



ST KITTS & NEVIS INTERNATIONAL SHIP REGISTRY

*The Saint Christopher & Nevis Merchant Shipping Act No. 24 of 2002
Department of Maritime Affairs, Ministry of Public Works, Utilities, Transport and Posts*



APPLICATION FOR FIRST ISSUANCE, CHANGE OR RENEWAL OF A MINIMUM SAFE MANNING CERTIFICATE

*All ships registered in St. Kitts & Nevis of 24m length and above and all passenger ships of any size are required to carry to Minimum Safe Manning Certificate.
Applicants should pay attention to the Minimum Safe Manning Guidelines for Certification (MM1) attached to this Form*

| VESSEL DETAILS | | | | |
|--|--|--|--|---|
| Name of Vessel | | IMO or CaribShip* Number (*where applicable) | | Official Number (if assigned) |
| Type of Vessel | | Total Main Engine Power (kW) | | Intended GMDSS Sea Areas in which the ship will sail (for ships over 300GT) |
| Gross Tonnage | | Length (as per Tonnage Certificate)(m) | | Unattended Machinery Space (UMS) |
| ITC | | | | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| National | | | | |
| Trading Area: <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED (if restricted give details, including any conditions imposed by Class on the sailing area/sea conditions) | | | | |

| Details of Company (as per ISM Code)* or where the ISM Code does not apply to the ship, the Managers if different to the Owners | |
|---|--|
| Full Name of Company : | |
| IMO Company Number | |

| PROPOSED MINIMUM COMPLEMENT | | | | | |
|----------------------------------|-----------|-----|----------------------------------|-----------|-----|
| DECK | | | ENGINE | | |
| Rank | STCW reg. | No. | Rank | STCW reg. | No. |
| MASTER | | 1 | CHIEF ENGINEER | | 1 |
| CHIEF OFFICER | | | SECOND ENGINEER | | |
| OFFICER IN CHARGE OF WATCH (OOW) | | | OFFICER IN CHARGE OF WATCH (OOW) | | |
| WATCH RATING | | | WATCH RATING | | |
| ORDINARY SEAMAN | | | | | |

The person signing this application confirms that he/she is either the Owner or in the case of a Company, a duly authorised officer of that Company, or is the Owner's agent. In the case of an Owner's agent, such authority the Registrar may ask for a written testimony giving such authority. By signing, he/she declares that to the best of his/her knowledge the information contained herein is correct.

Signature of Applicant _____

Print Name _____

Date of Application _____

Title _____

Authority under which this document is signed i.e. Owner, Officer (Director) of Company or Company's Agent, DPA etc (written proof of such authority may be requested by the Registrar if not previously supplied)

IMPORTANT NOTE – WHEN A CHANGE OR RENEWAL OF THE MINIMUM SAFE MANNING CERTIFICATE IS REQUIRED A CURRENT CREW LIST FOR THE SHIP MUST BE SUBMITTED

* ISM Code reg.1 (definitions): Company means the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the owner of the ship and who on assuming such responsibility has agreed to take over all the duties and responsibilities imposed by the International Safety Management Code

| | | |
|-------------------|------------------|----------------------|
| FORM CODE: A12 | ISSUE No: 003 | REVISED: 14/04/09 |
|-------------------|------------------|----------------------|

MINIMUM SAFE MANNING GUIDELINES FOR CERTIFICATION

as prescribed under the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers - STCW 95

The below tables are the guidelines employed by the St. Kitts and Nevis International Ship Registry (SKANReg) for determining Minimum Safe Manning for SKAN-flagged vessels.

We have provided these guidelines for reference only. Final acceptance of the minimum safe manning level proposed by the Owner/Company is made by the office of International Registrar of Shipping and Seamen, based on the ship specific type, trading area and other considerations, and may differ from the details outlined below.

It is the responsibility of the Owners and Master to ensure compliance with the provisions of the STCW 95 Convention, in particular Regulations VIII/1 and VIII/2 and Sections A-VIII/1 and A-VIII/2 regarding Fitness for Duty and Watchkeeping and Rest Periods arrangement and principles to be observed.

