

	<b>Maritime and Coastguard Agency</b> <b>SURVEYOR ADVICE NOTE</b>	<b>Document number:</b> <b>SAN 53</b>
<b>Revision:</b> 03	<b>MARITIME LABOUR CONVENTION, 2006</b> <b>CERTIFYING AUTHORITIES: APPLICATION</b> <b>OF MLC TO SMALL VESSELS</b>	<b>Date:</b> 7 June 2018
<b>Target document:</b>		
<b>Distribution</b>	<b>HQ and Marine Offices</b> <b>Class Societies, Recognised Organisations,</b> <b>Red Ensign Group, Small Commercial</b> <b>Vessel Certifying Authorities</b>	
<b>Expiry date:</b>	30 June 2019	

<b>Key Changes</b>
Amendment to reflect additional inspection items under MLC 2014 amendments
<b>All amendments are highlighted in yellow.</b>

## 1. Introduction

1.1 Small vessels to which the Maritime Labour Convention, 2006, (MLC) applies are required to comply with the full requirements of the MLC, as transposed in to UK legislation.

1.2 A list of the regulations, and associated guidance, which transpose the MLC into UK legislation is provided in MGN 490(M) Amendment 1 for small vessels less than 200GT that are ordinarily engaged in commercial activities and MGN 491(M) Amendment 1 for workboats of 200GT to less than 500GT.

1.3 The MCA recognises that the implementation of the MLC for small vessels will require operators to make changes to their operating procedures which may take time to be fully effective, and allowance should be made for those making every effort to introduce new arrangements and improve their record-keeping. There may be some unforeseen circumstances which will require further consideration and clarification from MCA on the appropriate policy. However, when a UK ship owner wishes to operate their ship in a country other than the UK, it is their responsibility to ensure that the ship is compliant with the MLC.

## 2. Accommodation standards to be applied.

2.1 Where a small vessel had its keel laid or is at a similar stage of construction on or after 20<sup>th</sup> August 2013, the owner may use the substantially equivalent standards agreed for the accommodation on such vessels. The substantially equivalent standards for small vessels are published as follows:

- For vessels under 200GT, as Annex 1 to MGN 490(M) Amendment 1 on the application of the MLC to small vessels of less than 200GT ordinarily engaged in commercial activities, or Section 21A of the Workboat Code<sup>1</sup> or as Section 21A of LY3;
- For workboats of 200GT or over and less than 500GT as Chapter 21B of the Annex 1 to MGN 491(M) Amendment 1, on application of the MLC to workboats of 200GT to less than 500GT or Chapter 21B of the Workboat Code; and
- For vessels in commercial use for sport or pleasure of 200GT or over as Section 21B of LY3.

2.2 Where a Certifying Authority (CA) is responsible for surveying a small commercial vessel (<24m load line length), built on or after the 20<sup>th</sup> August 2013, for compliance with the UK Small Commercial Vessel Codes of Practice<sup>2</sup> and it is 200GT or over, its owner shall be advised that the vessel shall comply with the appropriate (workboat or vessel in commercial use for sport or pleasure) substantially equivalent standards for a vessel of 200GT or over, or with the full requirements of the accommodation standards in the Maritime Labour Convention Standards Crew Accommodation.

2.3 For clarity, this means that a Workboat (issued with a certificate under The Code of Practice for the Safety of Small Workboats and Pilot Boats (Brown Code)) that is 200GT or over shall not be assessed using the substantially equivalent standards for vessel of less than 200GT, but may be assessed using the substantially equivalent standards for Workboats of 200GT to less than 500GT published MGN 491(M) Amendment 1.

2.4 Similarly, a vessel in commercial use for sport or pleasure (issued with a certificate under The Safety of Small Commercial Motor Vessels - A Code of Practice (Yellow Code), The Safety of Small Commercial Sailing Vessels - A Code of Practice (Blue Code), or The Code of Practice for the Safety of the Small Vessels in Commercial Use for Sport or Pleasure Operating from a Nominated Departure Point (NDP) (Red Code)) that is 200GT or over shall not be assessed using the substantially equivalent standards for vessel of less than 200GT, but may be assessed using the substantially equivalent standards published in Section 21B of The Large Commercial Yacht Code (LY3).

