

MLC 2006 AIDE MEMOIRE

General principles (inspected)		Y/N
1	Is a copy of the MLC 2006 available on board (Standard A5.1.1, para. 2)?	
Regulation 1.1 – Minimum age (inspected and certified)		Y/N
2	Are all the seafarers over the age of 16?	
3	Are any seafarers under the age of 18 carrying out work or being employed in situations which are likely to jeopardize their health or safety?	
4	Are any seafarers under the age of 18 employed in night work (except where an exemption has been granted with respect training courses)?	
Regulation 1.2 - Medical certificate (inspected and certified)		Y/N
5	Does the seafarer have a medical certificate that contains the following information?	
6	Full name	
7	Date of birth	
8	Position/occupation : (deck, engineer, other). Other to be specified	
9	Confirmation that the seafarer concerned is fit to undertake the duties associated with their position/occupation?	
10	In particular, a statement that the seafarer's hearing and sight and, where applicable, colour vision are all satisfactory	
11	Date of examination	
12	Name, address, contact information and/or official stamp of the duly qualified medical practitioner and/or of a vision certificate, a person recognized by the national authority	
13	Signature of the duly qualified medical practitioner or if a vision certificate, the person recognized by the national authority	
14	Does the signatory appear to be a duly qualified medical practitioner?	
15	Is the start of voyage beyond the stated expiry date or the maximum periods of validity under the national law?	
16	If medical restrictions on work, is work assigned to seafarer or performed by him/her consistent with them?	
17	Certificate(s) in English for ships on international voyages?	
18	If a seafarer is working without a valid medical certificate (e.g., for urgent cases) is the permit still valid?	
Regulation 1.3 – Training and qualifications (inspected and certified)		Y/N
19	Are seafarers trained or certified (in accordance with national requirements) as competent to perform their duties (e.g., have STCW certificates if relevant to the position)?	
20	Are the certificates or endorsements, if any, up to date?	
21	Is there evidence available to confirm that seafarers have completed training for personal safety on board ship?	
22	Are the qualifications listed in the Safe Manning Document being met?	
23	Is there a training manual on board?	

	Regulation 1.4 – Recruitment and placement (inspected and certified)	Y/N
24	Is a private seafarer recruitment and placement service used?	
25	If a private seafarer recruitment and placement service is used where is it located?	
26	If the service is located in the flag State is there documentary evidence that it is licensed, certified or regulated in accordance with MLC 2006 requirements?	
27	If recruitment and placement services based in a State not party to the MLC 2006 are used, is there documentation showing that the shipowner has verified (as far as practicable) that they are operated consistently with the MLC, 2006?	
28	Is there evidence to indicate that any recruitment and placement services that are used operate a blacklist?	
29	Did seafarers pay or will they have to pay a fee or other charges for recruitment and placement services (other than costs permitted by Standard A1.4, para. 5(b))?	
	Regulation 2.1 - Seafarers' employment agreements (SEA) (inspected and certified) (certified and inspection item)	Y/N
30	Copy of any applicable CBA (the CBA, or applicable sections of the CBA, to be in English on a ship that voyage internationally) on board?	
31	Do the seafarers' have a complete employment agreement including following mandatory information as well as any additional national requirements?	
32	Seafarer's full name	
33	Date of birth or age	
34	Birthplace	
35	Shipowner's name and address	
36	The place where and date when the SEA is entered into	
37	The capacity in which the seafarer is to be employed	
38	The amount of the seafarer's wages (or, if applicable, the formula used for calculating them)	
39	The amount of paid annual leave (at least 2.5 days/month or, if applicable, the formula used for calculating it)	
40	The termination of the agreement and the conditions thereof, including : <ul style="list-style-type: none"> (a) if the agreement is for an indefinite period, the conditions entitling either party to terminate it, as well as the required notice period which shall not be less for the shipowner or the seafarer. (b) If the agreement is for a definite period, the date fixed for its expiry. (c) If the agreement is for a voyage, the port of destination and the time which has to expire after arrival before the seafarer should be discharged. 	
41	The health and social security protection benefits to be provided to the seafarer by the shipowner	

