



**REPUBLIC OF THE UNION OF MYANMAR**  
**MINISTRY OF TRANSPORT AND COMMUNICATIONS**  
**DEPARTMENT OF MARINE ADMINISTRATION**

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Date : 26<sup>th</sup> January 2018

**Directive ( 15 / 2018)**

**Safe Manning Requirements**

**Applicable to: All Ship - Owners, Ship Operators, Flag State Surveyors, Recognized Organizations, Masters and Officers of Myanmar Flagged Ships.**

**Reference :**

- (a) SOLAS 74 as amended, Reg: V/14
- (b) STCW 78 as amended, Reg: I/14
- (c) MLC 2006 as amended, Reg: 2.7
- (d) ISM Code, Part A-Para 6
- (e) IMO Res A. 1047(27)
- (f) Myanmar Merchant Shipping Act 1923 as amended, Section 230 and 231

1. The Department of Marine Administration (DMA) circulates this directive in the exercise of the power conferred by Section 294 (B), paragraph (b) and the pursuance of section 213-1 of the Myanmar Merchant Shipping Act 1923, as amended.
2. This standard procedure shall apply to Myanmar flagged ships of:
  - Cargo ships of 500GT and upwards
  - Certain type of ships which DMA deems necessary
  - All passenger ships
3. All applicable ships are required to be sufficiently and efficiently manned and hold an appropriate Safe Manning Document (SMD) issued under the provisions of Regulation V/14 of the International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended.
4. The purpose of the SMD is to ensure that the manning of seagoing ships from a safety standpoint includes the minimum number and grades of personnel necessary for the safe operation and security of the ship, and for the protection of the marine environment.

5. In accordance with Regulation I/14 of the STCW Convention and paragraph 6 of the ISM Code, the Company is responsible for ensuring that the ship is manned in compliance with the SMD by properly qualified, certificated and medically-fit seafarers.
6. Minimum safe manning of each ship to be established taking into account the "Principles of Minimum Safe Manning" adopted by the IMO by Resolution A.1047(27).
7. Applications for SMDs are required to submit to the DMA by the Companies using the assessment form which can be found in the Guidance for Safe Manning Requirements set out by DMA.
8. The DMA will consider all international requirements and guidance in drafting a SMD in order to be satisfied that the manning shall meet the intended goals. No vessel shall proceed to sea or undertake a voyage unless it is manned, at the minimum, in compliance with the SMD.

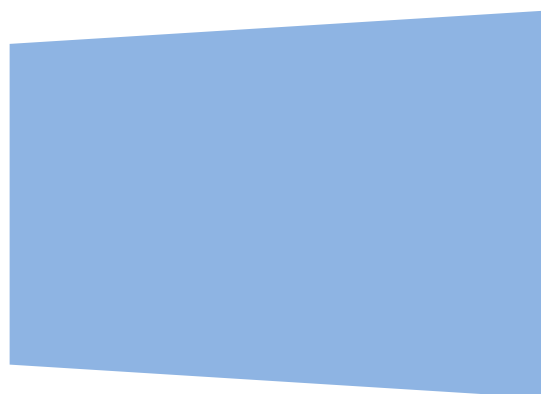


Maung Maung Oo  
Director General  
Department of Marine Administration



Department of Marine Administration  
Ministry of Transport and Communications  
Republic of the Union of Myanmar

# GUIDANCE FOR SAFE MANNING REQUIREMENTS



## **Introduction**

1. This Guidance applies to shipping companies and their employees on Myanmar flagged ships.
2. The primary purpose of this Guidance is to ensure that the manning of seagoing ships from a safety stand point includes the minimum number and grades of personnel necessary for the safe operation and security of the ship, and for the protection of the marine environment.
3. The Administration directs that minimum safe manning of each ship to be established taking into account the “Principles of Minimum Safe Manning” adopted by the IMO and measures are established by shipping companies and shipmasters in accordance with the relevant International Conventions and Codes.
4. This Guidance for the Safe Manning Requirements is set out on 26<sup>th</sup> February 2018 according to the directive 15/2018 in the exercise of the power of Section 294 (B), paragraph (b) of Myanmar Merchant Shipping Act 1923, as amended.

