



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

CIRCULAR N° MLC 002- Rev.3

PROCEDURES FOR MARITIME LABOUR CONVENTION CERTIFICATION

TO: RECOGNIZED ORGANIZATIONS (RO), FLAG STATE INSPECTORS, SHIP OWNERS, SHIPS' OPERATORS AND MANAGERS, MASTERS AND SEAFARERS

APPLICABLE TO: ALL SHIPS WHICH ARE SUBJECT TO MLC 2006 CERTIFICATION

EFFECTIVE AS FROM: 05.06.2013

Maritime Labour Convention, 2006 (MLC 2006)

1. Introduction

1.1 On 9th November 2010, St. Vincent and the Grenadines (SVG) deposited its ratification of the MLC, 2006 with the International Labour Office (ILO), making it the eleventh (11th) maritime country to ratify.

1.2 SVG is in the process of promulgating regulations to give effect to the MLC 2006 (SVG Implementing Regulations). The regulations (annexed to this circular) are under final review and little change, if any, to the legislation is anticipated. Changes, if any, will be communicated at the earliest opportunity.

1.3 ROs, and inspectors authorized by this Administration **may proceed with inspection** of St. Vincent and The Grenadines' ships based on these regulations, DMLC Part I and the DMLC Part II.

1.4 A provisional copy of a Declaration of Maritime Labour Compliance – Part I, (DMLC Part I), annexed to this Circular, is made available to assist shipowners/managers and seafarers in preparing for MLC 2006 compliance and certification.

2. Application

2.1 Ships

2.1.1 The MLC 2006 applies to all ships, whether publicly or privately owned, ordinarily engaged in commercial activities other than:

2.1.1.1 ships which navigate exclusively in inland waters or waters within, or closely adjacent to, sheltered waters or areas where port regulations apply;

2.1.1.2 ships engaged in fishing or similar pursuits;

- 2.1.1.3 ships of traditional build such as dhows and junks; and,
- 2.1.1.4 warships or naval auxiliaries.

2.1.2 Commercial activity is considered to be any maritime activity undertaken for the purpose of generating revenue.

2.1.3 St Vincent and The Grenadines Maritime Administration, (the Administration), shall determine the waters of St. Vincent and The Grenadines which are within or closely adjacent to sheltered waters or areas where port regulations apply.

2.2 Exceptions and Exclusions

2.2.1 The Administration may, after consultation with shipowners' and seafarers' organizations concerned, determine that all or any of the requirements of the Code which forms part of the MLC 2006 shall not apply to ships of less than 200 gross tonnage (GT) not engaged on international voyages and communicate such exceptions and exclusions to the Director-General of the ILO and to other interested parties.

2.3 Seafarers

2.3.1 The MLC 2006 applies to all seafarers.

2.3.1.1 A Seafarer is any person who is employed or engaged or works in any capacity on-board a ship to which the MLC, 2006 applies.

2.3.1.2 In accordance with Resolution VII adopted 22nd February 2006, by the 94th (Maritime) Session of the International Labour Conference, held in Geneva, the term "seafarer" means the Master and everyone working on-board including shopkeepers, resident entertainers, hairdressers and similar persons.

2.3.2 Persons whose work is not part of the routine business of the ship and whose principal place of business is ashore are **NOT** considered as seafarers. The following categories of persons are therefore not considered as seafarers:

2.3.2.1 scientists, researchers, divers, specialist off-shore technicians, etc. whose work is not part of the routine operation of the ship;

2.3.2.2 harbour pilots, inspectors, surveyors, auditors, superintendent who although trained and qualified in maritime skills and perform key specialist functions, their work is not part of the routine operation of the ship;

2.3.2.3 guest entertainers, repair technicians, port workers whose work is occasional and short term with their principal place of employment being ashore; and

2.3.4 non-marine personnel, employed under outsourced service agreements, the terms of which determine the conditions under which the service provider will supply the necessary personnel;

2.3.3 In doubt as to whether any categories of persons should be regarded as seafarers, the matter will be determined by the Administration, after consultation with the shipowners' and seafarers' organizations concerned.

3. Exemptions

3.1 The MLC 2006 allows very limited options for exemption from Title 3 (Accommodation, Recreational Facilities, Food, Catering and Water).

3.2 Exemptions may only be agreed in consultation with the seafarers' and shipowners' organizations concerned or through the Special Tripartite Committee at the ILO.

3.3 The Administration strongly recommends to shipowners to strive for full compliance where possible without relying on exemptions since both processes (consultation with the seafarers' and shipowners' organizations concerned or through the Special Tripartite Committee at the ILO) are expected to be lengthy.

3.4 For ships of less than 200 GT, shipowners may seek to obtain an exemption from the requirements for accommodation, (as provided in paragraph 20 of Standard A3.1), where it is reasonable to do so, taking into account the size of the ship and the number of persons on-board. Such requests for exemptions should be clearly justified on strong grounds and subject to protecting the seafarers' health and safety.

3.5 Any shipowner who wishes to obtain an exemption, should submit an application to the Administration for consideration well in advance of the application for the issue of the ships' DMLC Part I.

4. Recognized Organizations and Inspectors

4.1 The Administration are to the extent outlined at paragraph 4.2, has delegated inspection and certification functions under the MLC, 2006 to the following Recognized Organizations (ROs):

- American Bureau of Shipping (ABS)
- Bureau Veritas (BV)
- China Classification Society (CCS)
- Croatian Register of Shipping (CRS)
- Det Norske Veritas (DNV)
- Germanischer Lloyd (GL)
- Indian Register of Shipping (IRS)
- International Naval Surveys Bureau (INSB)
- Hellenic Register of Shipping (HRS)
- Korean Register of Shipping (KR)
- Lloyds Register (LR)
- Nippon Kaiji Kyokai (NKK)
- Polski Rejestr Statkow (PRS)
- Registro Italiano Navale (RINA)
- Russian Maritime Register of Shipping (RS)

4.2 The inspection and certification functions to be carried out by ROs include the following:

- 4.2.1 Approval of Plans and Drawings in respect of the Title 3 of MLC 2006;
- 4.2.2 Approval of Declaration of Maritime Labour Compliance Part II;
- 4.2.3 Interim inspection and issuance of Certificate;
- 4.2.4 Initial inspection and issue of a Short Term Certificate;
- 4.2.5 Intermediate inspection and endorsement of Certificate;
- 4.2.6 Renewal inspection and issue of a Short Term Certificate;
- 4.2.7 Withdrawal of a Certificate;
- 4.2.8 Require the rectification of deficiencies found during the inspections;

- 4.2.9 Inspections at the request of a port State for the rectification of the deficiencies found during a Port State Control (PSC) inspection; and
- 4.2.10 Investigate complaints if specifically authorized by the Administration. Responsibility for the resolution of a complaint remains with SVG.

4.3. The Administration may, on a case by case basis, authorize inspectors who are qualified, (possess the training and competence outlined in Standard 5.1.4), to discharge any or all of the functions at 4.2 and to undertake related activities outlined in this Circular.

5. Inspection and Certification

5.1 General Requirements

- 5.1.1 MLC 2006 requires all ships of 500 GT or more to carry a Maritime Labour Certificate (ML Certificate). It is not mandatory for vessel of less than 500 GT to have a Certificate on-board but, such a certificate can be issued on a voluntary basis if requested.
- 5.1.2 Whether certificated or not, all ships trading internationally should comply with the MLC 2006 when it enters into force.
- 5.1.3 The Administration recommends that shipowners/managers of vessels of less than 500 GT should apply voluntarily for a Certificate of Compliance in order to reduce possible problems with PSC. However these vessels are subject to inspections and a RO should provide the relevant report on-board.
- 5.1.4 The Administration strongly recommends to shipowners/managers to apply for MLC 2006 certification as soon as possible. All ships should be inspected and certified, as applicable, by 20th August 2013, in respect of the MLC 2006.
- 5.1.5 As part of the certification process, it will be verified that the conditions for seafarers on ships relating to working and living conditions as set out in the DMLC, where applicable, are being followed and that the requirements of MLC 2006 are met.
- 5.1.6 The scope of inspection for initial, interim or renewal of the Maritime Labour Certificate should include the fourteen (14) items referred to in Appendix A5-I of MLC 2006.
- 5.1.7 The ILO *Guidelines for Flag State Inspections* expand upon the requirements for inspection to include in addition to the fourteen (14) items:
 - 5.1.7.1 Entitlement to Leave (Regulation 2.4)
 - 5.1.7.2 Repatriation (Regulation 2.5)
 - 5.1.7.3 Shipowners' Liability (Regulation 4.2)
 - 5.1.7.4 Social Security (Regulation 4.5)
 - 5.1.7.5 General Principles – Certification (Standard A5.1.1)
- 5.1.8 As with surveys for other statutory certificates, shipowners should contact their Classification Society for MLC 2006 inspections.
- 5.1.9 After conducting an MLC 2006 inspection of any SVG ship, the RO shall provide an inspection report to the Administration, whether the ship is certificated or not.

