

Circular 123 / 2015

To: Vessel Owners, Managers, Masters, Officers, Deputy Registrars, Surveyors and Other Interested Parties

Subject: Romania Ratifies MLC 2006

Date: 21 January 2016

Summary

On November 24, 2015, the Government of Romania deposited with the International Labour Organization (ILO) the instrument of ratification of the Maritime Labour Convention, 2006 (MLC, 2006) making Romania the 70th ILO member State to have ratified the Convention.

As the fourth pillar of the international maritime legal regime, in complement to key Conventions of the International Maritime Organization (IMO), the MLC, 2006 establishes and protects decent working and living conditions for seafarers while ensuring conditions of fair competition for shipowners. According to ILO, Romania has over 25,000 seafarers and a merchant fleet of 82,911 gross tonnage of shipping. It also hosts major sea ports along the Black Sea, including the Port of Constanta, which ranks among the first 10 European ports and intersects trade routes linking the markets of landlocked countries spanning from Central and Eastern Europe to Central Asia and the Far East.

For Romania, the MLC, 2006 will enter into force on 24 November 2016, that is, one year after its ratification.

Port State Control (PSC) Inspections

As of November 24, 2016 PSC Authorities in Romania will start conducting more detail inspections concerning MLC, 2006 requirements. Owners/Managers/Operators of ships calling Romanian ports must ensure full compliance with the Convention requirements prior calling any port to avoid possible deficiencies or detention.

Maritime Cook Islands has prepared a checklist concerning MLC, 2006 requirements. Owners/Managers/Operators should forward the attach checklist on board their ships and request crewmembers to review prior to calling any port of a state Party to MLC to avoid possible deficiencies.

For further enquiries, please contact the Technical Department at df@maritimecookislands.com or the Registrar of Ships at fleet@maritimecookislands.com



COOK ISLANDS SELF ASSESMENT FOR MARITIME LABOUR COMPLIANCE

Ship Registration
FORM 90
v.1

This form can be used by persons owning and / or operating commercial vessels to which the MLC 2006 applies, to ensure compliance with MLC.

Evidence (e.g. documents) for compliance can be noted in the column provided. Evidentiary documents must be made available for the attending Inspector, in order for the inspector to verify compliance. *(Guidance is printed in italic)*

This form may be used to assist in the preparation of Declaration Maritime Labour Convention (DMLC) Part II; It is a guidance document and in no way mandatory to use; if it is used, it may be attached to the DMLC Part II to assist PSCO while on board.

