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INTERNATIONAL LABOUR ORGANIZATION  
Sectoral Activities Programme

**High-level Tripartite Working Group  
on Maritime Labour Standards  
(Second meeting)**

**Note by the Norwegian Government to the High-level  
Tripartite Working Group on Maritime Labour Standards**

Geneva, 2002



INTERNATIONAL LABOUR OFFICE GENEVA

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# ISM and quality assurance in the context of seafarers' working and living conditions

## Note by the Norwegian representative

The purpose of this note is to provide an example of how seafarers' working and living conditions may be incorporated into and enforced through the ISM system.

First of all, the major benefits of ISM certification will be outlined. Secondly, a basic description of the Norwegian system is provided. In the appendix are attached various documents that have been developed to enable as smooth an implementation as possible in Norway.

## **Background**

In recommending ratification of ILO Convention No. 178 to the Norwegian Parliament, the Government suggested that the ISM Code could be the vehicle through which maritime labour standards could be enforced. This was accepted and has since formed the basis for implementation of the said Convention.

The Norwegian Maritime Directorate (NMD) has delegated most certification of cargo vessels to the five approved classification societies (ABS, DNV, LR, GL and BV). However, passenger vessels are handled directly by auditors from the NMD. Our own inspectors carry out unscheduled inspections to check for compliance with Norwegian legislative standards.

## **Benefits**

The major benefits of enforcing the new Convention through the existing ISM system (or a similar quality assurance system) is that:

- (1) The shipowners will have to establish and enforce a human resources policy for all their vessels. The policy will have to include measures to ensure that all laws and regulations regarding working and living conditions are complied with at all times. The shipowner will have to establish a focal point within the company who is responsible for monitoring the policy and for reporting to the highest level of management on compliance with the policy.
- (2) The on-board responsibility will of course rest with the master. He or she must enforce the policy as a part of the daily routines on board. The company must ensure that the master is given the necessary resources to do the job.
- (3) The company will have to submit the policy to the flag State and the flag State will, when satisfied that the company has established a policy and a system as shown in (1) and (2), issue a Document of Compliance (DoC). This document will be a certificate of compliance.
- (4) The international shipping community should already be familiar with the system and what it will take to make it work.

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- (5) There will be one policy for all ships within one company – which will make it easier for all involved (seafarers, shipowners, flag States and classification societies) to follow up and enforce the new Convention.
  - (6) All involved will be forced to see the four pillars of safety at sea (ship safety, environmental protection, training and education and decent working and living conditions) as a whole which mutually impact and enforce each other.
  - (7) There is already in place a system of enforcement procedures according to the ISM Code and this should also form a basis for our work.
  - (8) Port States will have a clear understanding of the system and what is needed to show compliance (DoC) and they can, if compelled for any reason to do so, conduct further checks.
  - (9) Because resources are limited, the Convention should permit flag States to employ all the means necessary to achieve the aims of the Convention. That means cooperation between flag State authorities, shipowners and classification societies. This is a major reason why quality assurance principles should cover working and living conditions.
  - (10) A stand-alone certificate will only show a status at one point in time, with little evidence on past and future compliance. In addition, a new certification process will, for many flag States, be very costly. We fear that a requirement for such a certificate will both limit the number of ratifications and create a system where a minimum is done and only at the time of certification.
  - (11) The ISM Code does not at present encompass many of the issues that the framework Convention addresses. To remedy this we will have to broaden the scope so that the framework convention spells out the limits of enforcement through the ISM system (in our opinion that should be “on-board working and living conditions”) and how it should be enforced.
  - (12) Classification societies have limited knowledge of how to enforce working and living conditions. This could be a problem given that most maritime administrations have delegated authority to classification societies with regard to ISM certification. However, this will, in our opinion, be remedied through clear and concise regulations in the framework convention and a universal system which will limit the number of national peculiarities which the societies will have to deal with. In addition, we strongly believe that the classification societies will be able to develop the necessary know how. Still, if there are flag States who do not wish to delegate then they are of course free to enforce the Convention and issue DoC on their own.

If we take into consideration the points in (1) through (12), we can achieve a system where enforcement is done effectively for all involved and by that laying the foundation for decent working and living conditions on all vessels at all time.

### ***Seafarers’ working and living conditions in the ISM context in Norway***

The Norwegian Maritime Directorate has developed procedures and guidelines in order to enable both shipping companies and auditors to incorporate working and living conditions in the quality system on board and on shore.

Four documents have been developed to provide the necessary guidance to the various parties involved:

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- (1) the audit document (attached);
  - (2) the reference list for companies;
  - (3) the reference list for the Norwegian Maritime Directorate;
  - (4) the inspection document for the Norwegian Maritime Directorate (attached).

