



MARINA CIRCULAR

NO. 2018-03

Series of 2018

TO : ALL SHIPOWNERS, OPERATORS AND MANAGERS OF
PHILIPPINE - REGISTERED SEAGOING SHIPS AND OTHER
MARITIME ENTITIES CONCERNED.

SUBJECT : AMENDMENTS TO MARINA CIRCULAR NO. 137 ON THE
MINIMUM SAFE MANNING FOR SEAGOING SHIPS IN
INTERNATIONAL TRADE.

Pursuant to the provisions of the International Convention on Standards of Training, Certification and Watch keeping for Seafarers 1978 (STCW Convention), as amended; IMO Resolution A1047 (27) - Principles of Safe Manning; Chapter V of the International Convention for the Safety of Life at Sea 1974 (SOLAS), as amended; Section 12 (e) of Executive Order No. 125, as amended; and the Republic Act No. 10635, the following revised guidelines on the provision of minimum safe manning are hereby provided:

I. OBJECTIVE:

To ensure that all Philippine-registered ships are properly manned by qualified and licensed officers and crew in accordance with the STCW Convention who can safely operate the ships at all times in accordance with the relevant provisions stated in this Circular.

II. COVERAGE:

This Circular shall apply to all Philippine-registered seagoing ships engaged in international trade.

III. DEFINITION OF TERMS:

1. **Able Seafarer Deck (ASD)** means a rating qualified in accordance with the provisions of regulation II/5 of the STCW Convention, as amended.

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2. **Able Seafarer Engine (ASE)** means a rating qualified in accordance with the provisions of regulation III/5 of the STCW Convention, as amended.
3. **Chief Engineer** is a senior engineer officer responsible for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ship and qualified in accordance with the provisions of the STCW Convention, as amended.
4. **Chief Mate** means the officer next in rank to the master and upon whom the command of ship will fall in the event of the incapacity of the master and qualified in accordance with the provisions of the STCW Convention, as amended.
5. **Deck Officer** means an officer qualified in accordance with Chapter II of the STCW Convention, as amended.
6. **Electro-Technical Officer (ETO)** means an officer qualified in accordance with regulation III/6 of the STCW Convention, as amended.
7. **Engineer Officer** means an officer qualified in accordance with Chapter III/1, III/2 or III/3 of the STCW Convention, as amended,
8. **Global Maritime Distress and Safety System (GMDSS) Radio Operator** means a person who is qualified in accordance with of chapter IV of the STCW Convention, as amended.
9. **Master** is a person having command of a ship and qualified in accordance with the STCW Convention, as amended.
10. **Radio Operator** is a person holding an appropriate certificate issued and recognized by the Administration under the provisions of the Radio Regulations.
11. **Radio Regulations** means the Radio Regulations annexed to, or regarded as being annexed to, the most recent International Telecommunication Convention which may be in force at any time.
12. **Ratings** means a member of the ship's crew other than the master or an officer.

13. **Ratings Forming Part of an Engineering Watch (RFPEW)** means a rating qualified in accordance with regulation III/4 of the STCW Convention, as amended.
14. **Ratings Forming Part of a Navigational Watch (RFPNW)** means a rating qualified in accordance with regulation II/4 of the STCW Convention, as amended.
15. **Sailing Short Handed** refers to a condition where the manning complement of a ship is in less than the approved manning complement during voyage due to unforeseen exceptional circumstances such as illness or injury, from a port of origin to the next port of destination.
16. **Second Engineer Officer** means the engineer officer next in rank to the chief engineer officer and upon whom the responsibility for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ship will fall in the event of the incapacity of the chief engineer officer.
17. **Seagoing Ship** refers to Philippine-registered ships engaged in international trade.
18. **Special Manning** refers to a manning complement given to a ship as requested by the company in the instances provided in Section VII.1 of this Circular.
19. **STCW Convention** means the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers as adopted by 2010 Manila Convention, as amended.
20. **STCW Code** means the Seafarer's Training, Certification and Watchkeeping (STCW) Code as adopted by 1995 Conference resolution as may be amended by the Organization.

IV. GENERAL PROVISIONS:

1. Master, officers and ratings onboard seagoing ships shall be duly qualified, competent, certificated and medically fit in accordance with the existing regulations on the issuance of certificates and endorsements for seafarers.