5.2 Accommodations and On-board Recreational Facilities

5.2.1 New Ships

5.2.1.1 Accommodation and on-board recreational facilities of new ships, other than pleasure vessels, including pleasure yachts with limited charter allowance, shall meet the provisions set out in Paragraphs 6 to 17 of Standard 3.1 and Part B3.1 of MLC 2006. Variations may be allowed in the interests of seafarers having differing and distinctive religious and social practices.

5.2.2 Existing Ships

5.2.2.1 Existing ships are defined as ships whose keel laying dates are before 20th August 2013, the date on which the MLC 2006 enters into force.

5.2.2.2 Existing ships should be inspected by ROs or Inspectors to ensure that the accommodation and recreational facilities are clean and maintained in condition which promotes seafarers health and well-being.

5.2.2.3 Existing ships are required to comply with the accommodation and recreational facilities in ILO Conventions C92 and C133 (as recommended in the ILO "Guidelines for Flag State Inspections under the MLC, 2006" – ILO ISBN 987-92-2-121741-1. Those Guidelines provide, at Paragraph 2 of Regulation 3.1, that ships that were in existence before entry into force of the MLC, 2006 will be inspected in connection with seafarers' accommodation and recreational facilities to verify that the ship provides and maintains decent accommodation and recreational facilities for seafarers working or living on-board, or both, consistent with promoting the seafarers' health and well-being in accordance with national legislation).

5.2.2.4 ROs and Inspectors conducting initial inspection of SVG ships should complete annexed checklist for accommodation of existing ships. This document should be retained on-board as long as the ship remains registered with SVG.

5.2.2.5 Any alteration other than substantial alteration of accommodation and recreational facilities of existing ships should be carried out in accordance with ILO Conventions C92 and C133.

5.2.2.6 Any substantial alteration of accommodation and recreational facilities of existing ships should be carried out in accordance with the MLC 2006.

5.3 Procedure for Shipowners/Managers to obtain MLC 2006 Certification (Initial Inspection)

5.3.1 Shipowners/managers should conduct a gap analysis of the ship and Company policy against the SVG Implementing Regulations (including the DMLC Part I).

5.3.2 Any areas of concern raised from the gap analysis should be discussed with the relevant RO or Inspector.

5.3.3 Shipowners/managers should have documented procedures to comply with the requirements of the MLC 2006. The Master should be familiar with the requirements of the MLC 2006 and the responsibilities for its implementation.

- 5.3.4 Shipowners/managers should make a formal request to the Administration for the issue of a ship's specific DMLC Part I.
- 5.3.5 An additional fee may be required for the review of any requested exemption or equivalency.
- 5.3.6 DMLC Part I will be issued by the Administration with a copy to the RO. A PDF copy will be e-mailed to the shipowner and the original will be couriered to the shipowner's attention. The DMLC Part I will include, exemptions and/or equivalences authorized by the Administration, **if any**. (Please refer to Paragraph 3 - Exemptions).
- 5.3.7 In order to prepare the vessel for an initial MLC 2006 inspection the shipowners/managers should complete the DMLC Part II which is available on the Administration's website. The RO or inspector may be consulted for general guidelines. In completing the DMLC Part II shipowners should be guided by the sample in Appendix B5-1 to the MLC 2006.
- 5.3.8 DMLC Part II prepared by the shipowners/managers should be submitted together with the ship's specific DMLC Part I to the RO for review and acceptance of DMLC Part II.
- 5.3.9 Upon review of both DMLC Part I and DMLC Part II and acceptance of DMLC Part II, the ship's initial MLC 2006 inspection should be agreed with a RO. (Please note that review and acceptance of DMLC Part II may also be carried out on-board during an initial MLC 2006 inspection). The Administration strongly recommends that shipowners/managers submit the DMLC Part II to the RO in a timely manner to allow ample time for rectification of discrepancies, if any.
- 5.3.10 Upon satisfactory initial inspection, the RO should issue a Short Term ML Certificate valid for up to five (5) months and approve the DMLC Part II. Originals of DMLC Part I (issued by the Administration) and the DMLC part II (completed by the shipowners/managers and approved by the RO) should be kept on-board together with the Short Term ML Certificate (issued by the RO).
- 5.3.11 The RO should forward as soon as possible a copy of the Short Term ML Certificate, DMLC Part I, DMLC Part II and inspection report/inspection log to the Administration.
- 5.3.12 Shipowners/managers should apply to the Administration for the issue of a Full Term ML Certificate. The application should be submitted to the Administration within three (3) months of the date of the initial inspection.
- 5.3.13 Upon receipt of the documentation and application indicated at 5.3.11 and 5.3.12 respectively (above), the Administration will issue a Full Term ML Certificate valid for five (5) years from the date of the initial inspection. The originals of the Full Term ML Certificate, DMLC Part I and DMLC Part 2 (approved by an RO) should be kept on-board.
- 5.3.14 All SVG ships to which the MLC 2006 applies should have Short Term or Full Term ML Certificates on-board by 20th August 2013.
- 5.3.15 The application forms for the issue of a ship specific DMLC Part I and for Full Term ML Certificate as well as the general DMLC Part I are available on the Administration's website.

5.4 Procedure for Shipowners/Managers to Obtain Interim ML Certificate

- 5.4.1 An Interim ML Certificate may be issued as follows:
 - 5.4.1.1 to new ships on delivery;
 - 5.4.1.2 when a ship changes flag; or
 - 5.4.1.3 when a shipowner assumes responsibility for the operation of a new ship.
- 5.4.2 An Interim Maritime Labour Certificate may be issued by an RO for a period not exceeding six (6) months. Interim certificates will not be extended or reissued.
- 5.4.3 The shipowner/manager should conduct a gap analysis of the ship and Company policy against the SVG Implementing Regulations (including the DMLC Part I).
- 5.4.4 Any area(s) of concern raised from the gap analysis should be discussed with the relevant RO or inspector.
- 5.4.5 The shipowner/manager should have adequate procedures to comply with the requirements of the MLC 2006. The Master should be familiar with the requirements of the MLC 2006 and be responsible for its implementation on-board.
- 5.4.6 The shipowner/manager should apply to the Administration for the issue of a ship's specific DMLC Part I.
- 5.4.7 The shipowner/manager should arrange for an interim MLC 2006 inspection of the vessel to be carried out by an RO. DMLC Part II is not required for interim ML inspection/certification.
- 5.4.8 Upon a satisfactory interim MLC 2006 inspection, the RO should issue an Interim ML Certificate valid for six (6) months. No further Interim ML Certificate will be issued.
- 5.4.9 The RO should forward as soon as possible a copy of the Interim ML Certificate and inspection report/inspection log to the Administration.

5.5 Intermediate Inspection and Endorsement of the ML Certificate

- 5.5.1 The validity of the ML Certificate will be subject to the intermediate inspection. The scope and depth of the intermediate inspection should be equal to an inspection for the renewal of the ML Certificate.
- 5.5.2 If only one intermediate inspection is carried out and the period of validity of the certificate is five years, it should take place between the second and third anniversary dates of the certificate.
- 5.5.3 The ML Certificate should be endorsed by the RO, after a satisfactory intermediate inspection.
- 5.5.4 The RO should submit to the Administration a copy of the endorsed ML Certificate and intermediate Inspection Report no later than thirty (30) days after completion of the intermediate inspection.

- 5.5.5 The ML Certificate will cease to be valid if the intermediate inspection is not carried out as required, (i.e. between the second and third anniversary date of the ML Certificate).

