



Republic of the Philippines  
Department of Transportation and Communications  
**MARITIME INDUSTRY AUTHORITY**



**MARINA CIRCULAR NO. 2012 - 06**

**TO : ALL DOMESTIC SHIPPING COMPANIES AND OTHER MARITIME ENTITIES CONCERNED**

**SUBJECT : REVISED MINIMUM SAFE MANNING FOR SHIPS OPERATING IN PHILIPPINE DOMESTIC WATERS**

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Pursuant to the provisions of International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) 1978, as amended; International Maritime Organization Resolution A.1047 (27) – Principles of Safe Manning; Regulation 14 (1), Chapter V of the International Convention for the Safety of Life at Sea, 1974 (SOLAS), as amended; Philippine Merchant Marine Rules and Regulation (PMMRR) 1997, as amended; Executive Order 125/125-A, and Republic Act 9295, the following revised guidelines on the issuance of Minimum Safe Manning Certificate are hereby prescribed.

**I. OBJECTIVE:**

To ensure that all Philippine-registered ships are manned by a sufficient number of qualified, competent and certificated officers and ratings who can safely operate the ship at all times in accordance with the herein provisions.

**II. COVERAGE**

This Circular shall apply to all Philippine-registered ships operating in the domestic waters.

**III. DEFINITION OF TERMS:**

For purposes of this Circular, the following terms are defined:

1. **"Administration"** means the Maritime Industry Authority.
2. **"Boat Captain 1"** refers to a Marine Deck Officer duly licensed by the MARINA to command a ship 15 GT and below.
3. **"Boat Captain 2"** refers to a Marine Deck Officer duly licensed by the MARINA to command a ship below 35 GT.
4. **"Boat Captain 3"** refers to a Marine Deck Officer duly licensed by the MARINA to command a ship below 100 GT.
5. **"Chief Engine Officer"** means a senior engineer officer responsible for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ship.
6. **"Chief Mate"** means an officer next in rank to the Master and upon whom the command of a ship will fall in the event of the incapacity of the Master.

7. **"Company"** means the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the shipowner and who, on assuming such responsibility, has agreed to take over all duties and responsibility imposed by this Circular.
8. **"Deck Officer"** refers to a duly licensed officer in the deck department performing navigational watch.
9. **"Engine Officer"** refers to a duly licensed officer in the engine department performing engine watch.
10. **"Fishing Vessel"** refers to a ship used for catching fish or other living resources of the sea, or other ships that assist in catching resources of the sea such as Sonar and Lighters excluding fish carriers, water and oil tankers and supply ships.
11. **Gross Tonnage** – means the measure of the overall size of a ship determined in accordance with the provisions of MC 2007 - 04.
12. **"High Speed Craft"** refers to a craft capable of maximum speed, in meters per second (m/s), equal to or exceeding:

$$3.7 \nabla^{0.1667}$$

where

$\nabla$  = volume of displacement corresponding to the design waterline (m<sup>3</sup>) excluding craft the hull of which is supported completely clear above the water surface in non-displacement mode by aerodynamic forces generated by ground effect.

13. **"Major Patron"** refers to a Marine Deck Officer duly licensed by the MARINA to command a ship below 500 GT.
14. **"Marine Diesel Mechanic 1"** refers to a person duly licensed by the MARINA to operate and maintain an engine as propulsion power of below 500 KW.
15. **"Marine Diesel Mechanic 2"** refers to a person duly licensed by the MARINA to operate and maintain an engine as propulsion power of below 750 KW.
16. **"Master"** means the person having command of a ship.
17. **"Medical Practitioner"** means a registered Doctor of Medicine in charge of the medical department of a ship.
18. **"Minor Patron"** refers to a Marine Deck Officer duly licensed by the MARINA to command a ship below 250 GT.
19. **"Motorman"** (previously referred to as Marine Diesel Mechanic) refers to a person duly licensed by the MARINA to operate and maintain an engine as propulsion power of below 250 KW.
20. **"Paramedic"** refers to a person trained to assist medical professional and give emergency medical treatment.