2. Seagoing ships shall have onboard an approved Minimum Safe Manning Certificate indicating the minimum number of officers and crew and their corresponding licenses and qualification requirements.
3. A minimum of two (2) watch keeping deck officers or one (1) dedicated radio officer are required to have the appropriate GMDSS radio operator's certificate (IV/2) general or restricted depending upon the ship's intended sea area of operation.
4. The highest power rating of one (1) 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 in so far as competency is concerned.
5. Ship with power system above 1000 volts shall have an Electro-Technical Officer (ETO) onboard. The classification society shall determine the power system onboard ships.

V. MINIMUM SAFE MANNING:

The provisions of IMO Resolution A1047 (27) - Principles of Safe Manning, and its future amendments, are hereby adopted as an integral part of this Circular.

VI. BASIC SAFE MANNING SCALE:

The following Minimum Safe Manning shall be followed:

1. CATEGORY 1: Ships Engaged in International Voyage

1.1 Passenger Ships /Cargo Ships/Tankers

1.1.1 Deck Department

Tonnage (GT)	No.	Capacity	STCW Regulation
Less than 500 GT	1	Master	II/2
	2	Deck Officers	II/1
	2	RFPNW/Able Seafarer Deck	II/4 and II/5**
500 GT and above, but less than 3000	1	Master	II/2
	2	Deck Officers	II/1

GT	3	RFPNW/Able Seafarer Deck	II/4 and II/5***
3000 GT and above	1	Master	II/2
	1	Chief Mate	II/2*
	1	Deck Officers	II/1
	3	RFPNW/Able Seafarer Deck	II/4 and II/5***

* Required Capacity: refer to Certificate of Competency (COC) limitations.

** RFPNW/Able Seafarer Deck with II/4 and II/5.

*** At least two (2) of the Three (3) RFPNW/Able Seafarer Deck with II/5.

1.1.2. Engine Department

Power (KW)	No.	Capacity	STCW Regulation
Below 750KW**	1	Chief Engineer	III/3
	1	Engineer Officer	III/1
	2	RFPEW/Able Seafarer Engine	III/4 and III/5***
750 KW to 3000 KW** (both for manned and periodically unmanned engine room)	1	Chief Engineer	III/3 or III/2
	1	Second Engineer	III/3 or III/2
	1	Engineer Officer	III/1
	3	RFPEW/Able Seafarer Engine	III/4 and III/5****
Over 3000 KW ** (both for manned and unmanned engine room)	1	Chief Engineer	III/2
	1	Second Engineer	III/2*
	1	Engineer Officer	III/1
	3	RFPEW/Able Seafarer Engine	III/4 and III/5****

* Required Capacity: refer to Certificate of Competency (COC) limitations.

** If the vessel holds an Unattended Machinery Space (UMS) Certificate issued by a Recognized Organization, one (1) Engineer Officer and one (1) RFPEW/ASE may be dispensed with.

*** RFPEW/Able Seafarer Engine with III/4 and III/5.

**** At least two (2) of the three (3) RFPEW/Able Seafarer Engine with III/5.

1.2 Tugs and Anchor Handling

1.2.1 Deck Department

Tonnage (GT)	No.	Capacity	STCW Regulation
Less than 500 GT	1	Master	II/2
	2	Deck Officers	II/1
	2	RFPNW/Able Seafarer Deck	II/4 and II/5**
500 GT and above	1	Master	II/2
	1	Chief Mate	II/2*
	1	Deck Officers	II/1
	3	RFPNW/Able Seafarer Deck	II/4; and II/5***

* Required Capacity: refer to Certificate of Competency (COC) limitations.