Name of vessel	Name of Company	Address of Company

ILO MLC	Item	Yes	No	NA	Documented Evidence
A 1.1	Minimum Age				
1.	Are measures/instructions in place ensuring that no seafarer below the minimum age of 16 years is employed on a ship? <i>Ensure by means of instructions or contractual agreements that your Crewing Agency shall comply with the minimum age regulation.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Is ensured that no seafarers under the age of 18 on a ship are carrying out work at night? ("night" defined and specify this in DMLC I)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	If seafarers under the age of 18 years work during the night, is evidence available that it is part of their recognized training programme or because of the specific nature of their duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Is work likely to endanger the health and safety of young seafarers being identified? Are measures/instructions in place to prevent young seafarers from conducting this kind of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A 1.2	Medical Certification	Yes	No	NA	Documented Evidence
1.	Are measures /instructions in place ensuring that all seafarers are in possession of a valid medical certificate according to their position on board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Do the contents of the med. certificates, the scope and result of the medical examination comply with Cook Islands requirements? (defined in DMLC I) see also Maritime Cook Islands Circular 47	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Is ensured that the med. certificates/physical examination reports state satisfactory condition of the seafarers' hearing, sight and if applicable of his colour vision as well?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	It is ensured that the med. certificates/physical examination reports state that the seafarer is not suffering from any medical condition that is likely to be aggravated by service at sea or to render the seafarer unfit for such service or to endanger the health of other persons on board? Medical certificates meeting all requirements of STCW are to be accepted as meeting the substance of the MLC, 2006 requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Are measures/instructions in place to ensure that the medical certificates for seafarers over 18 years are valid for a period of maximum 2 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are measures/instructions in place to ensure that the medical certificates for seafarers under the age of 18 are valid for a period of maximum 1 year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are measures/instructions in place to ensure that the validity for the colour vision certification/statement is not exceeding 6 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Are measures/instructions in place to ensure that all medical certificates for those engaged in international voyages are at least issued in English?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A 1.3	Qualification of Seafarers	Yes	No	NA	Documented Evidence
1.	Are measures/instructions in place ensuring that all seafarers engaged on board are duly qualified and certified according their duties they are assigned to (in provision of STCW and national requirements)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	It is ensured that all certificates/documents of all seafarers are still valid and won't expire before their signing off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Are measures/instructions in place to ensure that all seafarers are in the possession of a valid basic (safety) training certificate prior joining the vessel? <i>(contents and scope of this training should meet all STCW requirements: Personal survival techniques, fire prevention and firefighting, elementary first aid, personal safety & social responsibilities)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Able seaman qualifications are in line with MLC 2006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A 2.1	Seafarers' employment agreements	Yes	No	NA	Documented Evidence
1.	Are measures/instructions in place to ensure that a copy of the seafarers' employments agreements (SEA) signed by both parties involved are available onboard? <i>Note: Although obligations arising from the crew contract could have been delegated to the appointed crew manager(s) the Company shall ensure that they comply with the requirements of Standard A2.1-A2.6</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are measures/instructions in place to ensure that seafarers are given a certain time schedule in order to verify the contents of the SEA and seek advice before signing it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	It is ensured that conditions of the seafarer's employment are easily accessible for the seafarer and the Master as well as the availability of a copy of the SEA for inspectors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Are seafarers provided with a document containing a record of their employment before signing off (seafarers' discharge book)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Are measures/instructions in place to ensure that the record of employment does neither reflect the wages paid nor a statement concerning the seafarer's quality of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	It is ensured that (if applicable) a copy of a standard form of a collective bargaining agreement/ITF agreement is available on board? <i>If SEAs are not issued in English ensure that a standard form of the agreements and parts of the collective bargaining agreements that could be subject to a PSC are available onboard in English</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Are measures/instructions in place to ensure that SEAs contain the following items?				
	- full name, place & date of birth (or age) of seafarer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- shipowners' name & address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- date and place of agreed employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- position of the seafarer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- wages (if applicable a formula for calculations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- paid annual leave (if applicable a formula for calculations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- details about the termination of the contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- for unlimited contracts: condition of termination and notice period are for both parties identical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- for limited contracts for a stipulated period: the contract has a fixed expiry date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- for limited contracts for a voyage: contract contains the port of destination and a time limit after arrival which Shall after expiry ensure the seafarer's discharge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- seafarer's health and social security protection Benefits (contributions made) (At least 3 out of 9 branches to be considered as mentioned under 4.5: medical care, sickness benefit, employment injury benefit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- entitlement of repatriation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- Reference to collective bargaining agreements, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- additional national requirements *Shipowner as per Article II, § 1(j) of MLC, 2006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Is ensured that notice periods for early termination of contracts are in accordance with national regulations and are not shorter than seven days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Are measures/instructions in place to ensure that special circumstances allowing shorter notice periods or termination without notice are taken into account as per national law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

