

Palau International Ship Registry



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MARINE NOTICE 214.1

To: ALL SHIPOWNERS, MANAGERS, MASTERS, AND REGISTRATION OFFICERS OF MERCHANT SHIPS AND RECOGNIZED ORGANIZATIONS

Subject: MANNING REQUIREMENTS FOR MOBILE OFFSHORE UNITS (MOUs)

This document is intended as a guide for ship-owners, ship managers and seafarers as to practices established by this Administration to determine manning requirements for MOUs. It is not intended to derogate from or substitute for any requirements of Admiralty and Maritime Act or the STCW Regulations.

Updates to this Guidance may be found at Palau International Ship Registry's website.

This Marine Notice has the force and effect of a Regulation:

(Republic of Palau Maritime Regulations/26, June 2012, Reg. 1.5).

References:

1. IMO Resolution A.891 (21) as amended by IMO Resolution A.955 (23)
2. International Regulations for Preventing Collisions at Sea, 1972, COLREGS
3. International Convention on Standards of Training, Certification and Watch-keeping (STCW) as amended.
4. IMO Resolution A.1047 (27)
5. MEPC Resolution 186 (59)
6. Global Marine Distress and Safety System (GMDSS) requirements.
7. SOLAS Chapter V, Regulation 14.2

PURPOSE:

1. This document reflects the minimum crew required on board Palau-registered MOUs including Floating Petroleum Storage Vessels and non-self-propelled Offshore Units when manned, either on fixed locations or under tow, for the same to be sufficiently and efficiently manned in accordance with existing national laws and international regulations.
2. The purpose of this guidance is to assist the MOU owners and managers in applying for the Minimum Safe Manning Certificate (MSMC) of MOUs registered in Palau. It contains procedures, documents required and the estimated manning levels for deck and engine departments.

APPLICABILITY:

1. All Palau registered self-propelled MOUs, being in transit condition.
2. Any person who is employed or engaged or works in any capacity on



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board ships to which MLC, 2006 applies.

3. These requirements are supplemental to DMLC-I, the Republic of Palau Admiralty and Maritime, Title 7, and the Republic of Palau Maritime Regulations /26-june-2012.

DEFINITIONS:

1. **Administration** means the Palau International Ship Registry, which is authorized by the Ministry of Public Infrastructure, industries and Commerce of the Republic of Palau, to issue certificates and documents to all seafarers serving on vessels raising the Palau flag.
2. **Able seafarer deck**” means a rating qualified in accordance with the provisions of regulation II/5 of the STCW Convention, as amended
3. **Able seafarer engine**” means a rating qualified in accordance with the provisions of regulation III/5 of the STCW Convention, as amended;
4. **Ballast control operator** a person assigned responsibility for the normal day-to-day control of trim, draught and stability of a MOU.
5. **Barge supervisor** a person who provides support to the Offshore installation manager (OIM) in certain essential marine matters. The Barge Supervisor on some MOUs may be referred to as barge master.
6. **Chief Mate**” means the deck officer next in rank to the Master and upon whom the command of the ship will fall in the event of the incapacity of the master;
7. **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.
8. **Chief engineer officer** means the senior engineer officer responsible for the Mechanical propulsion and the operation and maintenance of the mechanical and Electrical installations of the ship.
9. **Deck Officer**” means an officer qualified in accordance with the provisions of chapter II of the Convention;
10. **Drillship** is a self-propelled vessel-shape mono hull surface mobile offshore drilling unit.
11. **Dynamically Positioned Vessel (DP)** is a vessel which is designated to automatically maintain its position and heading by using its own propellers and thrusters.
12. **Emergency preparedness training** means training which prepares individuals to respond adequately and safely to anticipated emergency situations.
13. **Engineer officer**” means an officer qualified in accordance with the provisions of regulation III/1, III/2 or III/3 of STCW convention, as amended
14. **Maintenance supervisor** a person assigned the responsibility for 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 chief engineer or rig mechanic.
15. **Maritime crew** comprises the OIM, Barge Supervisor (BS), Ballast Control Operator (BCO) and Maintenance Supervisor (MS) as well as other deck and engineering



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officers, radio operators and ratings as defined in regulation I/1 of the STCW Convention, as amended.

