GUIDELINES FOR STATUTORY SURVEYS OF SEA-GOING SHIPS ENGAGED ON NON-INTERNATIONAL VOYAGES

PART SIX CREW ACCOMMODATIONS

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Chapter 1 GENERAL

1 Application

1.1 Unless expressly provided otherwise, this PART applies to self-propelled sea-going ships engaged in business activities of 1000 gross tonnage and over and engaged on non-international voyages, excluding the following ships:
(1) ships of war and troopships;
(2) sailing vessels having auxiliary engines;
(3) vessels engaged in fishing or in whaling or in similar pursuits.
1.2 Where it is reasonable and practicable, this PART is also applicable to tugs.
1.3 Within the period of validity of the Certificate of Crew Accommodation, where the ship undergoes any conversion or modification that affects the arrangement of crew accommodation and provision of equipment, a survey is to be requested immediately, otherwise the certificate will automatically cease to be valid.
1.4 The crew accommodation on board ships is also to comply with the applicable provisions of GENERAL and PART ONE of the Guidelines.

2 Definitions

2.1 For the purpose of this PART:
(1) Crew accommodation includes such sleeping rooms, mess rooms, sanitary accommodation, hospital accommodation and lounges as are provided for the use of the crew.
(2) Officer means the chief officer, second officer, third officer, first engineer, second engineer, third engineer, electrician, purser, doctor, etc.
(3) Rating means a member of the crew other than the master, chief engineer and an officer.
(4) Special personnel means all persons who are not passengers or members of the crew or children of under one year of age and who are carried on board in connection with the special purpose of that ship or because of special work being carried out aboard the special purpose ship. When applying the provisions of this PART, unless expressly provided otherwise, special personnel may be regarded as rating.

Chapter 2 CREW ACCOMMODATION AND OTHERS

1 Sleeping rooms

1.1 Sleeping rooms are to be located above the load line amidships or aft. In exceptional cases if the size, type or intended service of the ship renders any other location unreasonable or impracticable, the location of sleeping rooms in the fore part of the ship may be permitted, but in no case forward of the collision bulkhead.
In passenger ships and special purpose ships, on condition that satisfactory arrangements are made for lighting and ventilation, the location of sleeping rooms below the load line may be permitted, but in no case immediately beneath the working alleyways.
In oil tankers, ships carrying dangerous chemicals in bulk and ships carrying liquefied gases in bulk, the arrangement of the crew accommodation on board ships is also to comply with the requirements of Chapter 2-2, PART FOUR of the Guidelines.
1.2 The maximum number of ratings allowed to occupy a single sleeping room is to be 2 persons per room for cargo ships and 4 persons per room for passenger ships. For special purpose ships, it is allowed to exceed 4 persons per room.
1.3 The number of officers allowed to occupy a single sleeping room is generally one person per room.
1.4 Ships equal to or greater than 3000 gross tonnage are to be provided with a sitting room or office for the master, chief engineer and chief officer, adjoining their sleeping rooms. The floor area of such sitting room or office is at least to be the same as that required by Table 1.5 of this Chapter for rating (1 person room).
1.5 The floor area of crew's sleeping rooms is not to be less than that given in Table 1.5 of this Chapter.

Minimum Floor Area of Crew's Sleeping Rooms **Table 1.5**

Gross tonnage / Floor area (m^2/person) / Crew's rating	<3000	≥3000 <10000	≥10000
Rating (1-person room)	3.75	4.25	4.75
Rating (2-person room)	2.75	3.25	3.75
Officer	6.5	7.5	
Rating and special personnel (passenger ships and special purpose ships)	2.35	3.75 (1-person room) 3.00 (2-person room) 3.00 (3-person room) 3.00 (≥4-person room)	

1.6 The floor area of sleeping rooms for the master or chief engineer is not to be less than that required by Table 1.5 of this Chapter for the officer's room.
1.7 While measuring the floor area of the sleeping rooms for ship's crew, the space occupied by berths and lockers, chests of drawers and seats is to be included in 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 are to be excluded. Measurements are to be taken from the inner side of the panelling or sheeting of the sleeping rooms.
1.8 The berths in sleeping rooms are to be made of hard, non-warping and smooth material, and not likely to corrode.
1.9 Members of the crew are to be provided with individual berths, and the minimum inside dimensions of a berth are to be 1980 mm × 800 mm.
Berths are as far as practicable to be arranged in the longitudinal direction of the ship and not be placed along the ship's side. Berths are not to be placed side by side. Berths are not to be arranged in tiers of more than two. The bottom of lower berth in a double tier is not to be less than 300 mm above the floor; the upper berth is to be placed with its lower side approximately midway between the bottom of the lower berth and the lower side of the deckhead beams. In the case of berths placed along the ship's side, there is to be only a single tier where a sidelight is situated above a berth.

