

This form can be used by shipping companies to ensure compliance and to identify gaps prior the MLC certification. The individual Flag State requirements (acc. DMLC Part I) have to be considered separately. Evidence (e.g. documents) for compliance can be noted in the column provided. *(guidance is printed in italic)*

Name of Company	Address of Company	Date of Assessment

ILO MLC	Item	Yes	No	NA	Documented Evidence
Title 1.	<b>Minimum requirements for seafarers to work on a ship</b>				
A1.1	<b>Minimum age:</b>				
1	Are measures/instructions in place ensuring that no seafarer below the minimum age of 16 years is employed on a ship? (the Flag State may determine a higher minimum age and will specify this in DMLC I)  <i>Ensure by means of instructions or contractual agreements that your Crewing Agency shall comply with the minimum age regulation.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is ensured that no seafarers under the age of 18 on a ship are carrying out work at night? (Flag State will define "night" and specify this in DMLC I)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	If seafarers under the age of 18 years work during the night, is evidence available that it is part of their recognized training programme or because of the specific nature of their duties? (permission to carry out night work by seafarers under the age of 18 has to be defined by the Flag State)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is work likely to endanger the health and safety of young seafarers being identified?( to be defined by Flag State in DMLC I)  Are measures/instructions in place to prevent young seafarers from conducting this kind of work?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
A1.2	<b>Medical Certificate</b>				
1	Are measures /instructions in place ensuring that all seafarers are in possession of a valid medical certificate according to their position on board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Do the contents of the med. certificates, the scope and result of the medical examination comply with Flag State requirements? ( to be defined by Flag State in DMLC I)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	If the Flag State maintains lists with names of qualified medical practitioners is ensured that the medical certificates of all seafarers are issued by one of the recognized doctors?  <i>List of recognized practitioners / oculists should be available onboard in case a certificate expires during the voyage.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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4	<p>Is ensured that the med. certificates/physical examination reports state satisfactory condition of the seafarers' hearing, sight and if applicable of his colour vision as well?</p> <p>Is ensured that the med. certificates/physical examination reports state that the seafarer is not suffering from any medical condition that is likely to be aggravated by service at sea or to render the seafarer unfit for such service or to endanger the health of other persons on board?</p> <p>Medical certificates meeting all requirements of STCW are to be accepted as meeting the substance of the MLC, 2006 requirements</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	<p>Are measures/instructions in place to ensure that the medical certificates for seafarers over 18 years are valid for a period of maximum 2 years?</p> <p>Are measures/instructions in place to ensure that the medical certificates for seafarers under the age of 18 are valid for a period of maximum 1 year?</p> <p>Are measures/instructions in place to ensure that the validity for the colour vision certification/statement is not exceeding 6 years?</p> <p><i>The Flag State could determine a shorter period of validity for all of the above mentioned certificates</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	<p>Are measures/instructions in place to ensure that all medical certificates for those engaged in international voyages at least issued in English?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>A 1.3</b>	<b>Training and Qualification:</b>				
1	<p>Are measures/instructions in place ensuring that all seafarers engaged on board are duly qualified and certified according their duties they are assigned to (in provision of STCW and national requirements)?</p> <p>Is ensured that all certificates/documents of all seafarers are still valid and won't expire before their signing off?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<p>Are measures/instructions in place to ensure that all seafarers are in the possession of a valid basic (safety) training certificate prior joining the vessel?</p> <p><i>(contents and scope of this training should meet all STCW requirements: Personal survival techniques, fire prevention and fire fighting, elementary first aid, personal safety &amp; social responsibilities)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<p>Is the Flag State of your vessels bound by the ILO convention 74 (certification of Able Seaman) and is ensured that the requirements are considered?</p> <p><i>The national regulations have to be observed unless and until other mandatory rules will come into force corresponding with the requirements of the MLC, 2006.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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A 1.4	<b>Recruitment and Placement:</b>				
1	<p>Are measures/instructions in place to ensure that third party Crew managers / Manning Agencies you are using are in full compliance with MLC, 2006 and additional Flag State requirements?</p> <p><i>Expected objective evidence could either be a required License / Certificate from the Flag State or other ILO Member State (or approved RO) in which the agency is located or alternatively the Company could present audit reports with results stating that the agency is in compliance with the Convention and meet the recruiting requirements of Standard A1.4 and if applicable additional Flag State requirements.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<p>In case seafarers are provided by third party is ensured that measures/instructions /arrangements are in place :</p> <ul style="list-style-type: none"> <li>- to deal with recruitment and placement companies,</li> <li>- to file seafarers' records such as seafarer's qualification, record of employment, bio data &amp; medical data relevant to the employment,</li> <li>- to promote and protect seafarers' rights,</li> <li>- to prohibit mechanism that could hinder seafarers from obtaining employment they are qualified for, (e.g. blacklist, bad references etc.)</li> <li>- to ensure that no seafarer shall be charged for his recruitment or placement, that fees for visa shall be covered by the Company,</li> <li>- to ensure that all seafarers are aware about their duties and rights arising from their employment contract,</li> <li>- to ensure that all seafarers are adequately qualified, have obtained all relevant documents the job they are assigned to,</li> <li>- to ensure that the seafarers' contract and agreements meet</li> <li>- applicable national requirements and that any collective bargaining agreement is part of the agreement,</li> <li>- to ensure that repatriation of a seafarer is always assured, without additional fees for repatriation.