



## PORTS and MARITIME AFFAIRS

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### Directive No. STCW/01

### **SAFE MANNING DOCUMENT (SMD)**

Issued under the enabling power of the Ministerial Resolution 6/2001  
and including STCW 2010 Manila Amendments

#### 1. General:

Regulation V/14.1 of the International Convention for the Safety of Life at Sea 1974, as amended (subsequently referred to as SOLAS) requires every ship to be manned sufficiently and efficiently. Regulation V/14.2 of SOLAS requires every ship to which the regulation applies be provided with a Safe Manning Document (SMD). The Bahrain Maritime Code and the Merchant Shipping Regulations reflect the same requirement. The Training & Certification Regulations give further details.

#### 2. Requirements:

The PMA shall apply the requirement of SMD to the following:

- All ships engaged in international voyages;
- Other ships 500 GT and over;
- Offshore units whether mobile or stationary;
- All yachts of 24 meters in length and over (if they are 150 GT and over);
- Other ships or marine units may like to have a SMD on voluntary basis.

#### 3. Responsibilities of Companies:

In accordance with regulation I/14 of the International Convention on Standards of Training, Certification and Watch-keeping for Seafarers 1978 as amended (hereafter referred to as STCW) the company shall be responsible to ensure that



the ship is manned in compliance with SMD by qualified, certificated and medically fit seafarers.

It is for this reason that the PMA requires the company to apply for SMD proposing the appropriate level of manning they consider the vessel will require to be sufficiently and efficiently manned for safe navigation with security, routine maintenance duties and to meet any emergency situation bearing in mind the minimum period of rest to be given to each seafarer.

The company shall check and ensure the authenticity of all certificates and documents before forwarding to PMA for issue of Flag State Endorsements (FSE). The responsibility will rest with the company even if the documents are submitted on its behalf by a crewing agent or manning agent. This is because there is no legal entity for crewing agent or manning agent under STCW. Employment of a crewing agent is an internal matter of the company.

The company may require a seafarer or seafarers to be examined by its own nominated doctor even if they have medical certificates approved by the Administration. This is because it is the company which will have to bear ultimate responsibility for providing medical treatment to seafarers.

The company shall ensure that seafarers serving on passenger ships, tankers, High Speed Craft (HSC) and Off-shore units meet requirements for additional training, experience and certification.

The company and the master shall ensure that all persons joining a ship or unit (including those on supernumerary or short term repair crew) are given, immediately on joining the ship, appropriate Familiarization Training with respect to



the ship for emergency, safety, security and survival in addition to their respective duties and functions.

The company and master shall ensure that watch standards and arrangements as outlined in Chapter VIII and A-VIII of the STCW are maintained at all times. The period of rest as stipulated in Chapter VIII of STCW and ILO-180 shall be complied with and watch schedules shall be posted; and for others record shall be maintained of period of work/ rest in an easily verifiable manner.

The company and the master shall ensure that a copy of this Directive shall be carried onboard every Bahrain registered ship so that in foreign ports the Administration of the Port State can get to know the Flag State requirements applicable to the vessel in respect of manning.

**4. Ships with propulsion power of less than 750 kW:**

Such ships may not have a certificated engineer under STCW but must have at least one person, other than the master, trained and certified to operate the machinery.

**5. Manning based on Unattended Machinery Space (UMS):**

If the system does not operate for more than a week, in vessels of more than 3000 kW power, an additional watch-keeping engineer officer will have to be carried. The notation used by the classification society shall be taken as the determining factor.

**6. Employing Officers and Ratings with Alternative Certification:**

A company may find it prudent to have officers certificated under Chapter VII of the STCW because it would give the company the flexibility of employing them on ships depending on the requirement of deck or engineer officer. However, on a



particular ship at a particular time, an officer may only be employed in one identified capacity bearing in mind that employment of such officers on a ship shall not reduce the number of crew or lower the integrity of the profession and that the legal position and authority of the master shall not be adversely affected. Under no circumstances may a single officer be assigned the combined duties of the engine and deck watch-keeping officer.

Similarly dual purpose trained rating may be employed and their services may be utilized on deck or E/R duties as required except that they shall not constitute part of the Bridge and E/R Watch-keeping duties at the same time.

**7. Status of a trainee:**

The term Cadet, Apprentice, Assistant Engineer or Trainee Rating will include persons undergoing training but not yet qualified for a capacity identified in the SMD. The term Assistant Engineer has been clearly defined in STCW as a trainee engineer officer undergoing shipboard part of the training. None of these shall be shown in the SMD as a requirement. However, the company as a part of their policy may employ and carry them. All such persons shall be required to have Basic Training of STCW before joining a ship.

**8. Requirement for a Cook:**

In all cases where the total manning consists of seven or more persons, there shall be a dedicated cook. If the SMD does not show seven or more seafarers then the company may designate one person as Seaman-cook. If the person so appointed does not have a Ship's Cook certificate then the company shall ensure that the person has the necessary skill and experience.

