

Maritime Standards

MINIMUM SAFE CREWING DOCUMENT – APPLICATION AND ASSESSMENT FORM (MSF008)

Section 1 – Vessel details

Vessel name:	_____	MNZ number:	_____
Owner/Operator:	_____	Gross Tonnage:	_____
Length: (Rule 31 definition)	_____ (m)	Length Overall (LOA) (Rule 31 definition):	_____
Engine (KW's):	_____	Propulsion:	_____
Type of operation:	_____		
Operational limits:	_____		
Passenger No's. (maximum):	_____		
Offshore limits:	_____	Coastal limits:	_____
Inshore limits:	_____	Enclosed limits:	_____
Unlimited limits:	_____		
Nature of voyages (maximum & minimum):	_____		
Passenger No's. (average and minimum)	_____		

*Please click here for [Rule 31 definition](#)

Section 2 – Minimum crewing

Minimum crewing must include sufficient crew to:

Item	Comment
Maintain safe navigational, port, engineering and radio watches in accordance with the requirement of the Rule and maintain general surveillance of the vessel 31.21(1)(a).	
Moor and unmoor the vessel safely 31.21(1)(b).	
Manage the safety function of the vessel when employed in a stationary or near stationary mode at sea 31.21(1)(c).	
Perform operations, as appropriate for the prevention of damage to the environment 31.21(1)(d).	
Maintain the safety arrangements and cleanliness of all accessible spaces to minimize the risk of fire 31.21(1)(e).	
Provide for medical care on board the vessel 31.21(1)(f).	
Ensure safe carriage of passengers and cargo during transit 31.21(1)(g).	
Conduct all stages of the vessels operation safely 31.21(1)(h).	
Inspect and maintain as appropriate, the structural integrity of the vessel 31.21(1)(i).	
Operate all watertight closing arrangements and maintain them in effective condition and also deploy a competent damage control party 31.21(1)(j).	
Operate all on board fire fighting and emergency equipment and lifesaving appliances, carry out such maintenance of this equipment as is necessary at sea, and muster and disembark all persons on board and assist passengers in an emergency 31.21(1)(k).	
Operate the main propulsion and auxiliary machinery including power systems above 1000 V, Pollution Prevention Equipment and maintain them in a safe condition to enable the vessel to overcome the foreseeable perils of the voyage 31.21(1)(l).	
Supply provisions for and prepare meals on board 31.21(1)(m).	

Section 3 – Rules

The owner and master must take into account the requirement of the rules covering:

Item	Comment
Watchkeeping 31.21(2)(b)(i).	
Fitness for duty 31.21(2)(b)(ii).	
Safety Management 31.21(2)(b)(iii).	
Certification and licensing of seafarers 31.21(2)(b)(iv).	
Training of seafarers 31.21(2)(b)(v).	
Crew Accommodation 31.21(2)(b)(vi).	
Provisions of any approved Security Plan 31.21(2)(c).	
Occupational health, including hygiene.	

Section 4 – Responsibilities

The owner and master must take into account the following onboard responsibilities:

Item	Comment
On-going training requirements for all crew including the operation and use of fire-fighting and emergency equipment, life-saving appliances, and watertight closing arrangements 31.21(3)(a).	
Specialised training requirements for particular types of ships and in instances where crew members are engaged in shipboard tasks that cross departmental boundaries 31.21(3)(b).	
Provision of proper food and drinking water 31.21(3)(c).	
The need to undertake emergency duties and responsibilities 31.21(3)(d).	
The need to provide training opportunities for entrant seafarers to allow them to gain the knowledge and experience needed 31.21(3)(e).	
The owner and master must ensure that a sufficient number of seafarers hold first aid or medical training certificates to meet the needs of any reasonably foreseeable medical emergency on board 31.21(4).	

Section 5 – Assessments

The owner and master must make an assessment of the following:

Item	Comment
Crew's task's, duties and responsibilities necessary to operate the vessel safely, protect the environment and deal with any emergency situation 31.23(a).	
The number and grades or capacities of the crew necessary to operate the vessel safely, protect the environment and deal with any emergency situation 31.23(b).	
Proposed minimum safe crewing level based on the assessment of the numbers and grades or capacities of the vessels crew, together with an explanation of how the vessel's proposed crew will deal with emergency situations including the evacuation of passengers 31.23(c).	
The adequacy of the proposed minimum safe crewing levels at all times and in all respects, taking into account requirements for cargo operations in port or at sea, and including meeting the requirements of peak workload situations 31.23(d).	
Specify how the effectiveness of the proposed minimum safe crewing level will be monitored 31.23(e).	
Specify what consultation on the proposed minimum safe crewing level has taken place (particularly crew and other stakeholders) and what the results of that consultation were 31.23(f).	
The consideration of crew fatigue elements for navigation and engine room watchkeepers 31.29(1)(c).	
The adequacy of Bridge and Engine room watchkeeping procedures to maintain vessel safety.	
The adequacy of procedures for regular Bridge and Engine Room log entries.	

Section 6

The following general information is required by MNZ for consideration during the assessment of this application.

Item	Comment
What other MSC proposals, if any, were considered and how did they compare to this proposal?	
What are the prevailing weather conditions in the vessels area of operations?	
What other vessel or shore support is available in the event of an emergency?	
What floatation / lifesaving equipment is available on board outside of prescribed equipment (i.e., rope ladders, cranes, nets, rescue craft etc.)?	
What risk management principles involving the probability of hazardous events are employed by the owner?	
Is the vessel purpose built or converted for its operations? If converted, is this likely to impact on crewing considerations?	
What are the hours of work and rest periods for the crew?	
Are night operations involved?	
What is the amount of bridge to engine room automation?	
Will the crew work together regularly or not?	

Section 7 – Proposed crewing

Vessel Name: _____ MNZ Number: _____

The vessel is to carry the following minimum crewing in the **ENCLOSED** area:

Passenger numbers	Master	Mate	Engineer	QDC or equivalent	Other seafarers	Total complement
1 - 49						
50 - 99						
100 - 199						
Non-passenger						

The vessel is to carry the following minimum crewing in the **INSHORE** area:

Passenger numbers	Master	Mate	Engineer	QDC or equivalent	Other seafarers	Total complement
1 – 12						
13 – 19						
20 – 49						
50 – 99						
100 - 199						
Non-passenger						

The vessel is to carry the following minimum crewing in the **COASTAL** area:

Passenger numbers	Master	Mate	Engineer	QDC or equivalent	Other seafarers	Total complement
1 – 12						
13 – 19						
19 – 49						
50 – 99						
100 - 199						
Non-passenger						

The vessel is to carry the following minimum crewing in the **OFFSHORE** area:

Passenger numbers	Master	Mate	Engineer	QDC or equivalent	Other seafarers	Total complement
1 – 12						
13 – 19						
20 – 49						
50 – 99						

Passenger numbers	Master	Mate	Engineer	QDC or equivalent	Other seafarers	Total complement
100 - 199						
Non-passenger						

The vessel is to carry the following minimum crewing in the **UNLIMITED** area:

Passenger numbers	Master	Mate	Engineer	QDC or equivalent	Other seafarers	Total complement
1 – 12						
13 – 19						
20 – 49						
50 – 99						
100 - 199						
Non-passenger						

If carrying more than 199 passengers, please add additional rows as required.

MNZ acknowledges the contribution made by MMS and sincerely thanks the Company for allowing MNZ to use the MSC document developed by them in the preparation of this application form.