

Text consolidated by Valsts valodas centrs (State Language Centre) with amending regulations of:
28 January 2014 [shall come into force on 31 January 2014].

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 80

Adopted 24 January 2006

Regulations Regarding the Minimum Safe Manning of Ships

*Issued pursuant to
Section 11, Paragraph four of
the Maritime Administration and Marine Safety Law*

I. General Provisions

1. This Regulation prescribes the procedures for determining the minimum safe manning of ships for Latvian ships.
2. Recruitment of a ship's crew shall take place in accordance with Regulations V-14.1 and V-14.2 of the International Convention for the Safety of Life at Sea, 1974 (hereinafter - SOLAS 74 Convention), the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978 (as amended) (hereinafter - STCW Convention) and the International Convention on Standards of Training, Certification and Watchkeeping for Fishing Vessel Personnel, 1995 (hereinafter - STCW-F Convention), the Maritime Labour Convention, 2006, and the International Ship and Port Facility Security Code, 2004.
[28 January 2014]

II. Minimum Safe Manning of a Ship

3. For ships engaged in international voyages the minimum safe manning of a ship shall be determined in accordance with the norms of the minimum safe manning of ships engaged in international voyages laid down in Annex 1 to this Regulation.
4. For fishing vessels and ships not engaged in international voyages the minimum safe manning of a ship shall be determined in accordance with the norms of the minimum safe manning of fishing vessels, coasters and inland waterway vessels laid down in Annex 2 to this Regulation.
5. The following shall be included in the minimum safe manning of passenger ships in addition to that laid down in Paragraph 3 or 4 of this Regulation:
 - 5.1. a certified head of the passenger service, if the number of passengers exceeds 50;
 - 5.2. one steward per 50 passengers.

6. If there are 100 crew members on board the ship or more and the ship is engaged in international voyages for more than 72 hours, in addition to that laid down in Paragraph 3 of this Regulation the minimum safe manning shall include a certified doctor.

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6.¹ On ships without a certified doctor there must be at least one seaman who in addition to his basic duties is also responsible for medical care and issuance of medicinal products, or at least one seaman who is competent in rendering first aid. The persons who are responsible for medical care on board a ship, but have not acquired the qualification of a doctor must acquire a programme of medical care training courses in accordance with the requirements of the standard of Code A-VI/4-2 of the STCW Convention. The seafarers who are designated to first medical aid must acquire a programme of first aid training courses in accordance with the requirements of standard A-VI/4-2 of the Code of the STCW Convention.

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7. If a ship's crew consists of 10 crew members or more, in addition to that laid down in Paragraph 3 or 4 of this Regulation the minimum safe manning of a ship shall include a certified cook. If a ship's crew consists of less than 10 crew members and there is no certified cook in the crew, then any person who is preparing meals in the galley must be trained or instructed in conformity with the requirements of the Maritime Labour Convention, 2006, regarding food and personal hygiene, as well as handling and storage of food on board ship.

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8. If the duration of a ship voyage until the next port does not exceed 24 hours, a lesser number of crew members may be on board ship during such voyage than laid down in Annexes 1 and 2 to this Regulation, if the number of crew members is co-ordinated with the State stock company "Maritime Administration of Latvia" (hereinafter - the Maritime Administration of Latvia).

8.¹ A fishing vessel registered in the Latvian Ship Register shall be commanded by a skipper who has the minimum qualification laid down in Cabinet Regulation No. 895 of 22 November 2005, Regulations Regarding Certification of Seafarers.

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III. Minimum Safe Manning Certificate

9. The Maritime Administration of Latvia shall issue a minimum safe manning certificate (hereinafter – certificate) (Annex 3) according to the tonnage of the ship, main propulsion power, trading area and operation mode.

10. In order to receive a certificate, a shipowner shall submit a completed specific application form (Annex 4) to the Maritime Administration of Latvia.

11. If the shipowner, upon evaluating the minimum safe manning norms for a ship laid down in Annex 1 or 2 to this Regulation, considers them inappropriate for the particular ship, trading area or other conditions and wants to determine another minimum safe manning, he shall indicate it in the application (providing a justification in the row "Special notes") and submit documents to the Maritime Administration of Latvia certifying the ability of the crew to ensure safety of navigation and protection of the environment, operation of the ship and dealing with emergency situations, provision of ship security and safety functions, as well as conformity with the work and rest time norms laid down in the international legal acts referred to in Paragraph 2 of this Regulation.

[28 January 2014]

11.¹ If due to the special nature of operation the ship is periodically in demurrage, in addition the minimum safe manning of the ship during demurrage shall be indicated in the certificate.

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12. The Maritime Administration of Latvia shall, within five working days, examine the application of the shipowner, evaluate organisation of the relevant ship service, the specific features of the facilities and operation of the ship, as well as the qualification level of the crew and take a decision to issue the certificate.

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13. The term of validity of the certificate is five years. The term of validity of the certificate for ships under technical supervision of the Maritime Safety Inspectorate of the Maritime Administration of Latvia shall be linked to the term of validity of the trade certificate.

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14. A shipowner may contest the decision on the minimum safe manning of a ship in accordance with the procedures laid down in the Administrative Procedure Law, submitting a respective submission to the director of the Maritime Administration of Latvia within a month after taking of the decision.

15. If the design of a ship, ship facilities or provisions for operation are changed, the certificate shall cease to be in effect. In such case the shipowner shall submit a new application and receive a new certificate.

IV. Responsibility of Shipowner and Master of the Ship

16. A shipowner has a duty to ensure recruitment of a ship's crew according to the norms of the minimum safe manning laid down for the ship.

17. The norms of the minimum safe manning laid down for the ship do not exempt the shipowner and master of the ship from responsibility for ship, human and environmental safety, as well as recruitment of the crew according to the actual shipping circumstances and conditions.

V. Closing Provisions

[28 January 2014]

18. Until 31 December 2016 a person who holds the qualification provided for in Regulation II/4 or II/5 of the STCW Convention may hold the position of an able seafarer deck on board the ships referred to in Annex 1 to this Regulation.

19. Until 31 December 2016 a person who holds the qualification provided for in Regulation III/4 or III/5 of the STCW Convention may hold the position of an able seafarer engine on board the ships referred to in Annex 1 to this Regulation.

Acting for the Prime Minister – Minister for Health

G. Bērziņš

Acting for the Minister for Transport – Minister for the Interior

Dz. Jaundžeikars

Norms for the Minimum Safe Manning of Ships Engaged in International Voyages
[28 January 2014]

I. Master and Deck Crew on Passengers Ships

No.	Position	Regulation of the STCW Convention of the qualification certificate	Number		
			3000 BT and upwards	500 BT–3000 BT	up to 500 BT
1.	Master	II/2 IV/2	1	1	1 (II/3)
2.	Chief mate	II/2 IV/2	1	1	–
3.	Officer in charge of a navigational watch	II/1 IV/2	3	2	1 (II/3)
4.	Able seafarer deck	II/5	3	3	2
5.	Rating forming part of a navigational watch	II/4	3	1	–

II. Master and Deck Crew on Cargo* Vessels

No.	Position	Regulation of the STCW Convention of the qualification certificate	Number			
			3000 BT and upwards	1500 BT–3000 BT	500 BT-1500 BT	up to 500 BT
1.	Master	II/2 IV/2	1	1	1	1 (II/3)
2.	Chief mate	II/2 IV/2	1	1	1	–
3.	Officer in charge of a navigational watch	II/1 IV/2	2	1	1**	1 (II/3)
4.	Able seafarer deck	II/5	3	2	2	1
5.	Rating forming part of a navigational watch	II/4	2	1	–	1

Notes.

1. * The category of cargo vessels shall also include tugboats.
2. ** This position may be disregarded, if the shipowner provides sufficient justification regarding operating the ship in accordance with the international requirements regarding minimum safe manning and conformity with the work and rest time laid down in international legal acts.

III. Ship Engine-room Crew

No.	Position	Regulation of the STCW Convention of the qualification certificate	Number							
			main propulsion power 6000 kW and upwards		main propulsion power 3000 kW-6000 kW		main propulsion power 750 kW-3000 kW		main propulsion power less than 750 kW	
			attended	unattended	attended	unattended	attended	unattended	attended	unattended
1.	Chief engineer officer	III/2 or III/3 depending on the main propulsion power	1	1	1	1	1	1	-	-
2.	Second engineer officer	III/2	1	1	1	1	-	-	-	-
3.	Officer in charge of an engineering watch	III/1	2	2	2	1	2	1	2	2
4.	Able seafarer engine	III/5	2	1	1	1	-	-	-	-
5.	Rating forming part of an engine-room watch	III/4	1	1	1	-	1	-	-	-

Note. Operations in the engine room under provisions for Unattended Machinery Space is permitted, if the automation level conforms to the requirements of Section E of Part I-2 of the SOLAS 74 Convention.

**Norms for the Minimum Safe Manning of Fishing Vessels, Coasters and
Inland Waterway Vessels**
[28 January 2014]

I. Fishing Vessels

1. The master and deck crew* on board fishing vessels in unlimited fishing area outside the Baltic Sea.

No.	Position	Regulation of the STCW Convention (STCW) or STCW-F Convention (STCW-F) of the qualification certificate or minimum qualification in accordance with Cabinet Regulation No. 895 of 22 November 2005, Regulations Regarding Certification of Seafarers	Number
1.1.	master	Qualification determined in STCW F-II/1 according to the ship length or qualification determined in STCW II/2	1
1.2.	chief mate**	Qualification determined in STCW-F II/2 or STCW II/2	1
1.3.	officer in charge of a navigational watch	Qualification determined in STCW F-II/2 according to the ship length or qualification determined in STCW II/1	1 (2, if gross tonnage of the ship >3000)
1.4.	rating forming part of a navigational watch	Qualification determined in Sub-paragraph 143.2 or Sub-paragraph 41.9 (STCW II/4) or in Sub-paragraph 41.10 (STCW II/5)	3

Notes.

1.* The master and all mates must have the certificate of the universal Global Maritime Distress and Safety System (GMDSS) operator.

2.** This position may be disregarded, if the shipowner provides sufficient justification regarding operating the ship in accordance with the international requirements regarding minimum safe manning and conformity with the work and rest time laid down in international legal acts.

2. The engine-room crew on fishing vessels with main propulsion power exceeding 3000 kW, in an unlimited fishing area outside the Baltic sea

No.	Position	Regulation of the STCW Convention (STCW) or STCW-F Convention (STCW-F) of the qualification certificate or minimum qualification in accordance with Cabinet Regulation No. 895 of 22 November 2005, Regulations Regarding Certification of Seafarers	Number	
			attended	unattended
2.1.	chief engineer officer	Qualification determined in STCW-F II/5 or STCW III/2	1	1
2.2.	second engineer officer	Qualification determined in STCW-F II/5 or STCW III/2	1	1
2.3.	officer in charge of an engineering watch	Qualification determined in STCW-F II/5 or STCW III/1	2	1
2.4.	rating forming part of an engine-room watch	Qualification determined in Sub-paragraph 143.3 or Sub-paragraph 55.9 (STCW II/4) or in Sub-paragraph 55.10 (STCW II/5)	3	2

3. Crew of the engine-room for fishing vessels with the main propulsion power up to 3000 kW in an unlimited fishing area outside the Baltic Sea

No.	Position	Regulation of the STCW Convention (STCW) or STCW-F Convention (STCW-F) of the qualification certificate or minimum qualification in accordance with Cabinet Regulation No. 895 of 22 November 2005, Regulations Regarding Certification of Seafarers	Number	
			attended	unattended
3.1.	chief engineer officer	Qualification determined in STCW-F II/5 or STCW III/3	1	1
3.2.	officer in charge of an engineering watch	Qualification determined in STCW-F II/5 or STCW III/1	2	1
3.3.	rating forming part of an engine-room watch	Qualification determined in Sub-paragraph 143.3 or Sub-paragraph 55.9 (STCW II/4) or in Sub-paragraph 55.10 (STCW II/5)	1	1

4. Crew on fishing vessels of length up to 45 metres and with an unlimited duration of the voyage in the Baltic Sea

No.	Position	Regulation of the STCW Convention (STCW) or STCW-F Convention (STCW-F) of the qualification certificate or minimum qualification in accordance with Cabinet Regulation No. 895 of 22 November 2005, Regulations Regarding Certification of Seafarers	Number
4.1.	master	Qualification determined in STCW -F II/1 or STCW II/3	1
4.2.	officer in charge of a navigational watch	Qualification determined in STCW -F II/2 or STCW II/3	1
4.3.	engineer	qualification determined in Sub-paragraph 135.6 or 135.7 according to the main propulsion power or qualification determined in Sub-paragraph 55.6	1
4.4.	rating forming part of a navigational watch or fisherman	qualification determined in Sub-paragraph 143.1 or 143.2 or Sub-paragraph 41.9 (STCW II/4) or qualification determined in Sub-paragraph 55.0 (STCW II/5)	1

Note. The master and the officer in charge of a navigational watch must have the GMDSS General Operator's Certificate or the Long Range radio Operator's Certificate.

5. Crew for fishing vessels of length up to 45 metres and with the duration of the voyage up to 16 hours *in the Baltic Sea and the Gulf of Riga

No.	Position	Regulation of the STCW Convention (STCW) or STCW-F Convention (STCW-F) of the qualification certificate or minimum qualification in accordance with Cabinet Regulation No. 895 of 22 November 2005, Regulations Regarding Certification of Seafarers	Number
5.1.	master**	Qualification determined in Sub-paragraph 126.3 (STCW-F II/3) or Sub-paragraph 41.4 (STCW II/3)	1
5.2.	engineer	qualification determined in Sub-paragraph 135.6 or 135.7 according to the main propulsion power or qualification determined in Sub-paragraph 55.6	1
5.3.	rating forming part of a navigational watch or fisherman	Qualification determined in Sub-paragraph 143.1 or 143.2 or Sub-paragraph 41.9 (STCW-F II/4) or qualification determined in Sub-paragraph 41.10 (STCW II/5)	1

Notes.

1.* Upon application and justification of the ship owner.

2.** The master must have the GMDSS Restricted Operator's Certificate or Short Range radio Operator's Certificate.

II. Coasters Engaged in Near-coastal Navigation

6. Master and deck crew

No.	Position	Minimum qualification in accordance with Cabinet Regulation No. 895 of 22 November 2005, Regulations Regarding Certification of Seafarers	Number	
			500 BT and upwards	up to 500 BT
6.1.	master	qualification determined in Sub-paragraph 41.2 or 41.3 or qualification determined in Sub-paragraph 41.4 according to the BT of the ship	1	1
6.2.	officer in charge of a navigational watch	Qualification determined in Sub-paragraph 41.7 or 41.8 according to the BT of the ship	1	1
6.3.	rating forming part of a navigational watch	Qualification determined in Sub-paragraph 41.9 or 41.10	2	1

Note. The master and mate must have the GMDSS General Operator's Certificate. In navigating only in the sea area A1, the master and mate must have the GMDSS Restricted Operator's Certificate.

7. Engine-room crew

No.	Position	Minimum qualification in accordance with Cabinet Regulation No. 895 of 22 November 2005, Regulations Regarding Certification of Seafarers	Number			
			main propulsion power 750 kW-3000 kW		main propulsion power less than 750 kW	
			attended	unattended	attended	unattended
7.1.	chief engineer officer	Qualification determined in Sub-paragraph 55.1 or 55.2 according to the main propulsion power	1	1	–	–
7.2.	officer in charge of an engineering watch	Qualification determined in Sub-paragraph 55.5 or 55.6 according to the main propulsion power	1	–	1	1
7.3.	rating forming part of an engine-room watch	Qualification determined in Sub-paragraph 41.9 or 41.10	1	1	1*	–

Note. * For ships engaged in near-coastal navigation with the duration of the voyage up to 12 hours this position may be disregarded.

III. Inland Waterway Vessels

8. Master and crew

No.	Position	Minimum qualification in accordance with Cabinet Regulation No. 895 of 22 November 2005, Regulations Regarding Certification of Seafarers	Number*
8.1.	master	Sub-paragraph 171.1 (according to the GT of the ship)	1
8.2.	engineer	Sub-paragraph 171.4 (according to the main propulsion power)	1
8.3.	seaman	Paragraph 183	1
8.4.	motorman**	Paragraph 184	1

Notes.

1. The master must have the certificate of coastal GMDSS radio operator.
2. * On board ships with gross tonnage less than 200 and the main propulsion power less than 750 kW the crew may be reduced, including specialists therein who hold joint qualification documents.
3. ** For ships with the main propulsion power less than 300 kW, as well as if the automation level of the ship allows operating the ship without constant watch in the engine-room, this position may be disregarded.
4. On board ships with gross tonnage less than 20 and the main propulsion power less than 20 kW the crew may be reduced, including only the master therein.

(mazais Latvijas valsts ģerbonis)
(small coat of arms)

LATVIJAS REPUBLIKA
REPUBLIC OF LATVIA

APLIECĪBA
PAR KUĢA APKALPES MINIMĀLO SASTĀVU
CERTIFICATE OF MINIMUM SAFE MANNING

Šī apliecība izdota saskaņā ar 1974.gada Starptautiskās konvencijas par cilvēku dzīvības aizsardzību uz jūras (ar grozījumiem) V/14.noteikuma un Latvijas Republikas Ministru kabineta 2006.gada 24.janvāra noteikumu Nr.80 "Noteikumi par kuģu apkalpes minimālo sastāvu" prasībām.