21. **"Radio Officer"** refers to a person holding an appropriate license issued by the National Telecommunications (NTC) under the provisions of the Radio Regulations Act.
22. **"Rating"** refers to a member of the ship's crew, involved in watch-keeping, other than the master or an officer.
23. **"Safe Manning"** refers to the number of qualified, competent and certificated officers and ratings on board a ship who can safely operate her at all times.
24. **"Second Engine Officer"** refers to the engineer officer next-in-rank to the Chief Engineer and upon whom the responsibility for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installation of the ship will fall in the event of the incapacity of the Chief Engineer.
25. **"STCW Code"** means the Seafarer's Training Certification and Watchkeeping (SCTW) Code as adopted by the **1978 STCW** Convention, as amended.

#### IV. GENERAL PROVISIONS:

1. Philippine-registered ships shall be manned by a sufficient number of qualified, competent and certificated officers and ratings who can safely operate the ships at all times in accordance with this Circular and existing Rules and Regulations.
2. Philippine-registered ships shall have onboard and displayed in conspicuous place a MARINA Certified True Copy of the Minimum Safe Manning Certificate indicating therein the minimum safe manning complement and their corresponding licenses and qualification requirements. In addition, a Crew List, indicating the Officer's and/or Crew's positions and licenses/qualifications, must be attached to the Minimum Safe Manning Certificate.
3. Masters, officers and ratings performing watchkeeping shall meet the certification requirements of Memorandum Circular 2012 - 04 and, where applicable, by the certification requirements of the 1978 STCW Convention, as amended.
4. The highest power rating of one of the main propulsion machineries, in case of multiple engines, shall be the basis for determining the minimum safe manning requirements in the engine department insofar as competency is concerned.
5. Ships shall have on board medical personnel in relation to the number of passengers and the duration of the voyage as shown below.

No. of Passengers	Voyage Duration	Medical Personnel Required
500-2000	12 hrs. or less	1 paramedic
	Over 12 hrs.	2 paramedics

Over 2000	12 hrs. or less	1 paramedic
	Over 12 hrs.	1 medical practitioner 1 paramedic

- 5.1 The medical practitioner and paramedics shall undergo an orientation/refresher course on public health in relation to ship sanitation to be conducted by the health authority.
  - 5.2 The medical personnel named as Ship Health Officer shall be responsible for ensuring at all times the necessary standards of ship's hygiene and cleanliness.
  - 5.3 During the voyage, the medical practitioner shall maintain health records/logbooks and supply any information required by the health authority as to health conditions on board during the voyage.
  - 5.4 The Master shall make known to the health authority, immediately upon discovery, any case of illness which is communicable in nature or death on board, in order to protect the interest of the other passengers and to facilitate the clearance of the ship without endangering public health.
  - 5.5 In case of extreme illness or imminent loss of life of a passenger or crew, due to sickness or accident, the Master shall direct the ship or cause the transfer of such person to a nearest port where medical assistance can be provided.
6. Masters and First Officers must be holders of Ship Restricted Radio Operator's Certificate (SRROC) issued by the National Telecommunications Commission (NTC) or by a duly accredited Maritime Training Centers. If the Master or First Officer is not a holder of a SRROC the ship is required to have Radio Officers, as follows:

Class	Tonnage	Radio License
A,B	over 500 GT over 250 GT	One Second Class One Third Class
C,D, E	over 1600 GT over 500-1600 GT	One Second Class One Third Class

- Ship certified by a recognized classification society and/or the NTC as to compliance with the Global Maritime Distress Signal System (GMDSS) requirement may not have a radio officer on board.
7. The Steward Department shall be adequately staffed for the provision of food and other services for the crew and passengers. All stewards and food and beverage handlers shall comply with the basic safety training and health requirements and must be holders of valid Seafarer's Identification and Record Books (SIRBs).
  8. The manning requirement for fishing vessels engaged in fishing in Philippine waters shall apply to fishing vessels plying international waters.