</li> <li>- to ensure seafarers financial compensation in case the Company fails to fulfil its obligation arisen from employment agreements, (This could occur if the vessel the seafarer was assigned to was taken out of the market)</li> </ul> <p>Are measures/instructions in place to ensure that details of next of kind are available and to ensure that requests from the seafarer's family is dealt with immediately, in a proper manner and at no cost?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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3	Has the Company implemented measures/instructions to monitor either the validity of the Crewing Agencies Licence/Certificate on a regular base or their continuous compliance with the new Convention?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are measures/instructions in place to ensure that the recruitment and placement services are able to receive and to respond to complaints related to their activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Title 2.	<b>Conditions of employment</b>				
A 2.1	<b>Seafarers' employment agreements (SEA):</b>				
1	<p>Are measures/instructions in place to ensure that a copy of the seafarers' employments agreements (SEA) signed by both parties involved are available onboard?</p> <p><i>Note: Although obligations arising from the crew contract could have been delegated to the appointed crew manager(s) the Company shall ensure that they comply with the requirements of Standard A2.1-A2.6</i></p> <p>Are measures/instructions in place to ensure that seafarers are given a certain time schedule in order to verify the contents of the SEA and seek advice before signing it?</p> <p>It is ensured that conditions of the seafarer's employment are easily accessible for the seafarer and the Master as well as the availability of a copy of the SEA for inspectors?</p> <p>Are seafarers provided with a document containing a record of their employment before signing off (seafarers' discharge book)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are measures/instructions in place to ensure that the record of employment does neither reflect the wages paid nor a statement concerning the seafarer's quality of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<p>It is ensured that (if applicable) a copy of a standard form of a collective bargaining agreement/ITF agreement is available on board?</p> <p><i>If SEAs are not issued in English ensure that a standard form of the agreements and parts of the collective bargaining agreements that could be subject to a PSC are available onboard in English</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	<p>Are measures/instructions in place to ensure that SEAs contain the following items?</p> <ul style="list-style-type: none"> <li>- full name, place &amp; date of birth (or age) of seafarer</li> <li>- shipowners' name &amp; address</li> <li>- date and place of agreed employment</li> <li>- position of the seafarer</li> <li>- wages (if applicable a formula for calculations)</li> <li>- paid annual leave (if applicable a formula for calculations)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4	<ul style="list-style-type: none"> <li>- details about the termination of the contract</li> <li>- for unlimited contracts: condition of termination and notice period are for both parties identical</li> <li>- for limited contracts for a stipulated period: the contract has a fixed expiry date</li> <li>- for limited contracts for a voyage: contract contains the port of destination and a time limit after arrival which shall after expiry ensure the seafarer's discharge</li> <li>- seafarer's health and social security protection benefits( contributions made) (At least 3 out of 9 branches to be considered as mentioned under 4.5: medical care, sickness benefit, employment injury benefit)</li> <li>- entitlement of repatriation</li> <li>- reference to collective bargaining agreements, if applicable</li> <li>- additional national requirements</li> </ul> <p>*Shipowner as per Article II, § 1(j) of MLC, 2006</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is ensured that notice periods for early termination of contracts are in accordance with national regulations and are not shorter than seven days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Are measures/instructions in place to ensure that special circumstances allowing shorter notice periods or termination without notice are taken into account as per national law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A 2.2	<b>Payment of wages:</b>				
1	<p>Are measures/instructions in place describing the handling/processing of the seafarer's payroll?</p> <p>Are the following requirements addressed in the measures/instructions:</p> <ul style="list-style-type: none"> <li>- Monthly payment of wages, taking into account any applicable collective bargaining agreements?</li> <li>- Wages are based on a max. 8 hours working day/ 48 hours week? (this is a non-mandatory requirement under Part B of the Code)</li> <li>- Calculation of overtime taking at least 1.25 of basic wage rate per hour?(This is a non-mandatory requirement under Part B of the Code)</li> <li>- Monthly overtime records signed by the Master or his deputy and the seafarer?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are measures/instructions in place to ensure that seafarers will be provided with a monthly account for their payments incl. wages, additional payments, deductions and applied exchange rates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are measures/instructions in place ensuring that seafarers can request for remittance of their entire earnings or part of their earnings to an account nominated by the seafarer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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4	Are measures/instructions in place ensuring that the requested allotment will be remitted monthly and in time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Are measures/instructions in place ensuring that the charges for remittance of the allotments are reasonable in amount?  Is the applied currency exchange rate in accordance with the common market or official published rate?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
6	It is ensured that the measures/instructions for the handling of seafarers' wages are in compliance with applicable national requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A 2.3	<b>Hours of work and hours of rest:</b>				
1	Are measures/instructions available stating that either the maximum hours of work <b>or</b> the minimum hours of rest shall be adhered to and monitored by the Master? (Flag State will determine this period)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is ensured that normal hours of work are based on an 8 hours day with 1 day of rest per week and rest on public holiday? (Hours exceeding this period are to be seen and calculated as over time.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are measures/instructions in place ensuring that especially watch keeping personnel are adequately rested and fit for duty?  <i>The impact of fatigue on the seafarer' performance of their duties could be addressed in measures/instructions related to fitness for duty. Implementation of measures to avoid excessive working hours ( e.g. watch schedules , manning levels, on-board service periods to be adjusted accordingly)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are measures/instructions in place ensuring that the working or resting hours are within the following limits and in accordance with Flag State requirements:  <u>Max. hours of work:</u> - 14 hours per day / 72 hours within 7 days <b>or</b> <u>Min. hours of rest:</u> - 10 hours per day / 77 hours within 7 days	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
