

Category: Instruction no.: 1-2018

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Authorized by:

Signature:

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Supervision of manning, qualifications and operating arrangements

1. Purpose

- 1.1. Based on a ship owner's application supported by a documented analysis and proposal on the safe manning of a specific ship, the Norwegian Maritime Authority (NMA) will consider if the proposal is appropriate for the safe manning of the specific ship, and if satisfied, subsequently issue a Safe Manning Document accordingly.
- 1.2. ROs' shall check the manning on delegated ships. The aim of the survey is to verify that relevant personal certificates of competency and proficiency and CRAs are available, valid and meet the minimum requirements of the Safe Manning Document.
- 1.3. Furthermore, the survey shall verify the proper function and operation of equipment that shall be operable as a prerequisite and condition for the NMA's issuance of the Safe Manning Document.

2. Application

2.1. IC 1-2018 applies to:

- 2.1.1. classed cargo ships registered in NOR or NIS, with gross tonnage 500 and above
- 2.1.2. classed passenger ships registered in NIS.

2.2. Ships to which annex I to the Agreement apply:

- 2.2.1. The survey of manning and qualifications stated in paragraph 7.1 below, shall be carried out in conjunction with the initial, annual, periodical and renewal surveys of the Cargo Ship Safety Equipment Certificate, or the initial and renewal surveys of the Passenger Ship Safety Certificate.

2.2.2. The survey of operating arrangements stated in paragraph 7.2 below, shall be carried out at the initial surveys of the respective certificates.

2.3. Cargo ships to which annex II to the Agreement apply:

2.3.1. The survey stated in paragraph 7.1 below, shall be carried out in conjunction with the annual and periodical surveys of the Cargo Ship Safety Equipment Certificate.

3. References

- 3.1. Agreement of 1 June 2002 between the Ministry of Trade, Industry and Fisheries and ROs concerning surveys of ships registered in a Norwegian ship register (the Agreement).
- 3.2. STCW Convention and the STCW Code part A, cf. Regulations of 22 November 2011 No. 1523 on qualifications and certificates for seafarers.
- 3.3. SOLAS 1974 Reg. V/14, cf. Regulations of 18 June 2009 No. 666 on the manning of Norwegian ships, sections 4, 8, 9 and 10.
- 3.4. Regulations of 15 September 1992 No. 704 on operating arrangements on Norwegian ships, sections 7 to 12.
- 3.5. SOLAS 1974 Reg. IX/3, cf. Regulations of 5 September 2014 No. 1191 on a safety management system for Norwegian ships and mobile offshore units.
- 3.6. A.Res.1120(30) Survey guidelines under the Harmonized System of Survey and Certification (HSSC), 2017.

4. Definitions

N/A

5. Background

- 5.1. With the Entry into Force (EIF) of the MLC, 2006 on 20 August 2013, parts of the check lists attached to IC 4-2004 became redundant.
- 5.2. Shipboard working arrangements and records of hours of rest of seafarers are checked in conjunction with MLC inspections. The model forms in IC 4-2004 (repealed) on shipboard working arrangements and records of hours of rest of seafarers, are therefore not continued as parts of IC 1-2018.
- 5.3. It is the NMA's understanding that Masters of ships use computer programs (databases) to store records which contain the details of the crew's qualifications and personal certificates required to be held by the respective positions which make up the crew complement. The model format of Summary of Qualifications

of Ship's Personnel shown in IC 4-2004 (repealed), is therefore not continued in IC 1-2018.

6. Repeal

6.1. IC 1-2018 on supervision of manning, qualifications and operating arrangements repeals IC 4-2004 on Supervision of Manning, Qualifications and Maritime employment, Working Arrangements and Rest Hours and survey of Operational Arrangements.

7. Item

7.1. Control of Manning and Qualifications

- 7.1.1. The RO shall verify that the crew composition set out in the Safe Manning Document is met, and that the regulations are satisfied. A manning survey check list as modelled by the NMA shall be used, ref. Attachment 1 – "Manning Survey Check List".
- 7.1.2. RO shall verify that the manning of the ship holds the appropriate qualifications as required by the STCW Convention and the STCW Code part A.
- 7.1.3. The NMA requires an up-to-date record of certificates and qualifications for all officers and crew members to be kept on board.
- 7.1.4. Original certificates of competencies and proficiencies, Certificates of Receipt of Application (CRAs) shall be readily available for control.
- 7.1.5. The surveyor shall base the control on records presented and carry out spot checks of the documents.

7.2. Survey of equipment which shall be operable (operating arrangements) as a prerequisite and condition for the NMA's issuance of the Safe Manning Document

- 7.2.1. On ships navigating without a person at the helm, the automatic pilot system including off-course alarm and the internal communication system shall be surveyed, function-tested and approved by the RO, cf. the check boxes on the Safe Manning Document issued by the NMA.
- 7.2.2. For ships maintaining a one-man watch in the engine room, the personnel alarm shall be surveyed, function-tested and approved accordingly, cf. the appropriate check box on the Safe Manning Document issued by the NMA.
- 7.2.3. For ships periodically operating with unmanned machinery spaces (UMS), the presence of an UMS alarm system shall be verified, cf. the appropriate check box on the Safe Manning Document issued by the NMA.

- 7.2.4. Operating arrangements not approved by the NMA shall be surveyed according to a check list, cf. Attachment 1, Annex 1 “Operating Arrangements Check List” modelled by the NMA.
- 7.2.5. The survey required in paragraph 7.2.4, shall also be performed when or if requested by the ship owner or the Master of the ship.
- 7.2.6. The check list outlined in Attachment 1, Annex 1 to IC 1-2018, shall be completed by the RO’s surveyor.
- 7.2.7. After satisfactory verification, the RO shall issue a letter of approval to the owner. A copy of the approval letter shall be sent to the NMA.
- 7.2.8. During subsequent manning surveys, the operating arrangements shall be function-tested only. If some of the functions are inoperable, the ship’s manning shall be increased as specified in the NMA issued cover letter which accompanies the Safe Manning Document.

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Attachment 1: Safe Manning Survey Check List and its Annex 1