

# **REPUBLIC OF THE MARSHALL ISLANDS**



## **Minimum Safe Manning Requirements for Vessels**

**MARITIME ADMINISTRATOR**

## Table of Contents

<b>PURPOSE.....</b>	<b>4</b>
<b>APPLICABILITY.....</b>	<b>4</b>
<b>REQUIREMENTS.....</b>	<b>5</b>
1.0    Safe Manning Requirements.....	5
1.1    Qualified Persons.....	5
1.2    Watches .....	6
1.3    Cooks .....	6
1.4    Global Marine Distress and Safety System-Equipped Vessels .....	6
1.5    Periodically Unattended Machinery Space Operations .....	7
1.6    Survival Craft .....	7
1.7    Fast Rescue Boats .....	8
1.8    Medical Care.....	8
1.9    Ship Security Officer .....	8
1.10    MSMC Dispensations.....	8
2.0    Required Qualifications, Special Training, and Certifications .....	8
<b>PROCEDURES.....</b>	<b>9</b>
3.0    Minimum Safe Manning Certificates .....	9
3.1    Procedures .....	9
3.2    Reductions from Minimum Numbers .....	10
3.3    Form of MSMC .....	11
4.0    Minimum Safe Manning Applications .....	12
4.1    All vessels except yachts and MOUs .....	12
4.2    MOUs .....	12
4.3    Yachts .....	13
4.4    Submission Procedures.....	13
<b>ENFORCEMENT.....</b>	<b>13</b>
5.0    Port State Control.....	13
<b>APPENDIX A – RMI Minimum Safe Manning Levels.....</b>	<b>15</b>
A.1.0    Manning Requirements for All Vessels (except Yachts).....	15
A.1.1    Basic Requirements .....	15
A.1.2    Exceptions .....	15
A.2.0    Manning Requirements for Yachts .....	15
A.2.1    General.....	15
A.2.2    Manning Levels .....	16
A.2.3    Appropriate Manning Categories (Levels) .....	16
A.2.4    Specific factors for determining manning requirements .....	16
A.2.5    Applying for an MSMC.....	18
A.2.6    Manning Document .....	19

A.2.7	Dual Certification .....	19
A.2.8	Crew Certification .....	19
A.2.9	Commercial Yachts – Deck Department .....	20
A.2.10	Commercial Yachts – Engine Department .....	20
A.2.11	Yachts 3,000 Gross Tons or more Deck Department .....	21
A.2.12	Yachts 3,000 Gross Tons or more Engine Department .....	21
A.2.13	PYLCs .....	22
A.2.14	Capacities.....	22
A.2.15	PAXYs (>8,000GT) .....	23
A.2.16	YETs.....	23
A.2.17	Private Yachts (<3,000GT).....	23
A.2.18	Manning Requirements When Switching Registration Status .....	23
A.2.19	Yachts with Multiple Engine Configurations .....	23
<b>APPENDIX B – Reductions from Basic Manning Levels .....</b>		<b>24</b>
B.1.0	Reductions .....	24
B.1.1	Deck Department .....	24
B.1.2	Engine Department .....	24
B.1.3	MOU – Reduced Levels .....	25



# REPUBLIC OF THE MARSHALL ISLANDS

MARITIME ADMINISTRATOR

Marine Notice

No. 7-038-2

Rev. Jul/2024

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

**SUBJECT: Minimum Safe Manning Requirements for Vessels**

- References:**
- (a) **SOLAS**, *International Convention for the Safety of Life at Sea, Consolidated Edition 2020*
  - (b) **STCW Convention**, *International Convention on Standards of Training, Certification and Watchkeeping for Seafarers*, 2017 Edition
  - (c) **STCW Code**, *Seafarers' Training, Certification and Watchkeeping Code*, 2017 Edition
  - (d) **IMO Assembly Resolution A.703(17)**, *Training of radio personnel in the Global Maritime Distress and Safety System (GMDSS)*, adopted 6 November 1991
  - (e) **IMO Assembly Resolution A.1047(27)**, *Principles of minimum safe manning*, adopted 30 November 2011
  - (f) **RMI Maritime Regulations** (MI-108)
  - (g) **RMI Yacht Code 2021** (MI-103)
  - (h) **RMI Requirements for Seafarer Certification** (MI-118)

## PURPOSE

This Marine Notice (MN) provides the requirements and policies for the safe manning (including minimum levels) of Republic of the Marshall Islands (RMI)-flagged vessels.

This version supersedes Rev. Feb/2024. The Administrator's policy on Cooks has been transferred from Marine Notice [7-044-2](#) to §1.3 of this MN.

## APPLICABILITY

This Notice applies to all vessels flagged with, and seafarers certificated or documented by the RMI.

# REQUIREMENTS

## 1.0 Safe Manning Requirements

The RMI Maritime Administrator (the “Administrator”) issues Minimum Safe Manning Certificates (MSMCs) in accordance with the RMI [Maritime Regulations](#) (hereinafter the “Maritime Regulations”), §7.38.6. The Administrator’s requirements on safe manning incorporate the principles of minimum safe manning addressed by International Maritime Organization (IMO) Assembly Resolution [A.1047\(27\)](#). This Resolution consists of:

- *Guidelines for the application of principles of safe manning;*
- *Guidelines for determination of minimum safe manning;*
- *Responsibilities in the application of principles of minimum safe manning;*
- *Guidance on contents and model form of minimum safe manning document; and*
- *Framework for determining minimum safe manning, as set out in Annexes 1, 2, 3, 4 and 5, respectively, to the present resolution.*

