

Guidelines on Good Employment Practice

*“Decent work is the most widely shared aspiration
of people and their families in all countries.”*

Juan Somavia, Director-General, International Labour Organization

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Established in 1909, the International Shipping Federation (ISF) is the international employers' organisation for the shipping industry. Its interests include labour affairs, manpower and training and seafarers' welfare issues. ISF membership comprises national shipowners' associations from 35 countries.

ISF co-ordinates the representation of shipowners' views at the International Labour Organization (ILO) in the development of maritime labour standards. ISF also represents the interests of maritime employers at the International Maritime Organization (IMO).

These Guidelines have been developed using the best information currently available, but they are intended as guidance only, to be used at the user's own risk. No responsibility is accepted by the International Shipping Federation or by any person, firm, corporation or organisation who or which has been in any way concerned with the furnishing of information or data, the compilation, publication or authorised translation, supply or sale of this guidance, for the accuracy of any information or advice given herein or for any omission herefrom or consequences whatsoever resulting directly or indirectly from use of the Guidelines or from compliance with or adoption of guidance contained therein.

ISF Guidelines on Good Employment Practice

Published by Maritime International Secretariat Services Limited
12 Carthusian Street, London EC1M 6EZ
Tel + 44 20 7417 8844 Fax + 44 20 7417 8877
e-mail publications@marisec.org
web www.marisec.org

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FOREWORD

There is a major focus in shipping today on the so called "human element" issues, such as training and safety management. Society at large demands high standards of performance from the entire transport sector, and the adoption and implementation of good employment practice is a necessary part of meeting those demands. The performance of individual seafarers, shipping companies and the industry as a whole is as dependent on adherence to good employment standards as it is on compliance with technical regulations.

The shipping industry was amongst the first to adopt comprehensive international employment standards following the establishment of the International Labour Organization (ILO) in 1919. Maritime employers, co-ordinated by ISF, have actively participated in the development of these standards since the first ILO Conference, and continue to do so today.

The great majority of shipping companies provide terms and conditions of employment to their seafarers which match, and in most cases comfortably exceed, best practice ashore. Seafaring is a unique profession, and the industry offers well-paid regular employment and an interesting and rewarding career to seafarers of all nationalities.

The members of ISF intend to ensure that the industry's high standards of employment are maintained. It is with these thoughts in mind that these *Guidelines on Good Employment Practice* have been produced for the assistance of the shipping industry.

PART ONE – INTRODUCTION

The Reason for these Guidelines

These Guidelines are intended to help maritime employers to develop and maintain employment standards consistent with recognised good practice in the international shipping industry.

The advice contained in these Guidelines is based on:

- Standards established in conventions and recommendations adopted by the International Labour Organization (ILO) and, where relevant, the International Maritime Organization (IMO);
- Existing ISF Policies covering industrial relations and recruitment services; and
- Recognised good practice in the industry.

Employers, unions and seafarers must always observe the provisions of the law governing relevant employment conditions. Normally the applicable law will be that of the flag state of the ship on which the seafarer is serving, but the law of the seafarer's country of residence or, in certain situations, the law of the port state in which a ship is berthed may also be relevant. These Guidelines should be read as supplementing and complementing the provisions of applicable laws, not replacing them.

Guidelines such as these can only be recommendatory in nature. Indeed there will be occasions when certain of the provisions may prove to be impractical or unrealistic, and employers should adapt them to fit their particular needs, circumstances, corporate philosophy and goals. These will vary from company to company and from country to country.

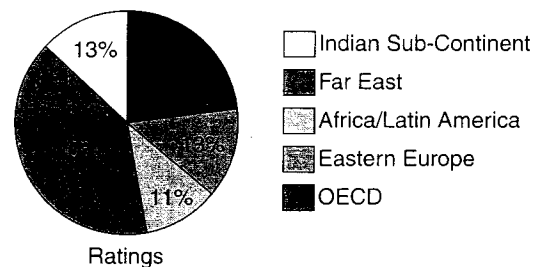
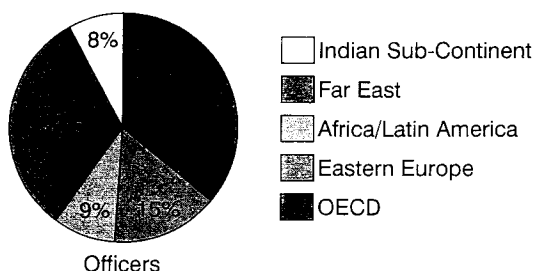
On this understanding, the Guidelines are intended to provide useful advice on good employment practices and procedures, and on the objectives which employers should aim to achieve.

Employment in International Shipping

The Maritime Workforce

There are almost 50,000 ships in the world merchant fleet engaged in international trade. Some two thirds of these are dry cargo ships, about a fifth are tankers, and the remainder include ferries, passenger ships and supply boats working in the offshore sector.

Approximately one and a quarter million seafarers are employed on these ships¹, of which roughly one third are officers. The maritime workforce, like the shipping industry itself, is truly international. The breakdown of the seafarer population by region of origin is shown below.



Source: BIMCO/ISF 2000 Manpower Update

¹ This figure excludes catering and hotel staff working on passenger ships, and other categories of workers such as those on small coastal ships and fishing vessels.

The global industry still relies heavily on the expertise of officers, especially senior officers, from countries in the developed world. But the majority of ratings, and a growing number of officers, are employed from countries in the developing world.

Despite periodic fluctuations in the rate of growth, world trade continues to increase, and most cargo generated by this trade is carried by sea. Over the past decade the number of ships in the world fleet has increased by 10% and its tonnage by 35%. This trend is confidently predicted to continue. The future of the industry therefore demands a major commitment to the training of skilled seafarers, with the promise of secure, attractive and rewarding employment opportunities for young people of all nationalities.

Employment Conditions

For the large majority of seafarers, employment conditions at sea match, or in most cases comfortably exceed, those they could obtain in shore-based employment at home. Good employment conditions are crucial to the shipping industry's ability to attract and retain competent and well qualified seafarers. Spending months at sea has its disadvantages, and generous home leave and good pay and conditions of employment provide some of the compensations which encourage people to make a career at sea.

The general international standards governing such important issues as crew accommodation on board, food and catering, the provision of medical care and safe working arrangements are covered by conventions and recommendations adopted by the International Labour Organization (ILO), which are explained below and amplified in Part Two.

Apart from general conditions of work, wage rates for most of the world's officers and ratings are generous by comparison with pay rates for similar occupations ashore (see page 5). In addition, wages paid to seafarers in many countries are, subject to certain conditions, paid free of income tax, and these wages are often paid in United States dollars, which can provide a further bonus.

The ILO Minimum Wage

ILO has adopted a recommendation² which includes reference to a minimum monthly wage for the rating grade of Able Seaman (AB). Although this minimum is only a recommendation, it forms the basis for seafarers' wage rates in certain collective agreements and has been referred to in court cases where wages have been an issue. However, wages paid to seafarers from developed countries are usually far in excess of the ILO minimum, as are those of the majority of seafarers from developing countries employed by international shipping companies.

Certain countries, especially from the developing world, have objected in principle to the concept of the ILO minimum wage because it is greater than that paid on their national flag ships and could lead to inflationary wage claims. This concern is recognised in the ILO recommendation, where a specific exception exists to cover such situations.

The ILO minimum wage is determined by application of a prescribed formula which takes account of changes to living costs and currency fluctuations. It is updated periodically by members of ISF and the International Transport Workers' Federation (ITF) at meetings of the ILO Joint Maritime Commission.

