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TO: Related departments of CCS Headquarters; Branches and Offices and Ship Companies

Notice of Implementation of Marine Notice MLC-004

The Bureau of Maritime Affairs of Republic of Liberia issued Marine Notice MLC-004 to ship-owners, operators, masters and officers of Merchant ships and authorized classification societies, which set forth the Administration's standards of accommodation, recreational facilities, food, water and catering under the Maritime Labour Convention (MLC) 2006, having due regard to seafarers rights to decent working and living conditions, consistent with prompting the seafarers' health, safety and well-being. The detailed requirements please refer to the original notice and its Chinese translation as attached.

Summary:

Forwarding Marine Notice MLC-004, in which set forth Administration's standards of accommodation, recreational facilities, food, water and catering under the Maritime Labour Convention (MLC) 2006.

Action required:

All the CCS branches and offices are required to organize the study and training of this Marine Notice, auditors should remind the Liberian-flagged companies and vessels to pay attention to this notice and the effective date of MLC, 2006. All the parties concerned should be fully in compliance with the requirement of this notice after the MLC, 2006 entered into force.

Attachment: Marine Notice MLC-004, 17 pages.

**For any problem please contact the Certification Management Dept. of CCS
Headquarters without hesitation**



REPUBLIC OF LIBERIA

Marine Notice

**BUREAU OF
MARITIME AFFAIRS**

**MLC-004
02/11**

- TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS AND AUTHORIZED CLASSIFICATION SOCIETIES.**
- SUBJECT: Standards of accommodation, recreational facilities, food, water and catering under the Maritime Labor Convention (MLC), 2006**
- Reference:**
- (a) Maritime Labour Convention (MLC), 2006**
 - (b) Solas 1974 as amended**
 - (c) IMO Code on noise levels on board ships**
 - (d) WHO Ship Sanitation Guide**
 - (e) WHO Guidelines for Drinking Water Quality**
 - (f) ILO Accommodation of Crews Convention (Revised), 1949 (No.92)**
 - (g) ILO Accommodation of Crews (Supplementary Provisions) Convention, (No. 133)**
 - (h) Liberian Maritime Regulations (RLM 108) Regulations: 10.315, 10.318**
 - (i) Requirements For Merchant Marine Personnel (RLM 118)**
 - (j) Liberian Marine Notices: MLC-001, MLC-002, MLC-003, MLC-005, MLC-006, INS-001, INT-001, ISM-001**

PURPOSE:

This notice sets forth the Administration's standards of shipboard living conditions, recreational facilities, food, drinking water and catering under the Maritime Labour Convention (MLC), 2006, having due regard to seafarers rights to decent working and living conditions, consistent with promoting the seafarers' health, safety and well-being.

1. APPLICABILITY:

- 1.1 This notice applies to all Liberian flagged vessels unless otherwise indicated and under the following conditions:**
 - 1.1.1 The MLC, 2006 requirements relating to construction and equipment of accommodation and recreational facilities are set out in section 3 and apply to new ships, as defined in section 2.**
 - 1.1.2 Existing ships as defined in section 2 will continue to comply with the requirements relating to construction and equipment, as set out in ILO Convention No. 92 (ILO 92) and/or ILO Convention No.133 (ILO 133).**

- 1.1.3 The Administration may consider, where appropriate, exemptions for existing ships that do not fully comply with the requirements relating to construction and equipment as set out in ILO 92 and ILO 133.
- 1.2 The inspection and certification of the seafarers accommodation and recreational facilities (MLC, 2006 Regulation 3.1), food and catering (Regulation 3.2) and health, safety and accident prevention (Regulation 4.3) relating to design, construction and equipment shall be carried out in accordance with the requirements of the Convention, when:
 - 1.2.1 A new ship under construction is registered;
 - 1.2.2 At registration or re-registration for a new ship; or
 - 1.2.3 The seafarer accommodation on a ship has been substantially altered.
- 1.3 When carrying out the inspection and certification, the Administration will pay particular attention to ensuring implementation of the requirements of this Convention relating to:
 - 1.3.1 the size of rooms and other accommodation spaces;
 - 1.3.2 heating and ventilation;
 - 1.3.3 noise and vibration;
 - 1.3.4 sanitary facilities;
 - 1.3.5 lighting;
 - 1.3.6 hospital accommodation; and
 - 1.3.7 food, water and catering.

