

	CIRCULAR 2012-001 (ver 3)		
	DEPARTMENT OF MARINE SERVICES AND MERCHANT SHIPPING (ADOMS)		
	Preparations for the Maritime Labour Convention 2006	Ref	MLC 2006

**Companies having registered their ships under the flag of Antigua and Barbuda,
Ships registered under the flag of Antigua and Barbuda,
Authorised Recognised Organisations (ROs)**

This Circular was previously issued as Circular 09-001-12. It was renumbered and reissued with minor amendments as (Ver 2) at the beginning of 2013. Since that issue a number of issues have been clarified and it is now re-issued as Ver. 3 to include further advice and information on a number of topics as at May 2013.

Introduction.

Antigua and Barbuda ratified the Maritime Labour Convention 2006 in August 2011 and completed the Merchant Shipping (Maritime Labour Convention 2006) Regulations 2012 to give effect to it. The administration also sent out Information letters 003-2011, 005-2011, and 006-2011 as well as an advice note to recognised organisations (CAN 002-2011). Since that guidance was published a number of changes have been made and this Circular was issued to bring the published information for shipowners, seafarers and recognised organisations up to date with the current position. Since its issue further decisions on policy interpretations have been made and this Circular is amended again in May 2013 to maintain its guidance up to date.

The MLC received its full total of ratifications to bring it into force in August 2012 and therefore it comes into force internationally on 20th August 2013.

Accordingly the following are cancelled from the date of this Circular and replaced by this Circular.

- Information letter 003-2011.
- Information letter 005-2011.
- Information letter 006-2011. and
- Class Advice Note 002-2011.

The Maritime labour Convention is fully open to Port State Control and it is to be expected that Port State Control Authorities will seek to carry out inspections once it is in force. The flag state's legislation is required to interpret and give effect to the requirements of the MLC. Therefore the Declarations of Maritime Labour Compliance Parts I and II are of critical importance as they provide the standards against which inspections are carried out.

Part I states in simple form the requirements of national law, Part II states the measures that the shipowner has adopted on board to actually give them effect. It is effectively these two documents that will form the basic inspection standard for the issue of a Maritime Labour Certificate or for any PSC or other inspection.

Application.

The MLC applies to all seafarers (Article II.2 MLC), and to all ships, whether publicly or privately owned, ordinarily engaged in commercial activities (other than fishing vessels and similar and primitive vessels). (Art II.4 MLC.) That means that the MLC is applicable to vessels of under 500 GT as well as to larger vessels and it applies to, for example, small cargo ships under 500 GT certificated under the Caribbean Code of Safety for Caribbean Cargo Ships and to Small Commercial Craft (SCV) vessels operating in the Caribbean area. There are no exceptions.

Legislation changes

The Antigua and Barbuda Merchant Shipping (Maritime Labour Convention 2006) regulations 2012 were made on 2nd August 2012. These regulations are available on the ADOMS website.

The regulations do not make any substantive changes to the requirements in the Convention; instead they expand on the detailed requirements of the Convention.

The 2012 regulations also include a number of substantial equivalences that have been agreed as allowed by Article VI of the Convention. These are also included in the text of the DMLC Part I and therefore will not be required to be completed separately on the certificate.

The current Merchant Shipping Act 2006 is presently being amended to remove the requirements for Crew Articles and other prescriptive elements that do not follow the MLC standards. Ships that comply with the Merchant Shipping (Maritime Labour Convention 2006) Regulations will not have to carry and use a crew agreement as the Seafarer Employment Agreement required by the MLC supersedes this system.

Certification for the MLC

The Maritime Labour Convention, MLC, requires all ships of 500 GT or more to carry a Maritime Labour Certificate. Carriage of a certificate is not mandatory for vessels of less than 500 GT but such a certificate can be issued on a voluntary basis if requested.

Whether certificated or not, all commercial ships trading internationally must comply with the MLC when it comes into force.

ADOMS therefore recommends that operators of vessels of less than 500 GT should apply voluntarily for a certificate of compliance as soon as they have made arrangements to comply in order to reduce the potential for problems with PSC.

