

Checklist - ILO 178 Seafarers' working and living conditions

The checklist provides an overview of areas to be inspected. All areas shall be inspected, except items 4, 13 and 14. All the requirements in the remaining areas must be inspected. However, the inspection is a sampling process and inspectors should use their professional judgment and expertise when determining the depth of inspection for each requirement.

After an inspection has been completed, the Report KS-0144-2E ILO 178 shall be filled out and handed over to the master of the vessel. A copy of the report shall be made available to the Safety Delegate/ Employee Representative for information.

ILO 178 inspections are carried out pursuant to Ship Safety and Security Act of 16 February 2007 no. 9 , sections 43 and 45 (and the Seamen's Act §§ 57 and 58 when this come into force) and in accordance with NIS/NOR Circulare 02/2008.

Name of the vessel:

Item	Areas to be inspected and verified	Reference	Inspected		Comments
			Yes	No	
1	Minimum Age Check for compliance with minimum age provisions.	Ship Safety and Security Act s. 18 Regulations of 25 April 2002 no. 423 concerning work by and placement of young people on Norwegian Ships	<input type="checkbox"/>	<input type="checkbox"/>	1)
2	Medical Certification Check that seafarers have a valid medical certificate.	Ship Safety and Security Act s. 17. Regulations of 19. October 2001 no. 1309 Medical Examination of Employees on Ships sections 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>	1)
3	Qualifications of Seafarers Check that seafarers' certificates comply with the requirements of the regulations.	Ship Safety and Security Act s. 16. Regulations 9 May 2003 no. 687 qualification requirements and certificate rights for personnel on board Norwegian ships, fishing vessels and MODU's s 1-3 second indent and s 1-6 second indent	<input type="checkbox"/>	<input type="checkbox"/>	1)
	Check that personnel who are not required to hold a certificate of competency have the required qualifications.	Ship Safety and Security Act s.16 Regulations of 9 May 2003 no. 687 s. 3-1.	<input type="checkbox"/>	<input type="checkbox"/>	1)

Checklist - ILO 178 Seafarers' working and living conditions

Item	Areas to be inspected and verified	Reference	Inspected		Comments
			Yes	No	
	Check that basic emergency preparedness training and language proficiency requirements are in accordance with the Regulations.	Ship Safety and Security Act s 16. Regulations of 9 May 2003 no. 687 sections 2-1 and 2-2.	<input type="checkbox"/>	<input type="checkbox"/>	1)
4	<p>Seafarers' Employment Agreements</p> <p>Check that seafarers have written employment agreements checked by Norwegian Consulate or NAV public supervisory authority.</p> <p>If standard employment agreement form has not been used, ask for letter of permission from Norwegian Maritime Directorate.</p> <p>Settlement of wages form Check that form contains the required information.</p>	<p>Seamen's Act of 30 May 1975 no. 18, s 3-1 first indent Regulations of 3 Feb 1986 no. 230 concerning employment agreements section 2 Regulations of 25 Nov. 1988 no. 940 supervision of maritime service sections 4 and 5.</p> <p>Seamen's Act of 30 May 1975 no. 18, s 3 Regulations of 3 Feb 1986 no. 230 concerning employment agreements section 3.</p> <p>Seamen's Act of 30 May 1975 no. 18 s 21 (8). Regulations 3 Feb 1986 no. 230 settlement of wages form s 4 and s 2 first indent little f.</p>			1)
5	<p>Recruitment and placement</p> <p>If there is a cadet/trainee arrangement on board, check that requirements in the Regulations are being complied with.</p>	Ship Safety and Security Act ss 16 , 18 and Chapter 4. Reg. of 25 April 2002 no. 423 concerning work by and placement of young people on Norwegian Ships	<input type="checkbox"/>	<input type="checkbox"/>	1)
6	<p>Hours of work and rest</p> <p>Check that the documentation on shipboard working arrangements, registration and control of hours of rest are on board and that it is in compliance with provisions.</p>	Ship Safety and Security Act ss 23 and 24. Regulations of 26 June 2007 no. 705 concerning hours of work and rest on board Norwegian ships ss 8, 9, 10, 11,12.	<input type="checkbox"/>	<input type="checkbox"/>	1)
7	<p>Manning</p> <p>Ensure that the actual manning on board is in compliance with the Safe Manning Certificate</p>	The Ship Safety and Security Act s 15. Regulation 17 March 1987 No. 175 concerning manning of Norwegian vessels s 5.	<input type="checkbox"/>	<input type="checkbox"/>	1)

