

MEMORANDUM CIRCULAR NO. 137

TO : ALL SHIPOWNERS, OPERATORS AND MANAGERS OF PHILIPPINE - REGISTERED SEAGOING SHIPS AND OTHER MARITIME ENTITIES CONCERNED.

SUBJECT : AMENDMENTS TO CHAPTER XVIII OF THE PHILIPPINE MERCHANT MARINE RULES AND REGULATIONS (PMMRR) 1997 ON MINIMUM SAFE MANNING FOR SEAGOING SHIPS IN INTERNATIONAL TRADE.

Pursuant to the provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended; IMO Resolution A.481 (XII) - Principles of Safe Manning; Regulation 13 (b), Chapter V of the International Convention for the Safety of Life at Sea 1974 (SOLAS), as amended; and Section 12 (e) of Executive Order No. 125, as amended, the following revised guidelines on the provision of Minimum Safe Manning are hereby prescribed.

I. OBJECTIVE:

To ensure that all Philippine-registered ships are properly manned by qualified and licensed officers and crew that can safely operate the ships at all times in accordance with the following provisions.

II. COVERAGE:

This Circular shall apply to all Philippine-registered seagoing, ships engaged in international trade.

III. DEFINITION OF TERMS:

1. *Master* is a person having command of a ship.
2. *Deck Officer* means an officer qualified in accordance with the provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) 1978, as amended, Chapter II.
2. *Chief Engineer* is a senior licensed marine engineer officer responsible for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ship.
4. *Engineer Officer* means an officer qualified in accordance with the provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) 1978, as amended, Chapter III.

5. *Radio Officer* is a person holding an appropriate certificate issued and recognized by the Administration under the provisions of the Radio Regulations.
6. *Ratings man* is a member of the ship's crew other than the master or an officer.
7. *Seagoing ship* refers to Philippine-registered ships engaged in international trade.
8. *STCW Code* means the Seafarer's Training, Certification and Watchkeeping (STCW) Code as adopted by the STCW Convention 1978, as amended.

IV. GENERAL PROVISIONS:

- 1 Seagoing ships shall be completely manned by Filipino seafarers. No foreign officers shall be allowed onboard unless approved by the Administration.
- 2 Master, officers and ratings onboard seagoing ships shall be duly qualified, competent, certificated and medically fit in accordance with the existing rules on the issuance of certificates and endorsements for seafarers.
- 3 Seagoing ships shall have onboard an approved minimum safe manning certificate indicating the minimum number of officers and crew and their corresponding licenses and qualification requirements.
- 4 Masters, officers and ratings performing watchkeeping shall meet the training requirements of STCW 1978, as amended, and those not performing watchkeeping duties shall undergo the basic safety training. For high speed craft, the crew shall undergo additional training in accordance with IMO Resolution MSC 36 (63)¹ adopted on 20 May 1994.
5. By 01 February 1999, at least two (2) deck officers of seagoing ship must be holders of Radio General Operators' Certificate (GOC).

V. MINIMUM SAFE MANNING:

¹ International Code for Safety of High Speed Craft (HSC), Chapter 17, page 93.

1. In adopting the Table of Minimum Safe Manning, herein prescribed, the Administration took cognizance of the Principles of Safe Manning, under IMO Resolution No. A.481 (XII). Safe Manning under these Rules shall, therefore, mean that the crew shall include sufficient officers and ratings with appropriate skills and experience to ensure that the following-principles can be complied with:
 - (a) The capability to maintain a safe bridge watch at sea in accordance with the STCW Convention 1978, as amended;
 - (b) The capability to moor and unmoor a vessel effectively;
 - (c) The capability to operate and maintain effectively all the watertight closing arrangements including ability to mount an effective damage control party;
 - (d) The capability to operate and when practicable, maintain efficient, all fire equipment and life saving appliances provided including the ability to muster and disembark passengers and non-essential personnel;
 - (e) The capability to manage the safety functions of the ship when employed in a stationary or near-stationary mode at sea;
 - (f) The capability to maintain a safe engineering watch at sea in accordance with the STCW Convention 1978, as amended and also to maintain general surveillance of spaces containing main propulsion and auxiliary machinery;
 - (g) The capability to operate the main propulsion and auxiliary machinery and maintain it in a safe condition to enable the ship to overcome the foreseeable pen 'Is of the voyage; and
 - (h) The capability to maintain the safety arrangements and the cleanliness of machinery spaces to minimize the risk of fire.
2. In the application of the basic principles of safe manning to ensure the safe operations of ships, the following guidelines are hereby adopted:
 - (a) There should be sufficient number of qualified personnel to meet the peak work-load situations and conditions with due regard to the number of hours of shipboard duties and rest periods that may be assigned to a seafarer;
 - (b) The bridge watch shall consist of at least one (1) officer and one (1) deck rating qualified to take navigational watch, provided that they comply with the requirements of Parts 3 and 3-1 Section A-VHI/2 of the STCW 1978, as amended;

- (c) Except in ships of limited size, a three (3) watch system shall be adopted;
 - (d) At each end of the ship, there should be sufficient persons to enable them to accept and effectively secure a tug and to send away tension and secure lines and backsprings. Any necessary operation should be capable of being performed at bow and stem simultaneously;
 - (e) The engineering watch should consist of not less the one (1) duly qualified engineer officer and may include appropriate engine-room ratings provided that they comply with the requirements of Parts 3 and 3-2, Section A-VIII/2 of the STCW 1978, as amended;
 - (f) In designating the number of personnel assigned to engineering watches, account shall be taken of the following:
 - (i) the number, size (KW) and type of the main propulsion and auxiliary units over which surveillance is to be maintained and the number of machinery spaces containing these units; and
 - (ii) adequacy of internal communication.
 - (g) Except in ships of limited propulsion power, a three (3) watch system should be adopted; and
 - (h) There should be a sufficient number of designated personnel available to ensure the cleanliness of machinery spaces.
3. The Administration shall issue a minimum safe manning certificate which needs to contain the following information:
- (a) A clear statement of the Ship's Name, Call Sign, IMO Number and Official Number, Gross Tonnage, Type of Ship, Port of Registry, and Kilowatt of the Main Propulsion;
 - (b) A table showing the numbers and grades of the personnel required to be carried, together with any special conditions or other remarks.

VI. MINIMUM SAFE MANNING SCALE:

The Minimum Safe Manning of ships shall be according to the following scale:

1. CATEGORY 1: Ships Engaged in International Voyage

1.1 Passenger Ships **/Cargo Ships/Tankers

1.1.1 Deck Department

Tonnage (gt)	No.	Position	License/Qualification
Below 500	1	Master	Chief Mate 2 nd Mate and 3 rd Mate
	2	Deck Officers :	
	1	Radio Officer *	
	2	Deck Rating	
500-1599.99	1	Master	Master Mariner 2 nd Mate and 3 rd Mate
	2	Deck Officer :	
	1	Radio Officer *	
	3	Deck Rating	
1600 and over	1	Master	Master Mariner Chief Mate 2 nd Mate or 3 rd Mate
	1	Chief Mate	
	1	Deck Officer	
	1	Radio Officer *	
	3	Deck Rating	

* Until 31 January 1999, a Radio Officer is required if the vessel is not yet GMDSS equipped.