## **Guidance for Safe Manning Requirements**

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## **Guidance for Safe Manning Requirements**

### **1.0 Policy**

To establish appropriate minimum safe manning following a procedure and issue a minimum Safe Manning Document to Myanmar flagged ship in accordance with relevant IMO Instruments and in pursuance of Myanmar Merchant Shipping Act.

### **1.1 Purpose**

To ensure the manning of Myanmar flagged ships from a safety stand-point includes the minimum number and grades of personnel necessary for the safe operation and security of the ship, and for the protection of the marine environment.

### **1.2 Application**

This standard guidance shall apply to Myanmar flagged ships of:

- Cargo ships of 500GT and upwards
- Certain type of ships which DMA deems necessary
- All passenger ships

### **1.3 Responsibilities of the Company and Master**

**1.3.1** From the point of view of safety of life at sea, all applicable Myanmar flagged ships shall be sufficiently and efficiently manned, and hold an appropriate SMD issued under the provisions of Regulation V/14 of the SOLAS Convention. In accordance with Regulation I/14 of the STCW Convention, the Company is responsible for ensuring that the ship is manned in compliance with the SMD by properly qualified, certificated and medically-fit seafarers. Similar requirements are also laid down in paragraph 6 of the International Safety Management (ISM) Code.

In line with these requirements, the Department of Marine Administration (DMA) directs the Company to apply for a SMD that proposing appropriate level of manning of the vessel taking into consideration international guidelines set out by **IMO Resolution A.1047(27)**.

**1.3.2** The Company shall verify the validity and authenticity of all seafarers' sea service, certificates and documents before applying for SMD. This responsibility remains respective of the Company using a seafarer recruitment and placement service (SRPS), manning or crewing agents to submit seafarers' documents.

Companies utilizing SRPS shall ensure that SRPS has authorization issued by the Government of the country in which they are located, verifying compliance with the requirements of MLC 2006 Standard A1.4. If the SRPS is located in a country that has not ratified the MLC 2006 or the SRPS does not have a valid MLC 2006 compliant document, the Company should assess the SRPS taking into consideration the MLC 2006 requirements and Guidelines.

### **1.3.3 The Company and the Master shall ensure that**

- .1 all persons joining a ship are immediately given appropriate Familiarization training with respect to the ship for emergency, safety and if applicable security in addition to their respective duties and functions.
- .2 watch standards and arrangements as outlined in STCW Convention Chapter VIII are maintained at all times meeting the relevant requirements of MLC 2006 and STCW Convention Chapter VIII with respect to periods of rest and prevention of alcohol abuse for any person assigned or performing designated safety, security of the ship, for protection of the marine environment, and for dealing with emergency situations.
- .3 the watch schedules and records of daily hours of rest for all seafarers shall be posted or maintained to be easily accessible and capable of being verified. Any deviation from the requirement of the rest hours shall be observed and compensated at the earliest opportunity. Record to be made in the Deck/Engine Log Book to that effect in proper and timely manner.
- .4 work requirements and conditions on board should be taken in to account, when a company is determining the actual manning for the ship. The actual manning should be periodically reviewed to address changing operations.

This is with the view that the actual workload situation on board the ship may vary with time due to various factors, for example - changes in voyage patterns or status of the ship's machinery. The companies' review should be in accordance with the International Safety Management (ISM) Code and IMO Resolution A.1047(27), to ensure safe operations on board ships.

## **1.4 Clarification of certain capacities**

### **1.4.1 Trainee**

**1.4.1.1** The terms Cadet, Apprentice, Assistant Engineer, Trainee Rating etc., will include persons undergoing training but not yet qualified for a capacity identified in the SMD.

**1.4.1.2** None of the above will be included in the SMD as a requirement, but the company, as per their internal policy may carry them.

All of the above persons must complete Basic Training (four elements of the STCW Section A-VI/1) prior to joining a ship.