9. Officers and crew of High Speed Craft shall meet the training requirements provided under relevant MARINA Circulars. There shall be an additional one (1) deck rating for every fifty (50) authorized passenger capacity.
10. For High Speed Craft, the manning requirement is limited to daytime navigation only. Nighttime navigation shall be subject to additional manning requirement as may be prescribed by the Administration.

**V. MINIMUM SAFE MANNING:**

1. To ensure the safe operation of ships, company is enjoined to observe the following guidelines:
  - a. The Company shall 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. This responsibility is placed on the Master in relation to the members of the ship's complement.
  - b. There should be sufficient number of qualified personnel to meet the peak work-load situations and conditions with due regard to the number of hours of shipboard duties and rest periods that may be assigned to a seafarer.
  - c. All persons who are assigned duty as officer in charge of a watch or as a rating forming part of a watch and those whose duties involve designated safety, prevention of pollution and security duties shall be provided with a rest period of not less than:
    - i. a minimum of 10 hours of rest in any 24-hour period; and
    - ii. 77 hours in any 7-day period.

The hours of rest may be divided into no more than two periods, one of which shall be at least 6 hours in length, and the intervals between consecutive periods of rest shall not exceed 14 hours.

A record of actual hours of work performed by individual seafarer should be maintained on board to verify that the minimum rest period have been complied with.
  - d. The bridge watch shall consist of at least one officer and one deck rating qualified to take navigational watch, provided that they comply with the requirements of Memorandum Circular 2012 – 04 and, where applicable, with the requirements of Part 3 and 3-1 Section A-VII/2 of the STCW 1978, as amended.
  - e. At each end of the ship there should be sufficient personnel to enable them to accept and effectively secure a tug and to send away tension and secure lines and backsprings. Any necessary operation should be capable of being performed at bow and stern simultaneously.
  - f. The engineering watch should consist of not less than one duly qualified engineer and may include appropriate engine-room ratings provided that they comply with the requirements of Memorandum Circular 2012 - 04 and, where applicable, with the requirements of Part 3 and 3-2, Section A-VIII/2 of the STCW 1978, as amended.

- g. In designating the number of personnel assigned to engineering watch, account shall be taken of the following:
    - i. the number, size (Kw) and type of the main propulsion and auxiliary units over which surveillance is to be maintained and the number of machinery spaces containing these units; and
    - ii. adequacy of internal communication.
  - h. There should be a sufficient number of designated personnel available to ensure the cleanliness of machinery spaces;
2. Company who are required to develop, implement and maintain a safety management system shall incorporate the Guidelines set forth in Rule V.1 above in their system.
  3. The Administration shall issue a Minimum Safe Manning Certificate indicating the numbers and licenses/qualifications of the personnel required to be carried, together with any special conditions or other remarks.

**VI. MINIMUM SAFE MANNING SCALE**

1. The minimum safe manning requirements for ships operating in coastwise voyage are as follows:

TABLE OF MINIMUM SAFE MANNING

(COASTWISE VOYAGE)  
For voyages more than 8 hours

1.1 DECK

GROSS TONNAGE	NUMBER	POSITION	LICENSE
Above 15 to below 35 GT (Except Passenger Ships)	1	Master	Boat Captain 2
	2	Rating	
35 to below 100 GT	1	Master	Boat Captain 3
	1	Chief Officer	Boat Captain 2
	2	Rating	
100 to below 250 GT	1	Master	Minor Patron
	2	Deck Officer	Boat Captain 3
	3	Rating	
250 to below 500 GT	1	Master	Major Patron
	1	Chief Officer	Minor Patron
	1	Deck Officer	Boat Captain 3
	3	Rating	
500 to below 1000 GT	1	Master	2 <sup>nd</sup> Mate
	1	Chief Officer	3 <sup>rd</sup> Mate
	2	Deck Officer	Major Patron
	3	Rating	
1000 to below 2500	1	Master	Chief Mate
	1	Chief Officer	2 <sup>nd</sup> Mate

