**EXPLANATION OF THE MANNING PROPOSAL FORM**

**General also for Applicable for DSMZ / NSI**

In accordance with the Safe Manning Act, a Manning Certificate shall be applied for by the ship owner.

Application shall be accompanied with a manning proposal.

The Maritime Authority of Curaçao will use the information in this proposal to determine the final composition of the crew. The following criteria will be applied:

1. A safe and environmentally friendly operation of the vessel is guaranteed under all regular conditions
2. There is sufficient knowledge, experience and understanding on board to guarantee that all tasks necessary for a safe and environmentally friendly operation of the vessel can be carried out
3. There is sufficient labour capacity available on board to carry out all tasks necessary for a safe and environmentally friendly operation of the vessel and guarantee at the same time adherence to the regulations on working and resting times, applicable for Curaçao Registered Ships.
4. The workload per crew-member is not hazardous to health and well-being, the workload is divided evenly between all crew-members, each job allotted to a crew-member shall be within the scope of his/hers capabilities and qualifications

The proposal to be submitted shall meet the above criteria.

If the operator is able to prove that a crew-member, mentioned on the proposal, is not involved in work directly related to a safe and environmentally friendly operation of the vessel, this person will not be incorporated in the Manning Certificate. Tasks and responsibilities involved in cargo handling (including passengers) will only be regarded as essential if as a consequence of faulty performance, unsafe or environmentally unfriendly situations may occur.

The proposal will be analysed by Maritime Authority of Curaçao. All circumstances where safety and environment are involved are to be considered. This implies more than the safe voyage from one pilot station to the next, solely!

If necessary, NSI will ask for additional information or visit the vessel and consult the captain involved. The Maritime Authority of Curaçao will then issue a Manning Certificate as he deems appropriate.

It should be realised that issuance of a Manning Certificate does not imply a permanent condition. If there are any changes in management, in voyage patterns or additionally installed automation, the operator may submit a new Manning Proposal.

The Manning Proposal Form has been compiled in such a way that NSI is able to envisage the total ship’s management properly. It consists of two parts. The first section must be completed in full by the vessel’s operator. The second section is optional and deals with labour-saving methods and equipment implemented on the vessel.

**Clarification on questions**

The numbers correspond with the question numbers in the Manning Proposal:

1. This is the unique IMO number assigned to all merchant vessels over 100 gt by Lloyds Register of Shipping
2. This is the number assigned by the Ships Register (Kadaster)

16. Required is the number of auxiliary engines and the presence of a shaft generator

1. The number of cranes and / or derricks shall be stated
2. It is not necessary to state a full list of substances, but the type of cargo is required

21. Examples may be mentioned of short and long periods

1. If necessary indicate if a long crossing will be followed by a coastal voyage
2. On passenger ships it is possible that the crew consists of more than 20 persons. Only those persons have to be mentioned, necessary for a safe and environmentally friendly operation. Among these will be the lifeboatmen and the personnel required to direct passengers in an emergency. For those it is possible to use one line, e.g. 10 lifeboatmen, 15 stewards for guidance of passengers etc.
3. See description of use on the list itself
4. The watch system requires an explanation of time on as well as time off, e.g.”4 on 8 off”
5. It is possible that watches at sea are different from those in port. State the system in use in port.
6. Not only officers but all persons involved are to be mentioned, such as lookouts. Any system of watches connected with an unmanned engine room is not relevant
7. Maintenance gangs on a temporary base or mooring / unmooring gangs are intended here

Questions 29 to 31 pertain to peak workloads which do not occur as a rule but which are structural, with the possible exception of question 30 on ferries. Question 33 is relevant only for passenger ships.

**EXPLANATION OF THE OPTIONAL PART OF**

**THE MANNING PROPOSAL FORM**

**General**

All questions pertain to laboursaving methods and /or devices which have been introduced on the vessel especially in comparison with similar vessels.

Some items may really reduce labour while others have only slight effects. For instance an electronic navigation system may save labour but does not make the watch keeping officer on the bridge redundant.

**Clarification on questions**

1. For instance: hatches which can be opened by one person, a type of cargo which requires little

attention, no own cargo gear available

1. For instance: availability of bow thruster, self-tensioning winches etc.
2. For instance: unmanned engine room, only fuel in use is marine diesel
3. For instance: vessel equipped with shaft generator, few auxiliary engines, auxiliary engines operated from

control-room

1. For instance: use of special paints, type of propulsion machinery requires little maintenance, auxiliary

 engines require little maintenance

1. For instance: major part of administration carried out ashore, planning and stock-keeping automated