[CLIENT/LOGO]

[VESSEL]

HULL No.: [IF AVAILABLE]
IMO#: XXXXXXX

MLC

INTERNAL AUDIT
**[DATE OF AUDIT]**

✠[OTHER INFORMATION HERE, FOR EXAMPLE]
[CLASS NOTATION OR SIMILAR]

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| Doc. Title | **[VESSEL NAME]MLC Internal Audit** | **Aluciant Ref.** | **ALU-[JOB]-[Insp.]-RXX** |
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****EXECUTIVE SUMMARY****

**Doc. No.**

ALU-XXXXXX-XXX-XX Rev.X

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Aluciant, LLC were instructed by [CLIENT] of [COMPANY] to complete an Internal Audit of the vessel in regard to the compliance to the Maritime Labor Convention.

[INSPECTOR] attended the vessel at [LOCATION]. The audit was completed on the [DATE].

The audit was coordinated with the vessels Master or his nominee and included assistance from [CREW MEMBERS] and [SHORE MANAGEMENT]

Additional information here as required. This is basically the executive summary area and should include:

Inspection requested by, attendance on, attendance by.

High level points on the ISM system etc.

Degree of knowledge from the vessel crew

Details on close-out meeting

Any observations

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Standard Abbreviations List

|  |  |
| --- | --- |
| ABB | ASEA Brown Boveri |
| ABS | American Bureau of Shipping |
| AC | Alternating Current |
| ACU | Air Conditioning Unit |
| AHU | Air Handling Unit |
| AHV | Anchor Handling Vessel |
| AMS | Alarm Management System |
| ASOG | Activity Specific Operating Guidelines |
| AVC | Automatic Vessel Control system |
| AVR | Automatic Voltage Regulator |
| BV | Bureau Veritas |
| BT | Bow Thruster |
| BTT | Bow Tunnel Thruster |
| CAM | Critical Activity Mode |
| CAN | Control Area Network |
| CB | Circuit Breaker |
| CCR | Central Control Room |
| CCTV | Closed Circuit Television |
| CCW | Counter Clockwise |
| CMF | Common Mode Failure |
| CPP | Controllable Pitch Propeller |
| CPU | Central Processing Unit |
| CW | Cold/Cooling Water or Clockwise |
| DC | Direct Current |
| DG | Diesel Generator |
| DGNSS | Differential Global Navigation Satellite System |
| DGPS | Differential Global Positioning System |
| DNV | Det Norske Veritas |
| DP | Dynamic Positioning |
| DPC | Dynamic Positioning Controller |
| DPO | Dynamic Positioning Operator |
| DPS | Dynamic Positioning System |
| DSC | Digital Speed Controller |
| ECR | Engine Control Room |
| ECU | Engine Control Unit |
| EG | Emergency Generator |
| EPDB | Emergency Power Distribution Board |
| ER | Engine Room |
| ESB | Emergency Switchboard |
| ESD | Emergency Shutdown |
| ETA | Estimated Time of Arrival |
| ETD | Estimated Time of Departure |
| F&G | Fire and Gas |
| FMEA | Failure Mode and Effects Analysis |
| FMECA | Failure Mode, Effects and Criticality Analysis |
| FO | Fuel Oil |
| FS | Field Process Station |
| FSVAD | Flag State Verification and Acceptance Document |
| FW | Fresh Water |
| Fwd | Forward |
| G | Generator |
| GCB | Generator Circuit Breaker |
| GCP | Generator Control Panel |
| GPS | Global Positioning System |
| GVR | Generator Voltage Relay |
| H | High |
| HF | High Frequency |
| HH | High High |
| HIL | Hardware in the Loop |
| HMI | Human Machine Interface |
| HO | Heavy Oil |
| HPR | Hydro acoustic Position Reference |
| HPU | Hydraulic Power Unit |
| HT | High Temperature |
| HV | High Voltage |
| HVAC | Heating, Ventilation & Air Conditioning |
| I/O | Input/Output |
| IAS | Integrated Automation System |
| ICMS | Integrated Control & Monitoring System |
| IEEE | Institute of Electrical and Electronic Engineers |
| IJS | Independent Joystick System |
| IMCA | International Marine Contractors Association |
| IMO | International Maritime Organization |
| IP | Internet Protocol |
| ISM | International Safety Management |
| ISPS | International Ship & Port Facility Security |
| KFDD | Kongsberg Functional Design Document |
| KM | Kongsberg Maritime |
| KR | Korean Registry |
| kVA | Kilo Volt Ampere |
| kVAr | Kile Volt Ampere Reactive |
| kW | Kilo Watts |
| L | Low |
| LAN | Local Area Network |
| LBL | Long Base Line |
| LED | Light Emitting Diode |
| LL | Low Low |
| LO | Lube Oil |
| LOP | Loss of Position |
| LR | Lloyds Register |
| LT | Low Temperature |
| LUSBL | Long Ultra Short Base Line |
| LV | Low Voltage |
| mA | Milliamps |
| MCB | Main Circuit Breaker |
| MCC | Motor Control Center |
| MF | Medium Frequency |
| MGPS | Marine Growth Protection System |
| MLC | Maritime Labor Convention |
| MMI | Man Machine Interface |
| MMS | Marine Management System |
| MR | Multiple Reference |
| MRU | Motion Reference Unit |
| MSB | Main Switchboard |
| MSC | IMO Maritime Safety Committee |
| MTBF | Mean Time Between Failures |
| MTS | Marine Technology Society |
| MUX | Multiplexer |
| MV | Medium Voltage |
| MVAr | Mega Volt Ampere reactive |
| MW | Mega Watts |
| NI | Nautical Institute |
| NDE | Non Drive End |
| NE | Normally Energized |
| NET | Network |
| NFU | Non Follow Up |
| NIC | Network Interface Cards |
| NORSOK | Norwegian Technology Standards Institution |
| OIM | Offshore Installation Manager |
| OICNW | Officer In Charge of Navigational Watch |
| OR | Open Relay |
| OR&R | Observe Results and Restore |
| OS | Operator Station |
| OSV | Offshore Support Vessel |
| OR | Observe Results |
| OR&R | Observe Results and Restore |
| OT | Operator Terminal |
| (P) | Port Side |
| PA | Public Address or Power Available |
| PC | Personal Computer |
| PCI | Peripheral Controller Interface |
| PDB | Power Distribution Board |
| PLC | Programmable Logic Controller |
| PM | Planned Maintenance |
| PMS | Power Management System |
| PRS | Position Reference System |
| PSU | Power Supply Unit |
| PSV | Platform Supply Vessel |
| PX | Position |
| QC | Quick Closing |
| QCV | Quick Closing Valve |
| RCS | Remote Control System |
| RCU | Remote Controller Unit |
| RIO | Remote Input/Output |
| ROV | Remote Operated Vehicle |
| RPM | Revolutions Per Minute |
| (S) | Starboard Side |
| SBC | Single Board Computer |
| SBL | Short Base Line |
| SCE | Safety Critical Element |
| SDPO | Senior Dynamic Positioning Operator |
| SG | Specific Gravity |
| SIMOPS | Simultaneous Operations |
| SMO | Safest Mode of Operation |
| SMS | Safety Management System |
| SNMP | Simple Network Management Protocol |
| STCW | International Convention on Standards of Training Certification & Watchkeeping for Seafarers |
| SW | Sea Water |
| Swbd | Switchboard |
| T | Thruster |
| TAGOS | Thruster and Generator Operating Strategy |
| TAM | Task Appropriate Mode |
| TC | Thruster Control |
| TCP IP | Transmission Control Protocol / Internet Protocol |
| TCU | Thruster Control Unit |
| TTT | Time To Terminate |
| U/V | Under Voltage |
| UHF | Ultra High Frequency |
| UMS | Unmanned Machinery Space |
| UPS | Uninterrupted Power Supply |
| USBL | Ultra Short Base Line |
| USCG | United States Coast Guard |
| Var | Volt Ampere Reactive |
| VDU | Visual Display Unit |
| VFD | Variable Frequency Drive |
| VHF | Very High Frequency |
| VMS | Vessel Management System |
| VRU | Vertical Reference Unit |
| VSD | Variable Speed Drive |
| WCF | Worst Case Failure |
| WCFDI | Worst Case Failure Design Intent |
| WSOG | Well Specific Operating Guidelines |

