



MARITIME AND PORT AUTHORITY OF SINGAPORE
SHIPPING CIRCULAR
NO. 10 OF 2022

MPA Shipping Division
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28 June 2022

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

MINIMUM SAFE MANNING DOCUMENT (MSMD) REQUIREMENTS FOR SINGAPORE SHIPS

1 All Singapore ships are required to be safely manned by fulfilling the requirements set out by the ship's minimum safe manning document (MSMD) issued under the provisions of Regulation V/14 of the International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended. The MSMD ensures that the ship is appropriately manned, from the point of view of safety of life at sea, by prescribing the minimum number and competency of personnel necessary on board.

2 Amendments to SOLAS Regulation V/14 on 01 Jan 2014 require the appropriate minimum safe manning of each ship to be established while taking into account the "Principles of Minimum Safe Manning" adopted by the International Maritime Organisation (IMO) Resolution A.1047(27). The IMO Resolution A.1047(27) that was adopted on 30 Nov 2011, revokes the previous resolutions A.890(21) and A.955(23).

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

4 Companies are reminded that the MSMD only serves as the minimum level of manning that should be maintained on board at any one time. The work requirements and conditions on board should still be considered in determining the actual manning for its Singapore ship. Companies are encouraged to periodically review the manning levels on board, especially where there are changes to operations and the workload on board may differ, for example – due to changes in voyage patterns, operational and maintenance requirements. The companies' review should, however, still be in

accordance with the International Safety Management (ISM) Code and IMO Resolution A.1047(27), in order to ensure safe operations on board Singapore ships.

Submission of Assessment Form

5 The assessment form, found in Annex A, should be used together with guidance from IMO Resolution A.1047(27) for all applications and issuance of MSMD under the following situations:

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

6 Declaration form in Annex B is to be used for existing Singapore ship if there is a change of ship management as per the ISM Code but no change in the minimum manning.

7 The minimum safe manning scale for Singapore Registered Ships can be found in Second Schedule of Merchant Shipping (Training, Certifications and Manning) Regulations and Annex C.

8 Companies are to submit applications for MSMDs using the assessment/declaration form via email to the Seafarers Management Department (MMO_mpa@mpa.gov.sg). The assessment form requires companies to provide a list of pertinent information for a Singapore ship, which the company should consider when applying for the minimum safe manning document. Hence, companies are advised to submit applications in a timely manner, to allow lead time for processing and consideration by MPA.

Periodic Review of Manning Level by Companies

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

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

11 Any queries regarding this circular should be directed to the Seafarers Management Department [Email: mno_mpa@mpa.gov.sg; Tel: 1800 272 7777(select option 1)].

12 This shipping circular supersedes MPA Shipping Circular No. 22 of 2013.

**CHEAH AUN AUN
DIRECTOR OF MARINE
MARITIME AND PORT AUTHORITY OF SINGAPORE**

Annex A – Assessment form to apply for a minimum safe manning document

Annex B – Declaration to the Maritime and Port Authority of Singapore

Annex C – Minimum Safe Manning Scale for Singapore Registered Ships



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Assessment form to apply for a Minimum Safe Manning Document

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

Explanation note on completing the assessment form

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

1. Particulars of Applicant

1. Full name of registered owner:
2. Address:
3. Full name of Company¹:
4. Address:

2. Ship's Particulars

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

3. Ship's Engine

| 1. Main Engine | 2. Auxiliary Engine |
|------------------------------------|------------------------------------|
| Number of Engines: | Number of Engines: |
| Propulsion Power Per Engine (k/w): | Propulsion Power Per Engine (k/w): |
| Type of Engine: | Type of Engine: |
| Type of Boilers: | Type of Boilers: |

| |
|-----------------------------|
| 3. Bow Thrusters: |
| 4. Stern Thrusters: |
| 5. CP Propeller: |
| 6. High Bilge Alarm System: |

¹ Company as defined in the ISM Code means the owner of the ship or any other organisation or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the shipowner and who, on assuming responsibility, has agreed to take over all duties and responsibility imposed by the Code.

7. Unattended Machinery Space Certificate²:

8. Bridge Control:

9. Engine Room Fire Detection Fitted:

10. Details of Engine Room/Bridge Communication System:

11. Alternative Engine Room Warning System:

4. External Communications *(delete accordingly)*

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

2. R/T; or

3. INMARSAT

5. Voyage & Cargo

1. Type of Cargo:

2. Dangerous Goods:

3. Voyage Type:

4. Voyage Period:

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

6. Details of Intended Nature of Service:

6. Life Saving Appliances (LSA)

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

2. No. of Life Rafts:

3. No. of Lifeboats:

4. No. of Rescue Boats:

5. No. of Life Rafts with Launching Appliances:

² Please submit a copy of the certificate together with the completed assessment form.