2500 GT and above	2	Deck Officer	3 <sup>rd</sup> Mate & Major Patron
	3	Rating	
	1	Master	Master Mariner
	1	Chief Officer	Chief Mate
	2	Deck Officer	2 <sup>nd</sup> Mate and 3 <sup>rd</sup> Mate
	3	Rating	

## 1.2 ENGINE DEPARTMENT

KILOWATT <sup>1</sup>	NUMBER	POSITION	LICENSE
250 Kw and below	1	Chief Engine Officer	Motorman
	1	Rating	
above 250 to 500 Kw	1	Chief Engine Officer	Marine Diesel Mechanic 1
	1	Engine Officer	Motorman
	2	Rating	
above 500 to below 750 Kw	1	Chief Engine Officer	Marine Diesel Mechanic 2
	2	Engine Officer	Marine Diesel Mechanic 1
	3	Rating	
750 to below 1500 Kw	1	Chief Engine Officer	3 <sup>rd</sup> Marine Engineer
	1	2 <sup>nd</sup> Engine Officer	4 <sup>th</sup> Marine Engineer
	1	Engine Officer	Marine Diesel Mechanic 2
	3	Rating	
1500 to below 3000 Kw	1	Chief Engine Officer	2 <sup>nd</sup> Marine Engineer
	1	2 <sup>nd</sup> Engine Officer	3 <sup>rd</sup> Marine Engineer
	2	Engine Officer	4 <sup>th</sup> Marine Engineer
	3	Rating	
3000 Kw and above	1	Chief Engine Officer	Chief Marine Engineer
	1	2 <sup>nd</sup> Engine Officer	2 <sup>nd</sup> Marine Engineer
	2	Engine Officer	3 <sup>rd</sup> Marine Engineer and 4 <sup>th</sup> Marine Engineer
	3	Rating	

<sup>1</sup> 1KW = 1.341 HP

(COASTWISE VOYAGE)  
For voyage 8 hours or less

1.3 DECK

GROSS TONNAGE	NUMBER	POSITION	LICENSE
Above 15 to below 35 GT (Except Passenger Ships)	1	Master	Boat Captain 2
	1	Rating	
35 to below 100 GT	1	Master	Boat Captain 3
	1	Chief Officer	Boat Captain 2
	1	Rating	
100 to below 250 GT	1	Master	Minor Patron
	1	Deck Officer	Boat Captain 3
	2	Rating	
250 to below 500 GT	1	Master	Major Patron
	1	Chief Officer	Minor Patron
	1	Deck Officer	Boat Captain 3
	2	Rating	
500 to below 1000 GT	1	Master	3 <sup>rd</sup> Mate
	1	Chief Officer	Major Patron
	1	Deck Officer	Minor Patron
	3	Rating	
1000 to below 2500	1	Master	2 <sup>nd</sup> Mate
	1	Chief Officer	3 <sup>rd</sup> Mate
	1	Deck Officer	Major Patron
	3	Rating	
2500 GT and above	1	Master	Chief Mate
	1	Chief Officer	2 <sup>nd</sup> Mate
	1	Deck Officer	3 <sup>rd</sup> Mate
	3	Rating	

1.4 ENGINE DEPARTMENT

KILOWATT <sup>2</sup>	NUMBER	POSITION	LICENSE
250 Kw and below	1	Chief Engine Officer	Motorman
	1	Rating	
above 250 to 500 Kw	1	Chief Engine Officer	Marine Diesel Mechanic 1
	1	Engine Officer	Motorman
	2	Rating	
above 500 to below 750 Kw	1	Chief Engine Officer	Marine Diesel Mechanic 2
	1	Engine Officer	Marine Diesel Mechanic 1
	2	Rating	

