**MLC COMPLIANCE CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vessel: |  |  | Date: |  |
| Voyage No: |  |  |  |  |

This form is to be completed and send to the office every quarterly **(Jan/April/July/Oct)** and before the MLC external inspection.

| **No.** | **Checks** | | | | | **Tick ()** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Regulation 1.1 - Minimum Age** | | | | | |  | |
| 1. | Using the crew list to check crew age not less than 18 years of age. | | | | |  | |
| **Regulation 1.2 & 1.3 - Medical Certification and Qualifications of seafarers** | | | | | |  | |
| 2. | Valid Medical fitness Certificate and is in English Language. | | | | |  | |
| 3. | List of company medical centre in the SMS Volume III, Section 27.9 | | | | |  | |
| 4. | Using the SP028 – Record of Officer/Crew licence and certificate status to check all license and certificates are available and still valid | | | | |  | |
| 5. | Memorandum of Agreement between TCC and Halcyon Marine | | | | |  | |
| 6. | License and Certificate of Accreditation of Halcyon | | | | |  | |
| **Regulation 2.1 – Seafarers’ Employment Agreement** | | | | | |  | |
| 7. | Copy of Collective Bargaining Agreement is available and valid. It is posted in the notice board | | | | |  | |
| 8. | Original of the duly signed crew agreement (SEA) on board, Crew/Master is to make accessible for review by PSC/MLC Inspector. | | | | |  | |
| 9. | Understand not to make any entry to the Seaman discharge book on their performance even though such documents provided the space for each entry. | | | | |  | |
| **Regulation 1.4 - Manning Agency** | | | | | |  | |
| 10. | Copy of the Crew Manning Agreement between owners and Manning Agency | | | | |  | |
| 11. | Manning Agency License | | | | |  | |
| **Regulation 2.3 & 2.5- Hours of work or rest, Repatriation** | | | | | |  | |
| 12. | ISF system for Work/Rest hours updated. | | | | |  | |
| 13 | Any NC in the work/rest is to be reported to the Manning Dept. | | | | |  | |
| 14. | All crew are given a signed copy of their individual Work/Rest hour record. | | | | |  | |
| 15. | Posting the Shipboard working Arrangement – SP027 and Duty Watch in work places | | | | |  | |
| **Regulation 2.7 – Manning levels for the ship** | | | | | |  | |
| 16. | Original copy of the Safe Manning Certificate on board | | | | |  | |
| **Regulation 3.1 – Accommodation** | | | | | |  | |
| 17. | Original copy of the Crew Accommodation Certificate OR Statement of Fact available | | | | |  | |
| 18. | Positing a copy of the Crew Accommodation Certificate OR Statement of Fact in the Notice board. | | | | |  | |
| 19. | Weekly inspection of the accommodation including sanitary, hospital, recreation, etc... | | | | |  | |
| 20. | Weekly inspection of the supplies of food and drinking water, spaces storage space and equipment for handling and serving the food. | | | | |  | |
| 21. | Record the inspections made in No.3 & 4 into the Official log book and countering by one of the catering personnel. | | | | |  | |
| 22. | Recreation Facilities kept clean and in order, item as per the Welfare entertainment list. | | | | |  | |
| 23. | Monthly to conduct potable water test at two locations and record in safety meeting minute and Official Log Book. | | | | |  | |
| 24. | Understand the procedure in Volume III, Section 20 – Accommodation Inspection provides the procedures on Air-Conditioning system, Heating, Vibration, Noise, Lighting and Drinking Water | | | | |  | |
| 25. | All water cooler, toilet flushing, no blown light, galley and pantry is clean | | | | |  | |
| 26. | Not more than 1 crew per berth and hospital cannot be used as cabin | | | | |  | |
| **Regulation 3.1 – Onboard Recreation Facilities** | | | | | |  | |
| 27. | Record on the welfare and recreation item purchased from the Welfare funds | | | | |  | |
| 28. | Recreation facilities maintained and functional | | | | |  | |
| **Regulation 3.2 - Food and Catering** | | | | | |  | |
| 29. | Last Fresh water tank cleaning record. | | | | |  | |
| 30. | Latest report on the Provision Liquation Record available and provision inventory updated | | | | |  | |
| 31. | Victualing Committee prepare the Food Menu. | | | | |  | |
| 32. | Minutes of the Victualing Committee monthly Meeting | | | | |  | |
| 33. | Chief Cook has certificate as per the ILO standard Convention No. 69 of 1946. | | | | |  | |
| **Regulation 4.3 - Health and Safety and accident prevention** | | | | | |  | |
| 34. | Posting the Health Policy | | | | |  | |
| 35. | Crew are aware of the Health Policy & programmes   1. Monthly monitoring of Blood pressure and record in safety meeting minute. 2. Health Watch by Britannia 3. Tread Mill for age over 40 years old. 4. Weight monitor for crew with BMI over 30 | | | | |  | |
| 36. | Copy of latest edition ‘Safe Working practices for Merchant Seaman’ | | | | |  | |
| 37. | Records in order on Work permits issued:  - Hot Work / Cold Work / Enclosed space entry / Working Aloft/Over side / High Voltage work /  Underwater work | | | | |  | |
| 38. | Form SM052 - Lock Out/Tag Out log completed | | | | |  | |
| 39. | Inventory of PPE and produced regarding to PPE (Volume IV, Section 1, Chapter 19) | | | | |  | |
| 40. | Daily tool box meeting conducted | | | | |  | |
| 41. | Update the SAFIR for incident & Near miss reporting | | | | |  | |
| 42. | All Senior Officers attended the Incident and Investigation Training Course with certificate | | | | |  | |
| 43. | Report any occupational accidents, injuries and diseases to office for corrective action before forwarding to the Flag Administration. | | | | |  | |
| 44. | Filed all the Fleet Notice, Fleet Advisory or Safety Alert and quarterly safety newsletter shared with the crew | | | | |  | |
| 45. | Latest Company & Vessel KPI results | | | | |  | |
| 46. | Risk assessment carried out on hazardous job using the Form SM018 – Job Hazard Assessment. | | | | |  | |
| 47. | Safety meeting held and minutes maintained which includes record of health programme. | | | | |  | |
| 48. | Chief Officer and Second Engineer are appointed as the Safety Representative. | | | | |  | |
| 49. | Safety posters | | | | |  | |
| 50. | All newly joined seafarers must have the safety familiarization training conducted and SP001 – Welcome on board form completed. | | | | |  | |
| 51. | Onboard safety training records up-to-date | | | | |  | |
| 52. | All crew have valid Basic Safety Training e.g. Personal Survival Technique, Fire Prevention & fire fighting, Elementary first aid, Personal safety & social responsibility certificates | | | | |  | |
| 53. | Reporting of any occupational accidents, injuries and diseases to the Mercantile Marine Office and correcting unsafe conditions. | | | | |  | |
| **Regulation 4.1 - On board Medical Care** | | | | | |  | |
| 54. | Valid Medicine Chest certificate on board | | | | |  | |
| 55. | For injury and illness to complete the form SP020 and request to visit doctor the form SP022. | | | | |  | |
| 56. | Valid Druggist certificate. | | | | |  | |
| 57. | Medicine and Medical Inventory updated | | | | |  | |
| 58. | Procedure on Radio Medical advice (Volume VI, Section 4.3) | | | | |  | |
| 59. | Vessel has on board the latest edition ‘International Medical Guide for ships’ | | | | |  | |
| 60. | Latest edition International code of signal. | | | | |  | |
| **Regulation 4.2 – Financial Security relating to ship owners’ liability** | | | | | |  | |
| 61. | Financial security to ensure the repatriation of crew (See P&I Club, Britannia Rule No. 19 – Repatriation (G). | | | | |  | |
| 62. | Valid P&I Club certificate of insurance (In English) 4.2 and 2.5 are placed on board and copy is posted in a conspicuous place available to all crew. | | | | |  | |
| **Regulation 5.1.5 - On Board Compliant** | | | | | |  | |
| 63. | Copy of the Onboard compliant procedure and form SP026 to be given to crew either before joining or on board. | | | | |  | |
| 64. | Copy of the Grievance/On board Compliant procedure and form posted | | | | |  | |
| 65. | The Master is to complete and provide the name/rank and contact detail of the person who can advise and assist the crew on complaint procedure. | | | | |  | |
| **Regulation 2.2 - Payment of wages** | | | | | |  | |
| 66. | Allotment Note of crew on board | | | | |  | |
| 67. | Monthly overtime Report updated for the month | | | | |  | |
| 68. | Statement of wage account given to the crew monthly | | | | |  | |
| 69. | Additional allotment made by the crew | | | | |  | |
| 70. | Monthly Overtime Report SP035 completed and signed by Master and crew | | | | |  | |
| **Others** | | | | | |  | |
| 71. | Display a valid MLC and DMLC in a conspicuous place on board where it is available to all crew. | | | | |  | |
| **Remarks:** | | | | | | | |
| Master Name: | |  |  |  |  | |
| Signature: | |  |  |  |  | |