



SUB-COMMITTEE ON STANDARDS OF
TRAINING AND WATCHKEEPING
30th session
Agenda item 13

STW 30/13
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REPORT TO THE MARITIME SAFETY COMMITTEE

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1 GENERAL

1.1 The Sub-Committee on Standards of Training and Watchkeeping held its thirtieth session from 25 to 29 January 1999 at the Headquarters of the Organization under the chairmanship of Captain J.H.A. Gauw (Netherlands).

1.2 The session was attended by representatives from the following countries:

ALGERIA	ITALY
ANGOLA	JAPAN
ANTIGUA AND BARBUDA	KENYA
ARGENTINA	LIBERIA
AUSTRALIA	LUXEMBOURG
BAHAMAS	MALAYSIA
BANGLADESH	MALTA
BELGIUM	MARSHALL ISLANDS
BRAZIL	MEXICO
BULGARIA	NAMIBIA
CANADA	NETHERLANDS
CHILE	NORWAY
CHINA	PANAMA
COLOMBIA	PERU
CROATIA	PHILIPPINES
CUBA	POLAND
CYPRUS	PORTUGAL
DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA	REPUBLIC OF KOREA
DENMARK	ROMANIA
ECUADOR	RUSSIAN FEDERATION
EGYPT	SINGAPORE
ESTONIA	SLOVENIA
FINLAND	SPAIN
FRANCE	SRI LANKA
GERMANY	SWEDEN
GREECE	SYRIAN ARAB REPUBLIC
HONDURAS	THAILAND
ICELAND	TURKEY
INDIA	UKRAINE
INDONESIA	UNITED KINGDOM
IRAN, ISLAMIC REPUBLIC OF	UNITED STATES
IRELAND	VANUATU
ISRAEL	VENEZUELA

and the following Associate Member of IMO:

HONG KONG, CHINA

1.3 The following specialized agencies and intergovernmental and non-governmental organizations were also represented:

FOOD AND AGRICULTURE ORGANIZATION (FAO)
EUROPEAN COMMISSION (EC)

LEAGUE OF ARAB STATES
 ARAB FEDERATION OF SHIPPING (AFS)
 INTERNATIONAL MOBILE SATELLITE ORGANIZATION (INMARSAT)
 INTERNATIONAL SHIPPING FEDERATION (ISF)
 INTERNATIONAL UNION OF MARINE INSURANCE (IUMI)
 INTERNATIONAL ASSOCIATION OF PORTS AND HARBOURS (IAPH)
 INTERNATIONAL CONFEDERATION OF FREE TRADE UNIONS (ICFTU)
 THE BALTIC AND INTERNATIONAL MARITIME COUNCIL (BIMCO)
 INTERNATIONAL ASSOCIATION OF CLASSIFICATION SOCIETIES (IACS)
 OIL COMPANIES INTERNATIONAL MARINE FORUM (OCIMF)
 INTERNATIONAL MARITIME PILOTS' ASSOCIATION (IMPA)
 INTERNATIONAL ASSOCIATION OF INSTITUTES OF NAVIGATION (IAIN)
 INTERNATIONAL FEDERATION OF SHIPMASTERS' ASSOCIATIONS (IFSMA)
 INTERNATIONAL ASSOCIATION OF INDEPENDENT TANKER OWNERS
 (INTERTANKO)
 SOCIETY OF INTERNATIONAL GAS TANKERS AND TERMINAL OPERATORS
 (SIGTTO)
 INTERNATIONAL LIFEBOAT FEDERATION (ILF)
 INTERNATIONAL COUNCIL OF CRUISE LINES (ICCL)
 INTERNATIONAL ASSOCIATION OF DRY CARGO SHIPOWNERS (INTERCARGO)
 INTERNATIONAL MARITIME LECTURERS' ASSOCIATION (IMLA)
 INTERNATIONAL SHIP MANAGERS' ASSOCIATION (ISMA)

1.4 In welcoming the participants, the Secretary-General recalled recent important developments related to the work of the Sub-Committee, the most significant being the 1 August 1998 deadline for Parties to the STCW Convention to communicate information to IMO on the steps they had taken to give the revised Convention full and complete effect. The Secretary-General reported that, by the 1 August 1998 deadline, 82 out of the 133 STCW Parties had communicated information on compliance with the requirements of the revised Convention. Since that date, another 12 Parties had done so. The 82 Parties, which had met the deadline, represent well over 90% of the world's ships and seafarers, which indicated that the IMO membership had successfully met the first challenge on the road to improved competence of seafarers, a process which had started with the 1995 Conference.

The Secretary-General recalled that the commencement of the evaluation exercise had marked the start of a new chapter in the work of the Organization and stressed his intention to ensure that the work was undertaken, both by the competent persons and the Secretariat, efficiently and effectively and in a manner which would guarantee the integrity of the system and the confidentiality required by the STCW Convention and Code. The Secretary-General, therefore, appealed to all involved, including Governments, to respond in the most effective and expeditious manner.

In recalling the work of the panels of competent persons, as outlined in the Convention and the STCW Code and the volume of material that competent persons on several panels have to go through before they are in a position to evaluate the information communicated, the Secretary-General thanked all the competent persons for their work so far, particularly those competent persons who had agreed to act as panel chairmen. Based on progress made to date, he tentatively estimated submitting his first report to the Committee's seventy-second session in the spring of the year 2000.

The Secretary-General noted that, even though implementation of the Convention was on-going, the first set of amendments to the revised STCW Convention and STCW Code, concerning training on passenger ships to include competence in crisis management and human behaviour training, came into force quite recently (1 January 1999) while MSC 70 adopted further amendments to the STCW Code addressing training requirements for personnel serving on bulk carriers.

The Secretary-General shared the Committee's concern on the issue of fraudulent certificates of competency or the reported issue of authentic certificates on the basis of forged foreign certificates and urged the Sub-Committee to take appropriate action. He considered the finalization of amendments to Assembly resolution A.481 on the principles of safe manning as a key issue for the current session of the Sub-Committee. In considering the reported shortage of qualified officers on a worldwide basis, the Secretary-General urged all those who can influence decisions on the training of seafarers to use that influence **now** to ensure that there are sufficient seafarers to serve the international shipborne trade at present and in the future.

In conclusion, the Secretary-General repeated the policy statement he made at the eightieth session of the Council, later endorsed by the MSC, namely that the areas where Governments and industry should focus their attention in years to come were those of shifting emphasis onto people, ensuring the effective implementation of the STCW Convention and the ISM Code, enhancing the safety of bulk carriers, developing a safety culture and environmental conscience in all maritime activities, avoiding unnecessary over-regulation and, instead, strengthening the Organization's technical co-operation programmes and delivery.

1.5 In response, the Chairman congratulated the Secretary-General on behalf of the Sub-Committee with the success of the communication of information process. The Chairman shared the Secretary-General's concern about the reports on fraudulent certificates of competency but expressed the view that the detection of fraudulent certification might be seen as proof that the provisions of the revised Convention were having the desired effect.

The Chairman welcomed the Secretary-General's policy statement on the Organization's increased emphasis on people, recognised the importance of effective implementation of the STCW Convention and the ISM Code, and the development of a safety culture.

Adoption of the agenda

1.6 The Sub-Committee adopted the provisional agenda (STW 30/1) and provisional timetable, as amended. The agenda of the session, including a list of documents submitted under each agenda item, is given at annex 1.

2 DECISIONS OF OTHER IMO BODIES

2.1 The Sub-Committee was informed of the decisions and comments, pertaining to its work, taken by the Committee at its sixty-ninth (STW 30/2) and seventieth sessions (STW 30/2/3); the forty-second session of the Sub-Committee on Fire Protection, the forty-first session of the Sub-Committee on Stability and Load Lines and on Fishing Vessels Safety, the third session of the Sub-Committee on Dangerous Goods, Solid Cargoes and Containers, the third session of the Sub-Committee on Radiocommunications and Search and Rescue, the forty-first session of the Sub-Committee on Ship Design and Equipment, the sixth session of the Sub-Committee on Flag State Implementation, the forty-fourth session of the Sub-Committee on Safety of Navigation (STW 30/2/1); the eightieth session of the Council and the forty-second session of the Marine Environment Protection Committee (STW 30/2/2). The action taken by the Sub-Committee with respect to these decisions and comments thereon are reported under the relevant sections of this report.

Amendments to the STCW Code

2.2 The Sub-Committee noted that the Committee at its seventieth session (MSC 70/23, paragraph 3.7) had adopted by resolution MSC.78(70) amendments to Tables A-II/1 (Cargo handling and stowage at the operational level) and A-II/2 (Cargo handling and stowage at the management level) with an entry into

force date of 1 January 2003 and, at its sixty-ninth session (MSC 69/22, paragraph 7.4) had adopted amendments to Part B (Section B-VIII/2, part 5) on drug use and alcohol abuse which have been promulgated by STCW.6/Circ.4.

Clarifications of certain issues relating to the STCW Convention

2.3 The Sub-Committee noted that the Committee had endorsed (MSC 69/22, paragraph 7.14) the issue of STCW.7/Circ.5 on Clarification of certain issues relating to the STCW Convention and had also clarified the issues raised by the Bahamas at the Sub-Committee's last session and, noting that previous clarifications, recommendations and guidance had been issued under the STCW.7 series of circulars, (MSC 69/22, paragraph 7.37) approved STCW.7/Circ.7 on Clarification of regulations I/6 and I/7 of the STCW Convention.

Application of the provisions of the 1978 STCW Convention to MOUs

2.4 The Sub-Committee noted the Committee's decisions (MSC 69/22, paragraph 7.7) on the issue of STCW Circular STCW.7/Circ.8 on the Application of the provisions of the 1978 STCW Convention to MOUs and the Committee's approval (MSC 69/22, paragraph 7.6) of the draft Assembly resolution on Recommendations on training of personnel on MOUs.

Communication of information and the work of the competent persons

2.5 The Sub-Committee further noted that the Committee had approved (MSC 69/22, paragraph 7.25) lists of additional competent persons and urged them to make use of available opportunities to share experiences through informal meetings. The Sub-Committee also noted that the Committee, taking into account the experience gained by the first panel of competent persons (MSC 69/22, paragraph 7.42), had agreed amendments to MSC/Circ.796 which the Secretariat had subsequently issued as MSC/Circ.796/Rev.1, and also endorsed the Sub-Committee's action in issuing STCW.7/Circ.6 on the Availability of a guidance document.

2.6 The Sub-Committee, noting the information provided by the Secretary-General in his opening speech that, by 1 August 1998, 82 STCW Parties out of 133 had communicated information and, since that date, the total had risen to 94 Parties, it noted further that:

- .1 at the time of the meeting, five panels had completed their work and made their reports to the Secretary-General;
- .2 30 panels had completed their initial evaluation and the relevant Parties had been requested to provide clarifications; response was awaited from 15 Administrations; and
- .3 therefore, 47 panels were still engaged in their initial evaluation of information communicated.