Vessel Particulars

* 1. MV. [SHIP] is a ... According to her IHS sea-web entry, the vessel has the following general particulars: (Below is a table, use tab to go from cell to cell)

|  |  |
| --- | --- |
| Owners: | XYZ Shipping |
| Operators: | ABC Operators |
| Flag: | A Red One |
| Class Society: | A good one |
| Class Notation: | Some numbers, symbols ✠ Ⓔ |
| Tonnages: | Gross: | In tonnes |
|  | Net: | In tonnes |
|  | Deadweight | In tonnes |
| Dimensions: | Length O.A: | In metres |
|  | Length B.P: | In metres |
|  | Breadth: | In metres |
|  | Depth: | In metres |
|  | Draught (S): | In metres |
| Cargo Holds: | How many? |
| Container Capacity: | How many TEU? FEU? Reefers? |
| Grain Capacity: | How much? |
| Main Engine: | Size, make, model? |
| Aux. Engines: | Size, make, model? |

* 1. The “VESSEL NAME” is classed by XXX with DOC and SMC issued by XXX on the dd-MMM-YYYY. Intermediate surveys were noted as being carried out on the xx-MMM-YYYY. OTHER INFORMATION HERE in regard to certification for the vessel.
	2. The “VESSEL NAME” normally operates in “LOCATIONS”.