**9. Requirement of a Doctor:**

The ship shall carry a doctor when it has on board 100 or more persons, engaged on voyages during which the ship may remain more than 36 hours steaming distance from a port with proper hospitalization facility. Off-shore units with 100 or more persons may be exempted from the requirement of a doctor if it is linked by a helicopter service that has access to a suitable medical facility.

A person may be employed as a doctor on a Bahrain registered ship provided s/he is duly licensed as a medical practitioner by appropriate authority in a STCW Party State where English is a common language.

Where there is no doctor on board, the master shall ensure that an adequately trained officer is available to provide medical care to seafarers in need under his/her direct supervision and in compliance with ship's Safety Management System (SMS). The master should seek additional medical assistance including Radio Medical Advice when so required.

**10. Manning of passenger ships:**

A company operating a passenger ship may employ additional catering staff such as cook, stewards and other non-marine crew such as shop-keepers, barbers, laundrymen etc. Such persons must be given Familiarization and Basic Training as applicable.

It will be necessary to appoint suitably trained persons in addition to that stipulated in the SMD to meet the requirements of the Emergency Muster List for guidance of passengers to their respective muster stations and subsequently to survival craft. All such persons must receive training stipulated in Chapter V as appropriate for



their respective duties. All survival craft must be manned by duly qualified persons as required under SOLAS and STCW.

One person with Global Maritime Distress and Safety System - General Operator's Certificate (GMDSS-GOC) shall remain in charge of communication duties for the entire duration of an emergency until the master gives the order for evacuation of the ship.

**11. Employment of additional seafarers by the company:**

A company may decide to employ more seafarers than that stipulated in the SMD. These seafarers shall be trained appropriate to their duties in addition to Basic Training for emergency, safety, security and survival.

There are a number of capacities that are not identified in STCW and as such the SMD issued to the ship may not have any reference to them. The company may employ Refrigeration Engineer, Air-conditioning Engineer, Carpenter, Plumber or other persons with specialized skill. It will be for the company to decide on their qualification and experience but persons so employed must complete Basic Training before joining the ship and receive Familiarization training immediately on joining the ship.

For employment of seafarers in addition to those stipulated in the SMD, the ship must have appropriate accommodation and certified life-saving capacity.

**12. Vessel not engaged in normal trade:**

When a vessel is laid up, normal operational manning may be reduced appropriate to the situation and circumstances. Such reduction should be considered with full approval of the local authority in addition to the Flag Administration. The PMA



recommends that a master or other suitably qualified person remains in charge, with sufficient number of trained persons to meet any emergency situation. In such circumstances, communication must be maintained with local authority so that further assistance may be obtained immediately when required.

Off-shore units that spend prolonged periods on one location may be issued with a SMD that reflects the variable status of that unit.

**13. Additional security duties and responsibilities:**

One appropriately trained person shall be designated as the Ship's Security Officer (SSO) as required under ISPS Code of the SOLAS. This does not prevent the company from designating the master as the SSO or to appointing a dedicated Security Officer.

The SSO shall meet the training and experience requirement of regulation VI/5 of STCW. S/he shall be answerable to the master, if that person is not the master, on all security matters. The SSO shall maintain liaison with Company Security Officer (CSO) and Port Security Officer in compliance with SMS.

**14. Exceptional circumstances (Exemption/ Dispensation):**

In exceptional circumstances where the manning level falls below that of the SMD e.g. due to crew illness, unexpected repatriation on compassionate grounds etc., the vessel may, as measure of force-majeure, sail with one person less until it reaches the next port. Where the vessel has shortage of more than one person then specific prior approval must be obtained from the PMA.

In all such cases the master will have to ensure (in consultation with the chief engineer where the shortage relates to an engineer officer) continuity of watches by duly qualified persons without affecting the minimum period of rest.



The circumstances must be duly recorded in the Official Log Book (OLB) and PMA must be immediately notified. This provision to sail short of one person shall not apply for the capacities of master or chief engineer.

Where the shortage relates to chief mate or second engineer, a dispensation under Article VIII of the STCW must be obtained in favor of person next in seniority. Where the person next in seniority does not hold a certificate but the company feels s/he can for the time being keep watches, it shall forward all his/ her documents to the PMA for consideration for issue of a Dispensation.

**15. Application for SMD:**

When submitting an application for a SMD, the company shall provide the following details of the ship/ unit.

- Name & IMO Number;
- Gross Tonnage & Propulsion Power;
- Available accommodation & LSA (as per Safety Equipment Certificate);
- Degree of automation – machinery/ moorings;
- Intended area of operation;
- Proposed manning level.

**16. Issue of SMD:**

The PMA shall consider each application in the light of international instruments in force (ILO-180, SOLAS, STCW, A.1047(27) and A.891(21) as amended or replaced) and then shall issue a SMD when it is satisfied that the manning shall meet the intended goals.