The ILO minimum wage only refers to the basic monthly wage, excluding overtime, leave and other payments, and only covers the rank of an AB. The total wage package based on ILO provisions should normally, as a minimum, include:

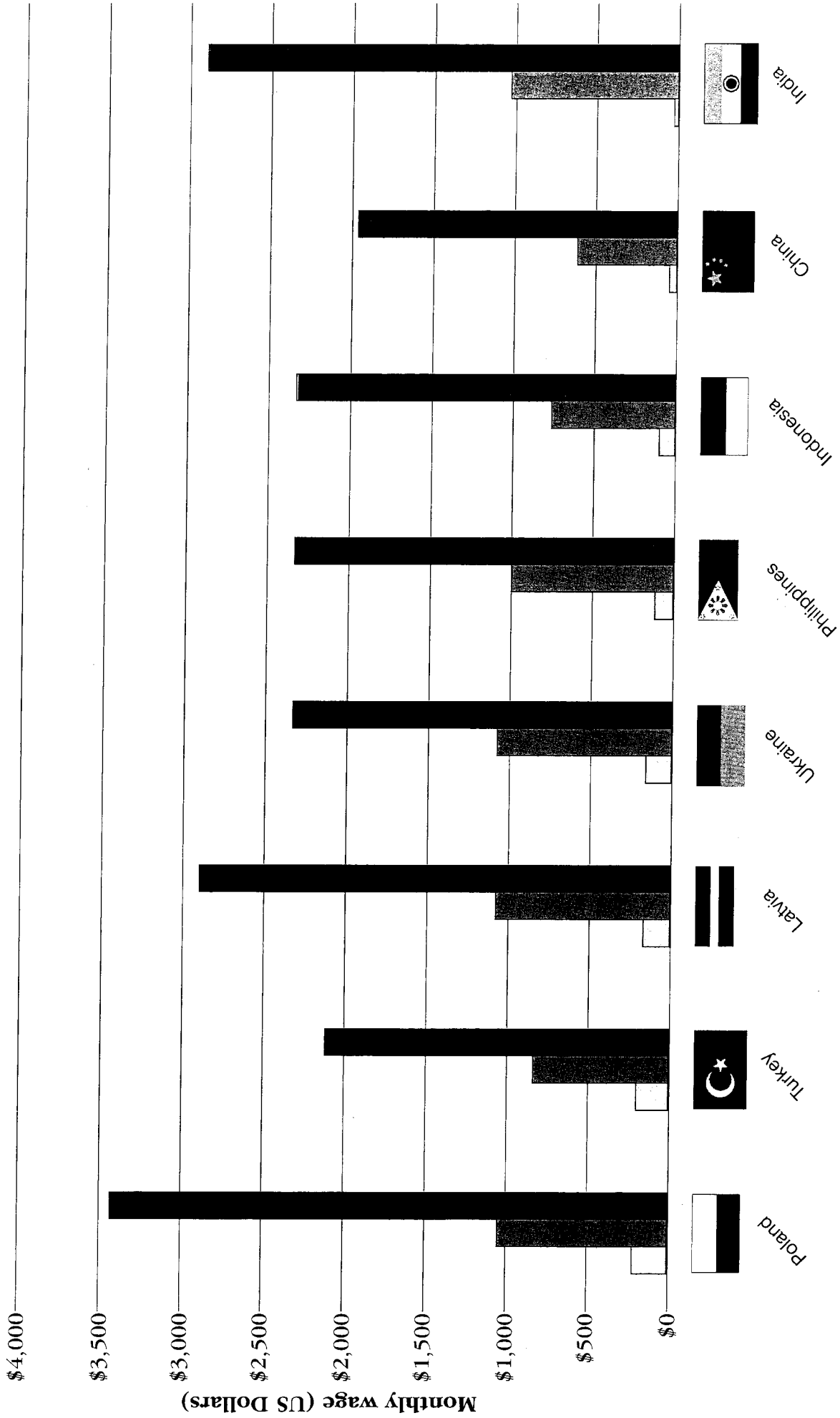
- the ILO recommended minimum basic wage for an AB³;
- leave pay of not less than 2.5 days per month⁴ based on a 30 day month; and
- overtime compensation based on 1.25 times the normal hourly rate².

² ILO Seafarers' Wages, Hours of Work and Manning of Ships Recommendation, 1996 (No.187).

³ The ILO minimum basic wage for an AB, agreed by the Joint Maritime Commission in 1996, is US \$435. This figure is due to be updated in 2001.

⁴ ILO Seafarers' Annual Leave with Pay Convention, 1976 (No.146).

Comparison between Monthly Wages of Seafarers and Shore-based Workers



□ Average Shore-based wage. Source: World Bank 1998 ■ Median Able Seaman's wage. Source: ISF Wages Survey 1999 ■ Median Chief Officer's wage. Source: ISF Wages Survey 1999

The Regulation of Maritime Labour Standards

The Importance of International Labour Standards

Shipping is the first truly global industry. Ships may be owned in one country, managed from another, registered in a third country and manned by seafarers from one or more others. In addition, most ships move from country to country as part of their normal trading pattern.

The industry could not function if the regulations which applied to a ship changed each time the ship entered a port in a different country. Equally, seafarers should be entitled to expect that basic rights will apply irrespective of the flag of the ship on which they serve.

For these reasons the industry has always supported the development of international labour standards, fairly and consistently applied and enforced by flag and port states, rather than the adoption of standards by individual countries or regional groupings on a unilateral or local basis.

The vast majority of international regulations directly concerning the employment of seafarers has been developed by the International Labour Organization (see below). In addition, a comprehensive framework of international legislation has been adopted by the International Maritime Organization (IMO) which is also relevant to the employment of seafarers, especially with regard to the safety of life at sea.

ILO Conventions and Recommendations

ILO, which is a United Nations agency, has developed labour standards for the shipping industry since 1919. Currently there are over 30 ILO conventions and 20 recommendations specifically dealing with maritime transport, more than for any other industry. They cover such issues as medical care, the payment of wages, repatriation rights, working hours and arrangements for recruiting seafarers. In addition, certain ILO conventions of general application cover maritime transport as well as other industrial sectors.

The most important ILO instruments relevant to shipping are listed in **Appendix One**. Taken together, these ILO instruments provide shipping with the most comprehensive coverage of core labour standards applicable to any industrial sector.

ILO conventions only become mandatory when ratified, or accepted, by individual countries and applied through national law to ships flying their flag or to their national seafarers. ILO recommendations are not mandatory, but reflect statements of good practice or targets which should be aimed for by governments, employers or unions. Employers should therefore check which ILO conventions have been ratified by the flag states of the ships they operate or by the countries in which the seafarers they employ are resident.

Some ILO maritime standards are not widely ratified, usually because they include too much technical detail or they specify prescriptive standards which are difficult for many countries to apply in every respect. But the principles embodied in these standards may well have significant influence on employment practices and are often widely accepted within the industry. Moreover, many of these standards have been incorporated into the most important and widely enforced ILO maritime convention, ILO 147 (see below).

ILO Convention No. 147

The most important ILO maritime convention is the Merchant Shipping (Minimum Standards) Convention, 1976 (ILO 147). Because of the difficulty some countries encounter when trying to observe every detail of the various ILO instruments, ILO 147 embraces the standards contained in many of the most important maritime conventions but allows a degree of flexibility regarding the manner in which they are implemented.

Countries ratifying ILO 147 must adopt laws and regulations applying to ships flying their flag, covering safety standards, social security measures, conditions of employment and living arrangements “substantially equivalent” to standards prescribed in the relevant ILO conventions which address these issues in detail. A list of countries which have ratified Convention No. 147 is provided in **Appendix Two**, together with a list of the conventions embraced by ILO 147.

Most importantly, ILO 147 provides that compliance with the employment standards can be verified by other countries through port state control (PSC) inspection. Ships which fail to satisfy the standards may be detained if the conditions on board are clearly hazardous to safety or health, even when the flag state of the ship has not ratified ILO 147. Compliance by foreign ships with the standards contained in the convention, which are also covered by these ISF Guidelines, is enforced by most PSC authorities. Additional guidance on compliance with living conditions required by ILO 147 is contained in **Appendix Three**.