16. **Master** means the person having command of the vessel.
17. **Minimum safe manning** is a number of qualified and experienced seafarers necessary to ensure the safety and security of the ship, crew, passengers, cargo and property and for the protection of the marine environment
18. **Mobile offshore accommodation unit** is a unit the primary purpose of which is to accommodate personnel working offshore.
19. **Mobile Offshore Drilling Unit (MODU)** is an industrial function involving offshore operations other than those traditionally provided by the vessels covered by Chapter I of the 1974 SOLAS Convention. A unit capable of being engaged in drilling operations for the exploration for, or, exploitation of resources beneath the seabed such as liquid or gaseous hydrocarbons,
20. **Mobile Offshore Unit (MOU)** is any mobile offshore structure or vessel, whether designed for operation afloat or supported by the sea bed.
21. **MOU's Company** means the owner of the MOU, or any other organization or person such as the manager, or the bareboat charterer, who has assumed responsibility for operation of the MOU from the owner and who, on assuming such responsibility, has agreed to take over the duties and responsibilities imposed on the Company by the SOLAS Convention and the STCW Convention
22. **Mode of operation** means the condition or way a unit may operate or function while on location or in transit. The modes of operation of a unit include the following:
 - ✓ **Operating conditions:** Conditions wherein a unit is on location for 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.
 - ✓ **Transit conditions:** conditions wherein a unit is moving from one geographical location to another.
 - ✓ **Combined operations:** operations in association with, or near 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.
23. **Officer** means a member of the crew, other than the master designated as such by national law or regulation or, in the absence of such designation, by collective agreement or custom
24. **Offshore installation manager (OIM)** means a certificated competent person appointed in writing by the owner, or operator, as the person in charge, who has complete and ultimate command of an MOU, and to whom all personnel on board are responsible.
25. **Safety training** means training with respect to safety of life at sea, including personal and group survival
26. **Special personnel** mean all persons 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.



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27. Muster list is the list which indicates essential information on actions to be taken in the event of an emergency, the station to which each person should go and the duties which that person should perform including the designation of individual responsibilities for the safety of others.

MINIMUM SAFE MANNING CERTIFICATE REQUIREMENTS:

1. All Palau registered self-propelled MOUs, being in transit condition, are required to apply for and be issued with a Minimum Safe Manning Certificate (MSMC);
2. The Minimum Safe Manning Certificate will be issued to a MOU when it is registered;
3. When a registered self-propelled MOU proceeds to sea, it shall –
 - ✓ carry a valid Minimum Safe Manning Certificate issued by the Palau International MOU Registry; and
 - ✓ be manned in accordance with the requirements of this Minimum Safe Manning Certificate;
4. The Minimum Safe Manning Certificate, once issued, will only be valid:
 - ✓ For the operational areas stated on it;
 - ✓ During the period stated on it; and
 - ✓ If any conditions stated on it are complied with.
5. Changes that affect the MOU's manning:

When there are any changes which may affect the MOU's minimum safe manning, the MOU's Company must prepare and submit a new proposal to PISR.

6. Temporary dispensations:

In exceptional circumstances, PISR must be contacted in order to grant permission for a ship to sail with fewer seafarers than stated on the Minimum Safe Manning Certificate. Whenever these circumstances arise, PISR shall assess the MOU's manning levels and may give permission for it to sail for one single voyage with less persons than stated on the minimum safe manning certificate, if level of safety, security, crew, cargo, property and the protection of the marine environment is not affected.

7. Withdrawal of Minimum Safe Manning Certificate:

The PISR may withdraw the MOU's Minimum Safe Manning Certificate:

- ✓ when changes, which affect the minimum safe manning, in the operation area(s), construction, machinery, equipment or operation and maintenance of the MOU have taken place, and the MOU's Company fails to submit a new proposal; or
 - ✓ if the MOU persistently fails to apply the minimum hours of rest requirements.
8. To obtain a Minimum Safe Manning Certificate, the MOU's Company shall apply to the PISR considering the below Tables as a guidance.
 9. It is the MOU Company's and the Master's responsibility to define the number of crew on board, and apply to PISR for a Minimum Safe Manning Certificate, bearing in mind the below listed factors:
 1. Standards Regarding Watch-keeping of self-propelled MOU's when underway (Transit Condition):



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- ✓ STCW 1978, as amended, the COLREGS, and SOLAS, 1974, as amended, have a direct impact on watch-keeping practices on all vessels and the manning requirements for self-propelled MOU's when underway [see B-V/d of reference (3)].
- ✓ The Master of every vessel is bound to ensure that watch-keeping 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 which indicates he has the necessary training and experience.
- ✓ 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 and stranding.
- ✓ The Maintenance Supervisor or Chief Engineer of every vessel is bound, in consultation with the OIM or Master, to ensure that watch-keeping arrangements adequately maintain safe engineering watches.
- ✓ 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.

