



NOTIS PERKAPALAN MALAYSIA
MALAYSIA SHIPPING NOTICE

NPM 3 / 2018

JABATAN LAUT MALAYSIA

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PINDAAN FORMAT DOKUMEN DAN SIJIL KEANGGOTAAN SELAMAT
AMENDMENT OF SAFE MANNING DOCUMENT AND CERTIFICATE FORMAT

Pemakluman kepada pejabat pelabuhan, pemilik kapal, nakhoda, pegawai-pegawai kapal, krew kapal dan mereka yang terlibat di dalam aktiviti perkapalan

Notification to port offices, ship owners, masters, ship officers, ship crews and those concerned in shipping activities

Notis ini menggantikan Notis Perkapalan Malaysia (NPM) no. 7/2009 yang dikeluarkan pada 17 Jun 2009 dan berkuatkuasa pada 1 Ogos 2018

This notice replaces Malaysian Shipping Notice (NPM) no. 7/2009 issued on June 17, 2009 and is in force from 1st August 2018.

2. Notis ini memberi makluman tentang perubahan format Sijil/Dokumen Keanggotaan Selamat serta pindaan prinsip keanggotaan selamat selaras dengan Resolusi A.1047(27).

2. This Notice provides information regarding changes in the format of Certificate/Document of Safe Manning and amendments of Safe Manning in accordance with the principles of Resolution A.1047 (27)

3. Pindaan ini melibatkan penambahan maklumat di dalam ruangan butiran kapal iaitu syarikat yang menguruskan kapal. Syarikat yang menguruskan kapal ini mempunyai maksud yang sama seperti definisi pemilik kapal merujuk kepada sistem pendaftaran kapal Jabatan Laut Malaysia. Format sijil atau dokumen yang baru diberikan seperti dalam Lampiran.

3 This amendment involves the addition of information in the ship's details of the ship's management company. The company that manages a ship has the same meaning as the definition of the owner of the ship referring to the registration system of the Marine Department of Malaysia. The New format of certificate or document is attached in the annex.

4. Pemegang Dokumen atau Sijil Keanggotaan Selamat yang sediaada, hendaklah dibuat penggantian kepada format yang baru seperti dalam lampiran.

4. The existing safe manning certificate or document holder to be replaced in accordance to the latest format as provided in the annex.

5. Permohonan Dokumen atau Sijil Keanggotaan Selamat hendaklah dibuat secara talian melalui aplikasi laman sesawang Jabatan Laut

5. An application for a Safe Manning Document or Certificate shall be made online through the website of the Marine Department.

6. Dengan berkuatkuasa notis ini, maka NPM 7/2009 adalah dibatalkan.

6. With the enforcement of this notice, MSN 7/2009 is hereby revoked.

Ketua Pengarah Laut / Director General of Marine
Tarikh / Date :5 Mac 2018

Annex 1

**GUIDELINES FOR THE APPLICATION OF PRINCIPLES OF
MINIMUM SAFE MANNING****1 Introduction**

1.1 These Guidelines should be used in applying the principles of minimum safe manning set out in section 3 to ensure the safe operation of ships to which article III of the 1978 STCW Convention, as amended, applies, and the security of ships to which chapter XI-2 of the 1974 SOLAS Convention, as amended, applies, and for the protection of the marine environment.

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 Objectives

The objectives of these Guidelines are to ensure that a ship is sufficiently, effectively and efficiently manned to provide safety and security of the ship, safe navigation and operations at sea, safe operations in port, prevention of human injury or loss of life, the avoidance of damage to the marine environment and to property, and to ensure the welfare and health of seafarers through the avoidance of fatigue. These objectives can be achieved through the following:

- .1 adoption of a goal-based approach;
- .2 standard procedures for effective implementation; and
- .3 effective enforcement.

3 Hours of work or rest

3.1 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/1 of the STCW Code.

3.2 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.

4 Principles of minimum safe manning

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

.1 The capability to:

- .1 maintain safe navigational, port, 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;
- .2 moor and unmoor the ship safely;
- .3 manage the safety functions of the ship when employed in a stationary or near-stationary mode at sea;
- .4 perform operations, as appropriate, for the prevention of damage to the marine environment;
- .5 maintain the safety arrangements and the cleanliness of all accessible spaces to minimize the risk of fire;
- .6 provide for medical care on board ship;
- .7 ensure safe carriage of cargo during transit;
- .8 inspect and maintain, as appropriate, the structural integrity of the ship; and
- .9 operate in accordance with the approved Ship's Security Plan; and

.2 The ability to:

- .1 operate all watertight closing arrangements and maintain them in effective condition, and also deploy a competent damage control party;
- .2 operate all onboard 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
- .3 operate the main propulsion and auxiliary machinery including pollution prevention equipment and maintain them in a safe condition to enable the ship to overcome the foreseeable perils of the voyage.

