
INTERNATIONAL LABOUR ORGANIZATION
Sectoral Activities Programme

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

Consolidated maritime labour Convention (First draft)
Code, Part B

Geneva, 2003



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CODE, PART B

Guidelines to assist in implementing the Regulations and Standards of the maritime labour Convention 2005

1. This part of the Code contains Guidelines to be considered by Members as providing guidance or models or examples of best practice when implementing their obligations under the Convention to protect seafarers' employment rights.

2. The Guidelines in this Code adopt the five groupings of rights and principles found in the Regulations and are numbered accordingly, namely,

- Title 1, Code, Parts A and B: Minimum requirements for seafarers to work on a ship
- Title 2, Code, Parts A and B: Conditions of employment and crewing
- Title 3, Code, Parts A and B: Accommodation, welfare facilities, food and catering
- Title 4, Code, Parts A and B: Health protection, welfare, medical care and social security protection
- Title 5, Code, Parts A and B: Compliance and enforcement

Title 1. Minimum requirements for seafarers to work on a ship

Guideline B1.1 – Minimum age

Guideline B1.2 – Medical certificates

B1.2.1 Content of medical certification

1. The document attesting to medical fitness should state that –
 - (a) the hearing and sight of the persons concerned and, in the case of persons to be employed in capacities where their fitness for the work which they are to perform is liable to be affected by defective colour vision, their colour vision, are all satisfactory; and (C.73A4/3/a)
 - (b) they are not suffering from any disease likely to be aggravated by, or to render them unfit for, service at sea or likely to endanger the health of other persons on board. (C.73A4/3/b)

B1.2.2 Appeals

1. Arrangements should be made to enable a person who, after examination, has been refused a certificate to apply for a further examination by an independent medical referee. (C.73A8)

B1.2.3 International Guidelines

1. The competent authorities, medical examiners, shipowners, seafarers' representatives and all other persons concerned with the conduct of medical fitness examinations of seafarer candidates and serving seafarers should be required to take due account of the Guidelines for Conducting Pre-sea and Periodic Medical Fitness Examinations for Seafarers, including any revised versions that may be approved by the Governing Body of the International Labour Office.

Guideline B1.3 – Training and qualifications

B1.3.1 Certificates of qualification as an able seaman

1. The competent authority should make arrangements for the holding of examinations and for the granting of certificates of qualification. (C.74A2/1)
2. Seafarers should only be granted a certificate of qualification if they have:
 - (a) reached a minimum age to be prescribed by the competent authority;
 - (b) served at sea in the deck department for a minimum period to be prescribed by the competent authority; and
 - (c) passed an examination of proficiency to be prescribed by the competent authority. (C.74A2/2)
3. The prescribed minimum age should not be less than 18 years. (C.74A2/3)
4. The prescribed minimum period of service at sea should not be less than 36 months. The competent authority may, however –

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- (a) permit seafarers with a period of actual service at sea of not less than 24 months who have successfully passed through a course of training in an approved training school to reckon the time spent in such training, or part thereof, as sea service; and
 - (b) permit seafarers trained in approved seagoing training ships who have served 18 months in such ships to be certificated as able seamen upon leaving in good standing. (C.74A2/4)

5. The prescribed examination should provide a practical test of the candidate's knowledge of seamanship and of his or her ability to carry out effectively all the duties that may be required of an able seaman including those of a lifeboatman; it shall be such as to qualify a successful candidate to hold the special lifeboatman's certificate provided for in Chapter III Regulation 10 of the International Convention for the Safety of Life at Sea, 1974, or in the corresponding provision of any subsequent Convention revising or replacing that Convention for the time being in force for the territory concerned. (C.74A2/5)

B1.3.2 Certification of ships' cooks

1. Seafarers should only be granted a certificate of qualification as a ships' cook if they have –

- (a) reached a minimum age to be prescribed by the competent authority;
- (b) served at sea for a minimum period to be prescribed by the competent authority; and
- (c) passed an examination to be prescribed by the competent authority. (C.69A4/2)

2. The prescribed examination should provide a practical test of the candidates' ability to prepare meals; it should also include a test of their knowledge of food values, the drawing up of varied and properly balanced menus, and the handling and storage of food on board a ship. (C.69A4/3)

3. The prescribed examination might be conducted and certificates granted either directly by the competent authority or, subject to its control, by an approved school for the training of cooks.

4. The competent authority should provide for the recognition of certificates of qualification as a ship's cook issued by other Members who have ratified this Convention or the Certification of Ships' Cooks Convention or other approved body. (C.69A4/4)

B1.3.3 Vocational planning and life-long training

1. Each Member should, after consulting the organizations of shipowners and seafarers concerned, establish clear objectives for the vocational guidance, education and training of seafarers, including life-long training, taking full account of the guidance contained in Appendix B-I to this Code.

Guideline B1.4 – Recruitment and placement

B1.4.1 Organizational and operational Guidelines

1. The competent authority should:

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- (a) take the necessary measures to promote effective cooperation among recruitment and placement services, whether public or private;
 - (b) take account of the needs of the maritime industry at both the national and international levels, when developing training programmes for seafarers that work as crew members, with the participation of shipowners, seafarers and the relevant training institutions;
 - (c) make suitable arrangements for the cooperation of representative organizations of shipowners and seafarers in the organization and operation of the public recruitment and placement services where they exist;
 - (d) maintain an arrangement for the collection and analysis of all relevant information on the maritime labour market, including the current and prospective supply of seafarers that work as crew classified by age, sex, rank and qualifications and the industry's requirements, the collection of data on age and sex being admissible only for statistical purposes or if used in the framework of a programme to prevent discrimination based on age and sex;
 - (e) ensure that the staff responsible for the supervision of recruitment and placement services for crew be adequately trained and have relevant knowledge of the maritime industry, including the relevant maritime international instruments on training, certification and labour standards;
 - (f) prescribe or approve operational standards and encourage the adoption of codes of conduct and ethical practices for these services; and
 - (g) promote continued supervision on the basis of a system of quality standards.
(R.186P1)

2. The competent authority should require that recruitment and placement agencies develop operational practices with respect to:

- (a) keeping a record of seafarers seeking employment;
- (b) matters pertaining to medical examinations, seafarers' identity documents and such other items as may be required for the seafarer to gain employment;
(R.186P2)
- (c) maintaining, with due regard to the right to privacy and the need to protect confidentiality, full and complete records of the seafarers covered by its recruitment and placement system, which should include but not be limited to:
 - (i) the seafarers' qualifications;
 - (ii) record of employment;
 - (iii) personal data relevant to employment;
 - (iv) medical data relevant to employment;
- (d) maintaining up-to-date crew lists of the ships for which it provides crew and ensure that there is a means by which it can be contacted in an emergency at all hours;

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- (e) procedures to ensure that seafarers are not subject to exploitation by the agency or its personnel with regard to the offer of engagement on particular ships or by particular companies;
 - (f) procedures to prevent the opportunities for exploitation of seafarers arising from the issue of joining advances or any other financial transaction between the employer and the seafarer which are handled by it;
 - (g) clearly publicizing costs which the seafarer will bear by way of medical or documentary clearance;
 - (h) ensuring that seafarers are advised of any particular conditions applicable to the job for which they are to be engaged and of particular employers' policies relating to their employment;
 - (i) procedures which are in accordance with the principles of natural justice for dealing with cases of incompetence or indiscipline consistent with national laws and practice and, where applicable, with collective agreements;
 - (j) procedures to ensure, as far as practicable, that certificates of competency and medical certificates of seafarers submitted for employment are up to date and have not been fraudulently obtained and that employment references are verified;
 - (k) procedures to ensure that requests for information or advice by families of seafarers while they are at sea are dealt with promptly and sympathetically and at no cost; and
 - (l) as a matter of policy, supplying seafarers only to employers who offer terms and conditions of employment to seafarers which comply with applicable laws or regulations or collective agreements. (R.186P3)

3. International cooperation should be encouraged between Members and relevant organizations and may include:

- (a) the systematic exchange of information on the maritime industry and labour market on a bilateral, regional and multilateral basis;
- (b) the exchange of information on maritime labour legislation;
- (c) the harmonization of policies, working methods and legislation governing recruitment and placement of seafarers;
- (d) the improvement of procedures and conditions for the international recruitment and placement of seafarers; and
- (e) workforce planning, taking account of the supply of and demand for seafarers and the requirements of the maritime industry. (R.186P4)

4. Each Member should do everything in its power to discourage seafarers within its territory from joining or agreeing to join ships flying the flag of a foreign country unless either the ships are flying the flag of Members which have ratified this Convention or the conditions under which such seafarers are to be engaged are generally equivalent to those contained in this Convention. (R.107P1)

Guideline B1.5 – Seafarers’ identity document

(to be developed)

Title 2. Conditions of employment and crewing

Guideline B2.1 – Seafarers’ employment agreements

B2.1.1 Contents of seafarers’ employment agreements

1. Seafarers’ employment agreements should in all cases contain the following particulars:

- (a) the seafarer’s family name and other names, date of birth or age and birthplace;
- (b) the place at which and date on which the contract was completed;
- (c) the capacity in which the seafarer is to be employed;
- (d) the amount of the seafarer’s wages;
- (e) the amount of paid annual leave;
- (f) the termination of the agreement and the conditions thereof, that is to say:
 - (i) if the agreement has been made for an indefinite period, the conditions which should entitle either party to rescind it, as well as the required period of notice for rescission; provided that such period should not be less for the shipowner than for the seafarer;
 - (ii) if the agreement has been made for a definite period, the date fixed for its expiry;
 - (iii) if the agreement has been made for a voyage, the port of destination and the time which has to expire after arrival before the seafarer shall be discharged;
- (g) any other particulars which national law may require. (modified C.22A6/3)

2. In order to help ensure that seafarers have on-board information about the conditions of their employment a copy of the standard form of the seafarers’ employment agreement or applicable national regulations implementing the minimum standards for seafarers employment agreements or, where applicable, a copy of a collective bargaining agreement should be posted or otherwise easily available to all seafarers. Where the language of the seafarers’ employment agreement is not English, an English language copy of a standard form of the agreement should also be available. (modified C.22)

B2.1.2 Record of employment

1. In determining the particulars to be recorded in the record of employment referred to in Standard A2.1, paragraph 4, Members should ensure that this document contains sufficient information, with a translation in English, to facilitate the acquisition of further work or to satisfy the sea-service requirements for upgrading or promotion. A seafarers’ discharge book may satisfy the requirements of this Standard.

Guideline B2.2 – Wages

B2.2.1 Specific definitions

1. For the purpose of this Guideline:

- (a) the term *basic pay or wages* means the pay, however composed, for normal hours of work; it does not include payments for overtime worked, bonuses, allowances, paid leave or any other additional emoluments;
- (b) the term *consolidated wage* means a wage or salary which includes the basic pay and other pay-related benefits; a consolidated wage may include compensation for all overtime hours which are worked and all other pay-related benefits, or it may include only certain benefits in a partial consolidation;
- (c) the term *hours of work* means time during which seafarers are required to work to carry out their employment duties;
- (d) the term *overtime* means time worked in excess of the normal hours of work; (R.187P2)
- (e) the term *able seaman* means any seafarer of either sex who is deemed competent to perform any duty which may be required of a rating serving in the deck department, other than the duties of a supervisory or specialist rating, or who is defined as such by national laws, regulations or practice or by collective agreement.