The PMA may increase the level of manning than what is suggested by the company/ operator if considered necessary. The PMA shall normally not reduce the manning level from what is suggested by the company.

Notwithstanding the SMD, if the company finds it difficult to provide minimum period of rest after meeting all essential duties and functions then the company must increase the manning level and notify the PMA.

The ship shall not proceed to sea to undertake a voyage (except for exemption provision in this Directive) unless she is manned at the minimum in compliance with the SMD

**17. Validity of SMD:**

A safe Manning Document (SMD) issued to a ship by the PMA shall remain in force for a period of one year from the date of issue provided there is no change of name or any major alteration or modification of the ship

**18. Annexes:**

Annex A shows a specimen of SMD and Annex B shows the reverse of the SMD.

**19. The present Directive supersedes the Directive Number 1, which was published by the President of Customs and Ports on 24th October 2001.**

**Hassan Ali Al Majed**

Undersecretary for Ports and Maritime Affairs

16<sup>th</sup> August 2016



ANNEX – A

PORTS and MARITIME AFFAIRS

MINIMUM SAFE MANNING DOCUMENT

Issued in compliance with Regulation V/14 of SOLAS 74 as amended,  
IMO Resolution A.1047 (27) and Bahrain Directive No. 1 on Safe Manning Document

NAME OF SHIP	OFFICIAL NUMBER	IMO NUMBER	CALL SIGN
PORT OF REGISTRY	TYPE OF SHIP	GROSS TONNAGE	PROPULSION POWER
Bahrain			
PERIODICALLY UNATTENDED MACHINERY SPACE		OPERATING COMPANY	
TRADING AREA			

The Ports and Maritime Affairs hereby certifies that the ship named in this document is considered to be safely manned when going to sea, the ship has not less than the number and grades of personal specified in the table below.

OFFICERS			RATINGS		
Capacity	STCW Reg.	No.	Capacity	STCW Reg.	No.
Master	II/2 or II/3		Able Seafarer (Deck)	II/5	
Chief Mate	II/2		Able Seafarer (E/R)	III/5	
OOW (Deck)	II/1 or II/3		Nav. W/Rating	II/4	
Chief Engineer	III/2 or III/3		E/R W/Rating	III/4	
2 <sup>nd</sup> Engineer	III/2 or III/3		Electro-tech. Rating	III/7	
OOW (Engine)	III/1		Doctor	VI/I	
Electro Technical Officer	III/6		Cook	VI/I	
			Others		
<b>Total:</b>					

**SPECIAL CONDITIONS (if any):**

Issued at : Bahrain on dd / mm / yyyy

Date of Expiry: dd / mm / yyyy

Signature: .....

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**ANNEX - B**

**Special conditions:**

1. This document provides minimum safe manning to undertake a voyage.
2. Where SMD is based on UMS, an extra w/keeping engineer shall be carried if UMS not operational for a week or more.
3. The company may employ more crew than stipulated in SMD provided there are appropriate accommodation, life-saving devices and Basic Training given.
4. If the vessel is laid up or otherwise non-operational then the company may reduce manning to the extent agreed by local authority.
5. The vessel may sail to the next port with one crew less under certain exceptional circumstances provided the ship has two deck and two engineer officers which must include master, chief engineer and two GMDSS operators.
6. On passenger ships the company will employ such number of suitably trained additional persons as required to meet the requirement of Emergency Muster List.
7. The company shall ensure that there are sufficient numbers of duly qualified persons to take charge or assist in the survival craft.
8. For service on passenger ships, tankers and HSC, officers and ratings must possess documents relating to additional training and experience.
9. In respect of Off-shore unit, the principles of A-891(21) shall be followed.
10. For any query or clarification please contact PMA.



ANNEX - C

CAPACITY UNDER STCW 2010 MANILA Amendments

#	CAPACITY	STCW Reg
1	Master (unrestricted)	II/2
2	Master on ships between 500 GT and 3000 GT	II/2
3	Master on ships less than 500 GT on unrestricted voyages	II/2
4	Master on ships less than 500 GT on Near-coastal voyages	II/3
5	Chief Mate (unrestricted)	II/2
6	Chief Mate on ships between 500 GT and 3000 GT	II/2
7	Officer in charge of a Navigational Watch (OOW)	II/1
8	Officer in Charge of Navigational Watch on ships less than 500 GT on near-coastal voyages	II/3
9	Rating forming part of a Navigational watch	II/4
10	Able Seafarer (Deck)	II/5
11	Chief Engineer Officer (unrestricted)	III/2
12	Chief Engineer Officer on ships not exceeding 3000kW in propulsion power	III/3
13	Second Engineer Officer (unrestricted)	III/2
14	Second Engineer on ships not exceeding 3000 kW in propulsion power	III/3
15	Officer in charge of an Engineering Watch	III/1
16	Engine-room Watch-rating (Rating forming part of Engine-room Watch)	III/4
17	Able Seafarer (Engine)	III/5
18	Electro-technical Officer	III/6
19	Electro-technical Rating	III/7