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Application for a Safe Manning Document

This application is used for assessing and determining the safe manning in accordance with the act on the safe manning of ships. For ships registered in Greenland, the safe manning is determined in accordance with decree no. 608 of 25 June 2001 on the entry into force of the act on the safe manning of ships in Greenland.

When determining the safe manning, it is important that the Danish Maritime Authority gets sufficient information about the ship's type, arrangement, equipment, use and trade area, watch and hours of rest, safe manning applied for, etc. The application below has been drawn up to help the applicant provide the necessary information.

It is possible to attach digital documentation if deemed necessary to support the application adequately.

A period of up to 2 months, including a consultation period, must be anticipated for considering the case. Should a decision on the safe manning be requested faster, please make such a substantiated request below.

When is the Safe Manning Document to be used?

Reason (if within 2 months)

Fields marked with a * MUST be filled in

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Applicant's contact details

Full name ***Mail address *****Telephone no. *****Affiliation with the shipping company ***

- Employed by a shipping company
 Consultant/agent for a shipping company

Has the shipping company approved the application? *

- Yes
 No

Subsequently, the Danish Maritime Authority will forward the application to the shipping company for approval.

Fields marked with a * MUST be filled in

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Shipping company's contact details

Shipping company's name* **Shipping company's IMO number****Shipping company's Central Business Register no. (CVR no.)** A CVR number consists of 8 figures**Contact person*****Telephone no.*****Cell phone no.*****Postal code*****E-mail***

Fields marked with a * MUST be filled in

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Information about the ship

I would like: *

- An advance fixing of safe manning
 A Safe Manning Document

Does this ship have any sister ships?**Type of ship***

- Tanker
 Dry cargo carrier
 Passenger ship
 Mobile Offshore Drilling Unit (MODU)
 Fishing vessel
 Recreational craft

Type of tanker**Gas tanker****Oil tanker****Chemical tanker****Advanced propulsion system (e.g. water jets, azimuth propeller)** **Integrated ship control systems** **Distinctive numbers or letters / Vessel register no.** **Name of ship*****Indicate register**

- Danish International Ship Register (DIS)
 Danish Ship Register (DAS)
 Danish Vessel Register (FTJ)

IMO no.*

Port of registry *

Official no.*

Number of cabins in the ship

What is the common working language on board?

Means of propulsion

- Engine
 Steam
 Other

Trade area of the Safe Manning Document*

- All seas
 Coastal trade - international
 Coastal trade - domestic

Does the ship navigate arctic/antarctic waters? *

- Yes
 No

Does the ship navigate waters or call at ports posing a risk of armed robbery and acts of piracy? *

- Yes
 No

Is the ship engaged on international voyages of more than 3 days' duration?

- Yes
 No

What is the total number of persons on board?

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Distribution of tasks

Mooring procedures

Are there any remote-controlled winches?

- Yes
 No

Does the ship have an automatic mooring system? *

- Yes
 No

Who is in charge of the mooring? [fill in the number of persons]

	Officers	ABs
Watch on the bridge	<input type="text" value="1"/>	<input type="text" value="1"/>
Deck	<input type="text" value="2"/>	<input type="text" value="3"/>

Please enclose a diagramme of the mooring, if relevant

Who carries out what tasks in connection with loading and unloading operations?

Indicate the percentual distribution between the various functions

	Officers	ABs	Persons in addition to the operational crew
Planning	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="50"/>

	Crew		
Planning	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>
Monitoring	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>
Execution	<input type="text"/>	<input type="text" value="100"/>	<input type="text"/>

Administration

Does the operational crew have any administrative tasks?

	Number of hours a week
The administration is carried out by the operational crew <input checked="" type="checkbox"/>	<input type="text" value="10"/>
The administration is carried out by an associated person <input checked="" type="checkbox"/>	<input type="text" value="20"/>
The administration is carried out ashore <input type="checkbox"/>	
The administration is carried out digitally <input type="checkbox"/>	

Planned repairs and maintenance

Who carries out the ship's planned repairs and maintenance of safety equipment?