B2.2.2 Wages

1. For seafarers whose remuneration includes separate compensation for overtime worked:

- (a) for the purpose of calculating wages, the normal hours of work at sea and in port should not exceed eight hours per day;
- (b) for the purpose of calculating overtime, the number of normal hours per week covered by the basic pay or wages should be prescribed by national laws or regulations, if not determined by collective agreements, but should not exceed 48 hours per week; collective agreements may provide for a different but not less favourable treatment;
- (c) the rate or rates of compensation for overtime, which should be not less than one and one-quarter times the basic pay or wages per hour, should be prescribed by national laws or regulations or by collective agreements; and
- (d) records of all overtime worked should be maintained by the master, or a person assigned by the master, and endorsed by the seafarer at regular intervals. (R.187P3)

2. For seafarers whose wages are fully or partially consolidated:

- (a) the seafarers' employment agreement should specify clearly where appropriate the number of hours of work expected of the seafarer in return for this remuneration, and any additional allowances which might be due in addition to the consolidated wage, and in which circumstances;

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- (b) where hourly overtime is payable for hours worked in excess of those covered by the consolidated wage, the hourly rate should be not less than one and one-quarter times the basic rate corresponding to the normal hours of work as defined in paragraph 1 above; the same principle should be applied to the overtime hours included in the consolidated wage;
 - (c) remuneration for that portion of the fully or partially consolidated wage representing the normal hours of work as defined in paragraph 1 should be no less than the applicable minimum wage; and
 - (d) for seafarers whose wages are partially consolidated, records of all overtime worked should be maintained and endorsed as provided in paragraph 1(d). (R.187P4)

3. National laws or regulations or collective agreements may provide for compensation for overtime or for work performed on the weekly day of rest and on public holidays by at least equivalent time off duty and off the ship or additional leave in lieu of remuneration or any other compensation so provided. (R.187P5)

4. National laws and regulations adopted after consulting the representative organizations of shipowners and seafarers or, as appropriate, collective agreements should take into account the following principles:

- (a) equal remuneration for work of equal value should apply to all seafarers employed upon the same ship without discrimination based upon race, colour, sex, religion, political opinion, national extraction or social origin;
- (b) the seafarers' employment agreement specifying the applicable wages or wage rates should be carried on board the ship; information on the amount of wages or wage rates should be made available to each seafarer, either by providing at least one signed copy of the relevant information to the seafarer in a language which the seafarer understands, or by posting a copy of the agreement in a place accessible to the crew or by some other appropriate means;
- (c) wages should be paid in legal tender; where appropriate, they may be paid by bank transfer, bank cheque, postal cheque or money order;
- (d) wages should be paid monthly or at some other regular interval, and on termination of engagement all remuneration due should be paid without undue delay;
- (e) adequate penalties or other appropriate remedies should be imposed by the competent authorities where shipowners unduly delay, or fail to make, payment of all remuneration due;
- (f) wages should be paid directly to seafarers' designated bank accounts unless they request otherwise in writing;
- (g) subject to subparagraph (h), the shipowner should impose no limit on seafarers' freedom to dispose of their remuneration;
- (h) deduction from remuneration should be permitted only if:
 - (i) there is an express provision in national laws or regulations or in an applicable collective agreement;

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- (ii) the seafarer has been informed, in the manner deemed most appropriate by the competent authority, of the conditions for such deductions; and
 - (iii) they do not in total exceed the limit that may have been established by national laws or regulations or collective agreements or court decisions for making such deductions;
- (i) no deductions should be made from a seafarer's remuneration in respect of obtaining or retaining employment;
 - (j) the competent authority should have the power to inspect stores and services provided on board ship to ensure that fair and reasonable prices are applied for the benefit of the seafarers concerned; and
 - (k) to the extent that seafarers' claims for wages and other sums due in respect of their employment are not secured in accordance with the provisions of the International Convention on Maritime Liens and Mortgages, 1993, such claims should be protected in accordance with the Protection of Workers' Claims (Employer's Insolvency) Convention, 1992, of the International Labour Organization. (R.187P6)

5. [Measures to ensure that seafarers are able to transmit their earnings to their families might include –

- (a) a system for enabling seafarers, at the time of their entering employment or during it, to allot, if they so desire, a proportion of their wages for remittance at regular intervals to their families by bank transfers or similar means;
- (b) a requirement that allotments should be remitted in due time and directly to the person or persons nominated by the seafarers;
- (c) a procedure or mechanism to provide independent confirmation that seafarers' allotments are actually remitted to the person or persons nominated.] (new)

6. The Member should, after consulting with shipowners' and seafarers' organizations, have procedures to investigate complaints relating to any matter contained in the present Guideline. (R.187P7)

B2.2.3 Minimum wages

1. Without prejudice to the principle of free collective bargaining, the Member should, after consulting representative organizations of shipowners and seafarers, establish procedures for determining minimum wages for seafarers [that are crew members]. Representative organizations of shipowners and seafarers should participate in the operation of such procedures. (R.187P8(1))

2. When establishing such procedures and in fixing minimum wages, due regard should be given to international labour standards concerning minimum wage fixing, as well as the following principles:

- (a) the level of minimum wages should take into account the nature of maritime employment, crewing levels of ships, and seafarers' normal hours of work; and
- (b) the level of minimum wages should be adjusted to take into account changes in the cost of living and in the needs of seafarers. (R.187P8(2))

3. The competent authority should ensure:

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- (a) by means of a system of supervision and sanctions, that wages are paid at not less than the rate or rates fixed; and
 - (b) that any seafarers who have been paid at a rate lower than the minimum wage is enabled to recover, by an inexpensive and expeditious judicial or other procedure, the amount by which they have been underpaid. (R.187P8(3))

B2.2.4 Minimum monthly basic pay or wage figure for able seamen

1. The basic pay or wages for a calendar month of service for an able seaman should be no less than the amount periodically set by the Joint Maritime Commission or another body authorized by the Governing Body of the International Labour Office. Upon a decision of the Governing Body, the Director-General of the ILO shall notify any revised amount to the Members of the International Labour Organization. (R.187P10)

2. Nothing in this section should be deemed to prejudice arrangements agreed between shipowners or their organizations and seafarers' organizations with regard to the regulation of standard minimum terms and conditions of employment, provided such terms and conditions are recognized by the competent authority. (R.187P11)

Guideline B2.3 – Hours of work or rest and entitlement to leave

B2.3.1 Hours of work or rest – Young seafarers

1. At sea and in port the provisions set out in the following clauses should apply to all young persons under 18 years of age:

- (a) the normal working hours of young seafarers should not exceed eight hours per day and 40 hours per week and the consistent working of overtime should be avoided whenever possible;
- (b) while sufficient time should be allowed for all meals, young seafarers should be assured of a break of at least one hour for the main meal of the day;
- (c) young seafarers should be allowed a 15-minute rest period as soon as possible following each two hours of continuous work.

2. Exceptionally, the provisions of paragraph 1 above need not be applied:

- (a) if they are impracticable for young seafarers in the deck, engine room and catering departments assigned to watchkeeping duties or working on a rostered shift-work system;
- (b) if the effective training of young seafarers in accordance with established programmes and schedules would be impaired.

3. Such exceptions should be recorded, with reasons, and signed by the master. (R.153P4)

4. The provisions of paragraph 1 above do not exempt young seafarers from their general obligation to work under the master's direction during any emergency involving:

- (a) the safety of the crew, the passengers, the ship or its cargo;

(b) the safety of other ships or of lives and cargoes on board such ships. (R.153P5)

B2.3.2 Annual leave – Young seafarers

1. If young seafarers under 18 years of age have served six months without leave in a foreign-going ship which has not returned to their country of residence in that time, and will not so return in the subsequent three months of the voyage, they should be entitled to be repatriated at no expense to themselves to the place of original engagement in their country of residence for the purpose of taking any leave earned during the voyage. (R.153P6(2))

B2.3.3 Annual leave – Calculation of entitlement

1. Under conditions to be determined by the competent authority or through the appropriate machinery in each country, service off-articles should be counted as part of the period of service. (C.146A5/2)

2. Under conditions to be determined by the competent authority or through the appropriate machinery in each country, absence from work to attend an approved maritime vocational training course or for such reasons beyond the control of the seafarer concerned as illness, injury or maternity should be counted as part of the period of service. (C.146A5/3)

3. The following should not be counted as part of the minimum annual leave with pay prescribed in Part A of the Code:

- (a) public and customary holidays recognized as such in the country of the flag, whether or not they fall during the annual leave with pay;
- (b) periods of incapacity for work resulting from illness, injury or maternity, under conditions to be determined by the competent authority or through the appropriate machinery in each country;
- (c) temporary shore leave granted to a seafarer while under an employment agreement;
- (d) compensatory leave of any kind, under conditions to be determined by the competent authority or through the appropriate machinery in each country. (C.146A6)

B2.3.4 Taking of annual leave

1. Seafarers should not be required without their consent to take annual leave due to them at a place other than that to which they are entitled to be repatriated except under the provisions of a seafarers' employment agreement or of national laws or regulations. (C.146A10/2)

2. If seafarers are required to take their annual leave from a place other than that permitted by paragraph 1 above, they should be entitled to free transportation to the place where they were engaged or recruited, whichever is nearer their home; subsistence and other costs directly involved in their return there shall be for the account of the shipowner; the travel time involved should not be deducted from the annual leave with pay due to the seafarer. (C.146A10/3)

3. A seafarer taking annual leave should be recalled only in cases of extreme emergency, with due notice. (C.146A12)

B2.3.5 Division and accumulation of annual leave

1. The division of the annual leave with pay into parts, or the accumulation of such annual leave due in respect of one year together with a subsequent period of leave, may be authorized by the competent authority or through the appropriate machinery in each country. (C.146A8/1)

2. Subject to paragraph 1 and unless otherwise provided in an agreement applicable to the shipowner and the seafarer concerned, the annual leave with pay recommended by this Standard should consist of an uninterrupted period. (C.146A8/2)

Guideline B2.4 – Repatriation

B2.4.1 Entitlement to repatriation

1. In accordance with Standard A2.4, seafarers should be entitled to repatriation:

- (a) upon the expiry of the period of notice given in accordance with the provisions of the seafarers' employment agreement;
- (b) in the event of illness or injury or other medical condition which requires their repatriation when found medically fit to travel;
- (c) in the event of shipwreck;
- (d) in the event of the shipowner not being able to continue to fulfil their legal or contractual obligations as an employer of the seafarers by reason of bankruptcy, sale of ship, change of ships' registration or any other similar reason;
- (e) in the event of a ship being bound for a war zone, as defined by national laws or regulations or seafarers' employment agreements, to which the seafarers do not consent to go;
- (f) in the event of termination or interruption of employment in accordance with an industrial award or collective agreement, or termination of employment for any other similar reason. (C.166A2/1)

2. In determining the maximum duration of service periods on board following which a seafarer is entitled to repatriation, in accordance with this Code, account should be taken of factors affecting the seafarers' working environment. Members should seek, wherever possible, to reduce these periods in the light of technological changes and developments and might be guided by any recommendations made on the matter by the Joint Maritime Commission. (C.166A2/2)

3. If, after young seafarers under 18 years of age have served on a ship for at least four months during their first foreign-going voyage, it becomes apparent that they are unsuited to life at sea, they should be given the opportunity of being repatriated at no expense to themselves from the first suitable port of call in which there are consular services of the country either of the flag of the ship or of the nationality of the young seafarer. Notification of any such repatriation, with the reasons therefor, should be given to the authority which issued the papers enabling the young seafarers concerned to take up seagoing employment. (R.153P6(1))

B2.4.2 Destinations for repatriation

1. The destinations to which seafarers may be repatriated should include:
 - (a) the place at which the seafarers agreed to enter into the engagement;
 - (b) the place stipulated by collective agreement;
 - (c) the seafarers' country of residence; or
 - (d) such other place as may be mutually agreed at the time of engagement.
2. Seafarers should have the right to choose from among the prescribed destinations the place to which they are to be repatriated. (C.166A3/2)

B2.4.3 Arrangements for repatriation

1. The cost to be borne by the shipowner in accordance with Standard A2.4 should include:
 - (a) passage to the destination selected for repatriation in accordance with Guideline B2.4.2 above;
 - (b) accommodation and food from the moment the seafarers leave the vessel until they reach the repatriation destination;
 - (c) pay and allowances from the moment they leave the vessel until they reach the repatriation destination, if provided for by national laws or regulations or collective agreements;
 - (d) transportation of 30 kg of the seafarers' personal luggage to the repatriation destination;
 - (e) medical treatment when necessary until the seafarers are medically fit to travel to the repatriation destination. (C.166A4/4)
2. Time spent awaiting repatriation and repatriation travel time should not be deducted from paid leave accrued to the seafarers. (C.166A7)
3. Shipowners should be required to continue to cover the costs of repatriation until the seafarers concerned are landed at a destination prescribed pursuant to this Code or are provided with suitable employment on board a vessel proceeding to one of those destinations (C.166A8, C.55A6/4).
4. The entitlement to repatriation may lapse if the seafarers concerned do not claim it within a reasonable period of time to be defined by national laws or regulations or collective agreements. (C.166A8)

B2.4.4 Obligations of Members for repatriation

1. Whenever seafarers are entitled to be repatriated pursuant to this Code, but both the shipowner and the flag State Member fail to meet their obligations under this Convention to arrange for and meet the cost of repatriation, the State from which the seafarers are to be repatriated or the State of which they are a national should arrange for their repatriation, and recover the cost from the Member in whose territory the ship is registered in accordance with this Code. (R.174)

2. A Member which has paid the cost of repatriation pursuant to this Code may detain, or request the detention of, the ships of the shipowner concerned until reimbursement has been made in accordance with paragraph 10(b) of Standard A2.4.

