



**CIRCULAR no. 4/2004**

Category		Jrn. number: A200404773/___BOH/
<input type="checkbox"/> Operational	<input type="checkbox"/> Nautical	Date: 4. May 2004
<input type="checkbox"/> Technical	<input checked="" type="checkbox"/> Other	Sign. P. M. Indreeide

**Issue: Supervision of Manning, Qualifications and Maritime employment, Working Arrangements and Rest Hours and survey of Operational Arrangements.**

This Circular is valid from June 1<sup>st</sup> 2004 and supersedes NIS Circular no. 6/2002.  
This survey shall be carried out by the Classification Society at change of flag, annually in connection with the Cargo Ship Safety Equipment surveys and at unscheduled inspections.

### **1. Stipulation of Safety Manning**

The Norwegian Maritime Directorate (NMD) stipulates the minimum safe manning on Norwegian ships, and a Safe Manning Certificate is issued accordingly.

NMD may issue recommendations related to Operational Arrangements when issuing the Safe Manning Certificate. These recommendations are to be followed up by the Classification Society within the given expiry date and verified in writing to NMD when they have been complied with.

### **2. Survey of Manning and Qualifications**

The Surveyor shall verify that the requirements in the Safe Manning Certificate are met, and that the regulations are satisfied. A "Manning Survey Check List" as modelled by the NMD shall be used. The Master shall make a "Summary of Qualifications of Ship's Personnel" or a form containing the same information available to the surveyor. NMD requires an up to date record of certificates and qualifications for all officers and crewmembers to be kept on board. The surveyor shall base his control on this form and carry out spot checks of the documents. Certificates, Qualification Documents, Certificates of Receipt of Application (CRA's), Health Certificates and Employment Agreements shall be readily available for inspection. The aim is to verify that the documents are available, valid and meet the minimum requirements of the Safe Manning Certificate.

### **3. Survey of Automatic Pilot System (including Off Course Alarm), Internal Communication System (Internal Calling System), Personnel Alarm (Dead man's alarm) and UMS Alarms (Unattended Machinery Spaces), or other equipment pertinent to the Safe Manning Certificate.**

On ships navigating without a person at the helm, the automatic pilot system including off-course alarm and the internal communication system shall be surveyed, function tested and approved by the classification society, cf. Safe Manning Certificate two check-boxes.

For ships maintaining a one-man watch in the engine room, the personnel alarm shall be surveyed, function tested and approved accordingly, cf. Safe Manning Certificate check-box.

If the equipment has not already been approved by NMD, if a survey for verification and approval is requested by the owner or the ship's master, it is to be surveyed according to a check list, cf. Attachment 2 to this circular, "Annex to Manning Survey Check List" modelled by NMD. A check list is to be filled in and sent the Classification Society's Head Office for review. If in order, the Head Office shall issue a letter of approval to the owner. The approval letter is to be kept onboard and a copy shall be sent NMD.

During subsequent manning surveys the equipment is to be function tested only. The aim is to ensure that all equipment relative to the Safe Manning Certificate function as intended. If not, manning shall be increased as specified in the letter accompanying the Safe Manning Certificate, cf. Manning Survey Check List – Operating Arrangements.

#### **4. Shipboard Working Arrangements and Record of Hours of Rest.**

Shipboard working arrangements shall be displayed onboard. Hours of rest for all shall be recorded. The Master shall verify the amount of rest in periods of 24 hours and 7 days.

The Surveyor shall verify that working arrangement is displayed, verify that hours of rest are being registered and controlled on board, and then verify this by a stamp and sign on the form(s) checked. Deficiencies should be reported to NMD. The aim is to ensure that mandatory rest hours are complied with for all seafarers on board, and to prevent any person, unqualified by insufficient rest, from taking part in watch-keeping duty.

#### **Check List – legal references:**

##### **Manning:**

1. Reg. 17.03.87 The Manning of Norwegian Ships.
2. Reg. 9.05.03 Qualification Requirements, Issue of Certificates and Certificate Rights
3. Reg. 4.08.00 Working environment, Safety and Health for seafarers, Chapter 7.
4. Reg. 8.07.02 Working Arrangements, Registering and Control of Hours of Rest, §§ 5,7(1). Manning § 5, 3.
5. Reg. 25.11.88 Supervision of Maritime Service, § 3.

##### **Individual Certification and Competence:**

6-12 Reg. of 9.05.03 Qualification Requirements, Issue of Certificates and Certificate Rights.

