

Commonwealth of Dominica**Office of the Maritime Administrator**

TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AND RECOGNIZED ORGANIZATIONS

SUBJECT: Manning of Vessels and Principles of Watchkeeping

REFERENCE:

- (a) Commonwealth of Dominica Maritime Regulations, Chap. 7
- (b) International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995, (STCW 95)
- (c) International Convention on Safety of Life at Sea, 1974 as amended and the Protocols of 1978, Regulation V/13
- (d) 1988 Amendments to the Protocol of 1978 of SOLAS concerning Radio communications for the Global Maritime Distress and Safety System
- (e) International Regulations for Preventing Collisions at Sea, 1972, (COLREGS)
- (f) IMO Resolution A.890 (21) - Principles of Safe Manning
- (g) Publication CDP-300 requirements for Merchant Marine Personnel Certification

PURPOSE: This Circular promulgates the Dominica requirements for the manning of vessels and watchkeeping at sea. The requirements are intended to comply with the new and amended provisions of STCW 95.

Publication CDP-300 provides the standards and information on training, qualifications, examinations, certification and documentation for all Merchant Marine Personnel required for compliance with STCW 95 and other related conventions.

APPLICABILITY: This Circular is applicable to all vessels registered in Dominica and Dominica certified or documented seafarers, with the exception of MODU's.

REQUIREMENTS:**1.0 Standards Regarding Watchkeeping**

STCW 95, the COLREGS, and SOLAS 74/78 have a direct impact on manning requirements for vessels and watchkeeping practices in all merchant ships. The following outlines the requirements of the STCW 95.

1.1 Watchkeeping at Sea

- 1.1.1 The Master of every ship is bound to ensure that watchkeeping arrangements are adequate for maintaining safe navigational watches.
- 1.1.2 Under the Master's general direction, the officers of the watch are responsible for navigating the ship safely during their periods of duty.
- 1.1.3 The officer in charge of the watch is the Master's representative and is primarily responsible at all times for the safe navigation of the ship and for complying with the International Regulations for Preventing Collisions at Sea, 1972.
- 1.1.4 The Chief Engineer of every ship is bound, in consultation with the Master, by the principle that watchkeeping arrangements are adequate to ensure safe engineering watches are maintained.

1.2 Fitness for Duty

- 1.2.1 All persons who are assigned duty as officer in charge of a watch or as a rating forming part of a watch shall be provided a minimum of 10 hours of rest in any 24-hour period.
- 1.2.2 The hours of rest may be divided into no more than two periods, one of which shall be at least 6 hours in length.
- 1.2.3 During overriding operational conditions, the minimum period of ten (10) hours may be reduced to not less than six (6) consecutive hours; provided that, any such reduction shall not extend beyond two (2) days, and not less than seventy (70) hours of rest shall be provided in each seven (7) day period.

1.3 Protection of Marine Environment

The Master, officers and ratings shall be aware of the serious effects of operational or accidental pollution of the marine environment and shall take all possible precautions to prevent such pollution, particularly within the framework of relevant international and port regulations.

1.4 Look-Outs

A proper look-out shall be maintained at all times in compliance with Rule 5 of the COLREGS and shall serve the purpose of:

- .1 maintaining a continuous state of vigilance by sight and hearing as well as by all other available means, with regard to any significant change in the operating environment;
- .2 fully appraising the situation and the risk of collision, stranding and other dangers to navigation; and
- .3 detecting ships or aircraft in distress, shipwrecked persons, wrecks, debris and other hazards to safe navigation.

2.0 Standards Regarding Number of Ratings Required on Watch

The STCW 95 is not specific as to how many ratings should be included in a navigational or engine room watch. **Therefore, for Dominica vessels, the following determinations are made:**

2.1 Navigational Watch

When only one rating forms part of a navigational watch, the watchstander shall be qualified as an Able Seaman or GP-1. When more than one rating is included in a navigational watch only one need be qualified as an Able Seaman. All watchstanders shall be qualified and hold certification prescribed for navigational rating watchstanders to the standards prescribed in A-II/4 of STCW 95 according to the duties they are required to perform.

2.2 Engine Room Watch

- 2.2.1 When only one rating forms part of an engine room watch, the watchstander shall be qualified to the standards and hold certification prescribed in Table A-III/4 of STCW 95, according to the duties required to be performed. When more than one rating is included in an engine room watch, each rating must be qualified in accordance with this paragraph.