42	The seafarer's entitlement to repatriation	
43	Reference to the collective bargaining agreement, if applicable	
44	Any other particulars as required by national legislation?	
45	If the SEA refers to a CBA, is a copy of the CBA, or applicable sections, on board (in English for a ship that voyages internationally)?	
46	Were seafarers given an opportunity to examine and seek advice on the SEA before signing?	
47	Do seafarers have a record of their employment on the ship (e.g. a discharge book)?	
48	Do seafarers' records of employment contain any statement about the quality of their work or wages?	
	Regulation 2.2 –Wages (certified and inspection item)	Y/N
49	Are seafarers paid as required by their SEA or CBA (at least monthly)?	
50	Are the wages consistent with the national wages (if applicable)?	
51	Are all the elements of the wages (basic wages, leave pay, allowances, overtime etc) reflected in the seafarer's wage account?	
52	Do the hours of work recorded in the wage account correspond with the overtime records and/or hours of work and rest?	
53	Do the times of entering/leaving port, manoeuvring, making fast/letting go, loading/discharging correspond with the recorded working hours of the seafarers concerned?	
54	Are there only one set of wage accounts in use?	
55	Were any large cash advances shown on the wage accounts actually received by the seafarers?	
56	Are there any other indications of non-payment in full (e.g. payment of different wages into same bank account)?	
57	Has the seafarer authorised the master/owner to make an allotment? If so ask to see any such authorisation or allotment advice and any confirmation that it was made.	
58	Do exchange rates and service charges meet national regulations	
	Regulation 2.3 – Hours of work and hours of rest (inspected and certified)	Y/N
59	Is there an approved standardised table of shipboard working arrangements setting out for national requirements for maximum hours of work or the minimum rest for every position posted in an easily accessible place?	
60	Does the table set out the schedule of service at sea and port and do these arrangements conform to the applicable minimum hours of rest or maximum hours of work?	
61	Is the table in the working language of the ship and in English?	
62	Do other onboard documents (e.g., logbooks) confirm that the maximum hours of work or minimum hours of rest being followed?	
63	Are up to date records of daily hours of work or rest in the approved format available for each seafarer?	
64	Are there any indications of seafarer fatigue ?	
65	Are the national requirements, if any, for seafarers under the age 18 complied with?	

	Regulation 3.4 – Entitlement to leave	Y/N
66	Do seafarers have the minimum paid annual leave (calculated on the basis of a minimum 2.5 days per month of employment and/or any applicable CBA) and as stated in the SEA?	
67	Is there any restriction to shore leave imposed by the shipowner/master without adequate reason?	
68	Do seafarer employment records and wage accounts confirm the leave provisions in the SEA?	
	Regulation 2.5 – Repatriation (inspected)	Y/N
69	Do seafarers' repatriation entitlements (set out in the SEA and/or any applicable CBA) conform to national requirements for repatriation including coverage for costs and choice of destinations?	
70	Is there a copy of the national provisions on repatriation on board and is it accessible to seafarers?	
71	Has the shipowner provided financial security to ensure that repatriation will occur?	
72	Are national provisions, if any, for repatriation of seafarers under the age of 18 adequately addressed?	
	Regulation 2.7 – Manning levels (inspected and certified)	Y/N
73	Is the ship manned in accordance with the Safe Manning Document (including food and catering personnel)?	
74	Does the ship have sufficient seafarers onboard to meet concerns about safety, security and seafarer fatigue considering the particular nature and conditions of the ship's voyages	
	Regulation 3.1 - Accommodation and recreational facilities (inspected and certified)	Y/N
	General requirements	
75	Are accommodation and recreational facilities decent and consistent with health and well-being?	
76	Are all accommodation and recreational facilities in a clean and tidy condition?	
77	Are there records of regular inspections by the master or designated officer of the seafarers' accommodations (in accordance with the DMLC Part II, where applicable)?	
78	*Is headroom adequate in all seafarers' accommodation where full and free movement is necessary (minimum 203 cm unless less is approved)?	
79	*Is accommodation adequately insulated?	
80	*Are the sleeping rooms located above the loadline and either amidships or aft (in ships other than passenger ships and special ships)?	
81	Are there sleeping rooms located forward of the collision bulkhead?	
82	Have appropriate materials been used for the bulkheads, floors, panelling etc.?	
83	*Sufficient drainage and appropriate lighting?	
84	Are the necessary checks being carried out to avoid hazardous levels of noise and vibration and other ambient factors and chemicals in the seafarer accommodation or recreational or	