2. DEFINITIONS:

- 2.1 **New Ship:** A ship constructed on or after the date that MLC, 2006 enters into force. A ship shall be deemed to have been constructed on the date when its keel is laid or when it is at a similar stage of construction.
- 2.2 **Existing Ship:** A ship constructed before the date that MLC, 2006 enters into force.

3. REQUIREMENT'S FOR NEW SHIPS:

Accommodation and recreational facilities – Construction and equipment

These requirements are supplemental to DMLC-I, the Maritime Law (RLM-107), Maritime Regulations (RLM- 108) and Marine Notices contained in the Combined Publication Folder (RLM-300).

3.1 Sleeping Rooms – Construction

- 3.1.1 The minimum headroom in all seafarer accommodation shall be at least 203 centimetres. The Administration may grant a substantial equivalent providing for a reduction in head-room in any space, or part of any space, in such accommodation where it is satisfied that such reduction is reasonable and will not result in discomfort to the seafarers.
- 3.1.2 Sleeping rooms shall be located above the load-line. In passenger ships, and in special purpose ships, the Administration may permit the location of sleeping rooms below the load line, provided arrangements are made for lighting & ventilation, but in no case shall they be located immediately beneath working alleyways.
- 3.1.3 Sleeping rooms shall be located either amidships or aft. Exceptions may be made by the Administration, where the size, type or intended service of the ship renders any other location impracticable. In this case, sleeping rooms may be located in the fore part of the ship, but in no case forward of the collision bulkhead.
- 3.1.4 There shall be no direct openings between cargo, machinery spaces, galleys, storerooms, drying rooms or communal sanitary areas to any of the sleeping rooms that may allow gases or other noxious fumes from entering the sleeping rooms.
- 3.1.5 The materials used to construct internal bulkheads, panelling and sheeting, floors and joining shall be suitable for the purpose and conducive to ensuring a healthy environment.
- 3.1.6 Proper lighting and sufficient drainage shall be provided.
- 3.1.7 Sleeping rooms shall be of adequate size and properly equipped so as to ensure reasonable comfort and to facilitate tidiness.
- 3.1.8 The accommodation shall be adequately insulated.

3.2 Sleeping Rooms – Arrangements

- 3.2.1 In ships other than passenger ships, each seafarer shall be provided with an individual sleeping room. The Administration may grant exemptions for an individual sleeping room to ships of less than 3000 GT and special purpose ships, except that in ships of less than 3000 GT, there shall be a maximum of two seafarers.

3.3 Sleeping Rooms – General

- 3.3.1 Each seafarer in a sleeping room shall be provided with a clothes locker of minimum 475 litres volume and a drawer or equivalent of not less than 56 litres capacity. Combined units may be permitted but shall have a minimum volume of 500 litres. All lockers shall be fitted with a shelf and be able to be locked.

- 3.3.2 Each sleeping room shall be provided with a table or desk, which may be of the fixed, drop-leaf or slide-out type, and with comfortable seating accommodation as necessary.
- 3.3.3 Shipowners should provide each sleeping room with a mirror, small cabinets for toilet requisites, a book rack, a sufficient number of coat hooks, and curtains or the equivalent for the side-lights.

3.4 Sleeping Rooms – Floor area

Space occupied by berths and lockers, chests of drawers and seats should be included in the measurement of the floor area. Small or irregularly shaped spaces which do not add effectively to the space available for free movement and cannot be used for installing furniture should be excluded.

