NOTA MAKLUMAT DAN PANDUAN MERIN
MARINE INFORMATION AND GUIDANCE NOTE

NMPM 51 /2004

JABATAN LAUT SEMENANJUNG MALAYSIA
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Garispanduan Bagi Permohonan Dokumen ATAU Perakuan Keanggotaan Selamat.

Guidelines For Application Of Safe Manning Document OR Certificate.

Pemakluman kepada Pemilik Kapal, Agensi Perkapalan, Nakhoda, Pegawai-Pegawai kapal serta mereka yang terlibat di dalam aktiviti perkapalan.

Information to Shipowners,Shipping Agents, Master, ship's officers and those concerned in shipping activities.

Kaedah – Kaedah Perkapalan Saudagar (Keanggotaan, Waktu Kerja dan Pengawasan) 1999; Ketetapan SOLAS – Peraturan 13,Bab V dan juga Resolusi IMO A.890 (XXI) adalah dirujuk.
Merchant Shipping (Manning, Hours Of Work and Watchkeeping) Rules 1999; SOLAS Convention – Regulation 13,Chapter V and IMO Resolution A.890 (XXI) is referred.

1. Dokumen atau Perakuan Keanggotaan Selamat adalah merupakan dokumen statutori yang dikeluarkan oleh Jabatan Laut Semenanjung Malaysia. Mengikut keperluan Kaedah-Kaedah Perkapalan Saudagar (Keanggotaan, Waktu Kerja dan Pengawasan) 1999, kapal-kapal yang berdaftar hendaklah membawa dokumen atau perakuan keanggotan selamat yang sah sebelum memulakan pelayaran untuk mempastikan operasi kapal yang selamat dan pencegahan pencemaran dari kapal.

1. Safe Manning Document or Certificate is a statutory document which is issued by The Marine Department of Peninsular Malaysia. In accordance with Merchant Shipping (Manning, Hours Of Work and Watchkeeping) Rules 1999, any registered ships shall carry a valid safe manning document or certificate prior to commence a voyage in order to ensure that the safe operation of, and the prevention of pollution from the ships.

2. Dokumen Keanggotan Selamat dikeluarkan bagi kapal-kapal berdaftar yang mempunyai berat tanan kasar 500 GT atau lebih. Manakala Perakuan Keanggotaan Selamat dikeluarkan bagi kapal-kapal berdaftar yang mempunyai berat tanan kasar kurang daripada 500 GT.

2. Safe Manning Document will be issued to the registered ships of 500 GT or more. Registered ships of less than 500 GT will be issued the Safe manning Certificate.

3. Permohonan dokumen ini boleh dilakukan di Pejabat-Pejabat Laut Wilayah termasuk Sabah dan Sarawak dengan menggunakan borang seperti di **Lampiran 1(A-D)**. Salinan dokumen-dokumen berikut hendaklah dikemukakan bersama borang permohonan semasa membuat permohonan:

*3. This document can be applied at Regional Marine Offices in Peninsular Malaysia as well as Federal Territory of Labuan, Sabah and Sarawak by using an application form as in the **Attachment 1(A-D)**. When submitting application, the following documents should be forwarded:*

3.1 Permohonan Baru

i. Sijil Pendaftaran Kapal
ii. Pelan Susunan Am
iii. Pelan Melepaskan Diri (Kapal Penumpang sahaja)
iv. Pelan Peralatan dan Penambat
v. Pelan Susunan Bilik Enjin
vi. Pelan Susunan Perkakas Dek
vii. Perakuan UMS
viii. Rekod Waktu Kerja Anak Kapal

3.1 New Application

i. Certificate of Malaysian Registry
ii. General Arrangement Plan
iii. Evacuation Plan(Passenger Vessel Only)
iv. Equipment & Mooring Plan
v. Engine room Layout Plan
vi. Deck Machinery Layout Plan
vii. Unmanned Machinery Space Certification.
viii. Working Hours Schedule For Ship's Master and Seamen

3.2 Permohonan Pembaharuan

i. Dokumen atau Perakuan Keanggotaan Selamat yang telah luput.
ii. Sijil Pendaftaran Kapal

