Administrative Resolution No. (4) of 2024

Approving the

Safe Manning Manual for Vessels in the Emirate of Dubai[1]

The Executive Director of the Dubai Maritime Authority,

After perusal of:

Law No. (11) of 2010 Concerning the Licensing of Vessels in the Emirate of Dubai;

Law No. (3) of 2023 Concerning the Dubai Maritime Authority (the "**DMA**"); and

Executive Council Resolution No. (11) of 2013 Issuing the Implementing Bylaw of Law No. (11) of 2010 Concerning the Licensing of Vessels in the Emirate of Dubai and its amendments,

Does hereby issue this Resolution.

Approval of the Manual
Article (1)

Pursuant to this Resolution, the "Safe Manning Manual for Vessels in the Emirate of Dubai" published on the DMA's website, inclusive of the conditions, requirements, and standards set forth therein, is approved.

Scope of Application
Article (2)

The Manual referred to in Article (1) of this Resolution applies to all categories and types of Vessels governed by the above-mentioned Executive Council Resolution No. (11) of 2013.

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[1] *Every effort has been made to produce an accurate and complete English version of this legislation. However, for the purpose of its interpretation and application, reference must be made to the original Arabic text. In case of conflict, the Arabic text will prevail.*

Reviewing and Updating the Manual
Article (3)

The DMA will be responsible for regularly reviewing and updating the Manual referred to in Article (1) of this Resolution, and must ensure that any relevant updates are published on its website.

Publication and Commencement
Article (4)

This Resolution will be published in the Official Gazette and will come into force on the day on which it is published.

Dr. Saeed bin Ahmed bin Khalifa Al Maktoum

Executive Director

Dubai Maritime Authority

Issued in Dubai on 16 September 2024

Corresponding to 13 Rabi al-Awwal 1446 A.H.

The Ports, Customs, and Free Zone Corporation
"Dubai Maritime Authority"

Minimum Safe Manning Manual for Vessels in the Emirate of Dubai
Approved pursuant to Administrative Resolution No. (4) of 2024

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1. Introduction

Pursuant to Executive Council Resolution No. (11) of 2013 Issuing the Implementing Bylaw of Law No. (11) of 2010 Concerning the Licensing of Vessels in the Emirate of Dubai and its amendments, the Dubai Maritime Authority has approved the Minimum Safe Manning Manual for Vessels in the Emirate of Dubai. This Manual serves as the unified reference for issuing the Minimum Safe Manning Documents for Vessels. It establishes the regulatory framework for issuing Minimum Safe Manning Documents and sets out the applicable requirements, rules, and guidelines, including but not limited to, the minimum requirements and standards for the issuance of the Minimum Safe Manning Documents for Vessels.

This Manual fulfils the requirements for the safety of life, the protection of the marine environment, the safety of maritime navigation, and the safe operation of Vessels. It ensures that the crew members working on board these Vessels are appropriately qualified.

2. Definitions

The following words and expressions, wherever mentioned in this Manual, will have the meaning indicated opposite each of them unless the context implies otherwise:

UAE:	The United Arab Emirates.
Emirate:	The Emirate of Dubai.
Law:	Law No. (11) of 2010 Concerning the Licensing of Vessels in the Emirate of Dubai.
DMA:	The Dubai Maritime Authority.
Executive Director:	The executive director of the DMA.
Waters of the Emirate:	The waters of the Emirate lying between the Dubai-Sharjah border and the Dubai-Abu Dhabi border, and extending to the exclusive economic zone, including the internal waters of the Emirate, such as ports, marinas, canals, waterways, and creeks.

Vessel:	Any vessel of any type or structure operated on the territorial waters and watercourses of the Emirate to transport Passengers or Goods for personal, commercial, sports, or tourism purposes.
Minimum Safe Manning Document:	A document issued by the DMA which specifies the minimum number of crew members required to safely manage and operate a Vessel.
Group Maritime Transport:	An activity that involves group transport of Passengers, for a fee, from one place to another in the Emirate using a Vessel.
Passenger:	Any person using a Vessel to travel from one place to another.
Permit:	A document issued by the DMA to a Master, Seaman, Pilot, or any other person working on board a Vessel or engaged in Maritime Activities, which authorises its holder to navigate, work on board, or train others on navigating or piloting a Vessel, in accordance with the requirements and rules stipulated in the Law and the resolutions issued in pursuance thereof.
Master:	A natural person authorised by the DMA to operate and supervise the operation and management of a Vessel.
Seaman:	A natural person authorised by the DMA to work on board a Vessel.
Cargo Dhow Master:	A natural person authorised by the DMA to navigate a cargo dhow.
Tourist Dhow Master:	A natural person authorised by the DMA to navigate a tourist dhow or floating restaurant.
Master:	A natural person authorised by the DMA to navigate a Vessel of a Government Entity.