3. Every possible practical assistance should be given to seafarers stranded in foreign ports pending their repatriation.

4. In the event of delay in the repatriation of seafarers, the competent authority should ensure that the consular or local representative of the flag State is informed immediately. (R.173P21)

5. In particular, each Member should have regard to whether proper provision is made –

(a) for the return of seafarers employed on a ship flying the flag of a foreign country who are put ashore in a foreign port for reasons for which they are not responsible to –

(i) the port at which they were engaged; or

(ii) a port in their own country or the country to which they belong; or

(iii) another port agreed upon between the seafarer concerned and the master or shipowner, with the approval of the competent authority or under other appropriate safeguards;

(b) for medical care and maintenance of seafarers employed on a ship registered in a foreign country who are put ashore in a foreign port in consequence of sickness or injury incurred in the service of the ship and not due to their own wilful misconduct. (R.107P2)

Guideline B2.5 – Safe crewing levels

1. Each Member should maintain, or satisfy itself that there is maintained, efficient machinery for the investigation and settlement of any complaint or dispute concerning the crewing levels on a ship. (modified R.109P11)

2. Representatives of organizations of shipowners and seafarers should participate, with or without other persons or authorities, in the operation of such machinery. (R.109P12)

3. When determining, approving or revising crew levels in accordance with the provisions of this Code, the competent authority should also take into account the relevant provisions of the applicable instruments of the International Maritime Organization including: the International Convention for the Safety of Life at Sea, 1974, as amended; the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended [Assembly resolution A481(12) (1981) on Principles of Safe Manning, Assembly resolution A741(18) (1993) on the International Code for the Safe Operation of Ships and for Pollution Prevention (International Safety Management (ISM) Code), and Assembly resolution A772(18) (1993) on Fatigue Factors in Manning and Safety. (C.180A11/2 and Preamble)]

Guideline B2.6 [– Continuity of employment

B2.6.1 Continuity measures

1. Measures to achieve the objectives set out in Standard B2.6 might include:
 - (a) agreements providing for continuous or regular employment with a shipowner or an organization of shipowners; or
 - (b) arrangements for the regularization of employment by means of the establishment and maintenance of registers or lists, by categories, of qualified seafarers. (C.145A3)

B2.6.2 Register of seafarers

1. Where the continuity of employment of seafarers is assured solely by the establishment and maintenance of registers or lists, these should include all occupational categories of seafarers in a manner determined by national law or practice or by collective agreement. (C.145A4/1)
2. Seafarers on such a register or list should have priority of engagement for seafaring. (C.145A4/2)
3. Seafarers on such a register or list should be required to be available for work in a manner to be determined by national law or practice or by collective agreement. (C.145A4/3)
4. To the extent that national laws or regulations permit, the strength of registers or lists of seafarers should be periodically reviewed so as to achieve levels adapted to the needs of the maritime industry. (C.145A5/1)
5. When a reduction in the strength of such a register or list becomes necessary, all appropriate measures should be taken to prevent or minimize detrimental effects on seafarers, account being taken of the economic and social situation of the country concerned. (C.145A5/2)]

Title 3. Accommodation, welfare facilities, food and catering

Guideline B3.1 – Accommodation and onboard welfare facilities

B3.1.1 Construction and design requirements

1. The minimum headroom in all seafarer accommodation where full and free movement is necessary should be not less than 198 centimetres (6 feet 6 inches): The competent authority may permit some limited reduction in headroom in any space, or part of any space, in such accommodation where it is satisfied that it is reasonable to do so and also that such reduction would not result in discomfort to the seafarers. (modified C.133A10)
2. There should be no direct openings into sleeping rooms from spaces for cargo and machinery or from galleys, lamp and paint rooms or from engine, deck and other bulk storerooms, drying rooms, communal wash places or water closets. (C.92A6/2)
3. External bulkheads of sleeping rooms and mess rooms should be adequately insulated. All machinery casings and all boundary bulkheads of galleys and other spaces in which heat is produced should be adequately insulated where there is a

possibility of resulting heat effects in adjoining accommodation or passageways. Care should also be taken to provide protection from heat effects of steam and/or hot-water service pipes. (C.92A6/3)

4. Sleeping rooms, mess rooms, recreation rooms and alley-ways in the accommodation space should be adequately insulated to prevent condensation or overheating. (C.92A6/5)

5. Steam and exhaust pipes should not pass through crew accommodation nor, whenever technically possible, through alley-ways leading to seafarer accommodation; where they do pass through such alley-ways they should be adequately insulated and encased. (C.92A6/6)

6. Internal bulkheads should be of approved material which is not likely to harbour vermin. (C.92A6/4)

7. Inside panelling or sheeting should be of material with a surface easily kept clean. No form of construction likely to harbour vermin should be used. (C.92A6/7)

8. The wall surface and deckheads in sleeping rooms and mess rooms should be capable of being easily kept clean and light in colour with a durable, non-toxic finish. (C.92A6/9)

9. The wall surfaces should be renewed or restored as necessary. (C.92A6/10)

10. The decks in all seafarer accommodation should be of approved material and construction and should provide a surface impervious to damp and easily kept clean. (C.92A6/11)

11. Where the floorings are of composition the joinings with sides should be rounded to avoid crevices. (C.92A6/12)

B3.1.2 Ventilation

1. The system of ventilation for sleeping rooms and mess rooms should be controlled so as to maintain the air in a satisfactory condition and to ensure a sufficiency of air movement in all conditions of weather and climate. (C.92A7/2)

2. In ships of [1,000 tons and over], except those trading exclusively in temperate climates, ventilation shall be achieved by an air-conditioning system.

3. The competent authority should –

(a) investigate the possibility of installing air conditioning in ships of less than 1,000 tons;

(b) consider the possibility of providing existing ships with air conditioning of all or part of seafarer accommodation spaces by means of conversion of mechanical ventilation systems to full air conditioning at a time when substantial structural alterations are being made to the accommodation. (R.140P2)

4. Air-conditioning systems, whether of a centralized or individual unit type, should be designed to –

(a) maintain the air at a satisfactory temperature and relative humidity as compared to outside air conditions, and to ensure a sufficiency of air changes in all air-conditioned spaces;

(b) take account of the particular characteristics of operations at sea and not to produce objectionable noises or vibrations. (R.140P3)

5. Ships [of below 1,000 tons] regularly engaged on voyages in hot climates which are not equipped with air conditioning should be equipped with both mechanical means of ventilation and electric fans: provided that one only of these means need be adopted in spaces where this ensures satisfactory ventilation. (C.92A7/3)

6. Ships serving exclusively in temperate climates which are not equipped with air conditioning should be equipped with either mechanical means of ventilation or electric fans. The competent authority may exempt ships normally employed in the cold waters of the northern or southern hemispheres from this requirement. (C.92A7/4)

7. Power for the operation of the air conditioning and other aids to ventilation required by paragraphs 1 to 6 above should be available at all times when the crew is living or working on board and conditions so require. (C.92A7/5)

B3.1.3 Heating

1. The system of heating the seafarer accommodation should be in operation at all times when seafarers are living or working on board and conditions require its use. (C.92A8/2)

2. In all ships in which a heating system is required, the heating should be by means of steam, hot water, warm air or electricity. (C.92A8/3). The heating system should be capable of maintaining the temperature in seafarer accommodation at a satisfactory level under normal conditions of weather and climate likely to be met within the trade in which the ship is engaged. The competent authority should prescribe the standard to be provided. (C.92A8/5)

3. Radiators and other heating apparatus should be placed and, where necessary, shielded so as to avoid risk of fire or danger or discomfort to the occupants. (C.92A8/6)

B3.1.4 Lighting

1. Subject to such special arrangements as may be permitted in passenger ships, sleeping rooms and mess rooms should be lit by natural light and should be provided with adequate artificial light. (C.133A11/2)

2. In all ships electric light should be provided in the seafarer accommodation. If there are not two independent sources of electricity for lighting, additional lighting should be provided by properly constructed lamps or lighting apparatus for emergency use. (C.133A11/3)

3. In sleeping rooms an electric reading lamp should be installed at the head of each berth. (C.133A11/4)

4. Suitable standards of natural and artificial lighting should be fixed by the competent authority. (C.133A11/5)

B3.1.5 Sleeping rooms

1. In ships other than passenger ships an individual sleeping room should be provided for each seafarer where the size of the ship, the activity in which it is to be engaged, and its layout make this reasonable and practicable. (C.133A5/7). Where individual sleeping room for all seafarers is not practicable the number of seafarers occupying a sleeping room should not exceed two persons per room, [except in passenger ships where the maximum number permissible should be four.] (C.133A5/4)

2. Sleeping rooms should be planned and equipped so as to ensure reasonable comfort for the occupants and to facilitate tidiness. (C.92A10/21)

3. As far as practicable berthing of seafarers should be so arranged that watches are separated and that no seafarers working during the day share a room with watchkeepers. (C.92A10/28)

4. The floor area per person of seafarers' sleeping rooms should be not less than –

- (a) 3.75 square metres (40.36 square feet) in ships of 1,000 tons or over but less than 3,000 tons;
- (b) 4.25 square metres (45.75 square feet) in ships of 3,000 tons or over but less than 10,000 tons;
- (c) 4.75 square metres (51.13 square feet) in ships of 10,000 tons or over. (C.133A5/1)

5. However, the floor area per person of sleeping rooms that will be occupied by two seafarers should be not less than –

- (a) 2.75 square metres (29.6 square feet) in ships of 1,000 tons or over but less than 3,000 tons;
- (b) 3.25 square metres (34.98 square feet) in ships of 3,000 tons or over but less than 10,000 tons;
- (c) 3.75 square metres (40.36 square feet) in ships of 10,000 tons or over. (C.133A5/2)

6. Moreover, the floor area of sleeping rooms for seafarers working on passenger ships should be not less than –

- (a) 2.35 square metres (25.3 square feet) per person in ships of 1,000 tons or over but less than 3,000 tons;
- (b) in ships of 3,000 tons or over:
 - (i) 3.75 square metres (40.36 square feet) in rooms accommodating one person;
 - (ii) 6 square metres (64.58 square feet) in rooms accommodating two persons;
 - (iii) 9 square metres (96.88 square feet) in rooms accommodating three persons;

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- (iv) 12 square metres (129.17 square feet) in rooms accommodating four persons. (C.133A5/3)
7. Separate private sanitary accommodation should be provided. (C.133A8)
8. The number of seafarers performing the duty of petty officers occupying sleeping rooms should not exceed one or two persons per room. (C.133A5/5)
9. In sleeping rooms for seafarers who perform the duties of ships' officers, where no private sitting room or day room is provided, the floor area per person should not be less than 6.5 square metres (69.96 square feet) in ships of less than 3,000 tons, and not less than 7.5 square metres (80.73 square feet) in ships of 3,000 tons or over. (C.133A5/6)
10. Where practicable in ships of 3,000 tons or over, the chief engineer officer and the chief navigating officer should have, in addition to their sleeping room, an adjoining sitting room or day room. (C.133A5/8)
11. Space occupied by berths and lockers, chests of drawers and seats should be included in the measurement of the floor area. Small or irregularly shaped spaces which do not add effectively to the space available for free movement and cannot be used for installing furniture should be excluded. (C.133A5/9)
12. Berths should not be arranged in tiers of more than two; in the case of berths placed along the ship's side, there should be only a single tier where a sidelight is situated above a berth. (C.92A10/14)
13. The lower berth in a double tier should be not less than 12 inches (30 centimetres) above the floor; the upper berth should be placed approximately midway between the bottom of the lower berth and the lower side of the deckhead beams. (C.92A10/15)
14. The minimum inside dimensions of a berth should be 198 centimetres by 80 centimetres (6 feet 6 inches by 2 feet 7.5 inches). (C.133A5/10)
15. The framework and the lee-board, if any, of a berth should be of approved material, hard, smooth, and not likely to corrode or to harbour vermin. (C.92A10/17)
16. If tubular frames are used for the construction of berths, they should be completely sealed and without perforations which would give access to vermin. (C.92A10/18)
17. Each berth should be fitted with a spring bottom or a spring mattress and with a mattress of approved material. Stuffing of material likely to harbour vermin should not be used. (C.92A10/19)
18. When one berth is placed over another a dust-proof bottom of wood, canvas or other suitable material should be fitted beneath the spring bottom of the upper berth. (C.92A10/20)
19. The furniture should include a clothes locker for each occupant. The clothes lockers should be not less than 5 feet (152 centimetres) in height and of a cross-section area of 300 square inches (19.3 square decimetres) and should be fitted with a shelf and a hasp for a padlock. The padlock should be provided by the occupant. (C.92A10/22)

20. Each sleeping room should be provided with a table or desk, which may be of the fixed, dropleaf or slide-out type, and with comfortable seating accommodation as necessary. (C.92A10/23)

21. The furniture should be of smooth, hard material not liable to warp or corrode. (C.92A10/24)

22. The drawer or equivalent space for each occupant should be not less than 2 cubic feet (0.056 cubic metres). (C.92A10/25)

23. Sleeping rooms should be fitted with curtains for the sidelights. (C.92A10/26)

24. Sleeping rooms should be fitted with a mirror, small cabinets for toilet requisites, a book rack and a sufficient number of coat hooks. (C.92A10/27)

B3.1.6 Mess rooms

1. Where separate mess room facilities are to be provided to seafarers who are members of the crew the following should apply:

(a) in ships of less than 1,000 tons separate mess rooms should be provided for:

- (i) master and officers;
- (ii) petty officers and other seafarers (C.92A11/2);

(b) in ships of 1,000 tons and over, separate mess rooms should be provided for:

- (i) master and officers;
- (ii) deck department petty officers and other ratings;
- (iii) engine department petty officers and other ratings.