3.2 Renewal Application

i. Expired Safe Manning Certificate.
ii. Certificate Of Registry

3.3 Permohonan Pemindaan

3.3 Application For Amendments

i. Dokumen atau Perakuan Keanggotaan Selamat sediada

ii. Sijil Pendaftaran Kapal

3.4 Permohonan Penggantian

i. Laporan polis

ii. Dokumen atau Perakuan yang rosak (jika berkenaan) atau tercemar

4. Dalam mengemukakan permohonan untuk mendapatkan Dokumen atau Perakuan Keanggotaan Selamat, pihak Syarikat Perkapalan atau Agensinya hendaklah menetapkan cadangan tahap keanggotaan selamat minima bagi penilaian Jabatan sebelum dokumen atau perakuan tersebut dapat dikeluarkan. Panduan bagi penyediaan cadangan adalah seperti di **Lampiran 2(a-b)** dan **Lampiran 3(a-d)**.

5. Sebelum Dokumen atau Perakuan Keanggotaan Selamat dapat dikeluarkan, pihak Jabatan akan menjalankan pemeriksaan keatas kapal yang berkenaan sebaik permohonan diterima dan pihak syarikat akan diberitahu melalui surat resmi. Oleh itu semua permohonan hendaklah sampai di Ibu Pejabat Laut , Pelabuhan Kelang bagi tempoh satu (1) bulan sebelum dokumen berkenaan diperlukan.

6. Bayaran fi bagi permohonan Dokumen

i. Existing Certificate Of Safe Manning.

ii. Certificate Of Malaysian Registry

3.4 Application For Replacement

i. Police Report.

ii. Defaced or Defective Safe Manning Document (if Applicable)

4. Whilst submitting an application for a Safe Manning Document or Certificate, shipping companies or their appointed representative shall propose a minimum safe manning level for evaluation by the Department prior to the issuance of the document or certificate. Guidelines for the proposal of minimum manning level will be in accordance with ***Attachment 2(a-b)*** *and* ***Attachment 3(a-d).***

5. T*he department will conduct an inspection of the vessel upon receipt of the application. Application are to reach Marine Headquarters, Port Klang at least 1 month before the due requirement of the document.*

6. The fee for applying for Safe Manning

atau Perakuan Keanggotaan Selamat adalah sebanyak RM 200.00. Bagi Perakuan Keanggotaan Selamat untuk kapal di pelayaran domestik adalah sebanyak RM 100.00. Bayaran fi bagi mengeluarkan Dokumen atau Perakuan Keanggotaan Selamat bagi tujuan selain daripada di atas adalah sebanyak RM 50.00.

Document or Certificate is RM 200.00. For Domestic Safe Manning Certificate the fee is RM 100.00. The fee for all other types of application of Safe Manning is RM 50.00.

7. Tempoh sahlaku bagi Dokumen atau Perakuan Keanggotaan Selamat ini adalah lima (5) tahun.

7. The validity period for Safe Manning Document or Certificate is of a period up to 5 years.

8. Panduan bagi tahap keanggotaan bagi pegawai dek dan enjin adalah seperti di **Lampiran 4(a-d)**.

*8. Guidance for Manning Levels for both Deck and Engineering Officers are as **Attachment 4(a-d)**.*

Ketua Pengarah Laut/*Director General of Marine*
Tarikh/*Date*: 25 March 2004/ *25 March 2004*

Lampiran 1a

APPLICATION FOR SAFE MANNING DOCUMENT OR CERTIFICATE

(Note: The complete application form together with the appropriate plans should be forwarded to The Regional Marine Department Offices)

Application for a Safe Manning Document/Certificate for the following Malaysian registered ship:

Ship Name	Port of Registry	Official Number	Year of Build

Name and Address of Owner	Name and Address and Status of Application (if not the Owner)

Type of Ship	Unusual Characteristic or Special Features of Ship. If tanker see (3) below	Tonnage		Principle Dimension LOA x B x D
		Gross	Max. Summer Dead Weight	

Area of Operation for which certificate is required (Tick where relevant)		Type of Manning System. (Tick where relevant)	
(a) Domestic Voyage		(a) Conventional	
(b) Near Coastal Voyage		(b) General Purpose	
(c) Unlimited Voyage		(c) Inter-Departmental Flexibility	
If restricted area, please mention:		(d) Other System	