	catering facilities?	
	Ventilation and heating	Y/N
85	Adequate heat for the ship's voyage in sleeping rooms and messrooms?	
86	Air conditioning if appropriate for the ship's voyages?	
87	Is ventilation adequate and functioning in accordance with national standards?	
88	Sanitary spaces ventilated to open air independently of other accommodation?	
	Lighting	Y/N
89	Do the sleeping rooms and mess-rooms have natural light and adequate artificial light?	
	Sleeping rooms	Y/N
90	Are individual sleeping rooms provided (unless exempted)	
91	Are separate berths of the minimum size (inside dimensions 198 centimetre x 80 centimetres) provided for seafarers?	
92	Are separate sleeping rooms provided for men and women?	
93	Do the number and size (including height) of the sleeping rooms conform to national standards (taking account of the number of occupants)?	
94	Do fixtures and fittings in the sleeping rooms (furniture, bedding, mosquito netting etc) conform to the national standards implementing the MLC?	
	Mess rooms	Y/N
95	*Are the mess rooms separate from sleeping rooms and located as close as practicable to the galley (unless exempted)?	
96	Is there a common mess room and used by all personnel or are separate mess rooms provided, if appropriate?	
97	Are the size of the mess rooms and their equipment, tables and chairs sufficient for the number of persons likely to use them at any one time?	
98	*Is the floor area of each mess room on ships other than passenger ships at least 1.5 m ² /person?	
	Recreational facilities	Y/N
99	Do seafarers have access to space or open spaces on deck that are accessible when off duty	
100	Do the recreational facilities conform to national standards? In particular:	
101	Where practicable, have recreation room(s) been provided for seafarers?	
102	Are the recreation rooms fitted, as a minimum, with a book case and facilities for reading, writing and, where practicable, games and a canteen?	
103	In addition to the above, has consideration been given to providing where practicable: a smoking room, television and radio reception facilities together with electronic equipment such as a television, radio, video recorders, DVD players and personal computers, a stock of films sufficient for the voyage, sports equipment such as exercise equipment, table tennis, and deck games, a suitably	

	stocked library and, if appropriate, bars for the use of seafarers?	
104	Do seafarers have reasonable access (at a reasonable charge) to ship-to-shore telephone communication, email and internet facilities?	
	Sanitary facilities	Y/N
105	*Are the toilets intended for use by more than one person separate from sleeping rooms and wash rooms but located close by and not directly accessible from either sleeping rooms or from a passage between sleeping rooms and toilets (except in the case of semi-private bathrooms used by no more than four persons)?	
106	Do all seafarers without a private bathroom have access to at least one toilet, one wash basin and one tub or shower in a convenient location?	
107	*Is there a sufficient number of the locations just mentioned? (i.e. at least the number of persons without a private bathroom divided by six, with any fraction taken to the next whole number)	
108	Are separate sanitary facilities provided for men and women?	
109	Is adequate drainage provided together with hot and cold fresh water available in all wash spaces?	
110	Are there sanitary facilities within easy access of the navigating bridge and machinery space or near the engine room control centre (unless exempted)?	
111	Are all toilets and other sanitary facilities functioning properly?	
	Laundry facilities	Y/N
112	Are appropriately situated and furnished laundry facilities available?	
113	Are the laundry facilities provided with washing machines, drying machines (or adequately heated and ventilated drying rooms), and irons and ironing boards (or their equivalent).	
	Hospitals	Y/N
114	*If the ship is intended to be at sea for a continuous period of more than 3 days and is carrying more than 15 or more seafarers (unless an exemption has been given for coastal trade ships), is there separate hospital accommodation?	
115	Is the accommodation easy to access and comfortable and conducive to prompt and proper attention? E.g., Has the entrance, berths, lighting, ventilation, heating and water supply been designed in such a way as to ensure the comfort and the treatment of patients and the number of hospital beds/person is in accordance with national legislation?	
116	Is the hospital being used to accommodate persons who are not sick?	
	Offices	Y/N
117	Have separate offices (or a common office for use by all officers of the deck and engine room departments) been provided (unless exempted)?	
	Regulation 3.2: Food and catering (inspected and certified)	
	Food and drinking water	Y/N
118	Is the food and drinking water served on the ship of appropriate	