	regular base or their continuous compliance with the new Convention?				
4.	Are measures/instructions in place to ensure that the recruitment and placement services are able to receive and to respond to complaints related to their activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Are measures/instructions in place to ensure that the recruitment and placement services are able to receive and to respond to complaints related to their activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A 2.3	Hours of work and hours of rest:	Yes	No	NA	Documented Evidence
1.	Are measures/instructions available stating that either the maximum hours of work or the minimum hours of rest shall be adhered to and monitored by the Master? (Cook Islands requires compliance with MLC and STCW standards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Is ensured that normal hours of work are based on an 8 hours day with 1 day of rest per week and rest on public holiday? (Hours exceeding this period are to be seen and calculated as over time.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Are measures/instructions in place ensuring that especially watch keeping personnel are adequately rested and fit for duty? <i>The impact of fatigue on the seafarer' performance of their duties could be addressed in measures/instructions related to fitness for duty. Implementation of measures to avoid excessive working hours (e.g. watch schedules , manning levels, on-board service periods to be adjusted accordingly)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Are measures/instructions in place ensuring that the working or resting hours are within the following limits and in accordance with Cook Islands requirements: Max. hours of work: - 14 hours per day / 72 hours within 7 days OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Min. hours of rest: - 10 hours per day / 77 hours within 7 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Are measures/instructions in place ensuring that hours of rest are not divided in more than two parts, one of it min. 6 hrs and that the interval between consecutive periods of rest shall not exceed 14 hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Are measures/instructions in place ensuring that the master is instructed to take the periods of rest into account when preparing the onboard training and drill programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Are measures/instructions in place ensuring that seafarers are granted a compensatory rest period if disturbed by incidences (e.g. unattended machinery space)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Are measures/instructions in place ensuring that the shipboard working arrangements at sea and in port incl. the applicable national max work hours or min. rest hours are posted and easily accessible for seafarers and inspectors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Are measures/instructions in place ensuring that posted working arrangements are established in a standardized format in working language(s) of the ship and in English?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Is the master instructed to maintain and file records of the seafarers' daily working hours or hours of rest issued in the applicable working language and English, including the schedule of service at sea and in port? See Maritime Cook Islands Circular 58	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are measures/instructions in place ensuring that seafarers are provided with a copy of their records signed by the master, or a person appointed by the master and the seafarer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