### 1.1 Qualified Persons

- .1 Minimum safe manning levels address the number of seafarers required to ensure that a ship is sufficiently, effectively, and efficiently manned as per the [Maritime Regulations](#), §7.38 and §7.51, and considering the guidelines in IMO Assembly Resolution [A.1047\(27\)](#).
- .2 Vessel operators must ensure there are enough qualified personnel on board the vessel to safely handle all expected operations in addition to watch standing duties. This is especially important for short-sea voyages of 24 hours or less, sea trials, or any other testing experiments, to the extent seafarers are involved in these activities. Additional operations to consider for manning requirements include, but are not limited to:
  - a. mooring or unmooring;
  - b. tank cleaning;
  - c. cargo hold preparation; and
  - d. cargo operations.
- .3 Vessel operators must ensure there are enough qualified personnel on board to make up required watch schemes plus the general vessel surveillance, such as fire and security patrols, and investigation of unusual noises.
- .4 The issuing of an MSMC does not mean that a vessel may not be towed, or where appropriate for safety reasons, moored or anchored in an unmanned condition. In all cases, the principles of §1.1.2 apply.

## 1.2 Watches

- .1 The company responsible for the ship's operation must ensure that all watchstanders on board its vessels receive the minimum required rest hours in accordance with international regulations.
- .2 Except on ships of limited size, the master and chief engineer must not make up part of the regular vessel watchstanding scheme.
- .3 A three-watch system must be used for both navigational and engine room watches on all ships, except those of limited size.
- .4 A two-watch system may be used to provide continuity with industrial operations, provided these are not extended in length.
  - a. Mobile Offshore Units (MOUs) and other vessels operating in support of offshore activities may adopt a two-watch system to provide continuity with industrial operations.
  - b. In all cases the requirements for work and rest hours must be met.
- .5 For bridge watches, a routine for providing additional assistance without delay must be established. Standby personnel must be identified and immediately contactable.

## 1.3 Cooks

- .1 The Administrator issues MSMCs under SOLAS V/14. As such, an RMI MSMC will not indicate the minimum number of persons required in the capacity of a Cook per MLC, 2006, which are as follows:
  - a. Ships with a prescribed manning of 10 or more persons must carry at least one fully qualified cook<sup>1</sup>.
  - b. Ships operating with a prescribed manning of less than 10 persons are not required to carry a fully qualified Cook.
- .2 RMI MSMCs remain valid with respect to the Cook, regardless of existing notations or indications, provided that §1.3.1a or §1.3.b, above, is met onboard, as applicable.

## 1.4 Global Marine Distress and Safety System-Equipped Vessels

- .1 For vessels operating without a Global Marine Distress and Safety System (GMDSS) Radio Maintainer on board, at least two deck officers must hold a General Operator's Certificate.

---

1. Refer to the *RMI Requirements for Seafarer Certification* ([MI-118](#)) for the Cook training requirements.

- a. One of the operators must be assigned the primary responsibility for radio communications during distress incidents. In this case, the duplication of onboard equipment and shore-based maintenance must be employed by the vessel owner or operator for the designated area of operation.
  - b. For vessels operating solely in Sea Area 1<sup>2</sup>, GMDSS operators may hold Restricted Operator's Certificates.
- .2 For vessels sailing without at least two deck officers holding General Operator's Certificates, a dedicated Radio Maintainer must be on board who holds either a First-Class or Second-Class Radioelectronic Certificate.
- a. They must be designated as primarily responsible for radio communications during distress incidents.
  - b. In this case, either the duplication of onboard equipment or shore-based maintenance must be employed by the vessel owner or operator for the designated area of operation.
- .3 Training of personnel to be qualified in GMDSS operations must be in accordance with IMO Assembly Resolution [A.703\(17\)](#).

#### 1.5 Periodically Unattended Machinery Space Operations

On vessels certified for periodically unattended machinery spaces, 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. See also §1.2.2.

#### 1.6 Survival Craft

- .1 In accordance with the International Convention for the Safety of Life at Sea (SOLAS), III-10, a deck officer or certificated person must be placed in charge of each survival craft.
- .2 However, the Administrator, having due regard to the nature of the voyage, the number of persons on board, and the characteristics of the ship, may permit persons practiced in the handling and operation of liferafts to be placed in charge in lieu of persons qualified as above.
- .3 A second-in-command must be nominated for lifeboats. There must also be enough trained persons on board to muster and assist, as well as someone assigned to each motorized survival craft who is capable of operating the engine and carrying out minor adjustments.

---

2. Sea Area 1 is an area within the radiotelephone coverage of at least one Very High Frequency (VHF) coast station in which continuous digital selective calling alerting and radiotelephony services are available, as defined by the IMO.

## 1.7 Fast Rescue Boats

Fast rescue boats must be crewed by at least two survival craft or rescue boat crew members who have been specially trained and additionally certificated per the Seafarers' Training, Certification and Watchkeeping (STCW) Code, Section A-VI/2 and Table A-VI/2-2.

## 1.8 Medical Care

One person on board must be appointed and certified to be the "Person in Charge of Medical Care" as defined in STCW Code, Section A-VI/4 and Table A-VI/4-2.

## 1.9 Ship Security Officer

There must be a designated crew member on board each vessel who is appropriately trained and certified and accountable to the Master for the security of the vessel, including implementation and maintenance of the Ship Security Plan (SSP).

