



## Instruction to RO's

### No. 11: Manning surveys based on the HSSC Protocol 1988

*Date entry into force: 01 May 2017*

#### 1 Introduction

Article 2.4.1 of annex 1 to the agreement regulates the surveys performed by the RO's based on the HSSC Protocol 1988, as further detailed in IMO Resolution A.997(25), as may be amended. Part of this resolution (Annex 1) is that during several surveys (see below) the conditions regarding the manning of the ship and the manning documents are to be verified. Due to several detentions and an increase of manning related deficiencies, the Maritime Authority of Curacao (MAC) requested the RO's to give more attention regarding this matter. The RO's requested for an instruction with a more detailed overview of what items to verify, resulting in this instruction.

#### 2 Scope

This document contains instructions for RO's with regard to:

- checking that the ship's complement complies with the Minimum Safe Manning Document (SMD; SOLAS 74/88, reg.V/13(b));
- checking that the master, officers and ratings are certificated as required by the STCW Convention;
- checking that the master, officers and ratings, where applicable, hold the appropriate ships related STCW training as per STCW code chapter V/1.

#### 3 Application

During the following surveys (all except initial) on RO-classed vessels, abovementioned items (ship's complement and certificates of competence) are to be verified (in case of a combination of surveys, the safe manning will only have to be verified once, to the full extent):

Code	Initial (I)	Annual (A)	Periodical (P)	Intermediate (In)	Renewal (R)
E Safety Equipment		X	X		X
C Safety Construction		X		X	X
R Safety Radio			X		X
P Safety Passenger					X
L Load Line		X			X
O IOPP		X		X	X
N Noxious Liquid Substances		X		X	X
D Dangerous Chemicals (COF)		X		X	X
G Liquefied Gases (COF)		X		X	X
S Sewage					X
A IAPP		X		X	X



#### 4 Specific Curacao requirements

The manning act (**Bemanningswetgeving**) is a goal based legislative instrument in which is stated that the ships' manager bears primary responsibility for safe and environmentally sea passage. The ship's manager also bears responsibility for compliance with the minimum safe manning requirement. To acquire a SMD, the ship's manager has to submit a Minimum Safe Manning Proposal to the MAC, which assesses the feasibility of said plan within the context of statutory regulations with regard to the environment, safety and working hours.

Curacao acknowledges the principles of a Maritime Officer as interpretation of STCW Convention, Chapter VII (reference is made on the CoC). A Maritime Officer is in possession of an endorsement as Officer in charge of a navigational watch and Officer in charge of an Engineering watch, and may be replaced as such (by two officers). To avoid confusion with PSCO in foreign countries, this is mentioned on the SMD as footnote on each table where maritime officers are applicable.

#### 5 Verification if ship's complement complies with SMD

During abovementioned surveys the following items are to be checked:

- A valid original Minimum Safe Manning Document issued by the MAC is on board.

If not present, MAC should be contacted and be rectified before departure.

- The number and positions of the crew are in accordance with the number and qualifications as mentioned on the Minimum Safe Manning Document.

If not the case, ship owner should rectify this before departure or contact MAC for further advise.

#### 6 Manning certificates

During abovementioned surveys the following items are to be checked:

- The Master of the ship has the Dutch nationality or the nationality of one of the members the European Economic Area (European Union + Norway, Iceland and Liechtenstein). If not the case, proof of permission or an exemption should be provided for.

If not the case, the ship owner should rectify this before departure, or contact MAC to apply for a dispensation.

- All officers are in possession of a Curacao endorsement of recognition.

A Certificate of Equivalent Competency may only be issued to officers who possess a valid STCW 95 'certificate of competency' issued in a country with whom the Netherlands has concluded an agreement to accept seafarers (see Annex I). When a foreign officer applies for a Curacao Certificate of Equivalent Competency (CEC) the Inspectorate accepts that in general the Application Receipt (see annex III) as returned by the Inspectorate on receipt of an application for a CEC can serve as documentary proof and that only on special request and for special circumstances a CRA will be issued. In both cases the applicant is permitted to serve 3 months pending the issuance of an endorsement (CEC).

If neither a CoC, CEC, Application Receipt or CRA is present the ship owner should rectify this for departure.



- In case of a Curacao Certificate of Equivalent Competency the reference number on the document matches the number of the original Certificate of Competency.

If not the case, MAC should be contacted and be rectified before departure.

- Masters, chief engineer officers, chief mates, second engineer officers and any person with immediate responsibility for loading, discharging and care in transit or handling of cargo on tankers shall have an endorsement for “(type of) tanker qualification” .

Masters and officers shall have an endorsement in their CoC or CEC stating “tanker qualification” in combination with the type of tanker (gas, chemical or oil; also see Annex V). Every rating who is so qualified shall be duly certificated. If the endorsement is not available or does not match the ship type, MAC should be contacted and be rectified before departure.

- All qualified STCW ratings are in possession of a Certificate of Competency and seaman’s book (may be issued by another country).

A Curacao Certificate of Competency (and seaman's book) is compulsory for foreign ratings. If qualified STCW ratings are not in the possession of the required documents, MAC should be contacted and this should be rectified before departure.

- All other ratings which do not require to have the STCW qualifications are in possession of a valid seaman’s book

A Curacao seaman's book is compulsory for foreign ratings. If ratings are not in the possession of the required documents, MAC should be contacted and this should be rectified before departure.

**NB.** The signature of the Certificates of (Equivalent) Competency may differ. All documents are signed by the Head of the Shipping Inspectorate, or one of his 3 Deputies. Both signatures are correct.

## 7 Procedure to be followed

### Questions or verification

In most cases, any deficiencies related to the manning document result in a rectification of the deficiency before departure. In all other cases or in case of doubt, the MAC should be consulted, via the contact details below.

<b>Maritime Authority of Curacao</b>	
Manning certificates (CoC, CEC, CRA, Application Receipt, Seaman’s book etc.)	Minimum Safe Manning Documents (proposal, complement of the ship etc.)
Manning Department Tel: +5999-8393700/8393705 E-mail: <a href="mailto:manningshipr@maritimecuracao.org">manningshipr@maritimecuracao.org</a>	

### Reporting

All (and only) deficiencies related to manning of the ship should be reported to MAC via [manningshipr@maritimecuracao.org](mailto:manningshipr@maritimecuracao.org) and [expertise@maritimecuracao.org](mailto:expertise@maritimecuracao.org) in a format up to the Recognized Organizations; If no deficiencies were found, this will not have to be reported.



**Annex I**

**EU member states and countries with which the Kingdom of the Netherlands concluded an agreement**

01	Australia	24	Lithuania
02	Austria	25	Luxembourg
03	Belgium	26	Malta
04	Bulgaria	27	New Zealand
05	Canada	28	Norway
06	Czech Republic	29	Ukraine
07	China	30	Pakistan
08	Croatia	31	Philippines
09	Cyprus	32	Poland
10	Denmark	33	Portugal
11	Germany	34	Romania
12	Estonia	35	Russian Federation
13	France	36	Singapore
14	Greece	37	Slovenia
15	Hong Kong	38	Slovakia
16	Hungary	39	South-Africa
17	Iceland	40	Spain
18	Ireland	41	Sweden
19	India	42	Switzerland
20	Indonesia	43	Turkey
21	Italy	44	United Kingdom
22	Latvia	45	Vietnam
23	Liechtenstein		