Marine Engine Operator:	A natural person authorised by the DMA to work on board a Vessel and perform mechanical thereon.
Assistant Marine Engine Operator:	A natural person authorised by the DMA to work on board a Vessel and perform mechanical maintenance thereon, acting as an assistant to a Marine Engine Operator.
Marine Electrician:	A natural person authorised by the DMA to work on board a Vessel and perform electrical maintenance thereon.
Gross Ton (GT):	A measurement unit of the total weight capacity of a Vessel expressed in tons.
Kilowatt (KW):	A measurement unit of the propulsion power of the main engines of a Vessel.
STCW:	The International Convention on Standards of Training, Certification, and Watchkeeping for Seafarers of 1978 as amended.

3. Minimum Safe Manning Document

a. The Vessels subject to the provisions of this Manual must comply with the rules and requirements set out in the Minimum Safe Manning Document issued to them by the DMA.

b. A valid Minimum Safe Manning Document, whether in paper or electronic format, must be kept on board the Vessel and made accessible to the inspectors of the DMA and other concerned regulatory entities in the Emirate.

c. The Minimum Safe Manning Document will be issued annually. It may be reissued in the event of loss, damage, change to its details, or modification to the Vessel's specifications, including length, Passenger capacity, or engine power.

4. General Conditions and Guidelines for the Issuance of Minimum Safe Manning Documents

The purpose of issuing a Minimum Safe Manning Document is to ensure the safety of the Vessel, its Passengers, its crew, and of the safety of maritime navigation in the Waters of the Emirate. A Minimum Safe Manning Document will be issued subject to the following:

1. The number of Seamen and operators of the Vessel must be adequate to navigate, and perform the operations of, the Vessel in a safe manner that poses no threat or danger whatsoever to the marine environment, to maritime facilities, or to wharves.

2. The language of work and communication used on board the Vessel must be comprehensible to all crew members.

3. All staff working on board the Vessel must be licensed by the DMA.

4. The Vessel must be staffed as per the requirements of the Minimum Safe Manning Document.

5. A Vessel's Minimum Safe Manning Document will be issued after considering the nature of its activity, type, size, number of decks, engine power, number of Passengers, and area of operation, in accordance with the manning matrices specified in Article (5) of this Manual.

6. The Gross Tonnage (GT) threshold related to a Master's Permit may be determined based on the Vessel's actual tonnage, the type of Permit, and any restrictions imposed by the DMA, without prejudice to other applicable Passenger capacity requirements.

7. The Kilowatt rating relevant to a Marine Engine Operator's Permit (750, 1500, or 3000 KW) may be determined based on the power output of the Vessel's main engines/ machinery.

8. The number of additional Seamen will be determined based on the number of Passengers, such that one additional Seaman is required for every one hundred (100) Passengers, or part thereof, in excess of two hundred (200) Passengers.

9. Where a non-standard Vessel is not covered by the manning matrices set out in Article (5) of this Manual, the Minimum Safe Manning Document will be issued, provided that the proposed manning level is appropriate to the type and size of the Vessel, the nature of its activity, and the boundaries of its operating area. This must be made in line with the guidelines in Article (5) of this Manual and must not compromise the security or safety of the Vessel, the safety of its Passengers and crew, or the safety of maritime navigation within the Waters of the Emirate.

5. Manning Matrix Guidelines for Issuance of Minimum Safe Manning Documents

In issuing a Minimum Safe Manning Document, the competent department at the DMA must be guided by the following manning matrices:

1. Commercial and Tourist Vessels, Floating Restaurants, and Public Transport Vessels Navigating Territorial Waters

Minimum Safe Manning Matrix Tourist Vessels, Floating Restaurants, and Public Transport Vessels								
Territorial Waters								
Vessel's Length		**≤ 8 m**	**> 8 m to < 12 m**	**≥ 12 m to < 24 m**	**≥ 24 m**			
Number of Passengers		**≤ 8**	**≤ 20**	**≤ 50**	**>50 to 100**	**>100 to 150**	**>150 to 200**	**>200 to 400**
Crew Licence Grades	**Master 12 m**	●*	●					
	Master 24 m			●				
	Master 200 GT				●			
	Master 500 GT					●	●	●
	Additional Master				●	●	●	●
	Seaman		●	●	●	● x 2	● x 3	● x 4
	Engine Operator 750 KW			●				
	Engine Operator 1500 KW				●	●	●	●
	A. Engine Operator 1500 KW							●
Total Number of Crew		**1**	**2**	**3**	**4**	**5**	**6**	**8**

●* : In all cases, the Vessel must be manned at all times during sailing with a minimum of two persons, one of whom must be the required crew member as per the applicable table.

