



Instruction to RO

No. 11 Manning surveys based on the HSSC Protocol 1988

1 Introduction

Article 2.4.1 of annex 1 to the agreement regulates the surveys performed by the RO's based on the HSSC Protocol 1988, as further detailed in IMO Resolution A.997(25), as may be amended.

Part of this resolution is that during several surveys (see below) the conditions regarding the manning of the ship and the manning documents are to be verified. Due to several detentions and an increase of manning related deficiencies, the Netherlands Shipping Inspectorate (NSI) requested the RO's to give more attention regarding this matter. The RO's requested for an instruction with a more detailed overview of what items to verify, resulting in this instruction.

2 Scope

This document contains instructions for RO's with regard to:

- checking that the ship's complement complies with the Minimum Safe Manning Document (SMD; SOLAS 74/88, reg.V/13(b));
- checking that the master, officers and ratings are certificated as required by the STCW Convention;
- checking that the master, officers and ratings, where applicable, hold the appropriate ships related STCW training as per STCW code chapter V/1.

3 Application

During the following surveys (all except initial) on RO-classed vessels, abovementioned items (ship's complement and certificates of competence) are to be verified (in case of a combination of surveys, the safe manning will only have to be verified once, to the full extent):

Code	Initial (I)	Annual (A)	Periodical (P)	Intermediate (In)	Renewal (R)
E Safety Equipment		X	X		X
C Safety Construction		X		X	X
R Safety Radio			X		X
P Safety Passenger					X
L Load Line		X			X
O IOPP		X		X	X
N Noxious Liquid Substances		X		X	X
D Dangerous Chemicals (COF)		X		X	X
G Liquefied Gases (COF)		X		X	X
S Sewage					X
A IAPP		X		X	X

4 Specific Netherlands' requirements

The manning act is a goal based legislative instrument. The Ministerial Decree on Safe Manning Systems took effect on 1 February 2002. The basic principle of Chapter 2, section 1 of the Maritime Crews Act is that the ships' manager bears primary responsibility for safe and environmentally responsible sea passage. The ship's manager also bears responsibility for establishing the minimum safe manning requirement. To acquire a SMD, the ship's manager has to



submit a Minimum Safe Manning Proposal to the NSI, which assesses the feasibility of said plan within the context of statutory regulations with regard to the environment, safety and working hours.

The master of the ship must have the Dutch nationality or the nationality of one of the members the European Economic Area (European Union + Norway, Iceland and Liechtenstein). If not the case, proof of permission or an exemption should be provided for. Also, regulations prescribe that all officers sailing aboard a vessel flying the flag of the Netherlands possesses a Dutch Certificate of Competency (CoC). The Netherlands issues to officers from other EU member states and countries with which it has concluded an agreement (see Annex I), a Dutch Certificate of Equivalent Competency (CEC) on the basis of their own national Certificate of Competency (for examples see Annex II). In general the Application Receipt (see annex III) as returned by the Inspectorate on receipt of an application for a CEC can serve as documentary proof and only on special request and for special circumstances a CRA (see annex IV) will be issued. In both cases the applicant is permitted to serve 3 months pending the issuance of an endorsement (CEC).

The Netherlands acknowledges the principles of a Maritime Officer as interpretation of STCW Convention, Chapter VII (reference is made on the CoC). A (First) Maritime Officer is in possession of an endorsement as (Chief Mate) Officer in charge of a navigational watch and (Chief Engineer) Officer in charge of an Engineering watch, and may be replaced as such (by two officers). To avoid confusion with PSCO in foreign countries, this is mentioned on the SMD as footnote on each table where maritime officers are applicable.

5 Verification if ship's complement complies with SMD

During abovementioned surveys the following items are to be checked:

- A valid original Minimum Safe Manning Document issued by the NSI is on board.....□

If not present, NSI should be contacted and be rectified before departure.

- The number and positions of the crew are in accordance with the number and qualifications as mentioned on the Minimum Safe Manning Document.....□

If not the case, shipowner should rectify this before departure or contact NSI for further advise.

6 Manning certificates

During abovementioned surveys the following items are to be checked:

- The Master of the ship has the Dutch nationality or the nationality of one of the members the European Economic Area (European Union + Norway, Iceland and Liechtenstein). If not the case, proof of permission or an exemption should be provided for.....□

If not the case, the shipowner should rectify this before departure, or contact NSI to apply for a dispensation.