** Additional Deck Officer is required for passenger ships 1600 gt and over.

1.1.2. Engine Department

Power (KW)	No.	Position	License/Qualification
Under 1500 KW (both for manned and periodically unmanned engine room)	1	Chief Engineer	2 nd Engineer 3 rd Engineer 3 rd or 4 th Engineer
	1	2 nd Engineer	
	1	Engine Office	
	2	Engine Ratings	
1500 KW and over (both for manned and unmanned engine room)	1	Chief Engineer	Chief Engineer 2 nd Engineer 3 rd or 4 th Engineer
	1	2 nd Engineer	
	1	Engine Office	
	3	Engine Ratings	

** Additional Engineer Officer is required for passenger ships 1500 KW and over.

1.2 Tugs and Anchor Handling

1.2.1 Deck Department

Tonnage (gt)	No.	Position	License / Qualification
Below 500	1	Master	Chief Mate
	2	Deck Officers :	2 nd Mate and
		:	3 rd Mate
	1	Radio Officer *	
500 and over	2	Deck Ratings	
	1	Master	Master Mariner
	1	Chief Mate	Chief Mate
	1	Deck Officer	2 nd or 3 rd Mate
	1	Radio Officer *	
3	Deck Rating		

* Until 31 January 1999, a Radio Officer is required if the vessel is not yet GMDSS equipped.

1.2.2. Engine Department

Power (KW)	No.	Position	License/Qualification
Below 2500	1	Chief Engineer	2 nd Engineer
	1	2 nd Engineer	3 rd Engineer
	1	Engineer Officer	4 th Engineer
	2	Engine Ratings	
2500 and over	1	Chief Engineer	Chief Engineer
	1	2 nd Engineer	2 nd Engineer
	1	Engineer Officer	3 rd or 4 th Engineer
	3	Engine Ratings	

VII. SPECIAL MANNING (Sailing Short Handed):

1. Application for a level less than the minimum safe manning herein provided maybe allowed upon request of the company in the following instances:

- 1.1 laid-up ship;
 - 1.2 dry-docking;
 - 1.3 for conduction purpose;
 - 1.4 supply boat;
 - 1.5 oil rig tender; and
 - 1.6 other similar cases.
2. A shortage during a voyage (while at sea) i.e. from the immediate port of origin to the next port of destination of one (1) Officer or one (1) Rating resulting from unforeseen exceptional circumstances such as illness or injury is permitted until the voyage is completed provided the Master is satisfied that the safe navigation and operation- of the ship will be maintained notwithstanding the shortage. The Administration shall be immediately informed of such circumstance.
 3. No special manning shall be allowed for more than thirty (30) days reckoned from the ship sails with officer/rating less than that is required by this regulation except in cases to be determined by the Administration.
 4. A tug boat operating within the coast of another country and which serves/acts as supply boat, oil rig tender and other similar cases shall be allowed to reduce by one (1) Deck Officer the minimum safe manning as required under VI. 1.2.

VIII. DISPENSATION/UPGRADING OF OFFICER:

The provisions of Memorandum Circular No. 132 dated 15 July 1998 shall govern the grant of dispensation to seafarers onboard Philippine-registered seagoing ships.

IX. WATCHKEEPING:

1. Fitness for Duty: The Administration, for the purpose of preventing fatigue shall:
 1. Establish and enforce rest periods for watchkeeping, personnel; and
 2. Require that watch systems are so engaged that the efficiency of all watchkeeping personnel is not impaired by fatigue and that the first watch are so organized that the first watch at the commencement of a voyage and subsequently relieving watches are sufficiency rested and otherwise fit for duty.
3. Watchkeeping Arrangement and Principles to be Observed:
 1. The Administration shall require shipping companies, Masters, Chief Engineer Officers and. all watchkeeping personnel to observe the requirements, principles and guidelines set out in the STCW Code, to ensure that a safe continuous watch or watches appropriate to the

prevailing circumstances and condition are maintained in all seagoing, ships at all times.