Number of Lifeboats	Type of Davits	Number of ILR	Number of ILR Davits	Number of Rescue Boat	Number of Passenger

Particular of Hatch Covers & Cargo Gear	Particular of Internal Communication	External Communication	
		(a) W/T	
		(b) R/T	
		(c) VHF	

Number of Main Engines	Type of Engines	Registered Power (KW)	Number of Engine Room Spaces
Non-Automatic Boiler Fitted	UMS Certificates	Bridge control	Approved Engine Room Watch Alarm System
* Yes / No	* Yes /No	* Yes / No	* Yes / No

* Delete as appropriate

Lampiran 1b

Brief description of daily operational work in engine room.

Documents submitted with this application forms:	
Certificate of Malaysian Registry…….	
Evacuation Plan (Passenger Ship Only)…….	
Mooring and Equipment Plan ……..……..	
General Arrangement Plan ……..……..	
Engine Room Layout Plan ……..……..	
Deck Machinery Layout Plan ……	
UMS Certification ……..…	
Working Hours Schedule For Ship's Master and Seamen…….	

Proposed Manning Particular

Deck Manning		Engine Manning	
Rank	Number	Rank	Number
Master		Chief Engineer	
Chief Officer		Second Engineer	
Watchkeeping Officer		Watchkeeping Engineer	
Watchkeeping Deck Rating		Watchkeeping Engine Rating	
Deck Rating		Engine Rating	
Catering Rating			

Sign on behalf of Owner(s)

……

Date: ……..

EXPLANATORY NOTES ON APPLICATION FORM FOR
SAFE MANNING DOCUMENT

Please read these notes carefully before filling the application form. If further assistance is required, enquiries may be made at the Department's office.

1. Type of ship: State whether the ship is a cargo ship, tanker or passenger ship.

2. Unusual characteristics or special features: state any special features of the ship which would affect its total manning;
(eg. Cable laying ship, storage tanker, car carrier, gearless container ship, OBO, etc.)

3. Description of valve and tank cleaning equipment: State the type of tanker and give a brief description of the valves and tank washing equipment on board;
(eg (i) conventional product tanker, valves operated manually, portable cleaning machines. (ii) crude oil tanker, hydraulic valves operated from cargo control room, fixed tank cleaning machine, etc.)

4. Area of operation: State whether the ship is on Domestic, Near Coastal or Unlimited articles. In case of ships plying between fixed port, state name of the port; (eg. Singapore/Bangkok/Manila etc.)

5. Type of manning: State the type of manning system to be employed on the ship as explained below:

   (i) Conventional Crew: In ships manned with conventional crew normal shipboard operations are carried out by the separate department; (eg. All engine room work is performed by the ratings of the engine department).

   (ii) General Purpose: Ratings are deployed in the engine and the deck department. The ratings who are required to keep bridge watch as lookout/helmsman should be medically fit to perform the duties.

   (iii) Inter-department flexibility: Ratings work normally in the concerned department like the conventional crew. However, during peak periods in a certain department the rating from the other department assist; (eg. During mooring engine rating assist the deck department).

   (iv) Cadet ships: Training ships where the ships manned by deck and/or engine cadet instead of regular ratings.

   (v) Others: In case of any other system of crew deployment please give a description of the system.

6. Number of Lifeboat/Liferafts and type of davits: State the number of and the type of davits. In case of liferafts which do not require davits state so; (eg. 2 gravity type davits and lifeboats, 20 men liferafts no davits).

7 Particulars of Hatch Cover and cargo gears: Give a brief description of the hatch cover and cargo gear on board. Also state the number of persons required to operate it and if operated by shore personnel state so; (eg. wooden hatch cover, pontoon type operated by shore cranes, hydraulic operated by 2 person etc. Particulars of cargo gear like cranes, derricks, no gear etc.).

8. Type of internal communications: State method for calling crew for watch, for communications with forward and aft stations during moorings and in emergency stations; (eg. Inter-com systems, telephones in individual cabins, hand held portable radios etc.)

9. Number of engine room spaces under surveillance: State the number of compartments; (eg. 1 engine room space and 1 boiler flat etc.).

10. Brief description of daily operational work: Give a brief description of the daily routine work which would assist in determining the manning; (eg. Purifiers whether self cleaning; boilers auto fired etc.).