5	Are measures/instructions in place ensuring that hours of rest are not divided in more than two parts, one of it min. 6 hrs and that the interval between consecutive periods of rest shall not exceed 14 hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Are measures/instructions in place ensuring that the master is instructed to take the periods of rest into account when preparing the onboard training and drill programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Are measures/instructions in place ensuring that seafarers are granted a compensatory rest period if disturbed by incidences (e.g. unattended machinery space)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Are measures/instructions in place ensuring that the shipboard working arrangements at sea and in port incl. the applicable national max work hours <b>or</b> min. rest hours are posted and easily accessible for seafarers and inspectors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Are measures/instructions in place ensuring that posted working arrangements are established in a standardized format in working language(s) of the ship and in English?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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10	<p>Is the master instructed to maintain and file records of the seafarers' daily working hours or hours of rest issued in the applicable working language and English, including the schedule of service at sea and in port? (The Flag State shall establish a standardized format of this record)</p> <p>Are measures/instructions in place ensuring that seafarers are provided with a copy of their records signed by the master, or a person appointed by the master <b>and</b> the seafarer?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	<p>Are measures/instructions in place that evidence shall be available in case the hours of work <b>or</b> hours of rest were suspended by the Master due to exceptional circumstances?</p> <p><i>Essential shipboard work related to the safety protection of the ship, persons on board, the cargo or assistance provided to other ships or persons in distress at sea which can not be delayed could be considered as exceptional circumstances</i>  <i>The reason for suspension shall be recorded and signed by the Master.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A 2.4	<b>Entitlement to leave:</b>				
1	<p>Are measures/instructions in place establishing the handling of seafarers' annual paid leave?</p> <p><i>The measures/instructions shall ensure that seafarers are granted leave as an uninterrupted period, seafarers are able to take their annual leave in the country they have a substantial connection to or from the place where they were engaged or recruited, seafarers are only recalled from leave in cases of extreme emergency and if the seafarer agrees. (This is a non-mandatory requirement under Part B of the Code- B2.4.2)</i></p> <p>Is it ensured that seafarers will be granted shore leave if the operation of the vessel permits shore leave?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<p>Are measures/instructions in place ensuring that seafarers are provided with annual paid leave based on a minimum of 2.5 calendar days per month of employment? (The Flag State shall determine national provisions for the calculation of the length of employment and will specify this in DMLC I)</p> <p><i>Ensure that justified absence from work, public and customary holidays, compensatory leave of any kind, temporary shore leave are not counted as part of the annual paid leave. (Part B-Guideline B2.4.1.4)</i>  <i>MLC, 2006 does not allowed to forgo minimum annual paid leave- A2.4, para 3)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is ensured that no agreements to forgo the minimum annual paid leave exist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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A 2.5	<b>Repatriation:</b>				
1	<p>Has the Company implemented measures/instructions establishing the necessary arrangements to be made for repatriation of seafarers?</p> <p><i>Early repatriation requested by seafarers under 18 years served for at least 4 months on board should be granted at the Company's expenses. (This is a non-mandatory requirement under Part B of the Code- B 2.5..2.3)</i></p> <p>Is it ensured that seafarers are not charged for repatriation in case that:</p> <ol style="list-style-type: none"> <li>1. The seafarers' employment agreement expires while they are abroad?</li> <li>2. The seafarers' employment agreement is terminated by the shipowner?</li> <li>3. The seafarers' employment agreement is terminated by the seafarer for justified reasons?</li> <li>4. The seafarer is no longer able to carry out his duties under specific circumstances?</li> </ol> <p><i>Specific circumstances are: illness or injury, shipwreck, insolvency of the employer, sale of ship, change of registration, bounding for a war zone, and termination of employment in accordance with an industrial award or collective agreement. (This is a non-mandatory requirement under Part B of the Code- B2.5.1.1(b))</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<p>Are measures/instructions in place stating that the maximum period onboard after which the seafarer is in any case entitled to be repatriated upon his /her request shall not exceed 12 months?</p> <p>Do the measures/instructions cover the seafarers' entitlements regarding destination of repatriation, mode of transport and expenses covered by the shipowner (or his contractual partner) incl. other arrangements arising from the contract or national provisions?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are measures/instructions in place ensuring that neither advance payments are requested from seafarers nor methods of recovering costs for their repatriation are in force?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	<p>Is evidence available onboard that financial security for repatriation in any case is provided?</p> <p><i>Seafarers are entitled to repatriation in the following events: illness or injury, shipwreck, insolvency of the employer, sale of ship, change of registration, bounding for a war zone, and termination of employment in accordance with an industrial award or collective agreement: (This is a non-mandatory requirement under Part B of the Code-)B 2.5.1.1(b))</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is it ensured that a copy of the national regulations regarding repatriation is available to all seafarers in an appropriate language?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	