MLC Audit Scope

1.
2. 1. The Labour Organisation’s (ILO) Maritime Labour Convention 2006 (“MLC 2006”) provides comprehensive rights and protection at work for seafarers and sets out seafarers rights to decent conditions of work on a wide range of matters, including working hours, health and safety, crew accommodation, seafarer’s welfare and seafarer’s contractual arrangements.
	2. The convention requires ship owners to submit a Declaration of Maritime Labour Compliance (DMLC) to their Flag State, which must be a State Party to the Convention.
	3. Part I – is to be completed by the flag state and refers to the relevant national requirements that are to be met and which may be inspected to ensure compliance, including any exemptions granted.
	4. Part II – is completed by the ship owner and outlines the measures that the shipowner has put into place to ensure ongoing compliance on the ship with these flag state requirements.
	5. Basic pay or wages: Is the basic financial salary due for normal hours of work; it does not include payments for overtime worked, bonuses, allowances, paid leave or any other additional remuneration.
	6. Consolidated wage: The wage or salary which includes the basic pay and other pay-related benefits; a consolidated wage may include compensation for all over- time hours worked and all other pay-related benefits, or it may include only certain benefits in a partial consolidation.
	7. Hours of Rest: Time outside hours of work; this term does not include short breaks.
	8. Hours of Work: Time during which seafarers are required to do work on account of the ship.
	9. Overtime: Time worked in excess of the normal hours of work.
	10. Seafarers Employment Agreement: Includes both a contract of employment and the articles of agreement.
	11. The scope of the MLC audit follows a defined process, namely:
		* Auditor introduction and define the audit schedule.
		* Review of documentation, systems and records available on board.
		* Identify and schedule interviews with personnel.
		* Observations and tour of the vessel.
		* Close-out meeting, discussion and understanding of the findings.
	12. The following documentation will need to be inspected and reviewed
		* Safety Management System.
		* Personnel competency certificates, medical certificates
		* Vessel documents (for example logbooks, checklists etc.) and publications.
		* Inspection and maintenance records.
		* Records of training and drills carried out.

MLC Audit Checklist

1.

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***General Principles*** |
| **3.1** | Is a copy of the MLC 2006, as amended, available on board? | *A5.1.1* |  |  |
| ***Minimum Age*** |
| **3.2** | Are all seafarers over the age of 18? | *1.2* |  |  |
| **3.3** | Are any seafarers under the age of 18 carrying out work or being employed in situations which are likely to jeopardize their health or safety? | *1.2* |  |  |
| **3.4** | Are any seafarers under the age of 18 employed in night work of more than 9 consecutive hours starting no later than midnight and ending no earlier than 6am? | *1.2* |  |  |
|  |  |  |  |  |
| **3.5** | ***Findings or Comments from this section*** |
|  |  |

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Medical Certificates*** |
| **4.1** | Do all seafarers hold a valid medical certificate issued by a duly qualified medical practitioner licensed at the place of examination and/or recognized by the competent authority at the place of examination, attesting that the seafarers is fit for duties? | *1.3* |  |  |
| **4.2** | Do all medical certificates include the following information:* Full name
* Date of Birth
* Position/Occupation (Deck, Engine, other)
* Confirmation the seafarer is fit to undertake the duties associated with their rank
* Statement that the seafarer hearing and sight, and where applicable, colour vision is satisfactory
* Date of examination
* Name, address, contact information and official stamp of the examiner
* Signature of the examiner
 | *1.3* |  |  |
| **4.3** | Does the signatory on all medical certificates appear to be a duly qualified medical practitioner? Valid and original documents? | *1.3* |  |  |
| **4.4** | Is the start of the voyage beyond the stated expiry dates of the medical certificates? |  |  |  |
| **4.5** | If there are medical restrictions on work, is the work assigned to the seafaerer consistent with those restrictions? | *1.3* |  |  |
| **4.6** | Are certificates in the English language for international voyages? | *1.3* |  |  |
| **4.7** | If a seafarer is working without a valid medical certificate (for urgent cases) is the permit valid for a maximum of three months and with renewal at the next port? | *1.3* |  |  |
|  |  |  |  |  |
| **4.3** | ***Findings or Comments from this section*** |
|  |  |

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Training and Qualification*** |
| **5.1** | Are seafarers trained or certified in accordance with national requirements as competent to perform their duties? | *1.4* |  |  |
| **5.2** | Are all certificates and endorsements, as applicable, up to date and valid? | *1.4* |  |  |
| **5.3** | Is there evidence to confirm that seafarers have completed training for personal safety onboard ship? | *1.4* |  |  |
| **5.4** | Are the qualifications listed in the minimum safe manning certificate being met? | *1.4* |  |  |
| **5.5** | Is there a training manual available on board? | *1.4* |  |  |
|  |  |  |  |  |
| **5.6** | ***Findings or Comments*** |
|  |  |

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Recruitment and Placement*** |
| **6.1** | Is a private seafarer recruitment and placement service used? | *1.5* |  |  |
| **6.2** | If the service is located in the flag state is there documentary evidence that it is licensed, certified or regulated in accordance with MLC 2006 requirements? | *1.5* |  |  |
| **6.3** | If recruitment and placement services are based in a State not party to the MLC 2006 is there documentation showing that the shipowner has verified, as far as practicable, that they are operated consistently with the MLC 2006 requirements? | *1.5* |  |  |
| **6.4** | Is there evidence to indicate that any recruitment and placement services that are used operate a blacklist? | *1.5* |  |  |
| **6.5** | Do seafarers pay, or will a fee be charged, for recruitment and placement services? | *1.5* |  |  |
|  |  |  |  |  |
| **6.6** | ***Findings or Comments*** |
|  |  |