The audit document contains guidelines for ISM auditors. Its primary purpose is to assist the auditor in what he should be looking for when he is auditing a system.

The reference list for companies contains specific links between ILO 178 and Norwegian legislation, as well as a summary of the most important provisions of Norwegian rules and regulations.

The reference list for the Norwegian Maritime Directorate is similar to the reference list for companies, but is aimed at our own inspectors.

Finally, the inspection document is to assist our inspectors in their planning of unscheduled inspections, and is to be taken on board during inspections.

We have only attached the audit document and the inspection document because they should be of most interest to an international audience.

Furthermore, the regulations concerning safety management systems for both passenger and cargo vessels are in the process of being revised to make specific reference to the 17 areas of seafarers' working and living conditions covered by Article 1.7(b) of ILO Convention No. 178.

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## Appendices

- (1) The regulations on safety management system for cargo vessels
- (2) NIS Circular No. 3/2002 of 28 May 2002
- (3) The audit document, which assists ISM auditors in their work
- (4) The inspection document, which is to be used by inspectors from the Norwegian Maritime Directorate

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## Appendix 1

### Regulations of 6 August 1996 No. 822 concerning Safety Management System for Cargo Vessels

Adopted by the Norwegian Maritime Directorate on 6 August 1996 cf. Seaworthiness Act of 9 June 1903, No. 7, sections 1, 9a, 41a, 97 and 106, cf. Royal Decree of 5 April 1963, Royal Decree of 1 December 1978, Royal Decree of 2 August 1991 and Decision concerning Delegation of 14 August 1991 concerning delegation of authority to the Norwegian Maritime Directorate to adopt Regulations pursuant to the Seaworthiness Act.

#### 1 Scope of application

- (1) These Regulations apply to the following types of Norwegian ships of 500 gross tonnage and upwards, in foreign trade:
  - (a) other cargo ships;
  - (b) bulk carriers;
  - (c) gas tankers;
  - (d) high-speed cargo ships;
  - (e) chemical tankers;
  - (f) oil tankers.
- (2) These Regulations do not apply to ships belonging to or used by a government which are used for non-commercial purposes.

#### 2. Definitions

- (a) Other cargo ships: ships, other than the above which are not passenger vessels, fishing vessels, pleasure craft or lighters/barges.
  - (1) Fishing vessels: Vessels that are used commercially to catch fish, whales, seals or other living resources in the sea, including sea weed and sea tangle.
  - (2) Pleasure craft: Craft powered by sail, motor or oars or similar craft that is not used commercially, or rented out or lent for use in leisure time.
  - (3) Lighter: A hull or vessel with no means of propulsion that is towed or pushed whenever it is moved and which is used for the carriage of cargo.
  - (4) Passenger ship: A ship for which a Passenger Ship Certificate or a Passenger Ship Safety Certificate is required.
- (b) *Working and living conditions: Conditions concerning standards of maintenance and cleanliness in working and living quarters on board, minimum age, employment agreement, food and catering, accommodation, recruitment, manning, qualifications, working hours, medical examination, prevention of accidents, medical care, sickness and injury benefits, social welfare and related matters, repatriation and terms and conditions of employment.*
- (c) Bulk ships: ... SOLAS, Ch. IX.
- (d) Gas carriers: ... IGC.
- (e) High-speed cargo ship: SOLAS, Ch. X.
- (f) ISM Code: ...
- (g) Chemical tankers: ... Marpol, Annex II.
- (h) Marpol: ...
- (i) Oil tankers: ... Marpol, Annex I.

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- (j) Company: The owner of the ship or any other organization or person such as the manager or bareboat charterer, who has assumed responsibility for operation of the ship from the shipowner and who on assuming such responsibility has agreed to take over all the duties and responsibility imposed by the ISM Code.
  - (k) SOLAS: SOLAS 1974 as amended.
  - (l) ILO 178: The Labour Inspection (Seafarers) Convention, 1996 (No. 178)

### **3. Safety management system – responsibility**

- (1) For every ship to which these Regulations apply, one single company shall be responsible for all tasks and duties prescribed by the provisions of the ISM Code and the provisions of these regulations. If the owner does not intend to be responsible for performing these tasks and duties, it is the duty of the said owner to designate a managing company which shall assume such responsibility.
- (2) The company shall prepare, establish and maintain a safety management system in the company's shore-based organization and on each individual ship within the time limits given in section 6.
- (3) The company and the master are responsible for ensuring that the ship's Safety Management Certificate and a copy of the company's Document of Compliance, as referred to in section 4, are carried on board.