##### **Operating Arrangements:**

13-17 Reg. 15.09.92 Operating Arrangements, Reg. 17.03.87 Manning §11, IMO res. A.342 (IX), A.830 (19)

##### **Human Resource Management**

18. Reg. 3.02.86 Employment Agreement and settlement of Wages Form. ILO 22 (Seamen's Articles of Agreement)
19. Reg. 25.11.88 Supervision of Maritime Service
20. Reg. 19.10.01 Medical Examination of Employees on Ships. ILO 73 Medical Examination (Seafarers), 1946.
21. Reg. 25.11.88 Supervision of Maritime Service.
22. Reg. Working Arrangements, Registering and Control of Hours of Rest, § 6.
23. Reg. Working Arrangements, Registering and Control of Hours of Rest, § 8.(1).

Codes and Conventions: STCW78, as amended '95, The ISM Code, ILO 134, article 7. Prevention of accidents (Seafarer) Convention, 1970, ILO 180 Seafarers' hours of work and the Manning of ships Convention, 1996.,

#### **Attachments:**

1. Manning Survey Check List.
2. Annex to Manning Survey Check List.
3. Model format of a "Summary of Qualifications of Ship's Personnel"
4. Model format of a "TABLE OF SHIPBOARD WORKING ARRANGEMENTS"
5. Model format of a "RECORD OF HOURS OF REST OF SEFARERS".

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To be carried out in connection with the change of flag, annually and unscheduled inspections according to NIS-Agreement. To facilitate the checking of details of all items in this check list, the Master shall present a "Summary of Qualifications" etc. of Ship's personnel.

Name of Ship:	Signal Letters:	IMO Number:
Type of survey:	Type of ship:	

**DEFICIENCIES:** On items marked <sup>1</sup> recommendations must be complied with before departure. Other recommendations are to be given 2 months time limit. When items marked <sup>2</sup> are not in order, the minimum manning is increased as described in the Safe Manning Certificate and accompanying letter.

MANNING:		Yes	No
1	The number and positions are at least as the minimum stated in the Safe Manning Certificate. <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
2	Master is a Norwegian Citizen, EEA Citizen, or he has an exemption by NMD. <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
3	Protection Supervisor and Environment Committee have been elected.	<input type="checkbox"/>	<input type="checkbox"/>
4	Safe Manning Certificate, Working Arrangement, are displayed in a public place.	<input type="checkbox"/>	<input type="checkbox"/>
5	Master's "Summary of Qualification" or a similar list	<input type="checkbox"/>	<input type="checkbox"/>
<b>INDIVIDUAL CERTIFICATION AND COMPETENCE</b>			
6	Norwegian Certificate of Competency <sup>1</sup> , or	<input type="checkbox"/>	<input type="checkbox"/>
7	Exemption from the certificate requirements <sup>1</sup> , or	<input type="checkbox"/>	<input type="checkbox"/>
8	Other Certificate, together with a valid CRA. <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
9	ROC/GOC for officers in charge of navigational watch. <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
10	Tanker Certificate for officers and ratings assigned specific duties and responsibilities. <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
11	Ratings on navigational/engine room watch, authorized cf STCW-95, reg. II/4, III/4. <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
12	Basic Safety Training according to STCW-95, reg. VI/1. <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OPERATING ARRANGEMENTS:</b>			
13	Automatic Pilot System, including Off Course Alarm. <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
14	Internal Communications <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
15	Personnel Alarm <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
16	Unmanned engine room – UMS alarms and equipment as per Class notation <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
17	Other, Bridge Watch Alarm – not compulsory if not specified.	<input type="checkbox"/>	<input type="checkbox"/>
<b>HUMAN RESOURCE MANAGEMENT:</b>			
18	Employment Agreement on an approved form.	<input type="checkbox"/>	<input type="checkbox"/>
19	Report on Employment etc., signed and stamped by a public supervisory authority.	<input type="checkbox"/>	<input type="checkbox"/>
20	A valid Health Certificate.	<input type="checkbox"/>	<input type="checkbox"/>
21	Sea Service Book or Record of Service on Norwegian Ships.	<input type="checkbox"/>	<input type="checkbox"/>
22	Record of Rest Hours, as per model form equipment.	<input type="checkbox"/>	<input type="checkbox"/>
23	Rest Hours prior to Watch keeping, cf. fitness for duty STCW-95 III/1 1.2 <sup>1</sup> The Surveyor shall verify registration of rest hours on a current up-to-date sheet. Cf. §8.1.	<input type="checkbox"/>	<input type="checkbox"/>
Remarks:			
Place:	Date:	Surveyor:	

To be completed at initial surveys only and forwarded to the Classification Society Head Office. Not to be filled in at annual surveys. Reference is made to NMD reg. in force concerning operating Arrangements on Norwegian Ships, Sections 8, 9, 10, 11 and 12.