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Seafarers Employment Agreements (SEA)*** |
| **Nb** | A seafarers employment agreement is a legally enforceable agreement setting out the terms and conditions for employment of a seafarer and includes both the contract of employment and the articles of agreement and may incorporate any applicable collective bargaining agreement “CBA” |  |  |  |
| **7.1** | Do the seafarers onboard have a complete employment agreement including the below information as well as any additional requirements?* Seafarers Full Name
* Date of Birth or Age
* Birthplace
* Ship Owners’ name and address
* The place where and date when the SEA was entered into
* The capacity in which the seafarer is to be employed
* The amount of the seafarer’s wages, or the formula used to calculate them
* The amount of paid annual leave (at least 2.5 days per month or the formula used to calculate)
* The termination terms of the agreement and conditions thereof, including:
	+ If the agreement is for an indefinite period the conditions entitling either party to terminate it, as well as the required notice period which shall not be less for the shipowner or the seafarer
	+ If the agreement is for a definitive period, the date fixed for its expiry
	+ If the agreement is for a voyage, the port of destination and the time which has to expire after arrival before the seafarer should be discharged
* The health and social security protection benefits to be provided to the seafaraer by the shipowner
* The seafarers entitlement to repatriation
* Reference to the CBA if applicable
 | *3.1* |  |  |
| **7.2** | If the SEA refers to a CBA is a copy of the CBA or the applicable sections onboard? In English for a vessel that engages in international voyages. | *3.1* |  |  |
| **7.3** | Were seafarers given the opportunity to examine and seek advice on the SEA prior to signing? | *3.1* |  |  |
| **7.4** | Do seafarers have a record of their employment on the ship? (Discharge book or similar?) | *3.1* |  |  |
| **7.5** | Do seafarers records of employment contain any statement about the quality of their work or wages? | *3.1* |  |  |
| **7.6** | Are seafarers acting in the capacity stated in their SEA? (A probationary period or when an emergency situation maybe acceptable if documented evidence of such is provided) |  |  |  |
|  |  |  |  |  |
| **7.7** | ***Findings or Comments*** |
|  |  |

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Wages*** |
| **8.1** | Are seafarers paid as required by their SEA or CBA? (At least monthly) | *3.2* |  |  |
| **8.2** | Are the wages consistent with the national wages? (if applicable) | *3.2* |  |  |
| **8.3** | Are all the elements of the wages (basic, leave pay, allowances, overtime etc.) reflected in the seafarers wage account? | *3.2* |  |  |
| **8.4** | Do the record of hours of work recorded in the wage account correspond with the overtime records and/or hours of work/rest? | *3.2* |  |  |
| **8.5** | Do the times of entering/leaving port, manoeuvring, making fast, letting-go, loading and discharging correspond with the recorded hour of the seafarers concerned? | *3.2* |  |  |
| **8.6** | Are there only one set of wage accounts in use? | *3.2* |  |  |
| **8.7** | Were any large cash advances shown on the wage account actually received by the seafarer? | *3.2* |  |  |
| **8.8** | Are there any other indications of non-payment in full (e.g. payment of different wages into the same bank account?) | *3.2* |  |  |
| **8.9** | Has the seafarer authorized the master/owner to make an allotment? If so request to see any such authorization or allotment advice and any confirmation that it was made. | *3.2* |  |  |
| **8.10** | Do exchange rates and service charges meet national regulations? | *6.7* |  |  |
|  |  |  |  |  |
| **8.11** | ***Findings or Comments*** |
|  |  |

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Hours of Work and Hours of Rest*** |
| **9.1** | Is there an approved standardised table of shipboard working arrangements set out for national requirements for the maximum hours of work or the minimum rest for every position posted in an easily accessible place? | *3.3* |  |  |
| **9.2** | Does the table set out the schedule of service at sea and port and do these arrangements conform to the applicable minimum hours of rest or maximum hours of work? | *3.3* |  |  |
| **9.3** | Is the table in the working language of the ship and in English? | *3.3* |  |  |
| **9.4** | Do other onboard documents ( e.g., logbooks) corroborate that the maximum hours of work or minimum hours of rest are being followed? | *3.3* |  |  |
| **9.5** | Are there any indications of seafarer fatigue? If yes, please detail the indicators in the comments below | *3.3* |  |  |
| **9.6** | Are the national requirements, if any, for seafarers under the age of 18 complied with? | *3.3* |  |  |
| **Note** | The master is authorized to temporarily suspend the schedule of rest and require a seafarer to perform work in case it is deemed necessary for the immediate safety of the ship, or in case of assistance to any nearby ships or persons distress.As soon as practicable after the emergency has been resolved, the master shall ensure that any seafarers who have performed work in their rest period is provided with an adequate period of rest. |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **9.7** | ***Findings or Comments*** |
|  |  |