For vessels of less than 200 GT not engaged in international voyages (in other words, operating only in domestic waters) the MLC allows the flag state to adopt a different approach and ADOMS has issued Local Circular 2012-010 to advise local operators of the relaxations that can be allowed.

Maritime Labour certificate.

A Maritime Labour Certificate is in three parts:

1. The actual certificate,
This looks very similar to any standard ship's statutory certificate and states the ship's details, the fact that the ship complies, and the dates of inspections and validity. It will normally be valid for 5 years.
2. The Declaration of Maritime Labour Compliance Part I. (DMLC Part I)
This is an integral part of the Maritime Labour Certificate and must be attached to it. It is prepared by the flag state and states in simple terms the content of the flag state's laws that give effect to the Convention. It is the reference source for inspectors both for certification and for inspection.

A copy of the text of the Antigua and Barbuda DMLC Part I is attached at Appendix I for reference.

3. The Declaration of Maritime Labour Compliance Part II. (DMLC Part II)
This is issued in blank form by the flag state and completed by the shipowner for each ship. Like the Part I it is an integral part of the certificate and must be attached to it. It states in brief detail the measures that are in place in that ship and within that Company, to give effect to the 14 key measures of the Convention set out in the DMLC Part I.

A copy of the DMLC Part II in "Word" format for completion by the shipowner is available on the website (www.abregistry.aq) or directly from ADOMS.

In completing the DMLC Part II shipowners should be guided by the sample in Appendix B5-1 to the MLC where illustrations showing how it should be completed are given.

Issue of a maritime Labour Certificate in advance of August 20th 2013.

ADOMS confirms that it has no objection to the issue of a full term Maritime Labour Certificate in advance of the Convention's entry into force date. The previous view on the issue of Statements of Compliance has changed and any authorised RO may, if it chooses, issue full term certificates on completion of a satisfactory inspection.

Definition of "seafarer"

The MLC defines seafarer to include:

"any person who is employed or engaged or works in any capacity on board a ship"

This definition, unlike some previous legislation on crewing matters, includes the ship's master. It is recognised, however, that some persons working on board, such as pilots cannot readily be covered by the requirements of the Convention given the nature of their work on board. Accordingly the ILO adopted Resolution VII which gives some guidance on interpretation.

Using this guidance, for Antigua and Barbuda ships, the term seafarer in the regulations should be taken to include the master and everyone working on board including shopkeepers, resident entertainers, hairdressers and similar persons BUT:

“Seafarer“ does **NOT APPLY** to persons whose work is not part of the routine business of the ship **and** whose principal place of business is ashore, for example, marine professionals such as harbour pilots, deep sea pilots, inspectors, superintendents, scientists, researchers, divers, specialist offshore technicians, and some special purposes personnel.

NOT INCLUDED in the definition of seafarer are those persons working on a ship on an occasional and short term basis such as specialist fitters, guest lecturers, repair technicians, surveyors and port workers.

In any case of doubt as to whether or not a particular person is a “seafarer“ in terms of the MLC regulations the final determination will be made by ADOMS.

Cadets

German students undertaking their shipboard training and sea service period and who are enrolled at a German maritime training university and on board purely for the period of shipboard service necessary to achieve their first certificate of competency may be regarded as Not Seafarers. This agreement covers only those students covered by the German law on this subject and who are not paid a salary by the shipowner and who have a training contract with the maritime university.

Similarly German school pupils, who are occasionally carried on a ship for a short work familiarisation period as defined by German law, may be regarded as Not Seafarers.

Other than the specific German cases which are covered by German national law, cadets, in accordance with ILO policy are generally regarded as seafarers.

Medical certification.

The MLC specifies a minimum standard for seafarer medical certificates. Previously the standard required for these was either the one defined in ILO 73 or one which meets the STCW medical certificate standards. Medical certificates are valid for a maximum of 2 years and there may be seafarers who will be working on board with valid pre-MLC medical certificates on the date the MLC enters into force.