Checklist - ILO 178 Seafarers' working and living conditions

Item	Areas to be inspected and verified	Reference	Inspected		Comments
			Yes	No	
8	Accommodation				
	Check that ventilation in accommodation spaces is working satisfactorily.	Ship Safety and Security Act s 21 (2) b Regulations 15 Sept 1992 no.707s 11.	<input type="checkbox"/>	<input type="checkbox"/>	1)
	Check that heating in accommodation spaces is working satisfactorily. Portable heating units are not permitted.	Ship Safety and Security Act s 21 (2) b. Regulations 15. Sept 1992 no.707 s 12.	<input type="checkbox"/>	<input type="checkbox"/>	1)
	Check that doors and emergency exits are easy to operate from both sides and that exits are marked in accordance with the Regulations.	Ship Safety and Security Act s 21 (2e). Regulations 15. Sept 1992 no. 707 s 10.	<input type="checkbox"/>	<input type="checkbox"/>	1)
	Check that faucets, washbasins, showers, and toilets are working satisfactorily.	Ship Safety and Security Act s 25. Regulations 27 July 1956 no. 2 s 2 concerning hygiene on board ships Regulations 15 Sept 1992 no. 707 Accommodation and Catering on Ships s 5 second indent little a.	<input type="checkbox"/>	<input type="checkbox"/>	1)
	Weekly inspections of accommodation, recreation rooms, sanitary accommodation shall be carried out and documented.	Regulations 15 Sept 1992 no. 707 Accommodation and Catering on Ships s 33.	<input type="checkbox"/>	<input type="checkbox"/>	1)
	Maintenance and cleaning in recreation rooms and work spaces				
	Galley Check that galley is kept in a clean and orderly manner in accordance with the Regulations.	Ship Safety and Security Act ss 25 and 26. Regulations 15 Sept 1992 no. 707 Accommodation and Catering on Ships s 32.	<input type="checkbox"/>	<input type="checkbox"/>	1)
Crew accommodation Check that cleaning of accommodation (sleeping rooms, mess rooms, corridors, bathrooms, toilets). Ask about frequency of thorough cleaning.	Ship Safety and Security Act s 25. Regulations 15 Sept 1992 no. 707 Accommodation and Catering on Ships s 33.	<input type="checkbox"/>	<input type="checkbox"/>	1)	
Engine room Check state of cleanliness in engine room (spillage of oil etc) with regard to slipperiness and potential fire hazards.	Ship Safety and Security Act ss 21 and 22	<input type="checkbox"/>	<input type="checkbox"/>	1)	

Checklist - ILO 178 Seafarers' working and living conditions

Item	Areas to be inspected and verified	Reference	Inspected		Comments
			Yes	No	
9	Recreational facilities Check for compliance with relevant ILO Conventions.	Ship Safety and Security Act s 25 Regulations 15 Sept 1992 no. 707 Accommodation and Catering on Ships s 18	<input type="checkbox"/>	<input type="checkbox"/>	1)
10	Food and catering Check general hygiene and that sufficient provisions are available on board and properly stored. Check that drinking water has been inspected by competent personnel, and that necessary equipment for such inspections is on board. Check that dishwasher is of industrial/professional standard and that procedures for cleaning and inspections are posted near the dishwasher (cargo ships with more than 15 persons on board and passenger vessels where passengers are served meals)	Ship Safety and Security Act s 26. Regulations 15 Sept 1992 no. 707 Accommodation and Catering on Ships s 24, 25, 26,28, 30, 32. Ship Safety and Security Act s 26. Regulations 15 Sept 1992 no. 707 Accommodation and Catering on Ships s 30. Ship Safety and Security Act s 26. Regulations 15 Sept 1992 no. 707 Accommodation and Catering on Ships s 24 (9th indent).	<input type="checkbox"/>	<input type="checkbox"/>	1) 1) 1)
11	Health and safety and accident prevention Check for compliance with the Act relating to prevention of the harmful effects of tobacco Master's responsibility Check that the Master is familiar with his responsibility for the crew's working environment, safety and health. Risk assessment Check that there is documentation that regular risk assessments are conducted	Act No. 14 of 9 March 1973 relating to Prevention of the Harmful Effects of Tobacco s 6. Ship Safety and Security Act ss 22 and 25. Ship Safety and Security Act s 29, cf.s 6. Regulations of 1 Jan 2005 no. 8 working environment, health and safety of workers on board ship s 1-3 Ship Safety and Security Act ss 21-22. Regulations of 1 Jan 2005 no. 8 working environment, health and safety of workers on board ship s 2-2.	<input type="checkbox"/>	<input type="checkbox"/>	1) 1) 1)