### **4. Certification**

- (1) When compliance with the requirements of the ISM Code has been verified, the Norwegian Maritime Directorate or whoever it authorizes will issue the following documents:
  - Document of Compliance (DoC);
  - Safety Management Certificate (SMC).
- (2) A DoC will be issued to a company following verification that its safety management system complies with the requirements of the ISM Code, including safety of ships, prevention of pollution and *seafarers' working and living conditions*, and objective evidence that the system has been operating effectively at least three months in the company's shore-based organization and at least three months on board at least one ship of each ship type operated by the company. The documentation shall include records from internal audits of both the shore-based organization and the ships concerned.
- (3) A DoC is valid for five years subject to annual verifications confirming that the system is functioning in compliance with the requirements. Such verification shall be carried out by the Norwegian Maritime Directorate or whoever it authorizes in the period within three months before or after the anniversary date of the DoC issuance.
- (4) An SMC will be issued to a ship following verification of compliance with the requirements of the ISM Code provided that the company has a valid DoC for the type of ship concerned. It must be documented that the safety management system on board is in accordance with the ISM Code and that the system has been functioning effectively on board the ship for at least three months. The documentation shall include records from internal audits on board the ship performed by the company.
- (5) An SMC is valid for five years subject to at least one intermediate verification confirming that the system is functioning in compliance with the requirements. Such verification shall be carried out by the Norwegian Maritime Directorate or whoever it authorizes in the period between two and three years after the date of the SMC issuance. The Norwegian Maritime Directorate or whoever it authorizes may carry out additional intermediate verification of the Safety Management System if this is deemed necessary.

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## **5. Interim Document of Compliance and interim Safety Management Certificate**

- (1) The Norwegian Maritime Directorate or whoever it authorizes may issue an interim DoC, valid for not more than 12 months, to newly established companies or where new ship types are to be operated by a company to which a DoC has been issued for other ship types. Before an interim DoC is issued to a newly established company, the company must demonstrate that it has a Safety Management System that meets those objectives of such systems that are defined in paragraph 1.2.3. of the ISM Code. Newly established companies must submit plans to fully implement the Safety Management System within the period of validity of the interim DoC before such a document can be issued.
- (2) The Norwegian Maritime Directorate or whoever it authorizes may issue an interim SMC, valid for not more than six months, to new ships on delivery, and when a company takes on the responsibility for the management of a ship which is new to the company. In special cases a six-month extension may be granted.

## **6 Implementation**

- (1) A Safety Management System which complies with all requirements of the ISM Code and is documented, certified and verified as specified in section 4 shall be established and effectively implemented within the following time limits:
  - (a) oil tankers, chemical tankers, gas carriers, bulk carriers, and cargo high-speed craft, 1 July 1998; and
  - (b) other cargo ships, 1 July 2002.
- (2) The company shall have submitted an application for certification as specified in section 4 to the Certification Authority concerned not later than one year before the dates given in (a) and (b) above. Before submitting an application, the company shall have drafted all documentation relating to the Safety Management System. The application shall include a declaration to the effect that drafts of all relevant documents have been prepared, and a time schedule for the full implementation of the system within appropriate time limits. The draft documentation may need to be further developed before certification, but the contents shall comply with all the requirements of the ISM Code and these Regulations.

## Appendix 2

### NIS – Norwegian Maritime Directorate

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CIRCULAR No. 3/2002

|                                      |   |                            |
|--------------------------------------|---|----------------------------|
| <b>Category</b>                      |   |                            |
| <input type="checkbox"/> Operational | <input type="checkbox"/> Nautical         | Jrn. No.: A2002/00593__JKA |
| <input type="checkbox"/> Technical   | <input checked="" type="checkbox"/> Other | Date: 28 May 2002          |
|                                      |   | Sign:                      |

Issue: ISM certification of cargo ships registered in NIS.

This circular is valid from 1 June 2002 and supersedes NIS Circular No. 4/2000.

The purpose of this circular is to clarify some matters related to ISM certification of cargo ships registered in NIS for which the classification societies have been authorized according to Annex I of the Agreement.