		Yes	No
<b>Chapter IV Watch arrangements for the engine-room, §§ 7-9: Unattended Machinery Spaces and UMS-Alarms.</b>			
1	Does the ship operate with periodically unmanned engine room?	<input type="checkbox"/>	<input type="checkbox"/>
2	Is Class Notation awarded?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Chapter V Operational aids and function requirements, § 10: Personnel Alarm (Dead Man's Alarm)(On ships of 500 GT/GRT or more only)</b>			
1	Is the personnel alarm arranged to give the alarm on the navigating bridge, in the officers cabins, mess rooms and recreation room if it has not been acknowledge from the machinery spaces? Is the alarm automatically activated after a preset period of time not exceeding 30 min.?	<input type="checkbox"/>	<input type="checkbox"/>
2	Is a pre-warning signal provided in the machinery spaces? Shall be activated 3 min. before the alarm required in subsection 1.	<input type="checkbox"/>	<input type="checkbox"/>
3	Confirm that the alarm system is put into operation in the following way:		
3.1	Automatically, when person on duty has to attend machinery spaces in case of a machinery alarm?	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Manually by the person on duty when attending machinery spaces on routine checks?	<input type="checkbox"/>	<input type="checkbox"/>
4	Is disconnection, before the person have left the machinery spaces, made impossible?	<input type="checkbox"/>	<input type="checkbox"/>
5	When the alarm system is activated in accordance with subsection 3.1, is disconnection made impossible before the person on duty has acknowledged the alarm in the machinery spaces?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Automatic Pilot System, § 11: Survey of Automatic Pilot System including Off-Course alarm</b>			
1	Change-over-controls are close to each other in the immediate vicinity of the main steering position?	<input type="checkbox"/>	<input type="checkbox"/>
2	Clear indication is provided to show which method of steering is in operation at any moment?	<input type="checkbox"/>	<input type="checkbox"/>
3	A course monitor activates an "off course" audible alarm signal after a course deviation?	<input type="checkbox"/>	<input type="checkbox"/>
4	Information needed for the course monitor is provided from an independent source (independent source means a separate compass, either a magnetic compass or a gyro compass).	<input type="checkbox"/>	<input type="checkbox"/>
5	Are alarms signals, both audible and visual, provided in order to indicate failure? (A reduction in power supply to automatic pilot or course monitor if it has an effect on the safe operation of the equipment).	<input type="checkbox"/>	<input type="checkbox"/>
6	Are means incorporated to enable rudder angle limitation in the automatic mode of the operation?	<input type="checkbox"/>	<input type="checkbox"/>
7	Does it indicate when the rudder angle of limitation has been reached?	<input type="checkbox"/>	<input type="checkbox"/>
8	Are means incorporated to prevent unnecessary activation of the rudder due to normal yaw motion?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Internal Communication System § 12:</b>			
1	Are connection established from navigation bridge to the mates' cabins, cabins for deck hands and the cabins for other crew members who may form part of a navigational watch and all mess rooms and recreation rooms?	<input type="checkbox"/>	<input type="checkbox"/>
2	Are means provided to send a call signal from navigation bridge to each individual cabin, mess room and recreation room, including a connection for subsequent two-way speech?	<input type="checkbox"/>	<input type="checkbox"/>
3	Are arrangements such that persons lying down must get up to answer the call signal and to speak?	<input type="checkbox"/>	<input type="checkbox"/>
4	Does navigation bridge have priority? (If the system is dependent on, or a part of other speech communication on board)	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the system connected to the main- and emergency power source (not the emergency power source for the radio station) and does it have automatic changeover if the main source of power fails?	<input type="checkbox"/>	<input type="checkbox"/>
Remarks:			
Place:		Date:	Surveyor:

## Model format - Summary of qualifications etc. of ship's personnel

### MASTER'S RECORD

Ship's name		IMO-no.	Date	Place		Marks to be used: X = In order, R = Not in order, NA = Not applicable											
State category of ship: Passenger ship <input type="checkbox"/> Tanker <input type="checkbox"/> Other:				Have Protection Superv. and Environment Committee been elected? <input type="checkbox"/>			Has Master, other than Norwegian- or EEA Citizen, valid exemption from Norw. Citizenship: <input type="checkbox"/>					<b>Employment Relationship</b>					
Name of officers Certificated personnel	Position	Nationality	Date of birth	Certificate of competency or Qualification document		CRA Date of issue	Tankerman Cert.		Radio-operator cert. ROC/GOC	Boat-man cert.	CCM	Lang- uage req.	Record of hours of rest	Employ- ment Agree- ment	Report on Employ- ment etc.	Valid health cert.	Sea Service Book/ Record of serv.
				Class	Date of expiry		High grade	Low grade									
	Master																
	C/O																
	1Off.*																
	2.Off.**																
	C/Eng.																
	1.Eng.*																
	2.Eng.**																
Name of crew members Non certificated personnel				Qualifications													
				Navigational / Engine watch	Basic safety training												

\* 2<sup>nd</sup> engineer officer, see STCW-78, Reg. I/1 \*\*Deck/Engineer officer in charge of the watch, see STCW-78, Reg. II/4 and III/4.