For the avoidance of doubt ADOMS confirms that medical certificates held by seafarers serving in Antigua and Barbuda ships which are in force on 20th August 2013 will remain acceptable for service in Antigua and Barbuda ships until their expiry.

Definition of Shipowner.

The MLC defines the shipowner as the:

“owner of the ship or another organisation or person, such as the manager, agent, or bareboat charterer, who has assumed the responsibility for the operation of the ship from the owner and who, on assuming such responsibility, has agreed to take over the duties and responsibilities imposed on shipowners in accordance with this convention, regardless of whether any other organisation or persons fulfil certain of the duties or responsibilities on behalf of the shipowner.”

The term “employer” is not used on the Convention and it is clear from this definition that the person or company who *“has assumed the responsibility for the operation of the ship”* is the shipowner for the purposes of the MLC including the signing of seafarer employment agreements.

However from the last sentence of the definition, it is also clear that certain duties can be delegated – “on behalf of the shipowner”. Therefore a crewing agent can sign seafarer employment agreements on behalf of the shipowner if he is legally delegated that task. However even if he does, the agreement must still be between the shipowner and the seafarer, not between the crewing agent and the seafarer, and the responsibility for ensuring the MLC is complied with remains with the shipowner and it is the shipowner who must be named on the seafarer employment agreements.

The shipowner is also the person who must be named on the DMLC Part II and who must sign that document. There must be only one “shipowner” and even if certain of the responsibilities are delegated to a manager or an agent, the shipowner is still the person who must prepare and sign the DMLC Part II explaining how he has arranged for all the requirements of the MLC to be met. If he has legally delegated certain duties then that arrangement requires to be spelt out on the DMLC Part II.

Completing the DMLC Part II

The amount of detail to be included in the DMLC Part II may vary depending on the processes that are adopted by each shipowner to give effect to the requirements. Where the requirements are given effect in the ship’s Safety Management System or in another Quality Management System for example, then references to the detailed requirements in those systems will suffice. Where the methods of meeting the requirements are not set out elsewhere, then a more complete entry for the DMLC Part II as suggested in the Appendix to the Convention will be needed. Whichever way it is approached the requirement is that an auditor should be able to understand and verify the arrangements in place to give effect to all the requirements stated in the Part I.

The implementation of the MLC is closer to the process for ISM than to the process of certification for IMO Conventions and there are many areas where the regulations do not give precise instructions or exact requirements. For example, Title 3 of the MLC which deals with seafarer accommodation specifies that

“Appropriate seafarer’s recreational facilities, amenities, and services, as adapted to meet the special needs of seafarers who must live and work on ships, shall be provided on board for the benefit of all seafarers, taking into account Regulation 4.3 and the associated code provisions on health and safety protection and accident prevention.”

The non-mandatory Part B of the Convention provides more detail on this subject and indicates that recreational facilities should be reviewed regularly and include as a minimum a bookcase, and facilities for reading and writing and, where practicable, playing games. It also suggests that consideration should be given to a range of other facilities, “where practicable”. The Antigua and Barbuda regulations incorporate Part B of the MLC for this area.

ADOMS has not, at this time, developed a precise set of prescriptive requirements for these aspects believing that the principles of the MLC are clear and that it is for each shipowner to set out his approach to meeting the requirements in his DMLC Part II and for the inspector making the assessment to ascertain if they adequately meet the requirements and the intent of the Convention. ADOMS is of the view that a prescriptive set of regulatory requirements on standards such as these for A&B ships at this time would not be helpful.

However, it will in the future look at a number of areas where accepted Unified Interpretations can be developed with a view to supporting such interpretations in order to facilitate owners and develop standards for these in line with internationally agreed standards when they emerge.

Existing contracts of employment.

There will be seafarers who have taken up employment in Antigua and Barbuda ships on contracts of employment signed before 20th August 2013 and before the shipowner has developed MLC compliant employment agreements and who are still employed on that basis at the time of inspection for certification. The MLC says that every seafarer shall have a “seafarer’s employment agreement” and does not allow for a transition period. An existing contract can be seen as a “seafarer’s employment agreement” but may not meet all the requirements of the MLC.

