



**MARITIME AND PORT AUTHORITY OF SINGAPORE
SHIPPING CIRCULAR TO SHIPOWNERS
NO. 4 OF 2017/REV.1**

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Applicable to: Shipowners, ship managers, operators, masters and crew of Singapore-registered ships, classification societies and the general shipping community

**MARITIME LABOUR CONVENTION, 2006 – UPDATED REQUIREMENTS FOR
MLC CERTIFICATION / REV.1**

- ***Merchant Shipping (Maritime Labour Convention) Act 2014***
- ***Merchant Shipping (Maritime Labour Convention) (Forms, Certificates and Fees) Regulations 2014***

This MPA Shipping Circular supersedes MPA Shipping Circular No. 7 of 2014 (13 March 2014), as well as the transitional arrangements detailed in MPA Shipping Circular No. 14 of 2013 (6 August 2013), MPA Shipping Circular No. 8 of 2013 (1 July 2013) and MPA Shipping Circular No. 18 of 2012 (7 November 2012)

Introduction

1. Singapore is a party to the Maritime Labour Convention, 2006, as amended (MLC), which entered into force on 20 August 2013. The MLC applies to all ships registered with the Singapore Registry of Ships (SRS) ordinarily engaged in commercial activities (MLC Ships), as well as the seafarers employed on such ships.² In addition, ships of 500 gross tonnage and above are required to carry and maintain a Maritime Labour Certificate and a Declaration of Maritime Labour Compliance (DMLC).³

¹ Additional guidance can be found in paragraphs 15 and 16. The rest of the circular remains unchanged.

² Refer to Section 3 of the Merchant Shipping (Maritime Labour Convention) Act 2014 (No. 6 of 2014).

³ Ships registered with SRS that are below 500 gross tonnage are required to comply with the MLC, but are not required to be certified. Such ships may obtain MLC certification at the shipowner's request.

2. This circular provides information on the MLC certification process and issuance of the updated DMLC Part I, following from the International Labour Organisation's (ILO) amendments of 2014 to the MLC. These amendments will enter into force on 18 January 2017 and will apply to all MLC ships.

MLC Certification

3. The DMLC consists of Parts I and II, both of which Parts will need to be revised to include the ILO's amendments of 2014 to the MLC. The DMLC Part I is prepared and issued by the Maritime and Port Authority of Singapore (MPA) and contains the national requirements on the MLC. The DMLC Part II must be prepared by the shipowner. It must contain measures to ensure compliance with the DMLC Part I.

4. A Maritime Labour Certificate must be issued to a MLC ship after verification, via inspection, that the MLC ship (including its DMLC Part II) is in compliance with national requirements (as detailed in the DMLC Part I) and applicable MLC requirements. MPA has authorised our Recognised Organisations (ROs) to conduct the inspections and to issue the Maritime Labour Certificate, on behalf of MPA.

5. Shipowners must carry and display a valid Maritime Labour Certificate and a valid DMLC in a conspicuous place on board their MLC ships where it is available to seafarers.

6. The Maritime Labour Certificate and DMLC are inspectable items for port State control officers.

Updated Declaration of Maritime Labour Compliance Part I

7. Following from the ILO's amendments of 2014 to the MLC, an updated mandatory ship-specific DMLC Part I has been prepared by MPA to replace existing MLC ships' DMLC Part I. The updates are:

- addition of Item 15 relating to financial security for repatriation (Regulation 2.5); and
- addition of Item 16 relating to financial security relating to shipowners' liability (Regulation 4.2).

8. The other updates that are not related to the ILO's amendments of 2014 to the MLC are:

- addition of paragraph 7 in Item 4 relating to shore leave; and
- editorial changes to the page numbers.

9. Shipowners are strongly encouraged to begin preparing or updating their DMLC Part II based on the sample copy of the updated DMLC Part I, which can be found at the **Annex A** of this circular.

Existing MLC ships in the SRS

10. For existing MLC ships carrying their existing DMLC Part I, MPA will issue the updated DMLC Part I to shipowners no later than the due date of the MLC ships' first renewal inspection after 18 January 2017. Priority will be given to the MLC ships whose first MLC renewal inspections are closest to 18 January 2017. Shipowners must update their DMLC Part II to indicate their compliance with the updated DMLC Part I. This is to be done no later than the due date of the MLC ship's first MLC renewal inspection after 18 January 2017. The shipowner's appointed manager in Singapore will be notified accordingly for the collection of the updated DMLC Part I.