1.10 If tubular frames are used for the construction of berths, they are to be completely sealed and without perforations which would give access to vermin.
1.11 Each berth is to be fitted with a spring bottom or a spring mattress, as well as quilts or blankets, pillows or other bed clothes.
When one berth is placed over another, a dust-proof bottom of wood, canvas or other suitable material is to be fitted beneath the spring bottom or a spring mattress of the upper berth.
Each berth is to be provided with an unobstructed access to the berth side.
1.12 Each sleeping room is to be provided with a table or desk, a mirror and a sufficient number of seating or sofa and coat hooks. Each person is also to be provided with a small cabinet for toilet requisites (which may be exempted if separate toilet is fitted) and a book rack.
1.13 There is to be a lockable clothes locker for each crew member. The clothes lockers are not to be less than 1.52 m in height and of a cross sectional area of not less than 0.2 m^2. Besides, there is to be a drawer or equivalent furniture whose space for each crew member is not less than 0.056 m^3.
1.14 The clear headroom in crew sleeping rooms is not to be less than 1980 mm.

2 Mess rooms

2.1 Mess rooms are to be located apart from the sleeping rooms and as close as practicable to the galley.
2.2 Separate mess room accommodation generally is to be provided for:
(1) master, chief engineer and officers;
(2) other ratings.
Where it is impracticable to satisfy the above requirements, the only one communal mess room for all the crew members may be accepted.
2.3 Adequate mess room accommodation is to be provided for the catering department, either by the provision of a separate mess room or by giving them the right to the use of the mess rooms assigned to other groups; in the case of ships of 5,000 gross tonnage or over with more than five persons in the catering department, consideration is to be given to the provision of a separate mess room.
2.4 The floor area per person of each mess room for officers or other ratings is not to be less than 1 m^2 for the total number of persons likely to use it at any one time.
2.5 Mess rooms are to be equipped with tables and seats sufficient for the number of persons likely to use them at the same time. The tables and seats are to be made of damp resisting material, without cracks and capable of being easily cleaned.
2.6 Where available pantries are not accessible to mess rooms, adequate lockers for mess utensils and proper facilities for washing utensils are to be provided in mess rooms.
2.7 There is to be a refrigerator, which is to be conveniently situated, of sufficient capacity for the number of persons using the mess room or mess rooms. In addition, there are to be facilities for hot beverages and cool water.
2.8 Taking into account the peculiar conditions of passenger ships and special purpose ships, such ships may be exempted from the requirements of 2.4 and 2.5 of this Chapter subject to agreement.

3 Recreation accommodation and offices

3.1 Every ship is to be provided with conveniently situated and appropriately furnished recreation accommodation for the officers and other ratings. Where the mess room is used as a recreation accommodation, the former is to be appropriately equipped.
3.2 In the recreation accommodation there is to be provided with at least one book shelf and also facilities for reading and writing. Where practicable, it is also to be equipped with appropriate recreational facilities.
3.3 Every oil tanker or a similar ship is to be provided with one smoking room. In respect of ships of 8000 gross tonnage or over, a smoking room or library in which films or television may be shown and a hobby and games room is to be provided; and a swimming pool is to be provided as far as practicable.
3.4 In all ships a space or spaces to which the crew can have access for rest on an open deck

when they are off duty are to be provided; the space or spaces are to be of sufficient area appropriate to the size of the ship and the number of the crew. Such space or spaces are to be provided with protection from wind, seas and exhaust gas.

3.5 All ships trading regularly to or in the tropics are to be equipped with awnings for use over exposed decks above crew accommodation and over recreation deck space or spaces or other effective insulation measures are to be taken.

3.6 In ships of over 3,000 gross tonnage one room for the deck department and one room for the engine department are to be provided and equipped for use as an office.

4 Sanitary accommodation

4.1 The sanitary accommodation is to be adequately drained, ventilated and lighted.

4.2 Sanitary accommodation intended for the use of more than one person is to comply with the following requirements:

(1) floors are to be of approved durable material, easily cleaned and impervious to damp, and are to be provided with means of slip-protection and drainage;

(2) bulkheads are to be of steel or other approved material and are to be watertight up to at least 230 mm above the level of the deck;

(3) the accommodation is to be sufficiently lighted, heated and ventilated;

(4) water closets are to be situated convenient to, but separate from, sleeping rooms and wash rooms, without direct access from the sleeping rooms: Provided that this requirement is not to apply where a water closet is located in a compartment between two sleeping rooms having a total of not more than four persons;

(5) where there is more than one water closet in a compartment, they are to be sufficiently screened to ensure privacy.

