



**MARITIME AND PORT AUTHORITY OF  
SINGAPORE  
SHIPPING CIRCULAR TO SHIPOWNERS  
NO. 3 OF 2013**

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**Applicable to:** Ship owners, ship managers, cooks, masters of Singapore ships, and the general shipping community.

**MARITIME LABOUR CONVENTION 2006 – REQUIREMENTS PERTAINING TO  
THE TRAINING OF COOKS AND THE PROVISION OF FOOD ON SHIPS**

1 Singapore has ratified the International Labour Organisation's Maritime Labour Convention 2006 (MLC), which will come into force internationally on 20 August 2013. This circular highlights key requirements of the MLC pertaining to the provision of food onboard, training of cooks and provides guidance on the preparations needed to comply with these provisions of the convention.

**Responsibilities of shipowners under MLC pertaining to Food and Catering**

2 MLC Standard A3.2 contains the following mandatory requirements on food and catering that shipowners shall ensure on board their ships:

*“(a) food and drinking water supplies, having regard to the number of seafarers on board, their religious requirements and cultural practices as they pertain to food, and the duration and nature of voyage shall be suitable in respect of quantity, nutritional value, quality and variety;*

*(b) the organization and equipment of the catering department, shall be such as to permit the provision to seafarers of adequate, varied and nutritious meals prepared and served in hygienic conditions; and*

*(c) catering staff shall be properly trained or instructed for their positions.”*

3 Shipowners shall also ensure that seafarers on board their ships are provided with food and drinking water free of charge during the period of engagement.

## **Requirements to embark a qualified ship's cook**

4 All ships with a complement of 10 or more seafarers shall be required to have a cook trained and certificated in accordance with the requirements of MLC.

5 A ship is not required to carry a qualified cook if its complement is 9 or less. Seafarers on such ships who are assigned duties in processing food in the galley shall be trained or instructed in areas including food and personal hygiene as well as handling and storage of food on board ship.

## **Requirements in qualifying ships' cooks**

6 A cook is considered to be qualified if the following requirements were met:

- a. Be at least 18 years old;
- b. Has completed cooks' training in an institute recognised by MPA;
- c. Be medically fit to perform the required duties at sea.

7 Training Requirements. The training (referred in para 6b) should cover, among other areas, practical cookery, food storage, stock control, environmental protection, catering health and safety as well as food and personal hygiene. The recommended table of competence, knowledge and understanding for cooks' training is attached in Annex A.

8 Existing ships' cooks. Existing cooks who has completed cooks' training at the then National Maritime Academy or other culinary institutes in Singapore recognised by MPA (See Annex B) will be considered as qualified under the MLC. Existing ships' cooks with more than 6 months sea service as ships' cooks but do not possess the relevant documentary evidence of completion of approved shore based training shall be required to undergo bridging training in food and personal hygiene, handling and storage of food on ship (module 1 of the Annex A) to be qualified as a ship's cook.

## **Certification of Ships' Cooks**

9 MPA will issue a Certificate of Proficiency as Ship's Cook to a seafarer who has completed training in an institute recognised by MPA (listed in Annex B) and meet the requirements to be a qualified cook. The certificate will be issued after legislation is promulgated. Until MPA's certificate is issued, completion of training certificate issued by a recognised culinary institute shall be carried by the ship's cook and such certificate will be accepted as equivalent to a cook's certificate issued under MLC.

## **Ships' Cooks Trained Overseas**

10 Ships cooks' certificates issued by a foreign maritime administration party to the ILO Certification of Cooks Convention 1946, or party to the MLC, will be recognised to work on Singapore ships. MPA will not be issuing a document to recognise such certificates. However, a copy of the certificate should be submitted to

MPA at the time when the cook signs on a ship. Original of the certificate shall be kept onboard the ship for inspection by port state inspectors.

11 Ships cooks' certificates issued by a foreign maritime administration not party to the MLC or the ILO Cooks Convention 1946 will only be recognised after assessment by MPA.

### **Preparations to Comply with MLC**

12 Companies are recommended to check the qualifications of crew who are currently working as ship's cooks or trainee cooks. Companies are strongly recommended to arrange for such cooks to attend courses to comply with the requirements of MLC and obtain certificates before August 2013.

13 Companies are also recommended to undertake promotional activities to educate ships' masters and crew on nutrition, health, hygiene, storage of food and related activities. Companies may use relevant material from Singapore's Health Promotion Board, International Maritime Organization (IMO), the World Health Organization (WHO) or ILO in these activities. A relevant publication is the WHO Guide to Ship Sanitation (3<sup>rd</sup> edition) which contains information and detailed guidance on the areas of food, water and catering.

