



CIRCULAR REF. N° STCW/0019/TG/06/17

EFFECTIVE AS FROM: 1<sup>st</sup> of June 2017  
IMPLEMENTATION OF THE 2010 (MANILA) AMENDMENTS TO THE  
STCW CONVENTION INCLUDING CHANGES TO  
THE MINIMUM SAFE MANNING CERTIFICATE

SOLAS Chapter V, Regulation 14, IMO Resolution A.1047 (27) and

STCW 2010 Amendments

**TO: SHIPOWNERS, SHIPS' OPERATORS, MANAGING COMPANIES, MASTERS,  
CLASSIFICATION SOCIETIES, RECOGNIZED ORGANIZATIONS and DEPUTY REGISTRARS**

APPLICABLE TO:

- All ships engaged in international voyages;
- Other ships and pleasure yachts of 500 GT and over;
- And all commercial yachts of 24 meters and over.

#### 1. General Info:

The STCW Convention was amended in 2010. As a result it establishes new grades. The aims of this revision are to ensure that STCW standards remain relevant, to improve the standards of professionalism of seafarers and to improve navigational safety, security and protection of marine environment.

The newly established grades are as follows:

- "Able Seafarer Deck" (STCW Reg. II/5),
- "Able Seafarer Engine" (STCW Reg. III/5)
- "Electro-Technical Officer" (STCW Reg. III/6), and
- "Electro-Technical Rating" (STCW Reg. III/7),

All seafarers working on board Togolese vessels should be trained or certified as competent or otherwise qualified to perform their duties.

It has been noted that some Administrations have not adopted the regulations to issue a Certificate of Proficiencies for the Able Seafarer Deck and for the Able Seafarer Engine. In this respect, the Ship owners, Ship Operators, Managing Companies may find difficulties in employing sufficient Able Seafarers Deck and Able Seafarers Engine.

MSC 97 has discussed the deadline problems, given that a number of Administrations may not be in a position to issue STCW certificates in accordance with the requirement of the Convention by 1st January 2017.

*This a computerized message, therefore is not signed*

Inquiries concerning the subject of this Circular or any requests should be directed to:  
INTERNATIONAL REGISTRATIONS BUREAU (LB)  
Phone Number: +961-1-883794  
E – Mail: [administration@togoregistrar.com](mailto:administration@togoregistrar.com)



IMO Maritime Safety Committee has issued MSC.1/Circ. 1560 concerning the implementation of the STCW Convention which is annexed to this Circular. IMO Maritime Safety Committee agreed that, in cases where a seafarer's documentation complies with the requirements in force immediately before 1st January 2017, but is not in accordance with the requirements of the 2010 Manila Amendments to the STCW Convention, port State control authorities, until 1st July 2017, are recommended to take a pragmatic and practical approach during inspections and to notify the ships, seafarers and Administrations concerned accordingly.

In view of the above, this Administration requires all seafarers to comply as soon as possible with the 2010 Manila Amendments to the STCW Convention and at the latest by 1st July 2017.

## **2. Minimum Safe Manning Certificates (MSM Certificates) issued to vessels before 1st June 2017**

Minimum Safe Manning Certificates (MSM Certificates) issued to vessels before 1<sup>st</sup> June 2017 will remain valid until 1st July 2017 i.e. they do not have to be changed due to the introduction of the new grades in accordance with the 2010 Manila Amendments to the STCW Convention.

The existing MSM Documents should be replaced with the amended MSM Documents by 1st July 2017. The replacement process should not cause any delay to the vessel's operations.

In accordance with regulation (STCW Reg. II/5) paragraph 2.3 of the Convention as amended, the holder of a valid Certificate of Proficiency as Able Seafarer Deck (STCW Reg. II/5) can take the position of Rating forming part of a navigational watch (STCW Reg. II/4) indicated in the MSM Certificate.

In accordance with regulation (STCW Reg. III/5) paragraph 2.3 of the Convention as amended, the holder of a valid certificate of proficiency as Able Seafarer Engine in a manned engine room or designated to perform duties in a periodically unmanned engine room (STCW Reg. III/5) can take the position of Rating forming part of an engineering watch (STCW Reg. III/4) indicated in the MSM Certificates.