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Entitlement to Leave*** |
| **10.1** | Do seafarers have the minimum paid annual leave (calculated on the basis of a minimum of 2.5 days per month of employment and/or any CBA) and as stated in the SEA? | *3.4* |  |  |
| **10.2** | Is there any restriction to shore leave imposed by the shipowner/master without adequate reason? | *3.4* |  |  |
| **10.3** | Do the seafarer employment records and wage accounts confirm the leave provisions in the SEA? | *3.4* |  |  |
|  |  |  |  |  |
| **10.4** | ***Findings or Comments*** |
|  |  |

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Repatriation*** |
| **11.1** | Do seafarers repatriation entitlements (Set out in the SEA or any applicable CBA) conform to national requirements for repatriation including coverage for costs and choice of destinations? | *3.5* |  |  |
| **11.2** | Is there a copy of the national provisions on repatriation onboard and is it accessible to seafarers? | *3.5* |  |  |
| **11.3** | Has the shipowner provided financial security to ensure that repatriation will occur? | *3.5* |  |  |
| **11.4** | Are national provisions, if any, for repatriation of seafarers under the age of 18 adequately addressed? | *3.5* |  |  |
|  |  |  |  |  |
| **11.5** | ***Findings or Comments*** |
|  |  |

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Seafarer Compensation for the Vessel Loss of Foundering*** |
| **12.1** | Does the shipowner have in place insurance for the compensation for loss of employment of the seafarer arising from the loss or foundering of the vessel? | *3.6* |  |  |
| **12.2** | Does the shipowner have in place insurance for the compensation for injury or loss arising from the loss or foundering of the vessel? | *3.6* |  |  |
|  |  |  |  |  |
| **12.2** | ***Findings or Comments*** |
|  |  |

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Manning Levels*** |
| **13.1** | Is the ship manned in accordance with the Safe Manning Document (Including food and catering personnel)? | *3.7* |  |  |
| **13.2** | Does the vessel have sufficient seafarers onboard to meet concerns about safety, security and seafarer fatigue considering the particular nature and conditions of the vessel’s voyages? | *3.7* |  |  |
|  |  |  |  |  |
| **13.3** | ***Findings or Comments*** |
|  |  |

