



## INTERNATIONAL SHIPS REGISTRY OF GUINEA-BISSAU

Marine Circular Nr. 01/2022,

Date: 06 April 2022

### Subject: "Principles of Minimum Safe Manning"

**Ref. :** (a) IMO Resolution A. 1047 (27) (Principles of Safe Manning).  
(b) SOLAS chapter V regulation 14 & chapter XI-2.  
(c) ILO Maritime Labor Convention 2006.  
(d) IMO STCW78 Convention, as amended.  
(e) MINIMUM SAFE MANNING GUIDELINES, Guidance for Applicants Shipowners – Managers of Guinea-Bissau Flagged Ships, MSM Guidelines Doc Issue 01, Rev. 00

**To:** Ship-owners/Operators, of Guinea-Bissau Flagged Vessels, Class Societies and Recognized Organizations, Surveyors of Ships, Port State Control Officers, IMO Member States

**Summary:** The present MAR.CIR. provides information on the minimum safe manning requirements for Guinea-Bissau registered vessels and the procedures for applying for a minimum safe manning certificate (M.S.M.C.), taking under consideration that 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.

### 1. Application & Purpose

1.1 Chapter V regulation 14 of the International Convention for the Safety of Life at Sea (SOLAS), as amended establishes that Contracting Governments undertake, each for its national ships, to maintain, or, if it is necessary, to adopt, measures to ensure that, from the point of view of safety of life at sea, all ships shall be sufficiently and efficiently manned. All Guinea-Bissau registered commercial ships of 100GT or over, engaged on international voyages, or operating from a port or between ports in another country are required to apply for and be issued with a Minimum Safe Manning Certificate (M.S.M.C.) as part of the process of registering with Guinea-Bissau International Ships Registry (G-B I.S.R.). A proposal for the minimum safe manning of a Guinea-Bissau flagged ship is to be submitted by the ship operator for approval by the G-B I.S.R. for issuing a Minimum Safe Manning Certificate (M.S.M.C.). The minimum safe manning of a ship is decided among others by the following priority factors:

- a. Type and size of ship,
- b. number of and power of propulsion units,



- c. level of ship automation,
- d. trading area(s) and
- e. applicable work and rest hours.

1.2 The Safe Manning Document reflects the minimum crew required onboard Guinea-Bissau registered ships for the same to be sufficiently and efficiently manned under the G-B ISR “Code of Operation” and applicable international regulations, taking into consideration Assembly Resolution A. 1047 (27) (Principles of Safe Manning). The objectives of the relevant G-B I.S.R. Guidelines<sup>1</sup> are to ensure that a ship is sufficiently, effectively, and efficiently manned to provide safety and security of the ship, safe navigation, and operations at sea, safe operations in the port, prevention of human injury or loss of life, the avoidance of damage to the marine environment and property, and to ensure the welfare and health of seafarers through the avoidance of fatigue.

1.3 Moreover the purpose of the guidance attached to this MAR.CIR. is to assist the ship owners and managers in applying for the Minimum Safe Manning Certificate (M.S.M.C.) of commercial ships registered in Guinea-Bissau, since it contains the estimated manning levels for deck and engine departments.

1.4 The present minimum safe manning requirements apply to all ships of 100GT or more engaged on international voyages, except for

- a. Fishing ships,
- b. Pleasure yachts not engaged in trade,
- c. Wooden ships of primitive build,
- d. Any non-propelled ship unless expressly required otherwise,
- e. Any ship under tow,
- f. Any ship less than 100GT, and
- g. Any ship under 24 meters in length.

## 2. Minimum Safe Manning Certificate requirements

2.1 The Minimum Safe Manning Certificate (M.S.M.C.) is issued to a ship when the ship is registered.

2.2 When a registered ship proceeds to sea, it shall:

- a. carry a valid Minimum Safe Manning Certificate issued by the Guinea-Bissau International Ship Registry; and

<sup>1</sup> MSM Guidelines Doc Issue 01, Rev. 00, 01.04.22





b. be manned in accordance with the requirements of this Minimum Safe Manning Certificate.

**2.3** To obtain a Minimum Safe Manning Certificate, the ship's Company shall apply to G-B ISR. The Minimum Safe Manning Certificate, once issued, will only be valid:

- a. For the operational areas stated on it;
- b. During the period stated on it; and
- c. If any conditions stated on it are complied with.

**2.4** Changes that affect the ship's manning: When any changes may affect the ship's minimum safe manning, the ship's company must prepare and submit a new proposal to G-B ISR.

**2.5** Temporary dispensations: In exceptional circumstances, G-B ISR must be contacted in order to grant permission for a ship to sail with fewer seafarers than stated on the Minimum Safe Manning Certificate. Whenever these circumstances arise, G-B ISR shall assess the ship's manning levels. It may be permitted for the ship to sail for one single voyage with fewer persons than stated on the minimum safe manning certificate, provided the safety and security of the ship, crew, passengers, cargo, and property and the protection of the marine environment is not compromised.

**2.6** Withdrawal of Minimum Safe Manning Certificate: G-B ISR may withdraw the ship's Minimum Safe Manning Certificate if

- a. changes, which affect the minimum safe manning, in the trading area(s), construction, machinery, equipment or operation and maintenance of the ship have taken place, and the Ship's Company fails to submit a new proposal; or
- b. the ship persistently fails to apply the minimum hours of rest requirements.

### **3. Guidance on the Application for Minimum Safe Manning Certificate**

**3.1** For all ships registering with the Guinea-Bissau International Ship Registry, the Ship's Company must prepare and submit its proposal for the ship's minimum safe manning by completing the "Application for Minimum Safe Manning Certificate". The application form is available on the Ship Registry website (<https://gbisr.com/>).

**3.2** When determining the minimum safe manning levels, the following factors-principles shall be taken into consideration:

- a. Gross tonnage;
- b. Main propulsion machinery power installed on board;
- c. Length and nature of voyages with passengers on board, if any;



- d. Frequency of Port of Calls;
- e. Areas of operation including the environmental conditions and time of year;
- f. Size, age, type of ship, equipment, automation, and layout of the ship;
- g. Type of construction and type of equipment on board;
- h. STCW requirements;
- i. MLC requirements;
- j. Ship's operational requirements;
- k. The minimum number of crew required to maintain a safe operational level and handle emergencies;
- l. Crew members' fitness for duty provisions and record of hours are implemented; and
- m. Ongoing training requirements for all personnel, including the operation and use of firefighting and emergency equipment, life-saving appliances, and watertight closing arrangements.

3.3 The manning tables included within the "Minimum Safe Manning Guidelines of the Guinea-Bissau International Ships Registry" are attached to this MAR.CIR. containing recommended manning levels to assist the ships' companies in making their proposal and applying for the Minimum Safe Manning Certificate (M.S.M.C.).

For any additional information and/or clarifications please contact the Guinea-Bissau International Ships Registry at: <https://gbisr.com/>.

For the Guinea-Bissau International Ships Registry

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**Attached**

MINIMUM SAFE MANNING GUIDELINES, Guidance for Applicants Shipowners – Managers of Guinea-Bissau Flagged Ships, MSM Guidelines Doc Issue 01, Rev. 00, (p.6).