1996 ILO Maritime Conference, Geneva.



PART TWO – GUIDELINES ON GOOD EMPLOYMENT PRACTICE

1. Industrial Relations

Industrial relations is an area of the employment relationship sometimes characterised by confrontation. In practice, however, the international shipping industry has not suffered greatly from major industrial disputes between employers and the seafarers they employ, and many employers maintain close contact with the trade unions which represent their seafarers. In these contacts, they have observed a number of general principles which have proved of benefit in the establishment of good employment relationships, and which are therefore listed below.

1.1 *Union Membership and Affiliation*

- 1.1.1 Seafarers should have the right to join a properly representative local union of their choice⁵. Employers have tried to make sure that the decision of seafarers whether or not to join such a union is respected by other unions.
- 1.1.2 The payment of union membership subscriptions should be the responsibility of the seafarer concerned. When employers have established long-term and mutually beneficial relationships with unions representing the seafarers they employ, many have agreed to deduct union membership subscriptions from the seafarers' wages and to remit these subscriptions direct to the union.
- 1.1.3 Employers should try to ensure that unions provide membership benefits to seafarers commensurate with the level of membership contributions which are required.
- 1.1.4 Employers and unions should manage their affairs, develop their policies, pursue their lawful activities and join or affiliate to employer or union organisations or confederations without interference⁵. The principles expressed in a number of ILO instruments require that governments, unions and employers should respect these basic rights.
- 1.1.5 Employers firmly believe that, in carrying out their activities and pursuing their objectives, unions should consult and take full account of the views and interests of their membership, and that they should be accountable to their membership for those activities and policies.

1.2 *Negotiating Arrangements and Collective Agreements*

- 1.2.1 Employers respect the principle that the regulation of terms and conditions of employment of seafarers by means of collective agreements should be promoted through voluntary negotiations between employers and unions⁶.
- 1.2.2 Employers, or groups of employers, may choose to negotiate collective agreements with unions representing the seafarers they employ, or they may enter into individual contracts with seafarers.
- 1.2.3 Employers should try to ensure that negotiations provide the opportunity for a genuine exchange of views between the employer and seafarer representatives, and encourage settlements to be reached which are, so far as possible, acceptable to both sides.

⁵ ILO Freedom of Association and Protection of the Right to Organize Convention, 1948 (No.87).

⁶ ILO Right to Organize and Collective Bargaining Convention, 1949 (No.98).

- 1.2.4 In establishing collective bargaining arrangements, employers should ensure that procedures are incorporated to resolve disputes arising from negotiations and to make sure that neither party resorts to industrial action to resolve a dispute unless those procedures are exhausted.
- 1.2.5 Employers should try to ensure that no union embarks upon strikes, boycotts, or other forms of industrial action directed at particular ships or particular companies, unless the action is supported by the seafarers who are affected by it and by the union or unions which represent those seafarers.
- 1.2.6 Employers should promote the principle that the terms and conditions of employment for particular nationalities of seafarers should take due account of the industrial relations practices and cost of living in the seafarer's country of residence.
- 1.2.7 When collective agreements have included payments to welfare, social or other funds maintained for the benefit of seafarers, employers should aim to observe the principles that:
- the funds are maintained separately from other accounts;
 - the accounts for the funds are publicly available and regularly audited;
 - expenditure from the funds is strictly in accordance with the objectives of the fund; and
 - when requested, employers should have a role in decisions concerning expenditure from the funds.

2. Recruitment and Personnel Administration

Many shipowners are directly responsible for the recruitment and employment of the seafarers who serve on their ships, but in other cases those responsibilities may be undertaken by third parties, such as ship managers or crew managers. In addition, when recruiting seafarers both owners and managers may make use of the services of commercial manning agents, government-run recruitment services or sometimes trade unions.

When personnel administration or the recruitment of seafarers is delegated to a third party, it is important for employers to ensure that the activities of such agencies are checked, monitored and supervised, and that the business relationship is formalised in such a way as to ensure that the agency complies with its obligations.

Most instances of unqualified, ill-disciplined or medically unfit seafarers being engaged for service will not occur if proper procedures for the selection and engagement of seafarers are implemented. Likewise, any cases of abuse or exploitation of seafarers which may be reported are normally preventable by adherence to such procedures. Employers which have established strict controls over the procedures for the recruitment of seafarers, such as those listed below, have generally avoided these kinds of problems.

Section 2.1 of these Guidelines (see page 10) deals with general principles which should apply equally to employers or to third parties which undertake personnel administration or recruitment on behalf of the employer. Section 2.2 deals in particular with situations where third party recruitment services are used by the employer.

Most of the provisions in this section are drawn from relevant ILO instruments⁷.

⁷ Especially the ILO Recruitment and Placement of Seafarers Convention, 1996 (No.179) and the accompanying ILO recommendation (No.186), as well as the IMO Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW 95).

2.1 *General Principles*

- 2.1.1 With due regard to the need for privacy and confidentiality, full and complete records should be maintained of all seafarers who are employed. Such records should include:
- the seafarer's qualifications (including certificate number, date of issue, issuing authority, training, experience and competence in assigned duties)⁸;
 - record of employment;
 - personal details (including home address, next of kin, date of birth etc.);
 - medical details (including date of last medical examination, details of vaccinations, etc.); and
 - service record (including masters' reports and details of any disciplinary cases).
- 2.1.2 Full and complete records should be maintained of financial transactions, including payments of allotments, seafarers' wages and the settlement of such other financial matters as may be appropriate.
- 2.1.3 For the protection of both the employer and the seafarer, formal procedures should be adopted to ensure that the seafarer is informed, prior to engagement, of the main terms of the collective agreement or individual contract which is applicable, and a record should be maintained of the seafarer's acceptance of those terms.
- 2.1.4 The employer should ensure that seafarers are advised of any particular conditions applicable to the job for which they are to be engaged and of any particular company policies relating to their employment, such as drug or alcohol policies, which are not included in the text of the employment contract or collective agreement.
- 2.1.5 There should be formal procedures to ensure that certificates of competence and medical certificates of seafarers are not fraudulently obtained, that they are up to date and that pre-employment references are verified before seafarers are engaged.
- 2.1.6 Employers should maintain up to date crew lists of the ships for which they are responsible and should ensure that a 24 hour roster of emergency contacts is maintained.

2.2 *Use of Third Party Recruitment Services*

In addition to the points raised above, third party recruitment services - such as manning agents, government recruitment services or union hiring halls - should be expected to observe the following conditions⁹:

- 2.2.1 The recruitment service should be properly established in accordance with the laws of the country in which it is based and, if companies involved in the recruitment of seafarers are required by the national administration to hold a licence or other form of official accreditation, those requirements must be satisfied.
- 2.2.2 The persons responsible for running the business of the recruitment service and those involved in day-to-day operations should be adequately trained or experienced.
- 2.2.3 The recruitment service should have formal procedures to ensure that seafarers are not subject to exploitation by the agency or its personnel with regard to the offer of engagement on particular ships or by particular companies.

⁸ ISF has published *Personal Training and Service Record Books* to help satisfy this purpose on board ship to meet the requirements of STCW 95 and the IMO International Safety Management (ISM) Code.

⁹ ILO Recruitment and Placement of Seafarers Convention, 1996 (No.179) and the accompanying ILO recommendation (No.186).

- 2.2.4 There should be formal procedures to eliminate opportunities for exploitation which may be provided by the payment of allotments, the issue of joining advances or any other financial transaction between the employer and the seafarer which are handled by the recruitment service. These procedures should cover any currency conversion rates which may be adopted and should require evidence of receipt of payment to be maintained. The procedures should be available for inspection by the employer or by the proper authorities in case of complaints.
- 2.2.5 The scale of charges to the employer for the recruitment of seafarers and such costs as the seafarer may be expected to bear by way of medical or documentary clearance should be clearly publicised and procedures should be in place to ensure that they are adhered to.
- 2.2.6 The recruitment service should allow full and complete access to its business premises by employers or by government officials to inspect procedures for the engagement and selection of seafarers, and to ensure compliance with the above conditions.