4.2 The following onboard functions, when applicable, should also be taken into account:

- .1 ongoing 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 and in instances where crew members are engaged in shipboard tasks that cross departmental boundaries;
- .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.

Annex 2

GUIDELINES FOR DETERMINATION OF MINIMUM SAFE MANNING

1.1 The minimum safe manning 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 level of ship automation;
- .4 construction and equipment of the ship;
- .5 method of maintenance used;
- .6 cargo to be carried;
- .7 frequency of port calls, length and nature of voyages to be undertaken;
- .8 trading area(s), waters and operations in which the ship is involved;
- .9 extent to which training activities are conducted on board;
- .10 degree of shoreside support provided to the ship by the company;
- .11 applicable work hour limits and/or rest requirements; and
- .12 the provisions of the approved Ship's Security Plan.

1.2 The determination of the minimum safe manning 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 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 and the security 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; and

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

- 1.3 In addition to the factors and functions in paragraphs 1.1 and 1.2, the determination of the minimum safe manning should also take into account:
- .1 the management of the safety, security and protection of the environment 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.
- 1.4 In determining the minimum safe manning 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 coordinate the activities necessary for the safe operation and for the security of the ship and for the protection of the marine environment.

Annex 3

**RESPONSIBILITIES IN THE APPLICATION OF PRINCIPLES OF
MINIMUM SAFE MANNING****1 Responsibilities of companies**

- 1.1 The Administration may require the company responsible for the operation of the ship to prepare and submit its proposal for the minimum safe manning of a ship in accordance with a form specified by the Administration.
- 1.2 In preparing a proposal for the minimum safe manning 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 its security, for protection of the marine environment, and for dealing with emergency situations;
 - .2 ensure that fitness for duty provisions and record of hours are implemented;
 - .3 make an assessment of numbers and grades/capacities in the ship's complement required for its safe operation, for its security, for protection of the marine environment, and for dealing with emergency situations;
 - .4 prepare and submit to the Administration a proposal for the minimum safe manning based upon the assessment of the numbers and grades/capacities in the ship's complement required for its safe operation, for its security 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;
 - .5 ensure that the minimum safe manning 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
 - .6 prepare and submit to the Administration a new proposal for the minimum safe manning of a ship in the case of changes in trading area(s), construction, machinery, equipment, operation and maintenance or management of the ship, which may affect the safe manning.

2 Approval by the Administration

- 2.1 A proposal for the minimum safe manning of a ship submitted by a company to the Administration should be evaluated by the Administration to ensure that:

- .1 the proposed ship's complement contains the number and grades/capacities of personnel to fulfil the tasks, duties and responsibilities required for the safe operation of the ship, for its security, for protection of the marine environment and for dealing with emergency situations;
and
- .2 the master, officers and other members of the ship's complement are not required to work more hours than is safe in relation to the performance of their duties and the safety of the ship and that the requirements for work and rest hours, in accordance with applicable national regulations, can be complied with.

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;
 - .1.8 inspect and maintain, as appropriate, the structural integrity of the ship;
 - .1.9 operate in accordance with the approved Ship's Security Plan; 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, ITU 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 safety, health and hygiene;
 - .7 crew accommodation and food;
 - .8 security; and
 - .9 radiocommunications.
3. The Administration should require a company to amend a proposal for the minimum safe manning of a ship if, after evaluation of the original proposal submitted by the company, the Administration is unable to approve the proposed composition of the ship's complement.
4. The Administration should only approve a proposal for the minimum safe manning of a ship and issue accordingly a minimum safe manning document if it is fully satisfied that the proposed ship's complement is established in accordance with the principles, recommendations and guidelines contained in this resolution, and is adequate in all respects for the safe operation and the security of the ship and for the protection of the marine environment.
5. The Administration may withdraw the minimum safe manning document of a ship if the company fails to submit a new proposal for the ship's minimum safe manning when changes in trading area(s), construction, machinery, equipment or operation and maintenance of the ship have taken place which affect the minimum safe manning.
6. The Administration should review and may withdraw, as appropriate, the minimum safe manning document of a ship which persistently fails to be in compliance with rest hours requirements.
7. The Administration should consider the circumstances very carefully before allowing a minimum safe manning document to contain provisions for less than three qualified officers in charge of a navigational watch, while taking into account all the principles for establishing safe manning.