11. The entry into force of the ILO's amendments of 2014 to the MLC on 18 January 2017 will not affect the continued validity of MLC ships' existing Maritime Labour Certificates and DMLCs until the due date of the MLC ship's first MLC renewal inspection after 18 January 2017. This is in line with the ILO's Resolution on the transitional measures relating to the entry into force of the amendments of 2014 to the MLC, which can be found at **Annex B** of this circular.

12. As part of the implementation of the ILO's amendments of 2014 to the MLC, there will be no fees payable for the replacement of the existing DMLC Part I with the updated DMLC Part I. The shipowner's appointed manager in Singapore will be notified accordingly for the collection of the updated DMLC Part I.

MLC ships registering with the SRS on or after 18 January 2017

13. For MLC ships registering with the SRS on or after 18 January 2017, MPA will issue the updated DMLC Part I to shipowners. Shipowners must prepare their DMLC Part II to indicate their compliance with the updated DMLC Part I. A fee of \$70 will be charged for the issuance of the updated DMLC Part I. The shipowner's appointed manager in Singapore will be notified accordingly for the collection of the updated DMLC Part I.

14. In the event that the Maritime Labour Certificate and DMLC are lost, destroyed or so defaced that the particulars are no longer legible, the shipowner must report the loss, destruction or defacement to MPA within 14 days. A fee of \$74.90 (inclusive of GST) will be charged for the replacement of the updated DMLC Part I in the event the updated DMLC Part I is lost or is required to be re-issued due to changes to the MLC ship's details.

Early Endorsement of Declaration of Maritime Labour Compliance Part II

15. Notwithstanding the clarification in paragraph 11 above, shipowners may wish to get the updated DMLC Part II on the MLC ship endorsed ahead of the MLC ship's first MLC renewal inspections after 18 January 2017. A possible opportunity to do so is at the MLC ship's subsequent MLC intermediate inspection after 18 January 2017.

16. Should shipowners wish to do so, our ROs will ensure, upon successful completion of the MLC intermediate inspection, that the Maritime Labour Certificate is re-issued so as to make reference to the updated DMLCs. The re-issued Maritime Labour Certificate is to have the same validity as the existing one.

17. Any queries regarding this circular should be directed to the Seafarers Management Department (Email: mmo@mpa.gov.sg; Tel: +65 6375 6224).

TAN SUAN JOW
DIRECTOR OF MARINE
MARITIME AND PORT AUTHORITY OF SINGAPORE

**SAMPLE OF THE MARITIME AND PORT AUTHORITY’S (MPA)
UPDATED DECLARATION OF MARITIME LABOUR COMPLIANCE (DMLC)
PART I**

Serial No. DMLC/XXXX/XXXX

MARITIME LABOUR CONVENTION, 2006

DECLARATION OF MARITIME LABOUR COMPLIANCE – PART I

(Note: This Declaration must be attached to the ship’s Maritime Labour Certificate)

Issued under the authority of: **THE MARITIME AND PORT AUTHORITY OF SINGAPORE**

With respect to the provisions of the Maritime Labour Convention, 2006, the following referenced ship:

Name of Ship	IMO Number	Gross Tonnage

is maintained in accordance with Standard A5.1.3 of the Convention.

The undersigned declares, on behalf of the abovementioned competent authority, that:

- (a) the provisions of the Maritime Labour Convention are fully embodied in the national requirements referred to below;
- (b) these national requirements are contained in the national provisions referenced below; explanations concerning the content of those provisions are provided where necessary;
- (c) the details of any substantial equivalencies under Article VI, paragraphs 3 and 4, are provided ~~←under the corresponding national requirement listed below→~~ in the section provided for this purpose below *(strike out the statement which is not applicable)*
- (d) any exemptions granted by the competent authority in accordance with Title 3 are clearly indicated in the section provided for this purpose below; and
- (e) any ship-type specific requirements under national legislation are also referenced under the requirements concerned.

