

Minimum safe crewing (manning) document (MSCD)



- ✓ Use this form to apply for a minimum safe crewing (manning) document.
- ✓ You must familiarise yourself with the relevant forms before completing this application. Please go to the form web page (link on right) for further info.

For more help, scan the
QR code or go to
[AMSA.gov.au/form93](https://amsa.gov.au/form93)



1 Operating company details

Name of operating company

Contact person

Contact email

Contact person phone number

Postal address and accounts contact details

Address

Suburb

State

Postcode

Email address for the accounts department

☐ I require a purchase order number to be referenced on my invoice?

Purchase order number

2 Vessel details

Name of vessel

Type of vessel

Distinctive number or letters

IMO ship identification number

Gross Tonnage

Port of registry

Length

Accommodation berths available

Previously issued MSCD number

MSCD date of issue

Day

Month

Year

2 Vessel details *(continued)*

- ☐ This application is for a vessel that is registered/to be registered on the Australian International Shipping Register (AISR)
- ☐ The vessel has Dynamic Positioning (DP) capability

Main engine details

Engine Type/Fuel Type	Number of engines	Total propulsion (kW)	Describe the propulsion system of the vessel (number of propellers, azipods, water jets, etc.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- ☐ The vessel has periodically unattended machinery space (UMS)
You are required to provide a copy of class annotation of UMS with your application.

Safety management

- ☐ The vessel holds an ISM Safety Management Certificate (SMC)
- ☐ The vessel does not hold an SMC but meets Part A of the ISM Code
- ☐ The vessel is operating under one or more short-term exemption certificates

Radio equipment

- ☐ GMDSS equipment is fitted and operated
- ☐ Other VHF/HF/Inmarsat radio/communication equipment is fitted and operated:

Specify type:

3 Planned operations

Operations (tick all appropriate):

- ☐ Unlimited
- ☐ International Restricted
- ☐ Australia Near Coastal
- ☐ Australia Near Coastal restricted

Provide a detailed description of the vessel's planned operations, including dates of proposed voyage if applicable. Failure to accurately outline the intended operation may result in the application being marked as incomplete. See incomplete application policy in [Marine Order 1](#).

3 Planned operations (continued)

Proposed crewing solution

Grade	Number	Qualification	Comments
Officers			
Master			
Chief mate			
Navigating officers			
Chief engineer			
1st engineer			
Engineer officers			
Ratings			
Deck ratings			
Engine room ratings			
Integrated ratings*			
Chief integrated rating			
Other			
Marine cook			

*Qualification is the minimum certificate of competency or other training needed to perform the duties of the position.
Seafarers with higher level qualifications may work in grades permitted by their certificates.*

Fatigue risk management

Yes No

Does the proposed crewing solution manage the risk of fatigue?

☐ ☐

Can you confirm that watch systems are arranged to prevent fatigue and ensure that personnel are sufficiently rested and fit for duty?

☐ ☐

Do you have a fatigue risk management plan?

☐ ☐

4 Navigational and Engineering Watchkeeping arrangements

Describe how the proposed crewing arrangements maintain a safe bridge watch at sea, in accordance with Regulation VIII/2 of STCW

Please attach supporting documentation to your application, if applicable. See shipboard working arrangement (SWA) guidance.

Are there any cargo/towing/anchor handling/other operations conducted on a routine basis that should be taken into consideration in this proposal?

Describe how administrative tasks for the safe operation and security of the ship will be undertaken, and by whom

How does the proposed engineer crewing arrangement maintain a safe engineering watch at sea in accordance with regulation VIII/2 of STCW, including maintaining general surveillance of main propulsion and auxiliary machinery?

Please attach supporting documentation to your application, if applicable.

Is maintenance performed by ship staff or shore staff or a combination of both? Describe how maintenance is carried out on board.

5 Emergency working arrangements

The proposed crewing arrangements allows for the following (tick all that apply):

- ☐ Maintain the safety and security of all persons onboard ensuring all emergency equipment is properly maintained
- ☐ Operate and maintain all watertight closing arrangements
- ☐ Perform operations as appropriate to the muster list
- ☐ Perform operations as appropriate to ensure protection of the marine environment
- ☐ Provide for medical care onboard ship

Describe the lifeboat and rescue boat launching systems

For passenger vessels only: State how passengers are mustered and embarked onto survival craft within timeframes specified by SOLAS Chapter II-2

6 Catering

- ☐ A certified ships cook will be carried. If not, specify how the cooking duties will be covered. *

Provide details

* 1. Ships with 10 or more crew must carry a qualified cook.

2. Anyone handling food must be trained in hygiene and food handling.

7 Safety in port

Describe how the mooring operations are safely conducted with the proposed crewing arrangements

- ☐ The vessel has a ship security plan
- ☐ The security plan is achievable with the crewing level proposed in this document

8 Declaration

- ☐ Relevant stakeholders, including seafarers, have been consulted on the content of this application
- ☐ The information given by me in this application is true and correct in every detail

Vessel owner/agent full name

Signature

Date

Day

Month

Year

9 Submit this form

I will include the following documentation with my application. Do not submit an application without these documents unless they have not yet been issued. See incomplete application policy in Marine Order 1.

Items with * are mandatory.

- ☐ * Certificate of Registration/completed Application for registration form (for new vessels only)
- ☐ * Shipboard working arrangement
- ☐ * Muster list showing emergency duties
- ☐ * Class annotation of unattended machinery space (UMS) if fitted
- ☐ Cargo Ship Safety Radio Certificate
- ☐ Minimum Safe Crewing (Manning) Document if previously issued by AMSA
- ☐ Document of Compliance (DOC) and Safety Management Certificate (SMC)

You can submit this application by email to: RAVCrewing@amsa.gov.au

Warning: Giving false or misleading information is a serious criminal offence and may lead to prosecution. Submitting a form with data entry errors will significantly delay your application. Before you submit the form, please review the information entered on this form to ensure it is correct. Ensure all mandatory fields of the form have been completed and all supporting documentation provided.

Personal information collection statement

The Australian Maritime Safety Authority (AMSA) is collecting the personal information on this form to process your application for a certificate of insurance in accordance with the *Protection of the Sea (Civil Liability for Bunker Oil Pollution Damage) Act 2008*. It will be used for purposes related to that application and treated in accordance with the Australian Privacy Principles. Failure to provide the information may result in the application not being processed. To contact us, or for more information on how to access or correct your personal information, how to make a privacy complaint, or how your information may be used or disclosed, visit AMSA's privacy policy at: amsa.gov.au/privacy