



**Merchant Shipping
(Safe Manning)
Regulations, 2020**



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The Director General, with approval of the Government and after consulting the persons referred to in section 478 of the Merchant Shipping Act 2020 and in exercise of the power conferred by section ----- of that Act, makes the following Regulations:

Citation

1.—These regulations may be cited as the Merchant Shipping (Safe Manning) Regulations, 2020 and shall come into force on -----.

Application

2.—These regulations shall apply to all seagoing ships registered under the Bangladesh flag wherever they may be other than fishing vessels and pleasure crafts not engaged in trade.

Interpretation

3.—In these regulations, unless the context otherwise requires-

‘Able seafarer deck’ means a rating qualified in accordance with the provisions of regulation II/5 of the convention;

‘Able seafarer engine’ means a rating qualified in accordance with the provisions of regulation III/5 of the convention;

‘Chief Engineer Officer’ means the senior engineer officer responsible for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of a ship;

‘Chief mate’ means the deck officer next in rank to Master and upon whom the command, control or charge of a ship shall fall in the event of the incapacity of the master;

‘Code of Practice for minimum safe manning’ means an approved guidance document or hand book containing procedures of approving minimum safe manning levels and issuing safe manning documents by the Director General which may be amended as necessary;

‘Company’ means the owner of the ship or any other organisation or person such as the manager, or the bareboat charterer, who has assumed responsibility for the operation of the ship from the ship owner and who, on assuming such responsibility, has agreed to take over all duties and responsibilities imposed on the Company by these Regulations;

‘Director General’ means the Director General of the Department of Shipping;

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'Engineer Officer' means an officer qualified in accordance with the provision of Chapter III of STCW Code as amended;

'EWKO' means Engineering watch keeping officer;

Electro-technical officer (ETO) means an officer qualified in accordance with the provisions of regulation III/6 of the convention;

Electro-technical rating (ETR) means a rating qualified in accordance with the provisions of regulation III/7 of the convention;

'GT' means gross tonnage;

'International voyages' are the voyages that take place between the ports of any countries and without limitation as regards the duration and the area.

'Master' means the person in command of a ship;

'Near coastal voyage' means voyages between ports and places located in the Bay of Bengal between Singapore on the South-east and Colombo on the South-West; and such near coastal voyages anywhere else as may be determined by the Director-General for the duration of such engagement;

'NWKO' means Navigating watch keeping officer;

'Principles of Safe Manning' means the Principles of Safe Manning set out in Assembly Resolutions A.1047(27) of the IMO and includes any subsequent amendments to that Resolutions;

'rating' means a member of the crew of a ship other than the Master or an officer;

'Minimum safe manning document' means a document, described as such, issued, in the case of a Bangladesh ship, by the Director General and in the case of any other ship by or on behalf of the government of the State whose flag the ship is entitled to fly;

'Seagoing ship' means a trading ship other than those which navigate exclusively in inland waters or in waters within, or closely adjacent to, sheltered waters or areas where port regulations apply;

'Second Engineer Officer' means the engineer officer next in rank to the Chief Engineer Officer, 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.

'Unlimited trade' means voyages any of which could be beyond the limits of the near coastal voyage .

Words and expressions used but not defined in these regulations shall have the same meaning as assigned or attributed to them in the International Convention on

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Standards of Training, Certification and Watch-keeping for Seafarers, 1978 and the Bangladesh Merchant Shipping Act.

Safe manning document

4.—(1) The Director General shall, on receipt of an application from a shipowner which complies with the Principles of Safe Manning, issue a certificate known as a Safe Manning Document to that shipowner.

(2) Every shipowner shall ensure that, for every ship of over 200 GT for which he is responsible, that—

(a) there is in force a Safe Manning Document issued by or on behalf of the Director General except that a Safe Manning Document need not be issued for a vessel of less than 200 GT or for a pleasure vessel but such a vessel may request such a document in accordance with paragraph (1) and may be issued with one on request;

(b) the manning of the ship is maintained in accordance with the levels specified in the document; and

(c) the manning levels on board the ship are regularly reviewed in accordance with the Principles of Safe Manning and that the Director General is informed of any changes in the construction, operation, employment or status of the ship that may lead to a change in the minimum safe manning, bearing in mind those principles.