## 1.10 MSMC Dispensations

- .1 When a vessel is unable to meet the manning required in its MSMC, the Administrator may issue a dispensation letter in accordance with Article VIII of the International Convention on the Standards of Training Certification and Watchkeeping for Seafarers (STCW Convention).
- .2 A dispensation letter will only be issued if the operator can demonstrate, to the satisfaction of the Administrator, that the vessel can be operated without compromising safety, its crew, cargo, and the environment.
- .3 A dispensation letter will not be issued for more than one seafarer in the same department, unless the operator can demonstrate an extreme circumstance, and then only for a minimal amount of time.
- .4 A dispensation letter may be issued only where a vessel is unable to meet the manning levels required by its MSMC before it must depart a port. The Administrator will expect that proper manning levels will be restored at the next port of call.
- .5 A letter of dispensation will not be issued unless a duly certified master and a duly certificated Chief Engineer holding an RMI Certificate of Competence or an endorsement are employed on board.

## 2.0 Required Qualifications, Special Training, and Certifications

Besides the general safe manning requirements described above, there are specific functions requiring special training and certification that must be filled by crew members serving on board. These capacities are defined in the STCW Convention, and the requirements spelled out in the STCW Code. They are implemented by the Administrator in the RMI Seafarer Certification Requirements ([MI-118](#)). For further detail on proficiencies requiring special training, see §5.0 of the MI-118.



## PROCEDURES

### 3.0 Minimum Safe Manning Certificates

The Administrator uses these procedures to establish manning levels and for issuing an MSMC.

#### 3.1 Procedures

- .1 Minimum safe manning will be assessed by applying to the Administrator. See §4.0 of this Notice.
- .2 The manning levels provided in Appendix A of this Notice are the minimum numbers required by the Administrator, unless it can be demonstrated that reduced numbers from the minimums will not affect safety or environmental protection, as provided in §3.2 below.
- .3 In assessing minimum deck manning, the Administrator will consider the physical dimensions of the vessel, the crew accommodation layout, and internal communications systems, all of which affect crew capabilities and response reactions. Shipyard plans and other data may be requested.
- .4 In assessing minimum engine room manning, the Administrator will evaluate engine room layout and proximity of auxiliary machinery, etc. Where a multiple main engine arrangement exists, additional engineers may be required.
- .5 If a company submits a proposal for the minimum safe manning level of a vessel, the proposal will be evaluated by the Administrator to ensure that:
  - a. the vessel's proposed complement has the number and grades/capacities of the personnel to fulfill the tasks, duties, and responsibilities required for the vessel's safe operation, for protection of the marine environment, and for dealing with emergency situations; and
  - b. the Master, officers, and other members of the vessel's complement meet the hours for work and rest required by the [Maritime Regulations](#), §7.51.
- .6 If an Interdepartmental Flexibility (IDF) system of manning is proposed, the specifications and operational elements of the system must be clearly defined, and the Administrator will require evidence that all personnel are competent to perform the additional duty assignments. Personnel must not be employed in capacities for which they are not trained or qualified.

- .7 If a General Purpose (GP) manning system is proposed, the Administrator will require evidence that the ratings concerned have adequate training and experience. This would particularly apply if the proposed number of GP ratings (GP-1s) is less than the total number required by the Basic Manning scales for an equivalently sized vessel as noted in Appendix A of this Notice.
- .8 The Administrator will require a company to amend a proposal for the minimum safe manning level of a vessel if, after evaluation of the original proposal submitted by the company, the Administrator is unable to approve the proposed composition of the vessel's complement.
- .9 The Administrator may approve an alternate proposal for a vessel's minimum safe manning document when it is fully satisfied that the proposed complement is established in accordance with the principles, recommendations, and guidelines contained in IMO Assembly Resolution [A.1047\(27\)](#).
- .10 MSMCs issued before 30 November 2011 that refer to Resolution [A.890\(21\)](#) which was revoked by Resolution [A.1047\(27\)](#), are still valid and are in compliance with the principles of the new Resolution A.1047(27). The Administrator will not re-issue and replace pre-existing MSMCs until such time as circumstances require the issuance of a new MSMC.
- .11 The Administrator will not approve any proposal for exceptions or dispensations to minimum safe manning that is less than the total number required by the Basic Manning scales as noted in Appendix A of this Notice for any vessel that has been registered with a waiver of its age limitation.
- .12 If the company fails to submit a new proposal for the minimum safe manning level when substantial changes in construction, machinery, equipment, or trading area have taken place, that affect the minimum safe manning level, the Administrator may withdraw a vessel's minimum safe manning document.
- .13 The Administrator will review and may withdraw, as appropriate, the minimum safe manning document of a vessel that persistently fails to maintain compliance with the requirements for rest hours.

### 3.2 Reductions from Minimum Numbers

- .1 Reductions (see Appendix B) from the basic minimum manning requirements may be considered by the Administrator upon request by the vessel operator. The Administrator will consider all reasonable requests, but applicants are advised that further reductions will only be allowed when it can be demonstrated that safety and environmental protection will not be affected.

- .2 If the applicant cannot demonstrate to the Administrator's satisfaction that safety and environmental protection will not be affected, the suggested alteration to the manning scale of the vessel will be rejected.
- .3 In all instances of reduced manning, it remains the responsibility of the Master, Chief Engineer, and vessel owner to provide sufficient personnel to cover additional watchkeeping requirements, cargo handling and control, maintenance, and other expected operations of the vessel or to make adequate alternative arrangements. For MOUs on location, manning levels may be subject to adjustment to comply with local coastal State jurisdictional requirements.
- .4 Certain reductions may be achieved in the safe manning complement by using GP ratings. However, a GP manning system must first be proposed to and approved by the Administrator, and the ratings must first be fully trained to Able Seafarer Deck and Able Seafarer Engine standards of qualification. Entry-level ratings and/or cadets cannot be included, except as trainees and as agreed with the Administrator. All ratings required by the MSMC must be qualified for GP-1 to allow any manning reduction.