2. However:

(a) one of the two mess rooms for the petty officers and other ratings may be allotted to the petty officers and the other to the other ratings;

(b) a single mess room may be provided for deck and engine department petty officers and other ratings in cases in which the organizations of shipowners and seafarers concerned, where such exist, have expressed a preference for such an arrangement. (C.92A11/3)

3. Adequate mess room accommodation should be provided for the catering department, either by the provision of a separate mess room or by giving them the right to the use of the mess rooms assigned to other groups; in the case of ships of 5,000 tons or over with more than five persons in the catering department consideration should be given to the provision of a separate mess room. (C.92A11/4)

4. The floor area of mess rooms for seafarers should be not less than 1 square metre (10.76 square feet) per person of the planned seating capacity. (C.133A6/1)

5. Mess rooms should be equipped with tables and approved seats, fixed or movable, sufficient to accommodate the greatest number of seafarers likely to use them at any one time. (C.133A6/2)

6. There should be available at all times when seafarers are on board:

- (a) a refrigerator, which should be conveniently situated, of sufficient capacity for the number of persons using the mess room or mess rooms;
- (b) facilities for hot beverages; and
- (c) cool water facilities. (C.133A6/3)

7. The competent authority may permit such exceptions to the provisions of paragraphs 4 and 5 above concerning mess room accommodation as may be necessary to meet the special conditions in passenger ships. (C.133A6/4)

8. Where available pantries are not accessible to mess rooms, adequate lockers for mess utensils and proper facilities for washing utensils should be provided. (C.92A11/9)

9. The tops of tables and seats should be of damp-resistant material, without cracks and capable of being easily cleaned. (C.92A11/10)

B3.1.7 Recreation accommodation

1. Furnishing for recreation accommodation should as a minimum include a bookcase and facilities for reading, writing and, where practicable, for games. (C.133A7/2)

2. In respect of ships of 8,000 tons or over, a smoking room or library room in which films or television may be shown and a hobby and games room should be provided; consideration should be given to the provision of a swimming pool. (C.133A7/3)

3. In connection with the planning of recreation accommodation, the competent authority should give consideration to the provision of a canteen. (C.133A7/4)

B3.1.8 Sanitary accommodation

1. In all ships a minimum of one water closet and one tub and/or shower bath for every six persons or less who do not have facilities in pursuance of paragraphs 2 to 4 below should be provided at a convenient location. (modified C.133A8/1)

2. In ships of [5,000 tons or over but less than 15,000 tons], individual sleeping rooms for at least five officers should have attached to them a separate private bathroom fitted with a water closet as well as a tub and/or shower bath and a washbasin having hot and cold running fresh water; the washbasin may be situated in the sleeping room. In addition, in ships [of 10,000 tons or over but less than 15,000 tons], the sleeping rooms of all other officers should have private intercommunicating bathrooms similarly fitted. (C.133A8/2)

3. In ships of [15,000 tons or over], individual sleeping rooms for officers should have attached to them a separate private bathroom fitted with a water closet as well as a tub and/or shower bath and a washbasin having hot and cold running fresh water; the washbasin may be situated in the sleeping room. (C.133A8/3)

4. In ships of [25,000 tons or over, other than passenger ships], a bathroom for every two seafarers should be provided, either in an intercommunicating compartment between adjoining sleeping rooms or opposite the entrance of such rooms, which should be fitted with a water closet as well as a tub and/or shower bath and a washbasin having hot and cold running fresh water. (C.133A8/4)

5. In ships of [5,000 tons or over], other than passenger ships, each sleeping room should be provided with a washbasin having hot and cold running fresh water, except where such washbasin is situated in a bathroom provided in conformity with paragraph 2, 3, or 4 above. (C.133A8/5)

6. When the total number of the seafarers [exceeds 100] and in passenger ships normally engaged on voyages of not more than four hours' duration, consideration may be given by the competent authority to special arrangements or a reduction in the number of facilities required. (C.92A13/5)

7. Cold fresh water and hot fresh water or means of heating water should be available in all communal wash places. The competent authority, in consultation with the organizations of shipowners and seafarers concerned, where such exist, may fix the maximum amount of fresh water [for washing] which the shipowner may be required to supply per person per day. (C.92A13/6)

8. Washbasins and tub baths should be of adequate size and constructed of approved material with a smooth surface not liable to crack, flake or corrode. (C.92A13/7)

9. All water closets should have ventilation to the open air, independently of any other part of the accommodation. (C.92A13/8)

10. All water closets should be of an approved pattern and provided with an ample flush of water, available at all times and independently controllable. (C.92A13/9)

11. Soil pipes and waste pipes should be of adequate dimensions and should be so constructed as to minimize the risk of obstruction and to facilitate cleaning. (C.92A13/10)

12. Sanitary accommodation intended for the use of more than one person should comply with the following requirements:

- (a) floors should be of approved durable material, easily cleaned and impervious to damp, and should be properly drained;
- (b) bulkheads should be of steel or other approved material and should be watertight up to at least 9 inches (23 centimetres) above the level of the deck;
- (c) the accommodation should be sufficiently lit, heated and ventilated;
- (d) water closets should be situated convenient to, but separate from, sleeping rooms and wash rooms, without direct access from the sleeping rooms or from a passage between sleeping rooms and water closets to which there is no other access: provided that this requirement should not apply where a water closet is located in a compartment between two sleeping rooms having a total of not more than four persons;
- (e) where there is more than one water closet in a compartment, they should be sufficiently screened to ensure privacy. (C.92A13/11)

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1. The laundry facilities provided for seafarers' use should include:
 - (a) washing machines;
 - (b) drying machines or adequately heated and ventilated drying rooms; and
 - (c) iron and ironing boards or their equivalent. (C.133A8/7)

B3.1.9 Other facilities

1. Where separate facilities for engine department personnel to change their clothes are provided, they should be –

- (a) located outside the machinery space but with easy access to it; and
- (b) fitted with individual clothes lockers as well as with tubs and/or shower baths and washbasins having hot and cold running fresh water. (C.133A9/2)

B3.1.10 Noise control

1. The competent authority in each maritime country, in conjunction with the competent international bodies and with representatives of organizations of shipowners and seafarers concerned, should review research into the problem of noise on board ships with the object of obtaining and pooling data on the basis of which authoritative criteria and standards can be established at an early date, so that national provisions can be drawn up to protect seafarers, so far as necessary, from the ill effects of noise.

2. Such research should cover the effect of exposure to excessive noise on the hearing, health and comfort of seafarers and the measures which should be prescribed to reduce shipboard noise and/or to protect the hearing of seafarers. (R.141P1)

3. The competent authority in each country should, in the light of that research, establish provisions for the reduction of, and protection of seafarers from, excessive and harmful noise on board a ship as soon as this becomes reasonably possible. (R.141P2)

4. As appropriate in the light of the research, the measures to be considered might include the following:

- (a) instruction of seafarers in the dangers to hearing and health of prolonged exposure to high noise levels and in the proper use of noise protection devices and equipment;
- (b) provision of ear plugs and/or ear muffs, approved by the competent authority, to seafarers in the engine room where necessary;
- (c) the reduction of noise in sleeping rooms, mess rooms, recreation rooms and other crew accommodation by –
 - (i) the locating of such spaces as far as practicable from the engines, steering gear rooms, deck winches, ventilation, heating and air-conditioning equipment and other noisy machinery and apparatus;
 - (ii) the use of acoustic insulation and other appropriate sound-absorbing materials in the construction and finishing of bulkheads, overheads and

decks within the sound-producing spaces, and self-closing noise-isolating doors for machinery spaces;

- (d) the reduction and control of noise levels in engine rooms and other machinery spaces by –
- (i) provision, wherever practicable, of soundproof centralized machinery control rooms for engine-room personnel;
 - (ii) insulation, as far as practicable, of working spaces such as the machine shop from the general engine-room noise;
 - (iii) measures to reduce noise in the operation of machinery. (R.141P3)

B3.1.11 Bedding, mess utensils and miscellaneous provisions

1. Each Member should apply the following principles:

- (a) Clean bed linen, blankets, bedspreads and mess utensils should be supplied by the shipowner to the seafarers that are crew members for use on board during service on the ship, and such members should be responsible for their return at times specified by the master and on completion of service in the ship. In the event of any article not being returned in good condition, fair wear and tear excepted, the member of the crew concerned may be required to pay cost price. (R.78P1)
- (b) Bed linen, blankets and bedspreads should be of good quality, and plates, cups and other mess utensils should be of approved material which can be easily cleaned. (R.78P2)
- (c) Towels, soap and toilet paper for seafarers that are members of the crew should be provided by the shipowner. (R.78P3)
- (d) Arrangements should be made by shipowners to ensure that seafarers in their employ have proper bedding, mess utensils and other provisions.

B3.1.12 Welfare facilities and services at sea

1. Welfare facilities and amenities should be provided on board a ship for the benefit of the seafarers. Where practicable such facilities should include –

- (a) television viewing and the reception of radio broadcasts;
- (b) projection of films or video films, the stock of which should be adequate for the duration of the voyage and, where necessary, changed at reasonable intervals;
- (c) sports equipment including exercise equipment, table games, deck games;
- (d) where possible, facilities for swimming;
- (e) 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;
- (f) facilities for recreational handicrafts.

2. Where possible and appropriate, the provision of bars on board a ship for seafarers should be considered, unless this is contrary to national, religious or social customs. (R.173P23)

3. Access to ship-to-shore telephone communications, where available, should be granted and charges for the use of the service should be reasonable in amount and a dedicated communication system should, where possible, also be provided including email and Internet facilities.

4. Every effort should be made to ensure that the forwarding of seafarers' mail is as reliable and expeditious as possible. Efforts should also be made to avoid seafarers being required to pay additional postage when mail has to be readdressed owing to circumstances beyond their control. (R.173P25)

5. Measures should be taken to ensure, subject to any applicable national or international laws or regulations, that whenever possible and reasonable seafarers are expeditiously granted permission to have their spouses, relatives and friends as visitors on board their ship when in port.

6. Consideration should be given to the possibility of allowing seafarers to be accompanied by their spouses on an occasional voyage where this is practicable and reasonable. Such spouses should carry adequate insurance cover against accident and illness; the shipowners should give every assistance to the seafarer to effect such insurance. (R.173P26)

Guideline B3.2 – Food and catering

B3.2.1 Inspections

1. The master of the ship, or an officer specially deputed for the purpose together with a responsible member of the catering department, should, at intervals of not more than a week, inspect:

- (a) supplies of food and water;
- (b) all spaces and equipment used for the storage and handling of food and water, and galley and other equipment for the preparation and service of meals;

and should ensure that the relevant regulations are complied with to the extent that this is within the control of the master. The results of each such inspection should be recorded and available for review by competent flag and port state authorities. (modified C.68A7/1,2).

