



# SHIP SAFETY BULLETIN

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We issue Ship Safety Bulletins for the marine community. Visit our Website at [www.tc.gc.ca/ssb-bsn](http://www.tc.gc.ca/ssb-bsn) to view existing bulletins and to sign up to receive e-mail notices of new ones.



**Subject: Revised application forms to obtain a safe manning document - apply online – Updated December 2022**

This bulletin replaces [SSB 22/2020](#) published on October 15, 2020.

## *Purpose*

This bulletin is to let you know that a new application form has been published for the issuance of a safe manning document.

## *Scope*

This bulletin applies to:

- Authorized representatives of Canadian-flagged vessels
- Authorized representatives of a foreign vessel engaged in coasting trade subject to subsection 242(4) of the *Marine Personnel Regulations*.

## *What you need to know*

To get a safe manning document, choose a form from Transport Canada's forms catalogue, based on the type of vessel.

If you need more than one safe manning document for the same vessel and would like to use a single application, please email [SafeManning-EffectifMinimal@tc.gc.ca](mailto:SafeManning-EffectifMinimal@tc.gc.ca) and ask for a dynamic fillable PDF file. You can use this document to propose crewing levels for different voyage types and, if needed, maximum passengers carried on board.

If you only need to renew an existing safe manning document, please use [Form #82-0785](#).

**Keywords:**

**Questions concerning this Bulletin should be addressed to:**

1. Safe Manning Document
2. Authorized Representative
3. Marine Personnel Regulations

AMSP

Transport Canada  
Marine Safety and Security  
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**Contact us at:** [marinesafety-securitemaritime@tc.gc.ca](mailto:marinesafety-securitemaritime@tc.gc.ca) or 1-855-859-3123 (Toll Free).

### **Application for a New Safe Manning Document**

Type of vessel	Form to use	Instructions	Submission of form
<b>SOLAS Convention vessels or vessels equipped with automation, modern technology, alternative arrangements and additional equipment requiring specific evaluation.</b>	<a href="#">Form #82-0781</a>	Sections 1 to 17 must be completed  Section 15 is optional but recommended to be completed	<a href="mailto:SafeManning-EffectifMinimal@tc.gc.ca">SafeManning-EffectifMinimal@tc.gc.ca</a>
<b>Vessels other than SOLAS Convention vessels or vessels not requiring specific evaluation.</b>	<a href="#">Form #82-0781</a>	Complete sections 1 to 14, 16 and 17 where applicable  Section 15 is optional but recommended to be completed.	Your nearest <a href="#">Transport Canada Marine Safety and Security Office</a> by email.
<b>Fishing vessels</b>	<a href="#">Form #82-0783</a>	Complete the entire form.	Your nearest <a href="#">Transport Canada Marine Safety and Security Office</a> by email.
<b>Cable ferries that carry fewer than 100 passengers with voyages of less than 1 kilometer</b>	<a href="#">Form #82-0784</a>	Complete the entire form.	Your nearest <a href="#">Transport Canada Marine Safety and Security Office</a> by email.

### **Renew an Existing Safe Manning Document**

Type of vessel	Form to use	Instructions	Submission of form
<b>Any vessel with an issued Safe Manning Document</b>	<a href="#">Form #82-0785</a>	Complete the entire form.	Your nearest <a href="#">Transport Canada Marine Safety and Security Office</a> by email.

If you have any questions regarding the safe manning process, please\_email [SafeManning-EffectifMinimal@tc.gc.ca](mailto:SafeManning-EffectifMinimal@tc.gc.ca).