Casualty analysis

2.7 The Sub-Committee noted the relevant parts of the annex to the report of the correspondence group on casualty analysis (FSI 6/6/3) and the Committee's decision to include a continuous item on casualty analysis in the Sub-Committee's work programme (MSC 70/23, paragraph 9.16).

3 VALIDATION OF MODEL TRAINING COURSE CONTENT

Operational use of Electronic Chart Display and Information Systems (ECDIS)

3.1 The Sub-Committee recalled (STW 30/3/1) giving consideration to a draft IMO model course on the operational use of electronic chart display and information systems (ECDIS) submitted by Germany, to be issued as a free-standing publication analogous to the ARPA model course, and noted that the Committee at its sixty-ninth session (STW 30/2, paragraph 2.2), supported the development of such a model course.

3.2 The Sub-Committee, recalling the decisions of the Committee at its seventieth session with regard to the differences between raster chart display systems (RCDS) and ECDIS and, taking into account comments from some delegations with respect to the need for type-specific training, established a drafting group which was instructed by the Sub-Committee, taking into account discussions and decisions made in plenary, to review the draft model course and prepare amendments for consideration by the Sub-Committee.

3.3 On receipt of the drafting group's report, the Sub-Committee approved the amendments to the model course given in annex 2 and validated the IMO model course on the operational use of electronic chart display and information systems (ECDIS), as amended, and instructed the Secretariat to take steps to publish the IMO model course as soon as practicable.

3.4 The Sub-Committee agreed that there was a need for the development of guidance, preferably to be included in Part B of the STCW Code, on training in the use of ECDIS similar to the existing guidance in resolutions A.482(XII) and A.483(XII) on radar and ARPA training and invited the Committee to add the following item to its work programme: "Development of guidance on training in the use of ECDIS" (see also paragraph 11.4).

Review and updating of model courses

3.5 The Sub-Committee noted information provided by the Secretariat (STW 30/3 and STW 30/INF.2) on progress with the revision of IMO model courses which the Sub-Committee, at its twenty-eighth session (STW 28/20, paragraph 3.3 and annex 2), had identified for revision and welcomed completion of the work on the courses assigned top priority.

3.6 The Sub-Committee noted that the revision of 10 of the top and high priority model courses had been assigned to various maritime training institutes for reviewing and updating and, in accordance with the procedures approved by the Sub-Committee at its eighteenth session (STW 18/11, paragraph 7), these revised model courses had been reviewed by the IMO/ILO validation group and their comments incorporated in the drafts by the consultant overseeing the review.

3.7 The Sub-Committee recalled that the revision of these model courses had been chiefly a re-arranging of the text in line with the functions and levels in the revised STCW Convention and an update of references and, recalling that there is an urgent demand for the publication of the courses as soon as possible to assist with the uniform implementation of the revised STCW Convention and that the advice and comments of the Validation Group have been taken into account, validated the 9 model courses listed in the annex to STW 30/3 and requested the Secretariat to publish the model courses as soon as practicable.

3.8 The Sub-Committee further recalled that validation of the model courses by the Sub-Committee in this context means that it finds no grounds to object to their content and, in doing so, the Sub-Committee has not granted **approval** to the documents and therefore they are not regarded to be an official interpretation of the Convention.

3.9 In considering the model courses which are either still to be revised or to be developed (STW 30/3/INF.2), the Sub-Committee agreed to the Secretariat publishing, after seeking and taking into account the views of the IMO/ILO validation group, those model courses that are revisions and updating of **existing** courses before validation by the Sub-Committee but did not agree to publication without prior consideration by the Sub-Committee of **new** courses. Accordingly, the Secretariat was instructed to submit to the Sub-Committee any new model courses to be developed and, noting the importance of assessment, to also submit any revision of model course 3.12 for consideration by the Sub-Committee.

3.10 The delegations of Mexico, Argentina, Colombia, Ecuador, Chile, Uruguay, Cuba, Venezuela and Peru welcomed the high priority given to the creation and updating of the IMO Model Courses but expressed their concern about the fact that budgetary limitations apparently restricted their publication to the English language. The delegations considered that the lack of IMO model courses in the Spanish language deprived them of a valuable resource for the improvement of maritime safety and the protection of the environment. The problems encountered with the 62 published model courses and the additional four which are presently being developed is that the unofficial translations being made of the work are not valid translations for the IMO, with the exception of some of them which were translated by the Spanish Administration a few years ago. The efforts being made by the IMO to achieve effective implementation and compliance with IMO instruments is seriously affected by not being able to count upon the necessary valuable support for the training and updating of the human resources that are serving in all the seas around the world on board of a great number of ships with Spanish-speaking crew.

4 TRAINING AND CERTIFICATION OF MARITIME PILOTS AND REVISION OF RESOLUTION A.485(XII)

4.1 The Sub-Committee recalled that the Committee at its sixty-ninth session (STW 30/2, paragraph 2.3) agreed to include Training and Certification of Maritime Pilots and revision of resolution A.485 (XII) (in cooperation with NAV) in the Sub-Committee's work programme with a target completion date of 2000 and noted the Committee's endorsement of its instruction to the Secretariat to convey relevant parts to NAV for consideration of the operational requirements.

4.2 The Sub-Committee noted (STW 30/4) that the NAV Sub-Committee had deferred consideration of the proposals submitted by the United States (STW 29/7/1), IMPA (MSC 69/20/2) and INTERTANKO (STW 29/7/5) to NAV 45 (September 1999) and, noting that this item has a target completion date of 2000, agreed to defer further consideration of this matter to STW 31.

5 FOLLOW-UP ACTION TO THE 1995 STCW CONFERENCE

5.1 The Sub-Committee recalled that the Committee at its sixty-ninth session (STW 30/2, paragraph 2.4) endorsed the Sub-Committee's decisions regarding the list of follow-up actions to the 1995 STCW Conference and, to avoid the proliferation of sources of guidance, agreed to the consolidation of the clarifications contained in STCW.7 circulars and the preparation of appropriate amendments to Part B of the STCW Code.

Superseded resolutions and circulars

5.2 The Sub-Committee recalled that the review of training-related resolutions and circulars was given preliminary consideration at MSC 68 (MSC 68/5/3) and was referred by the Committee to STW 29 for consideration and at that session the Sub-Committee had also considered proposals made by ICFTU (STW 29/7/2) but considered that more work was required and had therefore deferred consideration to this session.

5.3 ICFTU (STW 30/5) considered that some Assembly resolutions and MSC Circulars, although fully incorporated in the revised STCW Convention, may still be relevant for other maritime personnel who do not fall within the scope of the revised STCW Convention and proposed that relevant sections of some of the Assembly resolutions could be consolidated into a single comprehensive Assembly resolution but, in view of the importance attached to resolutions A.703(17) - Training of radio personnel in the Global Maritime Distress and Safety System (GMDSS) and A.772(18) - Fatigue factors in manning and safety, they should remain as stand-alone instruments. ICFTU also considered that those provisions in Assembly resolutions and MSC Circulars which are still relevant to seafarers covered by the revised STCW Convention should be transferred to Part B of the STCW Code.

5.4 Following discussion, the Sub-Committee suggested that the most appropriate method of addressing this issue was the development of two draft Assembly resolutions and two draft MSC Circulars and, accordingly, referred the matter to a working group for detailed consideration.

Clarification of STCW Convention and STCW Code provisions

5.5 The Sub-Committee recalled (STW 30/2/3, paragraph 3) that, at MSC 70, the delegation of Japan had sought clarification on the effect of amendments to the training and certification requirements of the STCW Convention and Code on seafarers trained prior to their entry into force and, after some discussion instructed the working group to clarify the issue.

5.6 In the context of acceptance by port State control officers of certificates of competency, concern was expressed by a number of delegations about apparent mis-interpretation of the transitional provisions during port State control. The Sub-Committee agreed that, although the transitional provisions are straightforward, guidance to port State control officers was still necessary and instructed the working group to develop guidance to clarify the position.

5.7 In the context of the communication of information required by article IV and regulation I/7, the Sub-Committee considered that clarification was required on the extent to which competent persons should be required to evaluate information in respect of amendments to the STCW Convention and STCW Code which have entered into force after 1 August 1998 and instructed the working group to develop guidance to clarify the position.

Fraudulent certificates of competency

5.8 The Sub-Committee recalled the decisions of MSC 70 (STW 30/2/3, paragraph 4 and annex) and also documents STW 30/12/2 (Cyprus) and STW 30/INF.6 (Australia) which drew the Sub-Committee's attention to a proliferation of fraudulent STCW certificates of competency, or authentic certificates reportedly issued on the basis of forged foreign certificates, which had been found during port State control inspections and applications for recognition of certificates.

5.9 The Sub-Committee expressed great concern about the reports on fraudulent certificates of competency. The Sub-Committee recalled the provisions of the STCW Convention intended to prevent the use of fraudulent certificates and the action that can be taken to verify validity of certificates and impose penalties or disciplinary action. After discussion, the Sub-Committee referred the draft MSC Circular (STW 30/2/3, annex) to a working group for finalization.

Personal training and service record books

5.10 The Sub-Committee noted the production of a Personal Training and Service Record Book by ISF (STW 30/INF.4) and welcomed the initiative as a useful aid to assist in implementation of the revised STCW Convention.

Other follow-up action

5.11 The Sub-Committee noted that, in the list of sub-items under this agenda item (STW 30/1/1, paragraph 7), no relevant submissions had been made on guidance regarding recognition of certificates (to be available by 2002) and the review of chapter VII of the STCW Convention (target date 2002).

5.12 Noting further that the tentative timing of the Secretary-General's first report to the Committee is MSC 72 in May 2000, the Sub-Committee considered that these sub-items should remain on its agenda and also considered that there may be a need for additional guidance on the preparation and review of independent evaluations required by STCW regulation I/8 and section A-I/7 of the STCW Code, including possible action by the Committee and guidance on arrangements between Parties to implement regulation I/10 which should be included in its work programme and agenda for STW 31 (see also paragraph 11.4). Members were invited to submit comments and proposals for additional guidance to STW 31.