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Accommodation and Recreational Facilities*** |
| ***General Requirements*** |
| **14.1** | Are accommodation and recreational facilities decent and consistent with the health and well-being of those onboard? | *4* |  |  |
| **14.2** | Are all accommodation and recreational facilities in a clean and tidy condition? | *4* |  |  |
| **14.3** | Are there records of regular inspections by the master, or designated officer, of the seafarer’s accommodations (in accordance with the DMLC Part II where applicable)? | *4* |  |  |
| **14.4** | Is the headroom in the seafarer’s accommodation adequate where full and free movement is necessary? (203cm minimum unless approved) | *4* |  |  |
| **14.5** | Is the accommodation adequately insulated? | *4* |  |  |
| **14.6** | Are the sleeping rooms located above the load-line and either amidships or aft (in ships other than passenger ships and special ships)? | *4* |  |  |
| **14.7** | Are there sleeping rooms located forward of the collision bulkhead? | *4* |  |  |
| **14.8** | Have appropriate materials been used for the bulkheads, floors, panelling etc? | *4* |  |  |
| **14.9** | Is there sufficient drainage and lighting in the accommodation spaces? | *4* |  |  |
| **14.10** | Are the necessary checks being carried out to avoid hazardous levels of noise, vibration and other ambient factors including chemicals, in the seafarer accommodation or recreational or catering facilities? | *4* |  |  |
|  |  |  |  |  |
| ***Ventilation and Heating*** |
| **14.11** | Is there adequate heat for the vessels voyage in sleeping and mess rooms? | *4* |  |  |
| **14.12** | Is the air conditioning (if fitted) appropriate for the vessel voyages? | *4* |  |  |
| **14.13** | Is the ventilation adequate and functioning in accordance with national standards? | *4* |  |  |
| **14.14** | Are sanitary spaces ventilated to open air independently of other spaces in the accommodations? | *4* |  |  |
|  |  |  |  |  |
| ***Lighting*** |
| **14.15** | Do the sleeping rooms and mess rooms have natural light and adequate artificial light? | *4* |  |  |
|  |  |  |  |  |
| ***Sleeping Rooms*** |
| **14.16** | Are individual sleeping rooms provided (unless exempted)? | *4* |  |  |
| **14.17** | Are separate berths of the minimum size (inside dimensions 198cm x 80cm) provided for seafarers? | *4* |  |  |
| **14.18** | Are separate sleeping rooms provided for men and women? | *4* |  |  |
| **14.19** | Do the number and size (including height) of the sleeping rooms conform to national standards (taking account of the number of occupants)? | *4* |  |  |
| **14.20** | Do fixtures and fittings in the sleeping rooms (furniture, bedding, mosquito netting etc.) conform to the national standards implementing the MLC? | *4* |  |  |
|  |  |  |  |  |
| ***Mess Rooms*** |
| **14.21** | Are the mess rooms separate from sleeping rooms and located as close as practicable to the galley? (unless exempted) | *4* |  |  |
| **14.22** | Is there a common mess room used by all personnel or are separate mess rooms provided? | *4* |  |  |
| **14.23** | Are the size of the mess rooms and their equipment, tables and chairs sufficient for the number of persons likely to use them at any one time? | *4* |  |  |
| **14.24** | Is the floor area of each mess room on vessels other than passenger vessels at least 1.2m2 per person? | *4* |  |  |
|  |  |  |  |  |
| ***Recreational Facilities*** |
| **14.25** | Do seafarers have access to space or open spaces on deck that are accessible when off duty? | *4* |  |  |
| **14.26** | Do the recreational facilities conform to national standards? | *4* |  |  |
| **14.27** | Where practicable, have recreation rooms been provided for seafarers? | *4* |  |  |
| **14.28** | Have the recreation rooms been fitted with a book case and facilities for reading, writing and where practicable games area and a canteen? | *4* |  |  |
| **14.29** | In addition to the above, has consideration been given to providing where practicable: a smoking room, television and radio reception facilities together with electronic equipment such as a television, radio, video recorders, DVD players and personal computers, a stock of films sufficient for the voyage, sports equipment such as exercise equipment, table tennis, and deck games, a suitably stocked library and, if appropriate, bars for the use of seafarers? | *4* |  |  |
| **14.30** | Do seafarers have reasonable access (at a reasonable charge) to ship-to-shore telephone communication, email and internet facilities? | *4* |  |  |
|  |  |  |  |  |
| ***Sanitary Facilities*** |
| **14.31** | Are the toilets intended for the use by more than one person separate from sleeping rooms and wash rooms, but located close by and not directly accessible from either sleeping rooms? | *4* |  |  |
| **14.32** | Do all seafarers without a private bathroom have access to at least one toilet, one wash basin and one tub or shower in a convenient location? | *4* |  |  |
| **14.33** | Are there sufficient numbers of the facilities? (Number of persons without a private bathroom divided by six and rounded up to the next whole number.) | *4* |  |  |
| **14.34** | Are separate sanitary facilities provided for men and women? | *4* |  |  |
| **14.35** | Is adequate drainage provided together with hot and cold fresh water available in all wash spaces? | *4* |  |  |
| **14.36** | Are there sanitary facilities within easy access of the navigating bridge and machinery space or near the engine room control centre (unless exempted) | *4* |  |  |
| **14.37** | Are all toilets and other sanitary facilities functioning properly? | *4* |  |  |
|  |  |  |  |  |
| ***Laundry Facilities*** |
| **14.38** | Are appropriately situated and furnished laundry facilities available? | *4* |  |  |
| **14.39** | Are the laundry facilities provided with washing machines, drying machines (or adequately heated and ventilated drying rooms), and irons and ironing boards (or their equivalent). | *4* |  |  |
|  |  |  |  |  |
| ***Hospitals*** |
| **14.40** | If the ship is intended to be at sea for a continuous period of more than 3 days and is carrying more than 15 or more seafarers (unless an exemption has been given for coastal trade ships), is there separate hospital accommodation? | *4* |  |  |
| **14.41** | Is the hospital easy to access and comfortable and conducive to prompt and proper attention? E.g., Has the entrance, berths, lighting, ventilation, heating and water supply been designed in such a way as to ensure the comfort and the treatment of patients and the number of hospital beds/person is in accordance with national legislation? | *4* |  |  |
|  |  |  |  |  |
| ***Office Spaces*** |
| **14.42** | Have separate offices (or a common office used by all officers) been provided (unless exempt)? | *4* |  |  |
|  |  |  |  |  |
| **14.43** | ***Findings or Comments*** |
|  |  |