## **3. New MSM Certificates which will be issued after 1st July 2016**

This Administration has established a new form of MSM certificate annexed to this Circular in order to effect the changes mentioned in paragraph 1 above. It will be applicable for new coming vessels as from 1st July 2017.

Minimum Safe Manning Certificates issued to existing vessels before 1st JUNE 2017 should be changed before 1st July 2017 in order to reflect the changes mentioned in paragraph 1 above. It should be issued to existing vessels at the owner's request.

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A copy of the latest MSM Certificate along with the Application Form should be submitted. When a revised MSM Certificate is issued, the existing Certificate should be returned to this Administration for Cancellation.

Port State Control Officers are reminded to take note of MSC.1/Circ.1560 and of this Circular and to accept MSM Certificates issued before 1st June 2017 while the transitional measures are implemented and all vessels have a revised MSM Certificate on board as per paragraph 1 above by 1st July 2017.

#### **4. Information to Recognized Organizations (ROs) regarding the Implementation of the STCW Convention**

In accordance with MSC.1/Circ. 1560, this Administration informs ROs issuing ISM Code certificates under SOLAS 74 that, until 1st July 2017, if a seafarer's documentation is not in accordance with the 2010 Manila Amendments to the STCW Convention, the Recognized Organization (RO) should inform this Administration and take necessary Measures to rectify this non-compliance with the cooperation of Owners/ Managers /Master assessing Compliance with the provisions of the ISM Code.

#### ANNEXES:

- New MSM Certificate (Form)
- Application for the issue, change or renewal of a MSM Certificate (Form)
- MSC.1/Circ. 1560
- New MSM Scale.

For the Togolese Maritime Authority  
International Ship Registry  
Vera N. Medawar  
Registrar

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Inquiries concerning the subject of this Circular or any requests should be directed to:  
INTERNATIONAL REGISTRATIONS BUREAU (LB)  
Phone Number: +961-1-883794  
E – Mail: [administration@togoregistrar.com](mailto:administration@togoregistrar.com)

## MINIMUM SAFE MANNING SCALE (DECK)

### **For International voyages:**

GROSS TONNAGE	< 299	300-499	500-999	1000-1599	1600-2999	3000-4999	5000-14999	>15000
MASTER	1	1	1	1	1	1	1	1
CHIEF MATE			1	1	1	1	1	1
DECK OFFICER	1	1				1	1	2
ABLE SEAFARER DECK REGL.II/5 OR DECK RATING WATCH REG. II/4	1	1	1	2	3	2	3	3
DECK RATING			1	1	1	1	2	3
TOTAL	3	3	4	5	6	6	8	10

### **For restricted voyages:**

GROSS TONNAGE	< 299	300-499	500-999	1000-1599	1600-2999	3000-4999	5000-14999	>15000
MASTER	1	1	1	1	1	1	1	1
CHIEF MATE				1	1	1	1	1
DECK OFFICER			1				1	2
ABLE SEAFARER DECK REGL.II/5 OR DECK RATING WATCH REG. II/4	1	1	1	1	2**	3	2	2
DECK RATING	1	1	1*	1	1	1	1	2
TOTAL	3	3	3	4	5	6	6	8

\*N/A if voyages do not exceed the 50 n.m. from the nearest land

\*\* may be 1 if voyages do not exceed the 50 n.m. from the nearest land

### **REMARKS:**

In respect to the Minimum Safe Manning the following type of voyages are considered:

UNRESTRICTED: International voyages without restriction

RESTRICTED: which are defined as follows:

- 1) Short international voyages (200 n.m. between the ports of departure and arrival)
- 2) Special areas: are the Mediterranean Sea area, the Baltic Sea area, the Red sea area, "the gulfs area", the Gulf of Aden area and the Antarctic area, which are defined regulation 10 of annex I of MARPOL 73/78 consolidated edition, 1997
- 3) Coastal services (not exceeding the 20 n.m. from the nearest land)
- 4) Voyages not exceeding the 50 n.m. from the nearest land
- 5) Voyages in Black sea, Persian Gulf, Sea of Japan
- 6) Single voyage, provided that the distance will not exceed the 300 n.m.