6	<p>If pantries are not accessible to mess rooms, adequate lockers for mess utensils and proper facilities for washing utensils are provided.</p> <p>Are the tables and seats made of damp-resisting material, without cracks and capable of being easily cleaned?</p> <p><i>Verify the mess rooms and equipment for compliance.</i></p>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	
7	<p><u>Sanitary facilities</u></p> <p>Do all seafarers have convenient access to sanitary facilities?</p> <p>Are minimum standards of health and hygiene and reasonable standards of comfort are met?</p> <p>Are cleaning measures/instructions in place and carried out in regularly intervals?</p> <p>Are separate sanitary facilities being provided for men and for women?</p> <p>Is the minimum standard of one toilet, one basin and one tub of shower or both for every six persons or less who do not have personal facilities shall be provided at a convenient location fulfilled ?</p> <p>Is hot and cold running fresh water available in all wash places?</p> <p>Are all wash basins and tub bath are of an adequate size and constructed of an approved material?</p> <p>Are all toilets been constructed of an approved pattern?</p> <p>Are they are provided with an ample flush of water or with some other suitable flushing means, such as air?</p> <p>Are they available at all times and independently controllable?</p> <p>Is privacy granted if there is more than one toilet in a compartment?</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
8	<p><u>Hospital accommodation</u></p> <p>Is the hospital designed so as to facilitate consultation and the giving of medical first aid and to help prevent the spread of infectious diseases?</p> <p>Are arrangements made in respect to the berths, lightning, ventilation, heating and water supply to ensure the comfort and facilitate the treatment of the occupants?</p> <p>Sanitary accommodations have been provided for the exclusive use of occupants of the hospital?</p> <p>Is the hospital exclusively used to accommodate sick persons?</p> <p><i>Inspect the hospital acc. to the relevant national standards for compliance.</i></p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	