<sup>2</sup> 1KW = 1.341 HP



750 to below 1500 Kw	1	Chief Engine Officer	4 <sup>th</sup> Marine Engineer
	1	Engine Officer	Marine Diesel Mechanic 2
	3	Rating	
1500 to below 3000 Kw	1	Chief Engine Officer	3 <sup>rd</sup> Marine Engineer
	1	2 <sup>nd</sup> Engine Officer	4 <sup>th</sup> Marine Engineer
	1	Engine Officer	Marine Diesel Mechanic 2
	3	Rating	
3000 Kw and above	1	Chief Engine Officer	2 <sup>nd</sup> Marine Engineer
	1	2 <sup>nd</sup> Engine Officer	3 <sup>rd</sup> Marine Engineer
	1	Engine Officer	4 <sup>th</sup> Marine Engineer
	3	Rating	

2. The officers both on deck and engine department, for ships operating in the coastwise voyage, must be in accordance with Table VI/1 regardless of tonnage and wattage.
3. The minimum safe manning requirements for ships operating in bay and river are as follows:

**TABLE OF MINIMUM SAFE MANNING  
(BAY and RIVER)**

**3.1 DECK**

GROSS TONNAGE	NUMBER	POSITION	LICENSE
15 and below	1	Master	Boat Captain 1
	1	Rating	
Below 35 to above 15	1	Master	Boat Captain 2
	1	Rating	
Below 100 to 35	1	Master	Boat Captain 2
	1	Chief Officer	Boat Captain 1
	1	Rating	
Below 250 to 100	1	Master	Boat Captain 3
	1	Deck Officer	Boat Captain 2
	2	Rating	
Below 500 to 250	1	Master	Minor Patron
	1	Chief Office	Boat Captain 3
	2	Rating	
500 to below 1000	1	Master	Major Patron
	1	Chief Officer	Minor Patron
	1	Deck Officer	Boat Captain 3
	2	Rating	

1000 to below 2500	1	Master	3 <sup>rd</sup> Mate
	1	Chief Officer	Major Patron
	1	Deck Officer	Minor Patron
	2	Rating	
2500 and above	1	Master	2 <sup>nd</sup> Mate
	1	Chief Officer	3 <sup>rd</sup> Mate
	1	Deck Officer	Major Patron
	2	Rating	

### 3.2 ENGINE DEPARTMENT

KILOWATT <sup>3</sup>	NUMBER	POSITION	LICENSE
250 and below	1	Chief Engine Officer	Motorman
	1	Rating	
above 250 to 500 Kw	1	Chief Engine Officer	Marine Diesel Mechanic 1
	2	Rating	
above 500 to below 750 Kw	1	Chief Engine Officer	Marine Diesel Mechanic 1
	1	Engine Officer	Motorman
	2	Rating	
750 to below 1500	1	Chief Engine Officer	Marine Diesel Mechanic 2
	1	Engine Officer	Marine Diesel Mechanic 1
	2	Rating	
1500 to below 3000	1	Chief Engine Officer	4 <sup>th</sup> Marine Engineer
	1	2 <sup>nd</sup> Engine Officer	Marine Diesel Mechanic 2
	3	Rating	
3000 and above	1	Chief Engine Officer	3 <sup>rd</sup> Marine Engineer
	1	2 <sup>nd</sup> Engine Officer	4 <sup>th</sup> Marine Engineer
	3	Rating	

4. For ships operating in Bay and River the highest officer in the engine shall not be of higher rank than the highest officer on deck. For this purpose the following Table is hereby adopted, as basis for comparison of level between deck and engine officer:

<sup>3</sup> 1KW = 1.341 HP

### COMPARATIVE MANNING LEVEL

DECK	ENGINE
Master Mariner	Chief Engineer
Chief Mate	2 <sup>nd</sup> Engineer
2 <sup>nd</sup> Mate	3 <sup>rd</sup> Engineer
3rd Mate	4 <sup>th</sup> Engineer
Major Patron	Marine Diesel Mechanic 2
Minor Patron	Marine Diesel Mechanic 1
Boat Captain 3	Motorman
Boat Captain 2	
Boat Captain 1	

5. The minimum safe manning requirements for fishing vessels are as follows:

#### TABLE OF MINIMUM SAFE MANNING FOR FISHING VESSELS (PHILIPPINE WATERS)

##### 5.1 DECK

GROSS TONNAGE	NUMBER	POSITION	LICENSE
Below 15 GT	1	Master	Boat Captain 1
Below 35 to 15 GT	1	Master	Boat Captain 2
Below 100 to 35 GT	1	Master	Boat Captain 3
	1	Rating	
Below 250 to 100 GT	1	Master	Minor Patron
	1	Deck Officer	Boat Captain 3
	2	Rating	
Below 500 to 250 GT	1	Master	Major Patron
	1	Deck Officer	Minor Patron
	2	Rating	
Below 1600 to 500 GT	1	Master	3 <sup>rd</sup> Mate
	1	Deck Officer	Major Patron
	2	Rating	
1600 GT and above	1	Master	2 <sup>nd</sup> Mate
	1	Chief Officer	3 <sup>rd</sup> Mate
	1	Deck Officer	Major Patron
	3	Rating	

##### 5.2 ENGINE DEPARTMENT

KILOWATT <sup>4</sup>	NUMBER	POSITION	LICENSE
Below 250 Kw	1	Chief Engine Officer	Motorman

<sup>4</sup> 1KW = 1.341 HP

	1	Rating	
Below 500 to 250 Kw	1	Chief Engine Officer	Marine Diesel Mechanic 1
	1	Engine Officer	Motorman
	1	Rating	
Below 750 to 500 Kw	1	Chief Engine Officer	Marine Diesel Mechanic 2
	1	Engine Officer	Marine Diesel Mechanic 1
	2	Rating	
Below 2400 to 750 Kw	1	Chief Engine Officer	4 <sup>th</sup> Marine Engineer
	1	Engine Officer	Marine Diesel Mechanic 2
	3	Rating	
2400 Kw and above	1	Chief Engine Officer	3 <sup>rd</sup> Marine Engineer
	1	2 <sup>nd</sup> Engine Officer	4 <sup>th</sup> Marine Engineer
	1	Engine Officer	Marine Diesel Mechanic 2
	3	Rating	

Note: No fishing banca with outrigger is allowed under this category.

TABLE OF MINIMUM SAFE MANNING FOR FISHING VESSELS  
(BAY AND RIVER)

5.3 DECK

GROSS TONNAGE	NUMBER	POSITION	LICENSE
Below 15 GT	1	Master	Boat Captain 1
Below 35 to 15 GT	1	Master	Boat Captain 2
Below 100 to 35 GT	1	Master	Boat Captain 3
Below 250 to 100 GT	1	Master	Minor Patron
	2	Rating	
Below 500 to 250 GT	1	Master	Major Patron
	1	Deck Officer	Boat Captain 2
	2	Rating	
Below 1600 to 500 GT	1	Master	3 <sup>rd</sup> Mate
	1	Deck Officer	Boat Captain 3
	2	Rating	
1600 GT and above	1	Master	2 <sup>nd</sup> Mate
	1	Chief Officer	Major Patron
	1	Deck Officer	Minor Patron
	2	Rating	