	Number of hours a week
Repairs and maintenance are carried out by the operational crew <input checked="" type="checkbox"/>	<input type="text" value="2"/>
Repairs and maintenance are carried out by a gang of repairmen <input checked="" type="checkbox"/>	<input type="text" value="5"/>
Major maintenance activities are primarily carried out when in dock <input type="checkbox"/>	

Who carries out the ship's planned repairs and maintenance in the engine room?

Who carries out the ship's planned repairs and maintenance in the engine room?

Number of hours a week

- Repairs and maintenance are carried out by the operational crew 40
- Repairs and maintenance are carried out by a gang of repairmen 20
- Major maintenance activities are primarily carried out when in dock

Who carries out the ship's planned repairs and maintenance of deck and deck equipment?

Number of hours a week

- Repairs and maintenance are carried out by the operational crew 30
- Repairs and maintenance are carried out by a gang of repairmen 10
- Major maintenance activities are primarily carried out when in dock

Who carries out maintenance and repairs of a safety-related nature?

Number of hours a week

- Maintenance and cleaning are carried out by the operational crew 40
- Repairs and cleaning are carried out by gangs of repairmen.
- Major maintenance activities are primarily carried out when in dock

The ISPS watch close by shore is carried out by:

Ship's operational crew

External labour

The ISPS watch close by shore is carried out by:

Ship's operational crew

External labour

Are external guards used where there is a risk of armed robbery and acts of piracy?*

- Never
 Always
 Periodically

Persons in addition to the operational crew

Are associated specialists used?

Electrician

When?

- Always
 Periodically

Supercargo

- Always
 Periodically

Supernumerary chief engineer

Supernumerary navigator

Pump man

- Always
 Periodically

Administrative officer

Steward

Other

Other

Meals and health conditions on board

	Ship's cook	ABs	Officers	Persons in addition to the operational crew	Who?
Who is in charge of the meals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Who is in charge of purchases/provisioning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ashore
Who makes the account of food expenditure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Who carries out the cleaning duties after meals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Who carries out the safety-related cleaning?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Who carries out the sanitation check in the galley and the stores?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Who has a sanitation course?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

 Are there any other associated persons who are not passengers? * 

- Never
 Always
 Periodically

Fields marked with a * MUST be filled in

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Applicant's description of type of operation, watch scheme and navigational pattern

Watchkeeping pattern used for each individual watch

Ship's manning in ordinary operation

Type of operation*

- Crew signed on
 Shift work

	Bridge	Deck	Engine	Radio
Watchkeeping pattern at sea	<input type="text" value="3-shift watch"/>	<input type="text" value="3-shift watch"/>	<input type="text" value="24-hour watch"/>	<input type="text" value="3-shift watch"/>
Watchkeeping pattern when close by shore		<input type="text" value="6-6-6-6"/>	<input type="text" value="24-hour watch"/>	<input type="text" value="6-6-6-6"/>

Ship's operational pattern*

- Day trade (Trade where the ship is not at sea for more than 6 hours during the period from 06.00 to 22.00 hours)
 24-hour trade (Trade in addition to day trade)

Is the master included in the bridge watch?*

- Never
 Always
 Periodically

Is the chief engineer included in the engine watch? *

- Never
 Always
 Periodically

Periodically unattended engine room *

- The ship must be approved for periodically unattended engine rooms
 The ship is already approved for periodically unattended engine rooms
 The ship does not use periodically unattended engine rooms

Tachista



Scenario: 24 hours at sea*

Scenario: 24 hours close by shore*

Radio*

Additional qualification requirements

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- Never
 Always
 Periodically

