| M/V: | | Seafarer Name: | Rank/Rating: | |
| --- | --- | --- | --- | --- |
| No | Item checked | | | Y/N |
| **MLC checks** | | | | |
|  | Confirm person is a “seafarer” under ship specific Flag interpretation. *(see note 1)* | | |  |
|  | Seafarer’s SRPS (Seafarer Recruitment and Placement Service) is from a state that has ratified MLC 2006 *(see note 2)?* | | |  |
| * If yes, a valid state issued SRPS License (or similar document) to be available | | |  |
| * If no, a RO certificate of MLC compliance to be available | | |  |
|  | The Medical Certificate is MLC compliant, in English and valid for the contracted period (and any extension period permitted by the contract) *(see note 3)* | | |  |
|  | The complaints procedure is explained and contact info provided ([Crew](http://srv-glas301:82/Leisure/content/parent%20category%20topics/crew.htm) > [1.0 Crewing - Onboard procedures](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/ship_crew_management.htm) > 1.4 Crew Policies & C624) | | |  |
| **Any *non-compliant MLC checks* must be advised to the Seafarer, Master, DPA and relevant SRPS** | | | | |
| **Other Boarding Checks** | | | | |
|  | * Welcome onboard and safety training data issued * Passport collected and the validity and applicability of visas verified * Form MED21 “Health Declaration” completed by seafarer * Seaman’s book collected * Articles signed * Signed copy of Form C606A Pre Engagement Briefing and Acknowledgement of Company Policies collected from crew member * C606B Crewmember’s Onboard Acknowledgment of Company Policies signed by non Company Crew * Certification requirements are met and copies collected as per C601D (Company Certification Guidelines) including:   + Safety certification & STCW   + Certificates of Competence * Seafarer advised of   + Code of Conduct (via form C624)   + Familiarisation and Induction Programme   + Hours of Work and Rest recordkeeping ([Crew](http://srv-glas301:82/Leisure/content/parent%20category%20topics/crew.htm) > [1.0 Crewing - Onboard procedures](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/ship_crew_management.htm) > 1.5 Crew Welfare)   + Crew benefit Chart / Recreational facilities explained * Name badge issued * Cabin assigned and door card / key and ID card issued * Crew manifest / payroll system updated | | |  |
| *The items above are to be checked in conjunction with any Flag Specific requirements*  *This checklist to be attached to the crewmember’s onboard personal file* | | | | |

Designated Crew Officer:

Name: ……………………… Signature: …………….…… Date: …………..……… Place: ……………..………..

*Note 1*

The following are NOT normally considered seafarers: pilots, ship surveyors and auditors, equipment repair/service technicians and riding crew whose principal place of employment is onshore, guest entertainers who work occasionally and short term on board with their principal place of employment being onshore

*Note 2*

*Each SRPS should have a certificate of compliance or license issued either by the appropriate authority in a ratifying state or a Recognised Organisation i.e. RINA. Lloyds, GL, DNV. A copy of this license or certificate should be held onboard for each provider of personnel.*

*Note 3*

Medical Certificate in English and includes

1. Valid for a maximum of two years except
   * seafarers under age of 18 – for max one year
   * up to 6 years only for those seafarers requiring a STCW colour vision certificate
2. in accordance with any Flag specific requirements if any
3. The medical practitioner who issued the certificate is recognised by the Flag as being duly qualified to issue such a certificate
4. states that sight, hearing (colour vision if applicable) are satisfactory
5. Seafarer medically fit to perform the duties they are to carry out and not suffering from any medical condition (if/as defined by Flag (DMLC I) that is likely to be aggravated by service at sea or to render the seafarer unfit for such service or to endanger the health of other persons on board
6. Food Handlers to have had stool tests within the last 2 years