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### **Explanatory notes**

This summary of qualifications etc. of ship's personnel is mandatory and shall be filled in by the master and always kept updated. The list shall be presented at every manning control on board. Documentation of all information in the list must always be at hand in case check of documents is required. List shall not be forwarded to the Norwegian Maritime Directorate.

**Protection Supervisor:** Working environment, health and safety of workers on board ship. Ships with 8 persons or more, shall have Protection Supervisor and a Protection and Environment Committee. On supervisory visits and other inspections or examinations concerning the environment on board, the Protection Supervisor shall participate if possible. Cf. Reg. 4 09. 2000

**Certificate of Competency:** Master is responsible that all certificated personnel hold valid and adequate Certificates of Competency/Endorsement, or Qualification Documents or Certificates of Receipt of Application (CRA is valid 3 months from date of issue). Cf. Reg. of 9 May 2003 no. 687 concerning qualification requirements and certificate rights for personnel.

**Restricted/General Radio Operator's Certificate.** (ROC or GOC). Officers in charge of navigational watch shall as minimum hold a ROC. In trade areas beyond A1 at least 2 persons shall hold GOC certificates. Cf. Radio Reg. of 27.01.99, § 16.3.

**Navigational/Engine watch:** Ratings forming part of navigational- or engineroom watch, at least the number of deck/engine ratings stated in the Manning Certificate, shall be authorized according to the requirements in Reg. II/4 or III/4 in STCW-78 as amended. Cf. Reg. no 687 § 3-2 (4).

**Basic Safety Training:** On ships of more than 500 GT, or ships in foreign trade, all personnel shall have basic safety training according to STCW-78 as amended. Cf. Reg. no. 687, §2-1.

**Tankerman qualifications:** On ships carrying oil, chemicals or gas the Master, Chief Officer, Chief Engineer, First Engineer (Second Engineer) and others with responsible duties shall have Tankerman Certificate of highest grade or Norwegian endorsement, for the actual type of tanker. A CRA may be issued. Personnel who assist in cargo handling shall at least have a national Tankerman Certificate Lowest grade, for the actual type of tanker. Tankerman Certificate Lowest grade does not require Norwegian endorsement.

**Boatman Certificate:** Requirements according to Reg. of 15.09.92 Life Saving Appliances in Passengers and Cargo Ships, Sec. 12. Qualification requirements according to STCW as amended VI/1. Ship's personnel except deck and engine officers, who are specified in the ship's emergency instruction to be in charge of a survival craft (boat commander, in case of life boats also a second-in command), shall be in possession of Boatman Certificate. (Certificate of Proficiency in Survival Craft).

**CCM. Crisis Control Management:** Master, officers, crew and other personnel on board RoRo-Passenger ships shall be trained in accordance with Reg. V/2 and on other passenger ships in accordance with Reg. V/3 of the STCW-78 convention as amended.

**Language Requirements:** Certificated personnel shall have language qualifications according to Reg. of 9 May 2003 no. 687 § 8-4 (3) concerning application of endorsement, and non-certificated personnel shall have language qualifications. Cf. Reg. of 9 May 2003 § 2-2 language skills and familiarity with

legislation. IMO Standard Marine Communication Phrases (SMCP).

**Shipboard Working Arrangements:** Shall be conveniently displayed on board, cf. model form enclosed (alternative forms may be used). Cf. Reg. Shipboard Working Arrangement and Registration of Hours of rest, of 8.07.02, § 6.

**Hours of Rest:** All Seafarers on board a Norwegian ship, including the Master, shall keep record of hours of rest, cf. § 6, Model form available from NMD, alternative forms may be used. The Master or his appointed shall control rest periods in any 24 hours and 7 day period. On control the an updated record shall be verified by the Authority.

**Employment Relationship:** Employment Agreement and Report on Seamen etc. shall be signed and stamped by a Norwegian foreign service station or by a specifically designated employment office in Norway in connection with public supervision at the commencement of service. Cf. Regulations of 25 November 1988 concerning supervision of maritime service.

