**APPLICATION FOR A SAFE MANNING DOCUMENT FOR YACHTS OPERATING UNDER THE LARGE YACHT CODE OF PRACTICE**

**EXPLANATORY NOTES**

The Merchant Shipping (Training and Certification) Regulations 1997 implement in the United Kingdom some of the requirements of the International Convention on Standards of Training and Certification and Watchkeepers 1978 as amended in 1995 (STCW 95). These regulations prescribe the minimum requirements for certification of deck and engineer officers and watch ratings.

The Merchant Shipping (Hours of Work) Regulations 2002 implement the EU Council Directive 1999/63/EC of 21 June 1999 (the Maritime Working Time Directive) and Council Directive 1999/95/EC concerning inspection and enforcement and provide for penalties in the event of non-compliance. These incorporate the principles of IMO Resolution A.890(21) which defines the principles of Safe Manning to ensure the safe operation of and prevention of pollution from ships to which the Convention applies; and the International Labour Organisation (ILO) Convention 180 of the (Seafarer’s hours of work and the manning of ships). These apply to all commercially operated sea going vessels and should be read in conjunction with MSN 1767.

The Merchant Shipping (Vessels in Commercial Use for Sport or Pleasure) Regulations 1993, SI 1993 No 1072 as amended allows large yachts to comply with equivalent arrangements in lieu of the full Regulation detailed above. These provide that all sea going yachts and sail training vessels of more than 24 metres Load Line Length should carry an appropriate number of qualified Deck and Engineer Officers together with a sufficient number of qualified Yacht Ratings to ensure a degree of safety at least equivalent to that established by the IMO guidelines.

You are advised to read these Regulations and the advice given in “The Large Commercial Yacht Code” before completing this application.

**PLEASE COMPLETE IN BLOCK CAPITALS OR TYPE OVER IN TEXT BOX**

(Prefilled drop downs available, click on . )

1. PARTICULARS OF APPLICANT

Full name of owner

Full Address

Name of applicant

(if not the owner)

Full Address

of applicant

(if not the owner)

Name of the

contact person

Phone number

Email

2. PARTICULARS OF THE YACHT Any further relevant details not adequately covered below should be included in a separate attachment.

Name of yacht

Port of Registry

Official Number

IMO Number

Year of build

Type of yacht: Motor  Fore and Aft Rigged Sailing  Square Rigged Sailing

Principal dimensions Load line length

(LOA x B x draught)

Gross Tonnage

Unusual characteristics / features of yacht

Auto Steering YES/NO

.

External communications VHF  R/T  W/T  GMDSS

SAT-A  SAT-C  Other (specify)

Number of Lifeboats Number of Rescue Boats Number of Life Rafts

Number of LSA Davits Total number of Passengers/occasional workers (non seafarers)

Area of Operation SRY 60Nm  SRY 150Nm  Unlimited

Restricted conditions

(please specify)

Bow thruster YES/NO Stern thruster YES/NO

CP propeller YES/NO Number of engine-room spaces

Number of main engines Total registered power (kW)

Type of engines

Steam Boilers None  Auto Manual

High bilge alarm system YES/NO Bridge Control YES/NO

Unattended Machinery YES/NO

Space (UMS) Certificate Engine-room fire detection fitted YES/NO

Details of engine-room / bridge communication system

|  |  |
| --- | --- |
| Please select from list | Please select from list |
| Please select from list | Please select from list |

3. INTENDED SERVICE

Please give details of the intended nature of service of the yacht

Describe the type of operation

Please select from list

Describe anticipated length and nature of voyages

Please select from list

Describe anticipated geographical operating area(s)

Please select from list

4. MANNING PROPOSAL **Please submit your proposals for the safe manning of the yacht in the table below. (The “Large Commercial Yacht Code” MSN 1792 (M) together with** [**MSN 1858 Amendment 1**](https://www.gov.uk/government/publications/msn-1858-mf-amendment-1-uk-requirements-for-deck-officers-on-large-yachts-24m-and-over)**,** [**Large Yacht Manning Levels**](https://www.gov.uk/government/publications/certification-for-engineer-yachts) **and** [**MSN 1862 Amendment 1**](https://www.gov.uk/government/publications/msn-1862-m-amendment-1-uk-requirements-for-deck-ratings) **provides guidance on the numbers of certificated deck and engineer officers, and ratings appropriate to different sizes of yacht, tonnages and area of operation).**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Less than 60 miles from Safe Haven** | **Less than 150 miles from Safe Haven** | **Unlimited** |
| Master | Please select from list | Please select from list | Please select from list |
| Chief Officer | Please select from list | Please select from list | Please select from list |
| OOW (Nav) | Please select from list  Please select from list | Please select from list  Please select from list | Please select from list  Please select from list |
| Chief Engineer | Please select from list | Please select from list | Please select from list |
| Second Engineer | Please select from list | Please select from list | Please select from list |
| EOOW | Please select from list | Please select from list | Please select from list |
| Assistant Engineer | Please select from list | Please select from list | Please select from list |
| Yacht Rating  (quantity) | Please select from list  Please select from list | Please select from list  Please select from list | Please select from list  Please select from list |
| Cook | Please select from list | Please select from list | Please select from list |
| Other (specify) |  |  |  |
| **TOTAL (Minimum number of crew to be carried)** |  |  |  |

**NOTES**

Where appropriate dual deck and engineer roles may be considered, provided that the officer is suitably qualified in both disciplines and that the person holding the dual role is not the Master.

Where appropriate dual deck and assistant engineer roles may be considered provided that the officer is suitably qualified in both disciplines and that the person holding the dual role is not the Master.