11. Proposal manning of the ship: State the number of deck/engine officers and ratings proposed to be employed on board. In case of certificated officers, state the grade of the certificate of competency held by them.

eg: Deck Department :
1 - Master Unlimited Voyage;
1 – Chief Mate Unlimited Voyage;
2 – Officer In-charge of navigational watch;
3 – Watchkeeping Deck Rating;
3 – Deck Rating

Engine Department :
1 – Chief Engineer Officer Unlimited Voyage;
1 – Second Engineer Unlimited Voyage;
2 – Officer in-charge of an engineering watch;
3 – Watchkeeping Engine Rating;
3 – Engine Rating.

Note: The IMO Resolution does not stipulate that catering ratings are to be included in the manning certificate. However for our records ship owners are advised to state the number of catering ratings they propose to employ.

Lampiran 2a

PRINCIPLES OF SAFE MANNING

1. The following principles should be observed in determining the minimum safe manning of a ship:

.1 the capability to:

.1.1 maintain safe navigational, engineering and radio watches in accordance with regulation VIII/2 of the 1978 STCW Convention, as amended, and also maintain general surveillance of the ship;

.1.2 moor and unmoor the ship safely;

.1.3 manage the safety functions of the ship when employed in a stationary or near-stationary mode at sea; .

.1.4 perform operations, as appropriate, for the prevention of damage to the marine environment;

.1.5 maintain the safety arrangements and the cleanliness of all accessible spaces to minimize the risk of fire;

.1.6 provide for medical care on board ship;

.1.7 ensure safe carriage of cargo during transit; and

.1.8 inspect and maintain, as appropriate, the structural integrity of the ship; and

.2 the ability to:

.2.1 Operate all watertight closing arrangement and maintain them in effective condition and also deploy a competent damage control party;

.2.2 operate all on-board fire-fighting and emergency equipment and life-saving appliances, carry out such maintenance of this equipment as is required to be done at sea, and muster and disembark all persons on board; and

.2.3 operate the main propulsion and auxiliary machinery. and maintain them in a safe condition to enable the ship to overcome the foreseeable perils of the voyage.

2. In applying such principles, Administrations should take proper account of existing IMO, ILO, lTU and WHO instruments in force which deal with:

.1 watchkeeping;

.2 hours of work or rest;

.3 safety management;

.4 certification of seafarers;

.5 training of seafarers;

.6 occupational health and hygiene; and

.7 crew accommodation.

3 The following on-board functions, when applicable, should also be taken into account:

.1 on going training requirements for all personnel, including the operation and use of fire-fighting and emergency equipment, life-saving appliances and watertight closing arrangements;

.2 Specialized training requirements for particular types of ships;

.3 provision of proper food and drinking water;

.4 need to undertake emergency duties and responsibilities; and

.5 need to provide training opportunities for entrant seafarers to allow them to gain the training and experience needed.

Lampiran 3a

GUIDELINES FOR.THE APPLICATION OF PRINCIPLES OF SAFE MANNING

1 Introduction

1.1 These guidelines should be used in applying the principles of' safe manning set out in Annex 1 to this resolution to ensure the safe operation of, and the prevention of pollution from, ships to which article III *of* the 1978 STCW Convention, as amended, applies.

1.2 The Administration may retain or adopt arrangements which differ from the provisions herein recommended and which are especially adapted to technical developments and to special types of ships and trades. However, at all times the Administration should satisfy itself that the detailed manning arrangements ensure a degree of safety at least-equivalent to that established by these guidelines.

2 Hours of work or rest

2.1 Every company is obliged to ensure that the master, officers and ratings do not work more hours than is safe in relation to the performance of their duties and the safety of the ship. The same responsibility is placed on the master in relation to the members of the ship's complement. Manning levels should be such as to ensure that the time and place available for taking rest periods are appropriate for achieving a good quality of rest. Further guidance about fitness for duty is contained in section B-VIII/I of the STCW Code.

2.2 A record of the actual hours of work performed by the individual seafarer should be maintained on board, in order to verify that the minimum periods of rest required under relevant and applicable international instruments in force have been complied with.