B3.2.2 Research and publication

1. The competent authority should collect up-to-date information on nutrition and on methods of purchasing, storing, preserving, cooking and serving food, with special reference to the requirements of catering on board a ship. (C.68A12/1)

2. This information should be made available, free of charge or at reasonable cost, to manufacturers of and traders in ships' food supplies and equipment, masters, stewards and cooks, and to organizations of shipowners and seafarers concerned, where such exist. Appropriate forms of publicity, such as manuals, brochures, posters, charts or advertisements in trade journals, should be used for this purpose. (C.68A12/2)

3. The competent authority should issue recommendations to avoid wastage of food, facilitate the maintenance of a proper standard of cleanliness, and ensure the maximum practicable convenience in working. (C.68A12/3)

Title 4. Health protection, welfare, medical care and social security protection

Guideline B4.1 – Medical care on board ship and ashore

B4.1.1 Medical care ashore

1. Shore-based medical facilities for treating seafarers should be adequate for the purposes and the doctors, dentist and other medical personnel properly qualified. (new)

2. Measures should be taken to ensure that seafarers have access when in port to –

- (a) out-patient treatment for sickness and injury;
- (b) hospitalization when necessary;
- (c) facilities for dental treatment, especially in cases of emergency. (R.173P17)

3. The treatment of seafarers suffering from disease should be facilitated by suitable measures including the prompt admission of seafarers to clinics and hospitals in ports, without difficulty and irrespective of nationality or religious belief and the provision, whenever possible, of arrangements designed to ensure, when necessary, continuation of treatment with a view to supplementing the medical facilities available to seafarers. (R.48P8)

B4.1.2 Medical report form

1. The standard medical report form for seafarers required under Part A of this Code should be adopted by the competent authority, following the model suggested in Appendix B-II to this Code, for use by ships' doctors, masters or persons in charge of medical care on board and hospitals or doctors ashore. (C.164A12/1) The information contained in the medical report form should be kept confidential and should be used for no other purpose than to facilitate the treatment of seafarers. (C.164A12/3)

B4.1.3 Requirements for hospital accommodation and medical care on board ship

1. The hospital accommodation should be designed so as to facilitate consultation and the giving of medical first aid. (C.164A11/5)

2. The arrangement of the entrance, berths, lighting, ventilation, heating and water supply should be designed to ensure the comfort and facilitate the treatment of the occupants. (C.164A11/6)

3. The number of hospital berths required should be prescribed by the competent authority. (C.164A11/7)

4. Water closet accommodation should be provided for the exclusive use of the occupants of the hospital accommodation, either as part of the accommodation or in close proximity thereto. (C.164A11/8)

5. Persons in charge of medical care on board who are not qualified medical doctors should have taken a course comprising –

- (a) for ships of less than [1,600 gross] tonnage which ordinarily are capable of reaching qualified medical care and medical facilities within eight hours, elementary training which will enable such persons to take immediate, effective action in case of accidents or illnesses likely to occur on board a ship and to make use of medical advice by radio or satellite communication;
- (b) for all other ships, more advanced medical training, including practical training in the emergency/casualty department of a hospital where practicable and training in life-saving techniques such as intravenous therapy, which will enable the persons concerned to participate effectively in coordinated schemes for medical assistance to ships at sea, and to provide the sick or injured with a satisfactory standard of medical care during the period they are likely to remain on board. (C.164A9/2)

6. The courses should be based on the contents of the most recent edition of the International Medical Guide for Ships, the Medical First Aid Guide for Use in Accidents involving Dangerous Goods, the Document for Guidance – An International Maritime Training Guide published by the International Maritime Organization, and the medical section of the International Code of Signals as well as similar national guides. (C.164A9/3)

7. Persons referred to in paragraph 5 above and such other seafarers as may be required by the competent authority should undergo refresher courses to enable them to maintain and increase their knowledge and skills and to keep abreast of new developments at approximately five-year intervals. (C.164A9/4)

B4.1.4 Medical assistance to other ships and international cooperation

1. Each Member should give due consideration to participating in international cooperation in the area of assistance, programmes and research in health protection and medical care. Such cooperation might cover the following matters:

- (a) developing and coordinating search and rescue efforts and arranging prompt medical help and evacuation at sea for the seriously ill or injured on board a ship through such means as periodic ship position reporting systems, rescue coordination centres and emergency helicopter services, in conformity with the provisions of the International Convention on Maritime Search and Rescue, 1979, and the International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual developed by the International Maritime Organization and the International Civil Aviation Organization;
- (b) making optimum use of fishing ships carrying a doctor and stationing ships at sea which can provide hospital and rescue facilities;
- (c) compiling and maintaining an international list of doctors and medical care facilities available worldwide to provide emergency medical care to seafarers;
- (d) landing seafarers in port for emergency treatment;

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- (e) repatriating seafarers hospitalized abroad as soon as practicable, in accordance with the medical advice of the doctors responsible for the case, which takes into account the seafarer's wishes and needs;
 - (f) arranging personal assistance for seafarers during repatriation, in accordance with the medical advice of the doctors responsible for the case, which takes into account the seafarer's wishes and needs;
 - (g) endeavouring to set up health centres for seafarers to:
 - (i) conduct research on the health status, medical treatment and preventive health care of seafarers;
 - (ii) train medical and health service staff in maritime medicine;
 - (h) collecting and evaluating statistics concerning occupational accidents, diseases and fatalities to seafarers and integrating and harmonizing them with any existing national system of statistics on occupational accidents, diseases and fatalities covering other categories of workers;
 - (i) organizing international exchanges of technical information, training material and personnel, as well as international training courses, seminars and working groups;
 - (j) providing all seafarers with special curative and preventive health and medical services in port, or making available to them general health, medical and rehabilitation services;
 - (k) arranging for the repatriation of the bodies or ashes, in accordance with the wishes of the next of kin, of deceased seafarers as soon as practicable. (C.164A13/2)

2. International cooperation in the field of health protection and medical care for seafarers should be based on bilateral or multilateral agreements or consultations among Members. (C.164A13/3)

B4.1.5 Dependants of seafarers

1. Members should endeavour to provide proper and sufficient medical care for the dependants of seafarers pending the development of a medical care service which would include within its scope workers generally and their dependants and should inform the International Labour Office concerning the measures taken for this purpose.

Guideline B4.2 – Shipowners' liability in the case of sickness or injury of seafarers or other misfortunes

1. The payment of full wages required by paragraph 4 of Standard A4.2 may be exclusive of bonuses. (C.165A14 and 15)

2. In so far as such liability is assumed by the public authorities, national laws or regulations may exempt the shipowner from liability to defray the expense of medical care and board and lodging and burial expenses. (C.55A4 and 10)

3. National laws or regulations may also provide that a shipowner shall cease to be liable to bear the costs of a sick or injured seafarer from the time at which that seafarer can claim medical benefits under a scheme of compulsory sickness

insurance, compulsory accident insurance or workers' compensation for accidents. (C.55A4/3, A5/3)

4. National laws or regulations may provide that burial expenses paid by the shipowner shall be reimbursed by an insurance institution in cases in which funeral benefit is payable in respect of the deceased seafarer under laws or regulations relating to social insurance or workers' compensation. (C.55A7/2)

5. The indemnity in the case of a ship's foundering or loss under paragraph 6 of Standard A4.2 should be paid for the days during which the seafarer remains in fact unemployed at the same rate as the wages payable under the employment agreement, but the total indemnity payable to any one seafarer may be limited to two months' wages. (C.8A2/2) Members should ensure that seafarers have the same legal remedies for recovering such indemnities as they have for recovering arrears of wages earned during the service. (C.8A3)

Guideline B4.3 – Health and safety and accident prevention

B4.3.1 Provisions on occupational accidents

1. The provisions required under Standard A4.3 should cover the following matters, in particular:

- (a) general and basic provisions;
- (b) structural features of the ship;
- (c) machinery;
- (d) special safety measures on and below deck;
- (e) loading and unloading equipment;
- (f) fire prevention and fire-fighting;
- (g) anchors, chains and lines;
- (h) dangerous cargo and ballast;
- (i) personal protective equipment for seafarers; (C.134A4/3)
- (j) work in confined spaces. (new)

B4.3.2 Obligations of shipowners

1. Generally, any obligation on the shipowner to provide protective equipment or other accident prevention safeguards should be accompanied by provision for the use of such equipment and safeguards by seafarers and a requirement that they comply with the relevant accident prevention measures. (C.134A5/2)

2. Account should also be taken of Articles 7 and 11 of the Guarding of Machinery Convention, 1963 – and the corresponding provisions of the Guarding of Machinery Recommendation, 1963 – under which the obligation to ensure compliance with the requirement that machinery in use is properly guarded, and its use without appropriate guards prevented, rests on the employer, while there is an obligation on the worker not to use machinery without the guards being in position nor to make inoperative the guards provided. (R.142P5)

B4.3.3 Reporting of occupational accidents and collection of statistics

1. All occupational accidents should be reported so that they can be investigated and so that comprehensive statistics of such accidents can be kept, analysed and published. Reports should not be limited to fatalities or to accidents involving the ship. (C.134A2/2)

2. The statistics should record the numbers, nature, causes and effects of occupational accidents, with a clear indication of the department on board a ship, the type of accident and whether at sea or in port. (C.134A2/3)

3. Members should have due regard to any international system or model for recording accidents to seafarers which may have been established by the International Labour Organization. (R.142P2)

B4.3.4 Investigation of occupational accidents

1. The competent authority should undertake an investigation into the causes and circumstances of all occupational accidents resulting in loss of life or serious personal injury, and such other accidents as may be specified in national laws or regulations. (C.134A2/4)

2. Subjects to be investigated might include –

- (a) working environment, such as working surfaces, layout of machinery and means of access and lighting, and methods of work;
- (b) incidence of accidents in different age groups;
- (c) special physiological or psychological problems created by the shipboard environment;
- (d) problems arising from physical stress on board a ship, in particular as a consequence of increased workload;
- (e) problems arising from and effects of technical developments and their influence on the composition of crews;
- (f) problems arising from any human failures such as carelessness. (R.142P3)

B4.3.5 Programmes for the prevention of occupational accidents

1. In order to provide a sound basis for the prevention of accidents which are due to particular hazards of maritime employment, research should be undertaken into general trends and into such hazards as are brought out by statistics. (C.134A3)

2. The implementation of programmes for the prevention of occupational accidents should be so organized that the competent authority, shipowners and seafarers or their representatives and other appropriate bodies may play an active part. (C.134A8/2)

3. In particular, national or local joint accident prevention committees or ad hoc working parties, on which organizations of shipowners and seafarers concerned are represented, should be established. (C.134A8/3)

4. Where such activity takes place at company level, the representation of seafarers on any safety committee on board that shipowner's ships should be considered.

5. The functions of the committees and other bodies referred to in paragraph 2 above might include –

- (a) the preparation of accident prevention provisions, rules and manuals;
- (b) the organization of accident prevention training and programmes;
- (c) the organization of accident prevention publicity, including films, posters, notices and brochures;
- (d) the distribution of accident prevention literature and information so that it reaches seafarers on board a ship.

6. Relevant provisions or recommendations adopted by the appropriate national authorities or organizations or responsible international maritime organizations should be taken into account by those preparing texts of accident prevention measures and/or recommended practices. (R.142P6)

7. In formulating the accident prevention programmes Members should have due regard to any code of practice concerning the safety and health of seafarers which may have been published by the International Labour Office. (R.142P4)

B4.3.6 Instruction in the prevention of occupational accidents

1. The curriculum for the training referred to in paragraph 1 of Standard A4.3 should be reviewed periodically and brought up to date in the light of development in types and sizes of ships and in their equipment, as well as changes in crewing practices, nationality, language and the organization of work on board a ship. (R.142P7)

2. There should be continuous accident prevention publicity. Such publicity might take the following forms:

- (a) instructional films, film strips and shorts, for use in vocational training centres for seafarers and where possible in film programmes screened on board a ship;
- (b) display of safety posters on board a ship;
- (c) inclusion of articles on hazards of maritime employment and accident prevention measures in periodicals read by seafarers; and
- (d) special campaigns, during which various media of publicity are used to instruct seafarers in accident prevention and safe working practices.