1. Any of the recognized classification societies may carry out ISM certification (initial, intermediate and renewal) on any cargo ship registered in NIS without the owner having to submit an application to the Norwegian Maritime Directorate.
2. Further, no copy of SMC and DOC should be forwarded to the Norwegian Maritime Directorate for cargo ships registered in NIS. Such information should, however, be made available to the Norwegian Maritime Directorate by the classification societies upon request.
3. ILO Convention No. 178 has been ratified by Norway and implemented in Regulations of 6 August 1996, No. 822, concerning a safety management system for cargo ships. As such, the Convention applies to ships registered in NIS with a gross tonnage equal to, or greater than, 500. Since this Convention is implemented in our regulations concerning ISM, the classification societies should ensure that this Convention's requirements regarding seafarers working and living conditions is implemented in the safety management system when certifying and auditing the system.
4. If the entity (Company) who is responsible for the operation of the ship is other than the owner, the classification societies should verify that the owner has reported the full name and details of such entity to the Norwegian International Ship Register (postal address: PO Box 1013 Sentrum, N-5808 Bergen, Norway. Internet: <http://www.nis-nor.no>). A standardized form for reporting this ("Notification of assignment of responsibilities imposed by the ISM-Code") can be found on the Norwegian International Ship Register internet page (<http://www.nis-nor.no/kr/index.htm>).
  - 4.1. In addition, neither the owner nor the classification societies are to forward information to the Norwegian Maritime Directorate concerning change of company. Such information should be made available to the Norwegian Maritime Directorate by the classification societies upon request.

#### 5. Conditions related to DOC certification

In the case of DOC certification of companies operating a fleet of ships registered in NIS and being classified by more than one of the classification societies recognized by Norwegian authorities, the verification of the Company shall be conducted in accordance with the following principles:

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- 5.1. The verification of the Company and issuance of DOC shall be done by only one of the classification societies. All relevant results from such verification shall be made available to the other classification societies involved in ISM certification of the Company's fleet being registered in NIS. The Company will decide which one of the classification societies recognized by Norwegian authorities that shall perform the full verification of the Company, but limited to those societies classifying at least one of the Company's ships being registered in NIS. In particular circumstances, NMD may renounce this limitation.
- 5.2. The arrangement described above does not relieve each classification society of the obligation to only issue ISM certificates to ships and companies in cases where it has been verified that the requirements to the safety management system as set out in the ISM Code are fulfilled. Thus, those classification societies not issuing the DOC to the Company, are required to conduct limited verifications of the Company, if and when this is necessary to fulfil this condition. The practical arrangements for the ISM certification process shall be mutually agreed between the Company and all classification societies involved in ISM certification of the Company and the ships operated by the Company.
- 5.3. The total verification activities in relation to each Company shall be limited as much as possible within the constraints of the above principles.

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## Appendix 3

### Audit document

#### ***Safety, working and living conditions***

The objective of the ISM Code is to ensure safety at sea, prevention of human injury or loss of life, and avoidance of damage to the marine environment, and to property. The objective is to be met through company Safety Management Systems (SMS). The objectives of the SMS shall ensure safe practices in ship operation and a safe working environment. The SMS shall also ensure compliance with mandatory rules and regulations.

The ISM Code requires, inter alia, that companies develop a safety and environmental protection policy.

This policy shall describe how the objectives of the policy shall be achieved, and the company shall ensure that the policy is implemented and maintained at all levels of the organization both ship-based as well as shore based.

The audit document gives an overview over the rules and regulations pertaining to seafarers' working and living conditions. The document shall be used as a tool for an assessment of whether the companies' SMS sufficiently address this area (seafarers' working and living conditions).

It is important to remember that there is no "one right way" of developing a Safety Management System. What is important is to assess whether the system addresses the content of the different rules and regulations. This can, inter alia, be done by developing procedures that reflect each rule and regulation, or by referencing to the rule so that the rule itself is used as a procedure. This last method depends on a high level of accessibility [to the rules and regulations] and to the crew members' understanding of the rules and regulations.

#### **1. Standards of maintenance and cleanliness of shipboard living and working areas**

Provides the SMS reference points as to how galleys and accommodation for the crew can be kept clean and maintained according to rules and regulations.

#### **2. Minimum age**

Procedures and steering documents for preliminary control should ensure that mandatory requirements regarding minimum age are complied with.

#### **3. Employment agreement**

Procedures and steering documents for preliminary control should ensure that employment agreements shall be concluded in written form and in accordance with the Seamen's Act and its regulations. The procedures shall ensure that employment contracts are checked by the relevant public supervisory authority.

#### **4. Food and catering**

Procedures and steering documents for the purchasing of provisions and potable water in conformity with the provisions of the pertinent regulations and ILO Convention No. 68 should be part of the SMS.

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## **5. Crew accommodation**

Subject to inspection during construction and reflagging the vessel, as well as unscheduled spot checks.

## **6. Recruitment**

The SMS should have procedures and steering documents for employers' preliminary control of, inter alia, qualifications, cf. ISM Code, paragraph 6.2.

## **7. Manning**

The SMS shall demonstrate that the company has procedures in place to comply with relevant manning regulations.

## **8. Qualifications**

The SMS shall ensure that the crew shall have the required qualifications and have received the necessary training and that they have been familiarized with the vessel they serve on.