5.6 Renewal Inspection and Renewal of the ML Certificate

- 5.6.1 All national requirements (as per initial inspection) implementing the MLC 2006 need to be verified during a ML Certificate renewal inspection.
- 5.6.2 When the renewal inspection has been satisfactorily completed by the RO within three (3) months before the expiry date of the existing ML Certificate, a Short Term ML Certificate valid for five (5) months should be issued by the RO.
- 5.6.3 At the request of shipowner's and upon receipt of the report of renewal inspection and a Short Term ML Certificate from the RO, the Administration will issue a new Full Term ML Certificate. This certificate will be valid for a period of five (5) years from the date of expiry of the existing ML Certificate.
- 5.6.4 Shipowners/Managers should apply to the Administration for the issue of a new Full Term ML Certificate. The application should be submitted to the Administration within three (3) months from the date of the renewal inspection.
- 5.6.5 When the renewal inspection is satisfactorily completed more than three (3) months before the expiry date of the existing ML Certificate, the new ML Certificate will be valid for a period not exceeding five (5) years, from the date of completion of the renewal inspection.
- 5.6.6 When a ship which it is to be verified is not in port at the time when its Certificate expires, the Administration may extend the period of validity of the Certificate, but this extension will only be granted for the purpose of allowing the ship to complete its voyage to the port in which it is to be verified. No Certificate will be extended more than three (3) months for this purpose. Documented evidence from the Administration granting this request should be reviewed by the RO prior endorsing the extension.
- 5.6.7 When the renewal inspection is satisfactorily completed after the expiry date of the existing Certificate, the new Certificate will be valid from the date of the completion of the renewal inspection to a date not exceeding five (5) years from the date of expiry of the existing certificate.

5.7 Cessation (Invalidation) of Certificates

- 5.7.1 A ML Certificate and a DMLC will cease to be valid if any of the following situations arises:
- 5.7.1.1 Required inspections as stated above are not carried out;
 - 5.7.1.2 ML Certificate is not endorsed at the intermediate inspection;
 - 5.7.1.3 When the shipowner/manager is no longer responsible for the operation of the ship;
 - 5.7.1.4 A ship changes flag;
 - 5.7.1.5 Substantial modifications made to the structure or equipment; or
 - 5.7.1.6 Amendments to national laws or regulations or other measures implementing the MLC 2006 are not taken into account.

5.8 ML Certificate and DMLC withdrawal

The ML Certificate and the DMLC will be withdrawn by the Administration or the RO if there is evidence of serious or frequent deficiencies and the required corrective action has not been taken.

5.9 Change of Flag

To support the timely re-certification when a ship changes flag, (see 5.7.1.3 above), the Administration undertakes to implement the guidelines in the MLC 2006 concerning transmission of ML Certificate, DMLC and relevant inspection reports, B5.1.3.6 of which provides:

When a ship changes flag ... and where both States concerned have ratified this Convention, the Member whose flag the ship was formerly entitled to fly should, as soon as possible, transmit to the competent authority of the other Member copies of the maritime labour certificate and the declaration of maritime labour compliance carried by the ship before the change of flag and, if applicable, copies of the relevant inspection reports if the competent authority so requests within three months after the change of flag has taken place.

5.10 Significance of the DMLC Parts I and II

The DMLC Parts I and II are of critical importance. Part I states the requirements of national law. Part II states the measures that the shipowner has adopted on-board to actually give effect to the law. It is effectively these two documents that will form the inspection standard for the issue of a Maritime Labour Certificate or for any Port State Control or other inspection.

6. On-board Complaint Procedures

- 6.1 It is a mandatory requirement for shipowners to establish on-board procedures for the fair, effective and prompt handling of the seafarers' complaints alleging breaches of the requirements of MLC 2006, including seafarers' rights, in accordance with the national requirements and the requirements of MLC 2006.
- 6.2 It is also mandatory for shipowners to ensure that each seafarer is provided with:
 - 6.2.1 A copy of the complaint procedures;
 - 6.2.2 The shipowner's contact details or the contact details of the shipowner's representative ashore who is responsible for handling and solving the complaints;
 - 6.2.3 The contact details for SVG's point of contact for receipt of complaints. (See paragraph 8.2); and,
 - 6.2.4 The contact details for the Competent Authority in the seafarer's country of residence.
- 6.3 The procedures should be designed to resolve complaints at the lowest possible level but should not prevent a seafarer from making a complaint directly to the Master, to the shipowner, to the Administration or to the Competent Authority for the MLC 2006 in the seafarer's country of residence, if the seafarer considers it necessary.
- 6.4 The complaint system should include safeguards against victimization.

6.5 The complaints system should at least ensure that:

- 6.5.1 The complainant seafarer briefly describes his/her complaint.
- 6.5.2 The complainant seafarer should submit his/her complaint in writing within seven (7) days of the occurrence, or according to the circumstances, following the hierarchy below:
 - Superior Officer
 - Head of Department
 - Master
- 6.5.3 Each of the indicated rank has a further seven (7) days to solve the complaint.
- 6.5.4 If the Master is unable to solve the complaint, the seafarer will have ten (10) days to bring it through the Master to the shipowner, or if the complaint is to the prejudice of the Master, then directly to the shipowner or his representative ashore.
- 6.5.5 The shipowner or his representative ashore and the seafarer concerned will have a period of thirty (30) days to solve the complaint.
- 6.5.6 If after thirty (30) days, the complaint has not been solved, then either party will have a further thirty (30) days to bring the matter to the Administration.

6.6 Seafarers making a complaint may be accompanied or represented during the complaint procedure. Each seafarer should be provided with the name of a person on-board who can provide impartial advice on a complaint on a confidential basis.

6.7 As a substantial equivalent, the Administration accepts that the identity of a position on-board may be substituted for the name of a person.

7. Financial Security

7.1 Shipowners are required to arrange financial security, arising under the MLC, 2006 as follows:

- 7.1.1 Repatriation of seafarers (Standard A2.5);
- 7.1.2 Seafarer compensation for the ship's loss or foundering (Standard A2.6); and,
- 7.1.3 Shipowners' liability (Standard A4.2).

7.2 A P&I Club "Certificate of Entry" will satisfy this requirement.

8. Administration Contact

8.1 In accordance with the Regulation 5.1.5 of the MLC 2006 seafarers should be provided with a copy of the on-board complaints procedures which include contact details of the competent authority.

8.2 SVG's point of contact for receipt and resolution of seafarer complaints (paragraph 6.2.3) is:

| The Registrar of Seafarers | |
|---|--|
| C/o Commissioner for Maritime Affairs 8, Av de Frontenex 1207 Geneva Switzerland Tel: +41 (0) 22 707 63 00 Fax: +41 (0) 22 707 63 49 Email: technical@svg-marad.com | First Floor, Cruise Ship Terminal Upper Bay Street, Kingstown Saint Vincent and the Grenadines Tel: +1 784 456 1378 Fax: +1 784 451 2445 Email: svgmarad@gmail.com |

Annexes to this Circular:

- DMLC Part I
- Checklist for accommodation of existing ships
- Model of on-board compliant handling procedures
- Ship master's Report Form (Model)
- DMLC Part II
- ML Certificate
- Application for the issue or change of a DMLC Part I
- Application for the issue, change or renewal of a ML Certificate
- The Shipping (Maritime Labour Convention, 2006) Regulations, 2013.
- Revision History



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

No: DMLC Part I/Off No/dd/mm/yy/G or M

Maritime Labour Convention, 2006

Declaration of Maritime Labour Compliance – Part I

(NOTE: This Declaration must be attached to the ship's Maritime Labour Certificate)

**Issued under the authority of:
The St. Vincent and The Grenadines Department of Maritime Administration
(The Administration)**

With respect to the provisions of the Maritime Labour Convention, 2006, (the Convention), the following referenced ship:

| Name of Ship | IMO Number | Gross tonnage |
|--------------|------------|---------------|
| | | |

is maintained in accordance with Standard A5.1.3 of the Convention.

The undersigned declares, on behalf of the abovementioned competent authority, that:

- the provisions of the Maritime Labour Convention are fully embodied in the national requirements referred to below;
- these national requirements are contained in the national provisions referenced below; explanations concerning the content of those provisions where necessary;
- the details of any substantial equivalencies under Article VI, Paragraphs 3 and 4, are provided in the section provided for this purpose below;
- any exemptions granted by the competent authority in accordance with Title 3 are clearly indicated in the section provided for this purpose below; and
- any ship-type specific requirements under national legislation are referenced under the requirements concerned.

1. Minimum age (Regulation 1.1)

The Shipping Regulations, 2013, Reg. 6, Para 1

- No person under the age of 16 shall be employed or engaged or work on-board a ship.
- Night means a period of 9 consecutive hours beginning no later than 21:00 and ending no earlier than 06:00.
- Persons under age of 18 may be engaged in night work where it is part of a recognised training programme.
- No seafarer under the age of 18 shall be employed or engaged or work as a ship's cook.
- Unless trained and certified, no person under the age of 18 shall be employed or engaged or work as per B 4.3.10, Para 2 and working with heat or fire (such as welding and flame-cutting), work in enclosed or confined spaces, work aloft and work outboard and other types of work as the Administration may determine after consultation.