#### 5.4 ENGINE DEPARTMENT

KILOWATT <sup>5</sup>	NUMBER	POSITION	LICENSE
Below 250 Kw	1	Chief Engine Officer	Motorman
Below 500 to 250 Kw	1	Chief Engine Officer	Marine Diesel Mechanic 1
	1	Rating	
Below 750 to 500 Kw	1	Chief Engine Officer	Marine Diesel Mechanic 2
	1	Engine Officer	Motorman
	1	Rating	
Below 2400 to 750 Kw	1	Chief Engine Officer	4 <sup>th</sup> Marine Engineer
	1	Engine Officer	Marine Diesel Mechanic 1
	1	Rating	
2400 Kw and above	1	Chief Engine Officer	4 <sup>th</sup> Marine Engineer
	1	Engine Officer	Marine Diesel Mechanic 2
	2	Rating	

Note: For fishing banca with outrigger, no engine rating is required.

#### VII. SPECIAL MANNING

1. A ship may be allowed to reduce its manning complement subject to the approval of the Administrator.
2. Request for special manning shall be evaluated taking into consideration, among others, the size of the ship, the type and area of operation, voyage duration and total hours of operation in 1 day, and in accordance with the provision of IV/3, IV/4, V/1, VIII/1, VIII/2.5, VIII/2.6 and IX/1.
3. For purposes of this Section a Special Manning Certificate shall be issued for a period not exceeding sixty (60) days.

#### VIII. WATCHKEEPING

1. Fitness for Duty: The Company shall prevent fatigue by:
  - 1.1 Establishing and enforcing rest periods for watchkeeping personnel; and
  - 1.2 Ensuring that watch systems are faithfully implemented so that the efficiency of all watchkeeping personnel is not impaired by fatigue and that the first watch are so organized that the first watch at the commencement of a voyage and subsequently relieving watches are sufficiently rested and otherwise fit for duty.
2. Watchkeeping Arrangements and Principles to be Observed
  - 2.1 The Company, Masters, Chief Engineer Officers and all watchkeeping personnel are required to observe the requirements,

<sup>5</sup> 1KW = 1.341 HP

principles and guidelines set out in the STCW Code, as amended to ensure that a safe continuous watch or watcher appropriate to the prevailing circumstances and condition are maintained in the ship at all times.

- 2.2 Officers in charge of the navigational watch are responsible for navigating the ship safely during their periods of duty where they shall be physically present at all times in the navigational bridge or in associated location such as the chartroom or bridge control room;
- 2.3 Radio operators are responsible for maintaining a continuous radio watch on appropriate frequency during their periods of duty;
- 2.4 Officers in charge of an engineering watch shall be physically present in the machinery spaces during their period of responsibility and shall be immediately available and on call to attend the machinery spaces when required;
- 2.5 An appropriate and effective watch or watches are maintained for the purpose of safety at all times, while the ship is not at anchor or moored and, if the ship is carrying hazardous cargo, the organization of such watch or watches takes full account of the nature, quantity, packing and storage of the hazardous cargo and any special conditions prevailing onboard, afloat or ashore.
- 2.6 Officers and ratings performing watchkeeping duties shall have a sufficient rest period while on duty. In scheduling the rest period arrangement should be made that no watchkeepers shall have a continuous duty for six (6) hours.

#### **IX. CERTIFICATE AND TRAINING**

1. Each seafarer assigned on board ship shall hold the appropriate certificate in accordance with the provisions of MC 2012 – 04 and, where applicable, with the 1978 STCW Convention, as amended.
2. Other personnel serving on board, other than the crew shall have to undergo familiarization training concerning safety matters.

#### **X. APPRENTICESHIP PROGRAM**

1. Company operating ships of at least 500 GT in respect of ship tonnage and 750 Kw in respect of engine power are required to accommodate a reasonable number of students of maritime courses for apprenticeship training on board ships.
2. Apprentice Cadets/Cadetesses performing watchkeeping as part of the apprenticeship training shall always be under the control and supervision of the officer on duty and shall not be considered as part of the regular crew.