3. General Conditions of Employment

Apart from the moral obligation of employers, unions and seafarers to honour the contracts they enter into, national law invariably requires strict observance of the contract, and failure to do so can lead to penalties being imposed.

General employment law in many countries, and in some cases specific legal provisions governing the employment of seafarers, may impose additional requirements on those who are parties to employment contracts, such as procedures for dealing with cases of indiscipline. Employers should make sure that they are fully aware of, and that they comply with, these requirements, and they should also make sure that the seafarers they engage are aware of their own responsibilities.

3.1 *The Contract of Employment*

- 3.1.1 It is especially important to ensure, so far as possible, that the conditions of employment which have been agreed between seafarers and their employers are clearly understood. The seafarer should sign an employment contract and, unless covered by law or regulation or by the terms of a collective agreement, the contract should include at least the following provisions¹⁰:
- the date on which the wages and other benefits due under the employment contract commence;
 - the seafarer's name, date of birth and birthplace;
 - the position in which the seafarer is to be employed;
 - the intended length of service before the seafarer may normally be repatriated;
 - the circumstances in which the contract may be terminated by either party;
 - the wages payable, the method of payment and deductions which are allowed; and
 - the paid leave period due to the seafarer for each month served on board.
- 3.1.2 In addition to the above, the contract should specify the other main terms and conditions of employment. These should include, for example, the circumstances under which a seafarer will be entitled to payment of sick pay and free medical care, procedures for dealing with reported indiscipline or inefficiency, including the penalties which might be imposed, and the normal working hours expected of the seafarer.

¹⁰ ILO Seamen's Articles of Agreement Convention, 1926 (No.22).

3.2 *Calculation and Payment of Wages*

The following advice concerning the payment of wages is drawn mainly from ILO instruments¹¹.

- 3.2.1 Wages should be paid monthly or at some other regular interval, and at the termination of engagement the balance should be paid without undue delay.
- 3.2.2 The wages should be paid directly to the seafarer or to the seafarer's bank account, unless the seafarer requests otherwise.
- 3.2.3 Deductions from wages by the employer should only be made if permitted or required by law or regulation, or by the relevant collective agreement or as mutually agreed with the seafarer.
- 3.2.4 Records of all authorised overtime which is worked should be maintained in respect of those seafarers who are entitled to additional payment in such circumstances. These records should be signed by the seafarer at regular intervals (see also 3.4.3 below).

3.3 *Repatriation*

- 3.3.1 In normal circumstances the employer should be responsible for the costs of repatriating a seafarer at the end of an agreed voyage period¹². The precise circumstances in which the employer will be responsible for repatriation costs should be included in the employment contract. These circumstances will usually include repatriation:
 - at the end of the agreed period of engagement, or if the employer terminates the employment contract before the expiry of the agreed contract period;
 - if it becomes impossible for the company to continue to fulfil legal or contractual obligations, such as the sale of the ship or following shipwreck;
 - if the seafarer becomes medically unfit to continue the voyage.
- 3.3.2 The employment contract might contain provisions to the effect that the employer will pay the costs of repatriation in the event that:
 - the ship is directed to a war zone as defined in national law, regulations or the collective agreement, and the seafarer requests discharge;
 - there is a genuine reason why a seafarer should be repatriated on compassionate grounds.
- 3.3.3 The employer should not be expected to pay repatriation costs in all circumstances, and there are situations where seafarers may quite reasonably be expected to pay the repatriation costs themselves. These include situations where the engagement is terminated:
 - at the request of the seafarer, before the date envisaged in the contract; and
 - as a result of misconduct committed by the seafarer (see also 3.5.5 on page 14).

¹¹ ILO Seafarers' Wages, Hours of Work and the Manning of Ships Recommendation, 1996 (No.187).

¹² ILO Repatriation of Seafarers Convention (Revised), 1987 (No.166).

- 3.3.4 Where the repatriation costs are borne by the company they should, in addition to the air fare or other transport costs, include¹³:
- the costs of accommodation and food;
 - transportation of personal luggage up to the limit prescribed in the collective agreement or allowed free of charge by the carrier; and
 - any necessary medical treatment until the seafarer is repatriated.

3.4 *Hours of Work*

ILO and IMO have adopted international regulations¹⁴ governing seafarers' hours of work to prevent the possibility of fatigue, and to ensure that seafarers are not overworked.

- 3.4.1 Employers should ensure that all seafarers on board their ships comply with the minimum rest requirements of the IMO STCW Convention. The IMO requirements only apply to watchkeepers, but it is recommended that they are applied to all grades of seafarer¹⁵. Seafarers should also comply with any flag state or port state requirements, including those which may, in due course, reflect new ILO provisions concerning hours of work.
- 3.4.2 A schedule of working arrangements indicating normal hours of work for different grades of seafarer should be posted up on board ship, in a readily accessible place. Unless the flag state requires otherwise, the format should conform with that recommended by IMO/ILO Guidelines¹⁶.
- 3.4.3 Companies should maintain, on board their ships, individual records of seafarers' hours of work which must be signed by the seafarer which it covers. Unless the flag state requires otherwise, the format should conform with that recommended by IMO/ILO Guidelines¹⁶.

3.5 *Disciplinary Procedures*

- 3.5.1 Employers should establish clear procedures for dealing with reported acts of indiscipline or inefficiency. Copies of the procedures should be made available to all seafarers at the outset of their period of employment.
- 3.5.2 The procedures may include a list of offences for which a penalty might be appropriate, and should provide for warnings or other sanctions to be applied for lesser offences, as an alternative to dismissal from the ship.
- 3.5.3 The procedures should ensure that seafarers subject to a disciplinary report have the right to know the nature of the complaint made against them, the opportunity to reply to the complaint, and the right to be notified of any disciplinary action which is to be taken against them.
- 3.5.4 Seafarers should be allowed to be accompanied by another crew member at any disciplinary hearing and a copy of the written record of such hearings should be made available to the seafarer.

¹³ ILO Repatriation of Seafarers Convention (Revised), 1987 (No.166).

¹⁴ The minimum rest requirements of Chapter VIII of the IMO Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW 95) are already in force. The ILO Convention on Seafarers' Hours of Work and the Manning of Ships, 1996 (No. 180) is in the process of ratification. The precise requirements of the IMO and ILO rules are complex, and are explained in detail in *International Shipboard Work Hour Limits: What employers need to know*, produced by ISF. At the time of writing, the exact manner in which the ILO work hours limits will be applied in practice is uncertain.

¹⁵ ILO Convention No. 180 applies to all seafarers. In practice, it is expected that ILO standards will be enforced by PSC, even if the ship is registered in a country that has not ratified ILO 180. Extending STCW requirements to all seafarers is therefore a wise precaution.

¹⁶ *IMO/ILO Guidelines for the Development of Shipboard Working Arrangements and Formats of Records of Seafarers' Hours of Work and Rest*. ISF has produced some computer software, known as *ISF Watchkeeper*, which allows records and a watch schedule to be produced in accordance with these IMO/ILO Guidelines, in addition to checking compliance with the detailed provisions of STCW 95.

- 3.5.5 Where a seafarer has been dismissed from a ship and repatriated following a serious breach of employment obligations, an employer may have the right to recover from the seafarer concerned the costs arising from the dismissal, if permitted by relevant laws, regulations or the collective agreement¹⁷.

3.6 *Grievance Procedures*

- 3.6.1 Employers should establish procedures to ensure that seafarers are able to bring legitimate grievances concerning their working conditions to the attention of those in authority.
- 3.6.2 The procedures should allow for such grievances to be investigated on board and, where appropriate, for the matter to be referred to the employer's shore-based establishment for any necessary action to be taken to resolve the problem.