<p>1. Minimum age (Regulation 1.1)</p>	<p>.1 The minimum age for any seafarer to be employed, engaged or work on board a ship is 16 years.</p> <p>.2 A “young seafarer” means any seafarer who is 16 years of age or above and below 18 years of age.</p> <p>.3 “Night work” is defined as work done between 2100 hours and 0600 hours in the following morning according to the time zone that the ship is in.</p> <p>.4 Night work for seafarers under the age of 18 years is prohibited, except where approval is given by the Director, and:</p> <ul style="list-style-type: none"> .i for the purposes of training in accordance with established programmes and schedules; or .ii where the Director determines that the specific nature of
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	<p>the work is such that it cannot be carried out at any other time.</p> <p>.5 In making any determination under paragraph 1.4.ii, the Director shall have regard to the impact on the health or well-being of the seafarer of such work.</p> <p>.6 Young seafarers shall not be employed in any hazardous work on any ship. "Hazardous work" means any of the following work:</p> <ul style="list-style-type: none"> .i lifting, moving or carrying of heavy loads or objects; .ii entry into boilers, tanks and cofferdams; .iii exposure to harmful noise and vibration levels; .iv operating hoisting and other power machines and tools, or acting as signallers to operators of such equipment; .v handling mooring or tow lines or ground tackle; .vi rigging; .vii work aloft or on deck in heavy weather; .viii servicing of electrical equipment; .ix exposure to potentially harmful materials or harmful physical agents such as dangerous or toxic substances and ionizing radiations; .x the cleaning of catering machinery; .xi the handling or taking charge of ship's boats; and <p>any other work which is likely to jeopardise a person's health or safety that is specified by the Director in writing as hazardous work.</p> <p><i>Merchant Shipping (Maritime Labour Convention) Act Sections 5, 18 and 19</i> <i>Merchant Shipping (Maritime Labour Convention) (Requirements and Conditions of Employment) Regulations</i></p>
<p>2. Medical certification (Regulation 1.2)</p>	<p>.1 Shipowners shall ensure that, prior to beginning work on a ship, any seafarer employed holds a valid medical fitness certificate attesting that the seafarer is medically fit to perform the duties they are to carry out on board the ship.</p> <p>.2 Medical fitness certificates to seafarers are to be issued in accordance with provisions of section A-1/9 and guidelines in B-1/9 of the revised STCW Code.</p> <p>.3 The Director accepts valid medical fitness certificates issued by the following:</p> <ul style="list-style-type: none"> .i a medical practitioner recognised by a Maritime Labour Convention State Party and familiar with guidelines for conducting pre-sea and periodical medical fitness examinations for seafarers published by the IMO, ILO or WHO; .ii a medical practitioner recognised by a STCW State Party on the "STCW White List" (see IMO document MSC.1/Circ.1163/Rev.7 dated 24 May 2011, as updated from time to time); .iii a registered medical practitioner licensed to practice in

	<p>Singapore and familiar with guidelines for conducting pre-sea and periodical medical fitness examinations for seafarers published by the IMO, ILO or WHO; or</p> <p>.iv a medical practitioner whose medical certification is accepted by the Director.</p> <p>.4 The maximum validity for a medical fitness certificate is two years, and one year for seafarers under the age of 18 years. The maximum validity for colour vision is six years.</p> <p>.5 The nature of the medical examination is to be in accordance with the <i>IMO-ILO Guidelines on the Medical Examination of Seafarers</i> (STCW.7/Circ.19 dated 09 Jan 2013), including any subsequent versions.</p> <p><i>Merchant Shipping (Maritime Labour Convention) Act Sections 8, 9 and 10</i> <i>Merchant Shipping (Maritime Labour Convention) (Requirements and Conditions of Employment) Regulations</i></p>
<p>3. Qualifications of seafarers (Regulation 1.3)</p>	<p>.1 All seafarers working on board any ship shall be trained or certified as competent or otherwise qualified to perform their duties.</p> <p>.2 All seafarers working on board any ship shall successfully complete training for personal safety on board ship.</p> <p>.3 Training and certification in accordance with the mandatory instruments adopted by the IMO, including the STCW Convention, is considered as meeting the requirements of paragraphs 3.1 and 3.2 above.</p> <p><i>Merchant Shipping Act Sections 47 and 48</i> <i>Merchant Shipping (Training, Certification and Manning) Regulations</i></p>
<p>4. Seafarers' employment agreements (Regulation 2.1)</p>	<p>.1 All seafarers working on board any ship shall each have a signed original of the seafarer's employment agreement, and the agreement is to be signed by both the seafarer and the shipowner or a representative of the shipowner.</p> <p>.2 All seafarers shall have the opportunity to examine and seek advice on the terms and conditions in their seafarer's employment agreement before signing.</p> <p>.3 Shipowners shall ensure that clear information on the conditions of employment, including a copy of each of the seafarer's employment agreements, are easily obtainable on board by seafarers, and accessible for review by officers of a competent authority, including those in ports to be visited. The seafarer's employment agreements may be kept on board in electronic format provided they are readily available and can be printed off if required by individual seafarers or Flag State or Port State Inspectors.</p> <p>.4 Shipowners shall ensure that all seafarers are given a document containing a record of their employment on board the ship (such as an appropriate seafarer's discharge book), and that this document shall not contain any information on the quality of the seafarer's work or their wages.</p> <p>.5 Shipowners shall ensure that the seafarer's employment agreement must, at minimum, contain the required information as listed in Standard A2.1.4 of the MLC.</p> <p>.6 The minimum notice period for early termination is not less than 7 days.</p> <p>.7 Seafarers shall be granted shore leave to benefit their health and well-being consistent with the operational requirements of their positions.</p> <p><i>Merchant Shipping (Maritime Labour Convention) Act Section 14</i></p>