It is expected that Port State Control inspections will include Seafarer Employment Agreements from 20th August 2013. The MLC is very clear that the Seafarer Employment Agreement must be between the seafarer and the shipowner. It is likely that many existing employment agreements or contracts may be between the seafarer and a manning agent or similar. Such agreements will not meet the MLC requirements and it is to be expected that they might raise problems with PSC officers

However ADOMS is of the view that an enforced change of contracts for these seafarers brings several other practical difficulties including a difficulty in meeting the opportunity to examine and seek advice on the terms (Standard A2.1.1(b)).

On balance therefore, ADOMS;

- **Requires** that all seafarer employment contracts signed from the date of this Circular must meet the requirements of the MLC and the Antigua and Barbuda regulations.
- **Recommends** that shipowners make every effort to ensure that existing contracts signed before this Circular and which will remain in force past 20th August 2013 are changed for MLC compliant seafarer’s employment agreements valid to the same expiry date before the ship is submitted for MLC certification.
- **Accepts** that where a seafarer employment agreement or contract entered into before the shipowner has developed seafarer employment agreements to meet the MLC requirements it may be accepted as valid until its natural end provided that it is accompanied by a statement from the shipowner identifying the shipowner in accordance with the MLC and stating clearly that the shipowner takes over responsibility for the contract and that any terms in the contract which are less advantageous to the seafarer than those in the MLC are superseded by the minimum

terms in the MLC and take precedence over any terms in the existing contract that conflict with those requirements.

Recognised organisations conducting MLC inspections should take note of this and where there are seafarers on board with pre MLC contracts, they should accept these provided that the seafarers have been provided with a simple confirmation signed by the shipowner to attach to their existing contract.

Arrangements for inspection and certification.

In common with the IMO Conventions the recognised organisations (ROs) normally recognised by Antigua and Barbuda are authorised to carry out the inspections and certification for the MLC. The Convention requires that the Administration assess the capability of each RO to which delegation is to be given to fulfil the MLC requirements and this process is complete.

As with surveys for other statutory certificates, shipowners should contact their Classification Society for MLC certification. Policy advice and interpretations will be provided by ADOMS at St. John's.

Copies of the standard DMLC Part I are being sent separately to each recognised organisation so that they will have this as a reference when contacted for inspection and certification.

Process for certification.

ADOMS encourages shipowners to take the option for early compliance and it is anticipated that as the implementation date becomes closer there will be a heavy demand on the services of the ROs and actual certification could, as a result, be delayed. To avoid this ADOMS would strongly recommend early compliance on a voluntary basis.

This can be done at any time before the Convention comes into force and once completed will result in the issue of a Statement of Compliance or a Maritime Labour Certificate. Once the Convention is in force, the Statement of Compliance can be upgraded directly to a Maritime Labour Certificate.

The process of certification, for either a Statement of Compliance, or a Maritime Labour Certificate is exactly the same and is as follows:

1. The Shipowner should examine the Convention, the Antigua and Barbuda Regulations and the generic DMLC Part I and assess the degree of compliance for the ship with these requirements.
2. The shipowner should introduce any changes in procedures or systems necessary to ensure compliance and then complete the DMLC Part II.
3. The shipowner should request the issue of a formal DMLC Part I from ADOMS for each ship,

4. The shipowner should request an inspection from the RO appointed for the issue of statutory certificates for the ship.

Although it is, in theory, possible to make the full review and inspection on board at a single visit, it is expected that, except in rare cases, the RO, on receiving a request for inspection, will require a copy of the DMLC Part I, the shipowner's completed DMLC Part II and any necessary supporting documentation such as complaints procedures and crew employment contracts for review and assessment at their offices ashore in advance of the on-board inspection.

Once the Part II and the supporting documentation has been reviewed, and any questions have been clarified and non conformities addressed, the RO will be in a position to complete the on-board inspection to verify the ship's compliance with the arrangements before issuing certification.

Areas where it may not be possible to certify compliance before the Convention enters into force.

