


 Certifying  
 Authority Logo

**MARITIME LABOUR CONVENTION, 2006,**  
**SMALL VESSEL INSPECTION REPORT**

The shipowner is legally responsible to ensure that all provisions of UK legislation are complied with.

**1. Ship's particulars**

- 1.1 Name of ship: 1.2: Distinctive number or letters:
- 1.3 Port of Registry: 1.4 Gross Tonnage:
- 1.5 IMO number: 1.6 Type of ship:
- 1.7: Date of build (if during 2014 include day and month):
- 1.8 Name and address of shipowner:
- 1.9 Location of inspection:
- 1.10 Maximum number of seafarers accommodated on-board:

**2. Mandatory Inspection Items**

*(guidance is provided in italics)*

<b>1. Minimum age</b>	
1.1 The shipowner has a system in place to verify that seafarers on-board are 16 years of age or over.  <i>(Minimum age) no person below the age of 16 years shall be employed, engaged or work on the vessel. A young seafarer is defined as a seafarer under the age of 18.</i>	<b>YES/NO</b>
1.2 Seafarers under 18 years of age are listed on the ALC 1C form.	<b>YES/NO/NA</b>
1.3 A risk assessment has been carried out for any employees under 18 years of age, specific to the risks for young persons.	<b>YES/NO/NA</b>

<p><i>(Hours of rest) There is a prohibition on young seafarers working at night, which as a minimum must include a period of at least 9 hours starting no later than midnight and ending no earlier than 0500hrs. However, a seafarer aged 16 or 17 may work at night if the work forms part of an established training programme.</i></p> <p><i>(Health and safety protection and accident prevention) Measures shall be put in place to protect young seafarers from carrying out any work that is likely to jeopardise their health and safety.</i></p>	
<p><b>2. Medical Certification</b></p>	
<p>2.1 If the vessel is operating up to 60 miles from a safe haven, all the seafarers have either a valid ENG1 (or accepted equivalent) or ML5 medical fitness certificate, as appropriate.</p>	<p><b>YES/NO/NA</b></p>
<p>2.2 If the vessel is operating more than 60 miles from a safe haven, all the seafarers have a valid ENG1 medical fitness certificate (or accepted equivalent)</p>	<p><b>YES/NO/NA</b></p>
<p>2.3 There are no restrictions on the medical fitness certificates that prevent the seafarer from undertaking their duties on board.</p>	<p><b>YES/NO</b></p>
<p>2.4 The company has a system for ensuring that the seafarers it employs have suitable and valid medical fitness certificates.</p>	<p><b>YES/NO</b></p>
<p><b>3. Qualifications of seafarers</b></p>	
<p>3.1 The skipper has the required certificate of competency for the operating area.</p>	<p><b>YES/NO</b></p>
<p>3.2 The mate has the required certificate of competency for the operating area.</p>	<p><b>YES/NO/NA</b></p>
<p>3.3 There is somebody onboard with the required engineering qualifications.</p>	<p><b>YES/NO/NA</b></p>
<p>3.4 There are second people available to assist the skipper in an emergency or deemed by the skipper to be experienced.</p>	<p><b>YES/NO/NA</b></p>
<p>3.5 The company has a system for ensuring that the seafarers it employs are correctly qualified for the voyages they undertake.</p>	<p><b>YES/NO</b></p>