	<p><i>Merchant Shipping (Maritime Labour Convention) (Seafarer's Employment Agreement, Crew List and Discharge of Seafarers) Regulations</i></p>
<p>5. Use of any licensed or certified or regulated private recruitment and placement service (Regulation 1.4)</p>	<p>.1 "Seafarer recruitment and placement service" refers to any person, company, institution, agency or other organisation which is engaged in recruiting seafarers on behalf of shipowners or placing seafarers with shipowners.</p> <p><u>Services based in Singapore</u></p> <p>.2 All seafarer recruitment and placement services based in Singapore shall apply for and attain approval from the Director to provide seafarer recruitment and placement services, and shall only operate in accordance with requirements under national law and the MLC.</p> <p>.3 All seafarer recruitment and placement services based in Singapore that intend to carry out recruitment and placement activities for third parties shall apply for and attain an Employment Agency Licence, issued under the Employment Agencies Act by the Ministry of Manpower.</p> <p><u>Services based in MLC State Parties</u></p> <p>.4 Seafarer recruitment agencies based in and licensed by State Parties to the MLC are recognised by the Director.</p> <p><u>Services based in non-MLC State Parties</u></p> <p>.5 Shipowners shall ensure that when using seafarer recruitment and placement services located in countries not party to the MLC, such services are, as far as practicable, consistent with the requirements of the MLC.</p> <p>.6 Shipowners may engage any of the Recognised Organisations (appointed and authorised by the Director) or the shipowner's internal audit mechanism to audit seafarer recruitment and placement services located in countries not party to the MLC. Shipowners may engage seafarer recruitment and placement service already audited by any of the Recognised Organisations. Shipowners are required to ensure that such services are consistent with the requirements of the MLC.</p> <p><i>Employment Agencies Act Section 6 Merchant Shipping (Maritime Labour Convention) Act Section 12 Merchant Shipping (Maritime Labour Convention (Seafarer Recruitment and Placement Services) Regulations</i></p>
<p>6. Hours of work or rest (Regulation 2.3)</p>	<p>.1 Shipowners shall ensure that every seafarer on board is entitled to hours of rest, and the hours of rest shall not be less than 10 hours in any 24-hour period and not less than 77 hours in any 7-day period. The minimum hours of rest may be divided into no more than two periods, one of which shall be at least 6 hours in length, and the interval between consecutive periods of rest shall not exceed 14 hours.</p> <p>.2 Provisions in a collective agreement or any other agreement between a seafarer and a shipowner may set out exceptions from the required hours of rest in paragraph 6.1 for watchkeeping seafarers certified under STCW for watchkeeping duties, provided that the following conditions are met:</p> <p>.i the minimum hours of rest shall not be less than 10 hours in any 24-hour period, and not be less than 70 hours in any 7-day period, and such reduced rest periods shall not exceed 2 consecutive weeks, and the intervals between any 2 reduced rest periods shall not be less than twice the duration of the preceding rest period;</p> <p>.ii the minimum hours of rest may be divided into no more</p>