(3) Every master of a ship of more than 200 GT to which these Regulations apply shall ensure that the ship does not proceed to sea unless there is on board a Safe Manning Document and that the manning of the ship is in compliance with it.

Issuance of safe manning document

5.—(1) Every application for the issue of a minimum safe manning document under regulation 4 shall be made in the form determined by the Director General.

(2) Every application submitted under subsection (1) shall contain complete and accurate information of all required particulars including-

(a) the manning scales set out in Schedules I and II to these regulations;

(b) a statement for the compliance with the recommendations and guidelines contained in relevant International Maritime Organization (IMO) Resolutions including but not limited to trade and type of operation;

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- (c) the nature of the operation;
- (d) technical characteristics inclusive of type and size of the ship; and
- (e) the extent of the crew work load and possible emergency situations.
- (f) Confirmation of Class if Unattended Machinery Spaces (UMS) notation is assigned to the ship;
- (g) Muster List for Passenger ships

(3) The Director General may, having considered the information and particulars contained in an application submitted under Sub section (1), and where the applicant has fulfilled the requirements as prescribed pertaining to suitability to be issued with a minimum safe manning document, issue such minimum safe manning document to the applicant.

(4) The Director General shall from time to time determine the procedures of approving minimum safe manning levels and issuing minimum safe manning documents in accordance with recommendations, guidelines contained in relevant International Maritime Organization (IMO) Resolutions and the code of practice for minimum safe manning.

Changes to be reported

- 6.—**(1) It shall be the duty of the applicant to inform the Director General of any changes in the approved manning scale after the issue of the minimum safe manning document.
- (2) The Director General may, in the case of material changes, require submitting a fresh application for a minimum safe manning document.

Manning scale

- 7.—**(1) The manning scales specified in a minimum safe manning document are the minimum manning level necessary to ensure that the required watch keeping standard is maintained and that personnel are able to obtain mandatory minimum hours of rest specified in the Merchant Shipping (Standards of Training, Certification and Watch Keeping for Seafarers) Regulations, 2020 .
- (2) These regulations shall apply to all trading ships registered in Bangladesh and the provisions of subparagraph (13) shall also apply to foreign flag merchant ships in Bangladesh waters.
- (3) All Bangladesh ships shall be required to carry a minimum Safe Manning Certificate issued by the Director-General.

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- (4) The Director-General may authorized or depute a Surveyor or any other officer of the Department to visit and check any Bangladesh ship for compliance of the provisions of these regulations; a Bangladesh ship which does not have a valid Minimum Safe Manning Certificate or is not manned in accordance with such certificate may not be allowed to proceed to sea.
- (5) The owners may employ officers and rating in excess of what is being shown in the Minimum Safe Manning Certificate so long the concerned ship has approved accommodation and life saving appliances.
- (6) Persons not being a citizen of Bangladesh may be employed as seafarer in any capacity on a Bangladesh ship subject to the previous permission in writing of the Director-General.
- (7) Minimum numbers and grade of deck officers to be employed on ship will be considered in accordance with Schedule I and minimum number and grade of engineer officers will be considered in accordance with Schedule II of this regulations.
- (8) No person shall be engaged on a Bangladesh ship in a position or capacity for which a certificate of competency is required unless such person holds an appropriate or higher grade of certificate duly revalidated where so necessary or a Dispensation granted by the Director-General.
- (9) No person shall be permitted to be incharge of a navigational watch or rngineeroom watch unless he holds a certificate of competency or a dispensation in lieu thereof;
- (10) No person can be employed on a Bangladesh Ship unless he is medically tested and declared fit by a Medical Officer approved or recognized by the Director-General.
- (11) No person over the age of 60 can be employed on a Bangladesh flag ship except with special permission of the Director-General.
- (12) Minimum Safe Manning for Passenger ships and other specialized ships shall be determined by the Director-General taking into account nunnery of passengers, duration of voyage, etc.
- (13) The Director-General may authorized or depute a Surveyor or officer of the Department to visit and check any foreign flag ship in Bangladesh ports for compliance of minimum standards set out by the flag state. If such a ship is found distinctly to contravene any provision of the International Convention on Standards of Training, certificate and Watch-keeping for Seafarers, 1978 and the authorized person is satisfied that the situation posses a risk to security or safety of life or protection of marine environment then he may detain such a ship and inform the flag state authority or their representative accordingly until the deficiencies are corrected.
- (14) Every Bangladesh ship employing more than 20 persons shall ensure employment of at least twocadets, one nautical and one engineering, at the time of sailing from Bangladesh ports unless exempted by the Director-General because of non-availability of such cadet; however, progression of a ships voyage must not be delayed due to the absence of such cadets in a foreign port