It is only very recently that widespread availability of insurance cover to meet the repatriation requirements, for example, has been achieved. There may, therefore be occasions when a ship applying for early certification is not able to demonstrate complete compliance in advance of the entry into force date. In a case where this happens there are two options for any RO undertaking an MLC inspection;

1. Complete the inspection and issue a Conditional Statement of Compliance where the condition reflects the requirement that is not yet met. When the missing requirement is met, the shipowner can confirm this with the RO who will be able to issue a full Statement of Compliance or a full Maritime Labour Certificate. or
2. Complete the inspection and issue a Statement of Compliance plus a non-conformity for the missing elements. The corrective action plan for the non-conformity will be to complete the missing element, and once it is closed out the Statement of Compliance will be fully effective until exchanged for a Maritime Labour Certificate.

The option selected will depend on the internal procedures adopted within each RO.

Seafarer accommodation.

The 2012 regulations clarify the application of Director's Directive 01-2008 which applies the two ILO Conventions on accommodation – ILO 92 and ILO 133. This Directive is now replaced by Directive 002-2013. The 2013 Directive also applies the ILO 92 and ILO 133 Conventions and requires that all existing ships carry a certificate of compliance or a similar document issued by an RO to state that the crew accommodation complies with the standards of the two ILO Conventions. The Directive also makes clear the fact that ships which have their keels laid after 20th August 2013 should comply with the crew accommodation standards in Title 3 of the MLC, not ILO 92 and 133.

The Directive includes a general exemption from the ILO 92 requirement for separate messrooms for Antigua and Barbuda ships. ROs will be able to quote from this exemption when issuing certificates of compliance for crew accommodation.

Electronic documents.

Electronic systems may be used to record and manager seafarer's rest periods and are included in the Antigua and Barbuda regulations as a substantial equivalence. Any electronic system should be able to provide the bare requirements stated in the regulations which are:

- Ready access to his record for each seafarer
- Access to a printed copy at any reasonable time,
- Records are endorsed electronically by the seafarer and the Master, or a person authorised by him,
- Records, once endorsed are protected against tampering and accessible to PSC officers and to Antigua and Barbuda inspectors
- Records are retained for at least 3 years, and
- Maintained in a format recognisable similar to that in the IMO/ILO Guidelines.

Separate approval of such systems by ADOMS is not required, but the effectiveness of any system may be checked by an RO or by a flag state inspector, and of course is subject to Port State Control examination.

Exemptions

The MLC allows very limited options for exemption from Title 3 and none from other parts. However exemptions must be agreed in consultation with the seafarer and shipowner's representatives or agreed through the Special Tripartite Committee at the ILO. Both processes are lengthy and uncertain and it is recommended that shipowners arrange for full compliance without seeking to rely on exemptions. It is considered very unlikely that ADOMS will be in a position to consider exemptions. In any case where an exemption is the only solution, the matter will be referred to the ADOMS head office at St. John's for consideration.

Administration contact.

Regulation 5.1.5 of the MLC requires that seafarers are provided with a copy of the on-board complaints procedures which shall include contact details for the competent authority in the flag state. For reference the contact point for Antigua and Barbuda ships to meet this requirement is:

Deputy Director (Technical and Registry Affairs).
ADOMS St. John's.
PO Box 1394 St. John's.
Antigua and Barbuda,
West Indies.

Tel: +1 268 462 1273
Fax: +1 268 462 4358
Email: technical@abregistry.ag

Appendix 1

Text of the Standard Version of the DMLC Part I for Antigua and Barbuda Ships.

Declaration of Maritime Labour Compliance – Part I

(Note: This Declaration must be attached to the ship's Maritime Labour Certificate)

Issued under the authority of the Antigua and Barbuda Department of Marine Services and Merchant Shipping.

With respect to the provisions of the Maritime Labour Convention, 2006 the following referenced ship:

NAME OF SHIP	IMO NUMBER	GROSS TONNAGE

is maintained in accordance with Standard A5.1.3 of the Convention.

