



MONGOLIA MARITIME ADMINISTRATION

Lagshan Center, Prime Minister Amar street,
Sukhbaatar district, Ulaanbaatar 14200, MONGOLIA
Tel: (976-51) 26 14 89, 26 14 90, (976-11) 31 06 42,
E-mail: info@monmarad.gov.mn,
<http://www.monmarad.gov.mn>

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Marine Circular No. 01/255/2024

SUBJECT: Guidelines on Minimum Safe Manning Requirement

APPLICATION: This Marine Circular is applicable to shipowners, operators, management companies, agents, recognized organizations, all seafarers working on board Mongolian-flagged ships and other relevant stakeholders.

PURPOSE OF THE GUIDELINE

The purpose of this guideline is to ensure that a Mongolian-flagged ship is sufficiently, efficiently, and effectively manned to ensure safety, security, and efficient operations, both at sea and in port, thereby preventing human injury, loss of life, damage to the marine environment and property, and ensuring the welfare and health of seafarers by mitigating fatigue.

OBJECTIVE OF THE GUIDELINE

This circular provides guidance and requirement regarding minimum safe manning.

REFERENCES

Regulation 2.7 of the MLC, 2006;
Articles 19.3 and Articles 29.6 of the Maritime Law of Mongolia;
IMO's Resolution A.1047(27) on Principles of Minimum Safe Manning;
Marine Circular No. 1/213/2020 on Principles of watchkeeping;
Marine Circular No. 1/214/2020 on Requirements for Minimum Hours of Rest;
Marine Circular No. 1/283/2020 on Revised application form M1 and M2;
Marine Circular No. 1/215/2020 Standards of Training, Certification and Watchkeeping for Seafarers.

PRINCIPLES

- I. Safe manning is a function of the number of qualified and experienced seafarers necessary for the safety and security of the ship, crew, passengers, cargo and property and for the protection of the marine environment.
- II. All Mongolian-flagged ships must have a sufficient number of seafarers employed on board to ensure that ships are operated safely, efficiently and with due regard to security under all conditions, taking into account concerns about seafarer fatigue and the particular nature and conditions of the voyage.
- III. It is important to recognize and adhere to the requirements of the pertinent IMO instruments as well as those adopted by ILO, etc., relevant to maritime safety and protection of the marine environment.

1. MINIMUM SAFE MANNING CERTIFICATE REQUIREMENT

1.1. All Mongolian-flagged ships are required to apply for and be issued with a minimum safe manning certificate as part of the process of registering with the Ship Registry of Mongolia.

1.2. The minimum safe manning certificate will be issued to the vessel when it registers with the Ship Registry of Mongolia and the ship must not proceed to sea unless it carries a valid minimum safe manning certificate issued by Mongolia Maritime Administration (the administration) and is manned in accordance with the relevant requirements.

1.3. In order to obtain a minimum safe manning certificate, the shipowner shall take into account the Marine Circular No. 1/283/2020 on Revised application forms M1 and M2, pages 5-7 on Minimum Manning Scale. Upon receipt of this application, the administration will evaluate the application and if satisfied the proposal meets the requirements a minimum safe manning certificate will be issued.

1.4. Once issued, the minimum safe manning certificate will be valid only for the specified operational areas and period, subject to compliance with any stated conditions.

1.5. In the event of changes that may impact the ship's minimum safe manning, the shipowner is required to prepare and submit a revised proposal for the ship's minimum safe manning.

1.6. In exceptional circumstances, the administration must be contacted to seek permission for a vessel to sail with fewer seafarers than specified in the minimum safe manning certificate. The administration will assess the vessel's manning levels and may grant permission for the vessel to sail with reduced personnel for a period of up to one month.

1.7. Shipowner can prepare and submit to the administration a new proposal for the minimum safe manning of a ship in the case of any of the following changes which may affect the ship's minimum safe manning (trading area; construction; machinery; equipment; operation; and maintenance or management of the ship). The administration will then evaluate the new proposal and if it is considered acceptable a new minimum safe manning document will be issued.

1.8. If the Administration does not consider the proposal for the minimum safe manning complies with this guideline, the shipowner will be required to amend the proposal.

2. GUIDELINES FOR DETERMINING A SHIP'S MINIMUM SAFE MANNING

2.1. The minimum safe manning of a ship should be established taking into account all relevant factors, including the following:

- size and type of ship;
- number, size and type of main propulsion units and auxiliaries;
- level of ship automation;
- construction and equipment of the ship;
- method of maintenance used;
- cargo to be carried;
- frequency of port calls, length and nature of voyages to be undertaken;
- trading area(s), waters and operations in which the ship is involved;
- extent to which training activities are conducted on board;
- degree of shoreside support provided to the ship by the company;
- applicable work hour limits and/or rest requirements;
- provisions of the approved Ship's Security Plan.

