

ANNEX 5

ITF Policy on Manning of Ships

1. The basic principles involved in arriving at manning requirements should be considered prior to considering the numbers of each type of Officer or Rating that might be required. The following basic concepts have a bearing on manning:

Recognition and Development Criteria

Essential to the Task of Defining Manning Requirements

2. Among the criteria which have traditionally been used for this purpose are the following:

- a) trading area (e.g. home trade [A1], middle trade [A2], world-wide trade [A3 and A4])
- b) number, size and type of main propulsion units (HP/KW, diesel or steam) and auxiliaries
- c) tonnage (GT)
- d) safety of voyage between ports (e.g. duration of voyage, nature of voyage)
- e) construction and technical equipment of Ship
- f) catering needs
- g) sanitary regulations
- h) watchkeeping arrangements
- i) responsibilities in connection with cargo handling in port
- j) medical care aboard Ship

Further Criteria

3. As a result of the social evolution and the changes that have taken place within the shipbuilding and shipping industries and in particular in view of the increasing importance of social aspects in shipboard employment there are further criteria governing the manning of Ships. Consequently, the following factors should be added to those listed in paragraph. 2 a)-

j) above:

- a) Safe watchkeeping requirements and procedures
- b) Provisions regarding working hours
- c) The maintenance function as it relates to:
 - i) Ship machinery and support equipment
 - ii) radio-communications and radio-navigation equipment
 - iii) other equipment (including cargo support and handling equipment) and
 - iv) navigation and safety equipment
- d) The human complement necessary to ensure that while malfunctioning automatic and remote control equipment is being repaired the function of the controlled equipment will still be available to the vessel, on a manual basis
- e) Peak workload situations
- f) The human endurance/health factor (manning must never fall below the level at which the Seafarers' right to good health and safety is jeopardized)
- g) Adequate manning to ensure that the Ship's complement can cope with on-board emergencies
- h) Adequate manning to ensure that the Ship can assist other Ships in distress
- i) On-board training requirements and responsibilities
- j) Responsibilities flowing from the need for environmental protection
- k) Observance of industrial safety and Seafarer's welfare provisions
- l) Special conditions generated by the introduction of specialised Ships
- m) Conditions generated by the introduction of hazardous cargoes which may be explosive, flammable, toxic, health-threatening or environment-polluting
- n) Other work related to safety aboard the Ship
- o) Age and condition of Ship

Operational and Maintenance Activities

4. Shipboard activities that must be carried out so that the operation and maintenance of the Ship and its equipment shall not pose hazards to the lives of Seafarers and Passengers, to property or to the environment. These activities include the functions carried out by the following departments:

- a) Deck Department

- b) Engine Department
- c) Radio Department
- d) Catering Department

Three-Watch System (based on an 8 hour Working Day)

5. This system shall be applied to the deck and engine departments in all seagoing Ships. Neither the Master nor the Chief Engineer shall be required to stand watches, and shall not be required to perform non-supervisory work.

6. The number of qualified personnel on board Ships shall be at least such as to ensure compliance with the 1978 International Convention on Standards of Training, Certification and Watch-keeping for Seafarers and the IMO Assembly Resolution on Principles of Safe Manning A.890(21) as amended by A.955(23).

Safety and Hygiene

7. Furthermore, it will be necessary to pay due attention to the contribution of the catering personnel towards the overall safety and hygiene of Ships.

Interlinkage of Shipboard Activities

8. The fact that all shipboard activities are interlinked must be the guiding principle governing the manning considerations set forth under "Further Criteria" above. For example, safe navigation cannot be undertaken if propulsion equipment, steering gear, radio-navigation or radio-communication equipment are malfunctioning. Similarly the health of those aboard will determine their availability to function in the optimum manner necessary for the safe operation of the Ship. Sea going Ships shall carry a competent person in charge of medical care on board, in line with Regulation VI/4 (Mandatory minimum requirements relating to medical first aid and medical care) of the 1978 STCW Convention and the applicable Sections of the STCW Code, Parts A and B.

The Network Factor

9. The "network" factor, i.e. the fact that all Ships are interdependent upon one another for mutual assistance must be kept in mind in considering manning requirements. The planning must be adequate to ensure the capability of the Ship to go to the aid of a Ship in distress. Accordingly, there must be reliable radio-communications for alerting purposes to describe its plight and what assistance it requires and for co-ordinating assistance for the Ship in distress. There must be sufficient competent manpower on board each Ship to handle the Ship's own lifeboats in a safe and efficient manner to participate in other life-saving procedures.

Conclusion

10. Minimum manning requirements does not mean the minimum number in the sense of the fewest tolerable, but means the minimum number that will be adequate for the safety of the Ship, crew and passengers, property and the environment at all times.

11. Every vessel shall be sufficiently manned for the purpose of preventing excessive strain upon the crew and avoiding or minimising as far as practicable the working of overtime.

12. It is the firm view of the ITF that all the above matters must be fully considered as a prerequisite to considering manning requirements on a numerical basis and guidelines formulated in accordance therewith.

Manning Scales

13. The company shall take every effort to man vessel/s as close as possible to the proposed manning scale.

14. In negotiations with Owners and national administrations ITF affiliates shall also take into consideration the principles set out in the above ITF policy on manning of Ships.

Proposed manning scale for a cargo Ship trading world-wide

- 1 Master
- 3 Deck Officers
- 1 Bosun
- 2 A.B.s*)

- 1 O.S./Junior/Entry Rating
- 1 Chief Engineer
- 2 Engineer Officers**)
Electrician/Electrical Engineer Officer/Junior Electrical engineer
- 1 Officer/Repairman
- 1 Repairman
- 2 Engine Room Rating**)
- 1 Junior Engine Room/Entry Rating
- 1 Radio Officer
- 1 Chief Steward/Cook
- 1 Steward/Catering boy

Total: 17-20 One of whom has medical training as a competent person in charge of medical care on board, in line with

Regulation VI/4 of the 1978 STCW Convention.

*) One of which may be a Junior/Entry Rating, taking into account the varying training practices in different countries.

***) At times when it is necessary to stand continuous conventional watches the manning scale shall be increased by one Engineer Officer and one Engine Room Ratings, one of which may be a Junior/Entry Rating.

Signed on behalf of the Companies:

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SEAMEN'S SYNDICATE