



Ship Crew Management and Manning Operations Course: MLC, STCW and Crew Planning

14 – 18 December 2026

Paris - Right Bank business hotel



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Introduction:

Ship crew management and manning operations course covering MLC, STCW and crew planning, held over 5 days for crewing departments and manning agencies, ending with a Crewing Operations and Seafarer Compliance Plan for a case fleet. Vessels sail short of qualified officers, certificates lapse between contracts, rest hour breaches surface at inspections and crew changes overrun budgets when rotation, certification and payroll are run in separate spreadsheets. Nominees already recruit, assign, document or pay seafarers and work through case files of crew lists, training matrices and rest hour records. CoreConcept Training Center delivers this ship crew management course.

Course Objectives:

- Build a fleet crew plan and rotation schedule that keeps every vessel at or above its Minimum Safe Manning Document
- Control STCW certificates of competency, endorsements and refresher training through a rank-based training matrix with expiry alerts
- Issue and file seafarer employment agreements, wage accounts and allotments that meet MLC requirements
- Monitor hours of work and rest records against MLC and STCW limits and correct breaches before inspection
- Organise crew change travel, visas, joining documents and repatriation with a costed crew change plan
- Analyse crew cost, payroll variance and retention data to set welfare and retention actions for the fleet

Target Audience:

- Staff responsible for assigning officers and ratings to vessels and planning crew rotation
 - Staff responsible for seafarer certificates, training records and medical fitness documentation
 - Staff responsible for recruitment and placement of seafarers in manning agencies
 - Staff responsible for seafarer contracts, wages, allotments and crew payroll processing
 - Staff responsible for crew travel, joining arrangements and repatriation logistics
 - Staff responsible for seafarer welfare cases, complaints and family communication
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Course Outline:

Day 1: Crewing Function, Fleet Manning Needs and Current-State Review

- Crewing Department Roles Within Owner and Third-Party Ship Managers
- Minimum Safe Manning Document and Vessel Rank Structure
- Officer and Rating Supply Pools by Nationality Mix
- Manning Agency Recruitment and Placement Service Duties Under MLC
- Crew List Audit and Crewing Department Baseline Scorecard

Day 2: MLC and STCW Requirements for Crewing Departments

- MLC Titles Mapped to Crewing Department Tasks
- Seafarer Employment Agreement Clauses, Wages and Paid Leave
- MLC Repatriation Entitlement and Shipowner Financial Security Cover
- STCW Certificates of Competency, Endorsements and Refresher Training
- STCW Medical Fitness, Alcohol Limits and Security Training Records

Day 3: Crew Planning, Training Matrix and Crew Change Execution

- Rotation Planning Grid Using Contract Length and Relief Dates
- Rank-Based Training Matrix With Certificate Expiry Alerts
- Officer Familiarisation, Promotion Readiness and Competence Appraisal Records
- Crew Change Logistics Covering Travel, Visas and Joining Documents
- Crew Management Software Data Fields and Document Workflow

Day 4: Rest Hours, Crew Cost Control, Welfare and Retention Risks

- Hours of Rest Record Analysis Against MLC Minimum Limits
- Crew Payroll Process, Wage Account and Allotment Reconciliation
- Crew Cost Budget Variance by Rank, Travel and Overtime
- Seafarer Welfare Cases, Onboard Complaint Procedure and Shore Support
- Seafarer Retention Rate, Exit Interview Data and Abandonment Scenarios

Day 5: Case Study Crewing Operations and Seafarer Compliance Plan

- Case Fleet Crew List and Certificate Gap Review
 - Case Rotation Grid and Crew Change Cost Schedule
 - Case Rest Hour Breach and Wage Dispute Resolution
 - Case Welfare and Retention Action Register
 - Crewing Operations and Seafarer Compliance Plan Completion
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Skills You Will Gain:

- Fleet Crew Rotation Planning
- Safe Manning Assessment
- STCW Certificate Control
- Seafarer Contract Administration
- Rest Hour Record Auditing
- Crew Payroll Reconciliation
- Crew Change Logistics
- Seafarer Retention Analysis

Why Attend This Course:

- Deliver a Crewing Operations and Seafarer Compliance Plan for a case fleet to the crewing manager and the fleet personnel head for approval
- Decide whether a seafarer can join, extend or be relieved by checking certificates, rest hours, contract terms and relief availability
- Avoid detentions for expired certificates, rest hour breaches, unpaid wages and late repatriation, along with avoidable crew change travel costs
- Coach crewing officers, agency staff and payroll colleagues with the training matrix, rotation grid and crew change checklist

Conclusion:

Back at work, the participant presents the Crewing Operations and Seafarer Compliance Plan to the crewing manager, the fleet personnel head and the payroll lead. They use it to approve the rotation grid, the training matrix and certificate renewal schedule, the crew change budget and the welfare and retention actions for each vessel. After the first full rotation cycle under the plan, the unit should review certificate gaps found, rest hour breaches reported, crew change cost against budget and seafarer retention by rank.

Frequently Asked Questions FAQ:

What should participants know before the ship crew management and manning operations course?

Participants should already assign, document, recruit or pay seafarers in a crewing department or manning agency. Prior sea service is not needed; a laptop with a spreadsheet application is used for the rotation grid, training matrix and crew cost work.

How does ship crew management and manning operations differ from general shipping management?

It concentrates on seafarers: rotation, certificates, contracts, rest hours, wages, crew changes and welfare. General shipping management courses cover markets, fleet strategy, finance and technical management, and safety management system courses cover onboard procedures and audits rather than crewing administration.

Why do MLC and STCW matter for ship crew management and manning operations?

MLC sets seafarer employment, wage, rest, repatriation and welfare rights, while STCW sets training, certification and watchkeeping standards. Crewing departments hold the records that prove both are met, so gaps in their files become findings during port inspections.

What do participants take back from the ship crew management and manning operations course?

Participants take back a Crewing Operations and Seafarer Compliance Plan for a case fleet, with a rotation grid, rank-based training matrix, crew change cost schedule, rest hour review checklist and a welfare and retention action register they can adapt to their own vessels.