2.2. The determination of the minimum safe manning of a ship should be based on performance of the functions at the appropriate level(s) of responsibility, as specified in the STCW Code, which include the following:

- navigation, comprising the tasks, duties and responsibilities required to plan and conduct safe navigation, maintain a safe navigational watch in accordance with the requirements of the STCW Code, maneuver and handle the ship in all conditions and to moor and unmoor the ship safely;
- cargo handling and stowage, comprising the tasks, duties and responsibilities required to plan, monitor and ensure safe loading, stowage, securing, care during the voyage and unloading of cargo to be carried on the ship;
- operation of the ship and care for persons on board, comprising the tasks, duties and responsibilities required to maintain the safety and security of all persons on board and

keep life-saving, fire-fighting and other safety systems in operational condition, operate and maintain all watertight closing arrangements, perform operations, as appropriate, to muster and disembark all persons on board, perform operations, as appropriate, ensure protection of the marine environment, provide for medical care on board the ship and to undertake administrative tasks required for the safe operation and the security of the ship;

- marine engineering, comprising the tasks, duties and responsibilities required to operate and monitor the ship's main propulsion and auxiliary machinery and to evaluate the performance of such machinery, maintain a safe engineering watch in accordance with the requirements of the STCW Code, manage and perform fuel and ballast operations and to maintain safety of the ship's engine equipment, systems and services;
- electrical, electronic and control engineering, comprising the tasks, duties and responsibilities required to operate the ship's electrical and electronic equipment and to maintain the safety of the ship's electrical and electronic systems;
- radiocommunications, comprising the tasks, duties and responsibilities required to transmit and receive information using the radio equipment of the ship, maintain a safe radio watch in accordance with the requirements of the ITU Radio Regulations and the 1974 SOLAS Convention, as amended and to provide radio services in emergencies;
- maintenance and repair, comprising the tasks, duties and responsibilities required to carry out maintenance and repair work to the ship and its machinery, equipment and systems, as appropriate to the method of maintenance and repair used.

2.3. The determination of the minimum safe manning should also take into account:

- the management of the safety, security and protection of the environment functions of a ship at sea when not under way;
- except in ships of limited size, the provision of qualified deck officers to ensure that it is not necessary for the master to keep regular watches by adopting a three-watch system;
- except in ships of limited propulsion power or operating under provisions for unattended machinery spaces, the provision of qualified engineer officers to ensure that it is not necessary for the chief engineer to keep regular watches by adopting a three-watch system;
- the maintenance of applicable occupational health and hygiene standards on board;
- the provision of proper food and drinking water for all persons on board, as required.

2.4. There must always be sufficient numbers of STCW qualified seafarers on board to meet the peak workload situations and conditions. (Reference is made to Marine Circular No. 1/213/2020, 1/214/2020, 1/215/2020). Consideration must be also given to:

- the number of qualified and other personnel required to meet peak workload situations and conditions, with due regard to the number of hours of shipboard duties and rest periods assigned to seafarers;
- the capability of the master and the ship's crew to coordinate the activities necessary for the safe operation and for the security of the ship and for the protection of the marine environment.

2.5. The minimum safe manning certificate can be issued with an "unlimited" trading area. However, there is the possibility of defining a "limited operational area", to cater for vessels which may be confined in their operations to a limited geographical area.

3. MINIMUM SAFE MANNING SCALE FOR MONGOLIAN-FLAGGED SHIPS

3.1. Minimum safe manning scale shall be determined in accordance with the Marine Circular No. 1/283/2020 on Revised application forms M1 and M2, page 6 on the Minimum Manning Scale, taking into account the Principles and Guidelines of this circular. Reference is made the Marine Circular No. 1/283/2020.

3.2. For all ships registering with the Ship Registry of Mongolia, the shipowner must prepare and submit its proposal for the ship's minimum safe manning by completing the Application form M1 which is available on the administration's website.
[/https://www.monmarad.gov.mn/en/form/](https://www.monmarad.gov.mn/en/form/)

4. RESPONSIBILITY OF THE SHIPOWNER

4.1. The shipowner must assess the tasks, duties, and responsibilities of the ship's crew necessary for ensuring its safe operation, security, protection of the marine environment, and handling of emergency situations.

4.2. Shipowner shall ensure that fitness for duty provisions and record of hours are implemented.

4.3. Shipowner shall make an assessment of numbers and grades/capacities in the ship's crew required for its safe operation, for its security, for protection of the marine environment and for dealing with emergency situations;

4.4. Shipowner shall ensure that the minimum safe manning is adequate at all times and in all respects including meeting peak workload situations, conditions and requirements and is in accordance with the principles, recommendations and guidelines contained in IMO Resolution A.1047(27).

Any inquiries or requests regarding this marine circular should be directed to Mongolia Maritime Administration (E-mail address: info@monmarad.gov.mn)

This Marine Circular will enter into effect as of 02 July 2024

Sincerely,



OTGONSUREN DAMDINSUREN
DIRECTOR-GENERAL
MONGOLIA MARITIME ADMINISTRATION