**Health Certificates:** On approved form by NMD except EEA Citizens. Validity 2 years for persons age 18 -50, other 1 year.

**Sea Service Documentation:** Norwegians and non Norwegian nationals shall have Sea Service Books. Non Norwegian nationals shall have "Record of Service in Norwegian Ships"





## SELECTED TEXT FROM ILO CONVENTION No 180

### Article 5

1. The limits on hours of work or rest shall be as follows: (a) maximum hours of work shall not exceed: (i) 14 hours in any 24-hour period; and (ii) 72 hours in any seven-day period; or b) minimum hours of rest shall not be less than: (i) 10 hours in any 24-hour period; and (ii) 77 hours in any seven-day period.
2. Hours of rest may be divided into no more than two periods, one of which shall be at least six hours in length, and the interval between consecutive periods of rest shall not exceed 14 hours.
6. Nothing in paragraphs 1 and 2 shall prevent the Member from having national laws or regulations or a procedure for the competent authority to authorise or register collective agreements permitting exceptions to the limits set out. Such exceptions shall, as far as possible, follow the standards set out but may take account of more frequent or longer leave periods or the granting of compensatory leave for watchkeeping seafarers or seafarers working on board ships on short voyages.

### Article 7

1. Nothing in this Convention shall be deemed to impair the right of the master of a ship to require a seafarer to perform any hours of work necessary for the immediate safety of the ship, persons on board or cargo, or for the purpose of giving assistance to other ships or persons in distress at sea.
3. As soon as practicable after the normal situation has been restored, the master shall ensure that any seafarers who have performed work in a scheduled rest period are provided with an adequate period of rest.

## SELECTED TEXT FROM STCW-Convention

### Section A-VIII/1 of the STCW Code (Mandatory)

1. All persons who are assigned duty as officer in charge of a watch or seafarer on watch shall be provided with a minimum of 10 hours' rest in any 24-hour period.
2. The hours of rest may be divided into no more than two periods, one of which shall be at least six hours in length.
3. The requirements for rest periods laid down in paragraphs 1 and 2 need not be maintained in the case of an emergency or drill or in other overriding operational conditions.
4. Notwithstanding the provisions of paragraphs 1 and 2, the minimum period of 10 hours may be reduced to not less than 6 consecutive hours provided that any such reduction shall not extend beyond two days and not less than 70 hours of rest are provided each seven-days period.
5. Administrations shall require that watch schedules be posted where they are easily accessible.

### Section B-VIII/1 of the STCW Code (Guidance)

3. In applying Regulation VIII/1, the following should be taken into account:
  - .1 provisions made to prevent fatigue should ensure that excessive or unreasonable overall working hours are not undertaken. In particular, the minimum rest periods specified in Section A-VIII/1 should not be interpreted as implying that all other hours may be devoted to watchkeeping or other duties;
  - .2 that the frequency and length of leave periods, and the granting of compensatory leave, are material factors in preventing fatigue from building up over a period of time.  
the provision may be varied for ships on short sea voyages, provided special safety arrangements are put in place.



### Record of hours of rest of seafarers

Name of ship:	Signal letters:
Flag of ship:	IMO-number, if any:
Seafarer (full name):	Position/rank:
Month and year:	Watch duties <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Record of hours of rest</b>  <b>Mark periods of rest using a continuous line or arrow. Complete the table on page 2.</b></p>	
<p>The following national laws, regulations and/or collective agreements governing limitations of minimum rest periods apply to this ship:</p>	
<p>I agree that this record is an accurate reflection of the hours of rest of the seafarer concerned.</p>	
----- Name of Master or person authorized by master to sign this record	----- Signature of master or authorized person
	----- Signature of seafarer
<p>A copy of this record is to be given to the seafarer and to the company</p> <p>This form is subject to examination and endorsement under procedures established by the Norwegian Maritime Directorate</p>	

Year/Month (yyyy/mm):		Please mark periods of rest using a continuous line or arrow																							Not to be completed by the seafarer <sup>1</sup>															
Hours		0	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Hours of rest in 24-hour period	Comments	Hours of rest in any 24-hour period <sup>2</sup>	Hours of rest, in any 7-day period <sup>2</sup>										
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<sup>1</sup> For completion and use in accordance with the procedures established by the competent authority in compliance with the relevant requirements of ILO Convention No 180 on Seafarer's Hours of Work and the Manning of Ships Convention 1996.

<sup>2</sup> Additional calculations or verification may be necessary to ensure compliance with the relevant requirements of ILO Convention No 180 on Seafarer's Hours of Work and the Manning of Ships Convention 1996 and the International Convention on Standards of Training, Certification and Watchkeeping, 1978, as amended.