3.4.1 **Single berth sleeping rooms**

- 3.4.1.1 In ships of less than 3,000 GT, the floor area shall not be less than 4.5 square metres.
- 3.4.1.2 In ships of 3,000 GT or over but less than 10,000 GT, the floor area shall not be less than 5.5 square metres.
- 3.4.1.3 In ships of 10,000 GT or over, the floor area shall not be less than 7 square metres.
- 3.4.1.4 The Administration may allow a reduced floor area in order to provide single berth sleeping rooms on ships of less than 3,000 GT, passenger ships and special purpose ships.

3.4.2 **Non-Single berth sleeping rooms**

- 3.4.2.1 In ships of less than 3,000 GT other than passenger ships and special purpose ships, where sleeping rooms are occupied by a maximum number of two seafarers, the floor area shall not be less than 7 square metres.
- 3.4.2.2 On passenger ships and special purpose ships, the floor area of sleeping rooms for seafarers not performing the duties of ships' officers shall not be less than:
 - a) 7.5 square metres in rooms accommodating two persons;
 - b) 11.5 square metres in rooms accommodating three persons;
 - c) 14.5 square metres in rooms accommodating four persons.
- 3.4.2.3 On special purpose ships sleeping rooms may accommodate more than four persons; in such cases the sleeping room shall not be less than 3.6 square metres per person.

3.4.3 Sleeping rooms for officers

3.4.3.1 On passenger ships and special purpose ships, the floor area of sleeping rooms for junior officers shall not be less than 7.5m² when no private sitting room or day room is provided.

3.4.3.2 On passenger ships and special purpose ships, the floor area of sleeping rooms for senior officers shall not be less than 8.5m² when no private sitting room or day room is provided.

3.4.3.3 On ships other than passenger ships and special purpose ships, the floor area of sleeping rooms for ships' officers, where there is no private sitting room or day room, shall not be less than:

- a) 7.5m² in ships of less than 3,000 GT;
- b) 8.5m² in ships of 3,000 GRT or over but less than 10,000 GT;
- c) 10m² in ships of 10,000 GT or over.

3.4.3.4 The master, the chief engineer, the chief officer and where practicable the second engineer, shall have an adjoining sitting room, day room or an equivalent in addition to their sleeping room. The Administration may grant an exemption from this requirement for ships of less than 3,000 GT.

3.5 Sleeping Rooms – Berth size and construction

3.5.1 Each sleeping berth shall have minimum inside dimensions of 198 centimetres by 80 centimetres.

3.5.2 Sleeping berths should not be arranged in tiers of more than two; in the case of berths placed along the ship's side, there should be only a single tier where a sidelight is situated above such a berth.

3.5.3 The lower berth in double tier arrangement should be not less than 30cm above the floor and the upper berth should be placed approximately midway between the bottom of the lower berth and the lower side of the deck head beams.

3.5.4 Upper berths in double tier arrangements should be fitted with a dust-proof bottom beneath the bottom mattress or spring bottom.

3.5.5 Each berth should be provided with a comfortable mattress with cushioning bottom or a combined cushioning mattress, including a spring bottom or a spring mattress. The mattress and cushioning material should be made of approved material that is not likely to harbour any vermin.

3.6 Ventilation

- 3.6.1 Ships shall be equipped with air conditioning for the seafarer accommodation, for any separate radio room and for any centralised machinery control room. The Administration may grant an exception to ships engaged in a trade where temperate climatic conditions do not require this.
- 3.6.2 All sanitary spaces shall have ventilation to the open air independently of any other part of the accommodation.
- 3.6.3 The air-conditioning system where installed should satisfy the following requirements:
 - 3.6.3.1 Maintain the air at a satisfactory temperature and relative humidity as compared to outside air conditions;
 - 3.6.3.2 Ensure a sufficiency of air changes.
 - 3.6.3.3 Take account of particular characteristics of ship operations at sea and not produce excessive noise or vibrations.
 - 3.6.3.4 Facilitate cleaning and disinfection in order to prevent and control the spread of disease.
 - 3.6.3.5 Availability of power for the operation of the air conditioning and ventilation systems at all times when required, however power need not be provided from an emergency source.