- All officers are in possession of a Dutch Certificate of (Equivalent) Competency.....□

**A Certificate of Equivalent Competency may only be issued to officers who possess a valid STCW 95 'certificate of competency' issued in a country with whom the Netherlands has concluded an agreement to accept seafarers (see Annex I). When a foreign officer applies for a Dutch Certificate of Equivalent Competency (CEC) the Inspectorate accepts that in general the Application Receipt (see annex III) as returned by the Inspectorate on receipt of an application for a CEC can serve as documentary proof and that only on special request and for special circumstances a CRA will be issued. In both cases the applicant is permitted to serve 3 months pending the issuance of an endorsement (CEC).
If neither a CoC, CEC, Application Receipt or CRA is present the shipowner should rectify this for departure.**



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Environment

- In case of a Dutch Certificate of Equivalent Competency the reference number on the document matches the number of the original Certificate of Competency.....²

If not the case, NSI should be contacted and be rectified before departure.

- Masters, chief engineer officers, chief mates, second engineer officers and any person with immediate responsibility for loading, discharging and care in transit or handling of cargo on tankers shall have an endorsement for "(type of) tanker qualification"²

Masters and officers shall have an endorsement in their CoC or CEC stating "tanker qualification" in combination with the type of tanker (gas, chemical or oil; also see Annex V). Every rating who is so qualified shall be duly certificated. If the endorsement is not available or does not match the shiptype, NSI should be contacted and be rectified before departure.

- All qualified STCW ratings are in possession of a Certificate of Competency and seaman's book (may be issued by another country).....²

A Dutch Certificate of Competency (and seaman's book) is not compulsory for foreign ratings, provided they do possess a national Certificate of Competency. If qualified STCW ratings are not in the possession of the required documents this should be rectified before departure.

- All other ratings which do not require to have the STCW qualifications are in possession of a valid seaman's book.....²

A Dutch seaman's book is not compulsory for foreign ratings, provided they do possess a national seaman's book. If ratings are not in the possession of the required documents this should be rectified before departure.

NB. The signature of the Certificates of (Equivalent) Competency may differ. Older documents are signed by the Head of the Shipping Inspectorate, while the newer documents are signed with the Inspector-general Transport and Water Management Inspectorate. Both signatures are correct.

7 Procedure to be followed

Questions or verification

In most cases, any deficiencies related to the manning document result in a rectification of the deficiency before departure. In all other cases or in case of doubt, the Netherlands Shipping Inspectorate should be consulted, via the contact details below.

Human Environment and Transport Inspectorate Netherlands Shipping Inspectorate (Marine and Fishery)	
Manning certificates (CoC, CEC, CRA, Application Receipt, Seaman's book etc.)	Minimum Safe Manning Documents (complement of the ship)
KIWA	Section Manning Plans Tel: +31(0)70-456 4672 E-mail: nsi-manningplan@ilent.nl

Reporting

All (and only) deficiencies related to manning of the ship should be reported to NSI via nsi-manningplan@ilent.nl in a format up to the Recognised Organisations; If no deficiencies were found, this will not have to be reported.



Annex I EU member states and countries with which the Netherlands concluded an agreement

Most recent list to be consulted via: www.ilent.nl

Australia
Austria
Belgium
Bulgaria
Canada
Czech Republic
China
Croatia
Cyprus
Denmark
Germany
Estonia
France
Greece
Hong Kong
Hungary
Iceland
Ireland
India
Indonesia
Italy
Latvia
Liechtenstein
Lithuania
Luxembourg
Malta
New Zealand
Norway
Ukraine
Pakistan
Philippines
Poland
Portugal
Romania
Russian Federation
Singapore
Slovenia
Slovakia
South-Africa
Spain
Sweden
Switzerland
Turkey
United Kingdom
Vietnam



Annex II Example of Dutch Certificates of (Equivalent) Competency

To be updated

Annex III Automated Application Receipt

To be updated

Annex IV Example of a Confirmation of Receipt Application

To be updated

Annex IV Mandatory minimum requirements for the training and qualification of masters, officers and ratings on tankers

STCW Convention Annex Chapter V; regulation V/1

2 Masters, chief engineer officers, chief mates, second engineer officers and any person with immediate responsibility for loading, discharging and care in transit or handling of cargo shall, in addition to meeting the requirements of sub-paragraphs 1.1 or 1.2, have:

1. experience appropriate to their duties on the type of tanker on which they serve; and
2. completed an approved specialized training programme which at least covers the subjects set out in section A-V/1 of the STCW Code that are appropriate to their duties on the oil tanker, chemical tanker or liquefied gas tanker on which they serve.

3 Within two years after the entry into force of the Convention for a Party, seafarers may be considered to have met the requirements of sub-paragraph 2.2 if they have served in a relevant capacity on board the type of the tanker concerned for a period of not less than one year within the preceding five years.

4 Administrations shall ensure that an appropriate certificate is issued to masters and officers, who are qualified in accordance with paragraphs 1 or 2 as appropriate, or that an existing certificate is duly endorsed. Every rating who is so qualified shall be duly certificated.