2. Fitness for Duty:

- ✓ 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.
- ✓ The hours of rest may be divided into no more than two periods, one of which shall be at least 6 hours in length.
- ✓ During overriding operational conditions, the minimum period of ten (10) hours may be reduced to not less than six (6) consecutive hours; provided that, any such reduction shall not extend beyond two (2) days, and not less than seventy seven (77) hours of rest shall be provided in each seven (7) day period.

3. Protection of Marine Environment:

The master, 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.

4. Security:

The seafarers' security duties at all security levels must be considered. An MOU must carry at least one ship security officer qualified in accordance with STCW Reg. VI/5 and all crew members must be qualified in accordance with STCW Reg. VI/6.



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5. Principles of Safe Manning:

- ✓ Sufficient Number of Qualified Persons: The MOU'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 duties and rest periods assigned.
- ✓ The following factors shall also be considered in determining the minimum safe manning levels:
 1. size and type of vessel
 2. main propulsion machinery power installed on board;
 3. construction and equipment of the vessel
 4. method of maintenance used
 5. operations in which the vessel is involved
 6. operating areas
 7. degree of shore side support
 8. STCW requirements;
 9. MLC requirements;
 10. applicable work hours limits and rest requirements
 11. duty assignments during emergencies, and
 12. the provisions of the approved Security Plan when applicable.
 13. There must be always on-board marine personnel to deal with routine maintenance of marine-related equipment and marine-related emergencies.
 14. Ongoing training requirements for all personnel, including the operation and use of fire-fighting and emergency equipment, life-saving appliances and watertight closing arrangements
- ✓ The OIM and all crew on board a MOU shall have successfully completed the training requirements appropriate to their position as identified in above mentioned references. Certificated (Licensed) personnel shall have received the specialized training as it relates to their position on board the MOU.
- ✓ The MSMC will only identify the marine crew. Marine personnel should not normally be employed on non-marine duties.
- ✓ GMDSS: For vessels fitted with GMDSS, at least two (2) deck officers are required to hold the GMDSS-General Operator Certificate, they are designated as having primary responsibility for radio communications during distress incidents.
- ✓ Unattended Machinery Space: Vessels certified for unattended machinery space, a sufficient number of qualified personnel must be carried onboard to provide a continuous watch and manual control of machinery; should there be an emergency there will be sufficient engineers on board to enable the vessel to move to a new destination.
- ✓ The number of persons on board engaged in several assignments including cooks and stewardesses is up to the Company's discretion, provided that sufficient safety equipment for every person on board is available. However, a



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qualified ship's Cook is required for ships operating with a prescribed manning of 10 or more seafarers on voyages of more than 3 days or more than 36 hours from a safe port.

6. Manning Principles for different types of vessels:

- ✓ Drill Ships, Self-Propelled Mobile Offshore Drilling Units and Self Propelled Oil Storage vessels will have to meet the navigation and engineering watch standing requirements.
A Self-propelled drill ship on location needs an OIM or a Master with an OIM endorsement.
- ✓ Non-Self-Propelled Mobile Offshore Units, such as the Self Elevating Mobile offshore Drilling Units (MODU), and non-self-propelled Oil Storage Vessels which do not navigate and rely on other vessels for propulsion are not required to meet the watchkeeping requirements.