	quantity, nutritional value and quantity, in accord with national provisions, to cover the requirements of the ship and takes into account the differing cultural and religious backgrounds of seafarers working and living on board?	
119	Are seafarers charged for food?	
120	Is an adequate quantity of safe drinking water provided?	
121	Are seafarers who are responsible for food preparation trained and the ship's cooks qualified (and 18 years of age or older)?	
122	Are frequent and documented inspections of food and catering facilities including food storage areas carried out by the master or an officer?	
123	*Does the organization and equipment in the catering department permit the provision of adequate, varied and nutritious meals prepared and served in hygienic conditions? The following areas should be considered in making this evaluation:	
124	*Are the surfaces of the decks, bulkheads, deckheads and doors constructed from impervious, non-absorbent, washable and non-toxic materials, thus preventing the accumulation of dirt, reduction of condensation, the growth of undesirable mould and the shedding of particles?	
125	Has a suitable natural or mechanical ventilation system been provided and constructed to permit easy maintenance including access to filters?	
126	Is the ambient temperature in the galley acceptable?	
127	Does the galley have adequate natural or artificial lighting?	
128	*Are the drainage facilities adequate and designed/constructed to prevent contamination?	
129	Is there an adequate supply of hot and cold water available in the galley for washing food?	
130	Are the work surfaces (including the surfaces of galley equipment, and uptake grease filters) maintained in a good condition and are they easy to clean and disinfect?	
131	Are adequate facilities provided for the cleaning, disinfecting and storage of utensils and equipment?	
	Food storage arrangements	Y/N
132	*Are there a sufficient number of temperature controlled food storage and handling rooms for the number of persons on board and the duration of the voyage?	
133	Are the temperatures of the deep freezers and dry provision rooms maintained in-accordance with national legislation (eg -18 degrees C for deep freezers and 7 degrees C for dry provision rooms)?	
134	*Are the cold store rooms insulated and ventilated in order to maintain the correct temperatures	
135	Are the cold store room doors operable from both sides?	
136	Are the cold store rooms fitted with man trap alarms?	
	Food preparation and supply	Y/N
137	Is the condition of the food satisfactory?	
138	Is the food being correctly stored with respect to stock rotation, segregation and spillages?	

139	Is the food being defrosted in cool clean conditions?	
140	Are the hot and cold holding arrangements in accordance with national legislation?	
141	Is the meal preparation to serving times satisfactory?	
142	Is the variety of the food provided satisfactory taking into account any religious requirements and cultural practices of the seafarers on board?	
	Drinking water supplies	Y/N
143	Is drinking water safe and is the quality regularly monitored?	
144	Has the piping been adequately insulated where hot and cold water pipes run together?	
145	Are records available to confirm that the fresh water storage tanks have been cleaned and disinfected within the last 12 months?	
146	Are records available to confirm that shower heads (where fitted) are cleaned and disinfected every 3 months?	
147	Are the fresh water loading hoses capped and stored correctly?	
148	Are records available to confirm that the fresh water loading hoses are being regularly disinfected?	
	Hygiene	Y/N
149	Are there adequate facilities for hand washing and drying?	
150	Are there sufficient cleaning agents available?	
151	Are the chemical cleaning agents being stored correctly?	
152	Are there sufficient cleaning cloths available and being used correctly?	
153	Are separate chopping boards being used for different foods to prevent cross contamination?	
154	Are the arrangements for disposing of food waste in accordance with national legislation?	
155	Are there any signs of vermin or pests being present in the food areas?	
	Catering staff	Y/N
156	Are the catering staff wearing clean and suitable personal protective clothing?	
157	Is personal protective clothing available for use (and being used) with chemical cleaning agents?	
158	Are the training records of the ship's cook and other catering staff available?	
159	Are there any indications that catering staff have insufficient knowledge of food safety?	
	Regulation 4.1 – Medical care on board ship and ashore (inspected and certified)	Y/N
160	Is the health of seafarers adequately protected on the ship and do they have prompt access to adequate medical care including essential dental care?	
161	Is health protection and care provided free of charge to seafarers?	
162	Are medical personnel with appropriate qualifications (medical doctor or seafarers trained to administer medical care or medical first aid) on board?	
163	Is there an approved medical form in use and is it kept	