3.7 *Discrimination and Abuse*

- 3.7.1 Any physical, social or mental abuse, whether caused by discrimination on the basis of race, colour, religious affiliation or gender, or simply because one person takes a dislike to another and pursues that dislike actively and in a manner which causes distress to the other person, should be prevented.
- 3.7.2 Employers should adopt and implement a policy designed to prevent discrimination and abuse of all types.
- 3.7.3 The policy should include a statement of general principles covering the employer's overall aims and objectives in implementing the policy.
- 3.7.4 The policy should also set out the disciplinary measures which will be adopted to ensure that the aims and objectives of the policy are observed by ship and shore staff, whether directly employed or otherwise.

4. **Health, Safety and Welfare**

There are many national and international requirements concerning the provision of health care and medical attention to seafarers during employment, as well as the medical standards which seafarers should be expected to satisfy in order to qualify for employment at sea. These are in effect reciprocal obligations, in that the employer is expected to meet what may sometimes be substantial medical costs, on the basis that the seafarers have been engaged only after having properly satisfied a defined medical standard of fitness appropriate to the work they are expected to undertake.

The responsibilities of employers concerning the prevention of personal accidents are closely related to the requirements of the IMO International Safety Management (ISM) Code. In addition to the harm caused to seafarers that may suffer occupational injuries, the financial cost of personal accidents is commonly underestimated, and the vast majority are preventable. Employers are encouraged to take account of the ILO publication entitled *Accident Prevention On Board Ship and in Port*.

The provision of welfare facilities by employers to seafarers is not usually subject to legal requirements. However, the provision of facilities for recreation on board, and the ability for seafarers to maintain contact with their families, are important in allowing them to enjoy a social life and in creating a healthy working environment.

¹⁷ ILO Repatriation of Seafarers Convention (Revised), 1987 (No.166).

4.1 *Health and Medical Care On Board*

- 4.1.1 Employers should ensure that all seafarers are medically examined to the applicable international or national medical standards before they are first engaged for service by the company. Thereafter, a medical examination should be undertaken at least once every two years (or sooner if the validity of a seafarer's medical certificate approaches expiry¹⁸).
- 4.1.2 Before seafarers undertake any period of sea service, employers should ensure that seafarers hold a valid certificate¹⁸ confirming their fitness to serve at sea. The certificate should be issued by a medical practitioner recognised by the competent authority in the seafarer's country of residence, after an examination conducted in accordance with that country's medical standards, and, where applicable, the medical standards required by the flag state.
- 4.1.3 Employers should encourage medical examinations to be conducted in accordance with *World Health Organization/ILO Guidelines for Conducting Pre-sea and Periodic Medical Examinations for Seafarers*, and to incorporate the physical ability standards for seafarers recommended by IMO¹⁹.
- 4.1.4 At sea, employers should make sure that a medicine chest is carried on board their ships which complies with flag state and widely recognised international standards and is maintained in full order²⁰.
- 4.1.5 Employers should ensure that the relevant medical guide approved by the flag state²¹, including a medical guide for use in accidents involving dangerous goods²², is provided to their ships, and that a full list of radio medical advice centres is maintained on board and is up to date.
- 4.1.6 Employers should ensure that all seafarers working on board their ships are trained and competent in medical care and first aid, in accordance with the IMO STCW Convention and applicable flag state requirements concerning particular grades of seafarer.²³ One or more of these seafarers must be qualified to take charge of medical care on board²⁴.

4.2 *Sick Pay and Medical Costs*

- 4.2.1 Seafarers who are discharged sick or injured abroad and who require medical attention should be entitled to free medical care until they recover or are repatriated by the employer.
- 4.2.2 Seafarers discharged sick or injured abroad should be entitled to sick pay until they are repatriated. Thereafter, they should be entitled to payment of sick pay as specified in their employment contract or collective agreement.
- 4.2.3 If permitted by law or regulations or the terms of the employment contract, employers may limit their liability to meet medical costs if the ill health or injury is due to the seafarer's misbehaviour or if the sickness or infirmity was deliberately concealed at the time of engagement.

¹⁸ ILO Medical Examination (Seafarers) Convention, 1946 (No.73).

¹⁹ Section B-I/9 of the IMO Seafarers' Training, Certification and Watchkeeping Code as amended (STCW 95).

²⁰ ILO Health Protection and Medical Care (Seafarers) Convention, 1987 (No.184). Employers should take account of the *List of Essential Drugs*, published by the World Health Organization.

²¹ Often the *International Medical Guide for Ships*.

²² Often the *Medical First Aid Guide for Use in Accidents Involving Dangerous Goods*.

²³ The IMO STCW requirements concerning medical care and first aid are as follows:

- At least one member of the crew should have completed a course meeting the IMO STCW standard of competence for seafarers "designated to take charge of medical care on board ship" (IMO STCW Table A-VI/4-2).
- All deck and engine officers on board should meet the IMO STCW competence standard for seafarers "designated to provide medical care on board" (IMO STCW Tables A-II/2-1, A-III/2-1 and A-VI/4-1).
- All other seafarers involved in the technical operation of the ship should be competent in elementary first aid (STCW Table A-VI/1-3).
- Before commencing duties, anyone else working on board ship should receive instruction on the immediate action to take upon encountering an accident before seeking further medical assistance (STCW Section A-VI/1, paragraph 1).

²⁴ ILO Health Protection and Medical Care (Seafarers) Convention, 1987 (No.184).

4.3 *Death and Disability Compensation*

- 4.3.1 Employers should ensure that contracts of employment or collective agreements provide for proper levels of compensation to be payable to seafarers or their dependants in the event of death or disability during the course of employment, unless such payments are covered by national law. The contracts or collective agreements should also specify the circumstances in which such compensation should be payable and any limitations or exceptions which might apply.
- 4.3.2 Employers should ensure through P&I arrangements or other insurance that they are adequately covered against any claims which might arise from seafarers or their dependants in cases of death or permanent disability during the course of employment.
- 4.3.3 Subject to national law and practice, employers should endeavour to ensure that P&I or other insurance arrangements provide for compensation payable in accordance with the employment contract or collective agreement to be made without prejudice to any claim for compensation (e.g. for negligence) made in law. However, such contractual payments may be deducted from any settlement in respect of such claims.
- 4.3.4 Compensation payable to seafarers or their dependants in accordance with the employment contract or collective agreement for death or disability suffered during the course of employment should be paid promptly and in full once the facts are established.

4.4 *Safety and Accident Prevention*

- 4.4.1 Employers should maintain a clear, formal statement of personal accident prevention policy as part of their responsibilities under the IMO ISM Code²⁵, and make sure that this policy, and the means by which it is to be implemented, is made known to seafarers who are responsible for implementing the policy.
- 4.4.2 In addition to ensuring that seafarers are qualified in accordance with the IMO STCW Convention, all seafarers with designated safety duties in the operation of the ship should be competent to the standard specified by STCW basic training requirements²⁶.
- 4.4.3 All personnel (i.e. not just seafarers) assigned to any shipboard duty should undergo shipboard familiarisation concerning elementary safety matters²⁷.
- 4.4.4 Employers should provide written instructions to the masters of their ships explaining the policies and procedures to be followed to ensure that all seafarers newly appointed to the ship have a reasonable time in which to become familiar with the shipboard equipment and operating procedures²⁸.
- 4.4.5 Employers should ensure that personal protective equipment issued to seafarers is of adequate standard to achieve its purpose. Equally, seafarers should be expected to maintain the equipment properly and to wear or use it in accordance with the established procedures. Breaches of these obligations should be regarded as a disciplinary offence.
- 4.4.6 In order to enhance accident prevention, a crew member, or a committee made up of crew members, should be appointed on each ship to be responsible, under the master, for accident prevention²⁹.

²⁵ISF and the International Chamber of Shipping have published *Guidelines on the Application of the IMO ISM Code*.

²⁶IMO STCW Tables VI/1-1.4. These requirements do not usually apply to categories such as hotel and catering staff on passenger ships.