## **9. Hours of work**

How the different provisions regarding hours of work have been incorporated into the SMS. It is not clear whether there should be a requirement for development of procedures and/or steering documents in this area. If such procedures have been developed, it must be verified whether these are in conformity with current legislation.

## **10. Medical examination**

The SMS should have procedures ensuring that health certificates are not older than three months prior to signing on, and that seafarers are sent annually for their medical examination.

## **11. Prevention of occupational accidents**

*Regulations concerning working environment, safety and health for employees on board ships*

1. The company's/master's responsibility for the employees' working environment, safety and health shall be part of the SMS.
2. Does the SMS incorporate a risk management policy?
3. Does the SMS indicate that other activities on board are included in the regulations?
4. Are the general instructions for working environment, safety and health part of the SMS?
5. Procedures and/or steering documents should be developed regarding risk assessment. However, it is sufficient that a reference is made to the provision.
6. Procedures and/or steering documents shall be developed on how the work shall be organized. However, it is sufficient that a reference is made to the provision.
7. Does the SMS require that employees and/or protection supervisor shall be consulted on all questions concerning occupational safety and health?
8. Procedures and/or steering documents for information to employees should be developed. However, it is sufficient that a reference is made to the provision.
9. Procedures and/or steering documents for training of employees should be developed. A training programme would in most circumstances be a natural part of the SMS.
10. Does the SMS contain measures to ensure that employees have access to necessary medical check-ups, and that employees who are in danger of developing delayed injuries shall be monitored continuously?

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11. Does the SMS contain procedures to ensure that personal injuries are reported to the Norwegian Maritime Directorate?
  12. Does the SMS indicate that the abovementioned assessments shall be carried out before any decisions are made regarding the use of personal protective gear?
  13. Does the SMS contain requirements regarding personal protective gear?
  14. Does the SMS indicate at what times personal protective gear shall be made available, and that dangers to health and safety shall be assessed? Procedures and/or steering documents should be developed for procuring personal protective gear.
  15. Do the conditions for procurement of personal protective gear appear in the SMS? Procedures and/or steering documents should be developed for procurement of personal protective equipment.
  16. Procedures and/or steering documents should be developed concerning training in the use of such equipment. Such training programmes should be part of the SMS.
  17. Does the SMS take care of the usual duties for work equipment and tools?
  18. Does the SMS address the issue of control and maintenance of the equipment and tools? Do the criteria for control and maintenance of tools and equipment appear in the SMS?
  19. Does the SMS require that written working instructions be prepared?
  20. Procedures and/or steering documents should be developed for information to employees. It may be sufficient that the system refer to the relevant provisions.
  21. Procedures and steering documents for training of employees should be developed as part of the SMS.
  22. Does the SMS address manual carrying and lifting of objects?
  23. Does the SMS provide for the appointment, from amongst the crew of the ship, of a suitable person or suitable persons or of a suitable committee responsible, under the master, for accident prevention?
  24. A description of the committee's duties and responsibilities should be part of the SMS.
  25. If a program exists for the training of the members of the accident prevention committee it should be part of the SMS.
  26. The SMS should incorporate procedures for the submitting to the Norwegian Maritime Directorate of an annual report of the accident prevention activities on board for each vessel of the company. However, a reference to the relevant regulations may be sufficient.

*Regulations concerning the storage and use of hazardous and noxious substances on board*

Procedures should be developed for the storage and use of hazardous and noxious substances. These procedures shall mirror the provisions of the regulations.

*Regulations concerning electrical welding on board*

Procedures and steering documents should be developed for electric welding on board. These procedures shall mirror the provisions of the regulations.

*Regulations concerning cargo-handling appliances in ships*

Procedures and steering documents should be developed for the operation of cargo-handling appliances. These procedures shall mirror the provisions of the regulations.

*Regulations concerning carriage by ship of special or dangerous cargoes in bulk or as packaged goods*

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Procedures and steering documents should be developed for the carriage of special or dangerous cargoes. These procedures shall mirror the provisions of the regulations.

*Regulations concerning safety measures, etc. on passenger ships, cargo ships and lighters*

These Regulations contain provisions concerning safe working practices on board. The provisions should, as far as possible, be incorporated into the procedures and steering documents of the SMS.

**12. Medical care**

Separate procedures and/or steering documents should be developed covering medical care and the maintenance of the medical chest.

**13. Sickness and injury benefits**

Not currently subject to audit.

**14. Social welfare and related matters**

Not currently subject to audit.

**15. Repatriation**

Not currently subject to audit.

**16. Terms and conditions of employment which are subject to national laws and regulations**

Not currently subject to audit.

**17. Freedom of association**

Not currently subject to audit.