- 2.2.2 No member of the engine room watch shall be required to enter the engine room alone, except under controlled conditions (IMO Resolution A.890 (21)).
- 2.2.3 In cases in which non-defined positions, such as electricians, fitters, mechanics, are carried on the crew list in lieu of Oilers/Motorman, all watchstanders shall comply with the standards and hold the certification prescribed for engine room rating watchstanders in A-III/4 of STCW 95, according to the duties they are required to perform.

3.0 Training and Qualifications for Persons on Tankers

3.1 Minimum Training and Qualification Levels

- 3.1.1 Chapter V, Section A-V/1, of STCW 95 specifies minimum training and qualification levels for persons on tankers. It requires in oil tankers, chemical tankers and liquefied gas tankers that the Master, Chief Mate, Chief Engineer and First Assistant Engineer possess training and experience appropriate to their duties. In tankers where a specialist cargo officer is carried, he too shall be qualified. Each of those officers shall prove competency by means of a Tankerman endorsement.
- 3.1.2 Owners and Masters should ensure that all officers on tankers who are in charge of cargo operations or who have immediate responsibility for cargo handling operations are qualified as Tankerman, Person in Charge in order to comply with STCW 95 and to avoid possible port State interventions.
- 3.1.3 Ratings who perform cargo handling duties and responsibilities, should be qualified as Tankerman, Person Assisting.

3.2 Crude Oil Washing

The Marine Pollution (MARPOL) Convention specifies that certain crewmembers must be appropriately qualified on tankers, which conduct crude oil washing (COW) operations. The Master, Chief Mate, Chief Engineer, First Assistant Engineer, cargo officer (where carried), and any ratings that have responsibilities defined in the COW Operations and Equipment Manual, must possess the appropriate certification of qualification. The Administration will provide, upon application and satisfactory proof of experience, an endorsement of competency in crude oil washing with the tankerman certificate referred to in section 3.1 above.

4.0 Principles of Safe Manning

The following outlines the principles of safe manning addressed by IMO Resolution A.890 (21).

4.1 Sufficient Number of Qualified Persons

- 4.1.1 There should always be sufficient qualified persons on board to deal with peak workload conditions; for instance mooring or unmooring, tank cleaning in tankers, or preparation of cargo holds in dry cargo ships.
- 4.1.2 There should always be a sufficient number of qualified persons in a watch to perform any required duties plus general surveillance of the ship, such as fire patrols, investigation of unusual noises, protection of crew members working over the side or within enclosed spaces, or the initial stages of a man overboard situation.

4.2 Watches

- 4.2.1 Except in vessels of 3000 GT or less, the Master or Chief Engineer should not keep a regular watch.
- 4.2.2 Except in vessels of 3000 GT or less, a three-watch system should be adopted for both navigational and engine room watches (except, of course, in vessels certified for unattended machinery operations).
- 4.2.3 Where the bridge watch is normally limited in numbers, there should be a routine for providing additional assistance without delay. This means that standby personnel should be identified and be immediately for advice or assistance.

4.3 GMDSS Equipped Vessels

- 4.3.1 For vessels sailing without radio maintenance personnel on board, at least two (2) deck officers are required to hold the GMDSS-General Operator (GOC) Certificate. One of the operators shall be designated as having primary responsibility for radio communications during distress incidents. In this case, the duplication of on board equipment and shore-based maintenance must be employed by the shipowner/operator.
- 4.3.2 For vessels sailing without two deck officers on board holding GMDSS-General Operator Certificates, a dedicated radio maintainer must be on board who holds either a GMDSS-1st Class or GMDSS-2nd Class Radio Electronic Operator and Maintainer Certificate (REC) and is designated as having primary responsibility for radio communications during distress incidents. In this case, either the duplication of on board equipment or shore-based maintenance must be employed by the shipowner/operator.

4.4 Unattended Machinery Operations

In ships certified for unattended machinery operations, a sufficient number of qualified personnel must be carried to provide manual control of machinery in an emergency to enable the vessel to reach port.

5.0 Minimum Safe Manning Certificates

The following notes outline the procedures followed by the Administration in issuing Minimum Safe Manning Certificates.