4.3 In ships of 5000 gross tonnage or over but less than 15000 gross tonnage, individual sleeping rooms for at least five officers are to be attached to them a separate private bathroom fitted with a water closet as well as a tub or shower bath and a wash basin having hot and cold running fresh water.

4.4 In ships of 10000 gross tonnage or over but less than 15000 gross tonnage, in addition to complying with the requirements of 4.3 of this Chapter the sleeping rooms for all other officers are to have a private bathroom similarly fitted as required by 4.3 of this Chapter, or an intercommunicating bathroom between adjoining sleeping rooms.

4.5 In ships of 15000 gross tonnage or over, individual sleeping rooms for officers are to be attached to them a separate private bathroom similarly fitted as required by 4.3 of this Chapter.

4.6 In ships of 25000 gross tonnage or over, other than passenger ships and special purpose ships, a bathroom for every two ratings is to be provided, either in an intercommunicating compartment between adjoining sleeping rooms or opposite the entrances of such rooms, which is to be fitted with a water closet as well as a tub or shower bath and a wash basin having hot and cold running fresh water.

4.7 In all ships a minimum of one water closet as well as one tub or shower bath and one wash basin for every six persons or less who do not have facilities in pursuance of 4.3 to 4.6 of this Chapter are to be provided at a convenient location for officers and for ratings.

4.8 In ships of 5000 gross tonnage or over, other than passenger ships, each sleeping room whether for officers or ratings where no bathroom is fitted, is to be provided with a wash basin having hot and cold running fresh water.

4.9 Cold fresh water and hot fresh water or means of heating water is to be available in all communal wash places.

4.10 Wash basins and tub baths are to be made of material impervious to water, with a smooth surface and not liable to crack, flake or corrode.

4.11 All water closets are to be provided with an ample flush of water, available at all times and independently controllable.

4.12 Soil pipes and waste pipes are to be of adequate dimensions and are to be so constructed as to minimise the risk of obstruction and to facilitate cleaning.

4.13 In ships of 1600 gross tonnage or over, a separate sanitary accommodation is to be provided at:

(1) a position within easy access of the navigating bridge deck for those on duty in that area; and

(2) a position within easy access of the machinery space for the engine department crew on watch. Such a separate sanitary accommodation is to be provided with a water closet and a wash basin having hot and cold running fresh water.

4.14 In ships of 1600 gross tonnage or over, other than ships in which private sleeping rooms and private or semi-private bathrooms are provided for all engine department personnel, facilities for changing clothes are to be provided, which are to be located outside the machinery space but within easy access of it, and to be fitted with individual clothes lockers as well as with tubs or shower baths and wash basins having hot and cold running fresh water.

4.15 When women are employed in a ship, separate sanitary facilities are to be provided for them in accordance with the relevant requirements as specified above.

4.16 In all ships facilities for washing, drying and ironing clothes are to be provided for officers and ratings on a scale appropriate to the size of the crew and the normal duration of the voyage. These facilities are to be located within easy access of their accommodation.

4.17 When the total number of the crew exceeds 100 and in passenger ships normally engaged on voyages of not more than 4 hours duration, special arrangement of the sanitary accommodation or a reduction in the number of facilities required may be considered subject to agreement.

4.18 Sufficiently and adequately ventilated compartments or lockers for the hanging of oilskins or working clothes are to be provided outside but convenient to the sleeping rooms.

5 Lighting

5.1 All crew spaces are to be adequately lighted. If there are not two independent sources of electricity lighting, additional lighting is to be provided by properly constructed lamps or lighting apparatus for emergency use.

5.2 The minimum standard for natural lighting in living rooms is to be such as to permit a person with a normal vision to read on a clear day an ordinary newspaper in any part of the space available for free movement. When it is impossible to provide adequate natural lighting, artificial lighting of the above minimum standard is to be provided.

5.3 In sleeping rooms an electric reading lamp is to be installed at the head of each berth.

5.4 Subject to such special arrangements as may be permitted in passenger ships and special purpose ships, sleeping rooms and mess rooms are to be properly lighted by natural light and are to be provided with adequate artificial light.

6 Hospital accommodation

6.1 In any ship carrying a crew of fifteen or more and engaged in a voyage of more than three days' duration, separate hospital accommodation is to be provided.

6.2 The hospital accommodation is to be provided with wards. There is to be at least one hospital berth fitted in the ward.

6.3 The hospital accommodation is to be suitably situated; and the arrangement of its entrance, berths, lighting, ventilation, heating and water supply is to ensure comfortable habitation and facilitate the treatment of the patients.