DECK DEPARTMENT: Vessels Greater Than 500 Gross Tonnage

| | 500-999 GT | | | | 1000-2999 GT | | | | 3000-9999 GT | | | | Over 10000 GT | | | | Over 250 passengers | | | |
|-----------------|--------------------|------------|----------------------|------------|--------------------|------------|----------------------|------------|--------------------|------------|----------------------|------------|--------------------|------------|----------------------|------------|---------------------|------------|----------------------|------------|
| | Restricted voyages | | Unrestricted voyages | | Restricted voyages | | Unrestricted voyages | | Restricted voyages | | Unrestricted voyages | | Restricted voyages | | Unrestricted voyages | | Restricted voyages | | Unrestricted voyages | |
| | Nbr | STCW Grade | Nbr | STCW Grade | Nbr | STCW Grade | Nbr | STCW Grade | Nbr | STCW Grade | Nbr | STCW Grade | Nbr | STCW Grade | Nbr | STCW Grade | Nbr | STCW Grade | Nbr | STCW Grade |
| Master | 1 | II/2 | 1 | II/2 | 1 | II/2 | 1 | II/2 | 1 | II/2 | 1 | II/2 | 1 | II/2 | 1 | II/2 | 1 | II/2 | 1 | II/2 |
| Chief Mate | 0 | | 1 | II/2 | 1 | II/2 | 1 | II/2 | 1 | II/2 | 1 | II/2 | 1 | II/2 | 1 | II/2 | 1 | II/2 | 1 | II/2 |
| OOW | 1* | II/1 | 0* | | 0* | | 1 | II/1 | 0* | | 1 | II/1 | 1* | II/1 | 2 | II/1 | 1 | II/1 | 2 | II/1 |
| Watch Rating | 2 | II/4 | 2 | II/4 | 2 | II/4 | 3 | II/4 | 3 | II/4 | 3 | II/4 | 2 | II/4 | 3 | II/4 | 3 | II/4 | 3 | II/4 |
| Ordinary Seaman | 0 | | 0 | | 0 | | 0 | | 0 | | 1 | | 2 | | 2 | | 3 | | 3 | |
| TOTAL | 4 | | 4 | | 4 | | 6 | | 5 | | 7 | | 9 | | 9 | | 9 | | 10 | |

*Flag Administration may review vessel's trade and traffic area and vessel type and may request one (1) OOW be added.

OOW – Officer in charge of Watch

Watch Rating – Ratings forming part of a Navigational Watch certified under STCW reg. A-II/4

Restricted Voyages: These areas may be considered as Restricted Areas:

1. All voyages which do not exceed 48 hours between ports of call;
2. Voyages within 100 nm from the nearest shore;
3. Enclosed areas, which may include, but are not limited to:

- Mediterranean Sea
- Red Sea
- Black Sea
- North Sea
- Baltic Sea
- Caribbean (restricted areas I, II and/or III, as defined in CCSS Code)
- Caspian Sea
- Azov Sea
- Gulf of Aden
- Persian Gulf

NOTE: In the above cases the geographical limits of the above sea areas may be defined in more detail by SKANReg
4. The Administration will take into consideration additional restricted trade areas submitted by the owner/operator.

Unrestricted Voyages: Unrestricted International Voyages

GMDSS: ships over 300GT

Vessels equipped with **Radio Installations** for the following GMDSS sea areas shall carry the following number of certified Radio Personnel:

- Area A1 – at least one officer with Restricted Operator Certificate (ROC)*
- Area A2 – at least one officer with General Operator Certificate (GOC)* or one dedicated radio officer with GOC
- Areas A3 or A4 – at least two officers with GOC* or one dedicated radio officer with GOC

* may be the Master or other deck officer.

Passenger ships carrying up to 250 passengers shall follow the tables for cargo ships of the same size.

INTERNATIONAL SHIP & PORT SECURITY (ISPS) CODE – SHIP SECURITY OFFICERS

All ship security officers and deputy security officers on board St. Kitts and Nevis flagged vessels to which the ISPS Code applies shall have a certificate issued by an administration whose certificates are recognised by St Kitts and Nevis, in accordance with regulation VI/5 of STCW 78 as amended. Recognised administrations are those on the STCW whitelist.