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(15) Every Bangladesh ship employing more than 30 persons the number of cadets should be double of the number stated in subparagraph (14)

(16) Every Bangladesh ship employing more than 32 persons on board shall employ at least 2 Rating with no previous sea-service experience unless exempted by the shipping Master because of non-availability of such Ratings.

8. Category and recruitment of rating. –

(1) Category and title of rating shall be as follows:-

<u>Category of Rating</u>	<u>Title of Rating</u>
A) Deck Rating	Lascar-3 (Trainee Ordinary Seaman or seamen-3 or deck Boy) Lascar-2 (Ordinary Seaman or NWR or Seaman-2) Lascar-1 (AB or Able Seafarer Deck or Seaman-1) Deck Sareng (Deck Bosun) Carpenter Plumber Pump man Deck Fitter Fitter/ Welder
B) Engineering Rating	Fireman (Trainee Wiper or Engine Boy) Greaser-2 (Wiper or EWR) Greaser-1 (Oiler or Motor Man or Able Seafarer Engine) Engine Serang Diesel Mechanic Reefer Mechanic Electrician Engine Fitter Fitter/ Welder
C) Saloon Rating	Steward-2 Steward-1 Chief Steward Second Cook Chief Cook

(2) For recruitment as rating, ship owner, nominated representative, licensed shipping manning agent or ship's master shall apply to the shipping master.

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(3) Unless qualified as prescribed in appendix-7 and unless recommended by a selection committee appointed by the Director General for the purpose, no rating shall be employed.

(4) For recruitment as Cook on-board ships under salon rating, any person shall have to be qualified for certificate of proficiency as ships cook through an oral Examination as directed by Chief Examiner.

Pre-requisites for recruitment as rating

9.—Table of ratings category and criteria

SI	Various category rating	Required criteria
1.	(a) Carpenter : (b) Plumber (c) Pump man (d) Deck fitter (e) Diesel Mechanic (f) Reefer Mechanic (g) Electrician (h) Engine Fitter (i) Fitter/Welder	(a) S.S.C. and three years diploma from any recognised technical institute on related field . (b) Not less than 20 years of age. (c) Basic training as per para 25 of certification regulations. (d) Medical fitness as para 34 of certification regulations; (e) Electro-Technical rating certificate for electrician as per para 13(10) of certification regulation.
2.	(a) Lascar-3 (b) Fireman (c) Steward-2	(a) Not less than 16 years of age. (b) Basic training as per para 25 of certification regulations. (c) Shall have pre-sea training certificate. (d) Medical fitness as per para 34 of certification regulations.
3.	Lascar-2 (navigation watch rating)	(a) Not less than 18 years of age. (b) 12 months approved sea service including at least 6 months experiences as lascar -3 in the deck department or 3 months sea service with approved deck rating pre-sea training. (c) Navigation watch rating certificate as per para 11(8) of certification regulations. (d) Medical fitness as per para 34 of certification regulations
4.	Lascar-1 (Able Seafarer Deck)	(a) Not less than 18 years of age; (b) 12 months sea service after holding navigation watch rating certificate or 36 months sea service as GP rating including 18 months sea service in the deck department after holding navigation watch rating certificate;