GUIDANCE ON THE APPLICATION FOR MINIMUM SAFE MANNING CERTIFICATE:

1. For all MOUs registering with Palau International Ship Registry, the MOU's Company must prepare and submit its proposal for a minimum safe manning by completing the "Application for Registration incorporating Manning Proposal". The application form is available on the PISR website.
2. The Deputy Registrars shall request the following documentation from their clients:
 - ✓ Application for Registration incorporating manning proposal;
 - ✓ Updated crew list duly signed by the master;
 - ✓ Copies of the officers' Certificates of Competency & ratings' Certificates of Proficiency;
 - ✓ Copy of UMS Certificate, if applicable;
3. Permanent manning certificates will only be issued by PISR Head Office.
4. Provisional manning certificates will be issued by the respective Deputy Registrar that registered the ship upon review of the documentation required by this Administration.
5. The manning tables below contain recommended manning levels to assist the MOUs' companies making their proposal and applying for the Minimum Safe Manning Certificate (MSMC). Where it is not reasonable and practicable to meet the requirements in these tables, alternative manning levels may be considered by the Administrator, provided that a letter setting out justifications for any differentiation(s) is submitted by the MOU's Company. The letter must cover the principles set out in the IMO Resolution A.1047 (27) (Ref.4). In special cases a risk assessment may be requested by this Administration.



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MANNING TABLE, AS GUIDANCE FOR APPLICANTS SHIPOWNERS – MANAGERS OF PALAU FLAGGED SHIPS:

MODU's (Self-Propelled)		
Type of MOU	Operating conditions	Transit conditions
Self-Propelled Mobile Offshore Drill Ship	(1) Master STCW II/2 (if Master is an OIM an additional OIM is not required) (1) Off shore Installation Manager (1) Chief Mate STCW II/2 (3) Ratings (STCW II/4) or (1) Able Seafarer Deck (STCW II/5) & (2) Ratings (STCW II/4) (1) Chief Engineer (STCW III/2) (1) Second Engineer (STCW III/2) (2) Engineering Watch Officers (STCW III/1) (2) Able Seafarer Engine (STCW III/5) & (1) Engineering rating (STCW (III/4)	(1) Master STCW II/2 (1) Chief Mate STCW II/2 (2) Navigational Watch Officer (NOW) (STCW II/1) (*Not required for a voyage less than 12 hours) (3) Ratings (STCW II/4) or (1) Able Seafarer Deck (STCW II/5) & (2) Ratings (STCW II/4) (1) Chief Engineer (STCW III/2) (1) Second Engineer (STCW III/2) (2) Engineering Watch Officers (STCW III/1) (2) Able Seafarer Engine (STCW III/5) & (1) Engineering rating (STCW (III/4)
	<ul style="list-style-type: none"> ✓ If fitted with DP, two persons for each watch is required to be trained as DP operators (STCW 2010, Section B-V/f* Guidance on the training and experience for personnel operating DP systems). ✓ If classed for Periodically Unattended Machinery Space the number of engineers may be reduced. 	<ul style="list-style-type: none"> ✓ If fitted with DP, two persons for each watch are required to be trained as DP operators (STCW 2010, Section B-V/f* Guidance on the training and experience for personnel operating DP systems). ✓ If classed for Periodically Unattended Machinery Space the number of engineers may be reduced.



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Type of MOU	Operating conditions	Transit conditions
Self-Propelled Mobile Offshore Drilling Unit – Semi submersible (Column Stabilized) Dynamically Positioned	(1) Offshore Installation Manager (in the USA a Master will also be required if the OIM is also a master then only the OIM is required) (1) Chief Mate STCW II/2 or Barge Supervisor (2) Ballast Control Operators (2) Able Seamen MODU or (Able Seafarer deck) (1) Ordinary Seamen MODU or (Rating Deck) (1) Chief Engineer or Maintenance Supervisor (1) Chief Electrician (2) Able Seafarer Engine (STCW III/5)	(1) Master STCW II/2 (if Master is an OIM an additional OIM is not required) (1) Chief Mate STCW II/2 or 1 Barge Supervisor (1) Navigational Watch Officer (STCW II/1) (1) Off shore Installation Manager (2) Ballast Control Operators (If BCOs are qualified as NWOs no additional NWO is required) (3) Able Seamen MODU or Able Seafarer Deck (STCW II/5) (2) Ordinary Seamen MODU or (Rating Deck) (1) Chief Engineer or Maintenance Supervisor (1) Chief Electrician (2) Able Seafarer Engine (STCW III/5)
	If fitted with DP, two persons foreach watch are required to be trained as DP operators (STCW 2010, Section B-V/f* Guidance on the training and experience for personnel operating DP systems).	If fitted with DP, two persons for each watch are required to be trained as DP operators (STCW 2010, Section B-V/f* Guidance on the training and experience for personnel operating DP systems).