Annex 4

**GUIDANCE ON CONTENTS AND MODEL FORM OF
MINIMUM SAFE MANNING DOCUMENT**

- 1 The following information should be included in the minimum safe manning document issued by the Administration specifying the minimum safe manning:
 - .1 a clear statement of the ship's name, port of registry, distinctive number or letters, IMO number, gross tonnage, main propulsion power, type and trading area, whether or not the machinery space is unattended and company as defined in the ISM Code;
 - .2 a table showing the number and grades/capacities of the personnel required to be carried, together with any special conditions or other remarks;
 - .3 a formal statement by the Administration that, in accordance with the principles and guidelines set out in Annexes 1 and 2, the ship named in the document is considered to be safely manned if, whenever it proceeds to sea, it carries not less than the number and grades/capacities of personnel shown in the document, subject to any special conditions stated therein;
 - .4 a statement as to any limitations on the validity of the document by reference to particulars of the individual ship and the nature of service upon which it is engaged; and
 - .5 the date of issue and any expiry date of the document together with a signature for and the seal of the Administration.

- 2 It is recommended that the minimum safe manning document be drawn up in the form corresponding to the model given in the appendix to this Annex. If the language used is not English, the information given should include a translation into English.

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5.0 GUIDANCE ON APPROPRIATE MANNING LEVEL CERTIFICATED DECK OFFICERS ON CONVENTION SHIPS

5.1 Ship's Cook

5.1.1 In all cases where the total manning consists of more than 10 persons, there shall be a dedicated certified cook. If the SMD does not show a requirement of more than 10 persons then the company should have one person designated for as the Cook. If the person so appointed does not have a ship's cook certificate then the company shall ensure that he/she has the necessary skills, experience and training or instruction in food hygiene, personal hygiene, and handling and storage of food onboard ship.

5.2 Doctor or person providing medical care

5.2.1 The ship shall carry a qualified medical doctor when there are 100 or more persons onboard ordinarily engaged on international voyages of more than three (3) days' duration shall carry a qualified medical doctor who is responsible for providing medical care. Where the ship is engaged on voyages during which the ship is no more than three (3) days steaming distance from a port with qualified medical care and medical facilities, the vessel may apply for an exemption.

5.2.2 Offshore 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 qualified medical care and medical facilities. An application for exemption should be submitted to the Malaysian Marine Department Malaysia (MMD)

5.2.3 Where there is no doctor on board, there shall be at least one person, who maybe the master, designated to provide medical care. The master should seek additional medical assistance when so required.

5.2.4 The designated person shall always available to provide medical care to seafarers in compliance with onboard safety management system (SMS).

5.2.5 The designated person should be trained in medical care in accordance with the STCW Regulation VI/4.

5.2.6 The Doctor or person designated to provide medical care shall undergo refresher training at period not exceeding 5 years and shall be capable of communicating in the English language.

5.3 Persons assigned electronic and electrical duties

5.3.1 The ship may carry persons who are specifically assigned the specific duties, tasks and responsibilities relating to electrical and electronic tasks. If required to be carried, these persons should be certified as Electro-Technical Officers or Electro-Technical Ratings and satisfy the requirements of STCW Regulations III/6 or III/7 respectively.

5.3.2 The SMD need only include these persons if they are additional to the Engineering Officers and they have been assigned shipboard duties to satisfy the requirements of the maintenance of a safe engineering watch, emergency as specified in the Muster List or operation and maintenance of the ship's electrical, electronic and control systems.

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

| Trading Area | Size of Ship (GT) | Numbers and grades of Officer to be carried | | | |
|--|---------------------|---|---|---|--|
| | | Master | Chief Mate | Watch Keeping Officer | Able Seafarer Deck @ Watchkeeping Rating |
| Near Coastal-Duration of Voyage is less than 4 hours | Less than 500 | 1 Master <500GT Domestic(Endorsement) | 1 Mate <500GT Domestic(Endorsement) | Nil | Nil |
| Near Coastal | Less than 500 | 1 Master <500GT Near Coastal | 1 Watch Keeping Officer <500GT Near Coastal | (**) | 1 WKR (ii/4)@ 1 ASD (ii/5) |
| Near Coastal | Between 500 to 3000 | 1 Master <3000GT Near Coastal | 1 Chief Mate <3000GT NCV(***) | 1 Watch Keeping Officer >500GT Near Coastal | 1 WKR (ii/4)@ 1 ASD (ii/5) |
| Near Coastal | More than 3000 | 1Master >3000GT near Coastal | 1 Chief Mate >3000GT Near Coastal | 1 Watch Keeping Officer >500GT Near Coastal | 1 WKR (ii/4)@ 1 ASD (ii/5) |
| Unlimited | Less than 500 | 1 Master >3000GT Unlimited | 1 Chief Mate >3000GT Unlimited | (**) | 1 WKR (ii/4)@ 1 ASD (ii/5) |
| Unlimited | Between 500 to 3000 | 1 Master >3000GT Unlimited | 1 Chief Mate >3000GT Unlimited (***) | 1 Watch Keeping Officer >500GT Unlimited (**) | 1 WKR (ii/4)@ 1 ASD (ii/5) |
| Unlimited | More than 3000 | 1 Master >3000GT Unlimited | 1 Chief Mate >3000GT Unlimited | 2 Watch Keeping Officer >500Gt Unlimited | 1 WKR (ii/4)@ 1 ASD (ii/5) |

