



SHIP SAFETY BULLETIN

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Subject: New safe manning webpage and revised application forms to obtain a safe manning document - Updated April 2024

This bulletin replaces [SSB 31/2022](#) published on December 19, 2022.

Purpose

This bulletin is to announce the launch of the [Issuing Safe Manning Documents](#) webpage and to inform you that new application forms have been published for the issuance and renewal of safe manning documents.

Scope

This bulletin applies to:

- Authorized representatives of Canadian vessels that must carry a safety certificate under the *Vessel Safety Certificates Regulations*.

What you need to know

New safe manning application and renewal forms can be accessed in the table below, which is also available on the new [Issuing Safe Manning Documents](#) webpage.

Keywords:

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

Questions concerning this Bulletin should be addressed to:

AMSP	Transport Canada
	Marine Safety and Security
	Tower C, Place de Ville
	330 Sparks Street, 11 th Floor
	Ottawa, Ontario K1A 0N8

Contact us at: marinesafety-securitemaritime@tc.gc.ca or 1-855-859-3123 (Toll Free).

Application for a Safe Manning Document

Type of vessel	Form to use	Submission of form
Safety Convention vessels or vessels equipped with automation, modern technology, alternative arrangements, and additional equipment that needs specific evaluation.	Form #82-0781	Your local Transport Canada Office by email.
Vessels other than Safety Convention vessels (other than vessels to which Forms 82-0783 and 82-0784 apply).	Form #82-0781	
Fishing vessels	Form #82-0783	
Cable ferries that carry fewer than 100 passengers with voyages of less than 1 kilometer	Form #82-0784	
Any vessel that needs to renew a previously-issued safe manning document	Form #82-0785	

All completed application forms must now be submitted electronically with supporting documents to your local Transport Canada Office using the appropriate email address shown below:

Region	Email
ATLANTIC	TC.ATLSafeManning-EffectifminimalATL.TC@tc.gc.ca
QUEBEC	servicestechniques-quebec-technicalservices@tc.gc.ca
ONTARIO	MSSarnia-SarniaSM@tc.gc.ca
PRAIRIE AND NORTHERN REGION	TC.PNRSafeManning-EffectifminimalRPN.TC@tc.gc.ca
PACIFIC	TC.PACSafeManning-Effectifminimal.TC@tc.gc.ca

If you have any questions regarding the safe manning process, please email SafeManning-EffectifMinimal@tc.gc.ca.