Checklist - ILO 178 Seafarers' working and living conditions

Item	Areas to be inspected and verified	Reference	Inspected		Comments
			Yes	No	
	<p>Training Check for documentation that there is adequate training in accordance with the Regulations.</p>	Ship Safety and Security Act ss 6, 19 and 22. Regulations of 1 Jan 2005 no. 8 working environment, health and safety of workers on board ship ss 2-5 and 2-6	<input type="checkbox"/>	<input type="checkbox"/>	1)
	<p>Reporting of occupational injuries Check that occupational injuries are reported according to Regulations..</p>	Ship Safety and Security Act s 47. Regulations of 27 June 2008 no. 744 reporting of accidents and injuries	<input type="checkbox"/>	<input type="checkbox"/>	1)
	<p>Personal protective equipment (PPE) Check that the PPE is suited to the existing work place; that PPE is properly maintained and cleaned; that PPE is only used for the purpose for which it was designed;</p>	Ship Safety and Security Act s 22 . Regulations of 1 Jan 2005 no. 8 working environment, health and safety of workers on board ship, Chapter 3.	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>Check that procurement of PPE is in accordance with the Regulations; if the crew is familiar with the various hazards PPE is designed to protect against, and if adequate training has been provided in how to use it.</p>	Ship Safety and Security Act s 22 . Regulations of 1 Jan 2005 no. 8 working environment, health and safety of workers on board ship, Chapter 3	<input type="checkbox"/>	<input type="checkbox"/>	1)
	<p>Work equipment Check that work equipment on board has been inspected and maintained regularly, that work instructions have been developed for the use of particularly dangerous work equipment, and that the crew is being informed and trained in its use.</p>	Ship Safety and Security Act s 22 . Regulations of 1 Jan 2005 no. 8 working environment, health and safety of workers on board ship Chapter 4.	<input type="checkbox"/>	<input type="checkbox"/>	1)
	<p>Protection and environment work Check compliance with the Regulation for the election and number of safety representatives.</p>	Ship Safety and Security Act s 28. Regulations of 1 Jan 2005 no. 8 working environment, health and safety of workers on board ship ss 5-1, 5-2, 5-3 and 5-5.	<input type="checkbox"/>	<input type="checkbox"/>	1)
	<p>Check that required meetings are held and that minutes are kept.</p>	Regulations of 1 Jan 2005 no. 8 working environment, health and safety of workers on board ship ss 5-11(4th indent) and(5th indent).	<input type="checkbox"/>	<input type="checkbox"/>	1)
	<p>Check that safety representatives receive required training.</p>	Regulations of 1 Jan 2005 no. 8 working environment, health and safety of workers on board ship s 5-14.	<input type="checkbox"/>	<input type="checkbox"/>	1)

Checklist - ILO 178 Seafarers' working and living conditions

Item	Areas to be inspected and verified	Reference	Inspected		Comments
			Yes	No	
	<p>Check that the Annual Report from the working environment committee for the previous year has been prepared and is available on board.</p> <p>Materials that pose a risk to health</p> <p>Check that there is a Record of substances and products of chemicals used on board and that a journal is kept of the purchases and quantities of, and the storage of substances that pose a particular hazard to health.</p> <p>Check that necessary safety measures are in place for the use of high pressure equipment, paint spraying gear, sand blasting equipment, flushing arrangement.</p>	<p>Regulations of 1 Jan 2005 no. 8 working environment, health and safety of workers on board ship s 5-15.</p> <p>Ship Safety and Security Act s 21. Regulations of 1 Jan 2005 no. 8 working environment, health and safety of workers on board ship Chapter 12</p> <p>Ship Safety and Security Act ss 21 and 22. Regulations of 1 Jan 2005 no. 8 working environment, health and safety of workers on board ship s 9-2.</p>	<input type="checkbox"/>	<input type="checkbox"/>	1)
			<input type="checkbox"/>	<input type="checkbox"/>	1)
			<input type="checkbox"/>	<input type="checkbox"/>	1)
12	On-board medical care				
	<p>Check that medical supplies are stored in a locked cabinet, that documentation of inspections is kept on board, and that there are handbooks on first aid.</p> <p>Check that personell on board have sufficient qualifications for medical care</p>	<p>Ship Safety and Security Act s 27. Regulations of 9 Mar 2001 no. 439 medical supplies on ships ss 18, 22 and 25.</p> <p>Ship Safety and Security Act s 27. Regulations of 9 Mar 2001 no. 439 medical supplies on ships s 26 Regulations of 9 May 2003 no 687.s 3-2 (9) qualification requirements and certificate rights for personnel on board Norwegian ships, fishing vessels and MODU's.</p>	<input type="checkbox"/>	<input type="checkbox"/>	1)
			<input type="checkbox"/>	<input type="checkbox"/>	1)
13	Sickness and injury benefits				
	<p>In the event of sickness or injury leading to termination of the seafarer's service, check that rules and regulations have been followed.</p>	<p>Seamen's Act ss 27 and 28 Regulations of 18 Feb 2005 no. 145 on guarantee for social security entitlements for employees on Norwegian ships</p>			1)