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Note: *All navigation watch ratings must hold certification as rating forming part of navigational watch (STCW II/4 certification) or rating as Able Seafarer Deck (STCW II/5 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 officer 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 rest 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 12 month OOW experience whilst holding the Watchkeeping Officer (STCW II/1) certification and posses a valid Leadership and Managerial Skill and Medical Care certificate.
- (****) The number and grade of rating (minimum II/4) will depend on the area of operation, length and type of operation and adequate rest periods for watchkeepers.

The STCW 78 as amended Regulation equivalent for the above Deck certificates is as follow:

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

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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 | Able Seafarer Engine @ Watchkeeping Rating |
| Near Coastal-Duration of Voyage is less than 4 hours | Between 750 to 3000 | 1 Second Engineer Officer <3000kW Near Coastal | Nil | Nil | |
| Near Coastal | Between 750 to 3000 | 1 Chief Engineer Officer <3000kW Near Coastal | 1 Second Engineer Officer <3000kW Near Coastal | Nil | 1 WKR (iii/4) @ 1 ASE (iii/5) |
| Near Coastal | More than 3000 | 1 Chief Engineer Officer >3000kW Near Coastal | 1 Second Engineer Officer >3000kW Near Coastal | 1 Watch keeping Engineer >750kW Near Coastal (**) | 1 WKR (iii/4) @ 1 ASE (iii/5) |
| Unlimited | Between 750 to 3000 | 1 Second Engineer Officer >3000kW Unlimited(*) | 1 Second Engineer Officer >3000kW Unlimited | 1 Watch keeping Engineer >750kW Unlimited(**) | 1 WKR (iii/4) @ 1 ASE (iii/5) |
| Unlimited | More than 3000 | 1 Chief Engineer Officer >3000kW Unlimited | 1 Second Engineer Officer >3000kW Unlimited | 2 Watch keeping Engineer >750kW Unlimited(**) | 1 WKR (iii/4) @ 1 ASE (iii/5) |

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Note: *All engine room watch ratings are held to hold certification as rating forming apart of an engine-room watch (STCW III/4 certification @ III/5 certification)(except on vessel of less than 750kW). 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 is 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 3000kW or more Near Coastal Voyage | III/2 (Restricted) |
| Chief Engineer Officer and Second Engineer Officer of between 750 to 3000kW Near Coastal | III/3(Restricted) |
| Watch Keeping Engineer Officer | III/1 |
| Watch Keeping Engineer Officer Near Coastal Voyage | 111/1(Restricted) |
| Engineer Officer of less than 750kW Domestic and Near Coastal Voyage | Nil |

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GUIDANCE ON APPROPRIATE MANNING LEVELS CERTIFICATED ENGINEER OFFICERS ON NON-CONVENTION SHIPS FOR DOMESTIC TRADING AREA

| 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 Domestic & Near Coastal | Nil |
| River and Port Areas | Between 750-3000 | 1 Watch Keeping Engineer > 750kW Near Coastal | Nil |
| River and Port Areas | More than 3000 | 1 Watch Keeping Engineer > 750kW Near Coastal | Nil |
| Coastal Areas | Less than 175 | Nil | Nil |
| Coastal Areas | Between 175-750 | 1 Engineer Officer <750 kW Domestic & Near Coastal | Nil |
| Coastal Areas | Between 750-3000 | 1 Watch Keeping Engineer > 750kW Near Coastal | Nil |
| Coastal Areas | More than 3000 | 1 Second Engineer <3000 kW Near Coastal | 1 Watch Keeping Engineer > 750kW Near Coastal |

