(If not applicable to vessel, enter N/A)

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| **No** | **Documentation** | **Yes/No** | **Reference** |
| **1.** | **Documentation** |  |  |
| a. | MLC Certificate on board |  | Initial Issue to follow MLC audit by flag / Class |
| b. | Original DMLC Part I (Flag Issued) on board |  |  |
| c. | Original DMLC Part II (Owner Issued) on board |  |  |
| d. | 2 copies of most recent Flag State Inspection available on board – 1 held by Master , another accessible to Crew |  |  |
| e. | Certificate of financial security provider displayed? |  | MLC 2.5 / Company Insurance PolicyImage result for camera icon free |
| **2.** | **Requirements for Seafarers to work on a ship** |  |  |
| a. | Documentary evidence on board that recruitment centre for seafarers is compliant with MLC 2006 |  | Crew > 1.0 Crewing - Onboard procedures > 1.3 Crew employment > 1.3.21 Recruiting |
| b. | Manning Levels in accordance with Min Safe Manning Doc (which must be adequate, in terms of numbers and qualifications, to ensure the safety and security of the ship and it’s personnel under all operating conditions) |  | Crew > 2.0 Crewing - Shore procedures > 2.2 Safe manning |
| c. | All seafarers > 18 years of age |  | MLC allows for 16-18 year olds but V Ships policy is 18+. |
| d. | Valid training and competency certs available for all seafarers   * All seafarers qualified to perform their duties in accordance with Flag State requirements * Records of training in personal safety are maintained on board |  | Crew > 2.0 Crewing - Shore procedures > 2.3 Training  Crew > 1.0 Crewing - Onboard procedures > 1.3 Crew Employment > 1.3.29 Company Crew Certification Requirements |
| **3.** | **Medical Certification** |  |  |
| a. | All seafarers are to have a medical cert (in English) valid for 2 years, or as per flag state requirements - whichever is shortest - issued by an appropriately qualified medical practitioner stating that seafarer is fit for duty.   Watchkeeping Seafarers aged over 55 years are required to be examined by an appropriately qualified medical practitioner every 12 months. |  | Crew > 1.0 Crewing - Onboard procedures > 1.4 Crew Policies  Crew > 1.0 Crewing - Onboard procedures > 1.3 Crew Employment > 1.3.25 Medical fitness of the crew before embarking |
| b. | Medical Certificate to provide details of:   * Hearing , sight and colour vision * Validity of colour vision not to exceed 6 years (or flag State requirements, whichever is shortest) |  | See above |
| **4.** | **Seafarers Employment Agreements (SEAs)** |  |  |
| a. | SEA’s to be signed by the seafarer and the shipowner (or authorised representative) |  | CRW 28 Format |
| b. | Crew members have original copy of SEA on board |  | Crew > 1.0 Crewing - Onboard procedures > 1.3 Crew Employment > 1.3.27 Seafarer Employment Agreements/ Contracts of Employment/Collective Bargaining Agreements |
| c. | English version copies of the SEA and Collective Bargaining agreement (CBA) must be available on board. |  | See above |
| d. | SEA includes notice period for early termination not less than 7 days |  | Crew > 1.0 Crewing - Onboard procedures > 1.3 Crew Employment > 1.3.6 Early Termination |
| e. | Seafarer can terminate contract for compassionate reasons |  | See above |
| f. | SEA must contain items required by MLC 2006 Reg 2.1 Standard A2.1.4 and any other particulars that Flag State Law requires. |  | Crew > 1.0 Crewing - Onboard procedures > 1.3 Crew Employment > 1.3.27 Seafarer Employment Agreements/ Contracts of Employment/Collective Bargaining Agreements |
| g. | Agreement that a seafarer’s employment agreement shall continue to have effect while a seafarer is held captive on or off the ship as a result of acts of piracy or armed robbery against ships, regardless of whether the date fixed for its expiry has passed or either party has given notice to suspend or terminate it. |  | MLC Regulation A2.1 (2018 Amendment) / Crew > 1.0 Crewing - Onboard procedures > 1.1 Crew Administration >1.1.6 Payroll |
| **5.** | **Wages** |  |  |
| a. | Wages paid in accordance with SEA (and CBA if any) |  | Crew > 1.0 Crewing - Onboard procedures > 1.1 Crew Administration > 1.1.6 Payroll |
| b. | Monthly statement of account provided to all seafarers indicating monthly wage and authorised deductions. |  | C616A |
| c. | Allotment facility available with reasonable admin charges and exchange rates |  | Crew > 1.0 Crewing - Onboard procedures > 1.1 Crew Administration > 1.1.6 Payroll |
| d. | No unauthorised deductions such as payment for travel to/from ship. |  | Crew > 1.0 Crewing - Onboard procedures > 1.1 Crew Administration > 1.1.6 Payroll |
| e. | Agreement that where a seafarer is held captive on or off the ship as a result of acts of piracy or armed robbery against ships, wages and other entitlements under the seafarers’ employment agreement, relevant collective bargaining agreement or applicable national laws, including the remittance of any allotments shall continue to be paid during the entire period of captivity and until the seafarer is released and duly or, where the seafarer dies while in captivity, until the date of death as determined in accordance with applicable national laws or regulations. |  | MLC Regulation A2.1 (2018 Amendment) / Crew > 1.0 Crewing - Onboard procedures > 1.1 Crew Administration >1.1.6 Payroll |
| **6.** | **Hours of Work & Rest** |  |  |
| a. | Accurate records of hours of work and rest available and signed by Master and seafarers |  | Crew > 1.0 Crewing - Onboard procedures > 1.5 Crew Welfare > 1.5.6 Seafarers’ Work and Rest |
| b. | Table of Shipboard working arrangements for all positions on board available |  | See above |
| c. | Normal working hours based on 8 hrs per day with 1 day rest per week and rest on public holidays. |  | See above |
| d. | Work/Rest hours in compliance with ILO requirements |  | See above |
| e. | Shipsure Records committed and approved for arrival at Port. |  | Crew > 1.0 Crewing - Onboard procedures > 1.5 Crew Welfare > 1.5.9 Records |
| f. | Where Nonconformities noted, remarks inserted to SS documenting reason and compensatory rest |  | Crew > 1.0 Crewing - Onboard procedures > 1.5 Crew Welfare > 1.5.8 Exceptions and Compensatory Rest |
| **7.** | **Leave and Repatriation** |  |  |
| a. | Minimum annual leave with pay based on 2.5 days per month of employment |  | As per SEA |
| b. | The flag state’s provisions regarding repatriation are available on board |  | Flag Circulars |
| c. | Seafarers are entitled to repatriation after a maximum 12 month period or as stated in SEA. |  | As per SEA |
| d. | Seafarers are entitled to repatriation after a termination of contract or illness. |  | Crew > 1.0 Crewing - Onboard procedures > 1.3 Crew Employment > 1.3.27 Seafarer Employment Agreements/ Contracts of Employment/Collective Bargaining Agreements  Crew > 1.0 Crewing - Onboard procedures > 1.3 Crew Employment > 1.3.5 Crew Signing-off |
| e. | Repatriation costs are covered by ShipOwner. |  | As per SEA |
| **8.** | **Accommodation and recreational facilities** |  |  |
| a. | General Arrangement Plans up to date |  |  |
| b. | Masters weekly inspections of accommodation maintained |  | Fleet Ops > 1.0 Shipboard Administration > 1.3 Shipboard Management > 1.3.4 Internal Shipboard Inspections  OP525 |
| c. | Accommodation spaces clean and in good state of repair. Includes fixtures and fittings. |  | See aboveImage result for camera icon free |
| d. | Mess Rooms are clean, hygienic and comfortable. |  | See aboveImage result for camera icon free |
| e. | Cabins have hot and cold running water |  | See above |
| f. | Bedding is clean and hygienic |  | See above |
| g. | Heating and ventilation adequate. |  | See above |
| h. | Sanitary facilities are accessible, hygienic and working |  | See aboveImage result for camera icon free |
| i. | Laundry facilities clean and in good working order |  | See above |
| j. | Adequate natural and artificial light is available |  | See above |
| k. | Noise and vibration experienced within the accommodation are within limits established by the flag state |  | See above |
| l. | Recreational facilities are appropriate and in good working order (e.g. TV’s, DVD players , sports equipment, etc) |  | Crew > 1.0 Crewing - Onboard procedures > 1.5 Crew Welfare > 1.5.2 Crew Benefit Chart and Recreational Facilities  Form C608B “Recreational Facilities” |
| **9.** | **Food and catering** |  |  |
| a. | Galley and spaces used for food storage are clean, hygienic and in good state of repair |  | Health > 1.0 Hygiene & Sanitation > 1.5 SanitationImage result for camera icon free |
| b. | Temperatures of refrigerators and freezers appropriate |  | Health > 1.0 Hygiene & Sanitation > 1.12 Supply, Delivery, Storage & Distribution |
| c. | Food is good quality, caters for different religious beliefs among crew and is provided free of charge. |  | See above |
| d. | Drinking water is of good quality and the quantity available is appropriate |  | Health > 1.0 Hygiene & Sanitation > 1.9 Safe Water Supplies |
| e. | Cook holds appropriate qualifications and other catering staff are adequately trained in accordance with Flag State laws and regulations. |  | Crew > 1.0 Crewing - Onboard procedures > 1.3 Crew Employment > 1.3.29 Company Crew Certification Requirements  C601D |
| f. | Color coding of knives and chopping boards is as required, and necessary actions implemented to avoid cross contamination. |  | Health > 1.0 Hygiene & Sanitation > 1.15 Food PreparationImage result for camera icon free |
| **10.** | **Medical Care on board ship and ashore** |  |  |
| a. | Health protection and medical care, including essential dental care is available and free of charge to all seafarers |  | Crew > 1.0 Crewing - Onboard procedures > 1.3 Crew Employment > 1.3.32 Crew Medical Care |
| b. | Seafarers have the right to visit a qualified medical doctor or dentist without delay in ports of call, where practicable |  | See above |
| c. | The ship’s hospital is clean and hygienic and for medical use only – it is not used as a cabin or storage space |  | Fleet Ops > 1.0 Shipboard Administration > 1.3 Shipboard Management > 1.3.4 Internal Shipboard Inspections  OP525Image result for camera icon free |
| d. | Medical equipment and supplies are provided and certified as per the flag state’s requirements |  | Health > 2.0 Medical > Medical Stores and Equipment |
| e. | Medical publications are available on board as per the flag state’s requirements |  | SAF 08 Form |
| f. | An up-to-date list of radio contacts where medical advice can be obtained is readily available |  | ALRS Volume 1 |
| g. | The medical log and visit reports are kept up to date. A standard medical report form is used for both onshore and on-board medical personnel and the completed forms are kept confidential |  | Health > 2.0 Medical > 2.1 Confidentiality of Medical Records  Medlog2 |
| **11.** | **Social Security** |  |  |
| a. | As a minimum, cover for medical care, sickness and injury benefit is provided |  | Crew > 1.0 Crewing - Onboard procedures > 1.3 Crew Employment > 1.3.27 Seafarer Employment Agreements/ Contracts of Employment/Collective Bargaining Agreements |
| **12.** | **Health and Safety Protection and accident prevention** |  |  |
| a. | HSE Policy available and people responsible for implementing HSE policies identified. |  | Company & Policies  Company Ops > 12.0 Safety Management > |
| b. | Risk Assessments are carried out. |  | Company Ops > 2.0 HSEQ > 2.1 Risk Assessment |
| c. | Accidents and Incidents are investigated and reported |  | Company Ops > 12.0 Safety Management |
| d. | Safety Committee Meetings are held regularly, minutes available |  | Fleet Ops > 1.0 Shipboard Administration > 1.3 Shipboard Management > 1.3.2 Safety, Environmental Protection and Public Health Committee |
| e. | Seafarers aware of their responsibilities |  | Fleet Ops > 3.0 Shipboard Duties & Responsibilities |

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| f. | On board training and familiarisation carried out |  | Fleet Ops > 4.0 Marine Operations > 4.7 Master and Deck Officer Familiarisation Programme  Fleet Ops > 5.0 Technical Procedures > 5.10 Engineer Office (including Chief Engineer) Familiarisation Programme |
| g. | Safe Working Practices implemented |  | Fleet Ops > 9.0 Safety Management > 9.6 Safe Working Practices |
| h. | PPE is available and used. |  | Fleet Ops > 9.0 Safety Management > 9.6 Safe Working Practices > 9.6.16 Personal Protective Equipment (PPE) |
| i. | PPE items are in date and arrangements are in place to obtain replacement items were required. |  | See above |
| j. | Appropriate measures are in place to address HSE risks |  | Fleet Ops > 9.0 Safety Management > 9.3 Accident and Incident Management |
| k. | Health and Safety Inspections and surveillance are carried out regularly and documented. |  | Fleet Ops > 9.0 Safety Management > 9.3 Accident and Incident ManagementSAF96SAF112 |
| l. | OHS risks with sub-contractors working on board are addressed. All sub-contractors working on board are subject to documented control procedures. |  | Fleet Ops > 9.0 Safety Management > 9.3 Accident and Incident Management  Fleet Ops > 9.0 Safety Management > 9.1 Safety Training and Drills > 9.1.3 Safety Familiarisation of Non-Marine Persons Working Onboard  SAF92 |
| **13.** | **Access to shore based welfare facilities** |  |  |
| a. | All seafarers have access to shore-based welfare facilities |  | Crew > 1.0 Crewing - Onboard procedures > 1.5 Crew Welfare |
| **14.** | **Seafarers complaints** |  |  |
| a. | There is a complaints procedure on board which each crew member has a copy of. |  |  |
| b. | Complaints log on board |  | Crew > 1.0 Crewing - Onboard procedures > 1.4 Crew Policies > 1.4.3 Onboard Complaints Policy and Procedure  C624 |
| c. | Are complaints handled in a timely, fair and effective manner? |  | See above |
| d. | Are contact details available for the flag state and the competent authority in the seafarer’s country of residence? |  | See above |

Master’s Signature Date

Date defects entered into ShipSure