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SI	Various category rating	Required criteria
		(c) Proficiency in Survival Craft and Rescue Boat Certificate as para 25(8) of certification regulations; (d) Able Seafarer Deck certificate as per para 11(9) of certification regulations; (e) Medical fitness as per para 34 of certification regulations.
5.	Deck Sareng	(a) Not less than 24 years of age; (b) 48 months' sea service as lascar -1; (c) Medical fitness as per para 34 of certification regulations.
6.	Greaser-2(Engineering Watch Rating)	(a) Not less than 18 years of age; (b) 12 months approved sea service including at least 6 months experience and training in the engine department or 3 months sea service with approved engine rating pre-sea training; (c) Engineering Watch Rating Certificate as per para 13(7) of certification regulations; (d) Medical fitness as per para 34 of certification regulations.
7.	Greaser-1 (Able Seafarer Engine)	(a) Not less than 18 years of age; (b) 12 months sea service after holding engineering watch rating certificate or 36 months sea service as GP rating including 18 months sea service in the engine department after holding engineering watch rating certificate; (c) Proficiency in Survival Craft and Rescue Boat Certificate as para 25(8) of certification regulations; (d) Able Seafarer Engine certificate as para 13(8) of certification regulations; (e) Medical fitness as per para 34 of certification regulations.
8.	8. Engine Sareng:	(a) Not less than 24 years of age; (b) 48 months sea service as greaser -1; (c) Medical fitness as per para 34 of certification regulations.
9.	Steward-1	(a) Not less than 18 years of age; (b) 6 months experience as Steward -2;

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SI	Various category rating	Required criteria
		(c) Medical fitness as per para 34 of certification regulations.
10.	Chief Steward	(a) Not less than 24 years of age; (b) 48 months sea service as Steward -1; (c) Medical fitness as per para 34 of certification regulations.
11.	Second Cook	(a) Not less than 19 years of age; (b) Minimum S.S.C and trade certificate or diploma or training certificate in cooking from approved merchant marine training institute or Bangladesh Tourism Corporation or any recognised hotel. (c) Shall have Ships Cook certificate (d) Basic training as per para 25 of certification regulations. (e) Medical fitness as per para 34 of certification regulations.
12.	Chief Cook	(a) Not less than 24 years of age; (b) 48 months sea service as Second Cook; (c) Medical fitness as per para 34 of certification regulations.

Shipowner's responsibilities

10.—(1) Every shipowner shall ensure that, insofar as the ships for which he is responsible are concerned—

- (2) every officer is qualified in accordance with the STCW Convention in respect of any function he is to perform on board that ship;
- (3) every other seafarer is trained in accordance with the requirements of the STCW Convention in respect of any function that he is to perform on board that ship;
- (4) documentation and data relevant to all the seafarers employed on his ships are maintained and readily available for inspection;
- (5) every master and officer is proficient in the English language;
- (6) when more than one language is spoken on board a ship, a common working language is established for safety procedures; and
- (7) every master, chief mate, chief engineer and second engineer is fully conversant with the Bangladesh legal and administrative processes to the extent appropriate to their role on board.

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- (8) the manning of the ship is maintained at all times to at least the levels specified; and
- (9) the minimum safe manning document is kept on board the ship at all times and is available for authorized inspection.
- (10) ships are manned by duly certificated masters, officers and ratings as per applicable minimum safe manning document; and
- (11) ships are safely, sufficiently and efficiently manned.

Exemption

11.—The Director General may grant exemptions, not inconsistent with the Convention, on such terms as he may specify, from all or any provision of these regulations on a case by case basis.