Establishment of a working group

5.13 After preliminary discussion as noted in paragraphs 5.1 to 5.12 above, the Sub-Committee established a working group instructing it, taking into account discussions and decisions in plenary, to:

- .1 review the list of Assembly resolutions and MSC circulars superseded by the 1995 amendments to the STCW Convention and make proposals for those which are still relevant and how they may best be promulgated to those maritime personnel to which they remain applicable, taking into account the need for inclusion of references to some resolutions and circulars, in any revision of Part B of the STCW Code;
- .2 prepare appropriate draft Assembly resolutions and MSC circulars accordingly;
- .3 finalise the MSC Circular on fraudulent certificates of competency taking into account article X, regulations I/4, I/5 and I/9 and the potential dangers stemming from giving direct access to electronic registers;
- .4 develop guidance for competent persons on the extent to which they should evaluate information on the implementation of amendments to the STCW Convention and STCW Code which have entered into force after 1 August 1998;
- .5 develop guidance for PSC officers to clarify the transitional provisions in article VII and regulation I/15 in respect of certificates of competency issued under the provisions of the Convention;
- .6 clarify the effect of amendments to the training and certification requirements of the STCW Convention and STCW Code on seafarers trained prior to their entry into force; and
- .7 if there is sufficient time, prepare preliminary draft proposals for the consolidation of existing clarifications and guidance and prepare appropriate amendments to Part B of the Code for finalization by STW 31; and
- .8 if there is sufficient time, consider further training and certification aspects of resolution A.485(XII), taking into account documents STW 30/4 and STW 30/4/1 and prepare draft Assembly resolution for consideration by the NAV Sub-Committee at NAV 45

5.14 Having received the working group's report (STW 30/WP.3), the Sub-Committee took action as indicated hereunder.

Assembly resolutions and circulars superseded by the 1995 amendments to the STCW Convention

5.15 The Sub-Committee considered two draft Assembly resolutions and three draft circulars prepared by the working group but did not approve them. The Sub-Committee did not support the concept of making reference to revoked resolutions and circulars in guidance aimed at assisting the training of maritime personnel to whom the STCW Convention does not apply, as it might cause confusion.

5.16 The Sub-Committee considered that finalisation of the draft resolutions and circulars was premature as more work remained to be done and, noting that the revocation was not to take effect until 1 February 2002, agreed to invite the Committee to extend the target completion date for this work to 2001.

5.17 The Sub-Committee invited Members to submit comments to STW 31 and invited the Committee to instruct the Secretariat to review the work done in the working group and to prepare a consolidated document for consideration by STW 31.

Fraudulent certificates of competency

5.18 The Sub-Committee considered the revised draft MSC Circular prepared by the working group and, whilst supporting the intent of the draft circular and recognising the importance of guidance intended to assist in preventing proliferation of fraudulent certificates, could not agree the proposed text. Some delegations expressed the view that details of the underlying certificate should be attached to any certificate or endorsement issued by a Party. Other delegations considered that such a requirement contravened the provisions of the STCW Convention. Most delegations were of the view that information on the underlying certificate should be made available to all interested parties upon request. Some delegations stressed the importance of taking action against seafarers who put others in peril through obtaining or using certificates they are not entitled to hold. There was consensus that the circular should address the importance of taking action, including investigation and prosecution of those found to be involved in the processing or obtaining of fraudulent certificates, including the holders.

5.19 Many delegations gave examples of problems encountered by ships flying their flags due to differences in interpretation of the STCW Convention provisions by port State control officers. After lengthy discussion, the Sub-Committee, noting the Committee's instruction to finalise the draft circular, agreed to issue the draft prepared by MSC 70, as amended, given in annex 3, instructed the Secretariat to bring the issues raised in paragraphs 5.18 to 5.19 and 5.23 to 5.24 to the attention of the FSI Sub-Committee in the context of their work on the revision of resolution A.787 - Procedures for port State control and invited the Committee to endorse this action.

5.20 The Sub-Committee was of the opinion that problems encountered by flag and port States related to certificates required by the provisions of the STCW Convention extended beyond the issue of fraudulent certificates of competency and therefore invited the Committee to include a new item in the Sub-Committee's work programme "Unlawful practices associated with certificates of competency" with a target completion date of 2000 (see also paragraph 11.4).

5.21 The Sub-Committee, in order to assist Members to verify the authenticity of certificates of competency, instructed the Secretariat to revise and update STW/Circ.29 containing the list of certificate-issuing authorities, based on information communicated to the Secretary-General, and to promulgate the revised circular as soon as practicable.

Guidance to competent persons on the extent to which they should evaluate information on the implementation of amendments to the STCW Convention and STCW Code which have entered into force after 1 August 1998

5.22 The Sub-Committee considered the extent to which the competent persons should evaluate information on the implementation of amendments to the STCW Convention and STCW Code which have entered into force after 1 August 1998 and agreed that the evaluation should only relate to the requirements that were applicable prior to 1 August 1998 for those Parties who had communicated their information by 1 August 1998. In the case of Parties communicating information after 1 August 1998, the evaluation should relate to the requirements that were applicable on the date the information was communicated. In order to provide early advice, the Sub-Committee agreed that the outcome of its preliminary consideration of this matter should be included in the report of the informal meeting of competent persons. The Sub-Committee prepared a draft STCW circular providing clarifications given at annex 4 and invited the Committee to approve it for dissemination.

Guidance for PSC officers to clarify the transitional provisions in article VII and regulation I/15 in respect of certificates of competency issued under the provisions of the Convention

5.23 The Sub-Committee considered the need for guidance for port State control officers to clarify the transitional provisions in article VII and regulation I/15 in respect of certificates of competency issued under the provisions of the Convention in force immediately prior to 1 February 1997.

5.24 The Sub-Committee was of the view that there was also an immediate need for port State control officers to receive guidance on the appropriate evidence of basic training required to be held by seafarers and agreed that seafarers are not required to hold certificates of training in the four elements of basic training referred to in section A-VI/1 of the STCW Code and that other forms of evidence of competence are equally acceptable. In considering the issue, the Sub-Committee agreed that the development of guidance on the maintenance of records related to basic training would be helpful to avoid future problems (see also paragraph 11.4).

5.25 The Sub-Committee agreed that, at this stage, it was not necessary to issue any clarification with respect to article VII. The Sub-Committee agreed the circular providing clarifications for port State Control officers as given in annex 5 and invited the Committee to approve it for dissemination.

The effect of amendments to the training and certification requirements of the STCW Convention and Code on seafarers trained prior to their entry into force

5.26 The Sub-Committee considered the effect of amendments to the training and certification requirements of the STCW Convention and STCW Code adopted after 1995, including amendments adopted in 1997 and 1998, on seafarers trained prior to their entry into force, and agreed that those seafarers holding certificates under the 1995 amendments may continue sea-going service until revalidation of such certificates in accordance with regulation I/11, but at the time of revalidation should demonstrate continued professional competence in accordance with section A-I/11 of the STCW Code including updated knowledge required by the amendments.

5.27 The Sub-Committee recognized that when future STCW amendments on training and certification come into force during the period of validity of a seafarer's certificate, it was acceptable for a Party to verify that the seafarer had met the new requirements at the time the certificate is normally required to be revalidated, unless the amendments explicitly provides otherwise.

Draft proposals for consolidation of existing clarifications and guidance and prepare appropriate amendments to Part B of the Code

5.28 The Sub-Committee noted the list of STCW.7 circulars which could be incorporated into Part B of the Code. The Sub-Committee agreed that, while contents of certain circulars need to be incorporated into Part B of the Code, others should, for the time being, be retained as STCW.7 circulars for guidance. The Sub-Committee further agreed that more time is required to consider this issue and invited Members to submit comments for consideration at STW 31.

6 FOLLOW-UP ACTION TO THE 1995 STCW-F CONFERENCE

6.1 The Sub-Committee recalled that the Committee, at its sixty-ninth session, agreed to a second meeting of a Joint FAO/ILO/IMO Working Group on Fishermen's Training and Certification.

6.2 The Chairman of the Joint Working Group made an oral report to the Sub-Committee on the outcome of the meeting held during the week preceding STW 30. The Sub-Committee noted that the Joint Working Group had prepared, in the context of STCW-F resolution 3, guidance on watchkeeping and the prevention of fatigue and some members of the Sub-Committee were of the opinion that, before the Committee approves the revised document for Guidance on Fishermen's Training and Certification, the Sub-Committee should have the opportunity to comment.

6.3 The Sub-Committee, noting that the Joint Working Group had made recommendations for further consideration by the Maritime Safety Committee of requirements concerning celestial navigation and requirements for the officer in charge of an engineering watch; therefore invited the Committee to consider referring the revised Document for Guidance on Fishermen's Training and Certification to the Sub-Committee for consideration at its next session (see also agenda item 11 - Work Programme).

7 COMPREHENSIVE REVIEW OF RESOLUTION A.481(XII) - PRINCIPLES OF SAFE MANNING

7.1 The Sub-Committee recalled that, at its twenty-eighth session, it had considered the safe manning document prepared by the FSI Sub-Committee (FSI 3/WP.3, annex 4) and, at its twenty-ninth session, had established a working group to undertake a comprehensive review of resolution A.481(XII), the outcome of which was reported in document STW 30/7.

7.2 The Sub-Committee also recalled the decisions of the sixty-ninth session of the Committee (STW 30/2, paragraph 2.6), instructing the Sub-Committee, in the context of its work on resolution A.481(XII), to consider any issues relating to minimum safe manning levels; consider also the need for further research to uncover more evidence of the scale of fatigue; further consider training of masters and officers in recognizing and dealing with the effects of fatigue; and to prepare relevant instructions to ship's crew members other than masters and officers.

7.3 In recalling the decisions of the Committee at its seventieth session with regard to human element matters (MSC 70/23, paragraph 13.4) and, in particular, its decision to establish an intersessional Correspondence Group on Fatigue, co-ordinated by the United States, the Sub-Committee agreed that further consideration of the training of masters and officers in recognizing and dealing with the effects of fatigue and work on the preparation of relevant instructions to ship crew members other than masters and officers be deferred pending completion of the work of the correspondence group.

7.4 ICFTU (STW 30/7/1) drew the Sub-Committee's attention to the considerable number of changes in the shipping industry, the regulatory regime and the Organization since the adoption of resolution A.481(XII) in 1981. ICFTU highlighted a number of relevant developments including the Report of

Lord Donaldson's Inquiry into the Prevention of Pollution from Merchant Shipping; the Guidelines for the organisation and method of work of the Maritime Safety Committee and the Marine Environment Protection Committee and their subsidiary bodies; the joint MSC/MEPC Working Group on the Human Element and studies into hours of work and rest and fatigue undertaken by ITF (MSC 69/INF.9) and Australia (MSC 70/INF.2).

7.5 IACS stressed the importance of appropriate manning levels and made the following statement:

The ICFTU paper addresses the question of manning levels, and this, from the viewpoint of ship safety, is also of considerable interest to IACS. IACS considers it of great importance that the minimum safe manning level should be such as to permit adequate routine maintenance of items vital to ship safety, including lubrication of fire flaps, door and escape hatch toggles, etc. It is also the view of the IACS that minimum safe manning should be such as to permit efficient manual fire fighting and compliance with the requirements of SOLAS Chapter III as regards on-board maintenance of life saving appliances, routine inspections and drills.