3.6 The company provides familiarisation training for its seafarers.	YES/NO
<b>4. Seafarers' Employment Agreements (SEA)</b>	
<p>4.1 The SEA complies with the minimum standards.</p> <p><i>Shipowners and all seafarers working on the vessel must have a signed original SEA meeting the minimum requirements in MGN 477(M) on Seafarer Employment Agreements. MCA have posted a model format of an SEA on their website at <a href="https://www.gov.uk/guidance/mlc-2006-titles-1-to-5-regulations-guidance-and-information">https://www.gov.uk/guidance/mlc-2006-titles-1-to-5-regulations-guidance-and-information</a>. The SEA and any document forming part of the SEA, if they are not in English should be available on board with an English translation. Seafarers shall be given a document in English containing a record of their employment on the ship.</i></p> <p><i>The SEA must specify arrangements for termination, which must provide for at least 7 days notice by the shipowner and the seafarer, the shipowner must be required to give as much notice as the seafarer.</i></p> <p><i>Seafarers must be given a minimum 2.5 days per month paid leave and a further 8 days in lieu of UK public holidays. Seafarers are to be granted shore leave to benefit their health and well-being consistent with the operational requirements of their positions.</i></p> <p><i>The SEA must state the destination for repatriation. Shipowners are prohibited from requiring seafarers to make an advance payment towards the cost of repatriation.</i></p> <p><i>The SEA must specify the health and social security protection provided by the shipowner (i.e. medical care, compensation in case of death or long term disability of seafarer due to occupational injury, illness or hazard).</i></p>	<p>YES/NO/NA*</p> <p>*where the shipowner is the sole seafarer on-board</p>
4.2 All seafarers on-board have an SEA.	YES/NO
4.3 The company has a system for ensuring all seafarers it employs have an SEA.	YES/NO
4.4 Occasional staff have a contract of employment	YES/NO/NA
<b>5. Use of any licensed or certified or regulation private recruitment and placement service</b>	
<p>5.1 If a recruitment and placement service is used, are they based in an MLC ratifying country?</p> <p><i>Shipowners must only use seafarer recruitment and placement services, certified by ratifying countries OR recruitment and placement services that</i></p>	YES/NO/NA

<i>can demonstrate conformity to the MLC requirements for recruitment and placement.</i>	
5.2 If the recruitment and placement service is not in a ratifying country, has the shipowner verified their compliance with the MLC?	<b>YES/NO/NA</b>
<b>6. Hours of rest</b>	
6.1 The schedule is posted up and in compliance with the minimum standard.	<b>YES/NO</b>
6.2 The records of hours of rest are kept in the format required in MSN 1877(M) Amendment 1.	<b>YES/NO</b>
6.3 The standards for minimum hours of rest and being complied with.  <i>The minimum limits on hours of rest provided by the shipowner shall be 10 hours in any 24 hour period, which may be divided into no more than two (2) periods – one of which shall be at least six (6) hours in length, and no more than 14 hours between any consecutive periods; and 77 hours in any seven day period.</i>	<b>YES/NO</b>
<b>7. Manning levels for the ship</b>	
7.1 Manning levels are adequate	<b>YES/NO</b>
7.2 There is a procedure for briefing the second person on assisting the skipper	<b>YES/NO</b>
7.3 The company has a system for ensuring that there are sufficient seafarers/persons on-board the vessel	<b>YES/NO</b>
<b>8. Accommodation</b>  <b>Applicable to ships constructed on or after 7 August 2014. Ships built prior to 7 August 2014 shall comply with existing national standards in force when they were built or last substantially modified.</b>  <b>Standard complied with: [Give year of build and title of statutory standard – e.g. MGN/MSN number, Code title]</b>	
8.1 Access/Escape arrangements	<b>YES/NO/NA</b>

8.2 Headroom	YES/NO/NA
8.3 Ventilation	YES/NO/NA
8.4 Air conditioning ( $\geq 200$ GT only)	YES/NO/NA
8.5 Heating and insulation	YES/NO/NA
8.6 Lighting	YES/NO/NA
8.7 Water services and provision	YES/NO/NA
8.8 Hand holds and grab rails	YES/NO/NA
8.9 Sleeping accommodation	YES/NO/NA
8.10 Sanitary facilities	YES/NO/NA
8.11 Laundry facilities ( $\geq 200$ GT only)	YES/NO/NA
8.12 Mess rooms	YES/NO/NA
8.13 Stowage facilities for personal effects	YES/NO/NA
8.14 Machinery space boundaries	YES/NO/NA
8.15 Securing of heavy equipment	YES/NO/NA
8.16 Hospital accommodation (15 or more seafarers on a voyage >3 days)	YES/NO/NA
8.17 Protection from mosquitoes	YES/NO/NA
8.18 Master's inspections	YES/NO/NA
<b>9. On-board recreational facilities</b>	