## Appendix 4

### Inspection document on personal safety, working and living conditions

*For all inspections on board, ten questions from the inspection document shall be covered. Five of these questions shall be from area No. 11, concerning accident prevention. These questions shall make up a separate checklist for personal safety, and working and living conditions. A copy of this checklist shall be posted on the vessel's notice board or be sent to its representatives.*

| Area                              | Inspection   | Reference   | Recommendations/comments |
|-----------------------------------|--|---|--------------------------|
| <b>1. Maintenance cleanliness</b> |  |   |                          |
| Galley                            | Check that mess gear is clean and stored in a satisfactory manner. Check that personnel in the galley have clean uniforms and that their personal hygiene is satisfactory. | Regulations concerning accommodation and catering service on ships (s. 32)                    |                          |
| Crew accommodation                | Check if recreation accommodation is clean. Ask how often cleaning is carried out.   | Regulations concerning accommodation and catering service on ships (s. 33)                    |                          |
| <b>2. Minimum age</b>             | Check that regulations concerning minimum age are applied on board.  | Seamen's Act (s. 4)   |                          |
| <b>3. Employment agreement</b>    | Check that written employment agreements for each seafarer exist.  | Seamen's Act (s. 3), Regulations concerning employment agreement and settlement of wages form |                          |
|                                   | If the standard Norwegian Maritime Directorate (NMD) form is not used, ask to see the NMD authorization.   | Regulations concerning employment agreement and settlement of wages form (ss. 2 and 3)        |                          |
|                                   | Check that settlement of wages form contains the required information.   | Regulations concerning employment agreement and settlement of wages form (s. 4)               |                          |
| <b>4. Food and catering</b>       | Check that there are handbooks, brochures, charts, etc. on nutrition, purchasing, storage, cooking and serving of food on board.   | Regulations concerning accommodation and catering service on ships (s. 29)                    |                          |
| <b>5. Crew accommodation</b>      | Check that the Act relating to prevention of the harmful effects of tobacco is being applied on board.   | Act relating to prevention of the harmful effects of tobacco (s. 6)                           |                          |
| <b>6. Recruitment</b>             | Not applicable for inspection on board.  |   |                          |
| <b>7. Manning</b>                 | Check that the actual crew is in conformity with the Specification of Crew issued by the NMD.  | Regulations concerning the manning of Norwegian ships (s. 5)                                  |                          |

| Area                           | Inspection  | Reference   | Recommendations/comments |
|--------------------------------|---|---|--------------------------|
| <b>8. Qualifications</b>       | Check that the members of the crew's certificates are in accordance with the provisions of the Regulations.   | Regulations concerning qualification requirements, etc. (s. 3)          |                          |
|                                | Check that ratings have the required qualifications.  | Regulations concerning qualification requirements, etc. (ss. 13 and 14) |                          |
|                                | Check that emergency preparedness training and language skills fulfil the requirements of the Regulations.  | Regulations concerning qualification requirements, etc. (ss. 9 and 10)  |                          |
|                                | Check that familiarization training has been carried out on board.  | Regulations concerning qualification requirements, etc. (s. 3)          |                          |
| <b>9. Working hours</b>        | Await passage into law of working hours for seafarers bill.   |   |                          |
| <b>10. Medical examination</b> | Check that every crew member has valid health certificate   | Medical examination for employees on board ship regulations, s. 4       |                          |
| <b>11. Accident prevention</b> |   |   |                          |
| Master's responsibility        | Check that the master knows his responsibilities for the crew's working environment, safety and health.   | Regulations on working environment, safety and health (s. 2-1)          |                          |
| General directives             | Is the ship management aware of the general directives that form the basis of the crew's working environment, safety and health?  | Regulations on working environment, safety and health (s. 3-1)          |                          |
| Risk assessment                | Is risk assessment carried out on a regular basis?  | Regulations on working environment, safety and health (s. 3-2)          |                          |
| Organization                   | Are the following taken into consideration when organizing work on board: <ul style="list-style-type: none"> <li>- age and competence;</li> <li>- variation;</li> <li>- qualifications and awareness of elements of risk and danger;</li> <li>- possibilities for inspection;</li> <li>- rest?</li> </ul> | Regulations on working environment, safety and health (s. 3-3)          |                          |
| Worker consultation            | Is the crew being consulted in matters concerning safety and health?  | Regulations on working environment, safety and health (s. 3-4)          |                          |
| Information                    | Is the crew being sufficiently informed of safety risks and risks to health? Have they understood the information?  | Regulations on working environment, safety and health (s. 3-5)          |                          |