7.6 Australia (STW 30/7/2) also drew the Sub-Committee's attention to the considerable amount of work undertaken by the Organization on the human element and fatigue in particular and proposed amended text for inclusion in the revision of resolution A.481(XII).

7.7 The United Kingdom and the Netherlands (STW 30/7/3) expressed the view that the revision of resolution A.481(XII) must be sufficiently flexible to accommodate the wide variety of working practices and ship types without compromising safety, should be confined to safety and pollution prevention matters only and, accordingly, submitted proposed Guidelines for the application of principles of safe manning for consideration.

7.8 Germany (STW 30/7/4) recalled that SOLAS V/13(a) requires Governments to adopt measures for the purpose of ensuring that, from the point of view of safety of life at sea, all ships shall be sufficiently and efficiently manned and drew attention to the requirement in the ISM Code for masters, officers and ratings to be familiarized with certain duties. Germany expressed the view that familiarization is also a matter of ability within the various functions of the crew as a whole which can only be obtained in many cases by practical experience and submitted proposals for amendments to the preliminary draft Assembly resolution (STW 30/7, annex 1).

7.9 Norway (STW 30/7/5) provided information on the Norwegian experience with safe manning regulations and submitted an excerpt of the Norwegian regulations as an example for consideration by the Sub-Committee.

7.10 In an extensive discussion of the issues raised in the documents submitted, the Sub-Committee agreed that the principles of safe manning remain fundamentally unchanged and that the development of model manning levels as proposed by some delegations was not currently necessary. The Sub-Committee agreed however that vague expressions such as "ships of limited size" should be reviewed.

Convening of a working group on the comprehensive review of resolution A.481(XII)

7.11 The Sub-Committee agreed that document STW 30/7/3 (United Kingdom and Netherlands) provided a useful basis for further discussion of the points raised above and agreed to reconvene the working group and instructed it, taking into account the decisions of MSC 69 (paragraph 7.2 above) and the comments raised in plenary, and on the basis of STW 30/7 and STW 30/7/3, to:

- .1 complete work on the comprehensive review of resolution A.481(XII); and
- .2 prepare a draft Assembly resolution for consideration and approval at the seventy-first session of the Committee.

7.12 Having received the report of the working group (STW 30/WP.5), the Sub-Committee took action as indicated hereunder.

7.13 The Sub-Committee, could not agree on any appropriate prescriptive parameters for the expression "ships of limited size and limited propulsion power" and therefore agreed to retain the expression in subparagraphs 3.4.2 and 3.4.3 of Annex 2 to the draft Assembly resolution.

7.14 The delegation of Denmark withdrew its reservation made in the working group with regard to inclusion of the words "by the adoption of a three watch system" in subparagraph 3.4.2 of Annex 2 to the draft Assembly resolution.

7.15 The delegation of Hong Kong, China, supported by several delegations, expressed the view that although the revised draft resolution on Principles of safe manning is a clear improvement on resolution A.481(XII) it is not in practice likely to result in improvement to manning levels on board ships. Commercial pressures are such that even a good shipowner is unable to man his ships in an optimum manner unless there is a uniform playing field. Such a uniform playing field in respect of manning can only be created by drawing up standard models. Hong Kong, China therefore recommended that the Sub-Committee should further discuss the issue with a view to drawing up a Code or similar instrument which will result in uniform application of the agreed principles of safe manning.

7.16 The Sub-Committee, whilst supporting the uniform application of the agreed principles of safe manning, considered that it was premature to consider further work on this issue until experience had been gained in the use of the principles of safe manning in the revised resolution. This view was supported by the majority of the Sub-Committee.

7.17 The Sub-Committee agreed the draft Assembly resolution on Principles of safe manning given in annex 6 and invited the Committee to approve the draft for submission to the twenty-first Assembly for adoption and to delete the item from the Sub-Committee's work programme and agenda.

8 DEVELOPMENT OF A CODE ON POLAR NAVIGATION

8.1 The Sub-Committee recalled that the Committee, at its sixty-ninth session, endorsed the request of the DE Sub-Committee to include the item "Development of a code on polar navigation" in the provisional agenda for STW 30 (STW 30/2, paragraph 2.7) and that comments on the relevant parts of the draft code (STW 30/8, annex) are to be provided directly to DE 43 (March 2000).

8.2 The Sub-Committee agreed to convene a working group to review the relevant extracts of the draft code in the appendix to document STW 30/8 and prepare comments and revised text, as appropriate.

8.3 On receipt of the working group's report (STW 30/WP.2), the Sub-Committee recognized that the Code is in an embryonic form at present and it was therefore difficult to make definitive comments at this stage. The Sub-Committee nevertheless recommended that:

- .1 section 15.2.1 be amended to read as follows: "the Ice Navigator called for by chapter 1, section 1.4 should have documentary evidence of having satisfactorily completed an approved course in ice navigation";

- .2 the knowledge, understanding and proficiency expected of the Ice Navigator on ships operating in ice should include the following:
 - .1 recognition of ice formation and characteristics;
 - .2 ice indications;
 - .3 ice manoeuvring;
 - .4 use of ice forecasts, atlases and codes;
 - .5 hull stress caused by ice, ice escort operations, ice breaking operations; and
 - .6 effect of ice accretion on vessel stability;
- .3 section 15.2.2 of the draft Code on polar navigation should be deleted;
- .4 the term "Ice Navigator" should be clarified, noting especially that the Spanish version of STW 30/8 refers to the "Ice Pilot"; and
- .5 all other matters be referred back to the DE Sub-Committee for further consideration.

8.4 The Sub-Committee agreed that the relevant parts of the draft Code should be considered further when the DE Sub-Committee has sufficiently developed the draft and instructed the Secretariat to convey its comments to the DE Sub-Committee.

8.5 The Sub-Committee noted information provided by Canada that the original text of the draft Code proposed by Canada was currently under revision and that a revised and simplified draft will be submitted to the DE Sub-Committee.

9 MEDICAL STANDARDS FOR SEAFARERS

9.1 The Sub-Committee recalled that at its twenty-ninth session it had invited the Committee to delete the item: Development of international standards of medical fitness for seafarers, from its work programme under agenda item 5 and to introduce a new item in the Sub-Committee's work programme entitled: Medical standards for seafarers, with a target completion date of 2000 and that the Committee had endorsed this request (STW 30/2, paragraph 2.8).

ILO/WHO Guidelines for conducting pre-sea and periodic medical fitness examinations for seafarers

9.2 The Sub-Committee noted the Committee's decision to refer document MSC 70/5/4 (ILO) to the Sub-Committee for consideration (STW 30/2/3, paragraph 2.3) and welcomed the information provided by ILO (STW 3/9/1) that the ILO/WHO Guidelines for conducting pre-sea and periodic medical fitness examinations for seafarers were available in English, French and Spanish and also on the Internet.

9.3 ISF and ICFTU (STW 30/9/2) recalled that regulation I/9 of the STCW Convention requires Parties to establish standards of medical fitness for seafarers and proposed that a reference to the ILO/WHO Guidelines for conducting pre-sea and periodic medical fitness examinations for seafarers be included in Part B of the STCW Code.

9.4 The Sub-Committee agreed that reference be made to the ILO/WHO Guidelines for conducting pre-sea and periodic medical fitness examinations for seafarers in section B-I/9 of the STCW Code and invited the Committee to endorse its decision.

Physical abilities for entry-level seafarers

9.5 The United States (STW 30/9) recognized the difficulty in establishing physical standards for entry-level seafarers which can be applied on an international basis. Accordingly, the United States had developed a table, for possible inclusion in Part B of the STCW Code, which broadly described typical shipboard tasks, functions, events and conditions and linked each one to a corresponding physical ability considered necessary for the safety of the seafarer on board ship at sea.

9.6 The Sub-Committee, after extensive discussion, agreed there was a need for the development of physical standards for entry-level and other seafarers and agreed that the United States' proposals formed a good basis for further discussion. The Sub-Committee, noting that delegations lacked appropriate medical expertise to discuss the issue in depth at this session, invited Members to submit comments and information to the next session with a view to establishing a working group at STW 31 to finalise the development of appropriate standards and prepare appropriate text for inclusion in Part B of the STCW Code. The Sub-Committee instructed the Secretariat to invite representatives from ILO and WHO to attend the meeting.

10 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2000

10.1 In accordance with the Rules of Procedure of the Maritime Safety Committee and its subsidiary bodies, the Sub-Committee unanimously elected Mr. C. Young (United States) as Chairman and Mr. K. Rangan (Singapore) as Vice-Chairman for the year 2000.

11 WORK PROGRAMME AND AGENDA FOR STW 31

11.1 Taking into account the progress made during the session and the instructions of the Committee, the Sub-Committee reviewed its work programme (STW 30/WP.1, annex 1), as approved by MSC 70, and prepared the draft revised work programme, given at annex 7, for consideration and approval by the Committee.

11.2 The Sub-Committee recommended deletion from its work programme of the following item:

- .1 H.5 Comprehensive review of resolution A.481(XII)
Principles of safe manning

and the following subitems:

H.4 Follow-up action to the 1995 STCW-F Conference

- .1 progress report of the joint FAO/ILO/IMO Working Group
- .2 guidelines and recommendations based on the STCW Code specifically addressed to personnel on fishing vessels, including:
 - the use of simulators;
 - training of radio operators;
 - proficiency in survival craft and rescue boats;
 - emergency occupational safety, medical care and safety functions;
- .3 recommendations for the training and certification of fishing vessel personnel on vessels of 12 metres in length and over but less than 24 metres (resolution 3)

- .6 review of the recommendation on training of deck hands on board fishing vessels of 24 metres in length and over (resolution 4).

11.3 The Committee was invited to extend the target completion date in the Sub-Committee's work programme of the following items as follows:

- | | | | |
|----|----|---|------|
| .1 | H3 | Follow-up action to the 1995 STCW Conference: | |
| | .4 | review of training-related resolutions and circulars with a view to revoking. | 2001 |
| | H4 | Follow-up action to the 1995 STCW-F Conference: | |
| | .2 | guidelines and recommendations based on the STCW Code specifically addressed to personnel on fishing vessels, including: | 2000 |
| | | - watchkeeping; and | |
| | | - prevention of fatigue (resolution 3) | |
| | .4 | guidance on training, certification and watchkeeping standards for fishing vessel personnel serving on board large fishing vessels (resolution 6) | 2000 |
| | .5 | requirements for officers in charge of an engineering watch and watchkeeping provisions on board fishing vessels (resolution 7) | 2000 |

11.4 The Committee was invited to include new agenda items in the Sub-Committee's work programme with target completion dates as indicated:

- | | | | |
|----|----|--|------|
| .1 | H3 | Follow-up action to the 1995 STCW Conference: | |
| | .5 | guidance on the preparation and review of independent evaluations required by STCW regulation I/8 and section A-I/7 of the STCW Code, including possible action by the Committee | 2001 |
| | .6 | guidance on arrangements between Parties to implement regulation I/10 | |
| | .7 | guidance on maintenance of records relating to basic training | 2000 |
| .2 | | Unlawful practices associated with certificates of competency | 2000 |
| .3 | | Development of requirements for training in ballast water management | 2001 |
| .4 | | Development of guidance on training in the use of ECDIS | 2000 |

11.5 The Sub-Committee considered the draft provisional agenda to STW 31 (STW 30/WP.1, annex 2), in accordance with the agenda management procedure and agreed to the provisional agenda for STW 31 as set out at annex 8 for approval by MSC 71.