3. The publicity should take into account that there are often seafarers of different nationalities, languages and habits on board a ship. (R.142P8)

B4.3.7 Safety and health education of young seafarers

1. Safety and health regulations should refer to any general provisions on medical examinations before and during employment and on the prevention of accidents and the protection of health in employment, which may be applicable to

the work of seafarers; they should specify measures which will minimize occupational dangers to young seafarers in the course of their duties. (R.153P8)

2. Except where a young seafarer is recognized as fully qualified in a pertinent skill by a competent authority, the regulations should specify restrictions on young seafarers undertaking, without appropriate supervision and instruction, certain types of work presenting special risk of accident or of detrimental effect on their health or physical development, or requiring a particular degree of maturity, experience or skill. In determining the types of work to be restricted by the regulations, the competent authority might consider in particular work involving –

- (a) the lifting, moving or carrying of heavy loads or objects;
- (b) entry into boilers, tanks and cofferdams;
- (c) exposure to harmful noise and vibration levels;
- (d) operating hoisting and other power machinery and tools, or acting as signallers to operators of such equipment;
- (e) handling mooring or tow lines or ground tackle;
- (f) rigging;
- (g) work aloft or on deck in heavy weather;
- (h) night-watch duties;
- (i) servicing of electrical equipment;
- (j) exposure to potentially harmful materials or harmful physical agents such as dangerous or toxic substances, and ionizing radiations;
- (k) the cleaning of catering machinery;
- (l) the handling or taking charge of ships' boats. (R.153P9)

3. Practical measures should be taken by the competent authority or through the appropriate machinery to bring to the attention of young seafarers information concerning the prevention of accidents and the protection of their health in work on board a ship, for instance by means of adequate instruction in courses, by official accident prevention publicity intended for young persons and by ensuring the professional instruction and supervision of young seafarers in their work in ships. (modified R.153P10)

4. Education and training of young seafarers both ashore and on board a ship should include guidance on the detrimental effects on their health and well-being of the abuse of drugs and other potentially harmful substances, and of other harmful activities. (R.153P11)

B4.3.8 International cooperation

1. Members, with the assistance as appropriate of intergovernmental and other international organizations, should endeavour, in cooperation with each other to achieve the greatest possible uniformity of action for the prevention of occupational accidents.

2. In developing programmes for the prevention of occupational accidents under Standard A4.3, Members should have due regard to relevant codes of practice published by the International Labour Office and the appropriate standards of international organizations for standardization.

3. Members should further have regard to the need for international cooperation in the continuous promotion of action for the prevention of occupational accidents; such cooperation might take the form of –

- (a) bilateral or multilateral arrangements for uniformity in accident prevention standards and safeguards;
- (b) exchange of information on particular hazards affecting seafarers and on means of preventing accidents;
- (c) assistance in testing of equipment and inspection according to the national regulations of the country of registration of the ship;
- (d) collaboration in the preparation and dissemination of accident prevention provisions, rules or manuals;
- (e) collaboration in the production and use of training aids;
- (f) joint facilities for or mutual assistance in the training of seafarers in accident prevention and safe working practices. (R.142P9)

Guideline B4.4 – Access to shore-based welfare facilities

B4.4.1 Responsibilities of Members

1. Measures should be taken by Members to ensure that adequate welfare facilities and services are provided for seafarers both in port and on board a ship, and that adequate protection is provided to seafarers in the exercise of their calling.

2. In the implementation of these measures, Members should take into account the special needs of seafarers, especially when in foreign countries and when entering war zones, in respect of their safety, health and spare-time activities. (R.173P3)

3. Arrangements for the supervision of welfare facilities and services should include participation by representative organizations of seafarers and shipowners concerned, where such exist. (R.173P4)

4. Members should take measures designed to expedite the free circulation among ships, central supply agencies and welfare establishments of welfare materials such as films, books, newspapers and sports equipment for use by seafarers on board their ships and in welfare centres ashore. (R.138P14)

5. Members should cooperate with one another in promoting the welfare of seafarers at sea and in port. Such cooperation should include the following:

- (a) consultations between the competent authorities aimed at the provision and improvement of seafarers' welfare facilities and services, both in port and on board a ship;
- (b) agreements on the pooling of resources and the joint provision of welfare facilities in major ports so as to avoid unnecessary duplication;

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- (c) organizing international sports competitions and encouraging the participation of seafarers in sports activities;
 - (d) organizing international seminars on the subject of welfare of seafarers at sea and in port. (R.173P6)

B4.4.2 Welfare facilities and services in ports

1. Members should provide or ensure the provision of such welfare facilities and services as may be required in appropriate ports of the country.

2. Welfare facilities and services should be provided, in accordance with national conditions and practice, by one or more of the following:

- (a) the public authorities;
- (b) the organizations of shipowners and seafarers concerned, where such exist, under collective agreements or other agreed arrangements;
- (c) voluntary organizations. (R.173P8/1)

3. Necessary welfare and recreational facilities should be established or developed in ports. These should include:

- (a) meeting and recreation rooms as required;
- (b) facilities for sports and outdoor facilities, including competitions;
- (c) educational facilities;
- (d) where appropriate, facilities for religious observances and for personal counselling.

4. These facilities may be provided by making available to seafarers in accordance with their needs facilities designed for more general use. (R.173P12)

5. Where large numbers of seafarers of different nationalities require facilities such as hotels, clubs and sports facilities in a particular port, the competent authorities or bodies of the countries of origin of the seafarers and of the flag States, as well as the international associations concerned, should consult and cooperate with the competent authorities and bodies of the country in which the port is situated and with one another, with a view to the pooling of resources and to avoiding unnecessary duplication. (R.173P13)

6. Hotels or hostels suitable for seafarers should be available where there is need for them; they should provide facilities equal to those found in a good-class hotel, and should wherever possible be located in good surroundings away from the immediate vicinity of the docks. Such hotels or hostels should be properly supervised, the prices charged should be reasonable in amount and, where necessary and possible, provision should be made for accommodating seafarers' families. (R.138P9, R.173P11)

7. These accommodation facilities should be open to seafarers of all nationalities, irrespective of colour, race or creed. Without in any way infringing this principle, it may be necessary in certain ports to provide several types of facilities, comparable in standard but adapted to the customs and needs of different groups of seafarers. (R.138P10)

8. Measures should be taken to ensure that, as necessary, technically competent persons are employed full time in the operation of seafarers' welfare facilities and services, in addition to any voluntary workers. (R.173P8/2)

B4.4.3 Welfare boards

1. Welfare boards should be established, at the port, regional and national levels, as appropriate, whose functions should include –

- (a) keeping under review the adequacy of existing welfare facilities and monitoring the need for the provision of additional facilities or the withdrawal of underutilized facilities;
- (b) assisting and advising those responsible for providing welfare facilities and ensuring coordination between them.

2. Welfare boards should include among their members representatives of organizations of shipowners and seafarers, the competent authorities and, where appropriate, voluntary organizations and social bodies.

3. As appropriate, consuls of maritime States and local representatives of foreign welfare organizations should be associated with the work of port, regional and national welfare boards in accordance with national laws and regulations. (R.173P9)

B4.4.4 Financing of welfare facilities

1. In accordance with national conditions and practice, financial support should be made available through one or more of the following:

- (a) grants from public funds;
- (b) levies or other special dues from shipping sources;
- (c) voluntary contributions from shipowners, seafarers, or their organizations;
- (d) voluntary contributions from other sources.

2. Where welfare taxes, levies and special dues are imposed, they should be used only for the purposes for which they are raised. (R.173P10)

B4.4.5 Dissemination of information and facilitation measures

1. Information should be disseminated among seafarers concerning facilities open to the general public in ports of call – particularly transport, welfare, entertainment and educational facilities and places of worship – as well as facilities provided specifically for seafarers.

2. Adequate means of transport at moderate prices should be available at any reasonable time, in order to enable seafarers to reach urban areas from convenient locations in the port. (R.173P15)

3. All suitable measures should be taken by the competent authorities to make known to shipowners and to seafarers entering port any special laws and customs, the contravention of which may jeopardize their freedom. (R.173P18)

4. Port areas and access roads should be provided by the competent authorities with adequate lighting and signposting and regular patrols for the protection of seafarers. (R.173P19)

B4.4.6 Seafarers in a foreign port

1. For the protection of seafarers in ports in which they are not nationals, measures should be taken to facilitate –

- (a) access to their consuls;
- (b) effective cooperation between consuls and the local or national authorities.

2. Whenever a seafarer is detained for any reason in the territory of a Member, the competent authority should, if he or she so requests, immediately inform the flag State and the State of nationality of the seafarer. The competent authority should promptly inform the seafarer of the right to make such a request. The State of nationality of the seafarer should promptly notify the seafarer's next of kin. The Member should allow consular officers of these States immediate access to the seafarer and regular visits thereafter so long as the seafarer is detained.

3. Every possible practical assistance should be given to seafarers stranded in foreign ports pending their repatriation.

4. In the event of delay in the repatriation of seafarers, the competent authority should ensure that the consular or local representative of the flag State is informed immediately. (R.173P21)

5. Members should take measures, whenever necessary, to ensure the safety of seafarers from aggression and other unlawful acts while ships are in their territorial waters and especially in approaches to ports. (R.173P22)

6. Every effort should be made by those responsible in port and on board a ship to facilitate shore leave for seafarers as soon as possible after a ship's arrival in port. (R.173P27)

Guideline B4.5 – Social security protection

B4.5.1 General principles

1. Members should apply the following principles and should inform the International Labour Office concerning the measures taken to give effect to these principles:

- (a) Members should enter into agreements so as to ensure that seafarers belonging to one country and employed on board or in the service of a ship of another country either remain subject to the schemes of compulsory social insurance or workers' compensation of their own country or are subject to the corresponding schemes of the other country. (R.75P1)
- (b) Such agreements might provide, for example, for Members to act as agents for one another in taking claims, obtaining necessary evidence and making payments or providing services as benefits to seafarers or dependants of seafarers entitled to benefit under the social insurance laws of one Member but present in the territory of another Member; or for the transfer of contributions; or for the application of the provisions of the Maintenance of Migrants'

Pension Rights Convention, 1935; or for a combination of such methods. (R.75P2)

- (c) Where seafarers residing in the territory of one Member and employed on board or in the service of ships flying the flag of another Member suffer employment injuries and are not protected either by a worker's compensation scheme or by any alternative scheme, the second Member should take steps to secure that they are fully protected, either by entering into agreements with the first Member, or otherwise. (R.75P3)

2. Where the shipowners of a Member enter into collective agreements providing for seafarers residing in its territory benefits supplementary to those prescribed by its laws or regulations and employ seafarers residing in the territory of another Member, the same supplementary benefits should be extended to such non-resident seafarers. (R.75P4)

B4.5.2 Unemployment benefit

1. Members should establish for seafarers an effective system of insurance against unemployment arising out of shipwreck or any other cause, either by means of government insurance or by means of government [subventions] to industrial organizations whose rules provide for the payment of benefits to their unemployed members. (R.10)

Title 5. Compliance and enforcement

Guideline B5.1 – Flag state responsibilities

B5.1.1 General principles

1. The competent authority should make appropriate arrangements to promote effective cooperation between public institutions and other organizations concerned with seafarers' shipboard employment conditions and living arrangements. (modified R.185P1)

2. To better ensure cooperation between inspectors, shipowners, seafarers and their respective organizations, and in order to maintain or improve seafarers' employment conditions and living arrangements, the competent authority should consult the representatives of such organizations at regular intervals as to the best means of attaining these ends. The manner of such consultation should be determined by the central coordinating authority after consulting with shipowners' and seafarers' organizations. (R.185P2)

B5.1.2 Certificates and documents of compliance

1. In drawing up the national model of the document of compliance in accordance with paragraph 2 of Regulation 5.1.2, the competent authority should consider the following features:

- (a) The statement of requirements referred to in paragraph 4(a) of Standard A5.1.2 should be comprehensive, covering the essence of the relevant provisions of national laws and regulations relating to seafarers' conditions of employment and living arrangements in each of the general areas listed in Appendix A-I.
- (b) In accordance with paragraph 4(b) of Standard A5.1.2, the statement should at the same time be specific to the ship or category of ships covered by it,

indicating precisely what needs to be achieved to fulfil the requirements in those general areas having regard to the particular features of the ship or ships concerned, in terms of the size and type of ship, the types of voyages to be performed, the number of seafarers or any special risks linked to the cargo or other factors, for example; wherever relevant and possible, quantities should be specified in each requirement.

- (c) The statement should, above all, be drafted in clear terms designed to help all persons concerned – such as national inspectors, authorized officers in port States and seafarers – to check that the requirements are being properly implemented.

2. The procedures or policies referred to in the document of compliance which are to be followed on each ship flying the flag of the Member concerned, in accordance with paragraph 4(c) of Standard A5.1.2, may take a number of forms. The document should be similar to the model document provided in Appendix B-III. The objective of the procedures or policies should be to establish a system on each ship to ensure its ongoing compliance with the standards of this Convention. They could also take the form of a system for the achievement of the objectives of the requirements. Such a system could also be part of a more comprehensive system designed to implement the Member's obligations under several international instruments, including this Convention.

B5.1.3 Inspection and enforcement

1. The competent authority and any other service or authority wholly or partly concerned with the inspection of seafarers' employment and working conditions should have the resources necessary to fulfil their functions. (R.185P3). In particular:

- (a) members should take the necessary measures so that duly qualified technical experts and specialists may be called upon, as needed, to assist in the work of inspectors; (R.185P9)
- (b) inspectors should be provided with conveniently situated premises, equipment and means of transport adequate for the efficient performance of their duties. (R.185P11)

2. The competent authority should develop a compliance and enforcement policy to ensure consistency and otherwise guide inspection and enforcement activities related to this Convention. Copies of this policy should be provided to all inspectors and relevant law-enforcement officials and should be available to the public and shipowners and seafarers.