The undersigned declares, on behalf of the **Antigua and Barbuda Department of Marine Services and Merchant Shipping**, that:

- (a) the provisions of the Maritime Labour Convention are fully embodied in the national requirements referred to below;
- (b) these national requirements are contained in the national provisions referenced below; explanations concerning the content of those provisions are provided where necessary;
- (c) the details of any substantial equivalencies under Article VI, paragraphs 3 and 4 are provided under the corresponding national requirements listed below;
- (d) any exemptions granted in accordance with **Title 3** are clearly indicated in the section provided for this purpose; and
- (e) any ship specific requirements under national legislation are also referenced under the requirements concerned.

1. Minimum age. (Regulation 1.1)

Merchant Shipping (Maritime Labour Convention, 2006) Regulations 2012, Schedule, Paragraph 1.

- a. *Minimum ages are those referred to in the Convention.*
- b. *Night means a period of 9 consecutive hours beginning no later than 21:00 and ending no earlier than 06:00.*
- c. *Young persons may engage in night work where it is part of a recognised training programme.*
- d. *Prohibited work for young persons, unless trained and certificated for that work includes the tasks listed in Guideline B.4.3.10 paragraph 2 of the Code and also hot work, work in enclosed spaces, work outboard or aloft and other work as the Administration may specify from time to time.*

2. Medical certification. (Regulation 1.2)

Merchant Shipping (Maritime Labour Convention 2006) Regulations, 2012, Schedule, Paragraph 2.

- a. *All seafarers must have a medical certificate.*
- b. *Certificates must conform to the standards in STCW and be issued following the procedures set out in the ILO/WHO Guidelines.*
- c. *Certificates issued by countries that are signatories to the STCW Convention are accepted.*

3. Qualifications of seafarers. (Regulation 1.3)

Merchant Shipping (Maritime Labour Convention 2006) Regulations, 2012, Schedule, Paragraph 3.

- a. *All seafarers whose role on board requires certification or other evidence of training must hold the appropriate certification or evidence of training as set out in the STCW Convention.*
- b. *All seafarers whose positions on board do not require training or certification under the STCW Convention must have received familiarisation training and instruction appropriate to their role on board before taking up their duties.*

4. Seafarer's employment agreements. (Regulation 2.1)

Merchant Shipping (Maritime Labour Convention 2006) Regulations, 2012, Schedule, Paragraph 5.

- a. *Every seafarer must have a current employment agreement which is agreed to in accordance with the conditions set out in Standard A2.1 of the Convention. A CBA may form part of the agreement.*
- b. *The agreement must contain all the particulars listed in Standard 2.1 paragraph 4 of the Convention. In lieu of birthplace the Administration accepts that the agreement may specify nationality as a substantial equivalent.*
- c. *Each seafarer shall receive a statement showing his record of employment on board which may be inserted in his Antigua and Barbuda Seafarer's Book, in a book issued by another administration, or in the form of a certificate provided that it does not contain any reference to quality of work or wages.*
- d. *Minimum notice period is 7 days. Seafarers may terminate an agreement without notice:*
 - i. *on compassionate grounds,*
 - ii. *if the ship is detained in respect of SOLAS or Loadline defects for 30 days or more,*
 - iii. *if the ship is arrested for 30 days or more, or is about to sail to a war zone to which the seafarer does not consent to go.*
- e. *Shipowners may terminate at less than 7 days notice when:*
 - i. *the ship is sold or lost,*
 - ii. *the seafarer is unable to continue to perform his duties due to illness or injury,*
or
 - iii. *the seafarer is determined to be incompetent or guilty of a serious disciplinary offence.*

5. Use of any licensed or certified or regulated private recruitment and placement service. (Regulation 1.4).

Merchant Shipping (Maritime Labour Convention, 2006) Regulations 2012, Schedule, Paragraph 4.