### 3.3 Form of MSMC

- .1 The following information that specifies the minimum safe manning level will be included in the minimum safe manning document issued by the Administrator:
  - a. a clear statement of the vessel's name, port of registry, distinctive number or letters, IMO number, gross tonnage, main propulsion power, type and trading area, and if the vessel is classed for periodically unattended machinery spaces;
  - b. a table that shows the number and grades/capacities of the personnel that will be required to be carried, together with any special conditions or other remarks;
  - c. a formal statement by the Administrator that, in accordance with the principles and guidelines set out in Annexes 1 and 2 of IMO Assembly Resolution [A.1047\(27\)](#), the vessel named in the document is considered to be safely manned if, whenever it proceeds to sea, it carries not less than the number and grades/capacities of personnel shown in the document, subject to any special conditions stated therein;
  - d. a statement that outlines any limitations on the validity of the document by reference to particulars of the individual vessel and the nature of service in which it is engaged; and
  - e. the date of issue of the document together with a signature for and the seal of the Administrator.

- .2 The RMI MSMC conforms to the principles of IMO Assembly Resolution [A.1047\(27\)](#).
- .3 Due to the unique operation of MOUs and Oil Storage Vessels separate manning schedules have been developed for these.

#### 4.0 Minimum Safe Manning Applications

Applications for MSMCs are available on the [RMI website](#). If no suggestion is made, the MSMC will reflect the standard schedule according to the applicable section in Appendix A. For any changes to an MSMC, a new application form must be submitted.

The following application forms are available.

##### 4.1 All vessels except yachts and MOUs

- .1 The RMI Form [MI-336](#), *Application for Minimum Safe Manning Certificate*, is for all vessels except yachts and MOUs.
- .2 Ensure that all relevant spaces are completed with accurate information. The upper box must be fully completed. The information required in each space is apparent. If an item does not apply to the vessel, place an “N/A” in the space. The second box should be completed only for new registrations. The application must be completed and signed by the person appointed by the vessel Owner’s or Operator’s Company that has been appointed the designated person for the vessel.
- .3 If there are special considerations that may affect manning levels, they should be included on the form at the bottom of the second box where it says “Comments/Special operational considerations or vessel configurations that may affect manning.” This could include operations such as coastal or domestic trade, number of rooms and/or bunks on the vessel, the vessel’s intended port schedule, etc.

##### 4.2 MOUs

- .1 The RMI Form [MI-336MOU](#), *Application for Minimum Safe Manning Certificate – MOU* is for mobile offshore units and oil storage vessels. This form allows the operator to suggest a manning level for the unit for which the application is being submitted.
- .2 Note that a manning application for an offshore support vessel must be submitted on the [MI-336](#) form.
- .3 Ensure that all relevant spaces are completed.
- .4 If an item does not apply, place “N/A” in the space.

#### 4.3 Yachts

- .1 The [MI-336Y](#), *Application for Minimum Safe Manning Certificate – Yacht* is for all yachts, including private ones less than 3,000 GT, seeking to voluntarily comply with the manning requirements.
- .2 Ensure that all relevant spaces are completed.
- .3 If an item does not apply to the yacht, place an N/A in the space. The second box should be completed only for new registrations.
- .4 The application must be completed and signed by the yacht owner or the designated person for the vessel.
- .5 If there are special considerations that may affect the manning, they must be listed on a separate sheet and attached to the form. For example, this could be the operations area (meaning less than 60 nautical miles offshore), number of bunks on the yacht, etc.

#### 4.4 Submission Procedures

- .1 Applications for MSMCs should be submitted, along with the rest of the vessel documentation application forms, to the Administrator's regional office carrying out the registration. The MSMC will be issued through that office for invoicing with other registration documents.
- .2 Once received from the unit's operator, the regional office will forward the application to Seafarers' Documentation (SD) for review and compiling the MSMC. SD will then forward the completed MSMC to the regional office for issuance.
- .3 MSMCs are compiled in accordance with the standards in §3.0 of this Notice on a certificate that is signed either by an RMI Deputy Commissioner of Maritime Affairs or by both a Deputy Commissioner and a Special Agent. The regional office will advise SD which form is needed.

### ENFORCEMENT

#### 5.0 Port State Control

- 5.1 The STCW Convention, Regulation I/4, enables port State authorities to verify conditions on any vessel, particularly as 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 RMI certificate or provide documentary proof that an application for an endorsement has been submitted to the Administrator; and/or
  - .2 the numbers and certificates of the seafarers serving on board conform to the applicable safe manning requirements of the Administrator.

- 5.2 In accordance with section A-I/4 of the STCW Code, port State authorities may assess the ability of the seafarers of the vessel to maintain watchkeeping standards as required by the STCW Convention if there are clear grounds for believing that such standards are not being maintained because of any of the following having occurred:
- .1 the vessel has been involved in a collision, grounding, or stranding;
  - .2 there has been a discharge of substances from the vessel when underway, at anchor or at berth, which is illegal under any international convention;
  - .3 the vessel 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 vessel is otherwise being operated in such a manner as to pose a danger to persons, property, or the environment.
- 5.3 Regulation 2.7 of the Maritime Labour Convention, 2006 ([MLC, 2006](#)) requires ships to have a sufficient number of seafarers employed on board to ensure that they are operated safely, efficiently, and with due regard to security under all conditions, taking into account concerns about seafarer fatigue and the particular nature and conditions of the voyage. Port State Control (PSC) officers are entitled to verify that this is the case when there are grounds for carrying out a more detailed inspection.