Offences and penalties

12.—(1) Any owner or manager of a ship to which these regulations apply who contravenes the provisions of these regulations shall be guilty of an offence, and shall on conviction after a summary trial before a Magistrate be liable to imprisonment for a term not exceeding two years or to a fine not exceeding one hundred thousand penalty units, or to both such fine and imprisonment.

(2) Any Master of a ship to which these regulations apply who contravenes the provisions of these regulations shall be guilty of an offence, and shall on conviction after a summary trial before a Magistrate be liable to imprisonment for a term not exceeding one year or to a fine not exceeding one hundred thousand penalty units, or to both such fine and imprisonment.

Detention

13.—Where a Bangladesh ship contravenes the provisions of these regulations, such ship may be detained under the provisions of Sections ----- of the Merchant Shipping Act, 2020.

Revocation

14.—Safe Manning Order 1990 published in 1990 by the Director General shall be revoked with effect from the date on which these regulations come into operation.

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SCHEDULE 1

Minimum safe manning scale – deck

	Unlimited 3000 GT or more	Unlimited 500 - 3000 GT	Unlimited less than 500 GT	NCV 500- 3000 GT	NCV less than 500 GT
Master	1	1	1	1	1
Chief mate	1	1	-	1	-
NWKO	2	2	2	2	1
Able seafarer deck	3	3	2	2	2
Navigation watch rating	3	3	3	3	3
Deck cadet*	2	1	-	1	-

Unlimited means unlimited trading areas.

Deck cadet* - Progression of a ship's voyage can not be delayed for the absence of cadets in a foreign port.

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SCHEDULE 2

Minimum safe manning scale – engine

	Unlimited 3000 kW or more		Unlimited 750 - 3000 kW		Unlimited less than 750 kW		NCV 3000 kW or more		NCV 750 - 3000 kW	
	U M S	C O N	U M S	C O N	U M S	C O N	U M S	C O N	U M S	C O N
Chief Engineer officer	1		1		1		1		1	
Second Engineer officer	1		1		-		1		-	
EWKO	2		2		1		1		1	
Engine cadet*	2		1				1			
Able seafarer engine	2	3	1	2	1	2	1	3	1	2
Engine watch rating	1	3	1	3	1	2	1	3	1	2

Unlimited means unlimited trading areas

UMS Unmanned Machinery Space;

CON A vessel equipped with a conventional (Non UMS) engine room.

Engine cadet* - Progression of a ship's voyage must not be delayed for the absence of cadets in a foreign port.

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SCHEDULE 3

DEPARTMENT OF SHIPPING

APPLICATION FOR SAFE MANNING DOCUMENT

Ship's name	IMO Number	Call sign	Gross Tonnage	Year of built	Ship's Type

Company's name as referred onto the vessel's Safety Management Certificate	
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TRADING AREA

International Unlimited	Short International (Passenger ships)	Near coastal voyage	Coastal voyage	Other (Specify)

GMDSS AREA

A1	A2	A3	A4

ENGINE ROOM

Attended	Unattended	Class Society	Class Notation if Unattended

MAIN ENGINES

Number	Type	Total KW

OWNERS' MINIMUM SAFE MANNING PROPOSAL

GRADE / CAPACITY	Certificate (STCW Reg.)	Number of Persons	GRADE / CAPACITY	Certificate (STCW Reg.)	Number of Persons
Master			Chief Engineer Officer		
Chief Officer			Second Engineer Officer		
Officer in Charge of a Navigation watch			Officer in Charge of an Engineering watch		
Rating forming part of a Navigational Watch			Rating forming part of an engineering watch		
Deck Rating(s)			Engine Rating(s)		

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Doctor			Cook		
General Services					

I hereby apply for a Safe Manning Certificate for the above vessel. I certify that to the best of my knowledge the particulars given by me in this form are correct.

The proposed safe manning has been compiled taking into account the requirements regarding hours of rest of watchkeeping seafarers, as prescribed by the STCW 1978 Convention as amended, as well as the requirements of IMO Assembly Resolution A. 1047(27).

Applicant

Position

Made this 16th day of February, 2020

Director General
Department of Shipping