### **Changes to Legislation**

14 Legislation to give effect to the MLC will be promulgated in due course. The shipping community is urged to take steps to prepare for compliance with the MLC requirements on food and catering.

15 Any queries regarding this circular should be addressed to Capt I G Sangameswar (tel no. 6375 6205) or Mdm Irene Goh (tel no. 6375 6225).

CHEONG KENG SOON  
DIRECTOR OF MARINE  
MARITIME AND PORT AUTHORITY OF SINGAPORE

**Annex A**

**RECOMMENDED TABLE OF COMPETENCY, KNOWLEDGE, UNDERSTANDING AND PROFICIENCY REQUIRED FOR CERTIFICATION AS SHIP'S COOKS**

Competency	Knowledge, Understanding and Proficiency	Methods for Demonstrating Competence	Criteria for Evaluating Competence
<b>MODULE 1 (THEORY)</b>			
Observe general galley safety procedures.	<p>1 Health, safety and good housekeeping within the galley, including:-</p> <p>1.1 Safe and secure stowage of loose items, stores etc.</p> <p>1.2 Proper securing of doors</p> <p>1.3 Maintenance of all fittings and fixtures</p> <p>1.4 Adequate illumination within working areas</p> <p>1.5 Maintenance (e.g. cleaning) of grease traps, ventilators and so forth.</p> <p>1.6 Awareness of sources of fire within the galley and methods of extinguishing them using appropriate fire-fighting appliances in the galley.</p> <p>1.7 Awareness that decks can be slippery especially when washing down or after a spillage of oil</p> <p>1.8 Awareness of operation of any electrical and mechanical equipment and the dangers associated therewith.</p> <p>1.9 Use of storm bars and safety precautions during rough weather</p> <p>1.10 Safety related to the use of gas or electric stoves, ovens and microwave ovens, and other electrical equipment installed in galleys.</p> <p>1.11 Awareness of Contents of the Code of Safe Working Practices for Merchant Seaman as published by HMSO as applicable to cooks</p>	<p>Assessment of evidence obtained from one or more of the following:</p> <p>.1 approved in-service experience on board ship or similar environment;</p> <p>.2 attendance at approved training course</p>	<p>Safe working practices in the galley are observed.</p> <p>Expected standards of safety are observed at all times.</p>
Observe health and food hygiene practices.	<p>2 General health and hygiene practices and needs of the individual, including:</p> <p>2.1 Personal cleanliness</p> <p>2.2 Adequate sleep</p> <p>2.3 Avoidance of excessive alcohol and avoidance of drugs</p>	<p>Assessment of evidence obtained from one or more of the following:</p> <p>.1 approved in-</p>	

	<p>2.4 Prompt attention to any injuries whatsoever including minor cuts and abrasions</p> <p>2.5 Maintenance of working clothes and protective equipment</p> <p>2.6 Knowledge of appropriate dress for work and climate</p> <p>3 Bacterial food contamination</p> <p>3.1 The identification of sources of food contamination are made known including:</p> <p>3.1.1 People, insects, rodents, refuse, waste food etc.</p> <p>3.1.2 Bacterial properties of differing types of meat are understood.</p> <p>3.1.3 Preparation of food on the same surfaces as other raw products is prohibited.</p> <p>3.1.4 "High risk" foods such as cooked meat and poultry, meat products, gravy and stocks, dairy products and eggs are implicated in food poisoning</p> <p>3.1.5 Cleanliness and food preparation areas are kept from areas where growth of bacteria is most likely to take place</p> <p>3.1.6 Covering of food is required to prevent cross contamination and absorption of odour</p> <p>3.2 The reasons for food poisoning are known such as:</p> <p>3.2.1 Preparation of food too far in advance.</p> <p>3.2.2 Cooling food too slowly prior to refrigeration.</p> <p>3.2.3 Not reheating food to a high enough temperature to destroy harmful bacteria.</p> <p>3.2.4 Using contaminated cooked food.</p> <p>3.2.5 Undercooking.</p> <p>3.2.6 Not thawing frozen meat in sufficient time.</p> <p>3.2.7 Cross contamination from raw food to cooked food.</p> <p>3.2.8 Storing hot food below 63° Centigrade.</p> <p>3.2.9 Infected food handlers.</p>	<p>service experience on board ship or similar environment;</p> <p>.2 attendance at approved training course</p>	
Take precautions	4, Environmental responsibilities 4.1 The international regulations	Assessment of evidence obtained	Organizational procedures for