### **1.4.2 Ship's Cook**

**1.4.2.1** In all cases where the total manning consists of more than 10 persons, there shall be a dedicated certified cook. If the SMD does not show a requirement of more than 10 persons then

the company should have one person designated for as the Cook. If the person so appointed does not have a ship's cook certificate then the company shall ensure that he/she has the necessary skills, experience and training or instruction in food hygiene, personal hygiene, and handling and storage of food onboard ship.

#### **1.4.3 Doctor or person providing medical care**

**1.4.3.1** The ship shall carry a qualified medical doctor when there are 100 or more persons onboard.

**1.4.3.2** Where there is no doctor on board, there shall be at least one person, who may be the master, designated to provide medical care. The master should seek additional medical assistance when so required.

#### **1.4.4 Ship Security Officer (SSO)**

**1.4.4.1** All persons, onboard ships to which the International Code for the Security of Ships and Port Facilities (ISPS Code) applies, shall have received security training in accordance with STCW Convention Regulation VI/6. One appropriately trained person shall be designated as the Ship Security Officer (SSO).

**1.4.4.2** The SSO may be the master or any other person designated by the Company. The officer so designated shall meet the training requirement in accordance with the provisions of STCW Regulation VI/5 and shall be directly responsible to the master (if the SSO is not the master) and the Company Security Officer (CSO) in compliance with ship's SSP.

**1.4.4.3** The Company shall ensure that one of the capacities proposed to be included on the SMD is also able to carry out the duties of the SSO.

#### **1.4.5 GMDSS Radio Operator**

One designated person holding a STCW Regulation IV/2 (GMDSS Certificate of Competency) shall remain in charge of communication duties for the entire duration of an emergency until the master gives the order for evacuation of the ship.

#### **1.4.6 Persons assigned electronic and electrical duties**

**1.4.6.1** The ship may carry persons who are specifically assigned the specific duties, tasks and responsibilities relating to electrical and electronic tasks. If required to be carried, these persons should be certified as Electro-Technical Officers or Electro-Technical Ratings and satisfy the requirements of STCW Regulations III/6 or III/7 respectively.

**1.4.6.2** The SMD need only include these persons if they are additional to the Engineering Officers and they have been assigned shipboard duties to satisfy the requirements of the



maintenance of a safe engineering watch, emergency as specified in the Muster List or operation and maintenance of the ship's electrical, electronic and control systems.

#### **1.4.7 Person designated for safety**

All ships shall have a person, who may be the Master, who has responsibility for implementation of and compliance with the ship's occupational safety and health policy and program.

#### **1.5 Manning during hours of darkness and restricted visibility**

Companies shall ensure that the ships have sufficient trained navigational watch-keeping personnel to ensure that the navigation control room/bridge is manned by at least 2 watch keepers during hours of darkness and conditions of restricted visibility. One of these watch keepers shall be a Navigational Officer.

#### **1.6 Manning onboard specific ship**

##### **1.6.1 Vessels with propulsion power of less than 750 kW**

Ships with propulsion power of less than 750 kW will not be required to have an engineer certificated in accordance with STCW.

However, such ships must have at least one person, other than the master, who is trained and certified to operate the machinery onboard the vessel. If the training is not in accordance with STCW then the person should have documentary evidence of his training and capability to perform the assigned tasks.

#### **1.7 Vessels with unattended machinery space (UMS)**

**1.7.1** The UMS notation assigned by Classification Society (Class) shall be taken into account when determining whether the machinery space can be unattended.

**1.7.2** If the manning of a vessel with propulsion power of more than 3000 kW is based on UMS notation then the ship shall carry an additional watch-keeping engineer officer if the UMS systems are in operative for more than seven days. The Company shall notify affected Class and the DMA of the related equipment failure effecting the UMS notation.

#### **1.8 Passenger Ships, including RORO Passenger ships**

**1.8.1** A Company operating a passenger ship may employ additional hotel staff and other non-marine crew such as shop-keepers, barbers, laundrymen etc. All such persons must be given STCW familiarization training and if they are assigned either safety, security or environmental protection duties, then the persons should have the basic STCW training.

**1.8.2** The SMD should include all persons who are required to be assigned shipboard duties in order to satisfy the requirements of the Emergency Muster List for guidance of passengers to

assembly points, muster stations and survival crafts and any other associated emergency duties. Such persons should be trained in accordance with the relevant requirements of STCW Regulation V/2. The vessel should consider the number of such persons taking in to consideration the number of passengers.