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Food and Catering*** |
| **15.1** | Is the food and drinking water served on the ship of appropriate quantity, nutritional value and quantity, in accord with national provisions, to cover the requirements of the ship and takes into account the differing cultural and religious backgrounds of seafarers working and living on board? | *4* |  |  |
| **15.2** | Are seafarers charged for food? |  |  |  |
| **15.3** | Is an adequate quantity of safe drinking water provided? |  |  |  |
| **15.4** | Are seafarers who are responsible for food preparation trained and the ship’s cooks qualified (and 18 years of age or older)? |  |  |  |
| **15.5** | Are frequent and documented inspections of food and catering facilities including food storage areas carried out by the master or an officer? |  |  |  |
| **15.6** | Does the organization and equipment in the catering department permit the provision of adequate, varied and nutritious meals prepared and served in hygienic conditions? The following areas should be considered in making this evaluation:* Are the surfaces of the decks, bulkheads, deckheads and doors constructed from impervious, non-absorbent, washable and non-toxic materials, thus preventing the accumulation of dirt, reduction of condensation, the growth of undesirable mold and the shedding of particles?
* Has a suitable natural or mechanical ventilation system been provided and constructed to permit easy maintenance including access to filters?
* Is the ambient temperature in the galley acceptable?
* Does the galley have adequate natural or artificial lighting?
* Are the drainage facilities adequate and designed/constructed to prevent contamination?
* Is there an adequate supply of hot and cold water available in the galley for washing food?
* Are the work surfaces (including the surfaces of galley equipment, and uptake grease filters) maintained in a good condition and are they easy to clean and disinfect?
* Are adequate facilities provided for the cleaning, disinfecting and storage of utensils and equipment?
 |  |  |  |
| **15.7** | Are there a sufficient number of temperature controlled food storage and handling rooms for the number of persons on board and the duration of the voyage? |  |  |  |
| **15.8** | Are the temperatures of the deep freezers and dry provision rooms maintained in-accordance with national legislation (eg -18⁰ C for deep freezers and 7⁰ C for dry provision rooms)? |  |  |  |
| **15.9** | Are the cold store rooms insulated and ventilated in order to maintain the correct temperatures |  |  |  |
| **15.10** | Are the cold store room doors operable from both sides? |  |  |  |
| **15.11** | Are the cold store rooms fitted with man trap alarms? |  |  |  |
| **15.12** | Is the condition of the food satisfactory? |  |  |  |
| **15.13** | Is the food being correctly stored with respect to stock rotation, segregation and spillages? |  |  |  |
| **15.14** | Is the food being defrosted in cool clean conditions? |  |  |  |
| **15.15** | Are the hot and cold holding arrangements in accordance with national legislation? |  |  |  |
| **15.16** | Is the meal preparation to serving times satisfactory? |  |  |  |
| **15.17** | Is the variety of the food provided satisfactory taking into account any religious requirements and cultural practices of the seafarers on board? |  |  |  |
| **15.18** | Is drinking water safe and is the quality regularly monitored? |  |  |  |
| **15.19** | Has the piping been adequately insulated where hot and cold water pipes run together? |  |  |  |
| **15.20** | Are records available to confirm that the fresh water storage tanks have been cleaned and disinfected within the last 12 months? |  |  |  |
| **15.21** | Are records available to confirm that shower heads (where fitted) are cleaned and disinfected every 3 months? |  |  |  |
| **15.22** | Are the fresh water loading hoses capped and stored correctly? |  |  |  |
| **15.23** | Are records available to confirm that the fresh water loading hoses are being regularly disinfected? |  |  |  |
| **15.24** | Are there adequate facilities for hand washing and drying? |  |  |  |
| **15.25** | Are there sufficient cleaning agents available? |  |  |  |
| **15.26** | Are the chemical cleaning agents being stored correctly and are Date Sheets available? |  |  |  |
| **15.27** | Are there sufficient cleaning cloths available and being used correctly? |  |  |  |
| **15.28** | Are separate chopping boards being used for different foods to prevent cross contamination? |  |  |  |
| **15.29** | Are the arrangements for disposing of food waste in accordance with national legislation? |  |  |  |
| **15.30** | Are there any signs of vermin or pests being present in the food areas? |  |  |  |
| **15.31** | Are the catering staff wearing clean and suitable personal protective clothing? |  |  |  |
| **15.32** | Is personal protective clothing available for use (and being used) with chemical cleaning agents? |  |  |  |
| **15.33** | Are the training records of the ship’s cook and other catering staff available? |  |  |  |
| **15.34** | Are there any indications that catering staff have insufficient knowledge of food safety? |  |  |  |
|  |  |  |  |  |
| **15.35** | ***Findings or Comments*** |
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|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Medical Care onboard Ship and Ashore*** |
| **16.1** | Is the health of seafarers adequately protected on the ship and do they have prompt access to adequate medical care including essential dental care? | *6.1* |  |  |
| **16.2** | Is health protection and care provided free of charge to seafarers? | *6.1* |  |  |
| **16.3** | Are medical personnel with appropriate qualifications (medical doctor or seafarers trained to administer medical care or medical first aid) on board? | *6.1* |  |  |
| **16.4** | Is there an approved medical form in use and is it kept confidential? | *6.1* |  |  |
| **16.5** | Is the medicine chest, medical equipment and medical guide in compliance with national legislation? | *6.1* |  |  |
| **16.6** | Do the onboard hospital and medical care facilities meet national requirements for the ship? | *6.1* |  |  |
| **16.7** | Are seafarers permitted by the shipowner to visit a qualified medical doctor or dentist in port (where practicable) without delay? | *6.1* |  |  |
| **16.8** | Does the ship have a procedure in place for radio or satellite communication for medical assistance? | *6.1* |  |  |
|  |  |  |  |  |
| **16.9** | ***Findings or Comments*** |
|  |  |