	<p>than three periods, one of which shall be at least 6 hours in length and neither of the other two periods shall be less than 1 hour in length;</p> <p>.iii the intervals between consecutive periods of rest shall not exceed 14 hours;</p> <p>.iv there shall not be more than two 24-hour periods of reduced rest in any 7-day period;</p> <p>.v exceptions shall take into account the guidance regarding prevention of fatigue given in Code B of the STCW 2010 (Manila Amendments);</p> <p>.vi exceptions when given shall take into account more frequent, or longer leave periods or compensatory leave; and</p> <p>.vii the Merchant Shipping (Training, Certification and Manning) Regulations are complied with at all times.</p> <p>.3 Additionally, provisions in a collective agreement or any other agreement between a seafarer and a shipowner may set out exceptions from the required hours of rest in paragraph 6.1 for all seafarers whose ship is on a short voyage. (In this document, a “short voyage” means a voyage where, within any 24-hour period, the ship calls at two or more terminals, or locations where any loading or unloading of cargo, or embarkation or disembarkation of persons, occurs. The 24-hour period shall commence when the ship is first secured at the terminal or location where the short voyage begins.) Such exceptions shall meet the same conditions specified in paragraphs 6.2 above.</p> <p>.4 The provisions setting out exceptions from the required hours of rest referred to in paragraph 6.2 and 6.3 shall be registered with the Director.</p> <p>.5 “Hours of rest” means a period during which the seafarer is free to dispose of his time and movements. Meal breaks taken during hours of work shall not be considered as “hours of rest”.</p> <p>.6 Shipowners are to use the IMO/ILO model formats for recording daily hours of rest and shipboard working arrangements, as set out in the <i>IMO/ILO Guidelines for the Development of Tables of Seafarers’ Shipboard Working Arrangements and Formats of Records of Seafarers’ Hours of Work or Hours of Rest</i>.</p> <p><i>Merchant Shipping (Maritime Labour Convention) Act Section 16</i> <i>Merchant Shipping (Maritime Labour Convention) (Requirements and Conditions of Employment) Regulations</i></p>
<p>7. Manning levels for the ship (Regulation 2.7)</p>	<p>.1 Shipowners shall ensure compliance with the Minimum Safe Manning Document issued by the Director.</p> <p><i>Merchant Shipping (Training, Certification and Manning) Regulations</i> <i>Merchant Shipping (Safety Convention) Regulations</i></p>
<p>8. Accommodation (Regulation 3.1)</p>	<p>.1 Ships constructed on or after 20 August 2013 shall comply with the requirements of the Maritime Labour Convention, 2006, as laid out in the Merchant Shipping (Crew Accommodation) Regulations, and hold a Crew Accommodation Certificate certifying compliance with the Merchant Shipping (Crew Accommodation) Regulations.</p> <p>.2 Ships constructed before 20 August 2013 shall comply with the Merchant Shipping (Crew Accommodation) Regulations and hold a Crew Accommodation Certificate certifying compliance with the Merchant Shipping (Crew Accommodation) Regulations, if applicable.</p>

	<p>.3 Documented inspections, by or under authority of the master and at intervals not exceeding 7 days, shall be carried out on board with respect to ensuring that seafarer accommodation is clean, decently habitable and maintained in a good state of repair.</p> <p><i>Merchant Shipping (Crew Accommodation) Regulations</i></p>
<p>9. On-board recreational facilities (Regulation 3.1)</p>	<p>.1 Ships constructed on or after 20 August 2013 shall comply with the requirements of the MLC as laid out in the Merchant Shipping (Crew Accommodation) Regulations.</p> <p>.2 Ships constructed before the 20 August 2013 shall comply with the Merchant Shipping (Crew Accommodation) Regulations, if applicable.</p> <p>.3 Without prejudice to the requirements of the MLC, and taking into consideration the guidelines in Part B, the shipowner should as a basic requirement provide a television, reading materials and space for recreational activities. The seafarers shall be given reasonable access to ship-to-shore telephone communications, and email and Internet facilities, where available, with any charges for the use of these services being reasonable in amount.</p> <p><i>Merchant Shipping (Crew Accommodation) Regulations</i></p>
<p>10. Food and catering (Regulation 3.2)</p>	<p>.1 Shipowners shall provide and maintain the following minimum standards for food and catering on board ships:</p> <ul style="list-style-type: none"> .i the provision of food and drinking water shall be of appropriate quality, nutritional value, quantity and variety. The provision of food and drinking water shall also take into account the number of seafarers on board, their religious requirements and cultural practices as they pertain to food, and the duration and nature of the ship's voyage; .ii the organisation and equipment of the catering department shall be such as to permit the provision to the seafarers of adequate, varied and nutritious meals prepared and served in hygienic conditions; and .iii the catering staff shall be properly trained or instructed for their positions. <p>.2 Shipowners shall provide seafarers on board with food and drinking water free of charge during the period of engagement.</p> <p>.3 Shipowners shall ensure that seafarers who are engaged as ships' cooks are trained, qualified and found competent in accordance with the requirements in national law and hold a Certificate of Proficiency as a Ship's Cook issued by the Director, or other certificate accepted as equivalent by MPA.</p> <p>.4 The Director accepts valid ship's cook certificates issued by a foreign maritime administration party to the ILO Certification of Cooks Convention 1946, or party to the MLC.</p> <p>.5 Ship's cook certificates issued by other foreign maritime administration will only be recognised after assessment by MPA.</p> <p>.6 Documented inspections, by or under authority of the master and at intervals not exceeding 7 days, shall be carried out on board with respect to:</p> <ul style="list-style-type: none"> .i supplies of food and drinking water;

