



**Maritime and Port Authority of Singapore**

Shipping Division  
460 Alexandra Road  
21<sup>st</sup> Storey, PSA BUILDING  
SINGAPORE 119963  
FAX: 63756231  
DID : 63756224/5  
EMAIL: [Mmo\\_MPA@mpa.gov.sg](mailto:Mmo_MPA@mpa.gov.sg)

**Note: This form will take an estimated 5 to 10 minutes to fill in, provided you have the necessary supporting information ready.**

**EXPLANATORY NOTES ON APPLICATION FOR SAFE MANNING DOCUMENT**

Please read these notes carefully before filling the application form. If further assistance is required enquiries may be made at the Department's office.

- 1 Type of ship: State whether the ship is a cargo ship, tanker or passenger ship.
- 2 Area of Operation: State whether the ship is on foreign going or Home Trade articles. In case of ships plying between fixed ports state the ports; eg( Singapore/Bangkok/Manila etc).
- 3 Type of manning : State the type of manning system to be employed on the ship as explained below:
  - (i) Convention Crew : In ships manned with conventional crew normal shipboard operations are carried out by the separate department; ( eg. all engine room work is performed by the ratings of the engine department).
  - (ii) General Purpose : Ratings are deployed in the engine and the deck department. The ratings who are required to keep bridge watch as lookout/helmsman should be medically fit to perform the duties.
  - (iii) Inter-departmental flexibility : Ratings work normally in the concerned department like the conventional crew. However, during peak periods in a certain department the ratings from the other departments assist; (eg. during moorings engine ratings assist the deck department).
  - (iv) Cadet ships: Training ships where the ship is manned by deck and/or engine cadets instead of regular ratings.
  - (v) Others : In case of any other system of crew deployment please give a description of the system.
- 4 Proposed manning of the ship : State the number of deck/engine officers and ratings proposed to be employed onboard. In case of certificated officers state the grade of the certificate of competency held by them. To avoid delays to a ship in case of shortage of any category of ratings it is recommended that the ratings be categorized into the following:

Deck : AB and OS ; Engine : Greaser and Fireman;  
Catering : Cook and Catering assistant.  
In case of ships employing GP crew GP I and GP II.

(eg Deck officers	: 1 class 1, 1 class 2, 2 class 3, 1 radio officer;
Engineer officers	: 1 class 1, 1 class 2, 1 class 5, or
	1 class 3, 1 class 4, 1 class 5 etc
Deck ratings	: 4 AB ; 2 OS
Catering ratings	: 1 cook 2 catering assistant etc.
General purpose	: 4 GP 1 and 3 GP II etc.

Note: The IMO Resolution does not stipulate that catering ratings are to be included in the manning certificate. However for our records shipowners are advised to state the number of catering ratings they propose to employ.

## APPLICATION FOR SAFE MANNING DOCUMENT

To be issued under the provision of Regulation V/14 of the International Convention For The Safety Of Life At Sea 1974, as amended.

IMO Number	Ship's Name	Official Number	#Type of ship
Gross Tonnage	Main Propulsion Power(k/w)	Type of Engines Steam/Motor*	UMS Certificate Yes/No*
Areas of Operation for which Certificate is required #  (a) Special Limit (b) Home Trade (c) Foreign Going (d) Others	Type of Manning System (a) Conventional* (b) General Purpose* (c) Inter-Departmental Flexibility (d) Cadet ship (e) Others @	Particulars of External Communications  a) GMDSS : A1/A1+A2/A1+A2+A3* b) R/T * c) INMARSAT *	
The proposed manning of the ship : #  Deck Officers :  Engineer Officers:  Deck Ratings:  Engine Ratings :			
I certify that to the best of my knowledge the particulars given by me in this form are correct.			
Name of Owners/Agent* owners		Date	Sign on behalf of the
<b>FOR OFFICIAL USE</b>			
Bill/Receipt No: _____ -		Prepared by: _____	

\* Delete as required