- a. *Recruitment services in Antigua must be licensed by ADOMS.*
- b. *Shipowners using recruitment and placement services in countries in which the Convention does not apply shall ensure, as far as practicable, that the services conform to the standards set out in Standard 1.4 of the Convention and shall have evidence that they have taken steps to verify this.*

6. Hours of work or rest. (Regulation 2.3).

Merchant Shipping (Maritime Labour Convention, 2006) Regulations 2012, Schedule, Paragraph 7

- a. *Hours of rest do not include short breaks of less than 1 hour,*
- b. *Every seafarer shall receive the hours of rest specified in Standard A2.3 of the Convention,*
- c. *Mandatory drills and training shall be arranged so as to minimise the disturbance to hours of rest,*
- d. *Hours of rest requirements may be breached in cases of emergency or other overriding operational condition provided that compensatory rest is provided on the conclusion of the situation,*
- e. *Seafarers who are engaged as watchkeeping officers or as ratings forming part of a watch or whose duties involve designated safety, prevention of pollution, or security duties may be exempted in part from the requirements of rest in Standard A2.3 provided that their rest hours conform to those set out in Chapter VIII of the STCW Convention (as amended in 2010),*
- f. *A table of shipboard working arrangements in the format published by the IMO/ILO is to be posted up. As a substantially equivalent measure in accordance with Article VI of the Convention the Administration accepts that the table may be in a format recognisably similar to the IMO/ILO published format.*
- g. *Records of seafarers daily rest hours shall be maintained in the published IMO/ILO format. As a substantially equivalent measure in accordance with Article VI of the Convention, the Administration accepts that the records may be in an electronic format provided that each seafarer:*
 - i. *has access,*
 - ii. *can obtain a printed copy, and*
 - iii. *is able to endorse his record electronically, and provided that the Master can also endorse the record electronically and the records are in a format recognisably similar to the IMO/ILO format and protected against tampering and available readily to auditors, inspectors and PSC officers.*

7. Manning levels for the ship. (Regulation 2.7)

Merchant Shipping (Maritime Labour Convention 2006) Regulations, 2012, Schedule, Paragraph 11.

- a. *There are to be sufficient seafarers on board to ensure the ship can be operated safely in all conditions,*
- b. *Manning in accordance with the ship's Safe Manning Document is deemed to be sufficient for determining the manning level.*

8. Accommodation. (Regulation 3.1).

Merchant Shipping (Maritime Labour Convention 2006) Regulations, 2012, Schedule, Paragraph 12.

- a. *Seafarer accommodation is to meet the standards set out in Standard 3.1 paragraphs 6 to 17 of the Convention and the detailed guidance set out in Part B3.1 of the Convention.*

- b. *Seafarer accommodation in ships constructed before the entry into force of the Convention is to comply with the standards set out in ILO Conventions 92 and 133. A certificate of compliance issued by an RO is accepted as demonstrating compliance with ILO 92 and 133.*
- c. *Variations may be allowed in the interests of seafarers having differing and distinctive religious and social practices.*
- d. *The Master is to ensure that inspections are carried out at no more than monthly intervals and that, the inspections are recorded, the records are kept for at least 3 years, that any defects are recorded, and that defects are rectified promptly.*

9. On-board recreational facilities. (Regulation 3.1)

Merchant Shipping (Maritime Labour Convention 2006) Regulations, 2012, Schedule, Paragraph 12.

- a. *Recreational facilities must be provided.*
- b. *The scale and scope of the facilities is to be determined by the shipowner guided by the Guidelines in B3.1.11 of the Convention.*
- c. *Recreational facilities in ships constructed before the entry into force date of the MLC should comply with the standards in ILO Conventions 92 and 133.*

10. Food and catering. (Regulations 3.2)

Merchant Shipping (Maritime Labour Convention 2006) Regulations, 2012, Schedule, Paragraph 13