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GUIDANCE ON APPROPRIATE MANNING LEVELS CERTIFICATED DECK OFFICERS ON LICENCED BOAT

| Trading Area | Size of Ship (GT) | Numbers and grades of Officer to be carried | | |
|--|-------------------|---|---|--|
| | | Master | Chief Mate | Watchkeeping Officer |
| Port Limit (Restriction) | <500GT | Mate <500GT Domestic (Restricted) | Nil | Nil |
| State Limit (Cargo/ Tug Boat) | <500GT | Mate <500GT Domestic | Nil | Nil |
| State Limit (passenger boat of less than 12 passengers) | <500GT | Mate <500GT Domestic | Mate <500GT Domestic | Nil |
| State Limit (passenger boat with 12 passenger or more) | <500GT | Mate <500GT Domestic | Mate <500GT Domestic | Nil |
| Beyond State Limit (if journey is less than 4 hours) (Cargo/Tug Boats) | <500GT | Mate <500GT Domestic | Mate <500GT Domestic | Nil |
| Beyond State Limit (if journey is more than 4 hours) (Cargo/Tug Boats) | <500GT | Mate <500GT Domestic | Mate <500GT Domestic | Nil |
| Beyond State Limit (if journey is less than 4 hours) (passenger boat) | <500GT | Mate <500GT Domestic | <i>If <12 passengers</i> Mate <500GT Domestic | <i>If ≥12 passengers</i> Mate <500GT Domestic |
| Beyond State Limit (if journey is more than 4 hours) (passenger boat) | <500GT | Mate <500GT Domestic | Mate <500GT Domestic | Mate <500GT Domestic |

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GUIDANCE ON APPROPRIATE MANNING LEVELS CERTIFICATED ENGINE OFFICERS ON LICENCED BOAT

| Trading Area | Registered Power (kW) | Numbers and grades of officers to be carried | | |
|--------------|-----------------------|--|-----------------------|-----------------------|
| | | Chief Engineer | Watchkeeping Engineer | Watchkeeping Engineer |
| State Limit | <750kW | 1 Engineer Officer <750kW Domestic & Near Coastal | Nil | Nil |
| | >750kW | 1 Watch Keeping Engineer >750kW Near Coastal | Nil | Nil |
| Beyond Limit | <750kW | 1 Engineer Officer <750kW Domestic & Near Coastal | Nil | Nil |
| | >750kW | 1 Watch Keeping Engineer >750kW Near Coastal | Nil | Nil |

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No: SMD0149/2009



MERCHANT SHIPPING ORDINANCE 1952 THE MERCHANT SHIPPING (MANNING, HOURS OF WORKS AND WATCHKEEPING) RULES 1999 (Subrule 6(1))

SAFE MANNING DOCUMENT ISSUED BY THE GOVERNMENT OF MALAYSIA In accordance with the provision of regulation V/14 of the INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974, as amended

A. PARTICULAR OF SHIP

| NAME OF SHIP | | OPERATING COMPANY | | OFFICIAL NO. | IMO NO. |
|------------------|---------------|-------------------|--------------|--------------|------------|
| | | | | | |
| PORT OF REGISTRY | GROSS TONNAGE | POWER (kW) | TYPE OF SHIP | UMS | TRADE AREA |
| | | | | | |

B. MANNING PARTICULARS

| DECK MANNING | | | |
|----------------------|---------------------|-----------|---------|
| Rank | Type Of Certificate | STCW Reg. | Numbers |
| Master | | | |
| Chief Officer | | | |
| Watchkeeping Officer | | | |
| Able Seafarer | | | |
| Watchkeeping Rating | | | |
| Deck Rating | | | |
| GP Deck | | | |

Notes : Radio Operator to be at least 2 GOC Holders or 1 Radio Electronic Officer

| ENGINE MANNING | | | |
|-----------------------|---------------------|-----------|---------|
| Rank | Type Of Certificate | STCW Reg. | Numbers |
| Chief Engineer | | | |
| Second Engineer | | | |
| Watchkeeping Engineer | | | |
| Engine Officer | | | |
| Electrical Officer | | | |
| Able Seafarer | | | |
| Watchkeeping Rating | | | |
| Electrical Rating | | | |
| Engine Rating | | | |
| GP Engine | | | |

| OTHERS MANNING | | | |
|-----------------|---------------------|-----------|---------|
| Rank | Type Of Certificate | STCW Reg. | Numbers |
| Cook | | | |
| Medical Officer | | | |

C. DECLARATIONS

Having regards to the principles and guidelines set out in the 'Merchant Shipping (Manning, Hours of Work and Watchkeeping) Rules 1999' and IMO Resolution A.1047 (27), the abovementioned ship or vessel is considered to be safely manned if she carries on board not less than the number and class of personnel shown above subject to the following conditions:

NIL

This Certificate is valid until
Date of Issue
Place of Issue

.....
(Director of Marine)