11.6 Some delegations expressed the view that the work load of the Sub-Committee after the year 2000 would be considerably reduced and consideration should be given to its work in subsequent years. Other delegations noted that substantive items of work remained to be completed. The Sub-Committee was of the opinion that it was premature to take any action at present and, noting the pending review and adoption of the Guidelines on the organization and method of work of the MSC and MEPC and their subsidiary bodies, agreed to consider the issue at the next session.

11.7 The Sub-Committee noted that its thirty-first session has tentatively been scheduled to be held from 10 to 14 January 2000.

12 ANY OTHER BUSINESS

Dispensations issued under article VIII

12.1 The Sub-Committee considered and noted information on the submissions made by Parties in accordance with article VIII of the Convention on the Dispensations granted by them in the years 1996 and 1997 (STW 30/12).

Draft regulations on ballast water management

12.2 The Sub-Committee considered draft regulation 5 of a proposed new instrument on ballast water management: Training and education (STW 30/12/1, annex) and noted that regulation 5.1 requires that ships provide training and that draft regulation 5.2 addresses the training requirements to training organizations. The Sub-Committee considered the alternative texts and comments made in the report of the Ballast Water Working Group and agreed that the text proposed by the United Kingdom, as amended, fully addressed the training requirements under this proposed regulation and therefore proposed the adoption of the following draft text:

Officers and ratings engaged in ballast water management operations shall be trained in the application of ballast water management and treatment procedures and shall be familiar with the ballast water management plan of the ship on which they serve.

12.3 The Sub-Committee recalled that MSC 70 (MSC 70/23, paragraph 20.29), noting the instruction of MEPC 42 to the STW Sub-Committee, had agreed to include in the work programme a new item on Training aspects involved in ballast water management, with a target completion date of 1999. The Sub-Committee was of the opinion that, in accordance with the proposed amended text of regulation 5, training requirements for ballast water management should be considered by the STW Sub-Committee after the MEPC has clarified and agreed the operational aspects of ballast water management and invited the Committee to add "Development of requirements for training in ballast water management" to its work programme with a target completion date of 2001.

12.4 Having acted as requested, the Sub-Committee, however, was of the opinion that incorporating in a new IMO instrument provisions on training and education would create an undesirable precedent which might eventually undermine the integrity of the STCW Convention. It therefore recommended that the MEPC, rather than including the text referred to in paragraph 12.2 in the new instrument, requests the

Maritime Safety Committee to instruct the Sub-Committee to prepare, subject to the development of the instrument, an appropriate possible amendment to the STCW Convention to cover the issue using as a basis of such an amendment the text agreed to above.

Draft guidelines on damage control plans

12.5 The Sub-Committee recalled that the Committee, at its sixty-ninth session, had instructed the Sub-Committee to provide comments on draft guidelines on damage control plans (STW 30/2, paragraph 2.9 and SLF 41/18, paragraph 9.11 and annex 5) directly to SLF 42 (8 to 12 February 1999).

12.6 The Sub-Committee considered draft guidelines on damage control plans (SLF 41/18, paragraph 9.11 and annex 5) and noted that standards of competence in damage control were incorporated in the STCW Code Table A-II/2.

12.7 Sub-Committee noted that damage control plans will be discussed at SLF 42 and recommended that the draft guidelines for damage control plans, and particularly the stability consequence diagram, be referred to the NAV Sub-Committee for comment on whether it provides simple, concise and clear information to ships' officers requiring information on a damaged vessel's stability. Following consideration by SLF of comments made by NAV, the STW Sub-Committee might then be able to provide comments on any related training issues at STW 31.

IMDG Code section 28

12.8 The Sub-Committee recalled that the Committee, at its sixty-ninth session, had instructed the Sub-Committee to consider draft IMDG Code section 28 (STW 30/2, paragraph 2.9 and DSC 3/WP.3, annex 3) and to provide comments directly to DSC 4 (22 to 26 February 1999).

12.9 The Sub-Committee recalled that the STCW Code includes training requirements related to the IMDG Code and considered that the wording in the proposed section 28 of the IMDG Code required clarification to make it clear that the section applied to shore-based personnel. The Sub-Committee prepared and agreed amendments and a revised text accordingly for inclusion in the introductory paragraph of section 28 as follows:

- .1 insert a full stop after the word "responsibilities" and delete the rest of the sentence; and
- .2 add the following sentences: "Masters and officers in the deck department shall have completed approved education and training and meet the standard of competence specified in Part A of the Seafarers' Training and Certification (STCW) Code. Guidance regarding training of officers and ratings responsible for cargo handling on ships carrying dangerous and hazardous substances in packaged form can be found in section B-V/c of the STCW Code."

and instructed the Secretariat to convey the revised text to DSC 4 for appropriate action.

12.10 The Sub-Committee considered that no further guidance for seafarers was required, and that if future changes to the IMDG Code require additional training, the Sub-Committee should be invited to review the revised IMDG Code to determine if amendments to the guidance in Part B-V/c of the STCW Code are necessary.

Marine electrician officers

12.11 The Sub-Committee noted information submitted by Poland (STW 30/INF.3) on the education, training and certification of marine electrician officers in Poland at the Gdynia Maritime Academy - Faculty of Marine Electrical Engineering.

Worldwide demand for and supply of seafarers

12.12 The Sub-Committee noted information submitted by ISF (STW 30/INF.5) on the worldwide demand for and supply of seafarers.

Expressions of condolences

12.13 The Sub-Committee was informed of the untimely death of Capt. A. Baranov (Russian Federation) who, as Head of the Russian delegation to the Sub-Committee, had made a valuable contribution to the work of the Sub-Committee and towards seafarer training standards through his work on the group of consultants engaged to revise the Convention.

Expressions of appreciation

12.14 The Sub-Committee expressed its appreciation to the departing Chairman, Mr. G. Gauw (Netherlands) for his leadership and guidance over the last six years and wished him a long and happy retirement. The Sub-Committee also thanked Mr. T. Addico for his work as Vice-Chairman over the last three years and wished him success in his new duties.

12.15 The Sub-Committee also expressed appreciation to the following regular delegates to the STW Sub-Committee who had recently relinquished their duties, or retired or were transferred to other duties, for their invaluable contribution to its work and wished them a long and happy retirement or, as the case may be, every success in their future endeavours:

- Capt. J. Lameijer (Netherlands) (on retirement);
- Mr. S-E. Nylund (ICFTU, Finland) (on retirement);
- Mr. T.A Meyer (INTERTANKO) (on retirement).

13 ACTION REQUESTED OF THE COMMITTEE

13.1 The Committee, at its seventy-first session, is invited to:

- .1 note the validation of the IMO model course on operational use of electronic chart display and information systems (ECDIS), as well as the validation of the nine IMO model courses listed in the annex to document STW 30/3 (paragraphs 3.3 and 3.7);
- .2 endorse the Sub-Committee's decision that more work remained to be done with respect to Assembly resolutions and MSC circulars superseded by the 1995 STCW amendments and its instruction to the Secretariat to prepare a consolidated document for consideration at STW 31; and extend the target completion date for this item to 2001 (paragraphs 5.15 to 5.17);
- .3 note the finalised text of the MSC Circular on Fraudulent certificates of competency (paragraph 5.19 and annex 3);

- .4 endorse the Sub-Committee's decision to instruct the Secretariat to revise and update STW/Circ.29 on National authorities responsible for issuing certificates of competency and to promulgate the revised circular as soon as practicable (paragraph 5.21);
- .5 approve the draft STCW circular on Guidance for competent persons evaluating information communicated by Parties on the implementation of the amendments to the STCW Convention and STCW Code which entered into force after 1 August 1998 (paragraphs 5.22 and annex 4);
- .6 approve the draft MSC circular on Guidance for port State control officers in respect of certificates of competency issued under the provisions of the STCW Convention (paragraph 5.25 and annex 5);
- .7 endorse the Sub-Committee's decision to consider the revised Document for Guidance on Fishermen's Training and Certification at STW 31 (paragraph 6.3);
- .8 approve the draft Assembly resolution on Principles of safe manning, for submission to the twenty-first Assembly for adoption (paragraph 7.17 and annex 6);
- .9 note the Sub-Committee's consideration of the draft Code on polar navigation and endorse its decision to convey its comments to the DE Sub-Committee and to keep this item in its work programme for further consideration after the DE Sub-Committee has sufficiently developed the draft (paragraphs 8.3 and 8.4);
- .10 endorse the Sub-Committee's decision to make reference to the ILO/WHO Guidelines for conducting pre-sea and periodic medical fitness examinations for seafarers, in section B-I/9 of the STCW Code (paragraph 9.4);
- .11 endorse the Sub-Committee's decision to develop physical standards for entry-level and other seafarers and prepare appropriate text for inclusion in Part B of the STCW Code and its instruction to the Secretariat to invite representatives from ILO and WHO to STW 31 (paragraph 9.6);
- .12 endorse the Sub-Committee's request to prepare, subject to the development of a new instrument by the MEPC, appropriate amendments to the STCW Convention on training in ballast water management (paragraphs 12.2 to 12.4);
- .13 endorse the Sub-Committee's recommendation that the draft Guidelines for damage control plans be referred to the NAV Sub-Committee for comment (paragraph 12.7);
- .14 endorse the Sub-Committee's decision to convey to the DSC Sub-Committee a revised text on training requirements for inclusion in section 28 of the IMDG Code (paragraph 12.9);
- .15 approve the revised work programme of the Sub-Committee (paragraphs 11.2 to 11.4 and annex 7);
- .16 approve the draft provisional agenda for STW 31 (paragraph 11.5 and annex 8); and
- .17 approve the report in general.