A 2.4	Entitlement to leave	Yes	No	NA	Documented Evidence
1.	<p>Are measures/instructions in place establishing the handling of seafarers' annual paid leave?</p> <p><i>The measures/instructions shall ensure that seafarers are granted leave as an uninterrupted period, seafarers are able to take their annual leave in the country they have a substantial connection to or from the place where they were engaged or recruited, seafarers are only recalled from leave in cases of extreme emergency and if the seafarer agrees.(This is a requirement under Part B of the Code- B2.4.2)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is it ensured that seafarers will be granted shore leave if the operation of the vessel permits shore leave?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<p>Are measures/instructions in place ensuring that seafarers are provided with annual paid leave based on a minimum of 2.5 calendar days per month of employment? (Cook Islands has specified this in DMLC I)</p> <p><i>Ensure that justified absence from work, public and customary holidays, compensatory leave of any kind, temporary shore leave are not counted as part of the annual paid leave. (Part B-Guideline B2.4.1.4)</i> <i>MLC, 2006 does not allowed to forgo minimum annual paid leave-A2.4, para 3)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	It is ensured that no agreements to forgo the minimum annual paid leave exist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A 2.5	Repatriation:	Yes	No	NA	Documented Evidence
1.	<p>Has the Company implemented measures/instructions establishing the necessary arrangements to be made for repatriation of seafarers?</p> <p><i>Early repatriation requested by seafarers under 18 years served for at least 4 months on board should be granted at the Company's expenses.(This is a non-mandatory requirement under Part B of the Code- B 2.5..2.3)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is it ensured that seafarers are not charged for repatriation in case that:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1. The seafarers' employment agreement expires while they are abroad?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. The seafarers' employment agreement is terminated by the shipowner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. The seafarers' employment agreement is terminated by the seafarer for justified reasons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<p>4. The seafarer is no longer able to carry out his duties under specific circumstances?</p> <p><i>Specific circumstances are: illness or injury, shipwreck, insolvency of the employer, sale of ship, change of registration, bounding for a war zone, and termination of employment in accordance with an industrial award or collective agreement. (This is a requirement under Part B of the Code- B2.5.1.1(b))</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Are measures/instructions in place stating that the maximum period onboard after which the seafarer is in any case entitled to be repatriated upon his /her request shall not exceed 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Do the measures/instructions cover the seafarers' entitlements regarding destination of repatriation, mode of transport and expenses covered by the shipowner (or his contractual partner) incl. other arrangements arising from the contract or national provisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Are measures/instructions in place ensuring that neither advance payments are requested from seafarers nor methods of recovering costs for their repatriation are in force?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<p>Is evidence available onboard that financial security for repatriation in any case is provided?</p> <p><i>Seafarers are entitled to repatriation in the following events: illness or injury, shipwreck, insolvency of the employer, sale of ship, change of registration, bounding for a war zone, and termination of employment in accordance with an industrial award or collective agreement: (This is a non-mandatory requirement under Part B of the Code- JB 2.5.1.1(b))</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Is it ensured that a copy of the national regulations regarding repatriation is available to all seafarers in an appropriate language?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A 2.7	Manning levels:	Yes	No	NA	Documented Evidence
1.	Are measures/instructions in place ensuring that the vessels are manned as a minimum according to the number and capacity stipulated on the Safe Manning Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is ensured that the Minimum Safe Manning Certificate is available onboard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are measures/instructions in place ensuring that the requirements on seafarer's hours of work and hours of rest, the vessels' trade, safety and security regulations, the efficient operation of the ship as well as fatigue prevention are considered when verifying the required manning level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>When establishing the safe manning level consideration can be given to IMO Resolution A. 955 (23) and Resolution A. 890 (21) etc. including. ILO ITU and WHO guidelines</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A 3.1	Accommodation and recreational facilities:	Yes	No	NA	Documented Evidence