Is the chief engineer included in the engine watch? *

- Never
 Always
 Periodically

Periodically unattended engine room *

- The ship must be approved for periodically unattended engine rooms
 The ship is already approved for periodically unattended engine rooms
 The ship does not use periodically unattended engine rooms

Port calls as well as the ship's voyages

Expected number of port calls a month*

- 1-5
 6-10
 11-20
 above 20

Number of days at sea a month*

- 1-5
 6-10
 11-20
 above 20

Fields marked with a * MUST be filled in

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Proposal for Safe Manning Document

I would like to indicate an alternative manning for officers

Primary

Master (1 person)

Certificate as master (STCW II/2.1)

The master has passed a dual training programme

Chief mate

Certificate as master (STCW II/2.1)

Certificate as mate, 1st class (STCW II/2.1)

The chief mate has passed a dual training programme

Mate

Certificate as master (STCW II/2.1)

Certificate as mate, 1st class (STCW II/2.1)

Certificate as mate, 2nd class (STCW II/2.1)

Certificate as mate, 3rd class (STCW II/2.3)

Certificate as watchkeeping mate (STCW II/1)

The mate has passed a dual training programme

Chief engineer

A chief engineer MUST be given as he forms part of the engine watch

Certificate of competency as chief engineer (STCW

Second engineerCertificate of competency as chief engineer (STCW III/2) Certificate of competency as engineer officer, 1st class (STCW III/2) The second engineer has passed a dual training programme **Engineer officer**Certificate of competency as chief engineer (STCW III/2) Certificate of competency as mechanist, 1st class (STCW III/3) Certificate of competency as engineer officer, 1st class (STCW III/2) Certificate of competency as engineer officer, 2nd class (STCW III/2) Certificate of competency as mechanist, 2nd class (STCW III/3) Certificate of competency as watchkeeping engineer officer (STCW III/1) The engineer officer has passed a dual training programme

I would like to indicate an alternative manning for Abs

**Able ship's assistant**Certificate of competency as able ship's assistant **Ordinary ship's assistant**Certificate of competency as ordinary ship's assistant **Able seaman**STCW A-VI/1 par. 2 on Basic training and 36 months'

Able ship's assistantCertificate of competency as able ship's assistant **Ordinary ship's assistant**Certificate of competency as ordinary ship's assistant **Able seaman**STCW A-VI/1, par. 2 on Basic training and 36 months' deck service **Ordinary seaman**STCW A-VI/1, par. 2 on Basic training and 12 months' deck service **Able motorman**STCW A-VI/1, par. 2 on Basic training and 36 months' engine service **Ordinary motorman**STCW A-VI/1, par. 2 on Basic training and 12 months' engine service **Others**Not holding STCW certificates, but who MUST be stated in the Safe Manning Document **Cook**Certificate as ship's cook Minimum 1 person**Please fill in the number of persons holding the certificates below**ABs holding a watchkeeping certificate Minimum 2

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Muster lists

Fire list [12.2]

How many persons are required on the fire list?*

How many persons must hold a fire manager certificate?*

How many persons must hold a smoke diving certificate?*

Muster list

How many persons are required on the muster list?*

How many persons are qualified to handle the ship's life-saving appliances?*

You have indicated more persons on the muster list than what is possible in relation to the given primary crew