2.5 In the unlikely event that a Workboat issued with a certificate under The Code of Practice for the Safety of Small Workboats and Pilot Boats (Brown Code) is 500GT or over, it shall comply fully with the accommodation standards in the Maritime Labour Convention Crew Accommodation Standards in MSN 1844(M). Such a

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<sup>1</sup> Industry Working Group Technical Standard [or Workboat Code Edition 2 when published].

<sup>2</sup> The Safety of Small Commercial Motor Vessels - A Code of Practice;  
 The Safety of Small Commercial Sailing Vessels - A Code of Practice;  
 The Code of Practice for the Safety of Small Workboats & Pilot Boats;  
 The Code of Practice for the Safety of the Small Vessels in Commercial Use for Sport or Pleasure Operating from a Nominated Departure Point (NDP); and  
 The equivalent provisions provided by the Annex to MGN 280 (M) – Small Vessels in Commercial Use for Sport or Pleasure, Workboats and Pilot Boats – Alternative Construction Standards.

vessel will also require a Maritime Labour Certificate to be issued to it by the MCA (see section 7 below).

2.6 It is not anticipated that UK Pilot Boats will be operating further than 60 miles from a UK safe haven or on international voyages. If they were to do so then they should be treated in the same way as a Workboat.

2.7 UK vessels under 24m load line length, built on or after 20<sup>th</sup> August 2013, operating on domestic voyages less than 60 miles from a UK safe haven, may continue to use the existing accommodation standards in the UK Small Commercial Vessel Codes of Practice, provided they are certified under one of those Codes of Practice.

2.8 UK vessels under 24m load line length not certified under one of the UK Small Commercial Vessel Codes of Practice, built on or after 20<sup>th</sup> August 2013, must comply with the Maritime Labour Convention 2006 Standards on Crew Accommodation Standards or the substantially equivalent standards described in 2.1 above.

### **3. Foreign vessels in UK waters**

3.1 Foreign vessels operating from UK ports whilst in UK waters shall receive no more favourable treatment than a UK vessel would if it were to be operating on an international voyage or on a domestic voyage more than 60 miles from a UK safe haven.

3.2 When a foreign vessel is operating in UK water it is required to have a UK Small Commercial Vessel/Workboat Certificate to demonstrate that it is receiving no more favourable treatment than a local vessel. Such a foreign vessel on the same voyage must have evidence of inspection against MLC standards issued by its flag State to demonstrate no more favourable treatment.

### **4. Small Commercial Vessel Certificates and Workboat Certificates**

4.1 When a Certifying Authority issues a Workboat Certificate or Small Commercial Vessel Certificate to that vessel, and is satisfied that a vessel is compliant with the requirements of the MLC, the Certificate shall be endorsed with the following statement:

“This vessel is compliant with the UK national legislation implementing the Maritime Labour Convention, 2006.”

Space should be provided to allow for endorsement of this statement by the Certifying Authority at the intermediate inspection (see section 7).

4.2 To ensure that vessels are not used on international voyages without MLC inspection, the SCV2 carries a statement that:

“This certificate is only valid for commercial operation on international voyages or voyages of more than 60 miles from a UK safe haven with seafarers on board if accompanied by a MLC inspection report demonstrating compliance.”

## **5. SCV2s**

5.1 CAs shall ensure that their SCV2s for vessels issued with certificates under the Small Commercial Vessel Codes of Practice incorporate a declaration that indicates, where applicable, that the vessel is compliant with the 16 inspection requirements of the MLC. This shall include a list of the 16 inspection items that may be ticked off by the attending surveyor.

## **6. Inspections**

6.1 This is a list of non-mandatory evidence the ship owner may wish to provide to the inspector to demonstrate their compliance with the requirements under United Kingdom legislation implementing the Maritime Labour Convention, 2006.