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9	<p><u>Laundry</u></p> <p>Are facilities provided (washing machines, drying machines or heated and ventilated drying rooms, irons and ironing boards or their equivalent) for washing, drying and ironing clothes?</p> <p><i>Is the equipment available in good working order and regularly maintained?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	<p><u>Access to open decks</u></p> <p>Seafarers do have access to an open deck which has an adequate area with regard to the size of the ship and the number of seafarers?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	<p><u>Mosquito devices</u></p> <p>Are certain ships are frequently visiting mosquito infested ports and are provisions for protection are made (e.g. anti-mosquito devices as suitable screens to side scuttles, ventilators and doors to the open deck.)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	<p><u>Recreational facilities, amenities and services</u></p> <p>Are there appropriate seafarers' recreational facilities, amenities and services, as adapted to meet the special needs of seafarers who must live and work on ships, be provided on board for the benefit of all seafarers, taking into account Health and safety protection and accident prevention?</p> <p><u>Below examples for recreational facilities are taking from part B of the Code</u></p> <p><i>Furnishing for recreational facilities should as a minimum include a bookcase and facilities for reading, writing and, where practicable, games. Consideration should also be given to the facilities following facilities at no cost to the seafarer, where practicable:</i></p> <p><i>(a) a smoking room;</i></p> <p><i>(b) television viewing and the reception of radio broadcasts;</i></p> <p><i>(c) showing of films, the stock of which should be adequate for the duration of the voyage and, where necessary, changed at reasonable intervals;</i></p> <p><i>(d) sports equipment including exercise equipment, table games and deck games;</i></p> <p><i>(e) where possible, facilities for swimming;</i></p> <p><i>(f) a library containing vocational and other books, the stock of which should be adequate for the duration of the voyage and changed at reasonable intervals;</i></p> <p><i>(g) facilities for recreational handicrafts;</i></p> <p><i>(h) electronic equipment such as a radio, television, video recorders, DVD/CD player, personal computer and software and cassette recorder/player;</i></p> <p><i>(i) where appropriate, the provision of bars on board for seafarers unless these are contrary to national, religious or social customs; and</i></p> <p><i>(j) reasonable access to ship-to-shore telephone communications, and email and Internet facilities, where available, with any charges for the use of these services being reasonable in amount.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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4	<p>Are measures/instructions in place ensuring that on ships with less than ten crew members where it is not required by the Flag State to carry a fully qualified cook, there is anyone processing food in the galley who has been trained or instructed in areas including food and personal hygiene as well as handling and storage of food on board ships?</p> <p><i>Successful completion of training should be documented.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	<p>Are measures/instructions in place ensuring that the master shall carry out frequent documented inspections of the:</p> <ul style="list-style-type: none"> <li>- supplies of food and drinking water;</li> <li>- spaces used for handling and storage of food;</li> <li>- galleys and other equipment used in the preparation and service of meals.</li> </ul> <p>Are relevant forms and instructions available?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
6	It is ensured that no seafarer under the age of 18 shall work as a cook?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Title 4.	<b>Health protection, medical care, welfare and social security protection</b>				
4.1	<b>Medical care on board ship and ashore:</b>				
1	<p>Are measures/instructions in place ensuring seafarers are provided with health protection relevant to their duties?</p> <p>Are measures in place to ensure that prompt and adequate access to medical care for all seafarers is provided free of charge whilst working on board?</p> <p>Is ensured that:</p> <ul style="list-style-type: none"> <li>- seafarers receive prompt access to the necessary medicines, medical equipments and facilities for diagnosis and treatment and to medical information and expertise?</li> <li>- Seafarers have the right to visit a qualified medical doctor or dentist without delay in ports of call, where practicable?</li> <li>- medical care and health protection services are free of charge to seafarers while the seafarer is on board or landed in a foreign port?</li> <li>- preventive measures to promote and maintain a healthy living and working environment are implemented?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