3.7 Heating

- 3.7.1 Ships shall be equipped with an adequate system of heating which shall be in operation at all times when required. The Administration may grant exception to ships operating exclusively in tropical climates.
- 3.7.2 Steam should not be used as a medium of heat transmission within the accommodation area.
- 3.7.3 Radiators and other heating devices should be placed and where necessary shielded to avoid the risk of fire, danger or discomfort to the occupants.

3.8 Lighting

- 3.8.1 Sleeping rooms and mess rooms shall be lit by natural light and provided with adequate artificial light. Special arrangements may be permitted in passenger ships.
- 3.8.2 The lighting in the seafarer accommodation should be electric. If there are not two independent sources of electricity for lighting, additional lighting

should be provided by properly constructed lamps or lighting apparatus for emergency use.

3.8.3 In sleeping rooms a shielded electric reading lamp should be installed at the head of each berth.

3.9 Mess rooms

3.9.1 Mess rooms shall be located apart from sleeping rooms and as close as practicable to the galley. The Administration may grant an exemption from this requirement to ships of less than 3,000 GT.

3.9.2 Mess rooms shall be of adequate size and comfort and:

3.9.2.1 shall be properly furnished and equipped with sufficient number of tables and seating arrangements, taking account the number of seafarers likely to use them at any one time.

3.9.2.2 the floor area should satisfy the requirement of 1.5 square metres per person of the planned seating capacity. This requirement does not apply to passenger ships.

3.9.2.3 The mess rooms should be equipped with a refrigerator of sufficient capacity, facilities for hot beverages, cool water, lockers for mess utensils and proper facilities for washing utensils.

3.9.3 Provision shall be made for separate or common mess room facilities as appropriate.

The Administration may after consultation with shipowners' and seafarers' organizations permit separate or common mess room facilities taking into account the size of the ship and seafarers' religious, cultural and social needs.

3.10 Sanitary facilities

3.10.1 There shall be sanitary facilities consisting of a toilet and a wash basin, within easy access of the navigation bridge and the machinery space or near the engine room control centre. The Administration may grant an exemption from this requirement to ships of less than 3,000 GT.

3.10.2 For every six seafarers that do not have personal sanitary facilities, the following sanitary facilities shall be provided at a convenient location:

- a.) one toilet;
- b.) one wash basin; and
- c.) one tub or shower

- 3.10.3 Each sleeping room shall be provided with a washbasin having hot and cold running potable water. Passenger ships, and sleeping rooms where such a washbasin is situated in the private bathroom provided, are excepted from this requirement.
- 3.10.4 On passenger ships, normally engaged on voyages of not more than four hours duration, consideration may be given by the Administration to special arrangements or to a reduction in the number of facilities required.
- 3.10.5 Washbasins and bath tubs should be of adequate size and constructed of approved material with a smooth surface not liable to crack, flake or corrode.
- 3.10.6 All toilets should be of an approved pattern and provided with an ample flush of water or with some other suitable flushing means, which are available at all times and independently controllable.
- 3.10.7 Sanitary facilities used by more than one person should comply with the following:
- 3.10.7.1 Floors should be of durable material, imperious to damp and properly drained;
- 3.10.7.2 Bulkheads should be made of steel or other approved material and watertight up to at least 23 centimetres above the deck level;
- 3.10.7.3 The accommodation should be sufficiently lit, heated and ventilated;
- 3.10.7.4 The toilets should:
- a) be situated convenient to but separate from sleeping rooms and wash rooms;
 - b) be without direct access from the sleeping rooms or from a passage between the sleeping rooms and the toilets to which there is no other access. The exception to this requirement is when a toilet is located in a compartment between two SRs having a total of not more than four seafarers; and
- 3.10.7.5 Where there is more than one toilet in a compartment, these should be sufficiently screened to ensure privacy.

3.11 Laundry facilities

Ships shall be equipped with appropriately situated laundry facilities.

The laundry facilities should be furnished with the following equipment:

- a) Washing machines;
- b) Drying machines or adequately heated and ventilated drying rooms; and
- c) Irons and ironing boards or their equivalent.