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Shipowners’ Liability*** |
| **17.1** | Does the SEA and/or relevant CBA say that the ship owner is to provide seafarers with material assistance and support with respect to the financial consequences of sickness, injury or death whilst serving under the SEA or arising from their employment under the SEA? | *6.2* |  |  |
| **17.2** | Is the ship-owner responsible for costs in respect to sickness and injury to seafarers during employment or arising from their employment? | *6.2* |  |  |
| **17.3** | Are all costs in respect to sickness and injury covered (including medical treatment and supply of necessary medicines and therapeutic appliances and board and lodging away from home)? | *6.2* |  |  |
| **17.4** | Is the ship owner responsible for continuing to cover those medical costs for at least the minimum periods provided for under the national law? | *6.2* |  |  |
| **17.5** | Is the ship owner responsible for full wages (where sickness or injury results in incapacity for work) while seafarer is on board or until repatriated and payment of wages as per the national legislation or an applicable CBA , once landed or repatriated? | *6.2* |  |  |
| **17.6** | Is the ship owner responsible for paying costs of burial expenses in the case of death occurring on board or ashore during the period of engagement? (unless exempted by national legislation) | *6.2* |  |  |
| **17.7** | Has the ship owner provided financial security to assure compensation in the event of death or long-term disability as set out in the SEA and/or CBA and national legislation? | *6.2* |  |  |
| **17.8** | Are measures in place to safeguard seafarers’ property left on board by sick, injured, or deceased seafarers? | *6.2* |  |  |
|  |  |  |  |  |
| **17.9** | ***Findings or Comments*** |
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|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Health and Safety Protection and Accident Prevention*** |
| **18.1** | Are seafarers provided with occupational health and safety protection and accident prevention in accordance with national requirements? |  |  |  |
| **18.2** | Is the living, working and training environment onboard ship safe and hygienic? |  |  |  |
| **18.3** | Does the ship have an occupational safety and health policy and programme (with special attention paid to protecting seafarers under the age of 18)? |  |  |  |
| **18.4** | Is there a ship safety committee (for ships with 5 or more seafarers) with seafarers appointed or elected as ships safety representatives? |  |  |  |
| **18.5** | Is the ship safety committee functioning (is there a record of meetings and./or actions)? Are the issues raised by the safety committee and safety inspections being addressed in a timely manner? |  |  |  |
| **18.6** | Are there procedures in place and followed for reporting and recording and investigating unsafe conditions and onboard occupational accidents? |  |  |  |
| **18.7** | Has a proper risk assessment been carried out for onboard occupational safety and health management? |  |  |  |
| **18.8** | Is there training and instruction of seafarers regarding occupational safety and health and accident prevention? |  |  |  |
|  |  |  |  |  |
| **18.9** | ***Findings or Comments*** |
|  |  |

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Provisions and Precautions*** |
| **19.1** | Are the national provisions for specific areas or equipment and practices being complied with? In particular:* General and basic provisions?
* Structural features of the vessel, including means of access and asbestos-related risks? Machinery?
* The effects of the extremely low or high temperature of any surface with which the seafarer may be in contact?
* The effects of noise in the workplace and in shipboard accommodations?
* The effects of vibration in the workplace and in shipboard accommodations?
* The effects of other ambient factors in the workplace and in shipboard accommodations, including tobacco smoke?
* Special safety measures on and below deck?
* Loading and unloading equipment?
* Fire prevention and fire-fighting?
* Anchors, chains and lines?
* Dangerous cargo and ballast?
* Work in enclosed spaces?
* Physical and mental effects of fatigue?
* The effects of drug and alcohol dependency?
* HIV/AIDS protection and prevention?
* Emergency and accident response?
 |  |  |  |
| **19.2** | Are reasonable precautions being taken on the ship to prevent occupational accidents, injuries and diseases including the risks of exposure to harmful levels of ambient factors and chemicals, as well as risk of injury or disease that may result from the use of equipment and machinery on the vessel? The following should be considered:* Are seafarers aware of the guidelines appertaining to the management of occupational health and safety?
* Is the access/egress satisfactory?
* Are any opening on the decks guarded or covered?
* Is personal protective equipment in good order and being maintained correctly?
* Are machinery guards correctly secured in place?
* Do machinery emergency stops function correctly?
* Are seafarers aware of the risks posed by enclosed spaces and the procedures required to enter them?
* Are seafarers aware of the guidelines appertaining to the management of occupational health and safety?
* Have the risks posed to young persons been addressed?
* Are safety inspections (where required by national legislation) being carried out correctly?
 |  |  |  |

|  | ***Note for Verification*** | ***MLC Code*** | ***Y/N*** | ***Remarks*** |
| --- | --- | --- | --- | --- |
| ***Social Security*** |
| **20.1** | Are seafarers covered by flag state social security protection? | *6.4* |  |  |
| **20.2** | Does the SEA contain the required information on any social security protection (in addition to medical protection) to be provided by the shipowner? | *6.4* |  |  |
| **20.3** | If it is a contributory system, is there evidence available to confirm that the mandatory contributions are being made? | *6.4* |  |  |
|  |  |  |  |  |
| **20.4** | ***Findings or Comments*** |
|  |  |

Summary and Conclusions

1.

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| --- | --- | --- | --- | --- |
| **No** | **Qu. No** | **Finding** | **Type(Refer to Notes for definitions)** | **Proposed Corrective Action** |
|  |  |  | Major NC [ ] NC [ ] Observation [ ]  |  |
|  |  |  | Major NC [ ] NC [ ] Observation [ ]  |  |
|  |  |  | Major NC [ ] NC [ ] Observation [ ]  |  |
|  |  |  | Major NC [ ] NC [ ] Observation [ ]  |  |
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|  |  |  | Major NC [ ] NC [ ] Observation [ ]  |  |
|  |  |  | Major NC [ ] NC [ ] Observation [ ]  |  |

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Signature: ………………………..

[SURVEYOR]

Aluciant, LLC