2. Medical certification (Regulation 1.2)

The Shipping Regulations, 2013, Reg 6, Para 2

- .1 All seafarers shall be in possession of a medical certificate issued, in accordance with STCW 1978, as amended, by a medical practitioner authorised to issue such certificates in the country of issue, provided that country is a party to the MLC 2006 (hereafter called the Convention) or the STCW Convention.
- .2 Medical certificates shall comply with the standards in the STCW Convention and be issued following the procedures set out in the ILO/WHO Guidelines.

3. Qualification of seafarers (Regulation 1.3)

The Shipping Regulations, 2013, Reg. 6, Para 3

- .1 Seafarers shall not work on a ship unless they are trained or certified as competent or otherwise qualified to perform their duties and they have successfully completed training for personal safety on-board ship. Training and certification in accordance with the STCW Convention shall be accepted as meeting the requirements of this Paragraph.

4. Seafarers' employment agreements (Regulation 2.1)

The Shipping Regulations, 2013, Reg. 6, Para 5

- .1 Every seafarer shall have an employment agreement in accordance with the conditions set out in Standard A2.1 of the Convention. A Collective Bargain Agreement may form all or part of a seafarers' employment agreement (SEA).
- .2 Seafarers employment shall be recorded in a Saint Vincent and the Grenadines Seamen's Book.
- .3 The duration of the minimum notice periods for the SEA early termination to be given by seafarers and shipowners is seven (7) days. Seafarers may terminate an agreement at less than seven (7) days notice as follows:
 - .1 on compassionate grounds;
 - .2 if the ship is detained for 30 days or more in respect of mandatory international conventions;
 - .3 if the ship is arrested for 30 days or more; or
 - .4 if the ship is about to sail to a war zone to which the seafarer does not consent to go.
- .4 Shipowners may terminate the agreement at less than seven (7) days notice if:
 - .1 the ship is sold or lost;
 - .2 the seafarer is unable to continue to perform his duties due to illness or injury; or,
 - .3 the seafarer is determined to be incompetent or guilty of a serious disciplinary offence.

5. Use of any licensed or certified or regulated private recruitment and placement service (Regulation 1.4)

The Shipping Regulations, 2013, Reg. 6, Para 4

- .1 Seafarer Recruitment and Placement Services (SRPS) in Saint Vincent and the Grenadines shall be licensed by the Administration.
- .2 Shipowner shall ensure that the SRPS has a document confirming compliance with the standard A1.4 of the Convention and authorization by a relevant party to the Convention to operate as a SRPS. The shipowner shall request from the SRPS and keep on record as evidence of compliance with this regulation a copy of the SRPS document of compliance and authorization.
- .3 Shipowners using SRPS in countries in which are not parties to the Convention shall ensure, as far as practicable, that those SRPS conform to the standards set out in Standard A1.4 of the Convention and shall have evidence of steps taken in this regard.

6. Hours of rest (Regulation 2.3)

The Shipping Regulations, 2013, Reg. 6, Para 7

- .1 Every seafarer shall receive the hours of rest specified in Standard A2.3 of the Convention. Hours of rest do not include short breaks of less than 1 hour.
- .2 A table of the shipboard working arrangements shall be posted in accordance with Standard A2.3 Paragraph 10 in the format published by the IMO/ILO.
- .3 Records of seafarers daily rest hours shall be maintained in the published IMO/ILO format. Every seafarer shall receive the hours of rest specified in Standard A2.3 of the Convention which shall be endorsed by the master or a person authorized by the master and by the seafarer. As a substantially equivalent measure the Administration accepts that the records may be in an electronic format provided that each seafarer: has access to it, can obtain a printed copy, and is able (as well as the Master) to endorse his/her record electronically and the records are in a format recognizably similar to the IMO/ILO format, protected against tampering and available readily to auditors, inspectors and PSC officers.
- .4 Mandatory drills and training shall be arranged so as to minimize the disturbance to hours of rest.
- .5 It is the right of the master of a ship to require a seafarer to perform any hours of work necessary for the immediate safety of the ship, persons on-board or cargo, or for the purpose of giving assistance to other ships or persons in distress at sea, on condition that compensatory rest is provided on the conclusion of the situation,
- .6 Seafarers who are engaged as watchkeeping officers or as ratings forming part of a watch or whose duties involve designated safety, prevention of pollution, or security duties may be exempted in part from the requirements of rest in Standard A2.3 provided that their rest hours conform to those set out in Chapter VIII of the STCW Convention, as amended.

7. Manning levels for the ship (Regulation 2.7)

The Shipping Regulations, 2013, Reg 6, Para 11

- .1 *There shall be a sufficient number of seafarers on-board in accordance with the Minimum Safe Manning Document issued by the Administration.*

8. Accommodation (Regulation 3.1)

The Shipping Regulations, 2013, Reg. 6, Para 12

- .1 *Accommodation of new ships shall meet the provisions set out in Standard 3.1 Paragraphs 6 to 17 of the Convention and Part B3.1 of the Convention.*
- .2 *Variations may be allowed in the interests of seafarers having differing and distinctive religious and social practices.*
- .3 *Weekly inspections shall be carried out by or under the authority of the master in order to ensure that seafarers' accommodation facilities are clean, decently habitable and maintained in a good state of repair. The results of such inspections shall be recorded in the ship's deck log book.*
- .4 *Existing ship (whose keel laying date is before 20th August 2013) shall maintain a decent accommodation for seafarers working or living on-board, or both, consistent with promoting the seafarers' health and well-being. Any alteration other than substantial alteration of accommodation of existing ships shall be carried out in accordance with ILO Conventions C92 and C133. Any substantial alteration of accommodation of existing ships shall be carried out in accordance with the Convention. An attending Inspector should complete checklist for accommodation of existing ships on occasion of an initial inspection. The document should be retained on-board as long as the ship remains registered with Saint Vincent and the Grenadines.*

9. On-board recreational facilities (Regulation 3.1)

The Shipping Regulations, 2013, Reg.6, Para 12

- .1 *Recreational facilities must be provided and shall meet the provisions set out in Standard 3.1 Paragraphs 6 to 17 of the Convention and Part B3.1.11 of the Convention.*
- .2 *Existing ship shall be provide and maintains a decent recreational facilities for seafarers working or living on-board, or both, consistent with promoting the seafarers' health and well-being. Any alteration other than substantial alteration of recreational facilities of existing ships shall be carried out in accordance with ILO Conventions C92 and C133. Any substantial alteration of recreational facilities of existing ships shall be carried out in accordance with the Convention.*

10. Food and catering (Regulation 3.2)

The Shipping Regulations, 2013, Reg. 6, Para 13 and MLC 005

- .1 *Food and drinking water of appropriate quality, nutritional value and quantity that adequately covers the requirements of the ship and takes into account differing cultural and religious backgrounds shall be provided at no charge to seafarers.*
- .2 *If operating with a prescribed manning of 10 or more there shall carry a qualified ships cook on-board.*
- .3 *A Cook is considered qualified either if:*
 - .1 *He/She is in possession of the certificate issued by an organization, approved or recognized by the Administration or, other State party to the Convention or the Certification of Ships Cooks Convention, 1946 (No.69);*
 - .2 *He/She shall have served at sea for 3 months as second cook/cook assistant or 5 years in the catering department as steward. In both cases he/she shall have received training in handling foods, storage of foods on-board ships and hygiene in the galley food preparation areas; or*
 - .3 *He/she possesses approved qualifications in cookery valid in a commercial cooking establishment.*
- .4 *If operating with a prescribed manning of less than 10, a fully qualified cook is not required, provided that the person processing food is to be trained and instructed in areas including food and personal hygiene and handling and storage of food. The training should be documented.*
- .5 *If the cook is temporarily not available through exceptional circumstances or has had to leave the ship, the Administration may issue a dispensation for up to one (1) month or until the next port where the cook can be replaced provided the person taking over the role has received instruction or training in handling food, storage of food, and hygiene.*
- .6 *Weekly inspections are to be carried out with respect to supplies of food and drinking water, spaces and equipment used for the storage and handling of food and drinking water, galley and other equipment for the preparation and service of meals. Inspections and any deficiencies identified are to be recorded and deficiencies rectified promptly. Records of inspections are to be available for three (3) years.*

11. Health and safety and accident prevention (Regulation 4.3)

The Shipping Regulations, 2013, Reg. 6, Para 16 and MLC 004

- .1 *The shipowner shall ensure, so far as practicable, the health and safety of seafarers, that is to say:*
 - .1 *provide and maintain plant, machinery and equipment and systems of work that are safe and without risk to health;*
 - .2 *make arrangements for ensuring safety and absence of risk to health in connection with the use, handling, stowage and transport of articles and substances;*
 - .3 *provide the seafarers with information, instruction, training and supervision as is necessary to ensure the health and safety on-board; and,*
 - .4 *maintain all workplaces in a safe and risk free condition, and provide and maintain an environment on-board that is safe and without risk to health.*

