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CHECKLIST

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INTRODUCTION

Non compliance with the requirements of the Maritime Labour Convention 2006, could lead to a vessel being detained by Port State Control officers. This convention enters into force on August 20th, 2013.

In order to help shipowner to reduce the risk of vessels being detained, we at **ClassIBS** have developed this PSC checklist. We strongly advice that the items below are reviewed periodically.

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1. GENERAL DOCUMENTATION

The following documentation must be carried onboard:

- 1. A copy of the Maritime Labour Convention 2006
- 2. A valid Maritime Labour Certificate
- 3. A valid Declaration of Maritime Labour Compliance (DMLC) with the Part II duly approved by an authorized RO.
- 4. Two (2) copies of the report of the most recent inspection carried out by the Flag State or the RO.
 - a. One to be kept by the Master
 - b. One to be posted in a place readily accessible to the seafarers.

2. REQUIREMENTS FOR SEAFARERS TO WORK ON A SHIP

- 1. All the seafarers are over the minimum age.
- 2. Seafarers under 18 years are not carrying out night work or any work that may jeopardize their health or safety.
- 3. All seafarers have a valid medical certificate (in English for ships engaged in international voyages).
- 4. There is documented evidence that Seafarers are trained or certified as competent to perform their duties, in accordance with national requirements.
- 5. There is evidence of seafarers' completion of training for personal safety on board ships.
- 6. There is documentary evidence that indicates that the private seafarer recruitment and placement service used by the shipowner/operator is operated as per the MLC 2006 and national requirements.

3. MEDICAL CERTIFICATION

All seafarers have a valid medical certificate onboard (in English for ships engaged in international voyages) which must:

- 1. Be issued and signed by a duly qualified medical practitioner.
- 2. State that the seafarer is medically fit to perform his/her duties.
- 3. State that the seafarer's hearing and sight and colour vision are all satisfactory.

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4. SEAFARERS' EMPLOYMENT AGREEMENTS (SEA)

- I. SEAs meeting the following requirements for all seafarers are available onboard:
 - i. SEA contains the mandatory information stated in Regulation 2.1, Standard A2.1.4
 - ii. SEA is signed both by the seafarer and by the shipowner and each party has their original copy of the SEA.
 - iii. SEA is attached with any applicable Collective Bargaining Agreement and they are translated to English.

5. WAGES

- 1. Seafarers are paid at no greater than monthly intervals and in accordance to the SEA or CBA.
- 2. All the elements of the wages are reflected in the seafarer's wage account indicating the monthly wage and any authorized deduction.
- 3. Measures are taken to ensure that seafarers are able to transmit their earnings and any charge for the allotment and applicable exchange rate is to be reasonable and in accordance with the flag state requirements.

6. HOURS OF WORK AND HOURS OF REST

- 1. A table with the shipboard working arrangements is posted in an easily accessible place, showing the service at sea and in port.
- 2. The table is in the working language of the ship and in English
- 3. The table shows the max. hours of work or min. hours of rest and is in compliance with the requirements of the Convention:
 - i. Maximum Working Hours:
 - 14 hours in any 24 hour period
 - 72 hours in any 7 day period
 - ii. Minimum Hours of Rest:
 - 10 hours in any 24 hour period
 - 77 hours in any 7 day period
- 4. The daily rest period is divided in not more than 2 periods, one of which is of at least 6 hours and the interval between the 2 periods does not exceed 14 hours.

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7. ENTITLEMENT TO LEAVE AND REPATRIATION

- 1. Seafarers have paid annual leave in compliance with the Convention and as stated in the SEA (based on a minimum of 2.5 days per month of employment).
- 2. There is a copy of the national provisions on repatriation on board and is it accessible to seafarers.
- 3. Shipowner provides financial security to ensure seafarers repatriation.
- 4. Repatriation costs are covered by the shipowner except in cases where the seafarer has been found to be in serious default of the seafarer's employment obligations.

8. MANNING LEVELS

- 1. There is a valid Minimum Safe Manning Certificate onboard.
- 2. The ship is manned with sufficient number of seafarers to ensure that the ship is operated safety, efficiently and with due regard to security under all conditions.

