

Application for a Minimum Safe Manning Document (MSMD)

Any document issued will reflect the minimum manning levels approved by the Authority. The document will not include personnel carried in the ship in excess of the approved minimum scale. Reference shall be made to BMA Marine Notices MN-015 & MN-018 which provide guidance relating to manning.

Section 1: Managers / Management Company's Details

Note: All correspondence relating to the minimum safe manning document will be made through this address, unless requested otherwise, the original e-copy of the MSMD will be emailed to this address.

Name of Manager / Management Company:	
Mailing Address:	
Telephone No.	
Email Address:	

Section 2: Vessel's General Particulars

Note: Enter N/A if any box is not applicable

Vessel's Name		Port of Registry	
IMO No.		Official No.	
Type of Vessel			
Length (metres) <small>As per the vessel's International Tonnage Certificate.</small>		Breadth (metres) <small>As per the vessel's International Tonnage Certificate.</small>	
Gross Tonnage <small>As per the vessel's International Tonnage Certificate.</small>		Trading Area	
No. of Cargo Tanks:		No. of Cargo Pump Rooms:	
No. of Holds:		Cargo Gear Type	
		Cargo Gear Number(s)	
Total No. of Persons on Board		No. of Liferafts	
		No. of Lifeboats	
Number of Marine Evacuation Systems (MES)		No. of Assembly Stations	
		No. of Rescue Boats	
		Number of Muster Teams	

Section 3: Machinery

Type of Main Engine			Total Propulsive Power (kW)			Periodically Unmanned E/R	
						Yes	No
Bridge Control		E/R Watch Alarm System			No. of Generators		
	Yes	No		Yes	No		
E/R Bilge Alarm System		E/R Fire Detection System			Fire Pumps Capable of Remote Operation		
	Yes	No		Yes	No	Yes	No

Section 4: Communications

GMDSS / Radio Installation										
A1	A2	A3	A4	N/A	If this application relates to an MOU, is it equipped with a radio installation capable of broadcasting a 'distress alert' or summoning assistance in case of emergency ⁴ ?					
						Yes		No		N/A
If the above question has been answered 'Yes', or a GMDSS Area selected, then indicate the person(s) designated as the radio operators ⁴ .										

Section 5: Mooring Arrangements

No. of Winches	Winch Type	How Many Persons Required For All Mooring Stations?

Section 6: Proposed Manning Scale

Capacity	Qualification ¹	Number ³	Number ³	Capacity	Qualification ¹	Number ³	Number ³
Master				Chief Engineer			
Chief Mate				Second Engineer			
Officer In Charge of a Navigational Watch				Officer In Charge of an Engineering Watch			
Able Seafarer (Deck)				Electro-Technical Officer			
Rating Forming Part of a Navigational Watch				Able Seafarer (Engine)			
Offshore Installation Manager (OIM)				Rating Forming Part of an Engineering Watch			
Barge Supervisor (BS)				Electro-Technical Rating			
Ballast Control Operator (BCO)				Maintenance Supervisor (MS)			
Other ²				Cook			
				Doctor			

- In the 'qualification' column enter the relevant STCW notation or the IMO Resolution Number as appropriate.
- In the 'other' category, enter the number of additional persons required to manage any operational or emergency situations taking into account 'Total Persons on Board'. These persons only need to have STCW training or instructions dependent on their assigned shipboard duties in respect of safety, security or environmental protection.
- There are two columns for putting the number for each capacity. If two different manning levels are proposed for different trading areas, then the number for the common trading area (e.g. Near Coastal Area) should be put in the left column and the number for the occasional trading area (e.g. Unlimited Area) should be entered in the right-hand column. If two columns are used, there needs to be a statement in Section 8 briefly explaining why different levels are required. If manning is required for only one area, then only one column need be used. If more than 2 manning levels are required, the additional manning can be detailed in Section 8.

- This question is primarily for Mobile Offshore Units (MOUs), such as FPSOs where the crew may not hold GMDSS Radio Qualifications, but still required to have dedicated radio operators. These personnel will need to be included in Section 6 as 'Others'.
- Vessel's equipped with a power plant capable of generating a power supply in excess of 1kV or subject to the requirements of the Polar Code, the IGF Code should have sufficient trained personnel onboard

Section 7: Additional Information

Does the Master take a Navigational Watch?				Does the Chief Engineer take an Engineering Watch?			
	Yes		No		Yes		No
Who acts as the vessel's designated Security Officer (if any)?							
How many persons have designated security duties, as per the vessels approved ship security plan and muster list ⁸ ?							
Who is responsible for the maintenance of the FFE & LSE ⁵ ?							
Who is designated for medical care / first aid onboard?							
Who is responsible for the Electrical, Electronic, Control & Computer Network System & Equipment?							
How many persons are required to operate the cargo handling gear (if applicable)?				How many persons are required to clean machinery spaces and to assist in the event of a breakdown?			
How many persons are required for hold / cargo tank cleaning (if applicable)?							

- FFE – Firefighting Equipment. LSE – Life Saving Equipment.
- If there is essential equipment onboard which requires onboard personnel and is not an STCW qualified engineer, then those personnel shall be included in 'Section 6' and must be trained for the duties they are required to perform.
- This number shall not exceed the total number of persons detailed in Section 6, but shall equal the number of persons required by the Ship's Security Plan & the vessel's Muster List.

Section 8: Any Other Factors

Any issue(s) not included in other sections but that are pertinent to the application shall be detailed below. Please confirm the correct entity to be invoiced for the Minimum Safe Manning Document. If no billing entity is detailed, we shall invoice to the company stated in 'Section 1' of this application. If a PO Number is required, the PO Number shall be entered here.

Failure to include this information may delay the issuing of the MSMD.

Section 9: Declaration

On behalf of the owners of the vessel, I hereby confirm that an assessment has been carried out taking into consideration the International & Flag State Requirements relating to the Minimum Safe Manning Document and the proposed manning is deemed to be the minimum for the vessel's safe operation, for its security, for the protection of the marine environment, and for dealing with emergency situations.

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE PARTICULARS GIVEN BY ME IN THIS FORM ARE CORRECT.

Signature		Full Name	
Position		Date	
Company			

The completed application should be submitted to stcw@bahamasmaritime.com