## **1.9 Tankers**

**1.9.1** A Company operating tankers shall ensure that all officers, rating and persons involved in cargo operation hold a basic training in accordance with the provisions of STCW requirements relating to the type of tanker on which the person is serving.

**1.9.2** In addition a Company operating tankers shall ensure that all officers, rating and persons with immediate responsibility for cargo or cargo related operations hold advanced training in accordance with the provisions of STCW requirements relating to the type of tanker on which the person is serving. For the purpose of this requirement, the person deemed to have immediate responsibility is not limited to persons at management level but may include person assigned designated cargo related responsibilities dependent on the vessel's operational requirements.

## **2.0 Vessels which are required to comply with the International Ship and Port Facility Security Code (ISPS Code)**

**2.0.1** A Company operating ships, which have to comply with the ISPS Code, shall ensure that all persons specified on the SMD are trained in accordance with the provisions of STCW requirements.

**2.0.2** The Master shall ensure that all persons receive security related familiarization training before being assigned to shipboard duties. The security related familiarization training shall be conducted by the Ship Security Officer or an equally qualified person.

## **2.1 Vessels operating in Polar Waters**

The Company should ensure that prior to be assigned shipboard duties, the master and Officers specified on the SMD are duly trained and have the relevant experience relating to operation in polar waters.

## **2.2 Vessels fitted with ECDIS**

**2.2.1** The Company should ensure that if the ship is fitted with ECDIS, the master and navigating officers have appropriate ECDIS training.

**2.2.2** The Master shall ensure that all affected officers have documentary evidence ECDIS training prior to be assigned their shipboard navigational duties.

## **2.3 Vessels with five or more seafarers**

Ships with five or more seafarers must establish a safety committee comprising of persons who are either appointed or elected as safety representatives to participate in the meetings of the committee.

## **2.4 Employment of additional seafarers by the company**

**2.4.1** A Company may decide to employ more seafarers than stipulated in the SMD. These seafarers shall be trained to a level appropriate to their duties in addition to having the minimum basic training for emergency, safety and survival. The statutory certificates will detail the maximum number of persons on board and there must be sufficient accommodation satisfying the MLC 2006 standards for that number.

**2.4.2** There are a number of capacities that are not identified in STCW and accordingly the SMD may not refer to them. The Company should decide on their qualification or experience in accordance with the objectives of their Safety Management System but if the persons are employed and assigned shipboard safety, security, environmental protection, cargo operations or watch-keeping duties, the person must complete STCW basic training before joining the ship and receive shipboard familiarization training before being assigned their shipboard tasks/duties.

## **2.5 Vessel not engaged in normal trades**

**2.5.1** The manning level for a vessel in laid up condition should take into consideration and the operational requirements of the vessel at any given time. Any reduction of normal manning should be considered with the full approval of the local authority.

**2.5.2** The DMA recommends that a master or other suitably qualified person remains in charge and sufficient numbers of trained persons to meet any emergency situation or operational circumstance, depending upon the machinery and systems that are operational remain on board at any given time. In such circumstances, communication must be maintained with the local authority so that further assistance may be obtained immediately when required.

## **2.6 Exceptional circumstances (Exemption)**

**2.6.1** In exceptional circumstances where the manning level falls below that of the SMD e.g. due to crew illness, unexpected repatriation on compassionate grounds etc., the vessel may as a measure of force-majeure, sail with one person less than that stipulated in the SMD.

**2.6.2** In all such cases the master, in consultation with the chief engineer where the shortage relates to an engineer officer, should ensure that there is continuity of watches by duly qualified persons without affecting the statutory minimum period of rest.

**2.6.3** The above provision to sail a person short of that stated on the SMD do not apply to the capacities of master and chief engineer on the basis that one person must be designated as master

and one person designated as chief engineer. If the designated person does not hold a STCW certificate that allows s/he to serve in the capacity of a master or chief engineer then the Company shall apply for a dispensation taking into consideration the provisions of Section 2.7 of this guidance.

