe manning level of a vessel if, after evaluation of the original proposal submitted by the company, the Administration is unable to approve the proposed composition of the vessel's complement.
- 2.1.9 The Administration will only approve a proposal for the minimum safe manning level of a vessel and correspondingly issue a minimum safe manning document if it is fully satisfied that the proposed vessel's complement is established in accordance with the principles, recommendations and guidelines contained in Resolution A.1047(27), and is

adequate in all respects for the safe operation of the vessel and for the protection of the marine environment.

- 2.1.10 The Administration will not approve any proposal for exceptions or dispensations to minimum safe manning that is less than the total number required by the BASIC MANNING scales below for any vessel granted a waiver of the age limitation to registration.
- 2.1.11 The Administration will withdraw the minimum safe manning document of a vessel if the company fails to submit a new proposal for the vessel's minimum safe manning level when the changes in trading area(s), construction, machinery, equipment or operation and maintenance of the vessel have taken place that affect the minimum safe manning level.
- 2.1.12 The Administration will review and may withdraw, as appropriate, the minimum safe manning document of a vessel that persistently fails to be in compliance with rest hours requirements.

### **3.0 Passenger Ship Personnel**

Effective 1 January 1999, personnel serving on passenger ships, trained in accordance with Regulation V/3, Section A-V/2, paragraph 1, of STCW 1978, as amended, are required to be nominated on the muster list in sufficient number to assist the total number of passengers who may be on board at any one time in emergency situations and shall be included in the ship's Minimum Safe Manning complement.

### **4.0 Fast Rescue Boats**

Fast rescue boats shall be crewed by at least two (2) survival craft/rescue boat crewmen specially training and additionally certified in accordance with the Section A-VI/2-2 of the STCW Code.

### **5.0 Survival Craft/Rescue Boat Crewmen for other than Fast Rescue Boats**

- 5.1 Two (2) Survival craft/rescue boat crewmen are required for each lifeboat on ships in accordance with the SOLAS Convention. 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. 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.

5.2 On passenger ships, survival craft/rescue boat crewmen are required for lifeboats in accordance with the scale given below as a standard for general guidance:

.1	Complement of LIFEBOAT	Number of Certified SURVIVAL CRAFTSMEN	Other Assigned CREWMEMBERS
	40 or less persons	2	-
	41 to 61 persons	3	-
	62 to 85 persons	3	2
	86 or more persons	3	4

.2 Where more than two (2) survival craft/rescue boat crewmen are required for a motor lifeboat, one of the survival craft/rescue boat crewmen may be the required certified engineer or engine rating capable of starting the lifeboat engine and troubleshooting minor engine problems.

5.3 On passenger ships, the other assigned crewmembers who are not certified survival craft/rescue boat crewmen should be selected on the basis of their ability to remain calm, help others during a period of stress and follow the directions of the certified survival craft/rescue boat crewman in charge of the lifeboat. Their documented training should include at least:

- .1 The proper way to put on the Personal Flotation Devices (PFDs) and how to instruct others;
- .2 Where applicable, how to put on Thermal Protective Aids (TPAs) and how to instruct others;
- .3 Where the fire extinguisher is and how to use it;
- .4 Where the pyrotechnics are and how to use them;
- .5 Where the provisions are and how to open them;
- .6 Where the bailers, buckets and bilge pump are and how to use them;
- .7 Location of first aid kit(s);
- .8 How to load and seat individuals safely in the boat;
- .9 How to safely embark and disembark disabled persons and persons in need of assistance, and;
- .10 Location of muster list and how to use it.

- 5.4 A survival craft/rescue boat crewman shall be carried for each life raft on board a vessel, and one additional certified survival craft/rescue boat crewman shall be assigned to each davit-launched life raft and rescue chute boarding station to supervise the launching and boarding activities.