to prevent pollution of marine environment.	with respect to disposal of garbage are known especially with respect to plastics, glass, drums and other non-bio-degradable items 4.2 Operation of incinerators, compacters and shredding machines are only carried out by competent persons.	from one or more of the following: .1 approved in-service experience on board ship or similar environment; .2 attendance at approved training course	disposal of garbage generated in galley and stores are in accordance with the requirements of the MARPOL Convention
Personal hygiene	<p>5 Personal Hygiene</p> <p>5.1 The reasons for personal hygiene are understood and the reasons that people carry food poisoning organisms</p> <p>5.2 The understanding that sufficient wash basins and clean hand drying facilities are available depending on the scale and nature of the food being prepared</p> <p>5.3 The necessity to wash hands regularly before entering the galley or before handling any food</p> <p>5.4 The requirement to wash hands after handling any raw foods</p> <p>5.5 The requirements to wash hands after going to the WC</p> <p>5.6 Avoidance of direct food handling where tongs or other such implements can be used</p> <p>5.7 Cuts, sores, spots etc. to be always covered with a clean coloured waterproof dressing</p> <p>5.8 Protective clothing is always clean</p> <p>6 Fitness to work</p> <p>6.1 The knowledge that food handlers are not to work when suffering from food poisoning symptoms such as diarrhoea, vomiting, or any other symptom</p> <p>6.2 Secondary infections such as boils, septic cuts, respiratory infections from flu etc. that may preclude the food handler from working on a temporary basis.</p>	<p>Assessment of evidence obtained from one or more of the following:</p> <p>.1 approved in-service experience on board ship or similar environment; .2 attendance at approved training course</p>	<p>The identification of unhygienic practices and risk of harm to others is minimized at all times.</p>
Food Safety	<p>7 Segregation of raw and cooked foods</p> <p>7.1 The requirement that raw food must be kept away from cooked food</p> <p>7.2 The requirement that separate</p>	<p>Assessment of evidence obtained from one or more of the following:</p>	<p>Safe working practices in handling, stowing and cleaning of the galley are</p>

	<p>working surfaces, chopping boards and utensils should be used for preparation of raw meat and these are not to be used for products that do not require cooking</p> <p>7.3 If, due to space constraints, separate surfaces cannot be used, then these surfaces must be cleaned and disinfected between raw and cooked meats or food not being cooked</p> <p>7.4 The requirement that raw food must always be kept below cooked food to prevent dripping onto cooked food</p> <p>8 Temperature control of cooked and raw foods</p> <p>8.1 Temperatures in cold stores, handling rooms and chill rooms are known</p> <p>8.2 Temperatures are monitored and duty officer to be called when any problems being experienced with temperature control</p> <p>8.3 Precautions are known prior to entry into any "walk-in" compartments</p> <p>8.4 Knowledge that any "walk-in" compartments have locked in alarms fitted and that these are to be tested regularly</p> <p>9 Cleaning procedures</p> <p>9.1 Any articles that come into contact with food to be washed, cleaned and disinfected before use</p> <p>9.2 Knowledge that dishwashers disinfect due to the high temperature of the rinsing cycles</p> <p>9.3 All articles to be rinsed in hot water after washing should a dishwasher not be used</p> <p>9.4 Knowledge of care to be taken when washing in sinks and such of broken crockery, glass and so forth</p> <p>10 Pests</p> <p>10.1 Knowledge that good housekeeping minimises risk of infestation such as keeping lids on bins and so forth</p> <p>10.2 Knowledge that food can be contaminated by pests urine, faeces, hair, gnawing and any other</p>	<p>.1 approved in-service experience on board ship or similar environment;</p> <p>.2 attendance at approved training course</p>	<p>observed.</p> <p>Expected standards of food safety are observed at all times</p>
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Knowledge of ingredients' and stock control	<p>11 Stock control</p> <p>11.1 Care to ensure stocks are used in strict rotation and that supplies have the best durability date</p> <p>11.2 Perishables not to be ordered in amounts that cannot be consumed before the expiry dates</p> <p>11.3 Perishables and frozen products to be thoroughly checked for any contamination, de-frosting etc. prior to acceptance</p> <p>11.4 Daily checks to be made on perishable products to ensure freshness and non-contamination by any source</p> <p>11.5 Taking contemplated voyage into account, ensuring that there are sufficient stores on board including sufficient tinned foods</p> <p>11.6 Tinned foods to be checked for rust and "blowing" prior to acceptance and during the voyage</p> <p>11.7 Knowledge of budgets and how to remain within budget and still provide nutritious meals</p>	<p>Assessment of evidence obtained from one or more of the following:</p> <p>.1 approved in-service experience on board ship or similar environment;</p> <p>.2 attendance at approved training course</p>	<p>Ability to check stocks, order food for the voyage.</p>
Multi-culture and religious awareness	<p>12 Multi culture</p> <p>12.1 Knowledge of food requirements based on religious or cultural differences (for example, cooking of Halal dishes).</p> <p>12.2 Understanding that some seafarers may not eat certain types of meat (e.g beef or pork) or vegetarian and need to avoid contamination of such food..</p>	<p>Assessment of evidence obtained from attendance at approved training course or instructions.</p>	<p>Expected standards of work and behaviour are observed at all times.</p>
<b>MODULE 2 – PRACTICAL COOKING</b>			
Practical Cooking abilities	<p>13 Practical cooking abilities of the following:-</p> <p>13.1 Meat including chops, sausages, steak to order, stews, curries, roasts and similar food in the region</p> <p>13.2 Poultry including chicken on and off the bone, and turkey</p> <p>13.3 Soups of differing types</p> <p>13.4 Fish including fried, baked and grilled fish</p>	<p>Assessment of evidence obtained from one or more of the following:</p> <p>.1 approved in-service experience on board ship or similar environment;</p> <p>.2 attendance at</p>	<p>Ability to draw up well balanced nutritious varied daily menu's</p> <p>Practical cooking carried out on different types of meats,</p>