	<p>.ii all spaces and equipment used for the storage and handling of food and drinking water; and</p> <p>.iii galley and other equipment for the preparation and service of meals.</p> <p>.7 No seafarer under the age of 18 shall be employed or engaged or work as a ship's cook.</p> <p><i>Merchant Shipping (Maritime Labour Convention) Act Sections 6, 25, 26 and 27</i> <i>Merchant Shipping (Provisions and Water) Regulations</i> <i>Merchant Shipping (Maritime Labour Convention) (Training and Certification of Cooks and Catering Staff)</i></p>
<p>11. Health and safety and accident prevention (Regulation 4.3)</p>	<p>.1 Shipowners shall adopt, implement and promote occupational safety and health policies and programmes on board ships, including risk evaluation as well as training and instruction of seafarers.</p> <p>.2 Shipowners shall provide and ensure reasonable precautions to prevent occupational accidents, injuries and diseases on board, including measures to reduce and prevent the risk of exposure to harmful levels of ambient factors and chemicals as well as the risk of injury or diseases that may arise from the use of equipment and machinery on board ships.</p> <p>.3 Shipowners shall ensure that on-board programmes for the prevention of occupational accidents, injuries and diseases and for continuous improvement in occupational safety and health protection, involving seafarers' representatives and all other persons concerned in their implementation, take into account preventive measures, including engineering and design control, substitution of processes and procedures for collective and individual tasks, and the use of personal protective equipment.</p> <p>.4 Shipowners or masters are required to report to the Director occurrences of occupational accidents, injuries and diseases on board ships, and to also correct unsafe conditions.</p> <p>.5 Shipowners conducting risk evaluation in relation to management of occupational safety and health shall refer to appropriate statistical information from their ships and from general statistics provided by the Director.</p> <p>.6 Shipowners shall specify the duties of the master or a person designated by the master, or both, to take specific responsibility for the implementation of and compliance with the ship's occupational safety and health policies and programmes. Shipowners shall also specify the authority of the ship's seafarers appointed or elected as safety representatives to participate in meetings of the ship's safety committee. Such a committee shall be established on board a ship on which there are five or more seafarers.</p> <p>.7 Shipowners shall pay special attention to the safety and health of seafarers under the age of 18.</p> <p><i>Merchant Shipping (Maritime Labour Convention) Act Sections 18, 19, 40, 41 and 43</i> <i>Merchant Shipping (Maritime Labour Convention) (Health and Safety Protection and Accident Prevention) Regulations</i></p>
<p>12. On-board medical care (Regulation 4.1)</p>	<p>.1 Shipowners shall ensure that:</p> <p>.i there are measures for seafarers to be given prompt and adequate medical care (including dental care) and occupational health protection relevant to their duties on board the ship;</p>