DECK DEPARTMENT: Vessels Less Than 500 Gross Tonnage

| | 1 – 99 GT | | | | 100 – 499 GT | | | |
|-----------------|------------------------------------|---------------|--|---------------|------------------------------------|---------------|--|---------------|
| | Up to 100 NM from nearest shore | | More than 100 NM from nearest shore | | Up to 100 NM from nearest shore | | More than 100 NM from nearest shore | |
| | Nbr | STCW Grade | Nbr | STCW Grade | Nbr | STCW Grade | Nbr | STCW Grade |
| Master | 1** | II/3 | 1 | II/3 | 1 | II/3 | 1 | II/3 |
| Chief Mate | 0 | | 0 | | 0 | | 0 | |
| OOW | 0 | | 1** | II/3 | 1 | II/3 | 1 | II/3 |
| Watch Rating | 1 | II/4 | 0 | | 1 | II/4 | 2 | II/4 |
| Ordinary Seaman | 0 | | 0 | | 0 | | 0 | |
| TOTAL | 2 | | 2 | | 3 | | 4 | |

** On ships below 24m in length trading in the Caribbean Trading Area this may be a holder of Boat Master Licence, Grade I under SCV Code reg. IX/3

Vessels less than 500GT but more than 300 GT equipped with GMDSS *Radio Installations* shall carry the number of certified Radio Personnel as indicated previously.

Vessels less than 300 GT operating in the following trading areas shall carry following number of certified Radio Personnel, who may be the Master or other deck officers:

- Up to 20 NM from shore – at least one Radiotelephone Restricted Operator (VHF)
- Over 20 NM from shore – at least one Radiotelephone General Operator (VHF/HF/MF)

ENGINE DEPARTMENT

| | Less than 750 kW | | | | 750 – 2999 kW | | | | 3000 kW or more | | | |
|-----------------|-----------------------|---------------|-------------------------|---------------|-----------------------|---------------|-------------------------|---------------|-----------------------|---------------|-------------------------|---------------|
| | Restricted voyages | | Unrestricted voyages | | Restricted voyages | | Unrestricted voyages | | Restricted voyages | | Unrestricted voyages | |
| | Nbr | STCW Grade | Nbr | STCW Grade | Nbr | STCW Grade | Nbr | STCW Grade | Nbr | STCW Grade | Nbr | STCW Grade |
| Chief Engineer | 1** | III/1 | 1** | III/1 | 1 | III/3 | 1 | III/3 | 1 | III/2 | 1 | III/2 |
| Second Engineer | 0 | | 0 | | 0*** | | 1* | III/3 | 1 | III/2 | 1 | III/2 |
| OOW | 1* | III/1 | 1* | III/1 | 1* | III/1 | 0*** | | 0*** | | 1* | III/1 |
| Watch Rating | 0^ | | 0^ | | 1^ | III/4 | 2^ | III/4 | 2^ | III/4 | 2^ | III/4 |
| TOTAL | 2 | | 2 | | 3 | | 4 | | 4 | | 5 | |

* Manning may be reduced by this rank if vessel is classed with UMS

** The Chief Engineer position required for vessels < 750 kW may be covered as a minimum by an OOW certified under STCW III/1

*** Flag Administration may review vessel's trade and traffic area and vessel type and may request one (1) additional Second Engineer or OOW

^ Tankers of 1000 GT or more shall add one additional Watch Rating

Watch Rating – Rating forming part of an Engine Room Watch or designated to perform duties in a periodically unmanned engine room and certified under STCW reg. A-III/4

ENGINE DEPARTMENT: Vessels less than 24 m length trading in the Caribbean Trading Area

| | Protected Waters | Coastal Waters | Exposed Waters |
|-----------------------|---------------------|-------------------|-------------------|
| Boat Engineer Grade 1 | 0 | 0 | 1 |
| Boat Engineer Grade 2 | 0* | 1 | 1 |
| No licence | 1* | 1 | 0 |
| TOTAL | 1 | 2 | 2 |

* If engine power is 350 kW or more the Administration may require that Engineer holds a Boat Engineer Grade 2 licence under SCV reg. IX/3

Protected Waters – an area of sheltered waters presenting no special hazards such as most rivers, harbours and lakes, designated by the Administration for the operation of small vessels and where not so designated means an area not more than 3 miles from a safe haven.

Coastal Waters – an area designated as such by the Administration and where this is not so designated it means an area not more than 20 miles from a safe refuge.

Exposed Waters – any waters that are more than 20 nautical miles from a harbour or safe refuge, or those waters which are less than 20 nautical miles from a harbour or safe refuge and which are not designated coastal or protected waters.

Caribbean Trading Area is the area bounded by the east coasts of North, Central and South America; and a line from the east coast of the United States in latitude 32° 30'N to a point 20°N: 60° W, thence to a point 10°N : 50° W, and thence south to the coast of South America.