- .1 If, applicable, a list of hazardous work for young persons, risk assessment for workers under 18 years of age, specific to the risks for young persons.
- .2 If crew are recruited through a recruitment and placement service, a copy of an audit report by an Administration or Recognised Organisation, or a copy of the Seafarer Recruitment and Placement Service Licence or Certificate to operate.
- .3 A copy of any applicable Collective Bargaining Agreement.
- .4 A copy of the Seafarers Employment Agreement for seafarers serving on that ship.
- .5 Where the Seafarers Employment Agreement is signed by a representative of the ship owner, a copy of the manning agreement between the ship owner and the representative of the ship owner.
- .6 A copy of the ship owner's evidence of financial security for repatriation of seafarers (e.g. a Certificate and Document of Insurance).
- .7 A copy of the ship owner's evidence of financial security to assure compensation in case of seafarer's death or long-term disability due to an occupational injury, illness or hazard (e.g. a Certificate and Document of Insurance).
- .8 A copy of the schedule of ship board working arrangements for use onboard the ship.
- .9 A copy of the record of daily hours of rest for use on board the ship.
- .10 A copy of the ship owner's on board complaint procedures.

6.2 It may be more appropriate to inspect the paper work items of the inspection in the company's office, or for evidence of compliance to be sent by post or electronically to the inspector to verify.

6.3 The inspection of the accommodation and galley must take place onboard the ship.

## **7. Inspection Reports**

7.1 The format that CAs must use for an Inspection Report is provided at Annex 3 to MGN 490(M) Amendment 1 or MGN 491(M) Amendment 1. It is reproduced as Annex 1 to this SAN with additional guidelines on other relevant documents included for ease of reference.

7.2 Section 1 of the Inspection Report form provides details of the vessel and owner.

7.3 Section 2 of the Inspection Report form indicates which type of inspection has taken place:

- An interim inspection allows for a shipowner to demonstrate that they are doing everything practicable to comply, but still have a small number of outstanding deficiencies. An interim inspection may take place when a vessel is new or is under new ownership. Only one interim inspection is permitted and the inspection report may only be valid for a maximum of 6 months, when an additional inspection will be required. In this circumstance the additional inspection report may only be issued for a maximum of 3 years from the date of the interim inspection. It may not be possible to determine if the inspection to be undertaken is an initial or an interim inspection until it is being conducted. By allowing an interim inspection process, it provides new shipowners with reasonable time to become fully compliant with the MLC, and recognises that for small companies the process may be new to them.
- An initial inspection will establish that the ship owner has complied with the provisions of the MLC, and that where it has not been possible to collate records demonstrating compliance, procedures are in place to enable records required by the MLC to be kept. This will be required for the first inspection under the MLC, or when the vessel has a new owner and will normally coincide with the initial compliance examination of a new vessel, or for owners of currently certificated vessels demonstrating compliance.
- An intermediate inspection will take place at the same time as an intermediate compliance survey on a small commercial vessel. If an intermediate compliance survey and the first inspection of a vessel for MLC compliance occur simultaneously, the first MLC inspection will be treated as an initial inspection.
- A renewal inspection will take place at the same time as a renewal compliance survey on a small commercial vessel. If a renewal compliance survey and the first inspection of a vessel for MLC compliance occur simultaneously, the first MLC inspection will be treated as an initial inspection.
- An additional inspection is an additional inspection to the three inspections listed above. This may be required for a variety of reasons, such as the receipt of a complaint from a seafarer.

7.3 The declaration on the inspection report shall only be signed once the surveyor is satisfied that the arrangements are all fully complied with. This will be indicated by the response to each statement being either 'YES', or exceptionally 'N/A' where the provision is not applicable, such as where a Recruitment and Placement Service may not have been used. This must be completed by the attending surveyor/inspector confirming that the arrangements onboard are compliant with the 16 inspection items required to be inspected under the MLC. Only when all items on the report form are confirmed as being fully complied with should the surveyor/inspector sign the declaration. The surveyor should instruct the owner to retain the inspection report onboard the vessel for inspection by authorised persons. The CA shall retain a copy of the inspection report for their records.

7.4 The surveyor/inspector may issue a copy of a non-compliant Inspection Report form to indicate to the owner where they have deficiencies, but must not sign the declaration on such a form.

## **8. Maritime Labour Certificates**

8.1 Maritime Labour Certificates are only required to be issued to vessels of 500GT and over. Owners may request a Maritime Labour Certificate for their vessel if it is less than 500GT. MCA retains the sole authority to issue such certificates to UK vessels.