	<ul style="list-style-type: none"> .ii seafarers have the right to visit a doctor or dentist without delay in ports of call, where practicable; .iii medical care and health protection services while a seafarer is on board ship or landed in a foreign port are provided at no cost to the seafarer; and .iv there are measures for medical care to be of preventive character such as health promotion and education programmes. <p>.2 The format of the medical report form used by shipmasters and relevant onshore and on board medical personnel shall be as prescribed in national law.</p> <p><i>Merchant Shipping (Maritime Labour Convention) Act Sections 28 and 29</i> <i>Merchant Shipping (Maritime Labour Convention) (Medicines and Medical Equipment) Regulations</i> <i>Merchant Shipping (Maritime Labour Convention) (Requirement and Conditions of Employment) Regulations</i></p>
<p>13. On-board complaint procedures (Regulation 5.1.5)</p>	<p>.1 Shipowners shall ensure that all ships have a set of on-board complaint procedures, as required under Regulation 5.1.5 and Standard A5.1.5 of the MLC, for the fair, effective and expeditious handling of seafarer complaints alleging breaches of MLC.</p> <p>.2 Shipowners shall ensure that all seafarers working on board any ship have a copy of the on-board complaint procedures. This shall include contact information for MPA and, where different, the competent authority in the seafarers' country of residence, and the name of a person or persons on board the ship who can, on a confidential basis, provide seafarers with impartial advice on their complaint and otherwise assist them in following the complaint procedures available to them on board the ship.</p> <p><i>Merchant Shipping (Maritime Labour Convention) Sections 55 and 56</i></p>
<p>14. Payment of wages (Regulation 2.2)</p>	<p>.1 Shipowners shall ensure that payments due to seafarers are paid at no greater than monthly intervals and in accordance with the seafarer's employment agreement, and where applicable, any collective bargaining agreement.</p> <p>.2 Shipowners shall ensure that seafarers are given a monthly account of the payments due and that the account contains the minimum information fields that are required by national law.</p> <p>.3 The rate of currency exchange shall not be unfavourable to the seafarers.</p> <p>.4 Shipowners shall take measures to provide seafarers with a means to transmit all or part of their earnings to their families or dependants or legal beneficiaries. Measures to ensure that seafarers are able to transmit their earnings to their families include:</p> <ul style="list-style-type: none"> .i a system for enabling seafarers, at the time of their entering employment or during it, to allot, if they so desire, a proportion of their wages for remittance at regular intervals to their families by bank transfers or similar means; and .ii a requirement that allotments should be remitted in due time and directly to the person or persons nominated by the seafarers. <p>.5 Any charge for the service under paragraph 14.4 shall be</p>

	<p>reasonable in amount.</p> <p><i>Merchant Shipping (Maritime Labour Convention) Act Sections 20 and 21</i> <i>Merchant Shipping (Maritime Labour Convention) (Wages) Regulations</i></p>
<p>15. Financial security for repatriation (Regulation 2.5)</p>	<p>.1 Shipowners shall ensure there is in force a contract of insurance or other financial security adequate to ensure that the shipowner will be able to meet any liabilities the shipowner may have arising from his obligation to repatriate a seafarer under section 23 of the Merchant Shipping (Maritime Labour Convention) Act.</p> <p>.2 Shipowners shall ensure that the contract of insurance or other financial security is issued by a financial security provider approved by the Director.</p> <p>.3 The contract of insurance or other financial security shall not cease before the end of its period of validity unless the approved financial security provider has given at least 30 days' prior written notice to the Director.</p> <p>.4 The contract of insurance or other financial security shall provide the seafarer or the seafarer's nominated representative direct access to the approved financial security provider, subject to the seafarer or his nominated representative providing to the approved financial security provider the necessary justification of entitlement to such payment. If time is needed to check the validity of certain aspects of the request of the seafarer or the seafarer's nominated representative, this should not prevent the seafarer from immediately receiving such part of the payment requested as is recognised as justified.</p> <p>.5 Shipowners shall carry on board a certificate or other documentary evidence of the contract of insurance or other financial security issued by the approved financial security provider. A copy shall be posted in a conspicuous place on board available to the seafarers.</p> <p>.6 Where more than one financial security provider provides cover, the document provided by each provider shall be carried on board.</p> <p>.7 The certificate or other documentary evidence shall contain the information required in Appendix A2-I of the MLC and shall be in English or accompanied by an English translation.</p> <p><i>Merchant Shipping (Maritime Labour Convention) Act Sections 23, 34 and 34A</i> <i>Merchant Shipping (Maritime Labour Convention) (Financial Security) Regulations</i></p>
<p>16. Financial security relating to shipowners' liability (Regulation 4.2)</p>	<p>.1 Shipowners shall ensure there is in force a contract of insurance or other financial security adequate to ensure that the shipowner will be able to meet any liabilities the shipowner may have, under sections 35(1), 36(2) and 36(3) of the Merchant Shipping (Maritime Labour Convention) Act to provide compensation in the event of death or long term disability to seafarers arising from an occupational injury, illness or hazard.</p> <p>.2 Shipowners shall ensure that the contract of insurance or other financial security is issued by a financial security provider approved by the Director.</p> <p>.3 The contract of insurance or other financial security shall not cease before the end of its period of validity unless the approved financial security provider has given at least 30 days' prior written notice to the Director.</p> <p>.4 Shipowners shall ensure that seafarers receive at least 30 days prior notice if a shipowner's contract of insurance or other financial security is to be cancelled or terminated.</p>