**2.6.4** The Company shall apply to the DMA for such exemption by using the application form attached in this guidance and provide information as follows, which must also be duly recorded in the Official Log Book (OLB):

- a. Rank of the affected officer(s)
- b. Name of ship
- c. No. of crew onboard, excluding affected officer
- d. Intended voyage
- e. Date of departure
- f. Reason for exemption
- g. Time of notification to DMA

**2.6.5** The DMA will assess the submitted information and approve exemption if the assessment found satisfactory.

**2.6.6** The shortage must be filled at the earliest opportunity and in any case not later than fourteen (14) days or at the next port, if the intended voyage is more than fourteen (14) days.

## **2.7 Exceptional circumstances (Dispensation)**

**2.7.1** Where, in exceptional circumstances, a Company is unable to achieve the minimum manning due to the lack of a duly certificated Officer for a specific capacity, a dispensation under STCW Article VIII may be considered in respect of an Officer who does not hold a certificate for the relevant capacity. A dispensation for a Master or Chief Engineer will only be granted in circumstances of force majeure for the shortest possible time as determined by the DMA. Any dispensation granted for a post shall be granted only to a person properly certificated to fill the post immediately below.

**2.7.2** The Company shall apply to the DMA for such a dispensation by using the application form attached in this guidance and provide the following:

- a. Full details of the officer, including his or her certificate
- b. Total seagoing service since qualification as an Officer
- c. Name of ship

- d. No. of crew onboard
- e. Intended voyage
- f. Date of departure
- g. Reason for dispensation
- h. Dispensation fee if any

**2.7.3** The DMA will assess the submitted information and approve dispensation if the assessment found satisfactory, and invoice the Company accordingly. In such case it should be reported to the IMO by DMA.

**2.7.4** The shortage must be filled at the earliest opportunity and in any case not later than fourteen (14) days or at the next port, if the intended voyage is more than fourteen (14) days.

## **2.8 Exceptions: Hours of rest**

Notwithstanding the provisions of STCW A-VIII/1.9, if there is a need for regular exceptions from the weekly rest period, the Company shall undertake an assessment of the manning level in order to determine if the manning level onboard is sufficient in order to comply with the hours of rest requirements taking into consideration. The outcome of this assessment shall be documented with a copy maintained onboard and if the assessment is negative, the new manning application shall be submitted to the DMA in timely manner.

## **2.9 Application for SMD**

**2.9.1** The Company shall make an application for a safe manning document following an assessment that take into consideration. The proposed minimum manning level is not limited to the watch-keeping personnel but should now include any additional persons deemed necessary for the safe operation of the vessel taking into consideration the international guidelines and the following **Principles;**

**2.9.2** the capability to:

- (a) maintain safe navigational, port, engineering and radio watches in accordance with regulation VIII/2 of the 1978 STCW Convention, as amended, and also maintain general surveillance of the ship;
- (b) moor and unmoor the ship safely;
- (c) manage the safety functions of the ship when employed in a stationary or near-stationary mode at sea;
- (d) perform operations, as appropriate, for the prevention of damage to the marine environment;

- (e) maintain the safety arrangements and the cleanliness of all accessible spaces to minimize the risk of fire;
- (f) provide for medical care on board ship;
- (g) ensure safe carriage of cargo during transit;
- (h) inspect and maintain, as appropriate, the structural integrity of the ship;
- (i) operate in accordance with the approved Ship's Security Plan; and

**2.9.3** the ability to:

- (a) operate all watertight closing arrangements and maintain them in effective condition, and also deploy a competent damage control party;
- (b) operate all onboard fire-fighting and emergency equipment and life-saving appliances, carry out such maintenance of this equipment as is required to be done at sea, and muster and disembark all persons onboard; and
- (c) operate the main propulsion and auxiliary machinery including pollution prevention equipment and maintain them in a safe condition to enable the ship to overcome the foreseeable perils of the voyage.