## APPENDIX A – RMI Minimum Safe Manning Levels

### A.1.0 Manning Requirements for All Vessels (except Yachts)

#### A.1.1 Basic Requirements

APPLICATION	SCALE
All ships over 8,000 GT/3,000 kW Manned machinery spaces  Gas Carriers: same scale except for: Two Oiler/Motors or Able Seafarers Engine	Master Chief Mate Two Officers in Charge of a Navigational Watch (OICNWs) Radio Officer/GMDSS Three Able Seafarers Deck Two Ordinary Seafarers Chief Engineer First Assistant Engineer Two Officers in Charge of an Engineering Watch (OICEWs) Three Oiler/Motors or Able Seafarers Engine
All Passenger Vessels over 8,000 GT/3,000 kW	Master Chief Mate Two OICNWs Radio Officer/GMDSS Four Able Seafarers Deck Two Ordinary Seafarers Chief Engineer First Assistant Engineer Two OICEWs Two Oiler/Motors or Able Seafarers Engine

#### A.1.2 Exceptions

Entry-level ratings (junior ordinary seafarer, wiper, or General Purpose Trainee (GPT)) or any seafarer assigned as a cadet will not be acceptable as part of the basic minimum safe manning watchstanding complement.

### A.2.0 Manning Requirements for Yachts

#### A.2.1 General

To ensure that yachts are manned with sufficient personnel for the safe, efficient, and secure operation of the vessel when at sea, an MSMC is required for all RMI registered:

- .1 Commercial Yachts
- .2 Passenger Yachts (PAXYs)
- .3 Private Yachts Limited Charter (PYLCs)
- .4 Yachts Engaged in Trade (YETs)
- .5 Private yachts of 3,000 GT or more (beginning 1 September 2024)

## A.2.2 Manning Levels

The owner, or their representative, must ensure that:

- .1 their yacht is safely manned at sea in accordance with the MSMC by personnel who have been properly trained and certificated;
- .2 the Master and, where necessary, other members of the crew have proper certification, qualification, and adequate training and experience for the type and size of yacht concerned; and
- .3 when not at sea, (meaning when at anchor, alongside or laid up for a prolonged period) the yacht is adequately and appropriately manned to ensure that the appropriate level of safety, security, and environmental protection is maintained.
- .4 an assessment of the tasks, duties, and responsibilities of the yacht's crew required for its safe operation, for the protection of the marine environment, and dealing with emergency situations, has been performed;
- .5 an assessment of the numbers and grades/capacities in the yacht's crew required for the safe operation of the yacht, for the protection of the environment, and for dealing with emergency situations, including the evacuation of passengers where applicable, has been carried out;
- .6 the manning level is sufficient at all times and in all respects for safe operation, including peak workload periods;
- .7 in the event of any change to the operations, operational area, construction, machinery, or the yacht's equipment, which may affect the manning level a review must be done of the MSMC; and
- .8 all officers and ratings on commercial yachts, PAXYs, PYLCs, and YETs possess valid STCW documentation corresponding to their capacity as indicated on the MSMC.

## A.2.3 Appropriate Manning Categories (Levels)

There are three manning categories (based on the cruising area):

- .1 Category 0 – Unlimited;
- .2 Category 1 – Up to 150 nautical miles from safe haven; and
- .3 Category 2 – Up to 60 nautical miles from safe haven.

## A.2.4 Specific factors for determining manning requirements

Operators must evaluate these items to determine the applicable manning level category for a yacht.



- .1 Yacht-specific requirements, include:
- a. frequency of port calls, length and nature of the voyage;
  - b. operating area(s) waters and operation types in which the yacht is involved and any associated special requirements;
  - c. number, type, and power rating (in kW) of the main engine(s) and auxiliaries<sup>3</sup>;
  - d. size, type of yacht, equipment, and layout;
  - e. construction of yacht;
  - f. maintenance methods;
  - g. how the proposed crew will deal with various emergency situations that may arise; and
  - h. navigation duties and responsibilities as required by STCW, including:
    - (1) planning and conducting safe navigation;
    - (2) maintaining a safe navigational watch;
    - (3) maneuvering and handling the yacht in all conditions and during all operations; and
    - (4) maintaining security on board while in port.
- .2 Yacht-specific operations include:
- a. maintaining in operational condition the lifesaving, firefighting, and other safety systems, and the ability to muster and disembark passengers and nonessential personnel;
  - b. operating and maintaining watertight closing arrangements;
  - c. performing operations necessary to protect the marine environment;
  - d. undertaking administrative tasks required for the safe operation of the yacht; and
  - e. participating in mandatory safety drills and exercises.

---

3. For example: two main engines with a total power of 4000 kW would require an engineer certificated up to 2000 kW.

- .3 Marine engineering tasks and duties, including:
  - a. operating and monitoring the yacht's main propulsion and auxiliary machinery;
  - b. maintaining a safe engineering watch;
  - c. managing and performing fuel and ballast operations; and
  - d. maintaining the yacht's engine equipment, system, and services.
- .4 Electrical, electronic, and control engineering duties, including:
  - a. operating electrical and electronic equipment; and
  - b. maintaining electric and electronic systems.
- .5 Radio communications, including:
  - a. transmitting and receiving information using vessel communication equipment;
  - b. maintaining a safe radio watch; and
  - c. providing communications in emergencies.
- .6 Maintenance and repair, including carrying out maintenance and repair work to the yacht, its machinery, equipment, and associated systems, as appropriate.
- .7 Fulfill obligations and requirements of the International Ship and Port Facility Security (ISPS) Code, as applicable.