9. ACCOMMODATION AND RECREATIONAL FACILITIES

- 1. General Arrangement Plan of the ship accommodation is up to date and available onboard.
- 2. The ship's accommodation and recreational facilities construction and equipment complies with the requirements of the MLC 2006 in case of new ships and with the requirements of the ILO 92 Convention in case of ships constructed prior to entry into force of the MLC 2006.
- 3. Records of regular inspections of the accommodation by the master or designated officer are kept onboard.
- 4. Accommodation has adequate noise-insulation.
- 5. Appropriate drainage and lighting is provided.
- 6. Cabins have hot and cold running water
- 7. Sanitary facilities are accessible, hygienic and in good working order
- 8. Air Conditioning and Heating systems (where applicable) are appropriate and in good working order.
- 9. Laundry facilities are in good working order.

10. FOOD AND CATERING

- 1. Seafarers are provided with food and drinking water of appropriate quality, nutritional value and quantity, taking into account the different cultural and religious backgrounds.
- 2. Food and drinking water are provided to the seafarers free of charge.
- 3. Seafarer/s employed or engaged as ship's cook are no less than 18 years old and hold the corresponding qualification.
- 4. The galley is maintained in a clean and efficient condition.
- 5. Inspections of food and catering facilities including food storage areas are carried out by or under authority of the master and are documented.
- 6. The galley and the spaces for food storage are clean, hygienic and maintained in good conditions.
- 7. There is adequate supply of water and there are adequate facilities for washing food and for the cleaning, disinfecting and storage of utensils.
- 8. Drinking water is of good quality and adequate quantity is available.

11. MEDICAL CARE

- 1. Health protection and care (including dental care) is provided free of charge to seafarers.
- 2. Are seafarers informed about their right to visit a qualified medical doctor or dentist in port (where practicable) without delay?
- 3. Medical equipment is provided and in compliance with national legislation.
- 4. The standard medical report form is being used and kept onboard.
- 5. The ship carries at least one qualified and certified seafarer in charge of medical care.
- 6. A complete and up-to-date list of radio stations through which medical advice can be obtained is provided.
- 7. Medical publications are available onboard as per flag state's requirements.
- 8. The ship's hospital accommodation is clean and hygienic and used only for medical purposes.

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12. SOCIAL SECURITY

- 1. As a minimum, cover for medical care, sickness and injury benefit is provided.

13. HEALTH AND SAFETY PROTECTION AND ACCIDENT PREVENTION

- 1. The ship has an implemented Occupational Health & Safety policy and programme complying with national requirements.
- 2. There is a ship safety committee (for ships with 5 or more seafarers) with seafarers appointed as ships safety representatives.
- 3. Safety committee records are kept onboard.
- 4. Procedures for reporting, recording and investigating unsafe conditions and onboard occupational accidents are implemented.
- 5. Training and instruction regarding occupational health and safety and accident prevention is provided to seafarers.
- 6. Has a proper risk assessment been carried out for onboard occupational safety and health management?.
- 7. Seafarers are aware of the guidelines appertaining to the management of occupational health and safety.
- 8. Personal Protective Equipment is provided to the seafarers and used as appropriate.
- 9. Safety inspections being carried out regularly and documented.

14. ACCESS TO SHORE BASED WELFARE FACILITIES

- 1. All seafarers have access to shore based welfare facilities.

15. ONBOARD COMPLAINT PROCEDURES

- 1. The ship has onboard procedures for the fair, effective and expeditious handling of seafarer complaints.
- 2. All seafarers are given a copy of the onboard complaint procedures in the working language of the ship.
- 3. Are the complaints handled in a timely, fair and efficient manner?

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Isthmus Bureau of Shipping, also known as **ClassIBS**, is a ship classification society. The principal work of the Society's expert technical staff is to undertake surveys to ensure that the rules that apply to new construction and existing ships are followed, in order to ensure the safety of the vessels and the prevention of marine pollution.

In addition to its classification activities, **ClassIBS** conducts surveys on behalf of third parties including State Administrations, and verifies the safety management systems of ship-management companies in accordance with the International Safety Management (ISM) Code and International Ship and Port Facility Security (ISPS) Code.

For inquiries please contact:

ClassIBS Head Office at:

ibs@classibs.org

Panama, Republic of Panama

Tel: +507 211-2122

visit
www.classibs.org
for implementation.