8.2 Where an owner requests a Maritime Labour Certificate, the MCA will expect them to submit the following documents as a minimum:

- A copy of the vessel's Workboat/Small Commercial Vessel Certificate
- A copy of the relevant section of the SCV2
- A copy of the inspection report issued by the surveyor
- Copies of the applicable documents described in Section 2 of the Inspection Report.

8.3 The MCA may request further information from the owner to establish compliance with the MLC, and may also need to visit the vessel at the owner's cost.

## **9. Serious concerns**

9.1 If a certifying authority or a certifying authority surveyor has serious concerns over the conditions on board a vessel they shall report those concerns as soon as is reasonably possible to the MCA at [mlc@mcga.gov.uk](mailto:mlc@mcga.gov.uk).

## **10. Further information**

10.1 Further guidelines on flag state inspections may be found at: [http://www.dft.gov.uk/mca/twg\\_paper\\_44\\_-\\_guidelines\\_for\\_flag\\_state\\_inspections-2.pdf](http://www.dft.gov.uk/mca/twg_paper_44_-_guidelines_for_flag_state_inspections-2.pdf)

10.2 Depending upon the nature of the question it may be necessary to contact different sections of the MCA.

- Minimum age – [mlc@mcga.gov.uk](mailto:mlc@mcga.gov.uk) or 020 3817 2503
- Medical certification - [seafarer.sh@mcga.gov.uk](mailto:seafarer.sh@mcga.gov.uk) or 020 3817 2835
- Qualifications of seafarers - [exams.section@mcga.gov.uk](mailto:exams.section@mcga.gov.uk) or 020 3817 2200
- Seafarers' employment agreements - [mlc@mcga.gov.uk](mailto:mlc@mcga.gov.uk) or 020 3817 2503
- Use of any licensed or certified or regulated private recruitment and placement service - [mlc@mcga.gov.uk](mailto:mlc@mcga.gov.uk) or 020 3817 2503
- Hours of work or rest - [mlc@mcga.gov.uk](mailto:mlc@mcga.gov.uk) or 020 3817 2498
- Manning levels for the ship - [exams.section@mcga.gov.uk](mailto:exams.section@mcga.gov.uk) or 020 3817 2200
- Accommodation - [codes@mcga.gov.uk](mailto:codes@mcga.gov.uk) or 020 3817 2496
- Onboard recreational facilities - [codes@mcga.gov.uk](mailto:codes@mcga.gov.uk) or 020 3817 2496
- Food and catering - [mlc@mcga.gov.uk](mailto:mlc@mcga.gov.uk) or 020 3817 2503
- Health and safety and accident prevention - [mlc@mcga.gov.uk](mailto:mlc@mcga.gov.uk) or 020 3817 2503
- On-board medical care - [mlc@mcga.gov.uk](mailto:mlc@mcga.gov.uk) or 020 3817 2503
- On-board complaint procedures - [mlc@mcga.gov.uk](mailto:mlc@mcga.gov.uk) or 020 3817 2503
- Payment of wages - [mlc@mcga.gov.uk](mailto:mlc@mcga.gov.uk) or 020 3817 2503

<b>Author</b>	Julie Carlton	<b>Job Title</b>	Seafarer Safety and Health Manager
<b>Authorised by</b>	David Jones	<b>Job Title</b>	Deputy Director, UK Ship Register





## Annex 1



Certifying  
Authority  
Logo

### **MARITIME LABOUR CONVENTION, 2006,** **SMALL VESSEL INSPECTION REPORT**

The ship owner is legally responsible to ensure that all provisions of UK legislation are complied with.

#### **1. Ship's particulars**

- 1.1. Name of ship: 1.2 Distinctive number or letters:  
1.3 Port of Registry: 1.4 Gross tonnage:  
1.5 IMO number: 1.6 Type of ship:  
1.7 Date of build (if during 2013 include day and month):  
1.8 Name and address of ship owner:  
1.9 Location of inspection:  
1.10 Maximum number of seafarers accommodated onboard:

#### **2. Inspection type** *(please tick as appropriate)*

- Interim  
 Initial  
 Intermediate  
 Renewal  
 Additional

#### **3. Mandatory Inspection Items**

*(Guidance is provided in italics)*

<b>3.1 Minimum age</b>	<b>YES/NO</b>
3.1.1 All seafarers onboard are 16 years of age or over. <i>(Minimum age) No person below the age of 16 years shall be employed, engaged or work on the vessel. A young seafarer is defined as a seafarer under the age of 18.</i>	
3.1.2 Seafarers under 18 years of age are listed on the ALC 1C form.	
3.1.3 A risk assessment has been carried out for any employees under 18 years of age, specific to the risks for young persons. <i>(Hours of rest) There is a prohibition on young seafarers working at night, which as a minimum must include a period of at least 9 hours starting no later than midnight and ending no earlier than 0500hrs. However a seafarer aged 16 or 17 may work at night if the work forms part of an established training programme. (Health and safety protection and accident prevention) Measures shall be put in place to protect young seafarers from carrying out any work which is likely to jeopardise their health and safety.</i>	

<b>3.2 Medical certification</b>	<b>YES/NO</b>
3.2.1 If the vessel is operating up to 60 miles from a safe haven, all the seafarers have either a valid ENG1 (or accepted equivalent) or ML5 medical fitness certificate.	
3.2.2 If the vessel is operating more than 60 miles from a safe haven, all the seafarers have a valid ENG1 medical fitness certificate (or accepted equivalent).	
3.2.3 There are no restrictions on the medical fitness certificates that prevent the seafarer from undertaking their duties onboard.	
3.2.4 The company has a system for ensuring that the seafarers it employs have suitable and valid medical fitness certificates.	

<b>3.3 Qualifications of seafarers</b>	<b>YES/NO</b>
3.3.1 The skipper has the required certificate of competency for the operating area.	
3.3.2 The mate has the required certificate of competency for the operating area.	Yes/No/NA
3.3.3 There is somebody onboard with the required engineering qualifications.	Yes/No/NA
3.3.4 There are second people available to assist the skipper in an emergency or deemed by the skipper to be experienced.	Yes/No/NA
3.3.5 The company has a system for ensuring that the seafarers it employs are correctly qualified for the voyages they undertake.	
3.3.6 The company provides familiarisation training for its seafarers.	

<b>3.4 Seafarers' Employment Agreements (SEA)</b>	<b>YES/NO/NA*</b>
<p>3.4.1 The SEA complies with the minimum standards.  <i>Shipowners and all seafarers working on the vessel must have a signed original SEA meeting the minimum requirements in MGN 477(M) on Seafarer Employment Agreements. MCA have posted a model format of a SEA on their website at <a href="https://www.gov.uk/guidance/mlc-2006-titles-1-to-5-regulations-guidance-and-information">https://www.gov.uk/guidance/mlc-2006-titles-1-to-5-regulations-guidance-and-information</a> The SEA and any document forming part of the SEA, if they are not in English should be available onboard with an English translation. Seafarers shall be given a document in English containing a record of their employment on the ship.</i>  <i>The SEA must specify arrangements for termination, which must provide for at least 7 days notice by the shipowner and the seafarer; the shipowner must be required to give as much notice as the seafarer.</i>  <i>Seafarers must be given a minimum of 2.5 days per month paid leave and a further 8 days in lieu of UK public holidays. Seafarers are to be granted shore leave to benefit their health and well-being consistent with the operational requirements of their positions.</i>  <i>Shipowners are required to provide financial security to ensure that seafarers they employ are duly repatriated. Shipowners are prohibited from requiring seafarers to make an advance payment towards the cost of repatriation.</i>  <i>Financial security for compensation in case of death or long term disability of seafarers due to occupational injury, illness or hazard is the responsibility of the ship owner</i></p>	
3.4.2 All seafarers on board have an SEA.	
3.4.3 The company has a system for ensuring all seafarers it employs have an SEA.	
3.4.4 Occasional staff have a contract of employment.	YES/NO/NA

\* N/A where the ship owner is the sole seafarer onboard.

<b>3.5 Use of any licensed or certified or regulated private recruitment and placement service</b>	<b>YES/NO/NA</b>
3.5.1 If a recruitment and placement service is used, are they based in a ratifying country? <i>Shipowners must only use seafarer recruitment and placement services based in ratifying countries OR recruitment and placement services that can demonstrate conformity to the MLC requirements for recruitment and placement.</i>	
3.5.2 If the recruitment and placement service is not in a ratifying country has the ship owner verified their compliance with the MLC?	