- a. *Food and drinking water is to be provided of appropriate quality, nutritional value and quantity appropriate for the number of seafarers and the planned duration of the voyage and at no charge to the seafarers.*
- b. *Organisation and equipment for the catering department is to be such that adequate, varied and nutritious meals can be prepared and served in hygienic conditions.*
- c. *If 10 or more crew are on board there must be a qualified cook. A Cook is qualified if he is 18 or more, has attended a cooks training course and holds a certificate, or he has five years service at sea with 4 years as second cook and received appropriate training, or he holds approved qualifications in cookery valid in a commercial cooking establishment.*
- d. *If the manning is less than 10 persons and there is no cook, the person processing food is to be trained and instructed in areas including food and personal hygiene and handling and storage of food. The training should be documented.*
- e. *If the cook is temporarily not available through exceptional circumstances or has had to leave the ship, ADOMS may issue a dispensation for up to one month or until the next port where the cook can be replaced provided the person taking over the role has received instruction or training in handling food, storage of food, and hygiene.*
- f. *Weekly inspections are to be carried out of food and water, spaces and equipment for storage and handling of food and water, galleys and equipment. Inspections and any deficiencies identified are to be recorded and deficiencies rectified promptly. Records of inspections are to be available for 2 years.*

11. Health and safety and accident prevention. (Regulation 4.3)

Merchant Shipping (Maritime Labour Convention 2006) Regulations, 2012, Schedule, Paragraph 16

- a. *The shipowner, so far as practicable shall,*
 - i. *provide and maintain plant and equipment and systems of work that are safe and without risk to health,*
 - ii. *make arrangements for ensuring safety and the absence of risk to health in connection with the use, handling, storage and transport of articles and substances,*

- iii. *provide the seafarers with information, instruction, training and supervision as necessary to ensure health and safety,*
 - iv. *maintain all workplaces in a safe and risk free condition, and provide and maintain an environment on board that is safe and without risk to health.*
- b. *The shipowner shall prepare and keep up to date, a written statement of his general policy with respect to health and safety on board and the arrangements for carrying out the policy.*
- c. *Standards and practices are those set out in the ILO Code – accident prevention on board ships at sea and in port 1996, the UK Code of safe Working Practices for Merchant Seamen, and such guidance as ADOMS may publish.*
- d. *A copy of the Code of Safe Working Practices for Merchant Seamen is to be carried on board and may be in electronic form provided that all the seafarers have access to the sections relevant to their roles.*
- e. *The shipowner may not levy a charge for anything done in compliance with this section.*
- f. *All accidents, injuries and diseases occurring on board are to be reported to ADOMS in accordance with ADOMS requirements.*
- g. *When there are five or more seafarers there shall be a safety committee including representatives from all departments on board. The operation of the safety Committee shall be as set out in the Code of safe Working practices.*

12. On-board medical care. (Regulation 4.1)

Merchant Shipping (Maritime Labour Convention 2006) Regulations, 2012, Schedule, Paragraph 14.

- a. *Every seafarer is to be provided whenever practical and where necessary with an opportunity to visit a doctor or a dentist ashore without delay at no cost to the seafarer.*
- b. *The Master is to use the medical report form contained in the International Medical Guide for Ships, or in the Ship Captain's Medical guide or a similar publication to facilitate the medical treatment of seafarers ashore. Records are to remain confidential.*
- c. *The Standards set out in Standard A4.1 paragraph 4 shall apply and the contents of the Annex to the Regulations regarding medical stores and medical training on board are mandatory.*

13. On-board complaint procedure. (Regulation 5.1.2)

Merchant Shipping (Maritime Labour Convention, 2006) Regulations, 2012, Schedule, Paragraph 19.

- a. *There is to be a formal complaints procedure available to all seafarers on board which is designed to resolve complaints at the lowest possible level but which does not prevent a seafarer from making a complaint directly to the Master or to ADOMS if he considers it necessary.*
- b. *Seafarers making a complaint may be accompanied or represented during the procedure,*
- c. *The complaint system must include safeguards against victimisation,*
- d. *The complaint system shall ensure at least that complaints are;*
 - i. *addressed to the head of department or to a superior officer,*
 - ii. *dealt with within 24 hours whenever practicable,*
 - iii. *if not resolved referred to the Master to be dealt with within 3 days,*
 - iv. *recorded,*
 - v. *if not resolved on board, referred to the shipowner or his representative ashore to be resolved within one month.*