	<p>.5 The approved financial security provider shall notify the Director in writing of any cancellation or termination of any such contract of insurance or other financial security not more than 7 days after such cancellation or termination.</p> <p>.6 A seafarer, or his next of kin, or his representative or designated beneficiary shall not be pressured to accept a payment of an amount less than any compensation for death or long-term disability due to the seafarer.</p> <p>.7 Shipowners shall carry on board a certificate or other documentary evidence of financial security issued by the financial security provider. A copy shall be posted in a conspicuous place on board where it is available to the seafarers.</p> <p>.8 Where more than one financial security provider provides cover, the document provided by each provider shall be carried on board.</p> <p>.9 The certificate or other documentary evidence of financial security shall contain the information required under Appendix A4-I of the MLC and shall be in English or accompanied by an English translation.</p> <p>.10 Parties to the payment of a compensation claim shall use the Model Receipt and Release Form set out in Appendix B4-I of the MLC.</p> <p><i>Merchant Shipping (Maritime Labour Convention) Act Sections 34, 34A, 35, 36, 37, 38 and 39</i> <i>Merchant Shipping (Maritime Labour Convention) (Financial Security) Regulations</i></p>
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Name of Ship	IMO Number	Gross Tonnage

Substantial equivalencies

(Note: Strike out the statement which is not applicable)

The following substantial equivalencies, as provided under Article VI, paragraphs 3 and 4, of the Convention, except where stated above, are noted *(insert description if applicable)*:

.....

.....

No equivalency has been granted.

Name of Ship	IMO Number	Gross Tonnage

Exemptions

(Note: Strike out the statement which is not applicable)

The following exemptions granted by the competent authority as provided in Title 3 of the Convention are noted:

.....

No exemption has been granted.

Resolution on the transitional measures relating to the entry into force of the amendments to the Maritime Labour Convention, 2006, concerning financial security requirements in respect of abandonment of seafarers and for shipowners' liability

The Special Tripartite Committee established by the Governing Body under Article XIII of the Maritime Labour Convention, 2006,

Having met in Geneva from 7 to 11 April 2014,

Having considered and adopted amendments to the Code of the Maritime Labour Convention, 2006,

Recognizing that these amendments are to be submitted to the International Labour Conference for approval in accordance with Article XV of the Convention,

Noting that the amendments establish measures to ensure the provision of an expeditious and effective financial security system to assist seafarers in the event of their abandonment and that financial security is provided for seafarers' claims for compensation in the event of death or long-term disability due to an occupational injury, illness or hazard,

Noting also that the amendments will require important additions to the existing documents provided for under the Maritime Labour Convention, 2006, particularly Parts I and II of the declaration of maritime labour compliance,

Stressing that the amendments are not intended to affect the validity of Maritime Labour Certificates or declarations of maritime labour compliance already issued at the time when the amendments enter into force;

1. Requests Members to recognize the need for a transitional period to issue or renew Maritime Labour Certificates and the related declarations of maritime labour compliance in accordance with the requirements of the Convention as amended;
2. Further requests Members to acknowledge that entry into force of the amendments should not in any way serve to invalidate the Maritime Labour Certificates or declarations of maritime labour compliance that have been duly issued previously in accordance with the Convention and which are still in effect;
3. Urges Members to ensure that the Maritime Labour Certificates and the declarations of maritime labour compliance are issued or renewed so as to comply with the requirements of the Convention as amended, on ships that fly their flag, no later than the date of the first renewal inspection following entry into force of the amendments;

4. Draws the attention of Members to the fact that the above transitional measures relate only to the Maritime Labour Certificates and the declarations of maritime labour compliance and are not in any way intended to affect the rights and obligations of Members, seafarers or shipowners, including the obligation to ensure that all ships are covered by financial security in accordance with the Convention as amended, from the date when the amendments enter into force;
5. Requests Members, including in the exercise of port State control, to recognize Maritime Labour Certificates and declarations of maritime labour compliance, while they are still valid in accordance with the Convention, until the first renewal inspection following entry into force of the amendments.