3.12 Hospital accommodation

- 3.12.1 Ships carrying 15 or more seafarers and engaged in a voyage of more than three days' duration shall be provided with separate hospital accommodation to be used exclusively for medical purposes. The Administration may relax this requirement for ships engaged in coastal trade.
- 3.12.2 The hospital accommodation shall, in all weathers, be easily accessible, provide comfortable housing for the occupants and be conducive to their receiving prompt and proper care.
- 3.12.3 At least one berth shall be provided and the arrangement of the entrance, berths, lighting, ventilation, heating and water supply should be designed to ensure comfort and to facilitate the occupant's treatment.
- 3.12.4 The hospital accommodation should be provided with sanitary accommodation for exclusive use by the occupants either as part of the hospital accommodation or in close proximity to it.
- 3.12.5 Such sanitary facilities should include at a minimum one toilet, one washbasin and one tub or shower.

3.13 Ship's office

All ships shall be provided with separate offices or a common ship's office for use by deck and engine departments. The Administration may grant an exemption from this requirement for ships of less than 3,000 GT.

3.14 Recreational facilities

- 3.14.1 Furnishings for recreational facilities should as a minimum include a book case and facilities for reading, writing and where practicable, games and a canteen or other equivalent arrangements.
- 3.14.2 All ships shall have a space or spaces on open deck to which seafarers can have access when off duty, which are of adequate area having regard to the size of the ship and the number of seafarers on board.
- 3.14.3 Each shipowner should in addition to the above give consideration to include the following facilities at no cost to the seafarer, where practicable: a smoking room and sports equipment such as exercise equipment, table games and deck games.

3.15 Engine room changing room facilities

Separate facilities should be provided for engine department personnel to change their clothes. If provided these should be:

- a) located outside the machinery space but with easy access to it; and

- b) fitted with individual clothes lockers as well as with tubs or showers or both and washbasins having hot and cold running potable water.

3.16 Exemptions to ships of less than 200 GT

The Administration may grant exemptions to ships of less than 200 GT where it is reasonable to do so, taking into account the size of the ship and the number of persons on board in relation to the requirements of the following provisions:

- a) Air conditioning for seafarer accommodation, for any separate radio room and for any centralized machinery control room;
- b) Washbasin with hot and cold running water in sleeping rooms;
- c) Laundry facilities;
- d) Floor area of single berth seafarers' sleeping rooms; floor area of sleeping rooms on ships other than passenger ships and special purpose ships occupied by two seafarers; floor area of sleeping rooms on passenger ships and special purpose ships for seafarers' not performing the duties of ships' officers; floor area of sleeping rooms on special purpose ships that accommodate more than four persons; floor area of sleeping rooms on special purpose ships that accommodate more than four persons; floor area of sleeping rooms on ships other than passenger ships and special purpose ships for seafarers who perform the duties of ships' officers, where no private sitting room or day room is provided; and floor area of sleeping rooms on passenger ships and special purpose ships for seafarers performing the duties of ships' officers where no private sitting room or day room is provided.

3.17 Granting exemptions and variations

Any exemptions permitted by the Administration under section 3.1 to 3.15 above, shall only be granted by the Administration for particular circumstances in which such exemptions can be clearly justified on strong grounds and subject to protecting the seafarers' health and safety.

The Administration may permit fairly applied variations in the case of ships where there is need to take account, without discrimination, of the interests of seafarers having differing and distinctive religious and social practices, on condition that such variations do not result in overall facilities less favourable than those that would result from the application of the provisions in sections 3.1 to 3.15 above.

Any requests for exemptions, exceptions, substantial equivalents and variations should accompany the request for a ship-specific DMLC Part I made in accordance with MLC-001/2.3

4. REQUIREMENT'S FOR ALL SHIPS:

Accommodation and recreational facilities- Other requirements

4.1 Sleeping Rooms – Arrangements

4.1.1 There shall be separate sleeping rooms provided for women and men.

4.1.2 As far as practicable, shipowners should arrange sleeping rooms of seafarers so that watches are separated and seafarers working during the day do not share a sleeping room with watch keepers.