## **6.0 Control Procedures**

### **6.1 Port State Authorities**

- 6.1.2 Regulation I/4 of STCW 1978, as amended, enables port State authorities to verify conditions on any ship, 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 certified hold an appropriate Dominica certificate or provide documentary proof that an application for an endorsement has been submitted to the Administration; and/or
  - .2 The numbers and certificates of the seafarers serving on board are in conformity with the applicable safe manning requirements of the Administration.
- 6.1.3 In accordance with section A-I/4 of the STCW Code, 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 environments.

### **6.2 Flag State**

- 6.2.1 The Administration will withdraw the minimum safe manning document of a vessel if:
- .1 The company fails to submit a new proposal for the vessel's minimum safe manning level when the vessel changes its trading area(s).
  - .2 There are issues concerning maintenance, construction, machinery, equipment or

operation of the vessel have taken place that affect the minimum safe manning level; or

- .3 Ability of the seafarers of the ship 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 based from a flag State inspection/survey or because of any of the events indicated in the subsections of 6.1.3 have occurred.
- 6.2.2 The Administration will review and may withdraw, as appropriate, the minimum safe manning document of a vessel that persistently fails to be in compliance with requirements or the being operated in such a manner as to pose a danger to persons, property or the environment or the ship's security has been compromised.
- 6.2.3 The Administration may withdraw and reissue an Minimum Safe Manning Certificate to require additional crew for any vessel that persistently fails to be in compliance with requirements concerning hours of work and rest.

**Any questions can be directed to:**

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Annex I

**COMMONWEALTH OF DOMINICA MARITIME ADMINISTRATION**  
**MINIMUM SAFE MANNING REQUIREMENTS FOR DOMINICA VESSELS**

**DECK DEPARTMENT: Vessels Greater Than 500 Gross Tonnage**

	500 - 999 GT		1000 – 2999 GT		3000 - 7999 GT		Over 8000 GT	
	Restricted Voyages	Unrestricted Voyages	Restricted Voyages	Unrestricted Voyages	Restricted Voyages	Unrestricted Voyages	Restricted Voyages	Unrestricted Voyages
Master	1	1	1	1	1	1	1	1
Chief Mate	1	1	1	1	1	1	1	1
OICNW	0	0*	0	1	0*	1	1*	2
RFPNW or AB Deck	2	2	2	3	3	3	2	3
Ordinary Seaman	0	0	0	0	0	1	2	2
Radio Officer/ GMDSS**	2	2	2	2	2	2	2	2
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>5</b>	<b>7</b>	<b>7</b>	<b>9</b>

\* Flag Administration may review vessel's trade and traffic area and vessel type and may request one (1) OICNW be added.

\*\* Vessels 300 GT and more are required to have a minimum of two (2) GMDSS Radio Officers on board

**Restricted Voyages:** These areas may be considered as Restricted Areas:

1. All voyages which do not exceed 72 hours between ports of call;
2. Coastal voyages within 100 nm from the nearest shore;
3. Enclosed areas, which may include, but are not limited to:

- Mediterranean Sea
- Red Sea
- Black Sea
- North Sea
- Baltic Sea
- Caribbean (Restricted Areas I, II and/or III)
- Coast of Africa
- Arabian Gulf
- Azov Sea
- Gulf of Aden
- Persian Gulf

4. The Administration will take into consideration additional restricted trade areas submitted by the owner/operator.

**Unrestricted Voyages:** Unrestricted International Voyages



**DECK DEPARTMENT: Vessels Less Than 500 Gross Tonnage**

	1-149 GT		150 – 499 GT	
	Up to 100 nm From nearest shore	More than 100 nm From nearest shore	Up to 100 nm From nearest shore	More than 100 nm From nearest shore
Master	1*	1	1*	1
Chief Mate	0	0	0	0
OICNW	0	1	1	1
RFPNW or AB Deck	1	0	1	2
Ordinary Seaman	0	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>4</b>