5.1 Procedures

5.2 **Basic Manning Scales:** What follows are the basic manning scales that apply to all vessels registered under the Flag of Dominica. The Master is at all times responsible for the safe operation of his ship and he may, in his discretion, vary the numbers of personnel of any watch either by reduction under favorable conditions or by doubling watches in areas of bad visibility or high traffic density. The scales provided below are standards for general guidance only. Minimum safe manning will be assessed on a ship-by-ship basis upon application to the Administration:

5.3 Until February 2002:

Application	Basic Manning
All ships over 8000 GT/3000kW Non-automated	Master Chief Mate Second/Third Mate Qualified GMDSS Operator 3 Able Seamen 3 Ordinary Seamen
	Chief Engineer First Assistant Engineer Second Assistant Engineer Third Assistant Engineer 3 Oilers/ Motormen

5.4 After February 2002:

Application	Basic Manning
All ships over 8000 GT/3000kW Non-Automated	Master Chief Mate 2 Officers in Charge of the Navigation Watch Qualified GMDSS Operator 6 Ratings
	Chief Engineer Second Engineer Officer 2 Engineer Officers 3 Engine Ratings

- 5.5 In assessing minimum deck manning, the Office of the Deputy Maritime Administrator will consider the physical dimensions of the vessel, layout of crew accommodations and internal communications systems, all of which affect crew capabilities and response reactions. Shipyard plans and other data may be requested.
- 5.6 In assessing minimum engine room manning, the kilowatt (kW) power of machinery shall be the aggregate of main propulsion and any auxiliary machinery routinely operated. In addition, engine room layout and proximity of boiler room and other auxiliary spaces will be evaluated. Plans and other data may be requested. Where a multiple main engine arrangement exists, additional engineers may be required.
- 5.7 If an interdepartmental flexibility system of manning is proposed, the Office of the Deputy Maritime Administrator may require evidence that non-deck or engine personnel are competent to perform their additional duties and are not employed in capacities for which they are untrained or unqualified.
- 5.8 If a General Purpose manning system is proposed, the Office of the Deputy Maritime Administrator may require evidence that the ratings concerned have adequate training and experience. This would particularly apply if the number of General Purpose Ratings (GP-1s) proposed was less than the total number required by the Basic Manning Scale above.

- 5.9 Entry level ratings (junior ordinary seaman/ wiper) will not be acceptable as part of the basic minimum safe manning complement.
- 5.10 Reductions from basic manning may be agreed by the Deputy Maritime Administrator in the following general categories:

<u>REDUCTIONS</u>	Application	Manning Scale
Category D-1	Vessels over 5000 GT but under 8000 GT	Master Chief Mate Two (2) Officers in Charge of the Navigation Watch GMDSS Operator Four (4) Able Seamen
Category D-2	Vessels over 3000 GT but Under 5000 GT	Master Chief Mate Second Mate Two (2) Officers in Charge of the Navigation Watch Two (2) Able Seamen Two (2) Ordinary Seamen
Category D-3 <u>1</u>	Vessels under 3000 but Over 500 GT	Master Chief Mate Officer in Charge of Navigation Watch GMDSS Operator Two (2) Deck Watch Rating One (1) Ordinary Seaman
Category D-4 <u>2</u>	Vessels under 500 GT on Passages of less than 72 hours	Master Chief Mate Two (2) Deck Watch Rating
Category D-5	Vessels engaged in special or unusual operations	by direction of the Administration

1 Ships routinely operating with 2 watches are capable of 3 watches if necessary

2 For voyages over 72 hours, Category D-3 applies

Category E-1	Vessels over 3000 kW and certified for unattended operation	Chief Engineer Second Engineer Two (2) Engineering Watch Rating
Category E-2	Vessels under 3000 kW but over 750 kW not equipped for unattended operation	Chief Engineer Second Engineer Officer in Charge of Engineer Watch Three (3) Engineering Watch Rating
Category E-3	Vessels under 3000 kW but over 750 kW and certified for unattended operation	Chief Engineer Second Engineer Two (2) Engineering Watch Rating
Category E-4	Vessels under 750 kW and equipped for unattended operation	Chief Engineer Officer in Charge of Engineer Watch Two (2) Engineering Watch Rating
Category E-5	Vessels under 750kW and certified for unattended operation	Chief Engineer Three (3) Engineering Watch Rating

- 5.11 Reductions from these minimum numbers may be considered by the Office of the Deputy Maritime Administrator on application by the ship operator, but applicants are advised that further reductions only will be allowed when it can be demonstrated that safety will not be adversely affected. In all instances of reduced manning, it remains the Master, Chief Engineer's and owner's responsibility to provide sufficient personnel to cover additional watchstanding requirements, cargo handling and control, and maintenance of the vessel or to make adequate alternative arrangements. In addition, it is the responsibility of the Master, Chief Engineer and Owner to ensure that the mandatory rest periods specified in STCW still can be met.
- 5.12 Certain reductions may be achieved by utilizing General Purpose ratings. The use of General Purpose ratings, however, first must be proposed to and approved by the Office of the Deputy Maritime Administrator, and the ratings must first be fully trained to Able Seaman and Fireman/Water Tender/ Oiler standards of qualification. Entry level ratings cannot be included except as trainees.