**2.9.4** Onboard functions

- .1 ongoing training requirements for all personnel, including the operation and use of fire-fighting and emergency equipment, life-saving appliances and watertight closing arrangements;
- .2 specialized training requirements for particular types of ships and in instances where crew members are engaged in shipboard tasks that cross departmental boundaries;
- .3 provision of proper food and drinking water;
- .4 need to undertake emergency duties and responsibilities; and
- .5 need to provide training opportunities for entrant seafarers to allow them to gain the training and experience needed.

**2.9.5** Other relevant factors including;

- .1 performance of functions at the appropriate levels of responsibility;
- .2 cargo handling;
- .3 operation of the ship and care for persons on board;
- .4 marine engineering, including the tasks, duties and responsibilities involved with ship's propulsion;

- .5 electrical, electronic and control engineering requirements;
- .6 radio communications;
- .7 them management of safety, security and protection of the marine environment;
- .8 the number of qualified and other personnel required to meet peak work loads situations

**2.9.6** A specimen of the Safe Manning application form is attached and DMA will accept a written application provided it has all the necessary information, including the details of the ship, its equipment and the intended area of operation. In addition, the Company may be required to provide additional supporting information such as the Muster List, manning for mooring operations, hours of rest schedule, in order to clarify the proposed manning levels which should enable all such operations.

The Company may conduct a generic assessment for sister ships which will be engaged on similar trading voyages and/or operations.

### **3.0 Issue of SMD**

**3.0.1** The DMA will consider all international requirements and guidance in drafting a SMD in order to be satisfied that the manning shall meet the intended goals.

**3.0.2** In this respect the DMA may increase the scale of manning from that proposed by the Company. The DMA will not normally reduce the manning level from that proposed by the Company unless it considers certain references in the SMD application proposed by the Company are unnecessary or inconsistent with standard practices.

**3.0.3** Not with standing the manning prescribed in the SMD, if the Company subsequently determines that it is difficult to provide minimum periods of rest after meeting all the essential duties and functions then the Company shall increase the manning levels and notify the DMA accordingly.

**3.0.4** No vessel shall proceed to sea or undertake a voyage unless it is manned, at the minimum, in compliance with the SMD.

### **3.1 Validity of SMD**

**3.1.1** A SMD issued to a ship shall have a validity of five years from the date of issue.

**3.1.2** A new SMD is also required to be issued when:

- .1 there is a change of vessel's name, or
- .2 there is a change of trading area as documented on the SMD, or
- .3 change of Managers; or

- .4 any other changes/alterations to the ship, its crew, construction, machinery, equipment, operation, maintenance, or management that affects the manning level required to continue safe operations compliant with the Conventions and this guidance.

### **3.2 Submission of Assessment Form**

**3.2.1** Companies are instructed to submit applications for SMDs to the Nautical Division/DMA by using the assessment form.

**3.2.2** The assessment form requires companies to provide a list of pertinent information for a flagged ship, which the company should take into account when applying for the safe manning document. Hence, companies are advised to submit applications in a timely manner, in order to allow time for the consideration process of both the company and DMA. Assessment form can be found in the attachment (Annex A).

### **3.3 Periodic Review of Manning Level by Companies**

**3.3.1** 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.

**3.3.2** These records of review along with any other supporting information should be provided to DMA, whenever required by DMA.

### **3.3 Application Process**

**3.3.1** An applicant shall apply to Director (Nautical Division)/(DMA) for the SMD as follows;

**3.3.2** All required application under this guidance shall:

- (i) be in writing;
- (ii) be in the attachment form(Annex A) and application form;
- (iii) include application fee subjected to DMA if any;
- (iv) include supporting documents for the application if any;
- (v) may include any other information or document the applicant considers relevant to the application.



### **3.4 Period for consideration of application**

An application shall be considered after DMA receives the assessment form as follows:

- (a) within 14 days for renewal SMD;
- (b) within 14 days or urgent basis for Exemption and Dispensation

### **3.5 Decision on application and notification of decision**

DMA shall, within the period mentioned in section 3.6:

- (a) decide the application; and
- (b) respond the applicant as:
  - (i) the decision on the application with conditions imposed (if any) and
  - (ii) the reasons for the decision if manning is not compliance with the requirements.

### **3.6 Form for the Safe Manning Document**

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Form of the SMD shall be drawn up under this Guidance.