	confidential?	
164	Is the medicine chest, medical equipment and medical guide in compliance with national legislation?	
165	Do the onboard hospital and medical care facilities meet national requirements for the ship? (see also #115 above)	
166	Are seafarers permitted by the shipowner to visit a qualified medical doctor or dentist in port (where practicable) without delay?	
167	Does the ship have a procedure in place for radio or satellite communication for medical assistance?	
	Regulation 4.2 – Shipowners’ liability (inspected)	Y/N
168	Does the SEA and/or relevant CBA say that the shipowner is to provide seafarers with material assistance and support with respect to the financial consequences of sickness, injury or death whilst serving under the SEA or arising from their employment under the SEA?	
169	Is the shipowner responsible for costs in respect to sickness and injury to seafarers during employment or arising from their employment?	
170	Are all costs in respect to sickness and injury covered (including medical treatment and supply of necessary medicines and therapeutic appliances and board and lodging away from home)?	
171	Is the shipowner responsible for continuing to cover those medical costs for at least the minimum periods provided for under the national law?	
172	Is the shipowner responsible for full wages (where sickness or injury results in incapacity for work) while seafarer is on board or until repatriated and payment of wages as per the national legislation or an applicable CBA , once landed or repatriated?	
173	Is the shipowner responsible for paying costs of burial expenses in the case of death occurring on board or ashore during the period of engagement? (unless exempted by national legislation)	
174	Has the shipowner provided financial security to assure compensation in the event of death or long-term disability as set out in the SEA and/or CBA and national legislation?	
175	Are measures in place to safeguard seafarers’ property left on board by sick, injured, or deceased seafarers?	
	Regulation 4.3 - Health & safety protection & accident prevention (inspected and certified)	Y/N
176	Are seafarers provided with occupational health and safety protection and accident prevention in accordance with national requirements?	
177	Is the living, working and training environment onboard ship safe and hygienic?	
178	Does the ship have an occupational safety and health policy and programme (with special attention paid to protecting seafarers under the age of 18)?	
179	Is there a ship safety committee (for ships with 5 or more seafarers) with seafarers appointed or elected as ships safety representatives?	

180	Is the ship safety committee functioning (is there a record of meetings and./or actions)? Are the issues raised by the safety committee and safety inspections being addressed in a timely manner?	
181	Are there procedures in place and followed for reporting and recording and investigating unsafe conditions and onboard occupational accidents?	
182	Has a proper risk assessment been carried out for onboard occupational safety and health management?	
183	Is there training and instruction of seafarers regarding occupational safety and health and accident prevention?	
184	Are the national provisions for specific areas or equipment and practices and matters being complied with. In particular:	
185	general and basic provisions?	
186	structural features of the ship, including means of access and asbestos-related risks?	
187	machinery?	
188	the effects of the extremely low or high temperature of any surfaces with which seafarers may be in contact?	
189	the effects of noise in the workplace and in shipboard accommodation?	
190	the effects of vibration in the workplace and in shipboard accommodation?	
191	the effects of other ambient factors in the workplace and in shipboard accommodation, including tobacco smoke?	
192	special safety measures on and below deck?	
193	loading and unloading equipment?	
194	fire prevention and fire-fighting?	
195	anchors, chains and lines?	
196	dangerous cargo and ballast?	
197	personal protective equipment for seafarers?	
198	work in enclosed spaces?	
199	physical and mental effects of fatigue?	
200	the effects of drug and alcohol dependency?	
201	HIV/AIDS protection and prevention?	
202	emergency and accident response?	
203	Are reasonable precautions being taken on the ship to prevent occupational accidents, injuries and diseases including risks of exposure to harmful levels of ambient factors and chemicals and well as risk of injury or disease that may result from the use of equipment and machinery on the ship? The following matters should be considered:	
204	Are seafarers aware of the guidelines appertaining to the management of occupational health and safety?	
205	Is the access/egress satisfactory?	
206	Are any openings in the decks etc guarded or covered?	
207	Is personal protective equipment in good order and being maintained correctly?	
208	Is personal protective equipment being used correctly?	

209	Are machinery guards correctly secured in place (including those in way of hot/cold surfaces)?	
210	Do machinery emergency stop devices function correctly?	
211	Are seafarers aware of the risks posed by enclosed spaces and the procedures required to enter them?	
212	Are seafarers aware of the guidelines appertaining to the management of occupational health and safety?	
213	Have the risks posed to young persons been addressed?	
214	Are safety inspections (where required by national legislation) being carried out correctly?	
	Regulation 4.5 – Social security (inspection item)	Y/N
215	Are the seafarers covered by flag State social security protection? (or by an arrangement between the flag State and another State?	
216	Does the SEA contain the required information on any social security protection (in addition to medical protection) to be provided by the shipowner?	
217	If it is a contributory system, is there evidence available to confirm that the mandatory contributions are being made?	
	Regulation 5.1.5 – On-board complaint procedures (inspected and certified)	Y/N
218	Does the ship have onboard procedures for the fair, effective and expeditious handling of seafarer complaints? (if model procedures have been adopted by the competent authority are they consistent with these procedures?) The procedures must address the following matters:	
219	Do seafarers have a right to be accompanied or represented during the procedure?	
220	Do seafarers have a right to complain directly to the master and to appropriate external authorities	
221	Are there safeguards to protect seafarers from victimization for making complaints?	
222	Do the onboard procedures include contact information for the competent authority in the flag State and persons who can provide confidential and impartial advice and assistance?	
223	Are all seafarers given a copy of the onboard procedures for the ship (in the working language of the ship)?	