ANNEX 1

**AGENDA FOR THE THIRTIETH SESSION INCLUDING
A LIST OF DOCUMENTS**

1 Adoption of the Agenda

STW 30/1	-	Secretariat	Provisional Agenda
STW 30/1/1	-	Secretariat	Annotations to the provisional agenda
STW 30/INF.1	-	Secretariat	List of participants
STW 30/INF.7	-	Secretariat	List of documents

2 Decisions of other IMO bodies

STW 30/2	-	Secretariat	Decisions of MSC 69
STW 30/2/1	-	Secretariat	Decisions of other Sub-Committees (FP 42, SLF 41, DE 41 DSC 3, COMSAR 3, FSI 6, NAV 44)
STW 30/2/2	-	Secretariat	Decisions of C 80 and MEPC 42
STW 30/2/3	-	Secretariat	Decisions of MSC 70

3 Validation of model training course content

STW 30/3	-	Secretariat	Updating of IMO model courses
STW 30/3/1	-	Secretariat	IMO model course on the Operational use of electronic chart display and information systems (ECDIS)
STW 30/INF.2	-	Secretariat	Updating of IMO model courses
STW 30/WP.4	-	Drafting Group	Report of the Drafting Group

4 Training and Certification of Maritime Pilots and Revision of Resolution A.485(XII)

STW 30/4	-	Secretariat	Work done to date on the revision of resolution A.485(XII)
STW 30/4/1	-	United Kingdom	Pilotage training programmes

5 Follow-up action to the 1995 STCW Conference

STW 30/5	-	ICFTU	Assembly Resolutions and MSC Circulars superseded by the adoption of the 1995 amendments to the 1978 STCW Convention
STW 30/INF.4	-	ISF	Personal Training and Service Record Books
STW 30/WP.3	-	Working Group	Report of the Working Group
STW 30/WP.7	-	Chairman	Guidance for PSC officers in respect of certificates of competency issued under the provisions of the STCW Convention

6 Follow-up action to the 1995 STCW-F Conference

[No documents submitted]

7 Comprehensive review of resolution A.481(XII) on principles of safe manning

STW 30/7	-	Secretariat	Report of the WG
STW 30/7/1	-	ICFTU	Comprehensive review of resolution A.481(XII) - Principles of safe manning
STW 30/7/2	-	Australia	Proposed amendments
STW 30/7/2/Corr.1	-	Australia	Corrigendum (English only)
STW 30/7/3	-	United Kingdom and the Netherlands	Comprehensive review of resolution A.481(XII) - Principles of safe manning
STW 30/7/4	-	Germany	Experience, training and qualifications
STW 30/7/5	-	Norway	Comprehensive review of resolution A.481(XII) - Principles of safe manning
STW 30/WP.5	-	Working Group	Report of the Working Group

8 Development of a code on polar navigation

STW 30/8	-	Secretariat	Parts of the draft Code falling under purview of STW Sub-Committee
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9 Medical standards for seafarers

STW 30/9	-	United States	Guidance on physical standards for entry-level seafarers
STW 30/9/1	-	ILO	ILO/WHO Guidelines for conducting pre-sea and periodic medical fitness examination for seafarers
STW 30/9/2	-	ISF and ICFTU	Proposed amendment to Part B of STCW Code

10 Election of chairman and vice-chairman for 2000

[No documents submitted]

11 Work programme and agenda for STW 31

STW 30/WP.1	Secretariat	Draft work programme and agenda for STW 31
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12 Any other business

STW 30/12	-	Secretariat	Dispensations issued under article VIII of the STCW Convention
STW 30/12/1	-	Secretariat	Draft regulations on ballast water management
STW 30/12/2	-	Cyprus	Fraudulent certificates
STW 30/INF.3	-	Poland	Education, training and certification of marine electrician officers in Poland The worldwide demand for and supply of seafarers Fraudulent certificates
STW 30/INF.5		ISF	
STW 30/INF.6	-	Australia	

13 Report to the Maritime Safety Committee

STW 30/WP.6 and Add.1	Secretariat	Draft report to the Committee
STW 30/13	Secretariat	Report to the Committee

ANNEX 2

**AMENDMENTS TO THE DRAFT IMO MODEL COURSE ON THE
OPERATIONAL USE OF ELECTRONIC CHART DISPLAY
AND INFORMATION SYSTEMS (ECDIS)**

Introduction

Page I-1 **Replace** the title "Need for ECDIS training" with "The features of ECDIS".

Replace "IMO and ECDIS" with "IMO Requirements"

Replace "a) Carriage requirements" with "Technical requirements" and **replace** the existing text with the following:

"The minimum performance standards for ECDIS are laid down in IMO resolution A.817(19) "Performance Standards for ECDIS". However, when using ECDIS in a RCDS chart mode of operation there remains a requirement to carry an appropriate and up to date folio of paper charts."

Replace "b) Competency" with "Competence requirements".

Replace "General aims of ECDIS training" with "The goals of this course" and **replace** the existing text with the following:

"The candidate shall be able to:

- C operate the ECDIS equipment, use the navigational functions of ECDIS, select and assess all relevant information and take proper action in the case of a malfunction;
- C state the potential errors of displayed data and the usual errors of interpretation; and
- C explain why ECDIS should not be relied upon as the sole reliable aid to navigation.

Page I-2 **Replace** "Purpose of this model course on ECDIS" with "The purpose of this model course" and **replace** the first sentence with the following two sentences:

"The purpose of this course is to enhance safety of navigation by providing the knowledge and skills necessary to fully utilize the features of ECDIS. Furthermore, the purpose is to assist training institutions and their faculty in organizing and introducing new training courses for ECDIS."

Page I-4 **Add** "; or" to the present last bullet and **add** a new bullet as follows:

- "C integrate into an existing training programme the goals and objectives of this model course."

Part A
Course Framework

Page A-1 3. Entry Standards. 2nd line:
Delete the words "(senior students)" after the words navigational watch.

Page A-2 Third paragraph: **Delete** words in square brackets.

4. Course certificate, diploma or document. The 2nd paragraph should read as follows:

"On successful completion of the course and assessments, a document may be issued certifying that the holder has successfully completed a course of training which meets or exceeds the level of knowledge and competence specified in Table A-II/1 of STCW Code. A certificate may be issued only by centres approved by the Administration. However, the issuance of a certificate to an officer in charge of a navigational watch, in accordance with regulation II/1 of the STCW Convention, testifies that the candidate has reached the required level of competence".

Delete the *Note* following the above sentence.

5. Course intake limitations:

Amend the first sentence to read:

"The course intake will be limited by the availability of equipment such as ECDIS sets, multi-mode marine training systems or full mission navigation simulators."

Replace the 2nd sentence with the following:

"Experience shows that the efficacy of the practical training is optimized when intake does not exceed three trainees per (stand-alone) ECDIS set and four trainees on a simulator bridge during exercises in their use. (The duration of complex exercises is up to 5 hours.)".

6. Staff requirements. **Replace** the first two paragraphs with the following:

"The qualifications of the instructor should be in accordance with the requirements laid down in section A-I/6 of the STCW Code.

Delete the last sentence under paragraph 6.

Page A-3 **Remove** square brackets at the top of the page.

IMO references (R). **Add** the following:

SN/Circ.207 Differences between RCDS and ECDIS

Resolution MSC 64(67)	Recommendations on new and amended performance standards
-----------------------	--

Resolution MSC 86(70) Adoption of new and amended performance standards for navigational equipment

Page A-4 21. The number of the IEC Publication should read 61174.

Note: Throughout the model course document reference should be amended accordingly.

Part B Course Outline

Page B-1 **Add** a new 25bis as follows:

"Teaching staff should note that timetables are suggestions only as regards sequence and length of time allocated to each objective. These factors may be adapted by lecturers to suit individual groups of trainees depending on their experience, ability, equipment and staff availability for training."

1. Legal Aspects and Requirements. Area Objective and Syllabus Outline.

Add: "31. Training requirements" and **renumber** the rest of the text accordingly.

2. Principal Types of Electronic Chart. Area Objective and Syllabus Outline.

Should read *State the main characteristics of principal types of electronic charts (Vector and Raster)*

Page B-6 Part B(3): Proposed Course Timetable "Use of ECDIS"

On Day 2 when "(Open Sea)" is mentioned **replace** with "(Offshore waters)".

On Day 4 when "(Coastal)" is mentioned **replace** with "(Coastal waters and approaches)".

On Day 5 when "(Pilotage)" is mentioned **replace** with "(Confined waters)".

Part C Detailed Teaching Syllabus

Page C-2 **Add** a new paragraph 1.5, as follows:

"1.5 - explain and accept the training requirements concerning the operation of navigation equipment".

Page C-9 Paragraph 10.3: **Remove** square brackets and **replace** with the following:
"- demonstrate (C3) the use of information from transponders"

Part D Instructor Manual

Page D-1 Under 1. General, **add** a new paragraph as follows:

"Instructors should also encourage course participants to review equipment manufacturers' ECDIS training media during shipboard familiarization indoctrination and before accepting navigational watch duties."

Page D-2 **Replace** question marks against A4 Organization by the word "organize".

Page D-4 Under Specific types of sea area:

Replace "Open sea area" with "Offshore waters"

Replace "coastal approach area" with "coastal waters and approaches"

Replace "pilotage" with "Restricted and confined waters (pilotage waters)"

Page D-7 In paragraph 4.1 **delete** "(in revision 1996)" at the end of the second sentence.

Page D-16 Appendix 1, column entitled Sea area:

Text in this column should be in accordance with Sea areas in D-4 above.

ANNEX 3**MSC/CIRC.900 ON
FRAUDULENT CERTIFICATES OF COMPETENCY**

1 The Maritime Safety Committee, at its seventieth session (7 to 11 December 1998), noted with great concern reports from Member Governments on a proliferation of fraudulent STCW certificates of competency and endorsements, or authentic certificates reportedly issued on the basis of forged foreign certificates, which had been found during port State control inspections and applications for recognition of certificates.

2 It was brought to the Committee's attention that a significant number of certificates of competency or endorsements have been issued by some Parties on the basis of certificates issued by another Party without sufficient verification of the validity of the original certificate or of the right of the individual concerned to hold the certificate. The Committee was concerned that such a development would undermine the objectives of the STCW Convention.

3 Recognizing the potential hazards and the consequences for the safety of life at sea and the protection of the marine environment posed by seafarers with fraudulent certificates and endorsements, the Committee invites Member Governments and STCW Parties to:

- .1 consider the matter and provide the Organization and the authority identified on the certificate or endorsement as the issuing authority with any relevant information on fraudulent certificates and endorsements which they encounter in the course of their work as flag States, port States or both;
- .2 act as provided in STCW article X and regulation I/4 in cases where there are clear grounds for believing that a certificate or endorsement has been fraudulently obtained or that the holder of a certificate or endorsement is not the person to whom that certificate or endorsement was originally issued;
- .3 take all possible steps in accordance with regulation I/5 to investigate cases and prosecute, or assist in the investigation and prosecution of, those found to be involved in the processing or obtaining of fraudulent certificates or endorsements, including the holders of such certificates or endorsements;
- .4 make available information on the status of certificates and endorsements as provided in STCW regulation I/9; and
- .5 intensify their efforts to eliminate the unlawful practices referred to above.