²⁷IMO STCW regulation VI/1, paragraph 1. Additional requirements apply to personnel on passenger ships (STCW regulations V/2 and V/3).

²⁸IMO STCW regulation I/14.

²⁹ILO Prevention of Accidents Convention, 1970 (No.134).

- 4.4.7 In the event of any accident on board which results in a death or serious injury to a seafarer, a detailed investigation should be made and a report submitted to the employer, to allow the causes of the accident to be investigated and consideration given to whether preventive measures should be taken to avoid similar incidents in the future.
- 4.4.8 A record should be maintained of Lost Time Accidents³⁰ in order that the company can monitor its Lost Time Accident Frequency Rate. Encouragement should also be given to the reporting of “near misses”, incidents which though not resulting in an injury could have done so.
- 4.4.9 Except in cases of serious negligence, employers should aim to practise a “no blame” culture with regard to safety incidents in order to encourage openness amongst seafarers about issues from which safety lessons might be learned. Deficiencies can only be corrected if identified.

4.5 Seafarers' Welfare

- 4.5.1 Employers should ensure that appropriate welfare facilities and amenities are provided on board for the use of seafarers during their leisure hours. These facilities should include television, video, recorded music equipment and radio reception. In addition, a library containing vocational and other books and, where practicable, sports equipment, table and deck games should be made available. Consideration should also be given to the provision of access to computers, both for recreation and education purposes.
- 4.5.2 Access to ship-to-shore communications facilities should be allowed and any charges for use of the service should be reasonable. If possible, the provision of access to e-mail facilities should also be considered.
- 4.5.3 Every effort should be made to ensure that seafarers' mail is forwarded as soon as reasonably possible.
- 4.5.4 Every effort should be made to allow seafarers to take shore leave in port as soon as possible after the ship's arrival, subject to the local regulations and the work of the ship.

³⁰ A Lost Time Accident (LTA) is normally defined as an incident that results in an injury preventing a seafarer from starting work on the next shift, although the term may be defined differently by national legislation.

APPENDIX ONE

List of ILO Maritime Conventions and Recommendations

General

National Seamen's Codes Recommendation, 1920 (No.9)
Seafarers' Engagement (Foreign Vessels) Recommendation, 1958 (No.107)
Social Conditions and Safety (Seafarers) Recommendation, 1958 (No.108)
Employment of Seafarers (Technical Developments) Recommendation, 1970 (No.139)
Continuity of Employment (Seafarers) Convention, 1976 (No.145)
Continuity of Employment (Seafarers) Recommendation, 1976 (No.154)
Merchant Shipping (Minimum Standards) Convention, 1976 (No.147)
Protocol of 1996 to the Merchant Shipping (Minimum Standards) Convention, 1976
Merchant Shipping (Improvement of Standards) Recommendation, 1976 (No.155)

Training and entry into employment

Placing of Seamen Convention, 1920 (No.9)
Recruitment and Placement of Seafarers Convention, 1996 (No.179)
Recruitment and Placement of Seafarers Recommendation, 1996 (No.186)
Seamen's Articles of Agreement Convention, 1926 (No.22)
Seafarers' Identity Documents Convention, 1958 (No.108)
Vocational Training (Seafarers) Recommendation, 1970 (No.137)

Conditions for admission to employment

Minimum Age (Sea) Convention, 1920 (No.7)
Minimum Age (Sea) Convention (Revised), 1936 (No.58)
Medical Examination of Young Persons (Sea) Convention, 1921 (No.16)
Medical Examination (Seafarers) Convention, 1946 (No.73)

Certificates of competence

Officers' Competency Certificates Convention, 1936 (No.53)
Certification of Ships' Cooks Convention, 1946 (No.69)
Certification of Able Seamen Convention, 1946 (No.74)

General conditions of employment

Seafarers' Hours of Work and the Manning of Ships Convention, 1996 (No.180)
Seafarers' Wages, Hours of Work and the Manning of Ships Recommendation, 1996 (No.187)
Paid Vacations (Seafarers) Convention (Revised), 1949 (No.91)
Seafarers' Annual Leave with Pay Convention, 1976 (No.146)
Repatriation of Seamen Convention, 1926 (No.23)
Repatriation (Ship Masters and Apprentices) Recommendation, 1926 (No.27)
Repatriation of Seafarers Convention (Revised), 1987 (No.166)
Repatriation of Seafarers Recommendation, 1987 (No.174)
Protection of Young Seafarers Recommendation, 1976 (No.153)

Appendix One *continued*

Safety, health and welfare

Food and Catering (Ships' Crews) Convention, 1946 (No.68)
Bedding, Mess Utensils and Miscellaneous Provisions (Ships' Crews) Recommendation, 1946 (No.78)
Accommodation of Crews Convention (Revised), 1949 (No.92)
Accommodation of Crews (Supplementary Provisions) Convention, 1970 (No.133)
Crew Accommodation (Air Conditioning) Recommendation, 1970 (No.140)
Crew Accommodation (Noise Control) Recommendation, 1970 (No.141)
Prevention of Accidents (Seafarers) Convention, 1970 (No.134)
Prevention of Accidents (Seafarers) Recommendation, 1970 (No.142)
Seamen's Welfare in Ports Recommendation, 1936 (No.48)
Seamen's Welfare Recommendation, 1970 (No.138)
Seafarers' Welfare Convention, 1987 (No.163)
Seafarers' Welfare Recommendation, 1987 (No.173)
Health Protection and Medical Care (Seafarers) Convention, 1987 (No.164)
Ships' Medicine Chests Recommendation, 1958 (No.105)
Medical Advice at Sea Recommendation, 1958 (No.106)

Labour inspection

Labour Inspection (Seafarers) Convention, 1996 (No.178)
Labour Inspection (Seafarers) Recommendation, 1996 (No.185)

Social security

Unemployment Indemnity (Shipwreck) Convention, 1920 (No.8)
Unemployment Insurance (Seamen) Recommendation, 1920 (No.10)
Shipowners' Liability (Sick and Injured Seamen) Convention, 1936 (No.55)
Sickness Insurance (Sea) Convention, 1936 (No.56)
Social Security (Seafarers) Convention (Revised), 1987 (No.165)
Seafarers' Pensions Convention, 1946 (No.71)

International labour standards applying to all workers including seafarers

Freedom of Association and Protection of the Right to Organize Convention, 1948 (No.87)
Right to Organize and Collective Bargaining Convention, 1949 (No.98)
Medical Care and Sickness Benefits Convention, 1969 (No.130)
Workers' Representatives Convention, 1971 (No.135)
Minimum Age Convention, 1973 (No.138)

APPENDIX TWO

List of Countries that have ratified ILO Merchant Shipping (Minimum Standards) Convention, 1976 (No.147)

(Date refers to ratification or acceptance)

Azerbaijan	19/05/1992	Barbados	16/05/1994
Belgium	16/09/1982	Brazil	17/01/1991
Canada	25/05/1993	Costa Rica	24/06/1981
Croatia	19/07/1996	Cyprus	19/09/1995
Denmark	28/07/1980	Egypt	17/03/1983
Finland	02/10/1978	France	02/05/1978
Germany	14/07/1980	Greece	18/09/1979
India	26/09/1996	Iraq	15/02/1985
Ireland	16/12/1992	Israel	06/12/1996
Italy	23/06/1981	Japan	31/05/1983
Kyrgyzstan	31/03/1992	Latvia	12/11/1998
Lebanon	06/12/1993	Liberia	08/07/1981
Luxembourg	15/02/1991	Morocco	15/06/1981
Netherlands	25/01/1979	Norway	24/01/1979
Poland	02/06/1995	Portugal	02/05/1985
Russian Federation	07/05/1991	Spain	28/04/1978
Sweden	20/12/1978	Tajikistan	26/11/1993
Ukraine	17/03/1994	United Kingdom	28/11/1980
United States	15/06/1988		