| Area                                 | Inspection   | Reference   | Recommendations/comments |
|--------------------------------------|--|---|--------------------------|
| Training                             | Is there sufficient documentation of regular and necessary training on board?  | Regulations on working environment, safety and health (s. 3-6)  |                          |
| Medical examination/ health          | Have measures been taken to ensure that the crew are given the necessary health exams in relation to the risks to which they are exposed on board?   | Regulations on working environment, safety and health (s. 3-7)  |                          |
| Notice and report of personal injury | Are personal injuries being reported in accordance with the Regulations?   | Regulations on working environment, safety and health (s. 3-8)  |                          |
| Personal protective equipment        | <p>Check that personal protective equipment is:</p> <ul style="list-style-type: none"> <li>- appropriately designed;</li> <li>- adapted to the workplace;</li> <li>- maintained so that it is in a satisfactory condition/working order;</li> <li>- cleaned;</li> <li>- is only used for the purposes for which it was designed.</li> </ul> <p>Check that procurement of protective equipment conforms with the Regulations.</p> <p>Check that the crew is aware of the risks against which the protective equipment is designed to provide protection.</p> <p>Check that the crew has received adequate training in the use of the equipment.</p> | <p>Regulations on working environment, safety and health (s. 4-3)</p> <p>Regulations on working environment, safety and health (s. 4-5)</p> <p>Regulations on working environment, safety and health (s. 4-6)</p> <p>Regulations on working environment, safety and health (s. 4-6)</p> |                          |
| Work equipment                       | <p>Is work equipment on board being inspected and maintained regularly?</p> <p>Are there written instructions for work equipment involving special risks?</p> <p>Check that the crew receives adequate information and training for the safe use of the equipment</p>  | <p>Regulations on working environment, safety and health (s. 5-4)</p> <p>Regulations on working environment, safety and health (s. 5-5)</p> <p>Regulations on working environment, safety and health (ss. 5-6 and 5-7)</p>  |                          |
| Manual handling of objects           | <p>Check that manual handling accords with the Regulations.</p> <p>Check that the crew is getting sufficient information and training for the manual handling of heavy objects.</p>  | <p>Regulations on working environment, safety and health (s. 6-3)</p> <p>Regulations on working environment, safety and health (s. 6-4)</p>   |                          |

| Area                               | Inspection  | Reference  | Recommendations/comments |
|------------------------------------|---|--|--------------------------|
| Protection and working environment | Check that a sufficient number of protection supervisors have been elected.   | Regulations on working environment, safety and health (s. 7-1)                   |                          |
|                                    | If there are more than eight crew members, has a Protection and Environment Committee (PEC) been established on board?                                | Regulations on working environment, safety and health (s. 7-8)                   |                          |
|                                    | Are the members of the PEC aware of their duties and responsibilities?  | Regulations on working environment, safety and health (s. 7-11)                  |                          |
|                                    | Check that between four to six meetings of the PEC are being held annually.   | Regulations on working environment, safety and health (s. 7-11)                  |                          |
|                                    | Check the minutes of the meetings.  | Regulations on working environment, safety and health (s. 7-11)                  |                          |
|                                    | Is the training requirement of 40 hours for the protection supervisor and the members of the PEC being met?   | Regulations on working environment, safety and health (s. 7-14)                  |                          |
|                                    | Was an annual report for the previous calendar year sent to the NMD?  | Regulations on working environment, safety and health (s. 7-15)                  |                          |
| Hazardous substances               | Check that there is a product data sheet that contains information on health risks to which the user has ready access.                                | Regulations on storage and use of substances injurious to health on board (s. 2) |                          |
|                                    | Check that a journal is being kept for purchases, storage conditions and quantities of hazardous substances.  | Regulations on storage and use of substances injurious to health on board (s. 2) |                          |
|                                    | Check that the crew is adequately informed and trained for the handling and use of such substances.   | Regulations on storage and use of substances injurious to health on board (s. 4) |                          |
|                                    | Check that manuals exist on board on first aid in cases of poisoning, etc.  | Regulations on storage and use of substances injurious to health on board (s. 5) |                          |
|                                    | Check that packaging and residue and waste products are destroyed or treated for safe disposal that protects against hazards to health and pollution. | Regulations on storage and use of substances injurious to health on board (s. 6) |                          |
| Electric welding                   | Are there written instructions for the use of electrical welding plant on board?  | Regulations on electrical welding on board ships (s. 4)                          |                          |
| Cargo-handling appliances          | Is there a crane manual on board?   | Regulations on cargo-handling appliances in ships (s. 12)                        |                          |