ILO MLC	Item	Yes	No	NA	Documented Evidence
2	<p>Is ensured that a standard medical report form provided by Flag State is used in case of onboard and onshore medical treatments of seafarers?</p> <p>Is ensured that the contents of the seafarers' medical reports are treated strictly confidential?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<p>Has the Company established measures/instructions ensuring that medicine, chest, medical equipment, and medical publications are provided to the vessel and maintained and inspected as per national laws and regulations?</p> <p>In case the vessel is carrying 100 persons or more, engaged in international voyages of more than 3 days is ensured that the vessel is manned with a qualified medical doctor?</p> <p>If no medical doctor is required on board the ship, has the Company established measures/instructions ensuring that an appointed qualified Officer (holder of Medical Care Certificate in acc. with STCW) will take care of all medical duties onboard?(providing medical care and administering medicine)</p> <p>Is ensured that seafarers who shall provide medical first aid have completed successfully training in medical first aid? (in acc. With STCW)</p> <p>Is the vessel provided with the latest list of INMARSAT Coast Earth Stations and other telemedical maritime assistance services where radio-medical assistance can be obtained?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	





1	<p>The work restriction should consider but not be limited to:</p> <ul style="list-style-type: none"> <li>- <i>the lifting, moving or carrying of heavy loads or objects</i></li> <li>- <i>entry into boilers, tanks and cofferdams;</i></li> <li>- <i>exposure to harmful noise and vibration levels;</i></li> <li>- <i>operating hoisting and other power machinery and tools, or acting as signallers to operators of such equipment; handling mooring or tow lines or anchoring equipment;</i></li> <li>- <i>rigging;</i></li> <li>- <i>work aloft or on deck in heavy weather;</i></li> <li>- <i>nightwatch duties;</i></li> <li>- <i>servicing of electrical equipment;</i></li> <li>- <i>exposure to potentially harmful materials, or harmful physical agents such as dangerous or toxic substances and ionizing radiations;</i></li> <li>- <i>the cleaning of catering machinery; and</i></li> <li>- <i>the handling or taking charge of ships' boats.</i></li> </ul> <p>Does the Company ensure that the vessel is sufficiently equipped with well maintained Personal Protective Equipment and is ensured that all seafarers are made familiar with it?</p> <p>Are measures/instructions in place requiring the reporting and investigation of any incident, accident and hazardous situations occurred onboard?</p> <p>Are measures/instructions in place ensuring that the Company will implement corrective and preventive measures to prevent and to avoid recurrence of occupational accidents?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2	<p>Are responsibilities and duties of the Company, the master, designated persons ashore and seafarers on board regarding compliance with the occupational safety and health policy and programme specified?</p> <p>Is specific attention paid to seafarers below the age of 18 years when preparing the occupational safety and health policy and programme?</p> <p>Has the Company established measures/instructions defining the master's or his representative's responsibility for implementing and complying with occupational health and safety policy and programme?</p> <p>Has the Company implemented measures/instructions to ensure that shipboard safety committee meetings are held at regular intervals on ships with more 5 or more seafarers?</p> <p><i>Flag States may require the appointment of a safety officer who will take care of all safety duties onboard incl. preparing training and drill schedules, conducting of safety committee meetings, monitoring expiry dates of safety equipment etc. The measures/instructions could describe the activities carried out during the safety committee meetings to monitor the effectiveness of the occupational safety and health policy and programme health and to identify possible improvements.</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