### MINIMUM SAFE MANNING DOCUMENT

Issued under the provisions of regulation V/14 of the  
INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974, as amended  
under the authority of the Government of  
**THE REPUBLIC OF THE UNION OF MYANMAR**  
by **DEPARTMENT OF MARINE ADMINISTRATION**  
in Pursuance of Section 230 of the Myanmar Merchant Shipping Act, 1923, as amended

Particular of ship\*

Name of ship .....  
Distinctive number or letters .....  
IMO number .....  
Port of Registry .....  
Gross tonnage:  
National .....  
International Tonnage Convention, 1969 .....  
Main propulsion power (kW) .....  
Type of Ship .....  
Periodically unattended machinery space yes/no .....  
Operating Company .....

Trading Area\*\*

The ship named in this document is considered to be safely manned if, when it proceeds to sea, it carries not less than the number and grades / capacities of personnel specified in the table(s) below.

Grade/capacity	Certificate (STCW regulation)	Number of persons

Special requirements or conditions, if any:

- One dedicated Radio Operator, holder of at least a GMDSS General Operator's Certificate or at least Two Deck Officer holding GMDSS General Operator's Certificate.

Issued at ..... on the ..... day of .....  
( month and year )


Date of expiry (if any) .....

Director General  
Department of Marine Administration

( seal or stamp of issuing authority, as appropriate )

\* Alternatively the particulars of the ship may be placed horizontally.

\*\* Where a trading area other than unlimited is shown, a clear description or map of the trading area should be included in the document.

		<b>DEPARTMENT OF MARINE ADMINISTRATION - MYANMAR</b>	
<b>APPLICATION FOR EXTENSION/DISPENSATION/EQUIVALENCE/EXEMPTION</b>			
<b>EXTENSION (    )</b>		<b>DISPENSATION (    )</b>	
<b>EQUIVALENCE (    )</b>		<b>EXEMPTION (    )</b>	
<b>1. Name of Vessel:</b>		<b>2. Official Number</b>	
<b>3. IMO Number</b>		<b>4. Name &amp; Title of Person submitting application:</b>	
<b>5. Contact Numbers:</b>		<b>6. Date submitted:</b>	
<b>7. Company 's Name (ISM) as Referred onto the Vessel 's Safety Management Certificate :</b>			
<b>8. Description of extension/dispensation/equivalence or exemption requested (details of equipment involved, proposal,etc.):</b>			
<b>9. Reason for extension/dispensation /equivalence or exemption requested circumstances necessitating the extension/dispensation/equivalence or exemption):</b>			
<b>10. Corrective Action Plan (anticipated location/date for completion of repairs or servicing, itinerary of vessel, etc.):</b>			
<b>11. Special conditions or further remarks:</b>			
<b>12. Is Class informed? Yes (    ) No (    )</b>		<b>13. Is Class attendance arranged? Yes (    ) No (    )</b> <b>If yes, date of survey:</b>	
<b>FOR DEPARTMENT OF MARINE ADMINISTRATION USE ONLY</b>			
<b>Comments by Administration;</b>			
<b>Name &amp; Title of Officer of Maritime Authority:</b>		<b>Approved: (    )</b>	
<b>Rejected: (    )</b>		<b>Date reviewed:</b>	
<b>Need more information : (    )</b>		<b>Dispensation valid until:</b>	

. condition f :

**Assessment form to apply for a 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 DMA.

**Explanation note on completing the assessment form**

1. This assessment form shall be signed by a Myanmar 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. Please submit the assessment form together with any supporting documents to the DMA.

### **1. Particulars of Applicant**

1. Full name of registered owner:
2. Address:
3. Full name of Company<sup>1</sup>:
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**

<b>1. Main Engine</b>	<b>2. Auxiliary Engine</b>
Number of Engines:	Number of Engines:
Propulsion Power Per Engine (k/w):	Propulsion Power Per Engine (k/w):
Type of Engine: Steam/Motor	Type of Engine: Steam/Motor
Type of Boilers: None/Auto/Manual	Type of Boilers: None/Auto/Manual

3. Bow Thrusters: Yes/No
4. Stern Thrusters: Yes/No
5. CP Propeller: Yes/No
6. High Bilge Alarm System: Yes/No

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7. Unattended Machinery Space Certificate <sup>2</sup> : Yes/No
8. Bridge Control: Yes/No
9. Engine Room Fire Detection Fitted: Yes/No
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: Yes/No
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:

<sup>2</sup> Please submit a copy of the certificate together with the completed assessment form.