3 Determination of minimum safe manning levels

3.1 The purpose of determining the minimum safe manning level of a ship is to ensure that its complement includes the grades/capacities and number *of* persons required for the safe operation of the ship and the protection of the marine environment.

3.2 The minimum safe manning level of a ship should be established taking into account all relevant factors, including the following:

.1 size and type of ship;

.2 number, size and type *of* main propulsion units and auxiliaries;

.3 construction and equipment of the ship;

.4 method of maintenance used;

.5 cargo to be carried;

.6 frequency of port calls, length and nature of voyages to be undertaken;

.7 trading area(s), waters and operations in which the ship is involved;

.8 extent to which training activities are conducted on board; and

.9 applicable work hour limits and/or rest requirements.

3.3 The determination of the minimum safe manning level of a ship should be based on performance of the functions at the appropriate level(s) of responsibility, as specified in the STCW Code, which include the following:

.1 navigation, comprising the tasks, duties and responsibilities required to:

.1 plan and conduct safe navigation; -

.2 maintain a safe navigational watch in accordance with the requirements of the STCW Code;

.3 manoeuvre and handle the ship in all conditions; and

.4 moor and unmoor the ship safely;

.2 cargo handling and stowage, comprising the tasks, duties and responsibilities required to:

.1 plan, monitor and ensure safe loading, stowage, securing, care during the voyage and unloading of cargo to be carried on the ship;

.3 operation of the ship and care for persons on board, comprising the tasks, duties and responsibilities required to:

.1 maintain the safety and security of all persons on board and keep life-saving, fire-fighting and other safety systems in operational condition;

.2 operate and maintain all watertight closing arrangements;

.3 perform operations, as appropriate, to muster and disembark all persons on board;

.4 perform operations, as appropriate, to ensure protection of the marine environment;

.5 provide for medical care on board the ship; and

.6 undertake administrative tasks required for the safe operation of the ship;

.4 marine engineering, comprising the tasks, duties and responsibilities required to:

.1 operate and monitor the ship's main propulsion and auxiliary machinery and evaluate the performance of such machinery;

.2 maintain a safe engineering watch in accordance with the requirements of the STCW Code;

.3 manage and perform fuel and ballast operations; and

.4 maintain safety of the ship's engine equipment, systems and services;

.5 electrical, electronic and control engineering, comprising the tasks, duties and responsibilities required to:

.1 operate the ship's electrical and electronic equipment; and

.2 maintain the safety of the ship's electrical and electronic systems;

.6 radiocommunications, comprising the tasks, duties and responsibilities required to:

.1 transmit and receive information using the radio equipment of the ship;

.2 maintain a safe radio watch in accordance with the requirements of the ITU Radio Regulations and the 1974 SOLAS Convention, as amended; and

.3 provide radio services in emergencies;

.7 maintenance and repair, comprising the tasks, duties and responsibilities required to:

.1 carry out maintenance and repair work to the ship and its machinery, equipment. and systems, as appropriate to the method of maintenance and repair used.

3.4 In addition to the factors and functions in paragraphs 3.2 and 3.3, the determination of the minimum safe manning level should also take into account:

.1 the management of the safety functions of a ship at sea when not under way;

.2 except in ships of limited size, the provision of qualified deck officers to ensure that it is not necessary for the master to keep regular watches by adopting a three-watch system;

.3 except in ships of limited propulsion power or operating under provisions for unattended machinery spaces, the provision of qualified engineer officers to ensure that it is not necessary for the chief engineer to keep regular watches by adopting a three-watch system;

.4 the maintenance of applicable occupational health and hygiene standards on board; and

.5 the provision of proper food and drinking water for all persons on board, as required.

3.5 In determining the minimum safe manning level of a ship, consideration should also be given to:

.1 the number of qualified and other personnel required to meet peak workload situations and conditions, with due regard to the number of hours of shipboard duties and rest periods assigned to seafarers; and

.2 the capability of the master and the ship's complement to co-ordinate the activities necessary for the safe operation of the ship and the protection of the marine environment.

4 Responsibilities of companies

4.1 The Administration may require the company responsible for the operation of the ship to prepare and submit its proposal for the minimum safe manning level of a ship in accordance with a form specified by the Administration.