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Type of MOU	Operating conditions	Transit conditions
<p>Non-Self Propelled Dynamically Positioned (DP) Semi Submersible MODU. (Column Stabilized)</p>	<p>(1) Offshore Installation Manager</p> <p>(1) Navigational Watch Officer (STCW II/1)</p> <p>(1) Barge Supervisor or Chief Mate</p> <p>(2) Ballast Control Operators</p> <p>(2) Able Seamen (STCW II/4) or (Able Seafarer deck MODU)</p> <p>(1) Rating (STCW II/4)</p> <p>(1) Chief Engineer or Maintenance Supervisor</p> <p>(2) Able Seafarer Engine (STCW III/5)</p>	<p>For moves in field, under its own power or for longer moves under tow:</p> <p>(1) Master (STCW II/2) (if Master is an OIM an additional OIM is not required)</p> <p>(2) Navigational Watch Officer (STCW II/1) (one NWO Not required for moves less than 12 hours)</p> <p>(1) Barge Supervisor</p> <p>(2) Ballast Control Operators (BCO)</p> <p>(2) Able Seafarer Deck (STCW II/5) or (Able Seafarer deck MODU)</p> <p>(1) Rating (STCW II/4)</p> <p>(1) Maintenance Supervisor (or Chief Engineer) (STCW III/2)</p> <p>(2) Able Seafarer Engine (STCW III/5)</p>
	<p>Two persons for each watch are required to be trained as DP operators (STCW 2010, Section B-V/f* Guidance on the training and experience for personnel operating DP systems).</p>	<p>Two persons for each watch are required to be trained as DP operators (STCW 2010, Section B-V/f* Guidance on the training and experience for personnel operating DP systems).</p>



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MODU or MOU – Non-Self Propelled

Type of MOU	Operating conditions	Transit conditions
Non-self-propelled Column Stabilized	(1) Off shore Installation Manager (1) Barge Supervisor (2) Ballast Control Operators (3) Ratings or (Ordinary Seamen MODU)	(1) Off shore Installation Manager (1) Barge Supervisor (2) Ballast Control Operators (3) Ratings or (Ordinary Seamen MODU)
Non-self-propelled Self Elevating	(1) Off shore Installation Manager	(1) Off shore Installation Manager/ or Master (3) Ratings or (Ordinary Seamen MODU)



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Type of MOU	Operating conditions	Transit conditions
Self-propelled Oil Storage Vessel – Not equipped with Unattended Machinery Space	(1) Master or Offshore Installation Manager (STCW II/2) (1) Navigational Watch Officer (STCW II/1) (2) Ratings (STCW II/4) (1) Chief Engineer (STCW III/2) (1) Engineering Watch Officer (STCW III/1) (2) Engineering Ratings (STCW III/4) (1) Able Seafarer Engine (STCW III/5).	Same as any vessel of similar GT and KW
Self-propelled Oil Storage Vessel – Equipped with Unattended Machinery Space	(1) Master or Offshore Installation Manager (STCW II/2) (1) Navigational Watch officer (STCW II/1) (2) Ratings (STCW II/4) (1) Chief Engineer (STCW III/2) (2) Engineering Ratings (STCW III/4) (1) Able Seafarer Engine (STCW III/5).	Same as any vessel of similar GT and KW
Non-self-propelled Oil Storage Vessel	Offshore Installation Manager Officer(s): As needed depending on the frequency of transfers. Ratings: As needed depending on the frequency of transfers. Engineers: As needed to maintain the pumps and power to the navigation lights	If manned: Master or OIM (1) Officer (3) Ratings Engineers as needed to maintain the pumps and power to the navigation lights.
Non-self-propelled oil barge	(1) Offshore Installation Manager	If manned: (1) Offshore Installation Manager and (2) Deck ratings



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GMDSS Operators

All Vessels	Where GMDSS is fitted, there shall be at least (2) Deck Officers holding GMDSS Operator Certificates.	IV/2
Survival Craft Operator		
All Vessels	<p>All vessels fitted with Lifeboats are required to have (1) Survival Craft Operator for each lifeboat, provided the lifeboats are rated for less than 40 persons.</p> <p>If the lifeboat is rated for 40 persons or more, (2) survival craft Operators shall be provided for each lifeboat.</p> <p>Vessels without lifeboats shall be required to have at least one survival craftsman for each davit launched life raft station.</p>	VI/2

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