#### **XI. FORM, ISSUANCE AND VALIDITY OF MINIMUM SAFE MANNING CERTIFICATE**

1. A certificate called “Minimum Safe Manning Certificate” (MSMC) shall be issued to a ship after survey and compliance with the requirement specified in paragraph 3 of this Section and payment of processing fee.

2. The MSMC shall be drawn up in the form attached as Annex "A" in this Circular.
3. The MSMC so issued shall be valid for a period of not more than one (1) year or co-terminus with the safety certificate.
4. An application for issuance of MSMC shall be supported by a copy of the Certificate of Philippine Registry (CPR) and/or Certificate of Ownership (CO).
5. Payment for issuance of MSMC shall be in accordance with MC 2005-01, as amended.

## **XII. FINES AND PENALTIES**

Any violations committed by company shall be subject to the fines and penalties prescribed under MC 120, as amended.

## **XIII. TRANSITORY PROVISIONS**

Existing Minimum Safe Manning Certificate (MSMC) shall remain valid until its expiration. The company may opt to secure a new MSMC under this Circular the validity of which shall be the same as that of the existing MSMC. It should be understood however that MSMC issued under this Circular shall comply with the licensure requirement under MARINA Memorandum Circular No. 2012 – 03 and the qualification requirements under MARINA Memorandum Circular No.2012 – 04.

## **XIV. REPEALING CLAUSE**

MC 148 and all other rules and regulations on minimum manning requirements for domestic vessels are hereby repealed.

## **XV. EFFECTIVITY:**

This Memorandum Circular shall take effect fifteen (15) days after its publication once in a newspaper of general circulation.

Manila, Philippines 03 Oct 2012.

By the Authority of the MARINA Board

**(Signed)ATTY. NICASIO A. CONTI**  
Officer-In-Charge

## **SECRETARY'S CERTIFICATE**

This is to certify that the foregoing MARINA Circular No. 2012 - 06 has been approved by the MARINA Board during its 220<sup>th</sup> Board Meeting on 03 October 2012.

**(Signed)Atty. VIRGILIO B. CALAG**  
Acting Corporate Board Secretary

*Date of Publication: 09 November 2012*

*Date of Submission to the U.P. Law Center: 15 November 2012.*



REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS  
**MARITIME INDUSTRY AUTHORITY**  
 Parkview Plaza  
 984 Taft Avenue corner T. M. Kalaw Avenue, Ermita, Manila

**MINIMUM SAFE MANNING CERTIFICATE**

Name of Ship:	IMO No.	Official No.:	Call Sign:	Homeport:
Company:	Gross Tonnage:	Kilowatt:	Ship Class:	Trading:

The ship named in this Certificate is considered to be safely manned if, when it proceeds to sea/protected waters, it carries not less than the number of grades of personnel specified in the table below:

**MANNING REQUIREMENTS**

Deck Department			Engine Department		
POSITION	LICENSE	Number	POSITION	LICENSE	Number
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
<b>TOTAL</b>			<b>TOTAL</b>		
Others:			Others:		
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

PROVIDED THAT, this Certificate is valid only as to the particulars of the ship shown in the application letter dated \_\_\_\_\_ and the nature of the service indicated therein.

Issued in pursuance of Chapter XVIII of the Philippine Merchant Marine Rules and Regulations 1997, as amended by MARINA Memorandum Circular No. 2012 - 06.

This Minimum Safe Manning Certificate is valid until \_\_\_\_\_.

Issued at \_\_\_\_\_ on \_\_\_\_\_.

***\*Not related to the vessel's required safe manning level.  
 As requested by the company.***

By the Authority of the Administrator:  
 (A.O. 15-10 dated 04 October 2010)

(Seal of Stamp of the Issuing Authority)  
 Paid Under  
 O. R. No. \_\_\_\_\_  
 Amount \_\_\_\_\_  
 Date : \_\_\_\_\_:

\_\_\_\_\_  
 Director, MSO/MRO