ILO MLC	Item	Yes	No	NA	Documented Evidence
3	Are measures/instructions in place to ensure that occupational accidents, injuries and diseases are reported to the Flag State?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is ensured that transmitted accident/incident reports contain a precise description of the occupational accidents, injuries and diseases?  <i>The nature, causes and impact shall be mentioned in the report but protection of personnel data shall be considered.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Does the Company inform seafarers about specific hazards on board of ships?  <i>Posting of warning signs and posters. Distribution of brochures, movies, publications related to occupational safety and health protection.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Is ensured that the scope of risk evaluations is conducted in accordance with Flag State requirements and statistics provided by Flag State are taken into account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5	<b>Social security:</b>				
1	Is ensured that all seafarers employed are covered by a social security system?  Social security protection could cover:  <ul style="list-style-type: none"> <li>- medical care</li> <li>- sickness benefit</li> <li>- unemployment benefit</li> <li>- old-age benefit</li> <li>- employment injury benefit</li> <li>- family benefit</li> <li>- maternity benefit</li> <li>- invalidity benefit</li> <li>- survivors' benefit</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are measures/instructions in place to ensure that seafarers are covered with at least 3 of the 9 social security branches (they must include medical care, sickness benefit, employment injury benefit as per Regulation 4.1 and 4.2)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Does the Company provide seafarers with complementary social security protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Does the SEA contain the scope of social security protection provided to the seafarer?  Are shipowner's contributions and mandatory deductions from seafarers' wages identified in the SEA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is ensured that the Company's contributions to social security schemes of seafarers employed on its fleet are in compliance with Flag State requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Are measures/instructions in place specifying which branches of social security protection are provided to seafarers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ILO MLC	Item	Yes	No	NA	Documented Evidence
Title 5.	<b>Compliance and enforcement</b>				
5.1.1	<b>General principles:</b>				
1	Is ensured that the vessel is provided with a copy of the MLC, 2006?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.1.5	<b>On-board complaint procedure:</b>				
1	Is a <b>procedure</b> for the handling of seafarers' complaints regarding breaches of the MLC, 2006 and their basic rights implemented?  <i>Ensure that the <b>procedure</b> describe the process and follow up of filed complaints. Records should be kept onboard and seafarers lodging complaints as well as the Company shall be provided with a copy of it. If complaints can't be resolved on board the Company shall present a solution to the seafarer within an agreed time frame</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are seafarers offered the possibility to complain directly to the ships' master and/or an external authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is ensured that seafarers shall neither be penalized nor be victimized for lodging complaints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is ensured that all seafarers are provided with a copy of the complaint <b>procedure</b> (in the working language)?  Is ensured that contact details of Flag State authorities and names of nominated persons of trust onboard are mentioned in the <b>procedure</b> ?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

Remarks:

### Disclaimer

This list has been prepared using the best information currently available. The information provided is intended purely as guidance; the use is at the user's own risk. No responsibility is accepted by Germanischer Lloyd for any consequences whatsoever resulting directly or indirectly from the use of this information.

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Place / Date:

Assessor (name in print):

Signature:

