



# TUVALU SHIP REGISTRY

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## MARINE CIRCULAR

### No. 14

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**FOR:** Shipowners, Ship Managers, Ship Operators, Ship Masters, Classification Societies, Flag and Port State Inspectors.

### **28-DAY EXEMPTION CLAUSE FOR MINIMUM SAFE MANNING CERTIFICATE**

This circular applies only to passenger ships and RO-RO passenger ships where the Tuvaluan Minimum Safe Manning Certificate includes the statement: "The ship is permitted to sail for a period of up to 28 days without one of the above personnel, except the Master or Chief Engineer, provided that the procedures stated in the Tuvalu Marine Circular No. 13 are strictly followed."

Where such a clause is included, and if due to exceptional circumstances such as the crew member falling sick, emergency repatriation of crew etc, an automatic 28-day Exemption will be granted by the flag administration provided that the following procedures are STRICTLY followed –

1. The Master must make an entry in the Official Log Book detailing the following:
  - i) the circumstances including the date, time and place at which the number of persons are reduced below the minimum safe manning level;
  - ii) the name and rank of the person who has left the vessel;
  - iii) the reason for that person's departure;
  - iv) the rank listed on the Minimum Safe Manning Certificate for which the Exemption is being applied for, if it is different from that of the crew member who has left the vessel.
2. The Master, or the Ship Manager must immediately inform the flag administration of the above details and the expected date and place at which the minimum safe manning will be restored. The communication may either be via email (info@tvship.com) or fax (+65 227 2345). Telephone communication is strictly not entertained.
3. When the manning is restored to at least the minimum level as stated on the Minimum Safe Manning Certificate, another entry stating the date, time and place must be recorded in the Official Log Book. The flag administration must also be notified with regards to the above.