1.	Existing ships Has ILO 92 / 133 or ILO 147 conventions been complied with? Does the vessel hold a CoC ILO 92/133 document stating compliance <i>If no go to next question</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>Existing ships</i> if the ships keel was laid before the entry into force of MLC, 2006, the operational (non-constructural) items of Standard 3.1 must be complied with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>NB</i> : The requirements relating to ship's construction and equipment of Standard A.3.1 apply only to ships with a keel laying date on or after the date the Convention comes into force. These requirements shall be verified during the new building / classification process and the Initial inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	General requirements of accommodation				
	Is ensured that proper lighting and sufficient drainage are provided in the accommodation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is ensured that the accommodation is adequately insulated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Ventilation and heating				
	Are the sleeping rooms and mess rooms adequately ventilated and is the ventilation functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	If the vessel is equipped with an air condition is the air condition functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the air condition designed to:				
	(a) maintain the air at a satisfactory temperature and relative humidity as compared to outside air conditions,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	(b) ensure a sufficiency of air changes in all air-conditioned spaces,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	(c) take account of the particular characteristics of operations at sea and not produce excessive noises or vibrations; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	(d) Facilitate easy cleaning and disinfection to prevent or control the spread of disease.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is power for the air-conditioning system and other aids of ventilation available at all times when seafarer are living and working on board? <i>This power need not be provided from an emergency source</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has an adequate system of heating through an appropriate system been provided (not required for ships engaged exclusively in tropical climates)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the system of heating in working order at all times when seafarers living and working on board and conditions require its use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	Does the designated engineer control and maintain the system of ventilation/heating for sleeping and mess rooms to maintain the air in a satisfactory condition and to ensure a sufficiency of air movement in all conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the crew accommodations are properly lighted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are mess rooms and sleeping rooms lit by natural light and have been provided with artificial light (special arrangements in passenger ships might be permitted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Has electric light been provided in crew accommodations as well as emergency lighting or two independent sources of electricity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Sleeping rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are separate sleeping rooms provided for each seafarer (if possible)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are separate sleeping rooms provided for men and for women?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are sleeping rooms of adequate size and are they properly equipped. Do they facilitate tidiness and ensure reasonable comfort?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is one individual berth provided for each crew member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are adequate berth arrangements on board, making it as comfortable as possible for the seafarer and any partner who may accompany the seafarer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are sleeping rooms so arranged that watches are separate and that no seafarers working during the day share a room with watchkeepers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the number of petty officers occupying sleeping rooms not exceed one or two persons per room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>Verify the on-board arrangements of sleeping rooms and the instructions of the master.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Has a dust-proof material been fitted beneath the spring bottom of the upper berth if one is placed over another?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Has each sleeping room been provided with curtains or equivalent for the sidelights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Has each sleeping room been provided with the following furniture of smooth, hard material not liable to warp or corrode: - mirror?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- small cabinets for toilet requisites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- book rack?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- sufficient coat hooks? <i>Verify if the sleeping rooms have been equipped accordingly.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Mess rooms				