2. Tourist Vessels, Floating Restaurants, and Public Transport Vessels Navigating Territorial Waters

Minimum Safe Manning Matrix Tourist Vessels, Floating Restaurants, and Public Transport Vessels								
Inland Waters								
Vessel's Length		≤ 8 m	> 8 m to < 12 m	≥ 12 m to < 24 m	≥ 24 m			
Number of Passengers		≤ 8	≤ 20	≤ 60	>60 to 100	>100 to 150	>150 to 200	>200 to 400
Crew Licence Grades	**Master 12 m**	●*	●					
	Master 24 m			●				
	Master 200 GT				●			
	Master 500 GT					●	●	●
	Additional Master							
	Seaman		●	●	● x 2	● x 3	● x 4	● x 6
	Engine Operator 750 KW			●				
	Engine Operator 1500 KW				●	●	●	●
Total Number of Crew		1	2	3	4	5	6	8

●* : In all cases, the Vessel must be manned at all times during sailing with a minimum of two persons, one of whom must be the required crew member as per the applicable table.

3. Tourist Dhows and Floating Restaurant Dhows Navigating Territorial Waters

Minimum Safe Manning Matrix Wooden Tourist Vessels and Wooden Floating Restaurants								
Inland Waters								
Length		**≤ 8 m**	**> 8 m to < 12 m**	**≥ 12 m to**	**≥ 24 m**			
Number of Passengers		**≤ 8**	**≤ 20**	**< 24 ≤ 60**	**>60 to 100**	**>100 to 150**	**>150 to 200**	**>200 to 400**
Crew Licence Grades	**Master 12 m**	●*	●					
	Master 24 m			●				
	Dhow Master Inland				●	●	●	●
	Seaman		●	●	● x 2	● x 3	● x 4	● x 6
	Engine Operator 750 KW			●	●	●	●	●
Total Number of Crew		**1**	**2**	**3**	**4**	**5**	**6**	**8**

●* : In all cases, the Vessel must be manned at all times during sailing with a minimum of two persons, one of whom must be the required crew member as per the applicable table.

4. Government Vessels Navigating Territorial Waters

Minimum Safe Manning Matrix Commercial and Government Vessels								
Territorial Waters								
Length / GT		**≤ 8 m**	**> 8 m to < 12 m**	**≥ 12 m to < 24 m**	**≥ 24 m to < 200 GT**	**≥ 200 GT to < 300 GT**	**≥ 300 GT to < 500 GT**	**-**
	Master 12 m	●*	●					-
	Master 24 m			●				-

Crew Licence Grades	Master 200 GT				●			-
	Master 500 GT					●	●	-
	Additional Master						●	-
	Seaman		●	●	● x 2	● x 2	● x 2	-
	Engine Operator 3000 KW						●	-
	Engine Operator 1500 KW					●		-
	Engine Operator 750 KW			●	●			-
	A. Engine Operator 3000 KW						●	-
	A. Engine Operator 1500 KW					●		-
Total Number of Crew		1	2	3	4	5	6	

●* : In all cases, the Vessel must be manned at all times during sailing with a minimum of two persons, one of whom must be the required crew member as per the applicable table.

5. Recreational Vessels Twenty-four (24) Metres or More in Length Whose Tonnage is Less than Two Hundred (200) Gross Tons

Minimum Safe Manning Matrix Pleasure Vessels/ Yachts								
Length ≥ 24 m to < 35 m and Gross Tonnage < 200 GT								
Navigating Area		Coastal Waters			Unlimited			
Number of PAX Onboard		≤ 12	> 12 to 60	> 60	≤ 12	> 12 to 60	> 60	-
Crew Licence Grades	Master 200 GT	●	60 ●	●	●*	●*	●*	-
	Additional Master				●*	●*	●*	-
	Seaman	●	● x 2	● x 3	●	● x 2	● x 3	-

	Engine Operator 750 KW	●	●	●	●	●	●	-
Total Number of Crew		**3**	**4**	**5**	**4**	**5**	**6**	-

●* : Master has to hold a Valid General Operator's Certificate for the Global Maritime Distress and Safety System (GMDSS – GOC)

6. Recreational Vessels Twenty-four (24) Metres or More in Length Whose Tonnage is Two Hundred (200) and Less than Five Hundred (500) Gross Tons

Minimum Safe Manning Matrix Pleasure Vessels/ Yachts								
Length ≥ 24 m & Gross Tonnage ≤ 200 GT to < 500 GT								
Navigating Area		**Coastal Waters**			**Unlimited**			
Number of PAX Onboard		**≤ 12**	**> 12 to**	**> 60**	**≤ 12**	**> 12 to 60**	**> 60**	-
Crew Licence Grades	**Master 500 GT**	●	**60** ●	●	●*	●*	●*	-
	Additional Master	●	●	●	●*	●*	●*	-
	Seaman	●	● **x 2**	● **x 3**	● **x 2**	● **x 3**	● **x 4**	-
	Engine Operator 1500 KW				●	●	●	-
	Engine Operator 750 KW	●	●	●				
	A. Engine Operator 1500 KW				●	●	●	
Total Number of Crew		**4**	**5**	**6**	**6**	**7**	**8**	-

●* : Master has to hold a Valid General Operator's Certificate for the Global Maritime Distress and Safety System (GMDSS – GOC)