5.13 Survival Craft/Rescue Boat Crewmen for other than Fast Rescue Boats

5.13.1 Two Survival Craft/Rescue Boat crewmen are required for each lifeboat on ships in accordance with the SOLAS Convention. One person shall be designated the person-in-charge and the other designated the second-in-command. Both the person-in-charge and the second-in-command shall be identified by clearly marked life jackets. In addition to the certified survival craft/rescue boat crewmen assigned to each motor lifeboat, there shall be a certified engineer or rating assigned who is capable of starting the lifeboat engine and trouble shooting minor engine problems.

5.13.2 On passenger ships, survival craft/rescue boat crewmen are required for lifeboats in accordance with the scale given below as a standard for general guidance:

.1	Complement of Lifeboat	Number of Certified Survival Craftsmen	Other Assigned Crewmembers
	40 or less persons	2	-
	41 to 61 persons	3	-
	62 to 85 persons	3	2
	86 or more persons	3	4

.2 Where more than two survival craft/rescue boat crewmen are required for a motor lifeboat, one of them may be the required certified engineer or rating capable of starting the lifeboat engine and trouble shooting minor engine problems.

5.13.3 On passenger ships, the other assigned crewmembers who are not certified survival craft/rescue boat crewmen should be selected on the basis of their ability to remain calm, communicate effectively with passengers, help others during a period of stress and follow the directions of the certified crewman in charge of the lifeboat. Their training must be documented and should include:

the proper way to put on a Personal Flotation Device (PFD) and how to instruct others,
 where applicable, how to put on a Thermal Protective Aid (TPA) and how to instruct others,
 where the fire extinguisher is located and how to use it,
 where the pyrotechnics are and how to use them,
 where the provisions are located and how to open them,
 where the bailers, buckets and bilge pump are and how to use them,
 where the first aid kit is located,
 how to load and seat people safely in the boat,
 how to safely embark and disembark disabled persons and persons in need of assistance,

where the muster list is located and its significance.

- 5.13.4 A survival craft/rescue boat crewman shall be carried for each liferaft on board a vessel, and one additional certified survival craft/rescue boat crewman shall be assigned to each davit-launched liferaft and rescue chute boarding station to supervise the launching and boarding activities.
- 5.13.5 On all MODUs, survival craft/rescue boat crewmen are required at a rate of two to each lifeboat to which persons are assigned. In cases where liferafts are carried in lieu of lifeboats, one survival craft/rescue boat crewman shall be carried for each 25 units of liferaft capacity, or part thereof.

5.14 Passenger Ship Personnel

Beginning January 1, 1999, personnel serving on passenger ships, trained in accordance with STCW'95, Regulation V/3, Section A-V/3, paragraph 1 are required to be nominated on the muster list in sufficient numbers to assist the total number of passengers who may be on board at any one time in emergency situations. They shall be listed in the ship's Minimum Safe Manning complement.

5.15 Fast Rescue Boats

Fast rescue boats shall be crewed by at least two survival craft/rescue boat crewmen specially trained and additionally certified in accordance with STCW, Section A-VI/2, "Proficiency in Fast Rescue Boats."

6.0 Control Procedures

6.1 Port State Authorities

- 6.1.1 Regulation I/4 of SCTW '95 enables port State authorities to verify conditions on any ship, particularly to the qualifications and ability of personnel on board. Port State authorities may pay particular attention to the following:
- .1 that all seafarers on board who are required to be certificated hold an appropriate Dominica certificate or provide documentary proof that an application for an endorsement has been submitted to the Office of the Maritime Administrator and/or
 - .2 the numbers and certificates of the seafarers serving on board are in conformity with the applicable safe manning requirements of the Administration.

- 6.1.2 In accordance with section A-I/4 of the STCW Code, port State authorities may assess the ability of the seafarers of the ship to maintain watchkeeping standards as required by STCW 95 if there are clear grounds for believing that such standards are not being maintained because of any of the following having occurred:
- .1 the ship has been involved in a collision, grounding or stranding;
 - .2 there has been a discharge of substances from the ship when underway, at anchor or at berth, which is illegal under any international convention;
 - .3 the ship has been maneuvered in an erratic or unsafe manner whereby routing measures adopted by the IMO or safe navigation practices and procedures have not been followed; or
 - .4 the ship is otherwise being operated in such a manner as to pose a danger to persons, property or the environment.

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