Can be dual purpose (deck/Eng.), other than the Master, if the yacht has been assigned a classification society UMS (Unmanned Machinery Spaces) notation or fulfils the following criteria:

* + - Full bridge control of main engine manoeuvring;
    - High level bilge alarms in machinery space;
    - The engine room alarm system, including the fire alarm if fitted, is relayed to the accommodation and/or the bridge.

In most cases, a minimum of two ratings are required in order to provide 24 hours of look-out whilst maintaining the provision for hours of rest. It is acknowledged that this manning level may be difficult for smaller yachts with limited space. Where yachts are operating as Day Boats only and remain less than 60Nm from land, a reduced number of ratings may be permitted under special provisions on a case by case basis.

5. SUPPLEMENTARY INFORMATION

Large Commercial Yacht Code SHOULD be read in conjunction with the details required in this section. This section of the form is to be used by owners and/or managing operators as guidance in the assessment of proposed safe manning levels. (Additional sheets should be attached if the space provided is insufficient)

**Detail how the following capabilities will be covered:**

**1. Maintain a safe bridge watch at sea in accordance with Regulation VIII/2 of STCW 95, which includes general surveillance of the yacht.**

Which watch system will be adopted? TWO / THREE

Will the Master undertake a navigational watch? YES/NO

Will the Master be required to undertake his/her own pilotage? YES/NO

Are external to yacht communications handled only by the Master? YES/NO

What is the communication system between bridge & on duty watch rating(s)? Please select from list

**2. Moor and unmoor the vessel effectively and safely**

Detail mooring station equipment and manning requirements for mooring operations:

Forward

Please select from list

Aft

Please select from list

**3. Operate and, when practicable, maintain efficiently, all watertight closing arrangements, fire equipment and life-saving appliances provided, including the ability to muster and disembark passengers/guest/trainees (as applicable) and nonessential personnel (as appropriate), and mount an effective damage control party.**

Is the yacht fitted with an accommodation fire detection system? YES/NO

Are fire pumps started remotely? YES/NO

Who is responsible for safety equipment maintenance?

Please select from list

Describe the lifeboat and rescue boat launching systems (as appropriate)

Please select from list

Please select from list

State how fire/damage control/LSA requirements are covered

Please select from list

Please select from list

**5. Maintain a safe engineering watch at sea in accordance with Regulation VIII/2 of STCW 95, and also**

**maintain general surveillance of spaces containing main propulsion and auxiliary machinery.**

Will a watch system be adopted? YES/NO

Which watch system will be adopted? Please select from list

Is there a UMS Certificate in operation? YES/NO

Are all machinery spaces covered by a fire detection system? YES/NO

Are all machinery spaces covered by a bilge alarm system? YES/NO

Will the Chief Engineer undertake a watch? YES/NO

Can emergency steering be engaged by one person YES/NO

How will the engineer watch rating duties be covered?

Please select from list

**6. Operate and maintain in a safe condition, the main propulsion and auxiliary machinery to enable the yacht to overcome the foreseeable perils of the voyage and maintain the safety arrangements and cleanliness of machinery spaces to minimise the risk of fire.**

Who will undertake machinery space cleaning?

Please select from list

Who will assist in the event of breakdowns?

Please select from list

**7. Provide for medical care onboard.**

How are the provision satisfied?

Please select from list

**8. Maintain a safe radio watch in accordance with 1974 SOLAS and ITU Regulations, as amended.**

What is the radio equipment maintenance agreement? Please select from list

Please select from list

Who will be the primary GMDSS operator?

**9. Maintain the precautions and safeguards necessary to protect the marine environment in accordance with MARPOL 73/78, as amended.**

What personnel are necessary to cover the vessels SOPEP requirements?

Please select from list

**10. Ship Security Officer**

Is a ship Security Officer required? YES/NO

How are the security duties to be covered?

Please select from list

**HOURS OF WORK PROVISION**

Provide an explanation of how the proposed manning level takes account of the requirements contained in the M.S. (Safe Manning, Hours of Work and Watchkeeping) Regulations 2002, ensuring that the working arrangements allow for sufficient rest periods to avoid fatigue:

Please select from list

6. SAILING VESSELS

**Safely maneuver the vessel under sail in routine and emergency situations**

Type of rig Number of masts

Is sail handling automated or assisted? Please select from list

Detail/level of automation or assistance

(if applicable)

If sail handling is automated or assisted

means of back-up/emergency operations

Minimum No of crew required to maneuver the vessel under sail under normal circumstances

Minimum No of crew required to maneuver the vessel under sail under emergency circumstances

7. PLANS SUBMITTED WITH THIS APPLICATION

Fire Mooring & equipment

Escape (Passenger ships only)

General arrangement

Engine-room arrangement

Schedule of duties/work/rest

8. DECLARATION **(The maximum penalty for a false entry is £5000)**

I declare that to the best of my knowledge, the particulars given by me on this form are correct.

Signed (on behalf of the owners) Date

**Please now complete the PAYMENT DETAILS in Section 9 below**

The completed form together with the appropriate fee and enclosures should be emailed to:

[safemanning@mcga.gov.uk](mailto:safemanning@mcga.gov.uk)

**9. PAYMENT DETAILS (To be completed by applicant)**

To make payment by card[**CLICK HERE**](https://www.gov.uk/payments/seafarer-training-courses/application-for-safe-manning-document)

**ALTERNATIVELY - If you have a Rolling Account with the MCA, please provide the following information:-**

Client Reference Number

Marine Office where

Account is held

Customer Service Manager

**FOR OFFICIAL USE ONLY**

Fee received by

File reference MC49/48/ Official Stamp

F264