



REPUBLIC OF CYPRUS
MINISTRY OF TRANSPORT,
COMMUNICATIONS AND WORKS



DEPARTMENT
OF MERCHANT SHIPPING
LEMESOS

Circular No.: 12/2017

TEN 5.13.09
TEN 4.28.03.13.08
TEN 12.3.02.9

Date: 30/06/2017

To all Owners,
Managers and Representatives
of vessels flying the Cyprus flag

Subject: Review of the Minimum Safe Manning Documents issued by the Department of Merchant Shipping

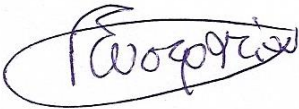
I refer to the above subject and wish to inform you that:

1. Subject to the recommendations of IMO Assembly Resolution A.1047(27) “Principles of minimum safe manning” and the full effect of the STCW Manila Amendments since 1st January 2017 it is decided that all Minimum Safe Manning Documents (MSMD) issued by the Department of Merchant Shipping (the DMS) prior the 1st of July 2017 will cease to be valid by the end of 2017.
2. As from 1st July 2017 applications for the issuance of new MSMDs when submitted electronically shall be filed by email to the following email address manning@dms.mcw.gov.cy on the attached application form together with the following documents as applicable:
 - Confirmation of Class if Unattended Machinery Spaces (UMS) notation is assigned to the ship.
 - Muster List for Passenger ships
3. The owners in submitting their proposal must bear in mind the relevant requirements of Merchant shipping (Safe Manning, Hours of Work and Watchkeeping) Law 105 (I) of 2000 as amended (L.105(I)/2000), the STCW as amended and specifically Regulation I/14 and the ISM code and specifically paragraph 6.2.
4. The new MSMDs to be issued will have validity of 5 years. The purpose of the inclusion of an expiry date is to enable the DMS to periodically review the conditions under which the document was issued, monitor the implementation of any new requirements and proceed to any necessary amendments. In this respect the owners are hereby prompted to submit their new applications for the renewal their Minimum Safe Manning Documents on time.
5. The company must prepare and submit to the DMS a new proposal for the MSMD of a ship in cases such as change in trading area(s), construction, machinery, equipment, scheme of



operation and maintenance, the management company of the ship which may affect the safe manning. The validity of the new document in such cases that involve the re-evaluation of the document will be renewed for 5 years. In case the company fails to submit a new proposal the DMS may withdraw the vessel's MSMD. The MSMD of a ship may also be withdrawn if a ship persistently fails to be in compliance with rest hours requirements.

6. The expiry date will not be affected in cases that the MSMD are issued for reasons that do not involve the review of the conditions for its issuance, such as in cases the vessel changes name, minor changes in technical features such as in the tonnage etc. In such cases only a written request for the reissuance of the document will be sufficient that will include the reason for the request (e.g. change of name).
7. The managers / owners are kindly requested to submit their applications for the issuance of the new Minimum Safe Manning Documents until the 15th of September in order to enable the Department of Merchant Shipping to timely issue the new MSMDs.
8. This Circular supersedes Circular 47/2012 which is hereby revoked.



Ioannis Efstratiou
Acting Director
Department of Merchant Shipping

Cc:

- Permanent Secretary, Ministry of Transport, Communications and Works
- Maritime Offices of the Department of Merchant Shipping abroad
- Cyprus Shipping Chamber
- Cyprus Union of Shipowners
- Cyprus Bar Association
- Recognised Organizations

Attachments:

Application for Minimum Safe Manning Document