4.2 Sleeping Rooms – Berth

4.2.1 A sleeping berth shall be provided for each seafarer in all circumstances.

4.3 Ventilation

4.3.1 All sleeping rooms and mess rooms shall be adequately ventilated, ensuring a sufficiency of air movement in all climatic conditions.

4.3.2 For ships trading regularly to mosquito-infested ports, appropriate devices shall be provided for protection against mosquitoes.

4.4 Heating

The heating system shall maintain the temperature in the accommodation at a satisfactory level under normal conditions of weather and climate likely to be met within the trade in which the ship is engaged.

4.5 Lighting

The accommodation including sleeping rooms and mess rooms shall be sufficiently lighted, such that a person with normal vision can read a standard newspaper.

4.6 Noise and vibration and other ambient factors

4.6.1 The accommodation and recreational and catering facilities shall meet the requirements in this Convention on health and safety protection and accident prevention, with respect to preventing the risk of exposure to hazardous levels of noise and vibration and other ambient factors and chemicals on board ships, and to provide an acceptable occupational and on-board living environment for seafarers.

4.6.2 The limits for noise and vibration levels in working and living spaces should be in conformity with the current editions of the ILO code of practice entitled 'Ambient factors in the workplace, 2001', the IMO "Code on Noise Levels on Board Ships" and internationally recognized

standards for noise and vibration levels. Both of these codes shall be carried on board and shall be accessible to seafarers.

4.6.3 Seafarers shall be instructed in the dangers to hearing and health of prolonged exposure to high levels of noise and vibration.

4.6.4 Approved hearing protection equipment shall be provided to seafarers where necessary.

4.7 Sanitary facilities

4.7.1 All seafarers shall have convenient access on the ship to sanitary facilities meeting the minimum standards of health and hygiene and reasonable standards of comfort.

4.7.2 Separate sanitary facilities shall be provided for men and women.

4.7.3 Each wash place shall be provided with hot and cold running potable

4.8 Laundry facilities

Ships shall be equipped with appropriately furnished laundry facilities.

4.9 Hospital accommodation

4.9.1 The hospital accommodation shall be used exclusively for medical purposes.

4.9.2 The sanitary accommodation, where provided, shall be for the exclusive use of the occupants.

4.10 Recreational facilities

4.10.1 Appropriate seafarers' recreational facilities, amenities and services, as adapted to meet the special needs of seafarers who must work and live on ships, shall be provided on board for the benefit of all seafarers.

4.10.2 Each shipowner should give consideration to include the following facilities at no cost to the seafarer, where practicable: 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; and a suitably stocked library.

4.10.3 Recreational facilities provided shall satisfy the requirements on health and safety protection and accident prevention as prescribed in MLC-005, section 3.3.

4.11 Communication arrangements

4.11.1 All seafarers should have reasonable access to ship-to-shore telephone communication, email and internet facilities, where available, with any charges for the use of these services being reasonable in amount.

4.11.2 All seafarers should be able to send and receive mail reliably and expeditiously from and to the vessel.

4.12 Bedding, mess utensils and miscellaneous provisions

4.12.1 All Seafarers should be provided with clean bedding and mess utensils supplied by the ship owner for use by the seafarers on board during service on the ship.

4.12.2 The bedding provided should be of a good quality and the mess utensils made of approved materials which can be easily cleaned.

4.12.3 Towels, soap and toilet paper should be provided for all seafarers by the ship owner.

4.13 Documented inspections of Accommodation & recreation facilities

4.13.1 Inspections of the seafarer's accommodation shall be carried out by or under the authority of the Master to ensure that it is clean, decently habitable and maintained in good state of repair at intervals of not more than one week.

4.13.2 The results of the inspections shall be recorded on board and available for review.

4.14 Retention period of records

Records of inspections of seafarers' accommodation shall be retained on board the ship for a period of at least one year.

5. REQUIREMENT'S FOR ALL SHIPS:

Food, potable water and catering

These requirements are supplemental to DMLC-I, the Maritime Law (RLM-107), Maritime Regulations (RLM- 108) and Marine Notices contained in the Combined Publication Folder (RLM-300).