\* This Master may be an OICNW certified under A-II/3

Up to 100 nm from nearest shore: International Coastal Voyages  
 More than 100 nm from nearest shore: Unrestricted International Voyages

Vessels 300 GT and more are required to have two (2) GMDSS Radio Officers on board  
 Vessels less than 300 GT must have at minimum 1 VHF Radio Operator

**ENGINE DEPARTMENT**

	Less than 750 kW		Between 750 kW - 2999 kW		3000 kW or more	
	Restricted Voyages	Unrestricted Voyages	Restricted Voyages	Unrestricted Voyages	Restricted Voyages	Unrestricted Voyages
Chief Engineer	1**	1**	1	1	1	1
Second Engineer	0	0	0***	1*	1	1
OICEW	1*	1*	1*	0***	0***	1*
RFPEW or AB Engine	0^	0^	1^	2*^	2*^	2*^
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>5</b>

\* Manning may be reduced by one (1) RFPEW and one (1) OICEW if vessel is classed with UMS.

\*\* The Chief Engineer position required for vessels < 750 kW may be covered as a minimum by an OICEW certified under STCW III/1.

\*\*\* Flag Administration may review vessel's trade and traffic area and vessel type and may request one (1) additional Second Engineer or OICEW.

^ Tankers of 1000 GT or more shall add one additional RFPEW or AB Engine

**Restricted Voyages:** These areas may be considered as Restricted Areas:

1. All voyages which do not exceed 48 hours between ports;
2. Coastal voyages within 100 nm from shore;
3. Enclosed areas, which may include, but are not limited to:
  - Mediterranean Sea
  - Baltic Sea
  - Azov Sea
  - Black Sea
  - Coast of Africa
  - Persian Gulf
  - North Sea
  - Arabian Gulf
4. The Administration will take into consideration additional restricted trade areas submitted by the owner/operator.

**Unrestricted Voyages:** Unrestricted International Voyages.

**Annex II**

**COMMONWEALTH OF DOMINICA MARITIME ADMINISTRATION  
MINIMUM SAFE MANNING REQUIREMENTS FOR DOMINICA VESSELS  
OPERATING EXCLUSIVELY IN CARIBBEAN REGION**

	Caribbean Region			
	1-149 GT		150-499 GT	
	Up to 100 NM and up to 10 hours	Up to 200 NM and over 10 hours	Up to 100 NM and up to 10 hours	Up to 200 NM and over 10 hours
Master	1 <sup>#</sup>	1	1	1
Chief Mate	0	0	0	0
OICNW	0	1*	0	1
RFPNW or AB Deck	0	0	1	1
Ordinary Seaman	1	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>

**DECK DEPARTMENT: Vessels Less Than 500 Gross Tonnage**

<sup>#</sup> This Master may be an OICNW certified under A-II/3

\*Manning may be reduced by one (1) OICNW if the vessel operates in the Restricted Area III

Vessels 300 GT and more are required to have two (2) GMDSS Radio Officers on board

Vessels less than 300 GT must have at minimum 1 VHF Radio Operator

**ENGINE DEPARTMENT**

	Caribbean Region					
	Less than 750 kW		751-3000 kW		Over 3000 kW	
	Up to 100 NM and up to 10 hours	Up to 200 NM and over 10 hours	Up to 100 NM and up to 10 hours	Up to 200 NM and over 10 hours	Up to 100 NM and up to 10 hours	Up to 200 NM and over 10 hours
Chief Engineer	1**	1**	1	1	1	1
Second Engineer	0	0	0	0	0	0
OICEW	0	0	0	1	0	1
RFPEW or AB Engine	0	1	1*	0	1*	1
<b>TOTAL</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>

\*Manning may be reduced by one (1) RFPEW if the vessel operates in the Restricted Area III

\*\* The Chief Engineer position required for vessels < 750 kW may be covered as a minimum by an OICEW certified under STCW III/1.