At owners request the requirements may be reduced by with the approval of the Commissioner for Maritime Affairs subject to consideration of a written proposal for the watch keeping and vessel's trading area.

### MINIMUM SAFE MANNING SCALE (ENGINE)

#### For International voyages:

KW	<749	750-1499	1500-2999	>3000
CHIEF ENGINEER	1	1	1	1
SECOND ENGINEER		1	1	1
ENGINEER OFFICER			1	1
ELECTRO TECHNICAL OFFICER				1
ENGINE RATING WATCH REG. III/4 OR ABLE SEAFARER ENGINE REGL III/5	2	1	1	2*
ENGINE RATING			1	1
ELECTRO TECHNICAL RATING			1	1
TOTAL	3	3	6	8

#### For restricted voyages:

KW	<749	750-1499	1500-2999	>3000
CHIEF ENGINEER	1	1	1	1
SECOND ENGINEER		1	1	1
ENGINEER OFFICER			1	1
ELECTRO TECHNICAL OFFICER				
ENGINE RATING WATCH REG. III/4 OR ABLE SEAFARER ENGINE REGL III/5	2	1	1	2*
ENGINE RATING			1	1
ELECTRO TECHNICAL RATING				
TOTAL	3	3	6	8

#### For voyages (YES UMS):

KW	<749	750-1499	1500-2999	>3000
CHIEF ENGINEER		1	1	1
SECOND ENGINEER				1
ENGINEER OFFICER	1		1	
ENGINE RATING WATCH III/4 OR ABLE SEAFARER ENGINE REGL III/5		1		1*
ENGINE RATING			1	1
ELECTRO TECHNICAL RATING				
ELECTRO TECHNICAL OFFICER				
TOTAL	1	2	3	4

\*for vessels with more than 6000 kW an additional engine rating is required

#### REMARKS:

In respect to the Minimum Safe Manning the following type of voyages are considered:

UNRESTRICTED: International voyages without restriction

RESTRICTED: which are defined as follows:

1) Short international voyages (200 n.m. between the ports of departure and arrival)

2) Special areas: are the Mediterranean Sea area, the Baltic Sea area, the Red sea area, "the gulfs area", the Gulf of Aden area and the Antarctic area, which are defined regulation 10 of annex I of MARPOL 73/78 consolidated edition, 1997

3) Coastal services (not exceeding the 20 n.m. from the nearest land)

4) Voyages not exceeding the 50 n.m. from the nearest land

5) Voyages in Black sea, Persian Gulf, Sea of Japan

6) Single voyage, provided that the distance will not exceed the 300 n.m.

At owners request the requirements may be reduced by with the approval of the Commissioner for Maritime Affairs subject to consideration of a written proposal for the watch keeping and vessel's trading area.



**PROVISIONAL MINIMUM SAFE MANNING CERTIFICATE**

Certificate Number:

**TYPE OF SHIP :**

**OFFICIAL NUMBER :**

**IMO NUMBER :**

**CALL SIGN :**

NAME OF SHIP	GROSS TONNAGE	MAIN ENGINE'S PROPULSION

*It is here by confirmed that having regard the provisions of the regulation V/14(2) of SOLAS 1974 as amended, taking into account the Principles of Safe Manning as contained in IMO Resolution A.1047 (27) related to the Safe Manning and the national requirement of the Togolese Republic, the above mentioned ship is considered safely manned, if whenever proceeds to sea, carries not less than the number and grades of personnel shown in this document, taking into account any special condition stated herein:*