ILO Conventions listed in the Appendix to ILO 147

**Governments which have ratified ILO 147 are required to implement standards
“substantially equivalent” to those contained in the following Conventions:**

Minimum Age Convention, 1973 (No.138), or Minimum Age (Sea) Convention (Revised), 1936 (No.58), or Minimum Age (Sea) Convention, 1920 (No.7);
Shipowners' Liability (Sick and Injured Seamen) Convention, 1936 (No.55), or Sickness Insurance (Sea) Convention, 1936 (No.56), or Medical Care and Sickness Benefits Convention, 1969 (No.130);
Medical Examination (Seafarers) Convention, 1946 (No.73);
Prevention of Accidents (Seafarers) Convention, 1970 (No.134) (Articles 4 and 7);
Accommodation of Crews Convention (Revised), 1949 (No.92);
Food and Catering (Ships' Crews) Convention, 1946 (No.68) (Article 5);
Officers' Competency Certificates Convention, 1936 (No.53) (Articles 3 and 4);
Seamen's Articles of Agreement Convention, 1926 (No.22);
Repatriation of Seamen Convention, 1926 (No.23);
Freedom of Association and Protection of the Right to Organize Convention, 1948 (No.87);
Right to Organize and Collective Bargaining Convention, 1949 (No.98).

ILO Conventions listed in the 1996 Protocol to ILO 147

Following the adoption of the 1996 Protocol to ILO 147, countries may also enforce requirements “substantially equivalent” to the contents of either or both of the following groups of conventions as part of their enforcement of ILO 147. For example, as a result of this Protocol it is expected that the seafarers’ work hour limits required by ILO 180 will be enforced on ships, including those registered with flags which have not ratified either Convention, through Port State Control.

- A) Accommodation of Crews (Supplementary Provisions) Convention, 1970 (No.133)
Seafarers’ Hours of Work and the Manning of Ships Convention, 1996 (No.180)

- B) Seafarers’ Identity Documents Convention, 1958 (No.108)
Workers’ Representatives Convention, 1971 (No.135)
Health Protection and Medical Care (Seafarers) Convention, 1987 (No.164)
Repatriation of Seafarers Convention (Revised), 1987 (No.166)

APPENDIX THREE

Guidance on Living Conditions relevant to Compliance with ILO Merchant Shipping (Minimum Standards) Convention, 1976 (No.147)

The following is based on Guidance issued to port state control officers by the Paris Memorandum on Port State Control, and is derived in part from the ILO publication *Inspection of Labour Standards on Board Ship: Guide-lines for Procedure*. As part of their enforcement of the other standards embraced by ILO 147 (see Appendix Two), PSC officers will normally inspect compliance with most of the other ILO requirements referred to in these ISF Guidelines.

The Paris MOU includes the countries of the European Union plus Canada, Croatia, Iceland, Norway, Poland, and the Russian Federation. It should be expected that similar standards will be applied by PSC officers in other countries.

Food storage and sufficient food

- Food should not be left lying around in ambient temperature: to prevent growth of harmful bacteria, it is essential to keep food either very hot (above 63°C) or very cold (below 5°C).
- Cooled food items - such as fresh fruits and vegetables, processed and cooked meat products, and foods prepared for rapid use - should be kept covered and stored at between 0°C and 7°C depending on the product.
- Freezer and cooler compartments should have highly accurate, adjustable thermometers for temperature control.
- Thermometers should be easily visible to persons working in passageways serving the refrigerated spaces or on the engineers' control panel.
- Cooled foods, properly handled, have a storage life of 1 day to 4 months, depending on the item.
- Defrosting operations should be carried out in a cool clean area such as the food handling room and kept covered and separate from cooked foods.
- Left-over food should be assumed to have a shelf-life of not more than 48 hours because of the possibility of contamination (based on *International Medical Guide for Ships*).
- Dry food stores should be dry, cool, well lit and ventilated.
- Raw food must always be kept apart from cooked food and milk, for example, that need no further treatment before consumption. Separate fridges are preferred although if in the same unit, the raw food must always be placed at the bottom to prevent drips (e.g. blood from raw meat) contaminating ready prepared food. All foods should be covered.
- Temperature of deep-freezer compartments should be roughly between -18°C and -23°C; the presence of ice usually indicates fluctuating temperatures.
- Fruits and vegetables should be in a good condition (not rotten or mouldy).

Condition of galley

- The galley should be equipped, illuminated and maintained in such a way as to ensure good sanitation.
- The equipment should be made of corrosion resistant, non-toxic materials that are easy to clean.
- All galley areas, especially cooking areas, should be protected against fire, easy to clean, and capable of being rapidly emptied of smoke, steam, odours and gases.
- Ventilation hoods and grease filters should be cleaned on a regular basis.
- Waste, particularly food scraps, should be kept in sturdy, tightly covered garbage cans. Waste disposal units should be clean and tidy.
- Where possible, all galley equipment and utensils should be fixed in place. Non-fixed utensils should be hung or stored to avoid loss, damage or injury to seafarers when the ship rolls.

- Foodstuffs, supplies, cookware, crockery and utensils should be thoroughly cleaned after each use and stored in containers that can be secured when the items in question are not in use.
- There should be separate work surfaces for the preparation of raw meat or, if space is restricted, a separate chopping board. The board used for raw meat should be clearly distinguishable to avoid confusion, e.g. coloured red. If the same is used for raw and cooked meats, then suitable cleaning and disinfection should be carried out between operations.
- If plates, pots, pans, cutlery etc. are washed by hand, suitable hot water must be available for disinfection.
- Unless the rinse is kept at between 75°C and 82°C, it will have no disinfecting effect. Generally this temperature is too high for bare hands, so a rinsing basket is required (based on the WHO publication *Safe Food Handling*).
- Mechanical ventilation systems should be used and should be adequate to maintain a reasonable temperature without the need to jam open fire doors or doors to the open deck.
- Facilities should be provided in or near the gallery area for washing hands (hot water, soap and disposable towels or other hygienic drying facilities are needed.).

Vermin

- If cockroaches, mice, flies or other vermin are evident, the crew should be acting to eliminate or at least control the problem. This includes ensuring that foods are stored so as to prevent contact with the vermin.
- Insecticides and rodent killers should not be stored in or immediately adjacent to spaces used for storage, handling, preparation and serving of food and drink, or for the storage or cleaning of dishes and equipment.

Potable (drinking) water

- Potable water should be bright, clear, virtually colourless and aerated (it should bubble when shaken).
- Only clean hoses, dedicated for the purpose, should be used. Hoses should be flushed through before use and fitted with collars to prevent their connections from coming into contact with the ground or deck.
- Hoses should always be drained, capped and properly stored between use and routinely disinfected. Deck filling points must be protected and secured with covers.

Accommodation

- The visual appearance, existing condition and standard of maintenance of crew accommodation is important.
- Special attention should be given to heating, ventilation and lighting systems, communal water closets and washing facilities, the condition of fittings, and rodent and vermin control.
- Crew accommodation should be maintained in a clean and decently habitable condition and should be kept free of goods and stores not the personal property of the occupants.
- The master, or an officer specially deputed for the purpose, accompanied by one or more members of the crew, should inspect all crew accommodation at intervals of not more than one week and should record the results of each inspection.

Ventilation

- All sleeping rooms and mess rooms should be adequately ventilated and the system of ventilation should be controlled so as to maintain the air in a satisfactory condition and to ensure a sufficiency of air movement in all conditions of weather and climate.

