



Maritime &
Coastguard
Agency

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's owner/operator
- ➔ The SMD will be issued electronically and in line with the manning tables on pages 3 to 5

1. Application Summary

I am applying for a:

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

Date of Application	
Name of Operating Company *	

* 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 (you can find this is on the Workboat Certificate)	
Gross Tonnage	
Main Propulsion Power (kW)	

3. Vessel Limitations

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

4. Supporting Evidence

1) UK Certificate of Registry

and

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

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** Safe Manning Document

Category Area 0: Unrestricted Service	
Master	<ul style="list-style-type: none"> • STCW II/2 Master Workboat less than 500GT unlimited area • STCW II/2 Master Code Vessel less than 200GT unlimited area (for vessels less than 200GT) • RYA/MCA commercially endorsed Yachtmaster Ocean
Mate	<ul style="list-style-type: none"> • STCW II/2 Master Code Vessel less than 200GT unlimited area (for vessels less than 200GT) • STCW II/3 Master Code Vessel less than 200GT limited to 150 miles from safe haven (for vessels less than 200GT) • RYA/MCA commercially endorsed Yachtmaster Ocean • RYA/MCA commercially endorsed Yachtmaster Offshore
Deck Ratings	2 x STCW II/4 Navigational Watch Rating
Engineer*	<ul style="list-style-type: none"> • Senior Marine Engine Operators License • STCW III/3 Y4 Chief Engineer • STCW III/2 Small Vessel Second Engineer • STCW III/1 Small Vessel EOOW

Category Area 1: 150 miles from Safe Haven - Contractual hours more than 14	
Master	<ul style="list-style-type: none"> • STCW II/2 Master Workboat less than 500GT unlimited area • STCW II/2 Master Code Vessel less than 200GT unlimited area (for vessels less than 200GT) • STCW II/3 Master Code Vessel less than 200GT limited to 150 miles from a safe haven (for vessels less than 200GT) • RYA/MCA commercially endorsed Yachtmaster Ocean • RYA/MCA commercially endorsed Yachtmaster Offshore
Mate	RYA/MCA commercially endorsed Yachtmaster Coastal
Deck Ratings	2 x STCW II/4 Navigational Watch Rating
Engineer*	<ul style="list-style-type: none"> • Marine Engine Operators License • STCW III/5 Able Seafarer Engine • MCA Approved Engine Course 1 and 2

Category Area 1: 150 miles from Safe Haven - Contractual hours less than 14	
Master	<ul style="list-style-type: none"> • STCW II/2 Master Workboat less than 500GT unlimited area • STCW II/2 Master Code Vessel less than 200GT unlimited area (for vessels less than 200GT) • STCW II/3 Master Code Vessel less than 200GT limited to 150 miles from a safe haven (for vessels less than 200GT) • RYA/MCA commercially endorsed Yachtmaster Ocean • RYA/MCA commercially endorsed Yachtmaster Offshore
Deck Rating	STCW II/4 Navigational Watch Rating
Engineer*	<ul style="list-style-type: none"> • Marine Engine Operators License • STCW III/5 Able Seafarer Engine • MCA Approved Engine Course 1 and 2

* 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 1 continued

Category Area 2: 60 miles from Safe Haven	
Master	<ul style="list-style-type: none"> • STCW II/2 Master Workboat less than 500GT unlimited area • STCW II/2 Master Code Vessel less than 200GT unlimited area (for vessels less than 200GT) • STCW II/3 Master Code Vessel less than 200GT limited to 150 miles from a safe haven (for vessels less than 200GT) • RYA/MCA commercially endorsed Yachtmaster Ocean • RYA/MCA commercially endorsed Yachtmaster Offshore
Mate	Person deemed competent by the master to be suitably experienced with the type of vessel, range of operations undertaken on the voyage, and who is familiar and experienced in all likely sea-state, weather, and light conditions likely to be encountered for the duration of the voyage
Engineer*	MCA Approved Engine Course 1

* 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.

Category Area 3: 20 miles from Safe Haven	
Category 4: 20 Miles from Safe Haven, in favourable weather and in daylight	
Master	<ul style="list-style-type: none"> • STCW II/2 Master Workboat less than 500GT unlimited area • STCW II/2 Master Code Vessel less than 200GT (for vessels less than 200GT) • STCW II/3 Master Code Vessel less than 200GT limited to 150 miles from a safe haven (for vessels less than 200GT) • RYA/MCA commercially endorsed Yachtmaster Ocean • RYA/MCA commercially endorsed Yachtmaster Offshore • RYA/MCA commercially endorsed Yachtmaster Coastal • RYA/MCA Powerboat Advanced Certificate of Competency • MCA Boatmasters licence (limited to the area of the licence and any endorsements on it)
Mate	Person that the vessel owner/operator considers to be experienced and competent
Engineer	Not required

Annex 2: Manning Tables for a **HSOSC** Safe Manning Document

Up to 150 miles from Safe Haven – Contractual hours more than 14	
Master	<ul style="list-style-type: none"> • STCW II/2 Master Workboat less than 500GT unlimited area • STCW II/3 Master less than 500GT near-coastal • STCW II/2 Master Code Vessel less than 200GT (for vessels less than 200GT)
Mate	<ul style="list-style-type: none"> • STCW II/3 OOW less than 500GT near-coastal • 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	<ul style="list-style-type: none"> • STCW II/2 Master Workboat less than 500GT unlimited area • STCW II/3 Master less than 500GT near-coastal • 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	<ul style="list-style-type: none"> • STCW II/2 Master Workboat less than 500GT unlimited area • STCW II/3 Master less than 500GT near-coastal • STCW II/2 Master Code Vessel less than 200GT (for vessels less than 200GT)
Mate	<ul style="list-style-type: none"> • STCW II/3 OOW less than 500GT near-coastal • 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	<ul style="list-style-type: none"> • STCW II/2 Master Workboat less than 500GT unlimited area • STCW II/3 Master less than 500GT near-coastal • 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