	If separate mess room accommodations have been provided on board ships, are they provided for:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	a) master and officers				
	b) petty officers and other seafarers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the mess rooms equipped with tables and seats sufficient to accommodate the greatest number of crew?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there available on board:				
	a) a refrigerator of sufficient capacity for number of persons using the mess room/rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b) facilities for hot beverages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c) cool water facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	If pantries are not accessible to mess rooms, adequate lockers for mess utensils and proper facilities for washing utensils are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the tables and seats made of damp-resisting material, without cracks and capable of being easily cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d) <i>Verify the mess rooms and equipment for compliance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Sanitary facilities				
	Do all seafarers have convenient access to sanitary facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are minimum standards of health and hygiene and reasonable standards of comfort are met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are cleaning measures/instructions in place and carried out in regularly intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are separate sanitary facilities being provided for men and for women?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Is the minimum standard of one toilet, one basin and one tub of shower or both for every six persons or less who do not have personal facilities shall be provided at a convenient location fulfilled ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is hot and cold running fresh water available in all wash places?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are all wash basins and tub bath are of an adequate size and constructed of an approved material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are all toilets been constructed of an approved pattern?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are they are provided with an ample flush of water or with some other suitable flushing means, such as air?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are they available at all times and independently controllable? Is privacy granted if there is more than one toilet in a compartment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Hospital accommodation				
8.	Is the hospital designed so as to facilitate consultation and the giving of medical first aid and to help prevent the spread of infectious diseases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Are arrangements made in respect to the berths, lightning, ventilation, heating and water supply to ensure the comfort and facilitate the treatment of the occupants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Sanitary accommodations have been provided for the exclusive use of occupants of the hospital?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the hospital exclusively used to accommodate sick persons? <i>Inspect the hospital acc. to the relevant international standards for compliance.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Laundry				
	Are facilities provided (washing machines, drying machines or heated and ventilated drying rooms, irons and ironing boards or their equivalent) for washing, drying and ironing clothes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>Is the equipment available in good working order and regularly maintained?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Access to open decks				
	Seafarers do have access to an open deck which has an adequate area with regard to the size of the ship and the number of seafarers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Mosquito devices				
	Are certain ships are frequently visiting mosquito infested ports and are provisions for protection are made (e.g. anti-mosquito devices as suitable screens to side scuttles, ventilators and doors to the open deck.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Recreational facilities, amenities and services				
	Are there appropriate seafarers' recreational facilities, amenities and services, as adapted to meet the special needs of seafarers who must live and work on ships, be provided on board for the benefit of all seafarers, taking into account Health and safety protection and accident prevention?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Below examples for recreational facilities are taking from part B of the Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>Furnishing for recreational facilities should as a minimum include a bookcase and facilities for reading, writing and, where practicable, games. Consideration should also be given to the facilities following facilities at no cost to the seafarer, where practicable:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>(a) a smoking room;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>(b) television viewing and the reception of radio broadcasts;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>(c) showing of films, the stock of which should be adequate for the</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>(d) duration of the voyage and, where necessary, changed at reasonable intervals;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>(e) sports equipment including exercise equipment, table games and deck games;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>(f) where possible, facilities for swimming;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>(g) a library containing vocational and other books, the stock of which should be adequate for the duration of the voyage and changed at reasonable intervals;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>(h) facilities for recreational handicrafts;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<i>(i) electronic equipment such as a radio, television, video recorders, DVD/CD player, personal computer and software and cassette recorder/player;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	<i>(j) where appropriate, the provision of bars on board for seafarers unless these are contrary to national, religious or social customs; and reasonable access to ship-to-shore telephone communications, and email and Internet facilities, where available, with any charges for the use of these services being reasonable in amount.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are recreational facilities and services frequently reviewed regarding changes in the needs of seafarers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the following utensils are provided by the shipowner for each seafarer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>(k)</i> clean bedding and mess utensils				