Sanitary accommodation

- Floors should be of durable material, easily cleaned, impervious to damp, and properly drained.
- Sufficient lighting, heating and ventilation should be provided; cold and hot fresh water should be available in all wash spaces.
- Water closets should be convenient to, but separate from, sleeping rooms.
- Water closets should be ventilated to the open air, independently of other parts of crew accommodation.
- Water closets should be provided with ample flush water, available at all times and independently controlled.
- Multiple water closets in one compartment should be screened to ensure privacy.
- Soil pipes and waste pipes should be of adequate dimensions, constructed to minimise blockage and to facilitate cleaning.
- The following minimum number of separate water closets should be provided: three for ships under 800 gross registered tons (GRT); four for 800 GRT or over; and six for ships of 3,000 GRT or over.
- Where radio officers are accommodated in an isolated position, sanitary facilities near or adjacent to the accommodation should be provided.
- Generally when a private or semi-private shower or bath is not attached to each sleeping room, the following minimum standard should be met: at least one tub or shower bath for every eight persons, one water closet for every eight persons, and at least one wash basin for every six persons.

Hospital accommodation

- A ship carrying a crew of 15 or more and engaged in a voyage of more than three days duration shall have a separate hospital accommodation (though this requirement may be relaxed for vessels engaged in coastal trades).
- The arrangement of the entrance, berths, lighting, ventilation, heating and water supply should be designed to ensure comfort and facility of treatment of occupants. A water closet accommodation should be provided for the exclusive use of the occupant.
- The hospital accommodation should not be used other than for medical purposes.

Members of the International Shipping Federation

AUSTRALIA

Australian Shipowners Association
Level 1, 4 Princes Street
Port Melbourne, Victoria 3207
Tel: + 613 9 646 0755
Fax: + 613 9 646 2256

AUSTRIA

Fachverband der Schifffahrtsunternehmen
c/o Österreichischer Lloyd Ship Management
Ges. m.b.H.
Kolingasse 12, 1096 Wien
Tel: + 43 1 317 4283
Fax: + 43 1 317 4154

BARBADOS

Barbadian Shipowners' Association
c/o Suite 3500, 1000 de la Gauchetière West
Montreal, Quebec, Canada H3B 4W5
Tel: + 1 514 878 6604
Fax: + 1 514 878 6687

BELGIUM

Union des Armateurs Belges
Brouwersvliet 33, Bus 9, B-2000 Antwerp
Tel: + 32 3 232 7232
Fax: + 32 3 231 3997

BRAZIL

SYNDARMA
Rua Visconde de Inhauma,
134-10 Andar, Rio de Janeiro, CEP 20.094
Tel: + 55 21 223 1202
Fax: + 55 21 233 0230

BULGARIA

Navibulgar
1 Primorski Blvd, 9000 Varna
Tel: +359 52 632 878
Fax: +359 52 602 986

CANADA

Canadian Shipowners' Association
Suite 705, 350 Sparks Street
Ottawa, Ontario, K1R 7S8
Tel: + 1 613 232 3539
Fax: + 1 613 232 6211

CHILE

Asociación Nacional de Armadores
Blanco 869, 3er Piso, Valparaiso
Tel: + 56 32 212057
Fax: + 56 32 212017

CHINA

China Ocean Shipping (Group) Co
Floor 12, Ocean Plaza
158 Fuxingmennei Street, Xicheng District
Beijing 100031
Tel: + 86 10 466 1188
Fax: + 86 10 466 9859

CYPRUS

Cyprus Shipping Council
City Chambers, 1st Floor, PO Box 56607
3309 Limassol
Tel: + 357 5 360 717
Fax: + 357 5 358 642

DENMARK

Danmarks Rederiforening
33 Amaliegade, DK-1256 Copenhagen K
Tel: + 45 33 11 4088
Fax: + 45 33 11 6210

FINLAND

Finnish Shipowners' Association
Satamakatu 4A, FIN-00160 Helsinki
Tel: + 358 9 622 6730
Fax: + 358 9 669 251

FRANCE

Comité Central des Armateurs de France
47 Rue de Monceau, 75008 Paris
Tel: + 33 1 4562 0306
Fax: + 33 1 4562 0208

GERMANY

Verband Deutscher Reeder
Esplanade 6, Postfach 305580, 20354 Hamburg
Tel: + 49 40 35 0970
Fax: + 49 40 35 09 7211

GREECE

Union of Greek Shipowners
85 Akti Miaouli, Piraeus
Tel: + 301 429 1159
Fax: + 301 429 1166

HONG KONG

Hong Kong Shipowners' Association
12th Floor, Queen's Centre
58 Queen's Road East, Wanchai
Tel: + 852 2 520 0206
Fax: + 852 2 529 8246

INDIA

Indian National Shipowners' Association
Maker Tower, 2nd Floor, Cuffe Parade
Mumbai 400 005
Tel: + 91 22 2189372
Fax: + 91 22 2182104

IRELAND

Irish Chamber of Shipping
Crosbie Business Park, Tolka Quay Road
Dublin 1
Tel: + 353 1 661 8211
Fax: + 353 1 661 8270

ISLE OF MAN

Isle of Man Shipping Association
Chamber of Commerce
17 Drinkwater Street, Douglas IM1 1PP
Tel: + 44 1624 674941
Fax: + 44 1624 663367

ITALY

Confederazione Italiana Armatori
(CONFITARMA)
Piazza S.S. Apostoli 66, 00187 Rome
Tel: + 39 06 699 1261
Fax: + 39 06 678 9473

JAPAN

Japanese Shipowners' Association
Kaiun Bldg, No 6-4,2-Chome,
Hirakawa-cho, Chiyoda-ku, Tokyo
Tel: + 813 264 7171
Fax: + 813 262 4760

KOREA

Korea Shipowners' Association
10th Floor, Sejong Building
100 Dangju-Dong, Chongro-Ku, Seoul
Tel: + 82 2 313 1551
Fax: + 82 2 739 1558

KUWAIT

Kuwait Oil Tanker Co
PO Box 810, Safat 13009
Tel: + 965 245 5455
Fax: + 965 244 5693

LIBERIA

Liberian Shipowners' Council
505 White Plains Rd, Suite 224
Tarrytown, NY 10591
Tel: + 1 914 332 8920
Fax: + 1 914 332 8925

MEXICO

Transportación Marítima Mexicana
Calle de la Cuspide 4755
4th Floor, CP 14010,
Col Parques del Pedregal, Deleg Tlalpan, DF
Tel: + 52 5 629 8866
Fax: + 52 5 629 8899

NETHERLANDS

Royal Association of Netherlands Shipowners
Postbus 2442, 3000 CK, Rotterdam
Tel: + 31 10 414 60 01
Fax: + 31 10 233 00 81

NEW ZEALAND

New Zealand Shipping Federation
2-10, Customhouse Quay
PO Box 10739, Wellington
Tel: + 644 499 6222
Fax: + 644 499 6225

NORWAY

Norges Rederiforbund
Rådhusgaten 25, PO Box 1452 Vika, Oslo 1
Tel: + 47 22 40 15 00
Fax: + 47 22 40 15 15

PAKISTAN

Pakistan National Shipping Corporation
PNSC Building
Moulvi Tamizuddin Khan Road, Karachi
Tel: + 92 21 920 3967
Fax: + 92 21 920 4018

PHILIPPINES

Filipino Shipowners' Association
Room 503, 5th Floor, Victoria Building,
United Nations Avenue, Ermita, Manila
Tel: + 63 2 523 7269
Fax: + 63 2 524 3164

SPAIN

Asociación de Navieros Españoles
Dr. Fleming 11-1ºD, 28036 Madrid
Tel: + 34 91 458 0040
Fax: + 34 91 458 6087/457 9780

SWEDEN

Sveriges Redareförening
Box 330, SE-401 25 Göteborg
Tel: + 46 31 62 9525
Fax: + 46 31 15 2313

UNITED KINGDOM

The Chamber of Shipping
Carthusian Court, 12 Carthusian Street,
London EC1M 6EZ
Tel: + 44 20 7417 2800
Fax: + 44 20 7726 2080

UNITED STATES OF AMERICA

Chamber of Shipping of America
1730 M St. NW, Suite 407
Washington DC 20036-4517
Tel: + 1 202 775 4399
Fax: + 1 202 659 3795