<p>9.1 Recreational facilities are provided on-board</p> <p><i>Shipowners to provide appropriate seafarers' recreational facilities, amenities and services, as adapted to meet the special needs of seafarers who must live and work on ships. Examples of recreational facilities include reading and writing facilities and, where practicable, games.</i></p>	YES/NO
<p>9.2 There is an open desk space provided, with safe access that protects seafarers from the elements during any rest period.</p>	YES/NO
<p><b>10. Food and catering</b></p>	
<p>10.1 The shipowner has a system in place to verify that adequate food is provided to all seafarers free of charge.</p> <p><i>Food must be supplied free of charge to seafarers and is suitable in terms of quality, nutritional value, quality and variety.</i></p>	YES/NO
<p>10.2 The catering facilities on-board are fitted with a sink, a means of cooking and adequate working surface for the preparation of food. The floor surface in the galley area is non-slip. The facilities are hygienic.</p>	YES/NO
<p>10.3 The furniture and fittings in the galley are made of a material which is impervious to dirt and moisture. Metal parts are rust resistant.</p>	YES/NO
<p>10.4 There is adequate ventilation in the galley and a supply of fresh air to discharge fumes to the open air.</p>	YES/NO
<p>10.5 Gimballed cooking appliances have a crash bar and there is a means of locking the gimbal.</p>	YES/NO/NA
<p>10.6 On sailing vessels there is a means to secure the cook in position with both hands free for working.</p>	YES/NO
<p>10.7 There are secure and hygienic storage facilities for food and garbage.</p>	YES/NO
<p>10.8 There is a messing area provided which accommodates the greatest number of people likely to be messing at one time.</p>	YES/NO
<p>10.9 The company has a system for ensuring that there is somebody with accepted food hygiene training to supervise the preparation and cooking of food for seafarers on-board the vessel.</p>	YES/NO

<b>11. Health and safety and accident prevention</b>	
11.1 There are written risk assessments, or the inspector is satisfied that crew have demonstrated that they are aware of the risks verbally/	<b>YES/NO</b>
11.2 There are no obvious health and safety problems.  <i>The shipowner shall ensure as far as practicable, the health and safety of seafarers on-board the ship. In carrying out this duty the shipowner shall ensure reasonable precautions are taken to prevent occupational accidents, injuries and diseases on-board ship.</i>	<b>YES/NO</b>
11.3 Complaints from seafarers are being suitably dealt with.	<b>YES/NO</b>
11.4 Where there are 5 or more crew members there are records of safety committee meetings.	<b>YES/NO/NA</b>
<b>12. On-board medical care</b>	
12.1 Medical stores are in accordance with MSN 1905 and in date.	<b>YES/NO</b>
12.2 There is somebody on-board with adequate first aid training.  <i>For vessels operating internationally, the skipper and/or another member of the crew must hold a valid First Aid or Medical Care qualification in accordance with Annex 3 of the Code.</i>	<b>YES/NO</b>
12.3 The shipowner has a system for ensuring that there is somebody with first aid training on-board the vessel.	<b>YES/NO</b>
12.4 The shipowner has a system in place to verify that the skipper is aware of how to contact the Radio Medical Advice Service.	<b>YES/NO</b>
12.5 There are records kept of all medical care undertaken on-board.	<b>YES/NO</b>
12.6 Seafarers have access to medical care ashore overseas.  <i>Medical care on-board and ashore requires that the cost of medical and dental treatment for seafarers is borne by the shipowner. Seafarers have the right to visit a qualified medical doctor or dentist without delay in ports of call, where practicable.</i>	<b>YES/NO</b>