- .2 *The shipowner shall prepare and keep up to date, a written statement of his general policy with respect to health and safety on-board and the arrangements for carrying out the policy. Standards and practices are those set out in the ILO Code of Practice entitled Accident Prevention on-board Ship at Sea and in Port, 1996 or other guidance from the Administration. A copy of the said Code is to be carried on-board and shall be accessible to seafarers. If there are five (5) or more seafarers on-board a Safety and Health Committee shall be established which shall operate as set out in the Code.*
- .3 *All accidents, injuries and diseases occurring on-board are to be reported to the Administration in accordance with requirements set by the Administration.*
- .4 *The shipowner may not levy a charge for anything done in compliance with this section.*

12. On-board medical care (Regulation 4.1)

The Shipping Regulations, 2013, Reg. 6, Para 14, Annex B and MLC 003

- .1 *Seafarers shall have the right to visit a qualified medical doctor or dentist without delay in port of call, where practicable at no cost to them.*
- .2 *Master and relevant onshore and on-board medical personnel shall use a standard medical report form as indicated by the Administration.*
- .3 *Paragraph 4 of Standard A4.1 of the Convention shall apply and Guidance on Medical Care On-board Ship provided by the Administration from time to time regarding medical stores and medical training are mandatory.*

13. On-board complaint procedures (Regulation 5.1.5)

The Shipping Regulations, 2013, Reg. 6, Para 19

- .1 *Owner shall provide complaints procedure which is available to all seafarers on-board designed to resolve complaints at the lowest possible level but which does not prevent a seafarer from making a complaint directly to the Master, the shipowner or his representative ashore, the Administration's point of contact ashore or competent authority in the seafarer's country of residence if the seafarer considers it necessary.*
- .2 *The complainant seafarer shall submit his/her complaint in writing within seven (7) days of the occurrence, or according to the circumstances, following the below hierarchy:*
 - .1 *Superior Officer*
 - .2 *Head of Department*
 - .3 *Master*
- .3 *Each of the indicated ranks has a further seven (7) days to solve the complaint.*
- .4 *If the master is unable to resolve the complaint, the seafarer shall have 10 days to bring it through the master to the shipowner, or if the complaint may be to the prejudice of the master, then directly to the shipowner.*
- .5 *The shipowner and the seafarer concerned shall have a period of 30 days there from to resolve the matter.*
- .6 *If after thirty (30) days, the complaint has not been solved, then either party shall have a 30 days to bring the matter to the Administration through is point of contact.*
- .7 *As a substantial equivalent the Administration accepts that the identity of a position on-board can be substituted for the name of a person.*

14. Payment of wages (Regulation 2.2)

The Shipping Regulations, 2013, Reg. 6, Para 6

- .1 *Payment of wages is to be at intervals not greater than one month (30 days).*
- .2 *Specific definitions regarding wages are those in the Guidelines B2.2.1 and B2.2.2 of the Convention.*
- .3 *Each seafarer is to receive a monthly statement of wages specifying wages, additional payments, rate of exchange (where payment is made in a currency different from that in the seafarer's employment agreement).*
- .4 *Seafarers are to have means to transmit all or part of their earnings to beneficiaries.*
- .5 *Any charge for the service under paragraph 4 above shall be reasonable in amount, and the rate of currency exchange, unless otherwise provided, shall be at the prevailing market rate or the official published rate and not unfavourable to the seafarer and shall comply with any other relevant requirements that may be established by law.*
- .6 *The requirements of Guidelines B2.2.2 , Paragraphs 1,2,3 and 4 of the Convention shall apply unless overwritten by a Collective Bargain Agreement.*
- .7 *Normal hours for calculating basic pay shall be 48 hours per week and overtime shall be at not less than 1.25 times basic pay rate.*

Name:

Title:

Signature:

Place:

Date:

(Seal or stamp of the authority, as appropriate)



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

APPLICATION FOR THE ISSUE, CHANGE OR RENEWAL OF A MARITIME LABOUR (ML) CERTIFICATE

| Name of Vessel | Type of vessel | Official Number | Gross Tonnage | IMO Number |
|----------------|----------------|-----------------|---------------|------------|
| | | | | |

| Application for the issue of a ML Certificate due to the following: | |
|---|--------------------------|
| 1. Initial Inspection | <input type="checkbox"/> |
| 2. Renewal Inspection | <input type="checkbox"/> |
| 3. Change of Company's name | <input type="checkbox"/> |
| 4. Change of Company's address | <input type="checkbox"/> |
| 5. Change of Ship's name | <input type="checkbox"/> |
| 6. Alignment with the SMC and ISSC if the same RO is involved | |
| 7. Other (please specify) | |

A copy of the following documents **should be submitted** by e-mail, fax or post together with this Application Form:

| Issue of a ML Certificate due to items 1 and 2 | | |
|--|---------------------------------|-------------------------------|
| Short Term ML Certificate or definite ML Certificate, DMLC part I and DMLC part II | Date of issue (ML Certificate): | Expiry date (ML Certificate): |
| Initial or Renewal Inspection Report | Date of Inspection: | |
| Crew list including seafarers' gender | | |

| Issue of a ML Certificate due to items 3, 4 | | | |
|---|----------------|--------------|-----------|
| Document of Compliance (ISM) | Date of issue: | Expiry date: | Endorsed: |
| Existing Definite ML Certificate, DMLC part I and DMLC part II | Date of issue: | Expiry date: | |
| Confirmation from the RO that issued a Document of Compliance that the Company's overall organization and key staff remain the same | | | |
| | | | |
| Issue of a ML Certificate due to item 5 | | | |
| Written request from the Owner | | | |

| Issue of a ML Certificate due to item 6 | | |
|---|---------------------------------|-------------------------------|
| Definite ML Certificate, DMLC part I and DMLC part II | Date of issue (ML Certificate): | Expiry date (ML Certificate): |
| Definite SMC and ISSC | Date of issue: | Expiry date: |
| Definite ISSC | Date of issue: | Expiry date: |

Place and Date:

Signed on behalf of Company/Owner

Print Full Name and position:



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

CHECKLIST FOR ACCOMMODATION OF EXISTING SHIPS*

(in compliance with the provisions of Standard 3.1 of the Maritime Labour Convention, 2006)

| | |
|-------------------|-----------|
| Name of vessel | |
| Port of Registry | Kingstown |
| Official No. | |
| IMO No. | |
| Call Sign | |
| Date of keel laid | |

Code letters

Yes
 - No
 NA Not Applicable

Ships up to 1000 gross tonnage/gross registered ton (GRT)

1. There should be no direct openings into sleeping rooms from the spaces mentioned below. Requirement fulfilled from
 - 1.1 cargo spaces?
 - 1.2 machinery spaces?
 - 1.3 galleys?
 - 1.4 lamp rooms?
 - 1.5 paint rooms?
 - 1.6 engine, deck and other bulk store rooms?
 - 1.7 drying rooms, communal wash places or water closets?
2. Are the bulkheads separating the above spaces from sleeping rooms
 - 2.1 constructed of steel (or other approved material)?
 - 2.2 watertight and gastight?
3. Are external bulkheads of sleeping rooms and mess rooms insulated?
4. Are machinery casings and all boundary bulkheads of galleys and spaces in which heat is produced adjoining accommodation or passageways insulated?
5. Have steam and/or hot water service pipes been provided with protection from heat effect?
6. Are internal bulkheads not likely to harbour vermin?