<b>3.6 Hours of rest</b>	<b>YES/NO</b>
3.6.1 The SEA shows hours in accordance with the minimum standard.	
3.6.2 The schedule is posted up and in compliance with the minimum standard.	
3.6.3 The records of hours of rest are kept in the format required in MSN 1824(M).	
3.6.4 The standards for minimum hours of rest are being complied with. <i>The minimum limits on hours of rest provided by the shipowner shall be 10 hours in any 24</i>	

<i>hour period, which may be divided into no more than two (2) periods – one of which shall be at least six (6) hours in length, and no more than 14 hours between any consecutive periods; and 77 hours in any seven day period.</i>	
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<b>3.7 Manning levels for the ship</b>	<b>YES/NO</b>
3.7.1 Manning levels are adequate	
3.7.2 There is a procedure for briefing the second person on assisting the skipper.	
3.7.3 The company has a system for ensuring that there are sufficient seafarers/persons onboard the vessel.	

<b>3.8 Accommodation</b>	<b>YES/NO/NA</b>
<b>Applicable to ships constructed on or after 20<sup>th</sup> August 2013. Ship built prior to 20<sup>th</sup> August 2013 shall comply with existing national standards in force when they were built or last substantially modified.</b>	
<b>Standard complied with: Existing National Standards / Full MLC/ MGN 490(M) amendment 1 Annex 1/MGN 491(M) Amendment 1 Annex 1 / LY3 21B* (*delete as applicable)</b>	
3.8.1 Access/Escape arrangements	
3.8.2 Headroom	
3.8.3 Ventilation	
3.8.4 Air conditioning (≥200GT only)	
3.8.5 Heating and insulation	
3.8.6 Lighting	
3.8.7 Water services and provision	
3.8.8 Hand holds and grab rails	
3.8.9 Sleeping accommodation	
3.8.10 Sanitary facilities	
3.8.11 Laundry facilities (≥200GT only)	
3.8.12 Mess rooms	
3.8.13 Stowage facilities for personal effects	
3.8.14 Machinery space boundaries	
3.8.15 Securing of heavy equipment	
3.8.16 Hospital accommodation (>15 seafarers on a voyage >3 days)	
3.8.17 Protection from mosquitoes	
3.8.18 Master's inspections	

<b>3.9 On-board recreational facilities</b>	<b>YES/NO</b>
3.9.1 Recreational facilities are provided onboard. <i>Shipowners to provide appropriate seafarers' recreational facilities, amenities and services, as adapted to meet the special needs of seafarers who must live and work on ships. Examples of recreational facilities include reading and writing facilities and, where practicable, games.</i>	
3.9.2 There is an open deck space provided, with safe access that protects seafarers from the elements.	

<b>3.10 Food and catering</b>	<b>YES/NO</b>
3.10.1 Adequate food is provided for all seafarers free of charge. <i>Food must be supplied free of charge to seafarers and is suitable in terms of quality, nutritional value, quality and variety.</i>	
3.10.2 The catering facilities onboard are fitted with a sink, a means of cooking and adequate working surface for the preparation of food. The floor surface in the galley area is non-slip. The facilities are hygienic.	
3.10.3 The furniture and fittings in the galley are made of a material which is impervious to dirt and moisture. Metal parts are rust resistant.	
3.10.4 There is adequate ventilation in the galley and a supply of fresh air to discharge fumes to the open air.	
3.10.5 Gimballed cooking appliances have a crash bar and there is a means of locking the gimbal.	YES/NO/NA
3.10.6 There is a means to secure the cook in position with both hands free for working.	
3.10.7 There are secure and hygienic storage facilities for food and garbage.	

3.10.8 There is a messing area provided which accommodates the greatest number of people likely to be messing at one time.	
3.10.9 The company has a system for ensuring that there is somebody with accepted food hygiene training to supervise the preparation and cooking of food for seafarers onboard the vessel.	

<b>3.11 Health and safety and accident prevention</b>	<b>YES/NO</b>
3.11.1 There are written risk assessments, or the inspector is satisfied that crew have demonstrated that they are aware of the risks verbally.	
3.11.2 There are no obvious health and safety problems. <i>The shipowner shall ensure as far as practicable, the health and safety of seafarers on board the ship. In carrying out this duty the shipowner shall ensure reasonable precautions are taken to prevent occupational accidents, injuries and diseases on board ship.</i>	
3.11.3 Complaints from seafarers are being suitably dealt with.	
3.11.4 Where there are more than 5 crew members there are records of safety committee meetings.	