#### A.2.5 Applying for an MSMC

- .1 An application for an MSMC must be made by the owner, or their representative, to the Administrator using RMI Form [MI-336Y](#).
- .2 The Administrator may consider alternative arrangements to the manning levels outlined in the Minimum Manning Levels Tables in §A.2.7, §A.2.8, and §A.2.9 below. To do so, a clear and concise explanation must be submitted by the yacht owner of how the proposed manning level:
  - a. has been determined by the owner or their representative;
  - b. takes into account the guidance outlined in this Notice; and
  - c. takes account hours of work and rest necessary to safely operate the yacht at all times in accordance with international regulations.

- .3 When the manning level has been determined, an MSMC will be issued for the yacht which must be kept on board and be available for inspection by authorities, the Administrator, or its representative, when required.
- .4 In the event of any changes to the equipment, construction, or usage of the yacht which may affect the safe manning level, the owner, or their representative, is required to make application for the issuance of a new MSMC to the Administrator. An MSMC can be withdrawn if the owner or operator fails to notify the Administrator of any of the items listed.
- .5 Manning levels for sailing yachts will be evaluated on a case-by-case basis.

#### A.2.6 Manning Document

- .1 The original MSMC must always be kept on board.
- .2 The yacht is safely manned if, when it proceeds to sea, it carries not less than the number and grades or capacities for the personnel specified.
- .3 The tables in §A.2.9 and §A.2.10 provide the typical required manning levels for yachts. Where it is not reasonable and practicable to meet the requirements in these tables, alternative manning levels may be considered by the Administrator.
- .4 The tables in §A.2.11 and §A.2.12 provide manning requirements for yachts 3,000 Gross Tons or more.

#### A.2.7 Dual Certification

- .1 On a case-by-case basis, a master or a deck officer who also holds a recognized engine certificate may be authorized to satisfy a required engineering billet in addition to the deck billet on the MSMC.
- .2 This crew member must carry both certificates on board the yacht at all times.
- .3 In determining whether a dual role position is appropriate, the overall safe manning level of the yacht should be considered. Typically, this exception only occurs on PYLCs.

#### A.2.8 Crew Certification

For information on crew certification in the RMI, please refer to the RMI Requirements for Seafarer Certification ([MI-118](#)), §7.0.

## A.2.9 Commercial Yachts – Deck Department

Table A1					
DECK DEPARTMENT					
Category	Deck Personnel	Gross Tonnage			
		< 200 GT	200 – 349 GT	350 – 499 GT	500 – 2,999GT
<b>2</b> <b>&lt; 60 nm</b>	Master	1 – II/3	1 – II/3	1 – II/3	1 – II/2
	Mate	-	1 – II/3	1 – II/3	1 – II/2
	OICNW	-	-	-	-
	Deck Hand	1-STCW BST	1-STCW BST	1-STCW BST	2-STCW BST
<b>1</b> <b>&lt; 150nm</b>	Master	1 – II/3	1 – II/3	1 – II/3	1 – II/2
	Mate	1 – II/3	1 – II/3	1 – II/3	1 – II/2
	OICNW	-	-	-	-
	Deck Hand	1-STCW BST	1-STCW BST	2-STCW BST	2 -STCW BST
<b>0</b> <b>unlimited</b>	Master	1 – II/2	1 – II/2	1 – II/2	1 – II/2
	Mate	1 – II/2	1 – II/2	1 – II/2	1 – II/2
	OICNW	-	-	-	1 - II/1
	Deck Hand	1 -STCW BST	1-STCW BST	2-STCW BST	2-STCW BST

## A.2.10 Commercial Yachts – Engine Department

Table A2				
ENGINE DEPARTMENT				
Category	Engine Personnel	Propulsion Power		
		< 750 kW	750 – 2,999 kW	≥ 3,000 kW
<b>2</b> <b>&lt; 60nm</b>	Chief Engineer	-	1 – III/3	1 – III/2
	OICEW	-		-
	Engine Rating	-	-	-
<b>1</b> <b>&lt; 150nm</b>	Chief Engineer	-	1 – III/3	1 – III/2
	OICEW	-		1 – III/1
	Engine Rating	1-STCW BST	1-STCW BST	-
<b>0</b> <b>unlimited</b>	Chief Engineer	1 – III/3	1 – III/3	1 – III/2
	Second Engineer	-	1 – III/3	1 – III/2
	OICEW	-	-	1-III/1
	Engine Rating	-	1-STCW BST	1-STCW BST

Please note that these tables provide the typical required manning levels for commercial yachts. Where it is not reasonable and practicable to meet the requirements in the tables above, alternative manning levels may be considered by the Administrator.

### A.2.11 Yachts 3,000 Gross Tons or more Deck Department

<b>Table A3</b>			
<b>DECK DEPARTMENT</b>			
<b>Category</b>	<b>Deck Personnel</b>	<b>STCW Grade</b>	<b>Number</b>
<b>2</b> <b>&lt; 60nm</b>	Master	II/2	1
	Chief Mate	II/2	1
	OICNW (Deck)	II/1	-
	Deck Rating	II/4 or II/5	2
<b>1</b> <b>&lt; 150nm</b>	Master	II/2	1
	Chief Mate	II/2	1
	OICNW (Deck)	II/1	1
	Deck Rating	II/4 or II/5	2
<b>0</b> <b>unlimited</b>	Master	II/2	1
	Chief Mate	II/2	1
	OICNW (Deck)	II/1	2
	Deck Rating	II/4 or II/5	3