* Ship built before 20th August 2013. The checklist is based on the provisions of the ILO Conventions 92 and 133 as follows:

- ILO C92: Art. 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.9, 6.11, 6.13, 7.1, 7.3, 7.4, 8.1.2.3, 10.1, 10.11, 10.12, 10.13, 10.14, 10.15, 10.17, 10.18, 10.19, 10.20, 10.24, 10.22, 10.23, 10.25, 10.26, 1.27, 11.2, 11.3, 11.10, 13.2, 13.8, 13.11, 14.1, 14.2, 14.5, 14.7, 15.1, 15.2, 15.3, 15.4 & 16.3.
- ILO C133: Art. 5.1, 5.2, 5.3.a, 5.3.b.i, 5.3.b.ii-iii-iv, 5.3.5, 5.3.6, 5.3.8, 5.3.10, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 9.1.b, 9.2, 10, 11.1, 11.2, 11.3 & 11.4

7. Are the following rooms in the crew accommodation spaces insulated to prevent condensation or overheating
- 7.1 sleeping rooms?
- 7.2 mess rooms?
- 7.3 recreation rooms
- 7.4 alley-ways?
8. Are main steam and exhaust pipes passing through alley-ways leading to crew accommodations?
- If yes: are they insulated and encased?
9. Can inside panelling or sheeting be easily kept clean?
(Is tongued or grooved boarding likely to harbour vermin used)
10. Can wall surface and deck heads in sleeping rooms and mess rooms be easily kept clean?
If painted, light in colour?
11. Is the surface of the decks in all crew accommodations impervious to damp?
and can be easily kept clean?
12. Has adequate drainage been provided?
13. Are sleeping rooms and mess rooms ventilated?
14. Has the ships if regularly engaged on voyages in the tropics and the Persian Gulf, been provided with both mechanical means of ventilation and electric fans? (Provided that one only of these means needs to be adopted in spaces where this ensures satisfactory ventilation.)
15. Has the ship, if engaged outside the tropics, been equipped with either
- 15.1 mechanical means of ventilation?
- 15.2 or electric fans?
16. Has an adequate system of heating by means of steam, hot water, warm air or electricity been provided?
(not required for ships engaged exclusively in the tropics and Persian Gulf)
17. Are the sleeping rooms situated above the load line amidships or aft? (but in no case forward of the collision bulkhead and in passenger ships not immediately beneath working alley-ways)
18. Has the maximum number of persons to be accommodated in any sleeping room been marked indelibly and legibly in the rooms where it can conveniently be seen?
19. Has one individual berth been provided for each crew member?
20. Berths shall not be placed side by side, fulfilled?
21. Berths shall not be arranged in tiers more than two, fulfilled?
22. Has the lower berths in a double tier been placed not less than 30 cm above the floor?
23. Is the material of the framework of the berths hard, smooth and not likely to corrode or to harbour vermin?
24. Are tubular frames of berths completely sealed and without perforations?
25. Has each berth been fitted with a spring bottom or a spring mattress?
and a mattress not likely to harbour vermin?

26. Has a dust-proof material been fitted beneath the spring bottom of the upper berth if one is placed over another?
27. Has each sleeping room been provided with the following furniture of smooth, hard material not liable to warp or corrode
- 27.1 clothes locker for each occupant not less than 152 cm in height and 1930 cm² cross sectional area fitted with shelf and hasp for a padlock?
- 27.2 desk or table of fixed, drop-leaf or slide-out type?
- 27.3 comfortable seating accommodation?
- 27.4 drawer or equivalent space for each occupant not less than 0.056 m³?
- 27.5 curtains for the sidelights?
- 27.6 mirror?
- 27.7 small cabinets for toilet requisites?
- 27.8 book rack?
- 27.9 sufficient coat hooks?
28. Have separate mess room accommodations (which have no direct neighbouring with the sleeping rooms) been provided on board ships of less than 1000 GRT for:
- 28.1 master and officers?
- 28.2 petty officers and other ratings?
- on board ships of 1000 GRT and over for:
- 28.3 master and officers?
- 28.4 deck department petty officers and other ratings?
- 28.5 engine department petty officers and other ratings?
- 28.6 is there only one mess (with no direct neighbouring to the sleeping rooms) available on board?
29. Have tables and seats been made of damp-resisting material, without cracks and capable of being easily cleaned?
30. Have following minimum number of separate water closets been provided:
- 30.1 in ships of under 800 GRT = three?
- 30.2 in ships of 800-3000 GRT = four?
- 30.3 in ships of 3000 GRT or over = six?
31. Have all water closets ventilation to the open air independently of any other part of the accommodation?
32. Do sanitary accommodations intended for the use of more than one person comply with the following requirements:
- 32.1 are floors of durable material, capable of being easily cleaned and to be properly drained And impervious to damp?
- 32.2 are the bulkheads of steel or some other equivalent material and at least watertight 23cm above the level of the deck?
- 32.3 are the accommodations sufficiently lighted, heated and ventilated?
- 32.4 have water closets been situated convenient to, but separated from sleeping rooms and washrooms without direct access from the sleeping rooms?
- (except where a water closet is located in a compartment between two sleeping rooms for not more than four persons)

33. Have separate hospital accommodations been provided in ships carrying a crew of fifteen or more and engaged in a voyage of more than three days duration?
34. Have hospital accommodations been suitable situated, such as to be easily accessible?
35. Have water closet accommodations been provided for the exclusive use of occupants of the hospital?
36. Has an approved medicine chest been provided with readily understandable instructions on a ship with no doctor?
37. Have sufficiently ventilated accommodations convenient to the sleeping rooms been provided for hanging oilskins outside?
38. Has one room been provided and equipped for use as an office (applicable for ships over 3000 GRT) for:
- 38.1 the deck department?
- 38.2 engine department?
39. Have provisions been made to protect the crews' quarters against mosquitoes by fitting of suitable screens to side scuttles, ventilators and doors to the open deck? (required for ships regularly trading to mosquito-infested ports)
40. Are ships trading regularly to or in the tropics and the Persian Gulf equipped with awnings for use over exposed decks above crew accommodations and over recreation deck spaces?
41. Have separate and appropriate sleeping and living accommodations been provided on ships on which the crew (in any department) are persons of widely different national habits and customs? (The competent authority may modify the requirements laid down in the foregoing articles in this case.)

REMARKS (please describe in details all items coded with " - ". Add separate sheet if necessary)

Place and Date

Signature of MLC Inspector

Ships equal or greater than 1000 GRT

- 1. Are the floor areas¹ per person of sleeping rooms intended for ratings not less than
 - 1.1 3.75 m² in ships of 1000-3000 GRT?
 - 1.2 4.25 m² in ships of 3000-10000 GRT?
 - 1.3 4.75 m² in ships of 10000 GRT or over?Of sleeping rooms intended for two ² ratings
 - 1.4 2.75 m² in ships of 1000-3000 GRT?
 - 1.5 3.25 m² in ships of 3000-10000 GRT?
 - 1.6 3.75 m² in ships of 10000 GRT or over?Of sleeping rooms intended for ratings in passenger ships
 - 1.7 2.35 m² in ships of 1000-3000 GRT?
 - 1.8 3.75 m² in ships of 3000 GRT or over?
 - 1.9 3.00 m² in ships of 3000 GRT or over in rooms accommodating two, three or four ² persons?
- 2. Is the number of petty officers occupying sleeping rooms not exceeding one or two persons per room?
- 3. Are the floor areas per persons of sleeping rooms for officers, where no private sitting rooms or day room is provided, not less than
 - 3.1 6.50 m² in ships of less than 3000 GRT?
 - 3.2 7.50 m² in ships of 3000 GRT or over?
- 4. Have the chief navigation officer and the chief engineer in addition to their sleeping room an adjoining sitting room or day room, where practicable in ships of 3000 GRT or over?
- 5. Are the minimum inside dimensions of a berth 198 cm x 80 cm?
- 6. Is the floor area of mess rooms for officers and for ratings not less than one (1) m² per person of seating capacity?
- 7. Are the mess rooms equipped with tables and seats sufficient to accommodate a greater number of crew ²?
- 8. Are there available on board
 - 8.1 a refrigerator of sufficient capacity for number of persons using the mess room/rooms?
 - 8.2 facilities for hot beverages?
 - 8.3 cool water facilities?
- 9. Have recreation accommodations been provided for
 - 9.1 officers?
 - 9.2 ratings?Where this is not provided separately from the mess rooms the latter should be planned, furnished and equipped to give recreational facilities.
- 10. Do the furnishings for recreation accommodation include a book case and facilities for reading, writing?
- 11. Has there been provided a smoking room or library room in which films or television may be shown and a hobby room aboard ships of 8000 GRT or over?

¹ Space occupied by berths and lockers, chests of drawers shall be included in the measurement of the floor area.
² maximum permissible number

12. Is at least one water closet and one tub and/or shower bath provided for every six persons
- 12.1 for officers?
 - 12.2 for ratings?
 - 12.3 for women
13. Are there separate private bathrooms fitted with water closet, tub and/or shower bath, wash basin with hot and cold running fresh water attached to the individual sleeping rooms
- 13.1 for at least five officers in ships of 5000-15000 GRT?
 - 13.2 for all other officers in ships of 10000-15000 GRT private or inter-communicating bathrooms?
 - 13.3 for or all officers in ships of 15000 GRT or over? (wash basin may be situated in the sleeping room)
14. Are there bathrooms fitted as above (item 13) for every two ratings between adjoining sleeping rooms or opposite the entrance in ships of 25000 GRT or over?
15. Has each sleeping room for officers or ratings been provided with a wash basin having hot and cold running fresh water except if such wash basin is situated in a bathroom (item 13 and 14)?
16. Are facilities (washing machines, drying machines or heated and ventilated drying rooms, irons and ironing boards or their equivalent) provided for washing, drying and ironing clothes for
- 16.1 officers?
 - 16.2 ratings?
17. Are there water closet and wash basin with hot and cold running fresh water on ships of 1600 GRT or over
- 17.1 within easy access of the navigation bridge?
 - 17.2 within easy access of the machinery space if not fitted near the engine room control centre?
18. Are facilities for changing clothes provided on ships of 1600 GRT or over
- 18.1 located outside the machinery space but with easy access to it?
 - 18.2 fitted with individual clothes lockers, tubs and/or shower baths and wash basins with hot and cold running fresh water?
- (If no private sleeping rooms and private or semi-private bathrooms are provided for all engine department personnel.)
19. Is the minimum headroom in all crew accommodations not less than 198 cm?
20. Are the crew accommodations properly lighted?
21. Are mess rooms and sleeping rooms lighted by natural light?
- and have been provided with artificial light?
22. Has electric light been provided in crew accommodations?
- as well as emergency lighting?
23. Has an electric reading lamp been installed at the head of each berth in sleeping rooms?