DECK AND ENGINE MANNING					
GRADE / CAPACITY	STCW REG.	NR.	GRADE / CAPACITY	STCW REG.	NR.
Master			Chief Engineer		
Chief Mate			Second Engineer		
Deck Officer(s)			Engineer Officer(s)		
Deck Rating(s) – watch or Able Seafarer Deck	II/4 or II/5		Electro-Technical Officer	III/6	
Deck Rating(s)	VI/1		Engine Rating(s) watch or Able Seafarer Engine	III/4 III/5	
			Electro-Technical Rating	III/7	
			Engine Rating(s)	VI/1	

**CONDITIONS TO BE TAKEN INTO ACCOUNT**

1. A minimum of two (2) Watch keeping deck Officers or one dedicated radio Officer are required to have the appropriate GMDSS Radio operator certificate, General or Restricted, depending upon the ship's intended Area of Operation.
2. Trading area :
3. Periodically unattended machinery space (Yes / No) :
4. Operating Company:
5. Address:

This certificate is issued on the      day of the month      of the year      under the authority of the Directorate of Maritime Affairs of the Government of the Togolese Republic and it remains valid until the      day of the month      of the year

Deputy Registrar for

Togolese Directorate of Maritime Affairs



**CERTIFICAT D'EFFECTIF MINIMUM**  
**MINIMUM SAFE MANNING CERTIFICATE**

Certificate Number

**TYPE OF SHIP :**

**OFFICIAL NUMBER :**

**IMO NUMBER :**

**CALL SIGN :**

NAME OF SHIP	GROSS TONNAGE	MAIN ENGINE'S PROPULSION

*It is here by confirmed that having regard the provisions of the regulation V/14(2) of SOLAS 1974 as amended, taking into account the Principles of Safe Manning as contained in IMO Resolution A.1047 (27) related to the Safe Manning and the national requirement of the Togolese Republic, the above mentioned ship is considered safely manned, if whenever proceeds to sea, carries not less than the number and grades of personnel shown in this document, taking into account any special condition stated herein:*

DECK AND ENGINE MANNING					
GRADE / CAPACITY	STCW REG.	NR.	GRADE / CAPACITY	STCW REG.	NR.
Master			Chief Engineer		
Chief Mate			Second Engineer		
Deck Officer(s)			Engineer Officer(s)		
Deck Rating(s) – watch or Able Seafarer Deck	II/4 or II/5		Electro-Technical Officer	III/6	
Deck Rating(s)	VI/1		Engine Rating(s) watch or Able Seafarer Engine	III/4 III/5	
			Electro-Technical Rating	III/7	
			Engine Rating(s)	VI/1	

CONDITIONS TO BE TAKEN INTO ACCOUNT

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2. Trading area :
3. Periodically unattended machinery space (Yes / No) :
4. Operating Company:
5. Address:

This certificate is issued on the      day of the month      of the year      under the authority of the Directorate of Maritime Affairs of the Government of the Togolese Republic and it remains valid until the      day of the month      of the year

**For the Togolese Maritime Administration**

**Vera N. Medawar**  
**Registrar**



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MSC.1/Circ.1560  
5 December 2016

**ADVICE FOR PARTIES, ADMINISTRATIONS, PORT STATE CONTROL AUTHORITIES  
AND RECOGNIZED ORGANIZATIONS ON ACTION TO BE TAKEN IN CASES WHERE  
NOT ALL SEAFARERS CARRY CERTIFICATES AND ENDORSEMENTS MEETING THE  
2010 MANILA AMENDMENTS TO THE STCW CONVENTION AND CODE FROM  
1 JANUARY 2017**

1 The Maritime Safety Committee, at its ninety-seventh session (21 to 25 November 2016), expressed concern about the implementation of the 2010 Manila Amendments to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended, in light of the imminent end, on 1 January 2017, of the transitional provisions laid down in the STCW Convention, regulation I/15.

2 The Committee noted that a large number of certificates needed to be issued by certificate-issuing Parties confirming that their seafarers complied with the provisions of the 2010 Manila Amendments to the STCW Convention, and further noted that the provisions of regulation I/10 required Administrations to issue endorsements to masters, officers and radio personnel for service on their ships.