Checklist - ILO 178 Seafarers' working and living conditions

Item	Areas to be inspected and verified	Reference	Inspected		Comments
			Yes	No	
14	Repatriation Check that seafarers' rights to repatriation are in accordance with rules, regulations and collective bargaining agreements.	Seamen's Act, ss 6, 7, 8 and 32 Regulations of 18 Feb 2005 no. 146 on guarantee of remuneration for work and of passage home for employees on ships registered in the Norwegian International Ship Register.			1)

Inspector's Comments:

Checklist - ILO 178 Seafarers' working and living conditions

Comments:

This ILO 178 check-list is simultaneously a preparation for MLC 2006 surveys which likely will be implemented by the end of 2011. Some of the areas scheduled in this check-list (# 4, 13 and 14) shall not be carried out during ILO 178 survey, because set of rules still is not in force. The revised Seamen's Act will enter into force at the same time as MLC 2006 comes into force. In the check-list these areas will be specified but ~~crossed out~~ to mark that they are not in force yet.

NMD has selected this procedure as an aid and preparation to ships and shipping companies on what will occur when MLC 2006 is implemented – most likely end 2011. Experiences from ILO-178 inspection may give changes in a prospective MLC 2006 check list.

Item	Supplementary comments
1	The minimum age is 16. Young persons between 16 and 18 years of age are not to participate in watches, night work (2000 hrs – 0800 hrs), dangerous work or overtime. Any exemptions must be documented by the master.
2	Medical certificates shall be valid. Annual medical examination for workers between 16 and 18 years of age, and for those over 50 years of age. For those between 18 and 50, medical examination every two years.
3	According to Qualification Regulations of 09.05.2003 no. 687. (STCW 95 I/14.1.1 and ILO Convention no. 69).
4	The Seafarers' Employment Agreement shall be stamped by Norwegian public supervisory authorities. This item shall not be inspected before MLC 2006 is implemented and ss 57 and 58 in the Seamen's Act have entered into force.
5	Trainees are not part of the official crew of the vessel. There must be a training plan for trainees. There must be an approved trainer on board in accordance with STCW 95.
6	Check records of hours of rest, which shall be recorded using model form <u>KS-0300 E</u> Record of hours of rest of seafarers. Shipboard working arrangements to be recorded using model form <u>KS-0301 E</u> Model format table of shipboard working arrangements, and shall be posted on board.
7	On ships with an unmanned engine room (E0) check that the E0-notation is intact. If not, the ship must be manned in accordance with the regulations for manned engine room. Ref. comments in the minimum safe manning certificate. Ref also dead man's alarm and PA system.
8	<ul style="list-style-type: none"> • Work on board shall be so organized and performed so that health, safety are protected and a good psychosocial environment is promoted. There must be sufficient number of sleeping rooms, day rooms, mess rooms, galley, sanitary facilities and hospital rooms. All rooms shall be of adequate size, and furnished to ensure a good working environment. • Sleeping rooms, day rooms, galleys, mess rooms and sanitary facilities shall be in a satisfactorily clean state. • All drains shall function properly. • The following must be in operational condition:

Checklist - ILO 178 Seafarers' working and living conditions

	<ul style="list-style-type: none"> ○ Ventilation and emergency stop devices. ○ Recirculation on tankers; ○ Diffusion fans and exhaust fans. ○ If there is an air conditioning system on board, it must be functional. ● Accommodation heating. ● Lighting shall function in accordance with the original installation. ● Toilets shall be equipped with seats and an effective flushing system. ● Wash basins and showers shall have both hot and cold running water. All equipment shall be functional.. ● Sewage systems shall be operative and approved in accordance with MARPOL 73/78 Annex IV.
9	<p>Minimum requirements for recreational accommodation: (Ref. article 7 in ILO C133):</p> <ul style="list-style-type: none"> ● Shall be furnished taking into account the size of the crew and shall be in good condition; ● Bookcase ● Facilities for reading, writing and where practicable for games. <p>On vessels with gross tonnage above 8000</p> <ul style="list-style-type: none"> ● A library ● TV, video, DVD.
10	<ul style="list-style-type: none"> ● On ships with a crew of more than 15, the dishwasher shall be approved for industrial/professional use (Reg.15.09.1992 no.707 § 24). ● Freezers shall maintain a minimum temperature of -25 C. (Reg.15.09.1992 no.707 § 25) ● Cold storage rooms shall maintain a temperature between 0 – 4 C ● Alarm systems in freezer and cold storage rooms shall be operative. ● The galley shall be cleaned at least daily, thorough cleaning at least three times per year. ● Garbage shall be disposed of at least twice daily. MARPOL 73/78 Annex V applies. ● Personnel assigned to the galley shall wear clean working clothes and head-dress. There shall be a separate wash basin with hot and cold running water. ● The galley shall have a minimum of two dish-washing sinks with hot and cold running water with a separate slop sink. ● All drains must be functional. ● Drinking water shall be hygienically safe and also clear, with no distinct smell, taste or colour. If there is a suspicion that water quality has deteriorated, the water tanks shall be cleaned. This should be carried out at least every twelve months. ● Drinking water shall regularly be inspected by competent personnel. ● Documentation of water samples shall be available.

Checklist - ILO 178 Seafarers' working and living conditions

11

Risk assessment.

- Hazards on board shall be identified, and the results shall be in writing.
- The company and the master shall prior to concluding an employment agreement or in the event of major changes in working conditions see to it and ensure that an assessment is made of any environmental factors that may pose a risk to young workers. In making the assessment, due consideration shall be given to the special risk posed by the young person's lack of experience or lack of awareness of existing or possible hazards or the fact that the person has not yet fully matured.
- If the assessment reveals that young people are exposed to risks, the master and/or the company shall take the necessary action to ensure the protection of their safety and health.

Information and training.

Every worker shall be provided with the necessary training:

- a) To be able to perform his or her work in a safe manner
 - b) Before access is given to areas of serious or special risks;
 - c) When new technology is introduced.
- Training shall be repeated regularly and when there is a new or changed risk.
 - Delivered training must be documented in writing.

Report of personal injuries:

Regulation of 27 June 2008 no. 744.

- Serious occupational injuries shall be reported orally to the Joint Rescue Coordination Centres in Southern Norway or Northern Norway or to a coastal radio station if there is a need for assistance. If no assistance is needed, an oral report shall be made to the Norwegian Maritime Directorate. All serious accidents or near incidents shall be reported in writing to the Norwegian Maritime Directorate within 72 hours.
- Accidents are reported using form KS-0197 E, Marine Casualty Report.

Checklist - ILO 178 Seafarers' working and living conditions

	<p>Protection and environment work:</p> <ul style="list-style-type: none"> • All members of the working environment committee shall receive training of at least 40 hours' duration. • There shall be one safety representative for ships having a crew of 3 to 7, unless a majority of workers decide that there is no need for such representative. • There shall be at all times at least: <ul style="list-style-type: none"> a) One safety representative on vessels having 8-14 workers on board b) Two safety representatives on vessels having 15-39 workers on board c) Three safety representatives on vessels having not less than 40 workers on board. • Annual report shall be made within 31 January. This report shall be sent to Norwegian Maritime Directorate and the Company.
12	<ul style="list-style-type: none"> • Marking of medical supplies shall be in English. • Ship's medical supplies shall be inspected by competent personnel (doctor, pharmacist) at least every twelve months. • The ship shall be equipped with adequate handbooks to ensure that first aid and other medical treatment may be given in a medically competent manner. • Procedures for medical advice via coastal radio or satellite shall be on board. • The master or other authorized personnel shall have the necessary qualifications to dispense medical supplies and to provide medical treatment on board. • Persons who are responsible for medical treatment on board shall document having gone through approved training in accordance with regulation VI/4 - 2 of the STCW-convention. In addition to those requirements, the requirements of EU directive 92/29/EEC article 5, pkt. 3, cf. article 4 apply.
13	<p>Sickness and injury benefits</p> <ul style="list-style-type: none"> • Personal injury report to NAV If a worker suffers an injury it is important to remember the duty to report to NAV. NAV's report form can be found here: NAV hjemmeside. The duty applies to Norwegian and foreign citizens who are employed on a vessel in the Norwegian Ordinary Ship Register (NOR), Norwegian and foreign citizens resident in Norway employed on a ship registered in the Norwegian International Ship Register (NIS). The same applies to citizens of an EEA member state, and for foreign citizens not domiciled in Norway but contributing to the Norwegian national insurance scheme.
14	<p>Repatriation</p> <p>Tariff Agreements are private-law agreements. This item shall not be inspected until new Seamen's Act has entered into force.</p>