5.1 Food

5.1.1 Seafarers shall be provided with adequate quantities of food and potable water on board taking due regard of the number of seafarers on board, their religious requirements and cultural practices as they pertain to food, and the duration and nature of the voyage.

5.1.2 The quality of such food and potable water on board shall be suitable and the food shall be within the expiry dates.

- 5.1.3 The food on board shall be of adequate nutritional value and variety.
- 5.1.4 The organisation and equipment of the catering department shall be capable of providing the seafarers on board with varied and nutritious meals prepared and served in hygienic conditions.
- 5.1.5 Seafarers shall not be charged for their food.

5.2 Galley and equipments

- 5.2.1 The catering equipment and facilities including food preparation area, galley, and store rooms shall be maintained in a hygienic condition.
- 5.2.2 The galley shall be provided with adequate natural or artificial lighting and an acceptable ambient temperature.
- 5.2.3 The drainage in the galley shall be clear to prevent accumulation of water.
- 5.2.4 The galley shall be provided with an adequate supply of hot and cold running potable.

5.3 Qualifications of catering staff

- 5.3.1 No seafarer under the age of 18 years shall be employed or engaged or work as a ship's cook.
- 5.3.2 All seafarers employed in any capacity as catering staff shall be properly trained or instructed for their positions and tasks to be performed.
- 5.3.3 All seafarers employed as ship's cooks shall have completed a training course or programme approved or recognized by the Administration, which covers practical cookery, food and personal hygiene, food handling, food storage, stock control, environmental protection and catering health and safety.
- 5.3.4 The Administration will accept:
 - a) a course completion certificate of a ships' cook training course approved by the Administration; or
 - b) a valid National certificate issued by a Party to MLC, 2006 which certifies completion of ships' cook training course in accordance with MLC, 2006, standard A3.2.4
- 5.3.5 The Administration recognizes that there are seafarers that have been serving as ships cooks prior to entry into force of MLC, 2006 and may not have attended a formal training course or program, yet possess the experience and knowledge to continue serve as ships cook. For these existing seafarers engaged as ships cooks, the Administration will accept an attestation from the shipowner or representative of the shipowner, that the seafarer engaged has seagoing service as a ships' cook of at least two (2) years in the last five (5) years and is trained, qualified and found competent for the position which covers practical cookery, food and

personal hygiene, food handling, food storage, stock control, environmental protection and catering health and safety.

A sample format of attestation for existing ship's cook is provided in Annex I to this Marine Notice.

- 5.3.6 The Administration will issue Special Qualification Certificates, if requested by the shipowner, where the seafarer serving as ships' cook meets the requirements in 5.3.4 or 5.3.5 above.
- 5.3.7 If the ship is not currently carrying or is not required to carry a fully qualified cook by the Administration, by virtue of the prescribed manning of less than 10 seafarers or the trading pattern, then anyone processing food in the galley shall be trained or instructed in areas including food and personal hygiene as well as handling and storage of food on board ship.
- 5.3.8 All catering staff shall wear clean and suitable personal protective clothing.
- 5.3.9 In circumstances of exceptional necessity, the Administration may issue a dispensation permitting a non-fully qualified cook to serve in a specified ship for a specified limited period, until the next convenient port of call or for a period not exceeding one month, provided that the person to whom the dispensation is issued is trained or instructed in areas including food and personal hygiene as well as handling and storage of food on board ship.
- 5.3.10 Evidence of training and qualification of the ships' cook and training or instruction of other catering staff shall be available for review onboard the ship.

5.4 Food storage arrangements

- 5.4.1 Ships shall be fitted with a sufficient number of temperature controlled food storage and handling rooms for the number of persons on board and the duration of the voyage.
- 5.4.2 The temperature of the deep freezers should be maintained below – (minus) 12 degrees C for storage up to one month. Longer storage periods require a temperature of – (minus) 18 degrees C or below. The temperature of chill cabinets, cold store rooms and refrigerators should not exceed + (plus) 5 degrees C.
- 5.4.3 Cold store room doors including the deep freezers should be operable from inside.
- 5.4.4 The food including meat, fish, milk and milk products, vegetables, fruit and dry provisions shall be safely and hygienically stored on the shelves with respect to stock rotation, segregation and spillages.