7. Proposed Manning

| Rank | STCW Regulation³ | Number |
|---|------------------------------------|---------------|
| Master | | |
| Chief Mate | | |
| Deck Watchkeeper | | |
| Rating (Deck) | | |
| Other ratings (Deck) | | |
| Chief Engineer | | |
| 2 nd Engineer | | |
| Engine Watchkeeper | | |
| Rating (Engine) | | |
| Other ratings (Engine) | | |
| Others: (e.g. Electro-technical officer etc.) | | |
| Rating (GP) | | |
| Total | | |

³ Please indicate the appropriate STCW Regulations under which the crew are qualified to serve in the capacity assigned to them. E.g., Master – STCW II/2.

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

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

- | |
|---|
| <ol style="list-style-type: none"> 1. Which watch system will be adopted: 2. Will the Master undertake a navigational watch: 3. Will the Master be required to undertake his own pilotage: 4. Are office-to-ship communications handled only by the Master: 5. What is the communication system between bridge and watch rating: |
|---|

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

- | |
|---|
| <ol style="list-style-type: none"> 1. Number of officers and ratings required for mooring operations: ___ officers ___ ratings 2. Are self-tension mooring winches fitted to the ship: |
| <ol style="list-style-type: none"> 3. Provide details on mooring station equipment and manning requirements for peak workload situation: <ol style="list-style-type: none"> a. Forward b. Aft |

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

- | |
|--|
| <ol style="list-style-type: none"> 1. Is the ship fitted with an accommodation fire detection system: 2. Can the fire pumps be started remotely: |
| <ol style="list-style-type: none"> 3. Personnel responsible for equipment maintenance: |
| <ol style="list-style-type: none"> 4. Describe the lifeboat and rescue boat launching systems (as appropriate): |
| <ol style="list-style-type: none"> 5. State how fire/damage control/LSA requirements are covered: |

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

| |
|--------------------------------------|
| 1. Does the ship have DP capability: |
|--------------------------------------|

12. Maintain a safe engineering watch at sea in accordance with Regulation VIII/2 of the STCW Code, as amended, and maintain general surveillance of spaces containing main propulsion and auxiliary machinery.

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|------------------------------------|
| 1. Will a watch system be adopted: |
|------------------------------------|

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|---|
| 2. State the watch system that will be adopted: |
|---|

| |
|---|
| 3. Are all machinery spaces covered by a fire detection system: |
|---|

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|--|
| 4. Are all machinery spaces covered by a bilge alarm system: |
|--|

| |
|--|
| 5. Will the Chief Engineer be required to undertake watch at sea and port: |
|--|

| |
|---|
| 6. Can emergency steering be engaged by one person: |
|---|

| |
|--|
| 7. Describe how the engine room rating duties will be covered (e.g. general cleaning of the engine room: |
|--|

13. Operate and maintain in a safe condition, the main propulsion and auxiliary machinery to enable the ship to overcome the foreseeable perils of the voyage and maintain the safety arrangements and cleanliness of machinery to minimise risk of fire.

| |
|---|
| 1. Personnel who will undertake machinery space cleaning: |
|---|

| |
|--|
| 2. Personnel will assist in the event of breakdowns: |
|--|

14. Provide for medical care onboard.

| |
|------------------------------------|
| 1. How is the provision satisfied: |
|------------------------------------|

15. Maintain a safe radio watch in accordance with 1974 SOLAS and ITU Regulations, as amended.

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

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

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

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

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

18. Food and Catering duties.

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

19. Ship's Doctor.

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

20. Hours of Rest.

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

21. Ship Security.

- | | | | | |
|--|-----|--|------|--|
| 1. State the personnel who is/are appointed as the ship security officer: | | | | |
| 2. Is the ship fitted with surveillance equipment for remote monitoring of restricted areas: | | | | |
| 3. How often is the ship travelling through piracy high risk areas: __ days per month | | | | |
| 4. Will privately contracted security personnel be engaged when passing through high-risk areas: | | | | |
| 5. Additional personnel to be assigned as security lookouts at when at sea and in port: | | | | |
| <table border="1"> <tr> <td>Sea</td> <td></td> </tr> <tr> <td>Port</td> <td></td> </tr> </table> | Sea | | Port | |
| Sea | | | | |
| Port | | | | |
| 6. Has consideration been made for personnel who will have key security roles in the event of security incident, according to the ship security plan, e.g. responding to hijack threat, bomb threat, etc.: | | | | |

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

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

Declaration by the Company⁴

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

Name of Company⁴:

Responsible person name and designation:
(Signature)

Date:

⁴ Company as defined in the ISM Code means the owner of the ship or any other organisation or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the shipowner and who, on assuming responsibility, has agreed to take over all duties and responsibility imposed by the Code.

Declaration to the Maritime and Port Authority of Singapore

The following template should be used by a company, when informing MPA that a company's Singapore ship/ships would not need to change the existing minimum safe manning on board¹.