3 The Committee was particularly concerned about and regretted the fact that, so close to the end of the transitional period, seafarers in some States were reportedly unable to obtain certificates and/or the necessary endorsements required by regulation I/10 meeting the requirements of the 2010 Manila Amendments to the STCW Convention.

4 The Committee, therefore, urged all concerned, including certificate-issuing Parties and Administrations, to do their utmost to ensure that seafarers were issued with the appropriate certificates and necessary endorsements.

5 The Committee recognized that some seafarers on board ships may not yet hold their certificates or flag State endorsements meeting the 2010 Manila Amendments to the Convention and urged port State control authorities to take the above factors into consideration when taking action under the control procedures in article X and regulation I/4 of the STCW Convention. The Committee agreed that, in cases where a seafarer's documentation complied with the requirements in force immediately before 1 January 2017, but was not in accordance with the requirements of the 2010 Manila Amendments to the STCW Convention, port State control authorities, until 1 July 2017, were recommended to take a pragmatic and practical approach during inspections and to notify the ships, seafarers and Administrations concerned accordingly.

6 The Committee also recommended that Administrations should inform recognized organizations issuing ISM Code certification under SOLAS 74 that, until 1 July 2017, if a seafarer's documentation was not in accordance with the 2010 Manila Amendments to the STCW Convention, it would be sufficient to inform the Administration when assessing compliance with the provisions of the ISM Code.

7 Member States are invited to be guided accordingly and to bring the contents of this circular to the attention of all concerned, especially port State control authorities and recognized organizations.

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**APPLICATION FOR MINIMUM SAFE MANNING**

NAME OF SHIP		GROSS	
IMO NUMBER		NUMBER OF ENGINES	
VESSEL'S TYPE		OUTPUT (PER ENGINE) (KW)	
DATE OF BUILT		AUTOMATED MACHINERY (YES / NO)	
*TRADING AREA			

**REMARKS**

The following remarks are to be taken into account by the applicant for vessels or type of vessels, subject to their size / type, total KW, trading area and duration of voyages:

1. All persons, assigned with duties for navigation watch (officers and ratings) shall be provided with a minimum of ten (10) hours of rest in any twenty four (24) hours period,
2. The hours of rest may be divided into no more than two periods, one of which shall be at least six (6) hours in length,
3. The minimum period of rest may be reduced to a period of six (6) hours provided that such reduction shall not extend beyond two days and that rest of not than seventy hours in each seven (7) day period shall be ensured.

**PARTICULARS OF OPERATING COMPANY :**

Name of Operating Company:

Address of operating company:

**OWNERS PROPOSAL FOR THE MINIMUM SAFE MANNING**

DECK AND ENGINE OFFICERS						RATINGS		
GRADE / CAPACITY	STCW REG.	NR.	GRADE / CAPACITY	STCW REG.	NR.	GRADE / CAPACITY	STCW REG.	NR.
Master			Chief Engineer			Deck Rating(s) watch or Able Seafarer(s) Deck	II/4 or II/5	
Chief Mate			Second Engineer					
Deck Officer(s)			Engine Officer(s)			Engine Rating(s) watch or Able Seafarer(s) Engine	III/4 or III/5	
			Electro-Technical Officer	III/6				
						Electro-Technical Rating	III/7	
						Deck Rating	VI/1	
						Engine Rating	VI/1	

*(Although owners proposal for minimum safe manning will be taken into account, the finale decision remains to the Registrar based on the scale of manning, principles of manning, vessel's size, trading area and other conditions which may be applicable for the vessel)*

*(The applicant may request to be informed for the principles of manning prior to submit his proposal for the minimum safe manning)*

**Name of applicant :**

**Date:**

**Title / position :**

**Date :**

***(signature /stamp)***

\*name of the sea where the vessel will trade

This application is to be mailed to:  
The SHIP REGISTRAR OF THE TOGOLESE DIRECTORATE OF MARITIME AFFAIRS  
Fax Number: +961-1-883794 / E – Mail: [reg@togoregistrar.com](mailto:reg@togoregistrar.com)