REMARKS (please describe in details all items coded with " - ". Add separate sheet if necessary)

Place and Date

Signature of MLC Inspector

ANNEX A (Regulation 14 c)



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

SHIP MASTER'S REPORT FORM*
(Model)

(in compliance with Regulation 4.1 of the Maritime Labour Convention, 2006)

| | |
|-----------------------|--|
| Date of report | |
|-----------------------|--|

Ship's identity and navigation status

| | |
|--------------|--|
| Name | |
| Owner | |

| |
|---|
| Name and address of on-shore agent |
| Position (latitude, longitude) at onset of illness |
| Destination and ETA (expected time of arrival) |

The patient and the medical problem

| |
|---|
| Surname and first name |
| Sex Male <input type="checkbox"/> Female <input type="checkbox"/> Date of birth (dd-mm-yyyy) |
| Nationality |
| Seafarer registration number (if any) or passport/seaman's book number |
| Shipboard job title |
| Hour and date when taken off work |
| Hour and date when returned to work |

Injury or Illness

| |
|--|
| Hour and date of injury or onset of illness |
| Hour and date of first examination or treatment |
| Location on ship where injury occurred |
| Circumstances of injury |
| Symptoms |
| Findings of physical examination |
| Findings of X-ray or laboratory test |
| Overall clinical impression before treatment |
| Treatment given on board |
| Overall clinical impression after treatment |

Telemedical consultation

| |
|---|
| Hour and date of initial contact |
| Mode of communication (radio, telephone, fax, other) |
| Surname and first name of telemedical consultant |
| Details of telemedical advice given |

* All relevant medical reports should be attached to this form



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

MODEL OF ON-BOARD COMPLAINT HANDLING PROCEDURES

(in accordance with Regulation 5.1.5 of the Maritime Labour Convention, 2006)

| Name of Ship | IMO Number |
|--------------|------------|
| | |

CONTACT INFORMATION

1. Person(s) (name(s) **OR** rank(s)) on board the ship authorized to provide seafarers with confidential and impartial advice on a complaint, and otherwise assist in following the on-board complaint procedures:

1):

2):

2. Contact information of the person or persons ashore designated by the shipowner for handling on-board complaints:

Name:

Telephone number(s):

Fax number:

Email address:

3. Flag (Competent Authority/Maritime Administration) contact point:

| | The Registrar of Seafarers, St. Vincent and The Grenadines Maritime Administration | |
|------------------|---|--|
| Mailing address: | c/o Commissioner for Maritime Affairs 8, Av de Frontenex 1207 Geneva Switzerland | Cruise Ship Terminal, Upper Bay Street, Kingstown St. Vincent and The Grenadines |
| .3 Tel: | +41 (0) 22 707 63 00 | +1 784 456 1378 |
| .4 Fax | +41 (0) 22 707 63 49 | +1 784 451 2445 |
| .5 Email: | technical@svg-marad.com | svgmarad@gmail.com |

4. Competent Authority in the seafarers' country of residence:

Name:

Telephone number:

Fax number

Email address:

PROCEDURE

5. The procedure for handling on-board complaints is outlined below.

5.1 The complainant seafarer should briefly describe his/her complaint.

5.2 The complainant seafarer should submit his/her complaint in writing within seven (7) days of the occurrence, or according to the circumstances, following the hierarchy below:

- a) Superior Officer
- b) Head of Department
- c) Master

5.3 Each of the indicated ranks has a further seven (7) days to solve the complaint.

5.4 If the Master is unable to solve the complaint, the seafarer will have ten (10) days to bring it through the Master to the shipowner, or if the complaint is to the prejudice of the Master, then directly to the shipowner or the shipowner's designated representative ashore.

5.5 The shipowner and the seafarer concerned will have a period of thirty (30) days to solve the matter.

5.6 If after thirty (30) days, the complaint has not been solved, then either party (shipowner or seafarer) will have a further thirty (30) days to bring the matter to the Administration's point of contact (the Registrar of Seafarers).

5.7 NOTE THAT:

5.7.1 The complainant seafarer will not be victimized. (Victimizing a seafarer is an offence under the Laws of St Vincent and The Grenadines.)

5.7.2 Complainant seafarers have the right to be accompanied and to be represented by another seafarer of their choice on board the ship.

5.7.3 Complaints will be sought to be solved at the lowest level possible; and only when the matter cannot be solved to the satisfaction of both parties, will it be elevated to the next level.

5.7.4 A Complainant seafarer has the right to complain directly to the Master, the shipowner or his representative ashore, the Administration point of contact – (The Registrar of Seafarers) or to the competent authority in the seafarer's country of residence, where the seafarer considers it necessary.

5.7.5 If the complainant seafarer refers the complaint to the Master, the Master will handle the complaint personally and may seek the assistance of the person designated by the shipowner to handle complaints.

5.7.6 All complaints and decisions will be recorded and a copy provided to the complainant seafarer.

ANNEX A (Regulation 14 c)



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

SHIP MASTER'S REPORT FORM*
(Model)

(in compliance with Regulation 4.1 of the Maritime Labour Convention, 2006)

| | |
|-----------------------|--|
| Date of report | |
|-----------------------|--|

Ship's identity and navigation status

| | |
|--------------|--|
| Name | |
| Owner | |

| |
|---|
| Name and address of on-shore agent |
| Position (latitude, longitude) at onset of illness |
| Destination and ETA (expected time of arrival) |

The patient and the medical problem

| |
|---|
| Surname and first name |
| Sex Male <input type="checkbox"/> Female <input type="checkbox"/> Date of birth (dd-mm-yyyy) |
| Nationality |
| Seafarer registration number (if any) or passport/seaman's book number |
| Shipboard job title |
| Hour and date when taken off work |
| Hour and date when returned to work |

Injury or Illness

| |
|--|
| Hour and date of injury or onset of illness |
| Hour and date of first examination or treatment |
| Location on ship where injury occurred |
| Circumstances of injury |
| Symptoms |
| Findings of physical examination |
| Findings of X-ray or laboratory test |
| Overall clinical impression before treatment |
| Treatment given on board |
| Overall clinical impression after treatment |

Telemedical consultation

| |
|---|
| Hour and date of initial contact |
| Mode of communication (radio, telephone, fax, other) |
| Surname and first name of telemedical consultant |
| Details of telemedical advice given |

* All relevant medical reports should be attached to this form



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

Maritime Labour Convention, 2006

Declaration of Maritime Labour Compliance – Part II

Measures adopted to ensure ongoing compliance between inspections

The following measures have been drawn up by the shipowner, named in the Maritime Labour Certificate to which this Declaration is attached, to ensure ongoing compliance between inspections:

(State below the measures drawn up to ensure compliance with each of the items in Part I)

1. Minimum age (Regulation 1.1)
2. Medical certification (Regulation 1.2)
3. Qualifications of seafarers (Regulation 1.3)
4. Seafarers' employment agreements (Regulation 2.1)
5. Use of any licensed or certified or regulated private recruitment and placement service (Regulation 1.4)
6. Hours of work or rest (Regulation 2.3)
7. Manning levels for the ship (Regulation 2.7)
8. Accommodation (Regulation 3.1)
9. On-board recreational facilities (Regulation 3.1)
10. Food and catering (Regulation 3.2)
11. Health and safety and accident prevention (Regulation 4.3)
12. On-board medical care (Regulation 4.1)
13. On-board complaint procedures (Regulation 5.1.5)
14. Payment of wages (Regulation 2.2)

I hereby certify that the above measures have been drawn up to ensure ongoing compliance, between inspections, with the requirements listed in Part I.