| Area                                    | Inspection   | Reference  | Recommendations/comments |
|---|--|--|--------------------------|
| Transport of special or dangerous goods | Are the regulations on the operation of cargo-handling appliances being followed?  | Regulations on cargo-handling appliances in ships (ss. 23 and 25)                                      |                          |
|   | <b>Ships carrying liquid chemicals in bulk</b>   |  |                          |
|   | Check that special safety precautions are being taken.   | Regulations on carriage by ship of special or dangerous cargoes in bulk or as packaged goods (s. 2-9)  |                          |
|   | Has a safety officer been appointed and is he familiar with his duties?  | Regulations on carriage by ship of special or dangerous cargoes in bulk or as packaged goods (s. 2-10) |                          |
|   | Is there sufficient literature on the dangers of the cargo on board, and have notices concerning the physical data and potential harmful effects been posted in Norwegian and English in all mess rooms? | Regulations on carriage by ship of special or dangerous cargoes in bulk or as packaged goods (s. 2-11) |                          |
|   | <b>Ships carrying liquefied gases in bulk</b>  |  |                          |
|   | Have special safety precautions in accordance with the regulations been taken?   | Regulations on carriage by ship of special or dangerous cargoes in bulk or as packaged goods (s. 3-9)  |                          |
|   | Has a safety officer been appointed and is he familiar with his duties?  | Regulations on carriage by ship of special or dangerous cargoes in bulk or as packaged goods (s. 3-10) |                          |
|   | Is there sufficient literature on the dangers of the cargo on board, and have notices concerning the physical data and potential harmful effects been posted in Norwegian and English in all mess rooms? | Regulations on carriage by ship of special or dangerous cargoes in bulk or as packaged goods (s. 3-12) |                          |
|   | <b>Carriage of dangerous packaged goods</b>  |  |                          |
| Safety measures                         | Is there documentation that all crew members involved in the handling of dangerous packaged goods have been properly trained, including training in appropriate safety measures?                         | Regulations on carriage by ship of special or dangerous cargoes in bulk or as packaged goods (s. 5-7)  |                          |
|   | Are the safety provisions for dangerous packaged goods being complied with?  | Regulations on carriage by ship of special or dangerous cargoes in bulk or as packaged goods (s. 5-17) |                          |
|   | Are fixed and portable means of access being properly maintained?  | Regulations on safety measures on passenger ships, cargo ships and lighters (s. 5)                     |                          |
|   | Has the ship satisfactory means of access on board to ensure safe embarkation and disembarkation with rail ropes and rope nets?  | Regulations on safety measures on passenger ships, cargo ships and lighters (s. 7)                     |                          |

| Area  | Inspection   | Reference   | Recommendations/comments |
|---|--|---|--------------------------|
|   | Are deck openings not protected by hatch coamings or similar, having a net height of 750 millimetres above deck, effectively fenced off?   | Regulations on safety measures on passenger ships, cargo ships and lighters (s. 8)  |                          |
|   | Are instructions for operating, opening and closing of ports in the ship's sides, bow and stern available on board?  | Regulations on safety measures on passenger ships, cargo ships and lighters (s. 9)  |                          |
|   | Have crew members responsible for measuring potential gas hazards in enclosed spaces such as tanks, tunnels etc. been adequately trained in the use of the measuring instruments?            | Regulations on safety measures on passenger ships, cargo ships and lighters (s. 13) |                          |
|   | Are the necessary safety measures in connection with inspections, work, etc., being taken?   | Regulations on safety measures on passenger ships, cargo ships and lighters (s. 15) |                          |
|   | Are the crew members driving trucks or operating cranes over 18 years of age, and have they received adequate training?  | Regulations on safety measures on passenger ships, cargo ships and lighters (s. 17) |                          |
|   | Check that the regulation concerning protective equipment is being complied with, and in particular that it is in working order.   | Regulations on safety measures on passenger ships, cargo ships and lighters (s. 24) |                          |
|   | Check that necessary safety measures related to the use of high pressure equipment, paint spraying gear, sand-blasting equipment, flushing arrangement have been taken, and are being taken. | Regulations on safety measures on passenger ships, cargo ships and lighters (s. 25) |                          |
| <b>12. Medical care</b>                       | Check that storage of medical supplies complies with the regulations.  | Regulations on medical supplies on board ship m.v. (s. 6)                           |                          |
| <b>13. Sickness and injury benefits</b>       | Not to be inspected.   | No reference  |                          |
| <b>14. Social welfare and related matters</b> | Not to be inspected.   | No reference  |                          |
| <b>15. Repatriation</b>                       | Not to be inspected.   | No reference  |                          |
| <b>16. Employment conditions</b>              | Not to be inspected.   | No reference  |                          |
| <b>17. Freedom of association</b>             | Not to be inspected.   | No reference  |                          |