

Palau International Ship Registry



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MARINE NOTICE 184.3

To: ALL SHIPOWNERS, MANAGERS, MASTERS, and REGISTRATION OFFICERS OF MERCHANT SHIPS AND RECOGNIZED ORGANIZATION.

Subject: MINIMUM SAFE MANNING REQUIREMENTS (MSMC)

This document informs ship-owners, ship managers and seafarers of practices established by the Palau International Ship Registry (PISR) Administration in respect of Principles of Safe Manning. It is not intended to derogate from or substitute for any requirements of **Admiralty and Maritime Act** or the STCW Regulations.

1. PURPOSE

1. This document reflects the minimum crew required on board Palau-registered Ships in order for the same to be sufficiently and efficiently manned in accordance with existing national laws and international regulations, taking into consideration Assembly Resolution A. 1047 (27 Principles of Safe Manning).
2. The purpose of the guidance in paragraph 6 below is to assist the ship owners and managers in applying for the Minimum Safe Manning Certificate (MSMC) of commercial ships registered in Palau. It contains procedures, documents required and the estimated manning levels for deck and engine departments.

2. APPLICABILITY

The present minimum safe manning requirements apply to all ships of 100GT or more engaged on international voyages, except for-

- a) Fishing ships,
- b) Pleasure yachts not engaged in trade,
- c) Wooden ships of primitive build,
- d) Any non-propelled ship unless expressly required otherwise,
- e) Any ship under tow,
- f) Any ship Less than 100GT, and
- g) Any ship Under 24 meters in length.

3. REFERENCE

- Resolution A. 1047 (27 Principles of Safe Manning)
- SOLAS chapter V regulation 14 & chapter XI-2
- ILO Maritime Labor Convention 2006
- STCW as amended.



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4. DEFINITIONS

- **“Able seafarer deck”** means a rating qualified in accordance with the provisions of regulation II/5 of the STCW Convention, as amended;
- **“Able seafarer engine”** means a rating qualified in accordance with the provisions of regulation III/5 of the STCW Convention, as amended;
- **“Administration”** means the Ministry of Public Infrastructure, Industries and Commerce.
- **“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;
- **“Convention”** means the STCW Convention, as amended.
- **“Deck Officer”** means an officer qualified in accordance with the provisions of regulations II/1, II/2 or II/3 of STCW convention, as amended;
- **“Domestic Coastal Voyages”** means Voyages within 20 n.m. from ashore and no more than 200 n.m. from the last port of call. The country or countries of navigation shall be noted on the issued MSMC
- **“Engineer officer”** means an officer qualified in accordance with the provisions of regulations III/1, III/2 or III/3 of STCW convention, as amended;
- **“GMDSS RADIO Operator”** means a person who is qualified in accordance with the provisions of the Regulations in chapter IV of the STCW Convention, as amended;
- **“UMS”** means Unmanned Machinery Spaces;
- **“Master”** means the person having command of the ship;
- **“Minimum safe manning”** is a number of qualified and experienced seafarers necessary to ensure safety and security of the ship, crew, passengers, cargo and property and protection of the marine environment
- **“Near Coastal”** means Voyages within 200 n.m. from ashore. The country or the countries of navigation shall be noted on the issued MSMC.
- **“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;



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- **“Second Engineer officer”** means the engineer officer next in rank to the chief engineer officer;
- **“Ship’s Company”** in relation to a ship means the owner of the ship, or any other organization or person such as the manager, or the bareboat charterer, who has assumed responsibility for operation of the ship from the shipowner 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.

5. Minimum Safe Manning Certificate requirements

1. All Palau registered commercial ships of 100GT or over, engaged on international voyages, or operating from a port or between ports in another country are required to apply for and be issued with a Minimum Safe Manning Certificate (MSMC) as part of the process of registering with Palau International Ship Registry.
2. The Minimum Safe Manning Certificate is issued to a ship when the ship is registered;
3. When a registered ship proceeds to sea, it shall –
 - carry a valid Minimum Safe Manning Certificate issued by the Palau International Ship Registry; and
 - be manned in accordance with the requirements of this Minimum Safe Manning Certificate.
4. To obtain a Minimum Safe Manning Certificate, the ship’s Company shall apply to PISR taking into account the guidance in paragraph 6.
5. The Minimum Safe Manning Certificate, once issued, will only be valid:
 - a) For the operational areas stated on it;
 - b) During the period stated on it; and
 - c) If any conditions stated on it are complied with.
6. Changes that affect the ship’s manning:

When there are any changes which may affect the ship’s minimum safe manning, the ship’s Company must prepare and submit a new proposal to PISR.
7. 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 make an assessment of the ship’s manning levels and



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may be given permission for the ship to sail for one single voyage with less persons then stated on the minimum safe manning certificate, provided the safety and security of the ship, crew, passengers, cargo and property and the protection of the marine environment is not compromised.

8. Withdrawal of Minimum Safe Manning Certificate:

PISR may withdraw the ship's Minimum Safe Manning Certificate if:

- a) changes, which affect the minimum safe manning, in the trading area(s), construction, machinery, equipment or operation and maintenance of the ship have taken place, and the Ship's Company fails to submit a new proposal; or
- b) the ship persistently fails to apply the minimum hours of rest requirements.

6. Guidance on the Application for Minimum Safe Manning Certificate

1. For all ships registering with Palau International Ship Registry, the Ship's Company must prepare and submit its proposal for the ship's minimum safe manning by completing the "Application for Registration incorporating Manning Proposal". The application form is available on the Ship Registry website.
2. When determining the minimum safe manning levels, the following factors-principles shall be taken into consideration:
 - a) Gross tonnage;
 - b) Main propulsion machinery power installed on board;
 - c) Length and nature of voyages with passengers on board, if any;
 - d) Frequency of Port of Calls;
 - e) Areas of operation including the environmental conditions and time of year;
 - f) Size, age, type of ship, equipment, automation and layout of the ship;
 - g) Type of construction and type of equipment on board;
 - h) STCW requirements;
 - i) MLC requirements;
 - j) Ship's operational requirements;
 - k) The minimum number of crew required to maintain a safe operational level and handle emergency situations;
 - l) Crew members' fitness for duty provisions and record of hours are implemented; and
 - m) Ongoing training requirements for all personnel, including the operation and use of fire-fighting and emergency equipment, life-saving appliances and watertight closing arrangements
3. The manning tables attached below contain recommended manning levels in order to assist the ships' companies making their proposal and applying for the Minimum Safe Manning Certificate (MSMC).



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4. 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, see below attached format;
 - In the scope of a regular control taking place at this stage, copies of onboard crew's Certificates of Competency, Certificates of Proficiency, medical certificates & passports.
 - Copy of UMS Certificate, if applicable;
5. Permanent manning certificates will only be issued by PISR Head Office.
6. Provisional manning certificates will be issued by the respective Deputy Registrar that registered the ship upon review of the documentation required by this Administration.

For any additional information please do not hesitate to contact us.



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MANNING TABLE, AS A GUIDANCE FOR APPLICANTS SHIPOWNERS – MANAGERS OF PALAU FLAGGED SHIPS: (Table version 7, as per 2 of April 2019)

DECK DEPARTMENT	100 TO 499GT				500 TO 2999 GT				3000 TO 4999 GT				5000 TO 7999 GT				OVER 8000 GT			
	NEAR COASTAL		INT'L		NEAR COASTAL		INT'L		NEAR COASTAL		INT'L		NEAR COASTAL		INT'L		NEAR COASTAL		INT'L	
	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.
MASTER	1	II/3	1	II/2	1	II/2	1	II/2	1	II/2	1	II/2	1	II/2	1	II/2	1	II/2	1	II/2
CHIEF MATE	-	II/3	-	II/2	1	II/2	1	II/2	1	II/2	1	II/2	1	II/2	1	II/2	1	II/2	1	II/2
NAVIGATIONAL WATCH OFFICER	1	II/1	1	II/1	-	II/1	1	II/1	-	II/1	1	II/1	1	II/1	1	II/1	1	II/1	2	II/1
ABLE SEAFARER DECK	-	II/5	1	II/5	-	II/5	1	II/5	-	II/5	1	II/5	-	II/5	2	II/5	2	II/5	2	II/5
RATING FORMING PART OF NAVIGATIONAL WATCH	1	II/4	2	II/4	2	II/4	2	II/4	3	II/4	3	II/4	2	II/4	2	II/4	2	II/4	3	II/4
TOTAL	3		5		4		6		5		7		5		7		7		9	