ANNEX 4

DRAFT STCW CIRCULAR

**GUIDANCE FOR COMPETENT PERSONS EVALUATING INFORMATION
COMMUNICATED BY PARTIES ON IMPLEMENTATION OF
AMENDMENTS TO THE STCW CONVENTION AND
STCW CODE WHICH ENTERED INTO FORCE
AFTER 1 AUGUST 1988**

- 1 The Sub-Committee on Standards of Training and Watchkeeping, at its thirtieth session (25 to 29 January 1999), noted that certain clarifications with respect to evaluation of information communicated by Parties on implementation of amendments to the STCW Convention and STCW Code which entered into force after 1 August 1998 were necessary.
- 2 The Sub-Committee agreed that:
 - .1 in the case of Parties communicating information by 1 August 1998, the evaluation by competent persons should only relate to the relevant requirements which were applicable on 1 August 1998; and
 - .2 in the case of Parties communicating information after 1 August 1998, the evaluation should relate to the relevant requirements which were applicable on the date the information was communicated to the Secretary-General.
- 3 Parties to the STCW Convention are invited to be guided accordingly and to bring the contents of this circular to the attention of all the competent persons nominated by them.

ANNEX 5**DRAFT MSC CIRCULAR****GUIDANCE FOR PORT STATE CONTROL OFFICERS IN RESPECT OF
CERTIFICATES OF COMPETENCY ISSUED UNDER THE
PROVISIONS OF THE STCW CONVENTION**

1 The Sub-Committee on Standards of Training and Watchkeeping, at its thirtieth session (25 to 29 January 1999), noted that certain clarifications were necessary for the guidance of port State control officers concerning the transitional provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978.

2 Member Governments are urged to inform their port State control officers that:

- .1 until 1 February 2002, valid certificates of competency and endorsements issued or recognized by a Party in accordance with the relevant provisions of the STCW Convention which were in force immediately prior to 1 February 1997 remain valid, subject to STCW regulation I/15;
- .2 until 1 February 2002, seafarers holding valid certificates issued by the Party which found them qualified are not required by the STCW Convention to hold, in addition, certificates or endorsements issued by the Government of the flag which the ship on which they are serving is entitled to fly;
- .3 on or after 1 February 2002, all certificates of competency and endorsements issued to seafarers are required to comply with the provisions of the STCW Convention, as amended; and
- .4 seafarers are not required to hold certificates as evidence of basic training in order to comply with regulation VI/1 because the evidence required by section A/VI/1 is not considered to be a certificate.

3 Member Governments are reminded of the guidance issued under STCW.7/Circ.1 and invited to bring the contents of this circular to the attention of all concerned, especially port State control officers.

ANNEX 6

DRAFT ASSEMBLY RESOLUTION

PRINCIPLES OF SAFE MANNING

THE ASSEMBLY,

RECALLING Article 15(j) of the Convention on the International Maritime Organization concerning the functions of the Assembly in relation to regulations and guidelines concerning maritime safety and the prevention and control of marine pollution from ships,

RECALLING ALSO Article 28(a) of that Convention which requires the Maritime Safety Committee to consider, *inter alia*, the manning of sea-going ships from a safety standpoint,

NOTING that safe manning is a function of the number of qualified and experienced seafarers necessary for the safety of the ship, crew, passengers, cargo and property and for the protection of the marine environment,

RECOGNIZING the importance of the requirements of the pertinent IMO instruments as well as those adopted by ILO, ITU and WHO on maritime safety and protection of the marine environment,

MINDFUL of the provisions of SOLAS regulation V/13 with respect to the issue of an appropriate safe manning document or equivalent as evidence of minimum safe manning,

BEING AWARE that the ability of seafarers to maintain observance of these requirements is dependent upon their continued efficiency through conditions relating to training, hours of work and rest, occupational safety, health and hygiene and the proper provision of food,

BELIEVING that international acceptance of broad principles as a framework for administrations to determine the safe manning of ships would materially enhance maritime safety and protection of the marine environment.

HAVING CONSIDERED the recommendation made by the Maritime Safety Committee at its seventy-first session,

1. RECOMMENDS that Governments, in establishing the minimum safe manning level for each ship flying their flag, observe the principles set out in annex 1 and take into account the guidelines set out in annex 2 to the present resolution ;
2. URGES Governments to ensure that minimum safe manning documents issued to such ships contain, as a minimum, the information given in annex 3 to the present resolution;
3. URGES FURTHER Governments, when exercising port State control functions under international conventions in force with respect to a foreign ship visiting their ports, to regard compliance with such a document as evidence that the ship is safely manned;
4. REQUESTS the Maritime Safety Committee to keep this resolution under review; and
5. REVOKES resolution A.481(XII).

ANNEX 1

PRINCIPLES OF SAFE MANNING

- 1 The following principles should be observed in determining the minimum safe manning of a ship;
 - .1 the capability to:
 - .1.1 maintain safe navigational, engineering and radio watches in accordance with Regulation VIII/2 of the 1978 STCW Convention, as amended, and also maintain general surveillance of the ship;
 - .1.2 moor and unmoor the ship safely;
 - .1.3 manage the safety functions of the ship when employed in a stationary or near-stationary mode at sea;
 - .1.4 perform operations, as appropriate, for the prevention of damage to the marine environment;
 - .1.5 maintain the safety arrangements and the cleanliness of all accessible spaces to minimize the risk of fire;
 - .1.6 provide for medical care on board ship;
 - .1.7 ensure safe carriage of cargo during transit; and
 - .1.8 inspect and maintain, as appropriate, the structural integrity of the ship; and.
 - .2 the ability to operate:
 - .2.1 all watertight closing arrangements and maintain them in effective condition and also deploy a competent damage control party;
 - .2.2 all on-board fire-fighting and emergency equipment and life-saving appliances, carry out such maintenance of this equipment as is required to be done at sea, and muster and disembark all persons on board; and
 - .2.3 the main propulsion and auxiliary machinery and maintain them in a safe condition to enable the ship to overcome the foreseeable perils of the voyage.
- 2 In applying such principles, Administrations should take proper account of the existing IMO, ILO, ITU and WHO instruments in force which deal with:
 - .1 watchkeeping;
 - .2 hours of work or rest;

- .3 safety management;
 - .4 certification of seafarers;
 - .5 training of seafarers;
 - .6 occupational health and hygiene; and
 - .7 crew accommodation.
- 3 The following on-board functions, when applicable, should also be taken into account:
- .1 on-going training requirements for all personnel including the operation and use of fire-fighting and emergency equipment, life-saving appliances and watertight closing arrangements;
 - .2 specialized training requirements for particular types of ships;
 - .3 provision of proper food and drinking water;
 - .4 need to undertake emergency duties and responsibilities; and
 - .5 need to provide training opportunities for entrant seafarers to allow them to gain the training and experience needed.

ANNEX 2

GUIDELINES FOR THE APPLICATION OF PRINCIPLES OF SAFE MANNING

1 Introduction

1.1 These guidelines should be used in applying the principles of safe manning set out in annex 1 to this resolution to ensure the safe operation of, and the prevention of pollution from, ships to which Article III of the 1978 STCW Convention, as amended, applies.

1.2 An Administration may retain or adopt arrangements which differ from the provisions herein recommended and which are especially adapted to technical developments and to special types of ships and trades. However, at all times the Administration should satisfy itself that the detailed manning arrangements ensure a degree of safety at least equivalent to that established by these guidelines.

2 Hours of work or rest

2.1 Every company is obliged to ensure that the master, officers and ratings do not work more hours than is safe in relation to the performance of their duties and the safety of the vessel. The same responsibility is placed on the master in relation to the members of the ships complement. Manning levels should be such as to ensure that the time and place available for taking rest periods are appropriate for achieving a good quality of rest. Further guidance about fitness for duty is contained in section B-VIII/1 of the STCW Code.

2.2 A record of the actual hours of work performed by the individual seafarer should be maintained onboard, in order to verify that the minimum periods of rest required under relevant and applicable international instruments in force, have been complied with.

3 Determination of minimum safe manning levels

3.1 The purpose of determining the minimum safe manning level of a ship is to ensure that its complement includes the grades/capacities and number of persons required for the safe operation of the ship and the protection of the marine environment.

3.2 The minimum safe manning level of a ship should be established taking into account all relevant factors, including the following:

- .1 size and type of ship;
- .2 number, size and type of main propulsion units and auxiliaries;
- .3 construction and equipment of ship;
- .4 method of maintenance used;
- .5 cargo to be carried;
- .6 frequency of port calls, length and nature of voyages to be undertaken;

- .7 trading area(s), waters and operations in which the ship is involved;
- .8 extent to which training activities are conducted on board; and
- .9 applicable work hour limits and/or rest requirements.

3.3 The determination of the minimum safe manning level of a ship should be based on performance of the functions at the appropriate level(s) of responsibility, as specified in the STCW Code which include the following:

- .1 navigation, comprising the tasks, duties and responsibilities to:
 - .1 plan and conduct safe navigation;
 - .2 maintain a safe navigational watch in accordance with the requirements of the STCW Code;
 - .3 manoeuvre and handle the ship in all conditions; and
 - .4 moor and unmoor the ship safely.
- .2 cargo handling and stowage, comprising the tasks, duties and responsibilities to:
 - .1 plan, monitor and ensure safe loading, stowage, securing, care during the voyage and unloading of cargo to be carried on the ship.
- .3 the operation of the ship and care for persons on board, comprising the tasks, duties and responsibilities to:
 - .1 maintain safety and security of all persons on board and the operational condition of life-saving, fire-fighting and other safety systems;
 - .2 operate and maintain all watertight closing arrangements;
 - .3 perform operations, as appropriate, to muster and disembark all persons on board;
 - .4 perform operations, as appropriate, to ensure protection of the marine environment;
 - .5 provide for medical care on board the ship; and
 - .6 undertake administrative tasks required for the safe operation of the ship.
- .4 marine engineering, comprising the tasks, duties and responsibilities to:
 - .1 operate and monitor the ship's main propulsion and auxiliary machinery and evaluate the performance of such machinery;
 - .2 maintain a safe engineering watch in accordance with the requirements of the STCW Code;

- .3 manage and perform fuel and ballast operations; and
- .4 maintain safety of the ship's engine equipment, systems and services.
- .5 electrical, electronic and control engineering, comprising the tasks, duties and responsibilities to:
 - .1 operate the ship's electrical and electronic equipment; and
 - .2 maintain the safety of the ship's electrical and electronic systems.
- .6 radiocommunications, comprising the tasks, duties and responsibilities to:
 - .1 transmit and receive information using the radio equipment of the ship;
 - .2 maintain a safe radio watch in accordance with the requirements of ITU Radio Regulations and 1974 SOLAS Regulations, as amended;
 - .3 provide radio services in emergencies.
- .7 maintenance and repair, comprising the tasks, duties and responsibilities to:
 - .1 carry out maintenance and repair work to the ship and its machinery, equipment and systems, as appropriate to the method of maintenance and repair used.