Template

We, (Company² name), confirm that a review of the existing minimum safe manning on board, as required by the safe manning document issued by MPA, has been conducted for the following Singapore ship/ships in the table below. The review was conducted in accordance with SOLAS Regulation V/14, as amended, and IMO Resolution A.1047(27), as amended.

| Ship Name | Ship IMO Number |
|-----------|-----------------|
| | |

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

Responsible person name and designation:

(signature)

Date:

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

² Company as defined in the ISM Code means the owner of the ship or any other organisation or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the shipowner and who, on assuming responsibility, has agreed to take over all duties and responsibility imposed by the Code.

Minimum Manning Scale for Singapore Registered Ships

Table 1: Minimum Manning Scale for Deck Officers & Ratings onboard Singapore Registered Ships

| COLUMN 1 | COLUMN 2 | COLUMN 3 ¹ | | | | | | | | COLUMN 4 | | |
|---------------|-------------------------------|---|---------|----------------|----------------------|-----------------------------------|-------------------------|-------------------------|----------------|--|-------------------------|---|
| TRADING AREA | DESCRIPTION OF SHIPS IN TONS | Minimum number of qualified Deck Officers to be carried | | | | | | | | Minimum number of qualified Deck Ratings to be carried | | |
| | | Class 1 | Class 2 | Class 3 | Class 4 (Home Trade) | Class 5 (Home Trade) | Class 4 (Special Limit) | Class 5 (Special Limit) | Class 6 | Able seafarer (deck) (STCW II/4 or II/5) | deck ratings/ personnel | |
| SPECIAL LIMIT | Below 100 | | | | | | | | | 1 ²³ | | 1 |
| | 100 and above but below 500 | | | | | | | | 1 ² | 1 ³ | | 2 |
| | 500 and above but below 3,000 | | | | | | 1 | 1 ³ | | | | 2 |
| | 3,000 and above | | | | 1 ⁴ | | 1 ³ | | | | | 2 |
| HOME- TRADE | Below 3,000 | | | | 1 | 1 ³ | | | | | 3 | |
| | 3,000 and above | | | | 1 ⁴ | 1 ⁴ and 1 ³ | | | | | 3 | 1 |
| FOREIGN-GOING | Below 3,000 | 1 | 1 | | | 1 ⁴³ | | | | | 3 | 1 |
| | 3,000 and above | 1 | 1 | 1 ³ | | | | | | | 3 | 2 |

¹ In lieu of any certificate listed in Column 3, a certificate considered equivalent under regulation 8, or recognised by the Director under regulation 9, of the Principal Regulations may be provided.

² For passenger ship, at least 12 months seagoing service is required.

³ If the number of officers is insufficient to ensure adequate rest periods for watchkeepers, additional officers must be provided.

⁴ With no tonnage limitations.

Table 2: Minimum Manning Scale for Engine Officers & Ratings onboard Singapore-Registered Ships

| COLUMN 1 | COLUMN 2 | | COLUMN 3 ¹ | | | | | COLUMN 4 | |
|---------------|--|-----------|--|---------|---------|----------------|---------|--|---------------------------|
| TRADING AREA | Registered Propulsion Power (Kilowatts) of Ships | UMS (Y/N) | Minimum number of qualified Marine Engineer Officers to be carried | | | | | Minimum number of qualified Engine Ratings to be carried | |
| | | | Class 1 | Class 2 | Class 3 | Class 4 | Class 5 | Able seafarer (Engine) (STCW III/4 or III/5) | Engine ratings/ personnel |
| SPECIAL LIMIT | Below 750 | | | | | | | 1 ^{2 3} | |
| | 750 and above | | | | | 1 ⁴ | | 1 ^{2 3} | |
| UNLIMITED | Below 750 | | | | | 1 | | 1 ³ | |
| | 750 and above but below 1,500 | | | | | 1 | | 2 ⁵ | |
| | 1,500 and above but below 3,000 | N | | | 1 | 1 | | 1 ³ | 1 |
| | 1,500 and above but below 3,000 | Y | | | 1 | 1 | | 1 ³ | 1 |
| | 3,000 and above | N | 1 | 1 | | | | 1 ³ | 2 |
| | 3,000 and above | Y | 1 | 1 | | | | 1 ³ | 1 |

¹ In lieu of any certificate listed in Column 3, a certificate considered equivalent under regulation 8, or recognised by the Director under regulation 9, of the Principal Regulations may be provided.

² Alternatively, a holder of a Class 5 (Special Limit) Certificate of Competency may be provided.

³ If the number of officers is insufficient to ensure adequate rest periods for watchkeepers, additional officers must be provided.

⁴ Alternatively, a holder of a Class 4 (Special Limit) Certificate of Competency may be provided.

⁵ Not less than 2 officers must be provided but —

- a) additional officers must be provided if 2 is insufficient to ensure adequate rest periods for watchkeepers; and
- b) at least one of the officers must have an endorsement on his Class 5 Certificate of Competency which qualifies the holder to serve as Second Engineer on ships below 1500 kW propulsion power; or, in substitution of such an officer, an officer holding a Class 4 Certificate of Competency must be provided, in addition to the officer or (where appropriate) officers holding a Class 5 Certificate of Competency