** RFPNW/Able Seafarer with II/4 and II/5.

*** At least two (2) of the Three (3) RFPNW/Able Seafarer Deck with II/5.

1.2.2 Engine Department

Power (KW)	No.	Capacity	STCW Regulation
Below 750 KW**	1	Chief Engineer	III/3
	1	Engineer Officer	III/1
	2	RFPEW/Able Seafarer Engine	III/4 and III/5***
750 KW to 3000 KW** (both for manned and periodically unmanned engine room)	1	Chief Engineer	III/3 or III/2
	2	Engineer Officer	III/1
	2	RFPEW/Able Seafarer Engine	III/4 and III/5***
Over 3000 KW ** (both for manned and unmanned engine room)	1	Chief Engineer	III/2
	1	Second Engineer	III/2*
	1	Engineer Officer	III/1
	3	RFPEW/Able Seafarer Engine	III/4 and III/5****

* Required Capacity: refer to Certificate of Competency (COC) limitations.

****If the vessel holds an Unattended Machinery Space (UMS) Certificate issued by a Recognized Organization, one (1) Engineer Officer and one (1) RFPEW/ASE may be dispensed with.**

***** RFPEW/Able Seafarer Engine with III/4 and III/5.**

****** At least two (2) of the three (3) RFPEW/Able Seafarer Engine with III/5.**

VII. Special Manning and Sailing Short Handed

1. Application for a Special Permit with manning level lesser than the safe manning scale herein maybe allowed under exceptional circumstances, such as but not limited to drydocking and lay-up upon request of the company subject to the evaluation of this Administration.
2. A shortage during a voyage i.e. from the immediate port of origin to the next port of destination of one (1) Officer or one (1) Rating resulting from unforeseen exceptional circumstances such as illness or injury is permitted until the voyage is completed. The Administration shall be immediately informed of such circumstance.
3. No special manning shall be allowed for more than thirty (30) days reckoned from the day the ship sails with officer/rating less than that is required by this regulation except in cases to be determined by the Administration.
4. A dispensation permit shall be issued to a seafarer to serve on a specified ship for a specified period for which he does not hold the appropriate certificate, provided that the person to whom the dispensation is issued shall be adequately qualified to fill the vacant post pursuant to Article VIII of the STCW Convention, as amended and the existing MARINA Memorandum Circular in the issuance of dispensation, in a safe manner.

VIII. DOCUMENTARY REQUIREMENTS FOR ISSUANCE OF A MINIMUM SAFE MANNING CERTIFICATE

A. For Provisional Minimum Safe Manning Certificate:

1. Letter Request;
2. Crew List; and
3. Filing Fee.

B. For Full Term Minimum Safe Manning Certificate:

1. Letter Request;
2. Protocol of Delivery and Acceptance; and
3. Filing Fee.

C. For Special Manning Certificate:

1. Letter Request;
2. Master's Report and Medical Certificate; and
3. Filing Fee.

IX. FEES

1. Provisional Minimum Safe Manning Certificate	-	P2,500.00
2. Full Term Minimum Safe Manning Certificate	-	P12,500.00
3. Special Manning Certificate	-	P2,500.00
4. Re – issuance for compliance of new IMO Regulations	-	P875.00

X. VALIDITY

1. **Provisional Minimum Safe Manning Certificate** – valid for three (3) months reckoned from the issuance of Provisional CPR; and
2. **Full Term Minimum Safe Manning Certificate** – the validity should not be more than Five (5) years from the issuance of certificate.

XI. FINES AND PENALTIES

Imposition of the fines and penalties shall be based on the existing MARINA Memorandum Circulars.

XII. REPEALING CLAUSE

Any provision of the Philippine Merchant Marine Rules and Regulations (PMMRR) 1997 and existing MARINA Rules and Regulations and Orders which are inconsistent with this Circular are hereby repealed and modified accordingly.

XIII. EFFECTIVITY

This MARINA Circular shall take effect fifteen (15) days following its publication once in a newspaper of general circulation in the Philippines.

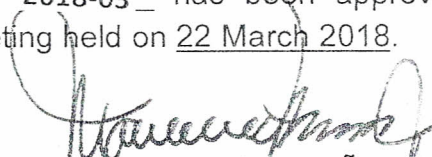
By Authority of the MARINA Board:



REY LEONARDO B GUERRERO
Administrator

SECRETARY'S CERTIFICATE

This is to certify that MARINA Circular No. 2018-03 has been approved by the MARINA Board in its 255th Regular Board Meeting held on 22 March 2018.



ATTY. MAXIMO I. BAÑARES, JR.
Acting Corporate Board Secretary

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Date of Submission to ONAR: