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| Authorization No.: |  |

### Intermaritime Certification Services (ICS)

### Maritime Labour Convention (MLC, 2006)

### MLC-Shipboard inspection

### checklist for tour of ship

This checklist is to be used during Initial, Intermediate, Renewal and Additional Shipboard Inspections, as applicable and appropriate. The DMLC Part II should be reviewed under consideration of the national requirements in DMLC Part I before performing the inspection, in order to review the shipowner’s measures for implementation *(Guidance is printed in italic for a better reference)*

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| Place: |  |  | Date |  |
|  | ( Place of issue of Checklist) |  |  | ( Day, Month, Year) |

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| Name of ship: |  |
| Name of the Registered Owner(\*): |  |
| Address of the Registered Owner(\*): |  |
| Name of the Company(\*): |  |
| Address of the Company(\*): |  |
| IMO Unique Registered Owner Identification Number: |  |
| IMO Unique Company Identification Number: |  |
| Distinctive number or letters: |  |
| Port of registry: |  |
| Date of registry: |  |
| Gross tonnage: |  |
| IMO number: |  |
| Type of ship: |  |

(\*) If the Registered Owner and the Company is the same, please kindly indicate the name and address information in only one box.

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| **ILO MLC** | **Questions** | | **Ship** | | | **Comments / Documents**  **seen** |
|  |  | | **Yes** | **No** | **NA** |  |
| **Title 3 Accommodation, recreational facilities, food and catering** | | | | | | |
| **3.1 Accommodation and recreational facilities** | | | | | | |
| **General requirements of accommodation** | | | | | | |
| **A3.1.6 (g)** | | The drainage provided in all areas of the accommodation are in good working order. |  |  |  |  |
| **Ventilation and heating** | | | | | | |
| **A3.1.7 (a)** | | The sleeping rooms and mess rooms are adequately ventilated and the ventilation is functioning. |  |  |  |  |
| **A3.1.7(b)** | | The vessel is equipped with an air condition and is functioning (depending on vessel’s operation in area where an air conditioning is necessary). |  |  |  |  |
| **A3.1.7 (d)** | | An adequate system of heating through an appropriate system has been provided (not required for ships engaged exclusively in tropical climates). |  |  |  |  |
| **Lighting** | | | | | | |
| **A3.1.6(g)** | | Proper lighting is provided for the accommodation and functioning. |  |  |  |  |
| **A3.1.8** | | Mess rooms and sleeping rooms are lit by natural light and have been provided with artificial light (special arrangements in passenger ships might be permitted). |  |  |  |  |
| **B3.1.4.1** | | Electric light has been provided in crew accommodations as well as emergency lighting (or two independent sources of electricity). |  |  |  |  |
| Sleeping rooms | | | | | | |
| **A3.1.9** | | Separate sleeping rooms are provided for each seafarer (if possible). |  |  |  |  |
| **A3.1.9(b)** | | Separate sleeping rooms are provided for men and for women. |  |  |  |  |
| **A3.1.9(c)** | | A separate berth is provided for each crew member. |  |  |  |  |
| **A3.1.9 (d)** | | A separate berth is provided for each crew member. |  |  |  |  |
| **B3.1.5.14** | | Each sleeping room has been provided with curtains or equivalent for the sidelights. |  |  |  |  |
|  | | Each sleeping room has been provided with the following furniture: | | | | |
| **B3.1.5.15** | | - mirror |  |  |  |  |
| **B3.1.5.15** | | - small cabinets for toilet requisites |  |  |  |  |
| **B3.1.5.15** | | - book rack |  |  |  |  |
| **B3.1.5.15** | | - sufficient coat hooks |  |  |  |  |

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| **ILO**  **MLC** | **Questions** | **Ship** | | | **Comments / Documents**  **seen** |
| **Yes** | **No** | **NA** |
| **Mess rooms** | | | | | |
| **B3.1.6.2** | If mess rooms are separated, separate mess room accommodations have been provided on board for: | | | | |
|  | a) master and officers |  |  |  |  |
|  | b) petty officers and other seafarers |  |  |  |  |
| **B3.1.6.4** | The mess rooms are equipped with tables and seats sufficient to accommodate the greatest number of crew. |  |  |  |  |
| **B3.1.6.5** | There are available on board: | | | | |
|  | a) a refrigerator of sufficient capacity for the number of persons using the mess room/rooms |  |  |  |  |
|  | b) facilities for hot beverages |  |  |  |  |
|  | c) cool water facilities |  |  |  |  |
| **Sanitary accommodation** | | | | | |
| **A3.1.11(a)** | All seafarers have convenient access to sanitary facilities. |  |  |  |  |
| **A3.1.11(a)** | Minimum standards of health and hygiene and reasonable standards of comfort are met. |  |  |  |  |
| ***Check****: if cleaning procedures in place and carried out in regularly intervals* | | | | | |
| **A3.1.11(a)** | Separate sanitary facilities are provided for men and for women. |  |  |  |  |
| **A3.1.11(c)** | The minimum standard of one toilet, one wash basin and one tub or shower or both for every six persons or less who do not have personal facilities have been provided at a convenient location. |  |  |  |  |
| **A3.1.11(f)** | Hot and cold running fresh water is available in all wash places. |  |  |  |  |
| **B3.1.7.2** | Toilets are provided with an ample flush of water or with some other suitable flushing means, such as air. |  |  |  |  |
| **Laundry** | | | | | |
| **A3.1.13** | Facilities are provided (washing machines, drying machines or heated and ventilated drying rooms, irons and ironing boards or their equivalent) for washing, drying and ironing clothes. |  |  |  |  |
| ***Check****: if the equipment is available and in good working order and regularly maintained; separate washing machines should be available for working and casual clothes* | | | | | |
| **Access to open decks** | | | | | |
| **A3.1.14** | Seafarers do have access to an open deck which has an adequate area with regard to the size of the ship and the number of seafarers. |  |  |  |  |

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| **No.** | **Questions** | **Ship** | | | **Comments / Documents**  **seen** |
| **Yes** | **No** | **NA** |
| **Mosquito devices** | | | | | |
| **A3.1.16** | If the ship is regularly trading to mosquito infested ports:  Adequate provisions for protection are made (e.g. anti-mosquito devices as suitable screens to side scuttles, ventilators and doors to the open deck). |  |  |  |  |
| **Recreational facilities, amenities and services** | | | | | |
| **A3.1.17** | There are appropriate seafarers’ recreational facilities, amenities and services. |  |  |  |  |
| **B3.1.11.2** | Furnishings for recreational facilities include as a minimum: | | | | |
|  | - a bookcase |  |  |  |  |
|  | - facilities for reading, writing |  |  |  |  |
|  | - (where practicable) games. |  |  |  |  |
| **B3.1.11.4** | Following recreational facilities are available at no cost to the seafarer (please mark which facilities are available): | | | | |
|  | 1. a smoking room; |  |  |  |  |
|  | 1. television viewing and the reception of radio broadcasts; |  |  |  |  |
|  | 1. showing of films, the stock of which should be adequate for the duration of the voyage and, where necessary, changed at reasonable intervals; |  |  |  |  |
|  | 1. sports equipment including exercise equipment, table games and deck games; |  |  |  |  |
|  | 1. where possible, facilities for swimming; |  |  |  |  |
|  | 1. a library containing vocational and other books, the stock of which should be adequate for the duration of the voyage and changed at reasonable intervals; |  |  |  |  |
|  | 1. facilities for recreational handicrafts; |  |  |  |  |
|  | 1. electronic equipment such as a radio, television, video recorders, DVD/CD player, personal computer and software and cassette recorder/player; |  |  |  |  |
|  | 1. where appropriate, the provision of bars on board for seafarers unless these are contrary to national, religious or social customs; |  |  |  |  |
|  | 1. 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. |  |  |  |  |
| **B3.1.10.1** | The following utensils are provided by the shipowner for each seafarer: | | | | |
|  | 1. clean bedding and mess utensils |  |  |  |  |
|  | 1. bedding of good quality |  |  |  |  |
|  | 1. plates, cups and other mess utensils of material which can be easily cleaned |  |  |  |  |
|  | 1. towels, soap and toilet paper |  |  |  |  |

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| **No.** | **Questions** | **Ship** | | | **Comments / Documents**  **seen** |
| **Yes** | **No** | **NA** |
| **A3.1.19** | The different and distinctive religious and social practices without the discrimination of seafarers are taken into account for the application and fairly variation of this standard. |  |  |  |  |
| **Hospital accommodation** | | | | | |
| **A3.1.12** | The hospital is exclusively used to accommodate sick persons. |  |  |  |  |
| **B3.1.8.1** | The hospital is designed so as to facilitate consultation and the giving of medical first aid and to help prevent the spread of infectious diseases. |  |  |  |  |
| **B3.1.8.2** | Arrangements are made in respect to the berths, lighting, ventilation, heating and water supply to ensure the comfort and facilitate the treatment of the occupants. |  |  |  |  |
| ***Check****: the hospital acc. to the relevant World Health Organization (WHO) or national standards for compliance.* | | | | | |
| **3.2** | **Food and catering** | | | | |
| **3.2.2** | Food and drinking water is supplied to all seafarers free of charge. |  |  |  |  |
| **A3.2.2(a)** | Food and drinking water is supplied in a sufficient quantity and quality, i.e. with a suitable amount of drinking water and food of good nutritional value, quality and variety for the number of crew and the duration of voyage. |  |  |  |  |
| ***Check****:*  *- the quality and quantity of food during inspection of galley and storage areas (e.g. expiry dates)*  *- quality of water during inspection of cabins, galley, sanitary facilities, changing rooms* | | | | | |
| **A3.2.2(b)** | The ship is equipped with appropriate staff and equipment for the preparation of adequate meals in hygienic conditions. |  |  |  |  |
| ***Check****: the galley and equipment* | | | | | |
| **Title 4 Health protection, medical care, welfare and social security protection** | | | | | |
| **4.1** | **Medical care on board ship and ashore** | | | | |
| **A4.1.4** | The medicine chest and its contents, medical equipment and medical guide are properly maintained. |  |  |  |  |
| ***Check****: Medical chest certificate, inventory book and on sampling basis the labelling, expiry dates and conditions of storage of the medicines and directions for their use as required by the Flag State* | | | | | |
| **A4.1.2** | The standard medical report form adopted by the flag State is available on board and is used correctly. |  |  |  |  |
| ***Check****:*  *- that medical report forms are carried on board*  *- that the contents of the completed medical forms is kept confidential and protected and are in use only to facilitate the treatment of seafarers* | | | | | |

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| **No.** | | | | **Questions** | | **Ship** | | | | | | **Comments / Documents**  **seen** |
| **Yes** | | **No** | | **NA** | |
| **A4.1.1(d)** | | | | Lists of stations and procedures for radio/satellite communication exist. | |  | |  | |  | |  |
| **B4.1.1.1(a)** | | | | The seafarer assigned to provide medical care / first aid is familiar with submitting and receiving medical information by radio/satellite communication. | |  | |  | |  | |  |
| **B4.1.1** | | | | The International Medical Guide for Ships, the Medical First Aid Guide for Use in Accidents Involving Dangerous Goods, the Document for Guidance – An International Maritime Training Guide, and the medical section of the International Code of Signals are available on board. | |  | |  | |  | |  |
| **4.3** | | | | **Health and safety protection and accident prevention** | |  | |  | |  | |  |
| **4.3.1** | | | | The working and living environment on ships is safe and hygienic. | |  | |  | |  | |  |
| ***Visual inspection****: of all working and living areas* | | | | | | | | | | | | |
| **A4.3.1(b)** | | | | Reasonable precautions are implemented to prevent occupational accidents, injuries and diseases, including: | |  | |  | |  | |  |
|  | | | | Measures to reduce the risk of exposure to chemicals | |  | |  | |  | |  |
|  | | | | Measures to reduce the risk that may arise from use of equipment and machinery and of exposure to harmful levels of ambient factors. | |  | |  | |  | |  |
| ***Check****:*   * *if relevant hazards are posted to the attention of the seafarers* * *if publicity materials such as posters, audiovisual material are available on board* * *if following subjects are considered:* * *machinery* * *extreme surface temperature (high or low)* * *effects of noise and vibration* * *effects of ambient factors (e.g. tobacco smoke)* * *safety measures on and below deck* * *cargo equipment* * *mooring equipment* * *dangerous cargo and ballast* * *personal protective equipment* * *working aloft and in enclosed spaces* * *fatigue, drug abuse, HIV / AIDS protection, emergency and accident response* | | | | | | | | | | | | |
| **A4.3.1(c)** | | | Personal Protective Equipment (PPE) is available in sufficient number, maintained in good condition and is used by the seafarers. | | |  | |  | |  | |  |
| **Title 5. Compliance and enforcement** | | | | | | | | | | | | |
| **5.1.1** | | **General principles** | | | | | | | | | | |
| **A5.1.1.2** | | A copy of the MLC, 2006 is available to all seafarers on board. | | |  | |  | |  | |  | |
| **5.1.5** | | **On-board complaint procedure** | | | | | | | | | | |
| **A5.1.5.1** | | All seafarers are provided with a copy of the on-board complaint procedure (in the working language). | | |  | |  | |  | |  | |
| **General comments:** | | | | | | | | | | | | |
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It is recommended that:

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| A Full Term MLC may be issued valid for a period of five (5) years. ………………...……………..……………. |  | |  |
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| No Full Term MLC to be issued until Non-Conformities has been close-up at an Additional Inspection (Follow-up Inspection).………………………………..…….…………………………………………….……………….… |  | |  |
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| I have issued the MLC-ST Certificate No. | | | | | | |  | | | | at | |  | |
|  | | | | | | |  | | | |  | | (Place of issue of MLC-ST Certificate) | |
| the |  | | of | |  | | | of |  | | | . | | |
|  | (Day) | |  | | (Month) | | |  | (Year) | | |  | | |
|  |  | |  | |  | | |  |  | | |  | | |
| Valid until: | |  | | of | |  | | of | |  | | | | . |
|  | | (Day) | |  | | (Month) | |  | | (Year) | | | |  |
|  | |  | |  | |  | |  | |  | | | |  |
| **Note: MLC-ST Certificate following Initial or Renewal Inspection should be issued for a period not exceeding five (5) months.** | | | | | | | | | | | | | | |
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| The Existing MLC Certificate No. | | | |  | | | has been endorsed at: | |  |
|  | | | | |  | | | | (Place of issue of endorsement) |
| the |  | of |  | | | of |  | . | |
|  | (Day) |  | (Month) | | |  | (Year) |  | |

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| The Existing MLC Certificate No. |  | has not been endorsed until Non-Conformities have been |
| close-up at an Additional Inspection (Follow-Up Inspection) | | |

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| Issued at : | |  | the |  | of |  | of |  | | . | |
|  | | (Place of issue of Checklist) |  | (Day) |  | (Month) |  | (Year) | |  | |
|  |  | | | | | | | |  | |
| Name and Signature of duly authorized MLC Inspector | | | | | | | | | | |
| By: Intermaritime Certification Services (ICS) | | | | | | | | | | |