6.4 In ships which do not carry a doctor, a well-ventilated medicine chest suitable for storing necessary medicaments and medical equipment is to be carried. The medicaments and medical equipment in the medicine chest may be be provided by making reference to International Medical Guide for Ships. The medicine chest is to be situated in a dry and accessible position, and is to be taken care of by a responsible crew member exclusively assigned for this duty.

6.5 Hospital accommodation is to be provided with an exclusive bathroom, which is to be fitted with a water closet as well as a tub or shower bath and a wash basin

6.6 Hospital accommodation is not to be used for purposes other than medical one.

7 Heating, ventilation and noise

7.1 An adequate system of heating the crew accommodation is to be provided except in ships engaged exclusively on voyages in the tropics.

7.2 The heating system is to be in operation at all times when the crew is living or working on board and conditions require to use it.

7.3 In all ships in which a heating system is required, the heating may be by means of steam, hot water, warm air or electricity.
7.4 The heating appliances are to be so installed and placed and, where necessary, shielded as to avoid risk of fire or danger or discomfort to the occupants.
7.5 Ships regularly engaged on voyages in the tropics are to be equipped with air-conditioning. Ships engaged on voyages in other sea areas may be equipped only with mechanical means of ventilation or electric fans where this ensures satisfactory ventilation.
7.6 In all ships, air-conditioning is to be provided in the radio room and the central control room of machinery.
7.7 Power for the operation of the means of air-conditioning or mechanical means of ventilation or electric fans, where practicable, is to be available at all times when the crew is living or working on board and conditions so required.
7.8 The exhaust ducts from galleys, bathrooms, wash rooms, lavatories, clinics and wards where odour may be produced are to be separated from the exhaust ducts from other compartments.
7.9 In all ships, undue noise to crew accommodation and working spaces is to be prevented.

8 Structure and arrangement of accommodation, passageway and access

8.1 The location, passageway, structure and arrangement in relation to other spaces of crew accommodation are to be such as to ensure adequate security, protection against weather and sea, and insulation from heat and cold, undue noise or foul smell from other spaces.
8.2 The passageways and means of access to the crew accommodation are to be easily accessible for the crew to reach the open deck or lifeboat embarkation deck.
8.3 The minimum headroom in all crew accommodation where full and free movement is necessary is not to be less than 1980 mm.
8.4 Unless provided otherwise, there is to be no direct openings into sleeping rooms from spaces for cargo and machinery or from galleys, lamp and paint rooms, or from engine, deck and other bulk storerooms, drying rooms, communal wash places or water closets.
That part of the bulkhead separating such places from sleeping rooms and external bulkheads are to be efficiently constructed of steel or other approved substances and are to be watertight and gastight.
8.5 All machinery casings and all boundary bulkheads of galleys and other spaces in which heat is produced are to be adequately insulated where there is a possibility of resulting heat effects in adjoining accommodation or passageways.
Care is also to be taken to provide protection against heat effects from steam and/or hot water service pipes.
8.6 Rooms and alleyways in the crew accommodation space where they are liable to condensation or overheating are to be adequately insulated.
8.7 Main steam and exhaust pipes for winches and similar gear are not to pass through crew accommodation nor, whenever possible, through alleyways leading to crew accommodation; where they do pass through such alleyways, they are to be adequately insulated and encased.
8.8 Inside paneling, deckheads and floors in the crew accommodation and mess room are to be of material with a surface easily kept clean. The inside paneling and deckheads, if painted, are to be light in colour; lime wash must not be used. Tongued and grooved boarding or any other form of construction likely to harbour vermin is not to be used.
8.9 Floors in the crew accommodation are to be made of material easily cleaned and impervious to damp.
8.10 Floors in the galley are to be made of durable material, easily cleaned and impervious to water and be provided with means of slip-protection.
8.11 In ships regularly trading to mosquito-infested ports, provision is to be made to protect the crew's quarters against the admission of mosquitoes by the fitting of suitable screens to side scuttles or windows, ventilators and doors to the open deck.
8.12 All the crew accommodation spaces are to be indelibly and legibly marked with a nameplate showing the purpose of the room in English.

9 Drinking water and fresh water

9.1 All ships are to be provided with fresh water tanks of sufficient capacity which are to be determined in accordance with the total number of persons carried and the duration of voyages.
9.2 Drinking water and washing water is to be provided with separate supplying systems. The construction and arrangement of the water supplying systems are to be such as to prevent any possibility of contamination.
9.3 It is recommended that copper pipes or galvanized steel pipes be used for the drinking water or washing water, and the use of lead pipes is strictly prohibited.

10 Special provisions

10.1 In ships in which the crew in any department are persons of widely different national habits and customs, separate and appropriate sleeping and living accommodation is be provided as may be necessary to meet the requirements of the different groups.