4.2 In preparing a proposal for the minimum safe manning level of a ship, the company should apply the principles, recommendations and guidelines contained in this resolution and should be required to:

.1 make an assessment of the tasks, duties and responsibilities of the ship's complement required for its safe operation, for protection of the marine environment, and for dealing with emergency situations;

.2 make an assessment of numbers and grades/capacities in the ship's complement required for its safe operation, for protection of the marine environment, and for dealing with emergency situations;

.3 prepare and submit to the Administration a proposal for the minimum safe manning level based upon the assessment of the numbers and grades/capacities in the ship's complement required for its safe operation and for protection of the marine environment, justifying the proposal by explaining how the proposed ship's complement will deal with emergency situations, including the evacuation of passengers, where necessary;

.4 ensure that the minimum safe manning level is adequate at all times and in all . respects; including meeting peak workload situations, conditions and requirements, and is in accordance with the principles, recommendations and guidelines contained in this resolution; and

Lampiran 4a

GUIDANCE ON APPROPRIATE MANNING LEVELS. CERTIFICATED DECK OFFICERS ON CONVENTION SHIPS.

Trading Area	Size of Ship (GT)	Numbers and grades of officers to be carried		
		Master	**Chief Mate**	**Watch Keeping Officer**
Near Coastal – Duration of Voyage is less than 4 hours.	Less than 500	1 Master Domestic (Endorsement)	1 Mate Domestic (Endorsement)	Nil
Near Coastal	Less than 500	1 Master < 500 NCV	1 Officer < 500 NCV	(**)
Near Coastal	Between 500 to 3000	1 Master < 3000 NCV	1 Chief Mate < 3000 NCV (***)	1 Watch Keeping Officer
Near Coastal	More than 3000	1 Master > 3000 NCV	1 Chief Mate > 3000 NCV	1 Watch Keeping Officer
Unlimited	Less than 500	1 Master Unlimited	1 Chief Mate Unlimited	(**)
Unlimited	Between 500 to 3000	1 Master Unlimited	1 Chief Mate Unlimited (***)	1 Watch Keeping Officer (**)
Unlimited	More than 3000	1 Master Unlimited	1 Chief Mate Unlimited	2 Watch Keeping Officer

Note: All navigation watch ratings must hold certification as rating forming part of navigational watch (STCW II/4 certification). The numbers of watch ratings shall be determined taking into account the hours of work, voyage area and type of operations.

(*) The number and grade of officers will depend on the area of operation, length and type of operation and adequate rest periods for watchkeepers.

(**) The Watchkeeping Officer requirement will be determined taking into account of the hours of work involved on daily and weekly basis and whether Master keeps a watch.

(***) If the person to be Chief Mate only holds the Watchkeeping Officer certificate (STCW II/1 certificate), then he must have at least 6 months OOW experience whilst holding the Watchkeeping Officer (STCW II/1) certification.

The STCW 95 Regulations equivalent for the above Deck Certificates are as follows:

Certificate Name	**STCW Regulation**
Master and Chief Mate Unlimited	II/2
Master and Chief Mate more than 3000 GT Near Coastal Voyage	II/2 (Restricted)
Master and Chief Mate between 500 to 3000 GT Near Coastal Voyage	II/2 (Restricted)
Watch Keeping Officer	II/1
Watch Keeping Officer Near Coastal Voyage	II/1 (Restricted)
Master and Officer of less than 500 GT Near Coastal Voyage	II/3
Master and Mate Domestic	Nil

Lampiran 4b

GUIDANCE ON APPROPRIATE MANNING LEVELS. CERTIFICATED ENGINEER OFFICERS ON CONVENTION SHIPS.

Trading Area	Registered Power (kW)	Numbers and grades of officers to be carried		
		Chief Engineer	Second Engineer	Watch Keeping Engineer
Near Coastal – Duration of Voyage is less than 4 hours.	Between 750 and 3000	1 Second Engineer Officer < 3000 kW NCV(Endorsement)	Nil	Nil
Near Coastal	Between 750 and 3000	1 Chief Engineer Officer < 3000 kW NCV	1 Second Engineer Officer < 3000 kW NCV	Nil
Near Coastal	More than 3000	1 Chief Engineer Officer > 3000 kW NCV	1 Second Engineer Officer > 3000 kW NCV	1 Watch Keeping Engineer (WKE) (**)
Unlimited	Between 750 and 3000	1 Second Engineer Officer > 3000 kW Unlimited (*)	1 Second Engineer Officer > 3000 kW Unlimited	1 Watch Keeping Engineer (WKE) (**)
Unlimited	More than 3000	1 Chief Engineer Officer > 3000 kW Unlimited	1 Second Engineer Officer > 3000 kW Unlimited	2 Watch Keeping Engineer (WKE) (**)