- .1 Officers-in-charge of the navigational watch are responsible for navigating the ship safely during, their periods of duty when they shall be physically present in the navigational bridge or in associated location such as the chartroom or bridge control room at all times;
- .2 Radio operators are responsible for maintaining a continuous radio watch on appropriate frequency during their periods of duty;
- .3 Officer-in-charge of an engineering watch, as defined in the STCW Code Officers and under the direction of the Chief Engineer, shall be immediately available and on call to attend the machinery spaces and when required shall be physically present in the machinery spaces during their period of responsibility; and
- .4 An appropriate and effective watch or watches are maintained for the purpose of safety at all times, while the ship is at anchor or moored and, if the ship is carrying hazardous cargo, the organization of such watch or watches takes full account of the nature, quantity, packing and storage of the hazardous cargo and any special conditions prevailing onboard, a float as ashore.

X. DOCUMENTARY REQUIREMENTS FOR ISSUANCE OF A MINIMUM SAFE MANNING CERTIFICATE:

For Provisional Minimum Safe Manning Certificate :

1. Letter request
2. Crew list; and
3. Filing Fee

For Full Term Minimum Safe Manning Certificate :

1. Letter request;
2. Copy of full term Certificate of Vessel Registry (CVR); and
3. Filing Fee.

For Special Manning Certificate :

1. Letter request
2. Master's Report and Medical Certificate; and
3. Filing Fee

XI. FEES:

Provisional Minimum Safe Manning Certificate -	P 1,000.00
Full Term Minimum Safe Manning Certificate -	P 5,000.00
Special Manning Certificate -	P 1,000.00

XII. VALIDITY

1. Provisional Minimum Safe Manning Certificate – three (3) months only reckoned
From the issuance of Provisional CVR.
2. Full Term Safe Manning Certificate – the validity is co-terminus with the validity of the full term CVR.

XIII. REPEALING CLAUSE

Any provision of the Philippine Merchant Marine Rules and Regulations (PMMRR) 1997 and existing MARINA Rules and Regulation and Orders which are inconsistent with this Circular are hereby repealed or modified accordingly.

XIV. EFFECTIVITY

This Memorandum Circular shall be published once in a newspaper of general circulation in the Philippine and shall take effect fifteen (15) days after publication.

Manila, Philippines _____.

By The Authority of the MARINA Board:

AGUSTIN R. BENGZON
Administrator

Secretary's Certificate

This is to certify that the Memorandum Circular No. 137 has been approved by the MARINA Board in its 143rd Meeting held on 17 September 1998.

Atty. Gloria V. Banas
Acting Corporate Secretary

Date Published: October 06, 1998, Malaya Newspaper
Date Submitted to the UP Law Center: October 06, 1998

Republic of the Philippines
Department of Transportation and Communications
MARITIME INDUSTRY AUTHORITY

MINIMUM SAFE MANNING CERTIFICATE

Number of Vessel	Call Sign	IMO Number	Official Number
Gross Tonnage	Kilowatt	Type of Ship	Port of Registry

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

MANNING REQUIREMENTS

NAVIGATION	LICENSE	NUMBER
Master	Master Mariner	1
Deck Officers	Chief Mate	1
	Second or Third Mate	1
Deck Ratings		3
Radio Officer		1
TOTAL		7
ENGINE	LICENSE	NUMBER
Chief Engineer	Chief Marine Engineer	1
Engineer Officers	Second Marine Engineer	1
	Third or Fourth Marine Engineer	1
Engine Ratings		3

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- * **Deck and Engine Ratings should also possess watchkeeping certificates.**
- ** **If the vessel is GMDSS equipped, the Radio Officer may be dispensed with.**

Issued in pursuance of IMO Resolution A. 481 (XII) - Principles of Safe Manning, Regulation V/13 (b) of the International Convention on the Safety of Life at Sea 1974 (SOLAS), as amended and the Philippine Merchant Marine Rules and Regulations 1997, as amended.

This Certificate applies only to the Masters, Officers, Deck Ratings and Engine Ratings.

This Certificate issued on _____ will remain in force until _____.

FOR THE ADMINISTRATOR:

Director

Paid Under O.R. No.: _____

Date: _____