	<i>(l)</i> bedding of good quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>(m)</i> plates, cups and other mess utensils of approved material which can be easily cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>(n)</i> towels, soap and toilet paper?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the ships frequently supplied with the utensils and are they distributed by the master/ steward?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is Seafarer's mail forwarded and received as quickly and reliable as possible? Are additional costs avoided due to special circumstances beyond the control of the seafarer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is permission granted for seafarers, as far as possible, to have their partners, relatives and friends as visitors on board when the ship is in port?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is consideration given to the possibility of allowing seafarers to be accompanied by their partners on occasional voyages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Assistance is rendered to effective an adequate insurance cover for illness and accident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is a procedure in place stating that frequent accommodation inspections shall be carried out by the master or a designated person to ensure that seafarers' accommodations are clean, decently habitable and well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the results of each inspection recorded and available for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>Are intervals defined, is the master instructed and are forms prepared for reporting the inspections?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Food and catering:	Yes	No	NA	Documented Evidence
1.	Are measures/instructions in place to ensure that the ship is supplied with a suitable amount of drinking water and food of good nutritional value, quality and variety for the number of crew and the duration of voyage? The different cultural and religious backgrounds of seafarers shall be taken into account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the ship equipped with appropriate staff and equipment for the preparation of adequate, varied and nutritious meals served in hygienic conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are measures/instructions in place ensuring that the catering staff is properly trained and instructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Are measures/instructions in place ensuring that the ship's cook is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	trained, qualified and found competent according to the requirements of Cook Islands -? see circular 59				
3.	Is ensured that the ship's cook completed successfully a recognized or approved training course covering practical cookery, hygiene, storage, stock control, catering health and safety and environmental protection? see circular 59 <i>Evidence about the cooks participation of an approved/recognized training course should be available onboard</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Are measures/instructions in place ensuring that on ships with less than ten crew members where it is not required by the Cook Islands to carry a fully qualified cook, is there anyone processing food in the galley who has been trained or instructed in areas including food and personal hygiene as well as handling and storage of food on board ships? see circular 59 <i>Successful completion of training should be documented.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Are measures/instructions in place ensuring that the master shall carry out frequent documented inspections of the: - supplies of food and drinking water; - spaces used for handling and storage of food; - galleys and other equipment used in the preparation and service of meals. Are relevant forms and instructions available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	It is ensured that no seafarer under the age of 18 shall work as a cook?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Health and safety protection and accident prevention:	Yes	No	NA	Documented Evidence
1.	Has the Company implemented a policy and programmes with the aim and the objectives how to provide seafarers with an occupational safe and health working and living environment that complies with MLC regulations and relevant standards and guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Has the Company considered at least the following subjects in the policy: - <i>structural features of the ship (e.g. asbestos)</i> - <i>machinery</i> - <i>extreme surface temperature (high or low)</i> - <i>effects of noise and vibration</i> - <i>effects of ambient factors (e.g. tobacco smoke)</i> - <i>safety measures on and below deck</i> - <i>cargo equipment</i> - <i>mooring equipment</i> - <i>fire prevention and fire-fighting</i> - <i>anchors, chains and lines</i> - <i>dangerous cargo and ballast</i> - <i>personal protective equipment</i> - <i>working aloft and in enclosed spaces</i> - <i>fatigue, drug abuse, HIV /AIDS protection</i> - <i>emergency and accident response</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Has the Company established and implemented measures/instructions to prevent all identified risk that could result in occupational accidents, injuries and diseases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<p>Are the implemented preventive measures considering:</p> <ul style="list-style-type: none"> - the risk of exposure to chemicals? - the risk that may arise from use of equipment and machinery and of exposure to harmful levels of ambient factors? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is ensured that risk evaluations are conducted regularly and that existing measures/instructions are reviewed accordingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is ensured that practical and continuous training is provided to all seafarers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>Has the Company established work restrictions for young seafarers?</p> <p><i>Consider IMO circular MSC-MEPC.2/Circ.3 "guidelines on the basic elements of a shipboard occupational health and safety programme" when preparing procedures for the onboard occupational health and safety programme.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>The work restriction should consider but not be limited to:</p> <ul style="list-style-type: none"> - <i>the lifting, moving or carrying of heavy loads or objects</i> - <i>entry into boilers, tanks and cofferdams;</i> - <i>exposure to harmful noise and vibration levels;</i> - <i>operating hoisting and other power machinery and tools, or acting as signalers to operators of such equipment; handling mooring or tow lines or anchoring equipment;</i> - <i>rigging;</i> - <i>work aloft or on deck in heavy weather;</i> - <i>night watch duties;</i> - <i>servicing of electrical equipment;</i> - <i>exposure to potentially harmful materials, or harmful physical agents such as dangerous or toxic substances and ionizing radiations;</i> - <i>the cleaning of catering machinery; and</i> - <i>the handling or taking charge of ships' boats.</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the Company ensure that the vessel is sufficiently equipped with well-maintained Personal Protective Equipment and is ensured that all seafarers are made familiar with it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are measures/instructions in place requiring the reporting and investigation of any incident, accident and hazardous situations occurred onboard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are measures/instructions in place ensuring that the Company will implement corrective and preventive measures to prevent and to avoid recurrence of occupational accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Are responsibilities and duties of the Company, the master, designated persons ashore and seafarers on board regarding compliance with the occupational safety and health policy and programme specified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Is specific attention paid to seafarers below the age of 18 years when preparing the occupational safety and health policy and programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Has the Company established measures/instructions defining the master's or his representative's responsibility for implementing and complying with occupational health and safety policy and programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Has the Company implemented measures/instructions to ensure that shipboard safety committee meetings are held at regular intervals on ships with more 5 or more seafarers? <i>Companies may appoint a safety officer who will take care of all safety duties onboard incl. preparing training and drill schedules, conducting of safety committee meetings, monitoring expiry dates of safety equipment etc.