### A.2.12 Yachts 3,000 Gross Tons or more Engine Department

<b>Table A4</b>			
<b>ENGINE DEPARTMENT</b>			
<b>Category</b>	<b>Deck Personnel</b>	<b>STCW Grade</b>	<b>Number</b>
<b>2</b> <b>&lt; 60nm</b>	Chief Engineer	III/2	1
	1 <sup>st</sup> Assistant Engineer	III/2	1
	OICEW (Engine)	III/1	-
	Engine Rating	III/4 or III/5	1
<b>1</b> <b>&lt; 150nm</b>	Chief Engineer	III/2	1
	1 <sup>st</sup> Assistant Engineer	III/2	1
	OICEW (Engine)	III/1	1
	Engine Rating	III/4 or III/5	1
<b>0</b> <b>unlimited</b>	Chief Engineer	III/2	1
	1 <sup>st</sup> Assistant Engineer	III/2	1
	OICEW (Engine)*	III/1	2
	Engine Rating*	III/4 or III/5	3

\*If classed for periodically unattended machinery operation, one OICEW and one Engine Rating are not required for Category 0 operation.

### A.2.13 PYLCs

PYLCs of Categories 0 and 1 must comply with the commercial manning levels of the respective Category. (Capacities required by STCW as noted)

Table A5					
DECK DEPARTMENT					
Category	Deck Personnel	Gross Tonnage			
		< 200 GT	200 – 349 GT	350 – 499 GT	500 – 2,999GT
2 <60nm	Master	1 – II/3	1 – II/3	1 – II/3	N/A
	Mate	-	1 – II/3	1 – II/3	N/A
	OICNW	-	-	-	N/A
	Deck Hand	1 -STCW BST	1 -STCW BST	1 -STCW BST	N/A

Table A6				
ENGINE DEPARTMENT				
Category	Engine Personnel	Propulsion Power		
		<750 kW	750 – 2,999 kW	≥ 3,000 kW
2 <60nm	Chief Engineer	-	-	-
	Engineer	-	-	-
	Engine Rating	-	1 – MEOL*	1 – MEOL*

\*Non-STCW Capacity

### A.2.14 Capacities

#### .1 Deck

STCW Grade	Responsibilities
II / 2	Master or Mate, Oceans, 500 GT or more
II / 1;	Officer in Charge of a Navigation Watch (OICNW), Oceans, 500 GT or more
II / 3	OICNW, Near Coastal, not more than 500 GT
STCW BST	Having successfully completed approved STCW Basic Safety Training

#### .2 Engine

STCW Grade	Responsibilities
III / 2	Chief Engineer, 3,000 kW or more
III / 1	Officer in Charge of an Engineering Watch (OICEW,) 750 kW or more
III / 3	Chief Engineer, between 750 kW and 3,000 kW
STCW BST	Having successfully completed approved STCW Basic Safety Training
Marine Engine Operator License or equivalent (MEOL)	A yacht engineering certificate indicating at least 24 months sea time and advanced engine training including, but not limited to, basic safety training, proficiency in survival craft (or sea survival,) and advanced firefighting.

#### A.2.15 PAXYs (>8,000GT)

PAXYs over 8,000 GT must comply with the manning requirements in RMI MSMC Schedule 1 (PAX) which provides the typical required manning levels for passenger ships and is applicable to PAXYs. Where it is not reasonable and practicable to meet these requirements, alternative manning levels may be considered by the Administrator.

#### A.2.16 YETs

YETs must comply with the commercial yacht or passenger yacht requirements of this Notice and always maintain a valid YET MSMC (MI-282-10).

#### A.2.17 Private Yachts (<3,000GT)

Private yachts less than 3,000 GT are not required by the Administrator to carry a MSMC, unless they are a PYLC or a YET. However, a MSMC may be applied for voluntarily. In such a case, the MSMC will be issued at the corresponding commercial yacht levels.

#### A.2.18 Manning Requirements When Switching Registration Status

Commercial yachts and PAXYs may switch their registration status to a private yacht (PY) on a temporary basis at the sole discretion of the Administrator. Where a PY registration is temporarily issued, full manning must be maintained. This includes commercial manning levels and crew certification.

#### A.2.19 Yachts with Multiple Engine Configurations

The minimum required STCW kW limitation for engine officers (as listed on the MSMC) will be determined based on the single highest rated engine power in kW. This applies to RMI **yachts only**.

## APPENDIX B – Reductions from Basic Manning Levels

### B.1.0 Reductions

#### B.1.1 Deck Department

CATEGORY	APPLICATION	SCALE
<b>D/1</b>	Vessels over 5,000 GT but under 8,000 GT	Master Chief Mate Two OICNWs Radio Officer/GMDSS Three Able Seafarers Deck One Ordinary Seafarer
<b>D/2</b>	Vessels over 3,000 GT but under 5,000 GT	Master Chief Mate Two OICNWs Radio Officer/GMDSS Two Able Seafarers Deck Two Ordinary Seafarers
<b>D/3</b>	Vessels under 3,000 GT but over 500 GT	Master Chief Mate One OICNW Radio Operators(s)/GMDSS Two Able Seafarers Deck One Ordinary Seafarer
<b>D/4</b>	Vessels under 500 GT	Master Chief Mate Radio Operator(s) Two Seafarers
<b>D/5</b>	Offshore Service Vessels – any gross tons operating in near coastal waters	Master Chief Mate One OICNW Three Able Seafarers Deck NOTE: Manning levels may be increased for a vessel with a large operating area
<b>D/6</b>	Vessels engaged in special or unusual operations	By direction of the Administrator upon application