<b>3.12 On-board medical care</b>	<b>YES/NO</b>
3.12.1 Medical stores are in accordance with MSN 1768 and in date.	
3.12.2 There is somebody on board with adequate first aid training <i>For vessels operating internationally, the skipper and/or another member of the crew must hold a valid First Aid or Medical Care qualification in accordance with Annex 3 of the Code.</i>	
3.12.3 The company has a system for ensuring that there is somebody with first aid training onboard the vessel.	
3.12.4 The skipper is aware of how to contact the Radio Medical Advice Service.	
3.12.5 There are records kept of all medical care undertaken onboard.	
3.12.6 Seafarers have access to medical care ashore overseas. <i>Medical care on board and ashore requires that the cost of medical and dental treatment for seafarers is borne by the shipowner. Seafarers have the right to visit a qualified medical doctor or dentist without delay in ports of call, where practicable.</i>	

<b>3.13 On-board complaint procedures</b>	<b>YES/NO</b>
3.13.1 There is a complaints procedure posted up which is available to seafarers. <i>The onboard complaints procedure requires that shipowners must ensure their ships have onboard procedures for the fair, effective and expeditious handling of seafarer complaints. Seafarers must not be victimised for raising complaints and have the right to be accompanied or represented.</i>	
3.13.2 The complaints procedure includes details of who to contact in the MCA if the complaint is not resolved. <i>The complaints procedure must allow for complaints directly to the Master and to the MCA if the complaint is not resolved.</i>	
3.13.3 Where complaints have been recorded have they been resolved.	

<b>3.14 Payment of wages</b>	<b>YES/NO/NA*</b>
3.14.1 Payment of wages is in accordance with the SEA. <i>Payment of wages defines the principles applying to the payment and calculation of basic pay and wages which are partially or fully consolidated.</i>	
3.14.2 Payment of wages is at least monthly. <i>All seafarers shall receive a monthly account of their wages.</i>	
3.14.3 There is provision for allotments. <i>Shipowners are required to take measures to provide seafarers with a means to transit all or part of their earnings to their families or dependents or legal beneficiaries.</i>	
3.14.4 There are no unauthorised deductions. <i>The following deductions from seafarers' wages are permitted – Deductions permitted in relevant national laws, or agreed to in a Collective Bargaining Agreement, onboard purchases, telecommunication calls and internet access, cash advances, allotments, contributions by the seafarer in relation to any pension fund, charity, and in respect of membership of a body to a trade union and friendly society. No deduction can be made from a seafarers' wage in respect of obtaining or retaining employment. Monetary fines against seafarers other than those authorised in a Collective Bargaining Agreement are prohibited.</i>	

3.14.5 Where possible, seafarers confirm that their wages are being paid in accordance with the SEA	
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<b>3.15 Financial security for repatriation</b>	<b>YES/NO</b>
3.15.1 There is a certificate of financial security for repatriation in compliance with MLC Regulation 2.5	

<b>3.16 Financial security relating to shipowners' liability</b>	<b>YES/NO</b>
3.16.1 There is a certificate of financial security relating to shipowners' liability in compliance with MLC Regulation 4.2.	

\* N/A where the ship owner is the sole seafarer onboard.

#### **4. Summary**

##### Shipowner's declaration

I declare that I will continue to comply with the requirements of the Maritime Labour Convention, 2006, for the validity of this inspection report.

Shipowner name: .....

Name of signatory of the shipowner: ..... Signed: .....

Date: .....

##### Inspector's declaration

I declare that I have reviewed the above measures, and, following inspection of the ship, and I have determined that they meet the purposes set out in the Maritime Labour Convention, 2006, Standard A5.1.3, paragraph 1.

Inspector name: .....

Signed: .....

Of [insert name of Certifying Authority] authorised by the Maritime and Coastguard Agency.

Date of Inspection:..... This Inspection Report is valid until.....  
(3 years from date of inspection date)

**This report is to be retained onboard for a period of 3 years and must be made available for consultation by MCA officers at all times.**