3. The competent authority should establish simple procedures to enable it to receive information in confidence concerning possible violation of the standards of this Convention presented by seafarers directly or through representatives, and enable inspectors to investigate such matters promptly, including:

- (a) enabling masters, seafarers or representatives of the seafarers to call for an inspection when they consider it necessary; and
- (b) supplying technical information and advice to shipowners and seafarers and organizations concerned as to the most effective means of complying with the standards of this Convention and of bringing about a continual improvement in seafarers' on-board conditions. (R.185P6)

4. Inspectors should be fully trained and sufficient in numbers to secure the efficient discharge of their duties with due regard to:

- (a) the importance of the duties which the inspectors have to perform, in particular the number, nature and size of ships liable to inspection and the number and complexity of the legal provisions to be enforced;
- (b) the material means placed at the disposal of the inspectors; and
- (c) the practical conditions under which inspections must be carried out in order to be effective. (R.185P4).

5. Subject to any conditions for recruitment to the public service which may be prescribed by national laws and regulations, inspectors should have qualifications and adequate training to perform their duties and where possible should have a maritime education or experience as a seafarer. They should have adequate knowledge of seafarers' working and living conditions and of the English language.

6. Measures should be taken to provide inspectors with appropriate further training during their employment. (R.185P8)

7. All inspectors should have a clear understanding of the circumstances in which an inspection should be carried out, the scope of the inspection to be carried out in the various circumstances referred to and the general method of inspections. Recommended criteria for inspections are set out in Appendix B-IV.

8. Inspectors provided with proper credentials under the national law should at a minimum be empowered –

- (a) to board ships and enter relevant premises freely and without previous notice at any hour of the day or night. (R.185P5) However, when commencing the ship inspection, inspectors should provide notification of their presence to the master or person in charge and, where appropriate, to the seafarers or their representatives; (R.185P13)
- (b) to question the master, seafarer or any other person, including the shipowner or the shipowner's representative, on any matter concerning the application of the standards required under national law and regulations, in the presence of any witness that the person may have requested;
- (c) to require the production of any books, log books, registers, certificates or other documents or information directly related to matters subject to inspection, in order to verify compliance with the national laws and regulations implementing this Convention;
- (d) to enforce the posting of notices required under the national laws and regulations implementing this Convention;
- (e) to take or remove, for the purposes of analysis, samples of products, cargo, drinking-water, provisions and materials and substances used or handled. The shipowner or the shipowner's representative, and where appropriate the seafarer, should be notified of any sample being taken or removed or should be present at the time a sample is taken or removed. The quantity of such a sample should be properly recorded by the inspector; (R.185P12)

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- (f) following an inspection, to bring immediately to the attention of the shipowner, the operator of the ship or the master deficiencies which may affect the health and safety of those on board ship; (R.185P15)
 - (g) to alert the competent authority to any deficiency or abuse not specifically covered by existing laws or regulations and submit proposals to it for the improvement of the law and regulations;
 - (h) to notify the competent authority of any occupational injuries or diseases affecting seafarers in such cases and in such manner as may be prescribed by national laws or regulations. (R.185P14)

9. Inspectors should not be entrusted with duties which might, because of their number or nature, interfere with effective inspection or prejudice in any way their authority or impartiality in their relations with shipowners, seafarers or other interested parties. (R.185P10) In particular, inspectors should –

- (a) be prohibited from having any direct or indirect interest in any operation which they are called upon to inspect;
- (b) subject to appropriate penalties or disciplinary measures, not reveal, even after leaving service, any commercial secrets or confidential working processes or information of a personal nature which may come to their knowledge in the course of their duties;
- (c) treat as confidential the source of any grievance or complaint alleging a danger or deficiency in relation to seafarers' shipboard employment and living arrangements or a violation of laws and regulations and give no intimation to the shipowner, the shipowner's representative or the operator of the ship that an inspection was made as a consequence of such a complaint.

10. The annual report published by the competent authority should also contain:

- (a) a list of laws and regulations in force relevant to seafarers' working and living conditions and any amendments which have come into operation during the year;
- (b) details of the organization of the system of inspection;
- (c) statistics of ships or other premises liable to inspection and of ships and other premises actually inspected;
- (d) statistics on [its national or resident seafarers] [all seafarers subject to its national laws and regulations];
- (e) statistics and information on infringements of legislation, penalties imposed and cases of detention of ships; and
- (f) statistics on [reported] occupational injuries and diseases affecting seafarers. (R.185P16)

B5.1.4 On-board complaint procedures

1. The competent authority should, in close consultation with organizations of shipowners and seafarers, develop a model for fair on-board complaint handling procedures for ships flying its flag.

2. In developing these procedures the following matters should be considered:

- (a) Procedures should be directed as much as possible to encouraging the early peaceful resolution of conflicts and complaints on board the ship expeditiously and at the lowest level possible in the process. However many complaints may relate specifically to those individuals to whom the complaint is to be made or even to the master of the ship. In all cases seafarers should also be able to complain directly to the master and to make a complaint externally.
- (b) In order to help avoid problems of victimization of seafarers making complaints about matters under this Convention, the procedures should encourage the nomination of a person on board who can advise seafarers on the procedures available to them and, if requested by the complainant seafarer, also attend any meetings or hearings into the subject matter of the complaint.

3. At a minimum the procedures should provide that:

- (a) complaints be addressed to the head of the department of the seafarer lodging the complaint or to the seafarer's superior officer;
- (b) the head of department or superior officer should then attempt to resolve the matter within prescribed time limits appropriate to the seriousness of the issues involved;
- (c) if the head of department or superior officer cannot resolve the grievance to the satisfaction of the seafarer, the latter may refer it to the master, who should handle the matter personally;
- (d) seafarers should at all times have the right to be accompanied and to be represented by any person of their choice on board the ship concerned;
- (e) all complaints and the decisions on them should be recorded and a copy provided to the seafarer concerned;
- (f) if a complaint cannot be resolved on board, the matter should be referred ashore to the shipowner, who should be given an appropriate time limit for resolving the matter, where appropriate, in consultation with the seafarers concerned or any person they may appoint as their representatives;
- (g) in all cases seafarers should have a right to file their complaints directly with the master and the shipowner and to appropriate authorities.

Guideline B5.2 – Port state responsibilities

B5.2.1 Inspections in port

1. The competent authority should develop an inspection policy for authorized officers carrying out inspections under Regulation 5.2. The objective of the policy should be to ensure consistency and to otherwise guide inspection and enforcement activities related to the standards of this Convention. Copies of this policy should be provided to all authorized officers and should be available to the public and shipowners and seafarers.

2. When developing a policy with respect to the circumstances warranting a detention of the ship under paragraph 6 of Standard A5.2.1, the competent authority should consider the following:

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- (a) The term “serious material hardship” in paragraph 6(a) of Standard A5.2.1 would normally be of a financial nature and threaten the livelihood of the seafarers concerned. A typical example of a deficiency giving rise to such hardship would be the non-payment of wages over several months. In such cases, the inspectors should consider the normal effect of such a situation on seafarers, in general. They should not, for example, be required to look into any other means of support that may be available to the persons concerned or the precise situation in the countries where the seafarers reside.
- (b) With respect to the term “serious violation” in paragraph 6(b) of Standard A5.2.1, the seriousness could be due to the nature of the deficiency concerned. This would be particularly relevant in the case of the violation of fundamental rights and principles or seafarers’ employment rights under Articles III and IV of this Convention. The employment of a person who is more than six months under age, for example, should be considered as a serious violation even if there is only one such person on board. In other cases, the number of defects found during a particular inspection should be taken into account: for example, several instances of defects relating to accommodation or food and catering (which do not threaten safety or health) might be needed before they should be considered as constituting a serious violation.
- (c) With respect to the further condition required if a ship is to be detained pursuant to paragraph 6(b) of Standard A5.2.1, namely “several recent occasions” on which the ship has been in serious violation of principles or rights laid down in this Convention, the term “several recent occasions” might be understood as requiring reports of serious violations on at least [three] occasions over the preceding year.

B5.2.2 On-shore complaint-handling procedures

1. Where a complaint referred to in Standard A5.2.2 is dealt with by an authorized officer, the latter should first check whether it is a general one – concerning seafarers on the ship, or a category of them – or whether it relates to the individual case of the seafarers concerned.

2. If the complaint is a general one, consideration should be given to taking the action envisaged in paragraph 2(c) of Regulation 5.2.1.

3. If the complaint relates to an individual case, an examination of the results of any on-board procedure for the resolution of the complaint concerned should be undertaken. If such a procedure has not been invoked or is not yet exhausted, the authorized officer should not, without a good reason, deal with the complaint but rather suggest that the complainant take advantage of the existing on-board procedures available. Good reasons for considering a complaint in such circumstances would include the inadequacy or dilatoriness of the internal procedures or the complainant’s legitimate fear of reprisal for lodging a grievance.

4. If a complaint appears to be well-founded, the inspector, before arriving at any conclusions, should give the master, the shipowner and any other person criticized in the complaint a proper opportunity to make known their positions.

5. Seafarers should, especially where the alleged violation of their rights relating to their working or living conditions is causing them or likely to cause them severe hardship have [access to information and advice and] an opportunity to benefit from legal aid in appropriate cases.

Guideline B5.3 – Labour-supplying responsibilities

1. Private recruitment and placement services established in the Member's territory and procuring the services of a seafarer for a shipowner, wherever located, should be required to assume obligations to ensure the proper fulfilment by the shipowner of the terms of the employment agreements concluded between them and the seafarers.

Title 5, Code, Part B: Appendices

Appendix B-I

(see Guideline B1.3.3 above)

Guidance for maritime education and training and vocational planning for seafarers that are crew members

Scope and definition

1. This applies to all training designed to prepare persons for work on board ships covered by the Convention. It applies to training for the performance of the duties of persons in the deck, engine, radio or catering departments or of general-purpose crews. It does not apply to other seafarers except to the extent that they may require personal shipboard training and familiarization. (R.137P1)

Objectives of training

1. The basic objectives of policy concerning vocational training of seafarers who are members of the crew should be:

- (a) to improve the efficiency of the shipping industry and the professional ability and potential of seafarers;
- (b) to improve accident prevention standards on board merchant ships, both at sea and in port;
- (c) to encourage a sufficient number of suitable persons to make the merchant marine their career;
- (d) to ensure that adequate induction training is given to all new seafarers, ashore where necessary, or on board a ship;
- (e) to provide training and retraining facilities commensurate with the needs of the shipping industry for all the various categories and grades of seafarers;
- (f) to provide the training facilities necessary in order that technical developments in the fields of operation, navigation and safety can be put into effect;
- (g) to make training for advancement to the highest ranks on board available to all seafarers with appropriate ability;
- (h) to provide suitable practical training for the various categories and grades of seafarers;
- (i) to ensure, as far as possible, the entry into employment of all trainees after completion of their courses. (R.137P2)

National planning and administration

1. In planning a national education and training policy, the competent authorities in countries possessing or intending to develop a shipping industry should ensure that adequate provision is made in the general network of training facilities for the training of seafarers in order to achieve the objectives set out above. (R.137P3)

2. Where national circumstances do not permit the development of facilities for the training of seafarers of all categories and grades required, collaboration with other countries, as well as with international organizations, in setting up joint maritime training schemes for such seafarers as cannot be covered by national programmes should be considered. (R.137P4)

3. The training programmes of all public and private institutions engaged in the training of seafarers should be coordinated and developed in each country on the basis of approved national standards and the relevant provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended. Such programmes should be drawn up in cooperation with government departments and educational institutions and should be so designed as to meet the operational requirements of the shipping industry, as established in consultation with shipowners' and seafarers' organizations. (R.137P5)

4. Bodies which draw up such programmes should, in particular –

- (a) make regular visits to the training schools with which they are concerned and be fully conversant with the programmes being carried out;
- (b) ensure that information about available training opportunities is disseminated to all those concerned;
- (c) participate in establishing the general training standards provided for in the chapter below;
- (d) participate in establishing such national certification standards as are appropriate for the various grades and categories of seafarers;
- (e) promote direct cooperation between training institutions and those responsible for recruitment and employment. (R.137P6)

5. The competent authorities and bodies, in cooperation with shipowners' and seafarers' organizations concerned, where such exist, should ensure that full information on public and private training schemes for seafarers and on conditions of entry into the shipping industry is available to those providing vocational guidance and employment counselling services, to public employment services and to vocational and technical training institutions. (R.137P7)

6. Training programmes should be regularly reviewed and kept up to date in the light of the developing needs of the industry. (R.137P9) In such reviews, account should be taken of the relevant provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended [*and the Document for Guidance, 1985, prepared jointly by the International Labour Organization and the Inter-Governmental Maritime Consultative Organization, including any revised versions that may be approved by the Governing Body of the International Labour Office.*]

Financing

1. Seafarers' training schemes should be systematically organized and their financing should be on a regular and adequate basis, having regard to the present and planned requirements and development of the shipping industry.