Note: All engine room watch ratings are to hold certification as rating forming part of an engine-room watch (STCW III/4 certification) (except on vessels of less than 750 kW).The numbers of watch ratings shall be determined taking into account the hours of work, voyage area and type of operations.

(*) The Second Engineer Officer must have served at least 12 months as an engineer officer in a position of responsibility and the certificate is endorsed.

(**) The number of officer in charge of an engineering watch or Watch Keeping Engineer (WKE) will depend on the facilities provided in the engine room and bridge and the system of watches being kept in the engine-room.

The STCW 95 Regulations equivalent for the above Engineer Officer Certificates are as follows:

Certificate Name	STCW Regulation
Chief Engineer Officer and Second Engineer Officer Unlimited Voyage	III/2
Chief Engineer Officer and Second Engineer Officer of 3000 kW or more Near Coastal Voyage	III/2 (Restricted)
Chief Engineer Officer and Second Engineer Officer of between 750 to 3000 kW Near Coastal Voyage.	III/3 (Restricted)
Watch Keeping Engineer Officer	III/1
Watch Keeping Engineer Officer Near Coastal Voyage	III/1 (Restricted)
Engineer Officer of less than 750 kW Domestic and Near Coastal Voyage	Nil

Lampiran 4c

GUIDANCE ON APPROPRIATE MANNING LEVELS.
CERTIFICATED DECK OFFICERS ON NON-CONVENTION SHIPS.

Domestic Trading Area	Size of Ship (GT)	Numbers and grades of officers to be carried		
		Person In-Charge	First Mate	Second Mate
River and Port Areas – Cargo & Tug	Less than 100	1 Mate Domestic	Nil	Nil
River and Port Areas – Cargo & Tug	Between 100 – 500	1 Master Domestic	1 Mate Domestic	Nil
River and Port Areas - Passengers	Less than 100	1 Master Domestic	Nil – if < 50 passengers. 1 Mate Domestic – if > 50 passengers.	Nil
River and Port Areas - Passengers	Between 100 – 500	1 Master < 500 NCV	1 Officer <500 NCV	Nil
Coastal Areas – Cargo & Tug	Less than 100	1 Master Domestic	1 Mate Domestic	Nil
Coastal Areas – Cargo & Tug	Between 100 – 500	1 Master <500 NCV	1 Officer < 500 NCV	1 Mate Domestic (if duration of voyage more than 24 hours)
Coastal Areas – Passengers	Less than 100	1 Master Domestic	1 Mate Domestic	Nil
Coastal Areas - Passengers	Between 100 – 500	1 Master < 500 NCV	1 Officer < 500 NCV	1 Mate Domestic (if more than 200 passengers and duration of voyage more than 6 hours)

Lampiran 4d

GUIDANCE ON APPROPRIATE MANNING LEVELS.
CERTIFICATED ENGINEER OFFICERS ON NON-CONVENTION SHIPS.

Domestic Trading Area	Registered Power (kW)	Numbers and grades of officers to be carried	
		Person In-Charge	Assistant Person In-Charge
River and Port Areas	Less than 175	Nil	Nil
River and Port Areas	Between 175 - 750	1 Engineer Officer < 750 kW	Nil
River and Port Areas	Between 750 – 3000	1 Engineer Officer > 750 kW NCV	Nil
River and Port Areas	More than 3000	1 Engineer Officer > 750 kW NCV	Nil
Coastal Areas	Less than 175	Nil	Nil
Coastal Areas	Between 175 - 750	1 Engineer Officer < 750 kW	Nil
Coastal Areas	Between 750 – 3000	1 Engineer Officer > 750 kW NCV	Nil
Coastal Areas	More than 3000	1 Second Engineer < 3000 kW NCV	1 Engineer Officer > 750 kW NCV