5. No. of Life Rafts with Launching Appliances:

**7. Proposed Manning**

<b>Rank</b>	<b>STCW Regulation<sup>3</sup></b>	<b>Number</b>
Master		
Chief Mate		
Deck Watchkeeper		
Rating (Deck)		
Other ratings (Deck)		
Chief Engineer		
2 <sup>nd</sup> Engineer		
Engine Watchkeeper		
Rating (Engine)		
Other ratings (Engine)		
Others: (e.g. Electro-technical officer etc.)		
Rating (GP)		
<b>Total</b>		

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<sup>3</sup> 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.**

- |   |
|---|
| 1. Which watch system will be adopted: Two/Three                        |
| 2. Will the Master undertake a navigational watch: Yes/No               |
| 3. Will the Master be required to undertake his own pilotage: Yes/No    |
| 4. Are office-to-ship communications handled only by the Master: Yes/No |
| 5. What is the communication system between bridge and watch rating:    |

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

- |   |
|---|
| 1. Number of officers and ratings required for mooring operations: ____ officers ____ ratings   |
| 2. Are self-tension mooring winches fitted to the ship: Yes/No  |
| 3. Provide details on mooring station equipment and manning requirements for peak workload situation:<br><br>a. Forward<br><br>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.**

- |  |
|--|
| 1. Is the ship fitted with an accommodation fire detection system: Yes/No    |
| 2. Can the fire pumps be started remotely: Yes/No                            |
| 3. Personnel responsible for equipment maintenance:                          |
| 4. Describe the lifeboat and rescue boat launching systems (as appropriate): |
| 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: Yes/No
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**12. Maintain a safe engineering watch at sea in accordance with Regulation VIII/2 of the STCW Code, as amended, and also maintain general surveillance of spaces containing main propulsion and auxiliary machinery.**

- |  |
|--|
| 1. Will a watch system be adopted: Yes/No  |
| 2. State the watch system that will be adopted:  |
| 3. Are all machinery spaces covered by a fire detection system: Yes/No                                   |
| 4. Are all machinery spaces covered by a bilge alarm system: Yes/No                                      |
| 5. Will the Chief Engineer be required to undertake watch at sea and port: Yes/No                        |
| 6. Can emergency steering be engaged by one person: Yes/No   |
| 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:
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2. Personnel will assist in the event of breakdowns:
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**14. Provide for medical care onboard.**

1. How is the provision satisfied:
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**15. Maintain a safe radio watch in accordance with 1974 SOLAS and ITU Regulations, as amended.**

1. What is the radio equipment maintenance agreement: Onboard/Shore based
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2. State the primary GMDSS operator on board the ship:
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**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:
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**17. Maintain safety in all ship operations whilst in port.**

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

1. State how food and catering duties on board the ship are covered:
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**19. Ship's Doctor.**

1. For a flagged 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 MLC 2006 requirements: Yes/No
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## 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: Yes/No
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: Yes/No
5. Additional personnel to be assigned as security lookouts at when at sea and in 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.: Yes/No

**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 Company<sup>4</sup>**

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 DMA 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.

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Date / Company's stamp

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<sup>4</sup> 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 Department of Maritime Administration**

The following template should be used by a company, when informing DMA that a company's Myanmar ship/ships would not need to change the existing minimum safe manning on board<sup>1</sup>.

**Template**

*We, (Company<sup>2</sup> name), confirm that a review of the existing minimum safe manning on board, as required by the safe manning document issued by DMA, has been conducted for the following Myanmar 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 Myanmar 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.*

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<sup>1</sup>Apacement safe manning document in the revised format will be issued based on existing minimum safe manning levels required on board the Myanmar ship/ships.

<sup>2</sup> 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.