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ENGINE DEPARTMENT	<750 KW (with UMS)				<750 KW (without UMS)				750 To 2999 KW (with UMS)				750 To 2999 KW (without UMS)				>3000 KW (with UMS)				>3000 KW (without UMS)			
	NEAR COASTAL		INT'L		NEAR COASTAL		INT'L		NEAR COASTAL		INT'L		NEAR COASTAL		INT'L		NEAR COASTAL		INT'L		NEAR COASTAL		INT'L	
	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.	No	STCW REG.
CHIEF ENGINEER	1	III/3	1	III/3	1	III/3	1	III/3	1	III/3	1	III/3	1	III/3	1	III/3	1	III/2	1	III/2	1	III/2	1	III/2
SECOND ENGINEER	-	III/3	-	III/3	-	III/3	-	III/3	-	III/3	1	III/3	-	III/3	1	III/3	1	III/2	1	III/2	1	III/2	1	III/2
ENGINEERING WATCH OFFICER	-	III/1	-	III/1	1	III/1	1	III/1	-	III/1	-	III/1	1	III/1	-	III/1	-	III/1	-	III/1	-	III/1	1	III/1
ABLE SEAFARER ENGINE	-	III/5	-	III/5	-	III/5	-	III/5	-	III/5	-	III/5	-	III/5	1	III/5	1	III/5	1	III/5	2	III/5	2	III/5
RATING FORMING PART OF ENGINE WATCH	-	III/4	-	III/4	-	III/4	-	III/4	1	III/4	1	III/4	1	III/4	1	III/4	1	III/4	1	III/4	1	III/4	1	III/4
TOTAL	1		1		2		2		2		3		3		4		4		4		5		6	



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IMPORTANT NOTICE:

- The above tables provide recommended manning levels for commercial ships. Where it is not reasonable and practicable to meet the requirements in the tables above, alternative manning levels may be considered by the Administrator, provided that a letter setting out the justifications for any differentiation(s) is submitted by the Ship's Company. This letter must comply with the principles set out in the IMO Resolution A.1047 (27). In special cases a risk assessment may be requested by this Administration.
- Manning levels for commercial ships engaged on Domestic Coastal Voyages, shall be considered by the Administrator case by case on the basis of the principles set out in the IMO Resolution A.1047 (27).
- 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 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.
- Ships carrying 100 or more persons and ordinarily engaged on international voyages of more than three days long shall carry a qualified medical doctor who is responsible for providing medical care. Ships which do not carry a medical doctor shall have either at least one seafarer on board who is in charge of medical care as part of his regular duties or at least one seafarer on board competent to provide medical first aid; persons in charge of medical care on board who are not medical doctors shall have satisfactorily completed training in medical care that meets the requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended ("STCW").
- Security: For vessels subject to the ISPS Code the seafarers' security duties at all security levels must be considered. A vessel 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.
- Deck officers, engineer officers, electro-technical officers on the various types of tanker are required to hold certificates of competency



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or certificates of proficiency in basic training for the same type of tanker; and Master, chief mate, chief engineer, second engineer and any other person having an immediate responsibility for loading, discharging, care in transit, handling of cargo, tank cleaning or other cargo-related operations on the various types of tankers are required to hold certificates of competency or certificates of proficiency in advanced training for the same type of tanker. (*STCW: Regulation V/1-1 & V/1-2*).

- Ratings assigned specific duties and responsibilities related to cargo or cargo equipment on the various types of tanker shall hold a certificate of proficiency in basic training for the same type of tanker cargo operations.
- Ships equipped with radio installations for the following GMDSS sea areas, according to their Safety Radio Certificate, shall carry the related number of certified radio personnel:
 - Area A1- at least one officer with Restricted Operator Certificate (ROC)
 - Area A2- at least one officer with General Operator Certificate (GOC) or one dedicated radio officer with GOC
 - Area A3 or A4- at least two officers with GOC or one dedicated radio officer with GOC.

****This Marine Notice supersedes
Marine Notice 184.2**

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ANNEX 1

PISR CREW LIST FORMAT

Name of Vessel:				IMO number			
Call sign				Flag State of ship			
No.	Name	Rank	Nationality	Date and place of birth	Nationality and number of SIRB	Type and Expiration Date of STCW CoC (for Officers) CoP (for Rating and AB)	Expiration Date of Medical Certificates
1							
2							
3							
4							
5							
6							
7							
8							
9							



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10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Date and signature by master, authorized agent or officer



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