#### B.1.2 Engine Department

CATEGORY	APPLICATION	SCALE
<b>E/1</b>	Vessels over 3,000 kW and certified for periodically unmanned machinery spaces	Chief Engineer First Assistant Engineer Two Oiler/Motors or Able Seafarers Engine
<b>E/2</b>	Vessels under 3,000 kW but over 750 kW manned machinery spaces	Chief Engineer Two OICEWs Three Oiler/Motors or Able Seafarers Engine
<b>E/3</b>	Vessels under 3000 kW but over 750 kW and certified for unattended operation	Chief Engineer Second Assistant Engineer Two Oiler/Motors or Able Seafarers Engine



CATEGORY	APPLICATION	SCALE
<b>E/4</b>	Vessels under 750 kW and <b>not</b> equipped for unattended operation	Chief Engineer One OICEW Two Oiler/Motors or Able Seafarers Engine
<b>E/5</b>	Offshore Service Vessel (OSV) of any kW propulsion power operating in near coastal waters	Chief Engineer First Assistant Engineer (Second Engineer Officer) One OICEW Three Oiler/motors or Able Seafarers Engine
<b>E/6</b>	Vessels under 750 kW and certified for unattended operation	Chief Engineer Two Oiler/Motors or Able Seafarers Engine

### B.1.3 MOU – Reduced Levels

Schedule	Application	Underway	On Location or Field Move
<b>A</b>	Self Propelled MOU (not including DP units)	Master Chief Mate Two OICNWs Three Able Seafarers Deck Two Ordinary Seafarers  Chief Engineer 1 <sup>st</sup> Assistant Engineer Two OICEWs Three Oiler/Motors or Able Seafarers Engine	Offshore Installation Manager (OIM) Barge Supervisor Two Ballast Control Operators (BCOs) Two Able Seafarers MOU One Ordinary Seafarer MOU  Maintenance Supervisor Assistant Maintenance Supervisor  Two Oiler/Motors MOU
<b>DP</b>	Dynamically Positioned MOU	Master Chief Mate Two OICNWs Three Able Seafarers Deck Two Ordinary Seafarers  Chief Engineer First Assistant Engineer Two OICEWs Three Oiler/Motors or Able Seafarers Engine	Master OIM Chief Mate Two OICNWs Two Ballast Control Operators (BCOs) Two Able Seafarers MOU One Ordinary Seafarer MOU  Chief Engineer First Assistant Engineer Two OICEW Two Oiler/Motors MOU
<b>B</b>	Non-self-propelled Bottom Bearing Unit	OIM Two Able Seafarers MOU One Ordinary Seafarer	OIM Two Able Seafarers MOU One Ordinary Seafarer MOU
<b>C</b>	Non-self-propelled MOU (not including Self-Elevating Units)	OIM Barge Supervisor Two BCOs Two Able Seafarers MOU One Ordinary Seafarer	OIM Barge Supervisor Two BCOs Two Able Seafarers MOU

Schedule	Application	Underway	On Location or Field Move
<b>D</b>	Self-propelled Floating Production Oil Offloading Unit (FPSO)/ periodically manned machinery spaces	Master Chief Mate Two OICNWs Three Able Seafarers Deck Two Ordinary Seafarers  Chief Engineer First Assistant Engineer Two OICEWs Three Oiler/Motors or Able Seafarers Engine	Master or OIM Three Able Seafarers Deck  One OICEW Three Oiler/Motors or Able Seafarers Engine
<b>E</b>	Non-self-propelled Oil Storage Vessel	N/A	Master or OIM Three Able Seafarers Deck  One OICEW Three Oiler/Motors or Able Seafarers Engine
<b>F</b>	Non-self-propelled Unit – barge	OIM Two Able Seafarers MOU One Ordinary Seafarer MOU	OIM
<b>G</b>	Non-self-propelled unit – Floating Oil Installation (FOI)/FPSO/MOU (not including Non-self-propelled Bottom Bearing Units)	OIM Barge Supervisor Two BCOs Two Able Seafarers MOU One Ordinary Seafarer MOU	OIM Barge Supervisor Two BCOs Two Able Seafarers MOU
<b>H</b>	Self-propelled oil storage vessel- manned machinery spaces	Master Chief Mate OICNW Three Able Seafarers Deck  Chief Engineer First Assistant Engineer OICEW Three Oiler/Motors or Able Seafarers Engine	Master Three Able Seafarers Deck
<b>I</b>	Non-self-propelled unit – barge – floating load facility	N/A	Barge Supervisor
<b>J</b>	Self-Propelled Gas Liquefaction, Storage and Offloading Unit (FLNG)	Master Chief Mate Two OICNWs Three Able Seafarers Deck Two Ordinary Seafarers  Chief Engineer First Assistant Engineer Two OICEWs Three Oiler/Motors or Able Seafarers Engine	Master Two Able Seafarer Deck  Chief Engineer Two Oiler/Motors or Able Seafarer Engine
<b>CB</b>	Crew/work boats	Master Mate Deck Hand	N/A

<b>Schedule</b>	<b>Application</b>	<b>Underway</b>	<b>On Location or Field Move</b>
<b>FV</b>	Fishing Vessels	Skipper Mate Two Deckhands Chief Engineer Assistant Engineer Two Maintenance Personnel	N/A
<b>LH</b>	Line handling vessels	Coxswain Deckhand	N/A
<b>SP</b>	Special Purpose Vessel	Master Chief Mate/Towmaster Two OICNWs/Towmaster Three Able Seafarers Deck Chief Engineer	N/A

- Unless the manning specifically states MOU in Schedules A, DP, B, and C, the seafarers must be qualified in accordance with the STCW Convention regulations.
- None of the seafarers need to be certificated in accordance with STCW Convention regulations in Schedules CB, FV, and LH.