Name of shipowner:¹ _____

Company's
address: _____

Name of the authorized signatory: _____

Title: _____

Signature of the authorized
signatory: _____

Date: _____

(Seal or stamp of the shipowner¹)

The above measures have been
reviewed by

*(insert name of competent authority or duly recognized
organization or duly authorized inspector)*

and, following the ship's inspection, have been determined as meeting the purposes set in Standards A5.1.3, paragraph 10(b), regarding measures to ensure initial and ongoing with the requirements set out in Part I of this Declaration.

Name: _____

Title: _____

Address: _____

Signature: _____

Place: _____

Date: _____

(Seal or stamp of the authority, as appropriate)

¹ *Shipowner* means the owner of the ship or another organization or person, such as the manager, agent or bareboat charterer, who has assumed the responsibility for the operation of the ship from the owner and who, on assuming such responsibility, has agreed to take over the duties and responsibilities imposed on shipowners in accordance with this Convention, regardless of whether any other organizations or persons fulfill certain of the duties or responsibilities on behalf of the shipowner. See Article II(1)(j) of the Convention.



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

No:MLC 2006/Off No/dd/mm/yy/G or M

Maritime Labour Certificate

(Note: A Declaration of Maritime Labour Compliance should be attached to this Certificate)

**Issued under the provisions of Article V and Title 5 of the
Maritime Labour Convention, 2006**
(referred to below as "the Convention")
under the authority of the Government of
St Vincent and The Grenadines

Particulars of the ship

| | |
|--|-----------|
| Name of ship | |
| Distinctive number or letters | |
| Port of registry | KINGSTOWN |
| Date of registry | |
| Gross tonnage ¹ | |
| IMO number | |
| Type of ship | |
| Name and address of the shipowner ² | |

1 The gross tonnage for ships covered by the tonnage measurement interim scheme adopted by the IMO will be the gross tonnage which is included in the REMARKS column of the international tonnage certificate (1969).

2 *Shipowner* means the owner of the ship or another organization or person, such as the manager, agent or bareboat charterer, who has assumed the responsibility for the operation of the ship from the owner and who, on assuming such responsibility, has agreed to take over the duties and responsibilities imposed on shipowners in accordance with this Convention, regardless of whether any other organizations or persons fulfil certain of the duties or responsibilities on behalf of the shipowner. See Article II(1)(j) of the Convention

This is to certify:

1. That the ship has been inspected and verified to be in compliance with the requirements of the Convention, and the provisions of the attached Declaration of Maritime Labour Compliance.

2. That the seafarers' working and living conditions specified in Appendix A5-I of the Convention were found to correspond to the above-mentioned country's national requirements implementing the Convention. These national requirements are summarized in the Declaration of Maritime Labour Compliance, Part I.

This Certificate is _____ subject to inspections in accordance
valid until _____

With Standards A5.1.3 and A5.1.4 of the Convention.

This Certificate is valid only if the Declaration of Maritime Labour Compliance Part I
issued at _____ on _____ is attached.

Completion date of the inspection on which this Certificate is based
_____ on _____

Issued at _____

Signature of the duly authorized official issuing the Certificate

(Seal or stamp of issuing authority, as appropriate)

Endorsements for mandatory intermediate inspection and, if required, any additional inspection

This is to certify that the ship was inspected in accordance with Standards A5.1.3 and A5.1.4 of the Convention and that the seafarers' working and living conditions specified in Appendix A5-I of the Convention were found to correspond to the abovementioned country's national requirements implementing the Convention

Intermediate inspection:

(to be completed between the
second and third anniversary dates)

Signed:

(Signature of authorized official)

Place:

Date:

(Seal or stamp of issuing authority, as appropriate)

Additional endorsements (if required)

This is to certify that the ship was subject to an additional inspection for the purpose of verifying that the she is still in compliance with the national requirements implementing the Convention, as required by Standard A3.1, paragraph 3, of the Convention (re-registration or substantial alteration of accommodation) or for other reasons.

Additional inspection:
(if required)

Signed:
(Signature of authorized official)

Place:

Date:

(Seal or stamp of issuing authority, as appropriate)

Additional inspection:
(if required)

Signed:
(Signature of authorized official)

Place:

Date:

(Seal or stamp of issuing authority, as appropriate)

Additional inspection:
(if required)

Signed:
(Signature of authorized official)

Place:

Date:

(Seal or stamp of issuing authority, as appropriate)



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

APPLICATION FOR THE ISSUE OR CHANGE OF A DECLARATION OF MARITIME LABOUR COMPLIANCE (DMLC) PART I

| | |
|--|--|
| Name of Vessel | |
| Official Number | |
| IMO Number | |
| Gross Tonnage | |
| Ship's Type | |
| Date of keel laid | |
| Shipowner/Manager* <i>(name and address)</i> | |
| Recognized Organization assigned for MLC inspection | |

| | |
|--|--------------------------|
| Application for the issue of a DMLC Part I due to the following: | |
| 1. Interim Inspection | <input type="checkbox"/> |
| 2. Initial Inspection | <input type="checkbox"/> |
| 3. Change of Ship's name, gross tonnage, equivalency or exemption** | <input type="checkbox"/> |
| 4. Other (please specify): | |

| |
|---|
| Application for Substantial Equivalencies under Article VI, paragraphs 3 and 4, of the MLC 2006 |
| Please indicate the reason(s) and justification(s) for requesting a Substantial Equivalencies (additional sheet(s) may be annexed): |

| |
|---|
| Application for Exemptions under the Title 3 of the MLC 2006 |
| Please indicate the reason(s) and justification(s) for requesting a Exemption (additional sheet(s) may be annexed): |

Please specify the mailing address where the DMLC Part I will be forwarded

| |
|--|
| <p style="text-align: center;"><i>(if DHL courier is requested, in addition to the address, please specify PIC and phone number)</i></p> |
|--|

Place and Date:

Signed on behalf of Company/Owner

Print Full Name and position:

* Shipowner means the owner of the ship or another organization or person, such as the manager, agent or bareboat charterer, who has assumed the responsibility for the operation of the ship from the owner and who, on assuming such responsibility, has agreed to take over the duties and responsibilities imposed on shipowners in accordance with this Convention, regardless of whether any other organization or persons fulfill certain of the duties or responsibilities on behalf of the shipowner.

**Delete as appropriate



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

APPLICATION FOR THE ISSUE, CHANGE OR RENEWAL OF A MARITIME LABOUR (ML) CERTIFICATE

| Name of Vessel | Type of vessel | Official Number | Gross Tonnage | IMO Number |
|----------------|----------------|-----------------|---------------|------------|
| | | | | |

| Application for the issue of a ML Certificate due to the following: | |
|---|--------------------------|
| 1. Initial Inspection | <input type="checkbox"/> |
| 2. Renewal Inspection | <input type="checkbox"/> |
| 3. Change of Company's name | <input type="checkbox"/> |
| 4. Change of Company's address | <input type="checkbox"/> |
| 5. Change of Ship's name | <input type="checkbox"/> |
| 6. Alignment with the SMC and ISSC if the same RO is involved | |
| 7. Other (please specify) | |

A copy of the following documents **should be submitted** by e-mail, fax or post together with this Application Form:

| Issue of a ML Certificate due to items 1 and 2 | | |
|--|---------------------------------|-------------------------------|
| Short Term ML Certificate or definite ML Certificate, DMLC part I and DMLC part II | Date of issue (ML Certificate): | Expiry date (ML Certificate): |
| Initial or Renewal Inspection Report | Date of Inspection: | |
| Crew list including seafarers' gender | | |

| Issue of a ML Certificate due to items 3, 4 | | | |
|---|----------------|--------------|-----------|
| Document of Compliance (ISM) | Date of issue: | Expiry date: | Endorsed: |
| Existing Definite ML Certificate, DMLC part I and DMLC part II | Date of issue: | Expiry date: | |
| Confirmation from the RO that issued a Document of Compliance that the Company's overall organization and key staff remain the same | | | |
| | | | |
| Issue of a ML Certificate due to item 5 | | | |
| Written request from the Owner | | | |

| Issue of a ML Certificate due to item 6 | | |
|---|---------------------------------|-------------------------------|
| Definite ML Certificate, DMLC part I and DMLC part II | Date of issue (ML Certificate): | Expiry date (ML Certificate): |
| Definite SMC and ISSC | Date of issue: | Expiry date: |
| Definite ISSC | Date of issue: | Expiry date: |

Place and Date:

Signed on behalf of Company/Owner

Print Full Name and position:



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

REVISION HISTORY

- Rev. 2 - date of the Circular inserted, Annex, DMLC Part I, 10. Food and Catering and Application for the issue of a Maritime Labour (ML) Certificate