5.5 Potable water supplies

- 5.5.1 Potable water is fresh water that is intended for drinking, washing, bathing, or showering; for use in fresh water recreational water environments; for use in the vessel's hospital; for handling, preparing, or cooking food; and for cleaning food storage and preparation areas, utensils, and equipment.

- 5.5.2 The potable water storage tanks shall be cleaned and disinfected at intervals not exceeding one year, or more frequently, if potable water test results indicate contamination.
- 5.5.3 Hot potable water should be delivered at the taps at or above + 50 degrees C and cold potable water at less than + 25 degrees C where practicable depending on ambient temperatures.
- 5.5.4 Potable water loading hoses should be flushed prior to each use and disinfected at least once at intervals of not more than six (6) months. The hoses should be capped and stored correctly.
- 5.5.5 Potable water should be tested in accordance with WHO guidelines for drinking water quality at least once at intervals of not more than six (6) months. Prior to bunkering potable water at any port, a water quality report should be made available.

5.6 Hygiene

- 5.6.1 Adequate facilities should be provided for washing and drying hands and cooking utensils.
- 5.6.2 Food waste shall be disposed in accordance with MARPOL Annex V.

5.7 Documented inspections by the master

- 5.7.1 Inspections at intervals of not more than one week, shall be carried on board ships, by or under the authority of the Master with respect to:
 - a) supplies of food and potable water;
 - b) all spaces and equipment used for the storage and handling of food and potable water; and
 - c) galley and other equipment for the preparation and service of meals.
- 5.7.2 The results of the inspections shall be recorded on board and available for review.

5.8 Retention period of records

Records of the following shall be maintained and available for review:

- a) training of ship's cook and other catering staff: at least 1 year;
- b) cleaning and disinfection of potable water tanks; disinfection of potable water loading hoses and test reports of potable water when available: at least 3 years; and
- c) inspection's in 5.7 above: at least 1 year.

* * * * *

ANNEX I

SAMPLE FORMAT OF ATTESTATION FOR EXISTING SHIP'S COOK

(Note: Attestation should be prepared on shipowner's or representative of the shipowners' letterhead)

Attestation of competency for seafarers serving as ships cook prior to entry into force of MLC, 2006

THIS IS TO ATTEST THAT (Name of Seafarer), born on (date of birth) and holding Liberian S.I.R.B (Number):

- 1) Has (years and months) seagoing service as a ship's cook in the last five (5) years, on the following ships operated/managed by the following shipowner(s) as indicated below ¹:

Name of Vessel	Date's of Service	Name of Shipowner
i.		
ii.		
iii.		

The sea service is indicated in the attached SIRB pages or similar Seaman's Book; and

- 2) Is considered by the undersigned to be qualified and competent in:

- | | |
|-------------------------------|----------------------------------|
| a) Practical cookery; | e) Stock control; |
| b) Food and personal hygiene; | f) Environmental protection; and |
| c) Food handling; | g) Catering health and safety |
| d) Food storage; | |

Issued by the Shipowner² / Representative of the shipowner ³: _____

Date of Issue: _____

Signature of authorized person: _____

Name and title of authorized person: _____

Print name and title

A Copy of this attestation has been has been provided to: (Name of Seafarer)

¹ service of at least two (2) years should be on ships managed/operated by that shipowner; or on ships to which the representative of the shipowner/s has recruited and placed the ship's cook on behalf of the shipowner/s.

² Shipowner: 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 MLC, 2006, regardless of whether any other organization or persons fulfill certain of the duties or responsibilities on behalf of the shipowner.

³ Representative of the shipowner: Any person, office, company, institution, agency or other organization, in the public or the private sector, which is engaged in recruiting seafarers on behalf of shipowners or placing seafarers with shipowners, and with whom the shipowner has a contractual arrangement.