



Maritime &
Coastguard
Agency

MSF 3914 (REV 10/23)

Application for a Workboat and/or HSOSC SMD

- ➔ Use this form to apply for a Safe Manning Document for a UK registered Workboat and/or HSOSC
- ➔ A Safe Manning Document is not a requirement for vessels under 500GT, however it can be issued on a voluntary basis if requested by a vessel owner/operator
- ➔ The SMD will be issued electronically and in line with the manning tables on pages 3 and 4

1. Application Summary

I wish to apply for a:

- ☐ Workboat SMD only ☐ HSOSC SMD only ☐ Workboat **and** HSOSC SMD

Date of Application	
Operating Company Name*	

* This will appear on the HSOSC Safe Manning Document

2. Vessel Particulars

Name of Vessel	
Official Number	
IMO Number (if available)	
Port of Registry	
Unique Registration	
Gross Tonnage	
Main Propulsion Power (kW)	

3. Vessel Limitations

	Workboat	HSOSC
Maximum Number of Persons to be carried		
Maximum Number of Passengers (12 max)		
Maximum Operating Area Category		Not Applicable
Maximum Miles from Safe Haven		

4. Supporting Evidence

☐ 1) Certificate of Registry

☐ 2a) Workboat certificate

and/or

☐ 2b) HSOSC Permit to Operate **and any exemptions** applying to the HSOSC

5. Application Fee

- ➔ Payment should be made in pounds sterling (GBP £)
- ➔ You can pay by bank transfer or debit/credit card through Gov.UK Pay
- ➔ We **don't** accept cheques, postal orders, banker's drafts or cash

☐ If you wish to pay by **debit/credit card online**, please use the payment link below:

£199.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-workboat-safe-manning-document>

☐ If you wish to pay by **bank transfer**, please email seafarer.finance@mcga.gov.uk for our bank details

How to apply

Please email your completed form and scanned documents to:

safemanning@mcga.gov.uk

Please supply the supporting documents as attachments to the email

We **can't** open links to file-sharing services (for example OneDrive, Google Drive, Dropbox)

Annex 1: Manning Tables for a Workboat SMD

Category Area 0: Unrestricted service	
Master	STCW II/2 Master Workboat less than 500GT unlimited area; or STCW II/2 Master Code Vessel less than 200GT unlimited area; or RYA/MCA commercially endorsed Yachtmaster Ocean
Mate	STCW II/2 Master Code Vessel less than 200GT unlimited area; or RYA/MCA commercially endorsed Yachtmaster Ocean
Deck Ratings	2 x STCW II/4 Navigational Watch Rating
Engineer*	STCW III/3 Y4 Chief Engineer; or STCW III/2 Small Vessel Second Engineer; or STCW III/1 Small Vessel EOOW
Category Area 1: 150 miles from safe haven - Contractual hours more than 14	
Master	STCW II/2 Master Workboat less than 500GT unlimited area; or STCW II/2 Master Code Vessel less than 200GT unlimited area; or STCW II/2 Master Code Vessel less than 200GT near-coastal; or RYA/MCA commercially endorsed Yachtmaster Ocean; or RYA/MCA commercially endorsed Yachtmaster Offshore
Mate	RYA/MCA commercially endorsed Yachtmaster Coastal
Deck Ratings	2 x STCW II/4 Navigational Watch Rating
Engineer*	Marine Engine Operators License; or STCW III/5 Able Seafarer Engine; or MCA Approved Engine Course 1 and 2
Category Area 1: 150 miles from safe haven - Contractual hours less than 14	
Master	STCW II/2 Master Workboat less than 500GT unlimited area; or STCW II/2 Master Code Vessel less than 200GT unlimited area; or STCW II/2 Master Code Vessel less than 200GT near-coastal; or RYA/MCA commercially endorsed Yachtmaster Ocean; or RYA/MCA commercially endorsed Yachtmaster Offshore
Deck Rating	STCW II/4 Navigational Watch Rating
Engineer*	Marine Engine Operators License; or STCW III/5 Able Seafarer Engine; or MCA Approved Engine Course 1 and 2
Category Area 2: 60 miles from safe haven	
Master	STCW II/2 Master Workboat less than 500GT unlimited area; or STCW II/2 Master Code Vessel less than 200GT unlimited area; or STCW II/2 Master Code Vessel less than 200GT near-coastal; or RYA/MCA commercially endorsed Yachtmaster Ocean; or RYA/MCA commercially endorsed Yachtmaster Offshore
Mate	Person deemed by the Master to be experienced and competent
Engineer*	MCA Approved Engine Course 1
Category Area 3: 20 miles from safe haven	
Master	STCW II/2 Master Workboat less than 500GT unlimited area; or STCW II/2 Master Code Vessel less than 200GT unlimited area; or STCW II/2 Master Code Vessel less than 200GT near-coastal; or RYA/MCA commercially endorsed Yachtmaster Ocean; or RYA/MCA commercially endorsed Yachtmaster Offshore; or RYA/MCA commercially endorsed Yachtmaster Coastal;
Mate	Person deemed by the Master of being capable of assisting in an emergency
Engineer	Not required

* Where indicated may be a dual role position other than the Skipper. It is the responsibility of the vessel operator to ensure that the Engineering Certificates are acceptable for the National waters in which they serve.

Annex 2: Manning Tables for a HSOSC SMD

Up to 150 miles from safe haven – Contractual hours more than 14	
Master	STCW II/2 Master Workboat less than 500GT unlimited area; or STCW II/3 Master less than 500GT near-coastal; or STCW II/2 Master Code Vessel less than 200GT (for vessels less than 200GT)
Mate	STCW II/3 OOW less than 500GT near-coastal; or STCW II/2 Master Code Vessel less than 200GT (for vessels less than 200GT)
Deck Ratings	2 x STCW II/4 Navigational Watch Rating
Engineer	MCA Approved Engine Course 1 & 2 or STCW III/3
Up to 150 miles from safe haven – Contractual hours less than 14	
Master	STCW II/2 Master Workboat less than 500GT unlimited area; or STCW II/3 Master less than 500GT near-coastal; or STCW II/2 Master Code Vessel less than 200GT (for vessels less than 200GT)
Deck Rating	STCW II/4 Navigational Watch Rating Certificate
Engineer	MCA Approved Engine Course 1 & 2 or STCW III/3
Up to 60 miles from safe haven – Contractual hours more than 14	
Master	STCW II/2 Master Workboat less than 500GT unlimited area; or STCW II/3 Master less than 500GT near-coastal; or STCW II/2 Master Code Vessel less than 200GT (for vessels less than 200GT)
Mate	STCW II/3 OOW less than 500GT near-coastal; or STCW II/2 Master Code Vessel less than 200GT (for vessels less than 200GT)
Deck Ratings	2 x STCW II/4 Navigational Watch Rating
Engineer	MCA Approved Engine Course 1
Up to 60 miles from safe haven – Contractual hours less than 14	
Master	STCW II/2 Master Workboat less than 500GT unlimited area; or STCW II/3 Master less than 500GT near-coastal; or STCW II/2 Master Code Vessel less than 200GT (for vessels less than 200GT)
Deck Rating	STCW II/4 Navigational Watch Rating
Engineer	MCA Approved Engine Course 1