</i> <i>The measures/instructions could describe the activities carried out during the safety committee meetings to monitor the effectiveness of the occupational safety and health policy and programme health and to identify possible improvements.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Are measures/instructions in place to ensure that occupational accidents, injuries and diseases are reported to the Maritime Cook Islands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	It is ensured that transmitted accident/incident reports contain a precise description of the occupational accidents, injuries and diseases? <i>The nature, causes and impact shall be mentioned in the report but protection of personnel data shall be considered.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Does the Company inform seafarers about specific hazards on board of ships? <i>Posting of warning signs and posters. Distribution of brochures, movies, publications related to occupational safety and health protection.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Is ensured that the scope of risk evaluations is conducted in accordance with ISM principle and guidance?				
4.1	Onboard Medical Care:	Yes	No	NA	Documented Evidence
	Are measures/instructions in place ensuring seafarers are provided with health protection relevant to their duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are measures in place to ensure that prompt and adequate access to medical care for all seafarers is provided free of charge whilst working on board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.	Is ensured that: - seafarers receive prompt access to the necessary medicines, medical equipment and facilities for diagnosis and treatment and to medical information and expertise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- Seafarers have the right to visit a qualified medical doctor or dentist without delay in ports of call, where practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- medical care and health protection services are free of charge to seafarers while the seafarer is on board or landed in a foreign port?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	- preventive measures to promote and maintain a healthy living and working environment are implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Is ensured that a standard medical report form provided by Flag State is used in case of onboard and onshore medical treatments of seafarers? See circular 61	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is ensured that the contents of the seafarers' medical reports are treated strictly confidential?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Has the Company established measures/instructions ensuring that medicine, chest, medical equipment, and medical publications are provided to the vessel and maintained and inspected in accordance with the vessels Safety Management System and / or with other international guidelines ie ILO?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	In case the vessel is carrying 100 persons or more, engaged in international voyages of more than 3 days is ensured that the vessel is manned with a qualified medical doctor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	If no medical doctor is required on board the ship, has the Company established measures/instructions ensuring that an appointed qualified Officer (holder of Medical Care Certificate in acc. with STCW) will take care of all medical duties onboard?(providing medical care and administering medicine)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is ensured that seafarers who shall provide medical first aid have completed successfully training in medical first aid? (in acc. With STCW)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the vessel provided with the latest list of INMARSAT Coast Earth Stations and other telemedical maritime assistance services where radio-medical assistance can be obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A5.1.5	Onboard complaint procedures:	Yes	No	NA	Documented Evidence
1.	Is ensured that the vessel is provided with a copy of the MLC, 2006?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is a procedure for the handling of seafarers' complaints regarding breaches of the MLC, 2006 and their basic rights implemented? <i>Ensure that the procedure describe the process and follow up of filed complaints. Records should be kept onboard and seafarers lodging complaints as well as the Company shall be provided with a copy of it. If complaints can't be resolved on board the Company shall present a solution to the seafarer within an agreed time frame. Also see circular 62</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are seafarers offered the possibility to complain directly to the ships' master and/or an external authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is ensured that seafarers shall neither be penalized nor be victimized for lodging complaints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is ensured that all seafarers are provided with a copy of the complaint procedure (in the working language)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is ensured that contact details of Cook Islands Authorities and names of nominated persons of trust onboard are mentioned in the procedure ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A 2.2	Payment of wages:	Yes	No	NA	Documented Evidence
1.	Are measures/instructions in place describing the handling/processing of the seafarer's payroll?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Are the following requirements addressed in the measures/instructions:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- Monthly payment of wages, taking into account any applicable collective bargaining agreements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- Wages are based on a max. 8 hours working day/48 hours week? (this is a non-mandatory requirement under Part B of the Code)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- Calculation of overtime taking at least 1.25 of basic wage rate per hour?(This is a requirement under Part B of the Code)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- Monthly overtime records signed by the Master or his deputy and the seafarer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Are measures/instructions in place to ensure that seafarers will be provided with a monthly account for their payments incl. wages, additional payments, deductions and applied exchange rates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Are measures/instructions in place ensuring that seafarers can request for remittance of their entire earnings or part of their earnings to an account nominated by the seafarer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Are measures/instructions in place ensuring that the requested allotment will be remitted monthly and in time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Are measures/instructions in place ensuring that the charges for remittance of the allotments are reasonable in amount?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the applied currency exchange rate in accordance with the common market or official published rate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	It is ensured that the measures/instructions for the handling of seafarers' wages are in compliance with MLC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Remarks:

Disclaimer

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