3.4 In addition to the factors and functions in paragraphs 3.2 and 3.3, the determination of the minimum safe manning level should also take into account:

- .1 the management of the safety functions of a vessel at sea, when not underway;
- .2 except in ships of limited size, the provision of qualified deck officers in order that it is not necessary for the master to keep regular watches, by the adoption of a three watch system;
- .3 except in ships of limited propulsion power or operating under provisions for unattended machinery spaces, the provision of qualified engineer officers in order that it is not necessary for the chief engineer to keep regular watches, by the adoption of a three watch system;
- .4 the maintenance of applicable occupational health and hygiene standards on board; and
- .5 the provision of proper food and drinking water for all persons on board, as required.

3.5 In determining the minimum safe manning level of a ship consideration should also be given to:

- .1 the number of qualified and other personnel, required to meet peak workload situations and conditions, with due regard to the number of hours of shipboard duties and rest periods assigned to seafarers; and
- .2 the capability of the master and the ship's complement to co-ordinate the activities for the

safe operation of the ship and the protection of the marine environment.

4 Responsibilities of companies

4.1 The Administration may require the company responsible for the operation of the ship to prepare and submit its proposal for the minimum safe manning level of a ship in accordance with a form specified by the Administration.

4.2 In preparing the proposal for the minimum safe manning level of a ship, the company should apply the principles, recommendations and guidelines contained in this resolution and should be required to:

- .1 make an assessment of the tasks, duties and responsibilities of the ship's complement required for its safe operation, protection of the marine environment, and to deal with emergency situations;
- .2 make an assessment of numbers and grades/capacities of the ship's complement required for its safe operation, protection of the marine environment, and dealing with emergency situations;
- .3 prepare and submit to the Administration a proposal for the minimum safe manning level based upon the assessment of the numbers and grades/capacities of the ship's complement required for its safe operation, protection of the marine environment and justifying as to how the proposed ship's complement will deal with emergency situations, including the evacuation of passengers, where necessary;
- .4 ensure that the minimum safe manning level is adequate at all times and in all respects, including meeting peak workload situations, conditions and requirements, and in accordance with the principles, recommendations and guidelines contained in this resolution; and
- .5 prepare and submit to the Administration a new proposal for the minimum safe manning level of a ship in the case of changes in trading area(s), construction, machinery, equipment or operation and maintenance of the ship, which may affect the safe manning level.

5 Approval by the Administration

5.1 A proposal for the minimum safe manning level of a ship, submitted by a company to the Administration, should be evaluated by the Administration to assess whether:

- .1 the proposed ship's complement contains the grades/capacities and numbers of personnel to fulfill the tasks, duties and responsibilities required for the safe operation of the ship, protection of the marine environment and to deal with emergency situations; and
- .2 the master, officers and other members of the ship's complement are not required to work more hours than is safe in relation to the performance of their duties and the safety of the vessel and that the requirements for work and rest hours, in accordance with applicable national regulations, can be complied with.

5.2 The Administration should require a company to amend a proposal for the minimum safe manning level of a ship, if after evaluation of the original proposal submitted by the company, the Administration

was unable to approve the proposed composition of the ship's complement.

5.3 The Administration should only approve a proposal for the minimum safe manning level of a ship and issue accordingly a minimum safe manning document for the ship, if the Administration is fully satisfied that the proposed ship's complement is established in accordance with the principles, recommendations and guidelines contained in this resolution, and is adequate in all respects for the safe operation of the ship and the protection of the marine environment.

5.4 The Administration may withdraw the minimum safe manning document of a ship, if the company fails to submit a new proposal for the ship's minimum safe manning level, when changes in trading area(s), construction, machinery, equipment or operation and maintenance of the ship have taken place, which affect the minimum safe manning level.

5.5 The Administration should review and may withdraw, as appropriate, the minimum safe manning document of a ship which persistently fails to be in compliance with the rest hours requirements

ANNEX 3

**GUIDANCE ON CONTENTS AND MODEL FORM OF
MINIMUM SAFE MANNING DOCUMENT**

1 The following information should be stated in the minimum safe manning document issued by the Administration specifying the minimum safe manning level:

- .1 a clear statement of the ship's name, port of registry, distinctive number or letters, IMO number, gross tonnage, main propulsion power, type and trading area and whether the machinery space is unattended or not;
- .2 a table showing the numbers and grades/capacities of the personnel required to be carried, together with any special conditions or other remarks;
- .3 a formal statement by the Administration that, in accordance with the principles and guidelines set out in annexes 1 and 2, the ship named in the document is considered to be safely manned if, whenever it proceeds to sea, it carries not less than the number and grades/capacities of personnel shown in the document, subject to any special conditions stated therein;
- .4 a statement as to any limitations on the validity of the document by reference to particulars of the individual ship and the nature of service upon which it is engaged; and
- .5 the date of issue and any expiry date of the document together with a signature for and the seal of the Administration.

2 It is recommended that the minimum safe manning document be drawn up in the form corresponding to the model given in the appendix to this annex. If the language used is not English, the information given should include a translation into English.

Appendix

MODEL FORM OF MINIMUM SAFE MANNING DOCUMENT

Minimum Safe Manning Document

(Official seal)

(State)

Issued under the provisions of regulation V/13(b) of the
INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974, as amended

under the authority of the Government of

(name of the State)

by

(Administration)

*Particulars of ship**

Name of ship
Distinctive number or letters.....
IMO number.....
Port of registry.....
Gross tonnage:
 National.....
 International Tonnage Convention, 1969.....
Main propulsion power (kW).....
Type of ship.....

Periodically unattended machinery space yes/no

* Alternatively the particulars of the ship may be placed horizontally

Trading area **

The ship named in this document is considered to be safely manned if, when it proceeds to sea, it carries not less than the number and grades/capacities of personnel specified in the table(s) below.

Grade/capacity	Certificate (STCW regulation)	Number of persons

Special requirements or conditions, if any:

Issued at.....on the.....day of.....
(month and year)

Date of expiry (if any).....

(Seal of the Administration)

(Signature for and on behalf of the Administration)

** Where a trading area other than unlimited is shown a clear description or map of the trading area is to be included in the document

ANNEX 7

DRAFT WORK PROGRAMME FOR THE SUB-COMMITTEE

		Target completion date/number of sessions needed for completion	Reference
1	Validation of model training course content	Continuous	STW 29/14, paragraph 3.1
2	Casualty analysis (co-ordinated by FSI)	Continuous	MSC 70/23, paragraphs 9.17 and 20.4
H.1	Training and certification of maritime pilots and revision of resolution A.485(XII) (in co-operation with NAV)	2000	STW 29/14, paragraphs 7.46 to 7.49; MSC 69/22, paragraph 20.71
H.2	IMO standard marine communication phrases (co-ordinated by NAV)	1 session*	STW 28/20, section 7
H.3	Follow-up action to the 1995 STCW Conference [including:]		
.1	guidance regarding recognition of certificates (regulation I/10)	2002	STW 29/14, paragraph 7.51
.2	review of chapter VII	2002	
.3	clarification of STCW Convention and STCW Code provisions	2002	
.4	review of training-related resolutions and circulars with a view to revoking	1999 2001	STW 30/13, paragraph 5.16
.5	guidance on the preparation and review of independent evaluations required by STCW regulation I/8 and section A-I/7 of the STCW Code, including possible action by the Committee;	2001	STW 30/13, paragraph 5.12

* The item is scheduled to be finalized in 2000

Note: (1) suggested deleted items are in ~~strikeout~~

(2) amendments or additions are in shaded text

		Target completion date/number of sessions needed for completion	Reference
.6	guidance on arrangements between Parties to implement regulation I/10;	2000	
.7	guidance on maintenance of records relating to basic training;	2000	STW 30/13, paragraph 5.24
H.4	Follow-up action to the 1995 STCW-F Conference [including:]		STW 29/14, paragraph 8.6
.1	progress report of the Joint FAO/ILO/IMO Working Group	1999	MSC 69/22, paragraph 20.73
.2	guidelines and recommendations based on the STCW Code specifically addressed to personnel on fishing vessels, including:	1999 2000	STW 30/13, paragraphs 6.2 and 6.3
	- the use of simulators;		
	- training of radio operators;		
	- proficiency in survival craft and rescue boats;		
	- emergency occupational safety, medical care and safety functions;		
	- watchkeeping; and		
	- prevention of fatigue (resolution 3)		
.3	recommendations for the training and certification of fishing vessel personnel on vessels of 12 metres in length and over but less than 24 metres (resolution 3)	1999	
.4	guidance on training, certification and watchkeeping standards for fishing vessel personnel serving on board large fishing vessels (resolution 6)	1999 2000	
.5	requirements for officers in charge of an engineering watch and watchkeeping provisions (resolution 7)	1999 2000	

		Target completion date/number of sessions needed for completion	Reference
_____	.6	review of the recommendation on	1999
_____		training of deck hands on board	
_____		fishing vessels of 24 metres in	
_____		length and over (resolution 4)	
	.7	clarification of STCW-F Convention requirements	Continuous
H.5	Comprehensive review of resolution	1999	STW 29/14,
	A.481(XII) on Principles of safe manning		paragraph 9.7
H.5	Unlawful practices associated with certificates of competency	2000	STW 30/13, paragraph 5.20
H.6	Medical standards for seafarers	2000	MSC 69/22, paragraph 20.72
L.1	Development of a code on polar navigation (co-ordinated by DE)	2000	MSC 68/23, paragraph 20.4
L.2	Development of requirements for training in ballast water management	2001	STW 30/13, paragraph 12.3
L.3	Development of guidance on training in the use of ECDIS	2000	STW 30/13, paragraph 3.4

ANNEX 8

DRAFT PROVISIONAL AGENDA FOR STW 31

Opening of the session

- 1 Adoption of the agenda
 - 2 Decisions of other IMO bodies
 - 3 Validation of model training course content
 - 4 Training and certification of maritime pilots and revision of resolution A.485(XII)
 - 5 Follow-up action to the 1995 STCW Conference
 - 6 Follow-up action to the 1995 STCW-F Conference
 - 7 Casualty analysis (co-ordinated by FSI)
 - 8 Development of guidance on training in the use of ECDIS
 - 9 Medical standards for seafarers
 - 10 Standard marine communication phrases (co-ordinated by NAV)
 - 11 Unlawful practices associated with certificates of competency
 - 12 Development of requirements for training in ballast water management
 - 13 Work programme and agenda for STW 32
 - 14 Election of Chairman and Vice-Chairman for 2001
 - 15 Any other business
 - 16 Report to the Maritime Safety Committee
-