Issued under the provisions of Regulations V/14. of the INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974, as amended, and in conformity with Regulations No.80 "On Minimum Safe Manning" of 24 January 2006 of the Cabinet of Ministers of the Republic of Latvia.

Kuģa vārds/Ship's name _____

Izsaukuma signāls/Call Sign _____

SJO numurs/IMO number _____

Kuģa tips/Ship's Type _____

Pieraksta osta/Port of Registry _____

Bruto tilpība/Gross Tonnage

- atbilstoši nacionālajiem noteikumiem _____
according to national regulations
- 1969.gada Starptautiskajai tilpības konvencijai _____
International Tonnage Convention, 1969

Galveno dzinēju jauda (kW) _____
Main Propulsion Power (kW)

Mašīntelpa ir periodiski bez uzraudzības (jā/nē) _____
Periodically unattended machinery space (yes/no)

Kuģošanas rajons _____
Trading Area

Kuģim, kas minēts šajā apliecībā, tiek noteikts apkalpes minimālais sastāvs atbilstoši amatiem, kvalifikācijai un skaitam, kā norādīts tabulā:

The ship named in this document is considered to be safely manned if it carries the personnel corresponding to grades/capacities, qualification and number as specified in the table below:

Amats Grade/Capacity	Kvalifikācijas dokumenta <i>STCW</i> konvencijas vai <i>STCW-F</i> konvencijas noteikumus, vai Ministru kabineta 2005.gada 22.novembra noteikumu Nr.895 "Jūrnieku sertificēšanas noteikumi" attiecīgais punkts Certificate by <i>STCW</i> regulation or paragraph of Cabinet Regulations No.895 "Regulations on Seafarers Certification" of 22 November 2005	Skaitis Number

Īpašas atzīmes (ja tādas ir)

Special requirements or conditions, if any

1. Ja uz kuģa nav sertificēta ārsta, apkalpes sastāvā iekļauj personu, kas ir apguvusi pirmās medicīniskās palīdzības mācību kursu programmu atbilstoši *STCW* konvencijas Kodeksa A-VI/4-1 standarta prasībām vai medicīniskās aprūpes mācību kursu programmu atbilstoši *STCW* konvencijas Kodeksa A-VI/4-2 standarta prasībām.

If certified doctor is not required, crew shall include a person who has completed the medical first aid training program in accordance with the *STCW* Convention, the Code A-VI/4-1 standard or the medical care training program in accordance with the *STCW* Convention, the Code A-VI/4-2 standard.

2. Ja uz kuģa nav sertificēta pavārs, apkalpes sastāvā iekļauj personu, kas ir instruēta par pārtikas un personīgo higiēnu, kā arī par pārtikas apstrādi un glabāšanu uz kuģa.

If certified cook is not required, crew shall include a person who has been instructed in areas including food and personal hygiene, as well as food processing and storage on board.

Apliecība izdota _____ 200_____, _____
Issued at _____ on the _____ (gads/year) _____ (datums/date) _____ (mēnesis/month)

Apliecība derīga līdz _____
Date of expiry (if any) _____

Latvijas Jūras administrācijas
Kuģošanas drošības inspekcijas vadītājs _____
zīmogs seal _____ (paraksts, uzvārds/signature, name)
Head of the Maritime Safety Inspectorate
of the Maritime Administration of Latvia

Application for Receipt of the Minimum Safe Manning Certificate

1. Ship's name _____
2. Shipowner _____
3. IMO No. _____
4. Latvian Ship Register No. _____
5. GT _____
6. main propulsion power (kW) _____
7. Ship's type _____
8. Automation level of ship _____
9. Trading area (according to the ship certificate) _____
10. Conditions of operation (for example, type of cargo, specific features, number of passengers, duration of voyages, ports) _____

11. Proposals for the minimum manning

Position	Regulation of the STCW Convention or STCW-F Convention of the qualification document or the relevant Paragraph of Cabinet Regulation No. 895 of 22 November 2005, Regulations Regarding Certification of Seafarers	Number
Special notes (if any)		

Ship owner/operator _____
 Contact person _____ Telephone/fax _____