

## Manning Survey Check List

To be carried out in connection with the change of flag, annually and unscheduled inspections according to NIS-Agreement. To facilitate the checking of details of all items in this check list, the Master shall present a "Summary of Qualifications" etc. of Ship's personnel.

Name of Ship:	Signal Letters:	IMO Number:
Type of survey:	Type of ship:	

**DEFICIENCIES:** On items marked <sup>1</sup> recommendations must be complied with before departure. Other recommendations are to be given 2 months time limit. When items marked <sup>2</sup> are not in order, the minimum manning is increased as described in the Safe Manning Certificate and accompanying letter.

<b>MANNING:</b>		Yes	No
1	The number and positions are at least as the minimum stated in the Safe Manning Certificate. <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
2	Master is a Norwegian Citizen, EEA Citizen, or he has an exemption by NMD. <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
3	Protection Supervisor and Environment Committee have been elected.	<input type="checkbox"/>	<input type="checkbox"/>
4	Safe Manning Certificate, Working Arrangement, are displayed in a public place.	<input type="checkbox"/>	<input type="checkbox"/>
5	Master's "Summary of Qualification" or a similar list	<input type="checkbox"/>	<input type="checkbox"/>
<b>INDIVIDUAL CERTIFICATION AND COMPETENCE</b>			
6	Norwegian Certificate of Competency <sup>1</sup> , or	<input type="checkbox"/>	<input type="checkbox"/>
7	Exemption from the certificate requirements <sup>1</sup> , or	<input type="checkbox"/>	<input type="checkbox"/>
8	Other Certificate, together with a valid CRA. <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
9	ROC/GOC for officers in charge of navigational watch. <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
10	Tanker Certificate for officers and ratings assigned specific duties and responsibilities. <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
11	Ratings on navigational/engine room watch, authorized cf. STCW-95, reg. II/4, III/4. <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
12	Basic Safety Training according to STCW-95, reg. VI/1. <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OPERATING ARRANGEMENTS:</b>			
13	Automatic Pilot System, including Off Course Alarm. <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
14	Internal Communications <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
15	Personnel Alarm <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
16	Unmanned engine room – UMS alarms and equipment as per Class notation <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
17	Other, Bridge Watch Alarm – not compulsory if not specified.	<input type="checkbox"/>	<input type="checkbox"/>
<b>HUMAN RESOURCE MANAGEMENT:</b>			
18	Employment Agreement on an approved form.	<input type="checkbox"/>	<input type="checkbox"/>
19	Report on Employment etc., signed and stamped by a public supervisory authority.	<input type="checkbox"/>	<input type="checkbox"/>
20	A valid Health Certificate.	<input type="checkbox"/>	<input type="checkbox"/>
21	Sea Service Book or Record of Service on Norwegian Ships.	<input type="checkbox"/>	<input type="checkbox"/>
22	Record of Rest Hours, as per model form equipment.	<input type="checkbox"/>	<input type="checkbox"/>
23	Rest Hours prior to Watch keeping, cf. fitness for duty STCW-95 III/1 1.2 <sup>1</sup> The Surveyor shall verify registration of rest hours on a current up-to-date sheet. Cf. §8.1.	<input type="checkbox"/>	<input type="checkbox"/>
Remarks:			
Place:	Date:	Surveyor:	