



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

---

NO.363/421, CORNER OF MERCHANT & THEINBYU ROAD,  
BOTATAUNG TOWNSHIP, YANGON, MYANMAR

P.O BOX 194, Fax: +95 1 397641

E-mail: dgdma@myanmar.com.mm

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

**Directive ( 15 / 2018 )**

**Safe Manning Requirements**

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

**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

**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

<sup>1</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.

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>		

<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

**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:

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: Onboard/Shore based

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 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

## 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.

-----

Date / Company's stamp

---

<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.

## Annex B

### 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.*

---

<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.