<p><b>13. On-board complaint procedures</b></p>	
<p>13.1 There is a complaints procedure posted up which is available to seafarers</p> <p><i>The on-board complaints procedure requires that shipowners must ensure their ships have on-board procedures for the fair, effective and expeditious handling of seafarer complaints. Seafarers must not be victimised for raising complaints and have the right to be accompanied or represented.</i></p>	<p><b>YES/NO/NA*</b></p> <p>*where the shipowner is the sole seafarer on-board</p>
<p>13.2 The complaints procedure includes details of who to contact in the MCA if the complaint is not resolved.</p> <p><i>The complaints procedure must allow for complaints directly to the Master and to the MCA if the complaint is not resolved.</i></p>	<p><b>YES/NO/NA*</b></p> <p>*where the shipowner is the sole seafarer on-board</p>
<p>13.3 Where complaints have been recorded they have been resolved.</p>	<p><b>YES/NO/NA*</b></p> <p>*where there are no complaints received</p>
<p><b>14. Payment of wages</b></p>	
<p>14.1 Payment of wages is in accordance with the SEA.</p> <p><i>Payment of wages defines the principles applying to the payment and calculation of basic pay and wages which are partially or fully consolidated.</i></p>	<p><b>YES/NO/NA*</b></p> <p>*where the shipowner is the sole seafarer on-board</p>
<p>14.2 Payment of wages is at least monthly.</p> <p><i>All seafarers shall receive a monthly account of their wages.</i></p>	<p><b>YES/NO/NA*</b></p> <p>*where the shipowner is the sole seafarer on-board</p>
<p>14.3 There is provision for allotments.</p>	<p><b>YES/NO/NA*</b></p> <p>*where the shipowner is</p>



<p><i>Shipowners are required to take measures to provide seafarers with a means to transmit all or part of their earnings to their families or dependents or legal beneficiaries.</i></p>	<p>the sole seafarer on-board</p>
<p>14.4 There are no unauthorized deductions</p> <p><i>The following deductions from seafarers' wages are permitted –</i></p> <p><i>Deductions permitted by UK legislation, or agreed to in a Collective Bargaining Agreement; on-board purchases, telecommunication calls and internet access, cash advances, allotments, contributions by the seafarer in relation to any pension fund, charity and in respect of membership of a body to a trade union ad friendly society.</i></p> <p><i>No deduction can be made from a seafarers' wage in respect of obtaining or retaining employment.</i></p> <p><i>Monetary fines against seafarers other than those authorised in a Collective Bargaining Agreement are prohibited. See MGN 479(M) regarding recovery of costs in cases of gross misconduct.</i></p>	<p><b>YES/NO/NA*</b></p> <p>*where the shipowner is the sole seafarer on-board</p>
<p>14.5 Where possible, seafarers confirm that their wages are being paid in accordance with the SEA</p>	<p><b>YES/NO/NA*</b></p> <p>*where the shipowner is the sole seafarer on-board</p>
<p><b>15. Financial Security</b></p>	
<p>15.1 Evidence provided that shipowner has in place financial security in compliance with MLC Standard A2.5.2 to ensure that seafarer are duly repatriated (including abandonment). (MGN 480(M) Amendment 2)</p>	<p><b>YES/NO</b></p>
<p>15.2 Evidence provided that shipowner has in place financial security in compliance with MLC Standard A4.2.1 for compensation in case of death or long term disability of seafarers due to occupational injury, illness or death. (MGN 480(M) Amendment 2)</p>	<p><b>YES/NO</b></p>

### 3. Declarations

#### Shipowner's declaration

I declare that I will continue to comply with the requirements of the Maritime Labour Convention, 2006, for the validity of this inspection report.

Shipowner name:.....

Name of signatory of the shipowner:.....

Signed:..... Date:.....

Inspector's declaration

I declare that I have reviewed the above measures, and following inspection of the ship, I have determined that they meet the purposes set out in the Maritime Labour Convention, 2006, Standard A5.1.3, paragraph 1.

Inspector name:.....

Signed:.....

Of [insert name of Certifying Authority] authorised by the Maritime and Coastguard Agency.

Date of Inspection:..... This Inspection Report is valid until:.....  
(maximum of 3 years from date of inspection date)

**This report is to be retained on-board with the Code vessel certificate for a period of 3 years and must be made available for consultation by MCA officers at all times.**