2. Where appropriate, the government should make financial contributions to training schemes carried on by local government or private bodies.

3. Seafarers should not, through lack of financial resources or training opportunities, be denied the possibility of reaching the highest ranks on board. Therefore, it should be possible for seafarers to earn or receive sufficient financial resources to enable them to obtain appropriate training.

4. Training in publicly run training centres for seafarers should, where possible, be given without charge to trainees.

5. Retraining necessitated by the introduction of technical innovations should be provided free of charge to the seafarers concerned. During the period of such retraining, seafarers should receive adequate allowances; seafarers sent to courses of such retraining by a shipowner should receive their full basic wage. (R.137P10)

Training standards

1. Training standards should be laid down in conformity with the relevant provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended, and the national requirements for obtaining the various seafarers' certificates of competency, where applicable. In particular, there should be laid down:

- (a) the nature of medical examinations, which should not be lower than the medical standards required for entry into employment in the shipping industry;
- (b) the level of general education required for admission to vocational training courses;
- (c) the subjects that should be included in the training curricula;
- (d) the nature of any examination to be taken upon completion of training courses which are subject to examination;
- (e) a procedure to ensure that the teaching staff of training institutions have the requisite experience and qualifications, including adequate knowledge of technical and operational developments. (R.137P11)

Training programmes

1. The various training programmes should be realistically based on the work to be performed on board a ship. They should be periodically reviewed and kept up to date in order to keep abreast of technical developments. They should include the following, in addition to the basic requirements needed to comply with the relevant provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended:

- (a) training for the catering department as appropriate for those to be employed as stewards, cooks, waiters and galley staff, account being taken of training requirements for different categories of ships;

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- (b) training in accident prevention on board a ship, particularly as regards safe working practices in all departments, and including personal safety as part of training in professional subjects, health and physical training, especially swimming;
 - (c) training in medical care and particularly special training for personnel placed in charge of medical care on board, which should be related to the content of medical guides compiled by competent authorities and to full utilization of medical radio services;
 - (d) instruction in elements of social and labour legislation related to merchant ship operations and to industrial relations, regulations concerning seafarers, transportation economics, maritime insurance, maritime law, etc.;
 - (e) instruction in management techniques; (R.137P12)
 - (f) instruction in the organization of welfare activities on board. (R.138P8)

2. Training programmes should be designed, where appropriate, to prepare trainees for certificates of competency and should be directly related to national certification standards. They should include adequate practical training and take account of any minimum age and minimum working experience laid down by the competent authorities in respect of the various grades of certificates. Account should also be taken of other nationally recognized certificates. (R.137P13)

3. The duration of the various training programmes should be sufficient to enable trainees to assimilate the teaching given and should be determined with reference to such matters as:

- (a) the level of training required for the shipboard occupation for which the course is designed;
- (b) the general educational level and age required of trainees entering the course;
- (c) the trainees' previous practical experience. (R.137P14)

Training provision for seafarers

1. Induction training designed to introduce new seafarers to the shipboard environment and safe working practices on board a ship should be available to all seafarers.

2. Where appropriate and practicable, pre-sea training courses which provide adequate training for the duties regularly assigned to ratings of the deck, engine and catering departments should be available for young persons with no sea experience. (R.137P15)

3. Suitable courses of instruction should be provided to enable young persons of appropriate ability to prepare themselves for statutory certificates or diplomas currently in effect in the merchant navy of their country in respect of both officer and rating categories. (R.137P16)

4. Training for upgrading and promotion should, among other means, be provided by short-term courses at nautical schools and technical institutions and correspondence courses specially adapted to the needs of specific categories of officers and ratings and to the grades to which they aspire. (R.137P17)

5. Retraining, refresher, familiarization and upgrading courses should be available as required for suitable officers and ratings to enable them to increase and widen their technical skills and knowledge, to keep abreast of technological changes and to meet the requirements of new methods of operations on board a ship.

6. Where training would be facilitated thereby, shipowners should release suitable seafarers employed on board their ships for training periods ashore, at appropriate schools, to enable them to improve their skills, learn to use new techniques and equipment and qualify for promotion. Persons in a supervisory position on board a ship should take an active part in encouraging such training. (R.137P19)

Retraining

1. Where the nature of technical developments so requires, consideration should be given to the possibility of retraining seafarers. (R.139P11)

2. There should be consultation with shipowners' and seafarers' organizations, and between them, where technical developments are likely to lead to changes in training or certification requirements or to significant changes in the duties and functions of various categories of seafarers. (R.139P12)

Training methods

1. The training methods adopted should be the most effective possible, having regard to the nature of the instruction, the trainees' experience, general education and age, and the demonstration equipment and financial resources available. (R.137P20)

2. Practical training, requiring active participation of the trainees themselves, should be an important part of all training programmes. It may be provided by assigning seafarers to merchant ships for periods of training at sea, or to engineering workshops or shipyards. (R.137P21)

3. Where training ships are used by training institutions, they should provide practical instruction in navigation, seamanship, machinery operation and maintenance and other nautical subjects as well as comprehensive shipboard safety education. (R.137P22)

4. Appropriate demonstration equipment such as simulators, engines, boat models, ship equipment, life-saving equipment, navigational aids and cargo gear should be used in training schemes. Such equipment should be selected with reference to the shipboard machinery and equipment which the trainee may be called upon to use. (R.137P23)

5. Films, computers and other aids should be used, where appropriate:

(a) as a supplement to, but not a substitute for, demonstration equipment in the use of which trainees take an active part;

(b) as a primary training aid in special fields. (R.137P24)

6. Theoretical training given as part of a training course should be related to the theoretical and practical knowledge required by seafarers. (R.137P25)

*Opportunities for vocational guidance, education and
vocational training of young seafarers*

1. Training standards for the seagoing profession should, whenever possible, be coordinated with those applying to occupations ashore so that trainees may acquire nationally recognized qualifications acceptable in both the shipping industry and in other branches of economic activity. (R.153P15)

2. Young seafarers should be assisted in receiving education and training for shipboard employment, and subsequently in continuing their general and vocational education, through the various means of financial support recommended above. (R.153P16)

3. Young seafarers should be provided with opportunities for continuing their vocational education and training while on board a ship so as to acquire the knowledge and experience essential for the efficient performance of their duties, to qualify for promotion and to pursue their general and technical education.

4. Ships' masters and officers should encourage and assist young seafarers in applying and fully developing the skills and knowledge gained in induction training, in obtaining appropriate practical experience on board and in pursuing self-study courses at sea. (R.153P18)

5. To assist in meeting these objectives such means as shipboard training, correspondence courses and the provision of programmed instruction and other self-study material in general and nautical subjects should be provided.

6. Where practicable and possible, training facilities provided for seafarers on board a ship should include accommodation suitable for study purposes, a ship's library, and appropriate training equipment for self-study. (R.153P20)

International cooperation

1. Countries should cooperate in promoting the vocational training of seafarers. In some cases it may be of particular value to do so on a regional basis. (R.137P26)

2. In so doing they might collaborate with the International Labour Organization and other international institutions, in particular the International Maritime Organization, or other countries:

- (a) in recruiting and training teaching staff;
- (b) in setting up and improving training facilities for officers and ratings;
- (c) in setting up joint training facilities with other countries where necessary;
- (d) in making training facilities available to selected trainees or instructor-trainees from other countries and in sending trainees or instructor-trainees to other countries;
- (e) in organizing international exchanges of personnel, information and teaching materials, as well as international seminars and working groups;
- (f) in providing qualified and experienced instructors for maritime training schools in other countries. (R.137P27)

Appendix B-II

(see Guideline B4.1.2 above – to be completed)

Appendix B-III

(see Guideline B5.1.2 above – to be completed)

Model formats for the certificate of compliance and the document of compliance

DECLARATION [DOCUMENT] OF COMPLIANCE TO BE MAINTAINED BY ALL SHIPS flying the flag of [Name of country]

This document, which addresses the rights and standards set out in the maritime labour Convention, 2005 (“the Convention”) is maintained in accordance with [reference to the relevant law or regulation].

Reference number

Ship’s name

Ship’s IMO number

Name and address of the shipowner [including a Company as defined in the International Safety Management (ISM) Code]

Date of first certification (see under “CERTIFICATIONS” below)

Certifying authority

Part I: Model for requirements under national laws and regulations

[1. No one employed on the ship shall be less than 16 years old. No one under the age of 18 shall work at night or engage in hazardous work of the types set out in Schedule [insert applicable reference] hereto. (See [reference to the relevant legal provision].)]

2. All persons employed or engaged on the ship shall be certified as medically fit and have a valid certificate on board. (See [reference to the relevant legal provision].)

3. All persons employed or engaged on board the ship shall have valid and appropriate certificates of competency or other appropriate qualifications. (See [reference to the relevant legal provision].)

[4. All persons employed or engaged on board the ship shall have been issued with a valid seafarers’ identity document, at their request. (See [reference to the relevant legal provision].)]

5. On board the ship there shall be up-to-date copies of seafarers’ employment agreements that deal with each person employed or engaged on board the ship and the shipowner, corresponding to the model set out in Schedule [insert applicable reference] hereto. (See [reference to the relevant legal provision].) [Payment under the seafarers’ employment agreements shall be made on or before the [day or days] of each month.]

6. The hours of work or rest shall be in accordance with Schedule [insert applicable reference] hereto and the relevant records shall be maintained. (See [reference to the relevant legal provision].)

[7. The ship shall at all times be crewed in accordance with the crew list, appended as Schedule [insert applicable reference] [delete this statement if it is not applicable]. (See [reference to the relevant legal provision].)]

8. The approved accommodation detailed in Schedule [insert applicable reference] hereto shall be maintained. (See [reference to the relevant legal provision].)

9. The food and catering standards set out in Schedule [insert applicable reference] hereto shall be observed. (See [reference to the relevant legal provision].)

10. All persons employed or engaged on the ship, particularly young persons, shall have received training in health and safety and accident prevention. (See [reference to the relevant legal provision].)

11. The medical facilities and trained personnel shall be in accordance with Schedule [insert applicable reference] hereto. (See [reference to the relevant legal provision].)

12. The welfare facilities on board shall be as specified in Schedule [insert applicable reference] hereto. (See [reference to the relevant legal provision].)

13. Any person employed or engaged on the ship may lodge a complaint with the master concerning shipboard employment and living arrangements. If such a complaint cannot be addressed or resolved on board the ship or with the shipowner/company, the complainant may contact [contact details for the appropriate office of the country] or an authorized officer in a port. Records shall be kept of each complaint and of the action taken on it. (See [reference to the relevant legal provision].)

[Other ship-specific requirements should be added here]

Part II: Model for statement of procedures and policies to be followed
on board the ship to monitor and ensure continued
compliance between inspections

[...]

[Signature and title of competent official]

[date]

Model CERTIFICATE OF COMPLIANCE

First certification

The ship which is the subject of the document of compliance numbered [reference number] was inspected by [name and title of inspector(s)] on [date] at [place] for the purpose of checking conformity with the requirements of the maritime labour Convention, 2005].

The conditions of employment and living arrangements on board the ship were found to correspond to [the requirements set out in the abovementioned [Declaration]].

Explanations

[Signature and title of competent official]

[date]

Subsequent certifications

The ship which is the subject of the document of compliance numbered [reference number] and certificate of compliance numbered [reference number] was inspected on [date] at [place]:

for the purpose of [renewal, changes to ship construction affecting shipboard conditions of employment and living arrangements]

The conditions of employment and living arrangements on board the ship were found to continue to be in compliance with the maritime labour Convention 2005, except in the following significant respects:*

All the above deficiencies were found to have been fully remedied at a later inspection by [name and title of inspector(s)] on [date] at [place].*

[Signature and title of competent official]

[date]

* Please strike out the statements which do not apply.

Appendix B-IV

(see Guideline B5.1.3 above – to be completed)