Man-Over-Board list

How many persons are required on the MOB list?*

How many persons are required on the MOB list?*

SOPEP list

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Weekly working hours

Please estimate average, weekly working hours, incl. one stay in port

	Watch on the bridge	Watch in the engine	Watch in port	Radio watch in addition to the bridge watch	Ship administration	Repairs and maintenance (deck/engine)	Meals and health conditions	Loading / Unloading / Cargo handling	Total
Master	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="40"/>	<input type="text"/>	<input type="text" value="20"/>	<input type="text"/>	68
Chief mate	<input type="text" value="56"/>	<input type="text"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="text" value="20"/>	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	106 <-
Mate	<input type="text" value="40"/>	<input type="text"/>	<input type="text" value="24"/>	<input type="text"/>	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	74
Mate	<input type="text" value="40"/>	<input type="text"/>	<input type="text" value="24"/>	<input type="text"/>	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	69
Chief engineer	<input type="text"/>	<input type="text" value="72"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	82
Second engineer	<input type="text"/>	<input type="text" value="72"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	72
Engineer officer	<input type="text"/>	<input type="text" value="56"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	56
Able ship's assistant	<input type="text" value="20"/>	<input type="text"/>	<input type="text" value="16"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="30"/>	<input type="text"/>	<input type="text"/>	66
Able ship's assistant	<input type="text" value="20"/>	<input type="text"/>	<input type="text" value="16"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="30"/>	<input type="text"/>	<input type="text"/>	66
Able ship's assistant	<input type="text" value="20"/>	<input type="text"/>	<input type="text" value="16"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="30"/>	<input type="text"/>	<input type="text"/>	66

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Please insert the working hours of the individual functions during 24 hours close by shore.

For ships that are not close by shore for 24 hours, please describe the working hours of the individual functions during one single workday, in consideration of peak periods.

	Watch in the engine	Watch in port	Ship administration	Repairs and maintenance (deck/engine)	Meals and health conditions	Loading / Unloading / Cargo handling	Mooring	Total
Master	<input type="text"/>	<input type="text"/>	12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	12
Chief mate	<input type="text"/>	<input type="text"/>	12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	12
Mate	<input type="text"/>	12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	12
Mate	<input type="text"/>	12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	12
Chief engineer	<input type="text"/>	<input type="text"/>	12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	12
Second engineer	<input type="text"/>	12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	12
Engineer officer	<input type="text"/>	12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	12
Able ship's assistant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8	<input type="text"/>	<input type="text"/>	
Able ship's assistant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8	<input type="text"/>	<input type="text"/>	8
Able ship's assistant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8	<input type="text"/>	<input type="text"/>	8

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Radio certificate

Sea area*

A3 - covered by Inmarsat geostationary satellite

The safe manning of the ship is:

SRC	0
ROC	0
GOC	Minimum 2
LRC	0

Fields marked with a * MUST be filled in

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Overview of additional qualification requirements for the ship chosen

- Know your ship

- Medical examiner course

The crew must have been trained in using integrated ship control systems. This can be in the form of a course or supernumerary service.

Tankers

Certificate	Master	Senior officers (chief mate)	Senior officers (chief engineer officer and)	Junior officers (mates)	Junior officers (engineer officers)	Able seamen (ship's assistants and deck)	Able seamen (ship's assistants and motormen)	Ordinary seamen (ship's assistants and deck)	Ordinary seamen (ship's assistants and motormen)	Steward, ship's cook and catering personnel	Apprentices, supernumerary ord.	Supernumeraries	Accompanying repairmen	Other accompanying persons	Others	Passengers	Remarks
Tanker familiarization course	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					STCW Reg. V/1, Order 473 – 29.05.2006 All officers and able crew in tankers. (The course forms part of the basic course for ship's assistants, the ship officer, skipper and master training programmes and the maritime module for engineer officers).
Special course in oil, gas and chemical tankers (specialized tanker training programme)	✓	✓	✓	✓	✓	✓	✓										STCW Reg. V/1, Order 473 – 29.05.2006 All masters, chief mates, chief engineer officers, second engineer officers, dual senior officers and any other person with direct responsibility for the loading, unloading and control of the cargo during service.

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Send application to the Danish Maritime Authority

The application is sent digitally to the Danish Maritime Authority. At the same time, a copy of the application is sent in pdf format to the mail address given under Shipping company

You can also print a receipt in pdf format by pressing the button Print

In case of flagging in: Please enclose documentation in the form of previous safe manning documents

Please attach other files of relevance to this application. Please indicate what files are attached and why

It is not possible to send the application because all the fields required (*) have not been filled in