	<p>13.5 Breakfasts including eggs to order and omelettes of varying fillings</p> <p>13.6 Ability to make up meals consisting of cold cuts and salads of varying types using fresh, frozen and tinned products</p> <p>13.7 Serving of nutritious cold meals when the weather is too rough to cook</p> <p>13.8 Ability to make bread and rolls with differing types of flour</p> <p>13.9 Pastry making</p> <p>13.10 Desserts</p> <p>.1 Ability to make both hot and cold desserts</p> <p>.2 Ability to make desserts from fresh, frozen and tinned products</p> <p>14 Emergency meals</p> <p>14.1 Ability to produce nutritious meals when fresh produce has been depleted</p> <p>14.2 Ability to produce meals when frozen produce has been depleted for any reason whatsoever such as refrigeration failure</p>	<p>approved training course</p>	<p>poultry, vegetables and salads</p> <p>The use of excessive cooking oil usage, fatty foods and deep fried foods to be avoided</p> <p>Ability to demonstrate cooking skills sufficient to serve a three course meal for at least 20 persons.</p> <p>Ability to prepare foods for person requiring special diets</p>
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**LIST OF RECOGNISED TRAINING INSTITUTES FOR SHIPS' COOKS**

Following is a list of training institutes which are recognised by MPA to provide training for ships' cooks in Singapore.

- 1 STET Maritime  
317, Outram Road, #03-02 Holiday Inn Atrium  
Singapore 169075  
Tel: 6477 9084 Email: stephanielim@stet.com.sg  
Course title: The Nutrition, Safety, Hygiene & Sanitation for Ship's Cook
  
- 2 STEi Institute Pte Ltd  
135 Middle Road, #03-01/02/03 Bylands Building  
Singapore 188975  
Tel: 6559 2896 Email: admin@stei.edu.sg  
Course title: Certificate in Marine Culinary course
  
- 3 Singapore Organisation of Seamen  
52, Chin Swee Road, #09-00, Seacare Building  
Singapore 169875  
Tel: 6379 5666 Email: thrift@seacare.com.sg  
Course Title: Certified Chef Training Course
  
- 4 Training centres accredited by the Singapore Work Development Agency (WDA) which provide training in food preparation, food production and food hygiene and safety.
  - i) At Sunrice GlobalChef Academy  
28 Tai Seng Street, Lift Lobby 2, Level 5.  
Singapore 534106  
Tel: 6416 6688 Email: academy@at-sunrise.com
  
  - ii) Institute of Technical Education  
10 Dover Drive,  
Singapore 138683  
Tel: 1800-225 5483 Email: itp@ite.edu.sg

Course Titles: (1) Workforce Skills Qualifications (WSQ) Certificate in Food Preparation.  
(2) WSQ certificate in Food production.

5 List of training providers who offer the bridging course on food and beverage safety and hygiene Policies and procedures can be accessed via the following link:

<http://www.wda.gov.sg/content/wdawebiste/L207-AboutWSQ/L301-WSQIndustryFramework-FoodandBeverage/WSQ Follow FnB Safety and Hygiene Policies and Procedures.html>

Course title: Follow F&B Hygiene and Safety Polices & Procedures.