

Maritime Labour Convention, 2006 (as amended)

Delegated Persons Inspection Report

This checklist and report is for use by Delegated Persons, approved by MNZ, who are undertaking inspections of New Zealand ships subject to the Maritime Labour Convention, 2006 (as amended).

Details

Name of ship	IMO/MNZ Number
Gross tonnage of ship	Operating limits
Date of construction (Keel laying date)	P & I Cover for repatriation and liability (MLC 2.5/4.2) Y/N (Circle one)
Previous Flag State (If applicable)	Previous Issuing Authority (If applicable)
Date of Inspection	Port of Inspection
Initial / Intermediate / Renewal (Circle one)	Certificate required Y / N (Circle one)
Name of Shipowner/Operator	
Class (If applicable)	

For more detailed information on compliance requirements, please refer to the DMLC Part I Maritime New Zealand guide to Maritime Labour Convention implementation, and relevant Maritime Rules which are available on our website

maritimenz.govt.nz

Code		MLC Ref.	Y/N/NA	Comments
01139	Does the vessel have a valid and complete MLC Certificate/Interim MLC – all ships over 500GT on international voyages?	Reg. 5.1.3.3		Within the validity date, and second and third year inspections completed.
01140	Does the vessel have a valid and complete DMLC Part I and Part II?	Reg. 5.1.3.4		
01134	Copy of the MLC available onboard?	A 5.1.12		
01329	Is there a valid report of Inspection for ships not required to hold an MLC?	Reg. 5.1.3 A 5.1.3.11		
18101	Are there any seafarers under the age of 16?	Reg. 1.1		
18102	Are there any seafarers under the age of 18 on duty or working during night hours except otherwise authorised by the Administration?	A 1.1.2		
18101	Are seafarers under the age of 18 working in activities likely to jeopardise their health and safety?	A 1.1.4		Seafarers under 18 should not be performing hazardous tasks including but not limited to, any chemicals, working at heights, working unsupervised.
18101	Is the cook at least 18 years of age?	A 3.2.8		
01218	Do all seafarers over the age of 18 have a medical certificate valid for a period not exceeding two years?	A 1.2.7a		Seafarers on SOLAS ships or ships on international voyages and all ships' cooks must hold an STCW compliant Certificate of medical Fitness. For others a national certificate is acceptable.
01218	Do all seafarers under the age of 18 have a medical certificate valid for a period not exceeding one year?	A 1.2.7a		Seafarers on SOLAS ships or ships on international voyages and all ships' cooks must hold an STCW compliant Certificate of medical Fitness. For others a national certificate is acceptable.
01218	Do all medical certificates state that the vision and hearing of seafarers is satisfactory, including colour vision where applicable?	A 1.2.6		Seafarers on SOLAS ships or ships on international voyages and all ships' cooks must hold an STCW compliant Certificate of medical Fitness. For others a national certificate is acceptable.
01218	Are colour vision certificates valid?	A 1.2.7b		Refer to the requirements of Part 34
01218	For seafarers with temporary permission to sail (not exceeding three months) from the Authority, are all requirements being met?	A 1.2.8a & b		
01218	Are the medical certificates of seafarers engaged on international voyages printed in English?	A 1.2.10		STCW Certificates of Medical Fitness must be in English.
01219	Are seafarers trained or certified (in accordance with national requirements) as competent to perform their duties?	Reg. 1.3.1		Check crewing requirements against MSCD or Maritime Rules. Check that all crew certificates are on-board and valid.
01219	Have all seafarers successfully completed training for personal safety onboard ship?	Reg. 1.3.2		Check for evidence of ship familiarisation
18104	If applicable, is the seafarer recruitment or placement service registered?	Reg. 1.4		RPS providers can be registered with either New Zealand, or a member state.
18104	Is the seafarer being charged for the use of the recruitment agency?	Reg. 1.4		Ask the crew
18325	Is the ships' cook trained and certified to perform their duties? (for ships with manning of more than 10 seafarers)	A 3.2.3		If the ship is required to have a ships' cook, then the cook must have a ships' cook certificate from any country that has ratified the convention.
18325	If less than 10 seafarers aboard, is the person whose duties include food handling, fully trained?			The seafarer must have approved certification in food handling.

Code		MLC Ref.	Y/N/NA	Comments
01220	Does the seafarer have a seafarer's employment agreement signed by seafarer and the shipowner or a representative of the shipowner?	A 2.1.1a		
01220	Is there a copy of the seafarer's agreement in English, including the master's agreement, available for review by the Inspector?	A 2.1.1d		
01220	Does the seafarers' agreement contain the following particulars as required by the Standard?	A 2.1.4		
	a) Seafarer's full name, date of birth or age and birth place			
	b) Shipowner's name and address			
	c) The place and date when the agreement was entered into			
	d) The capacity in which the seafarer is to be employed			
	e) The amount of the seafarer's wages			
	f) The amount of paid leave or, where applicable, the formula used for calculating it			
	g) The termination of the agreement and the conditions thereof			
	h) The health and security protection benefits to be provided to the seafarer by the shipowner			
	i) The seafarer's entitlement to repatriation			
18203	Are seafarer's paid at maximum intervals of a month as per their SEA or CBA?	A 2.2.1		
18203	Is there evidence of more than one set of wage accounts in use?	A 2.2.1		
01331	If a collective bargaining agreement is in place, is it valid and complete?	A 2.1/2		
18203	Are seafarers given a monthly account of payments due and amounts paid?	A 2.2.2		
18205	Are seafarers able to allot a portion of their wages and is it remitted in due time?	A 2.2.4		
01220	Is the minimum notice period mentioned in the SEA seven days or greater?	A 2.1.5		
01221	Do the crew have records of employment available?	A 2.1.1e		
01308	Are records of hours of work/hours of rest kept up to date in accordance with the set national requirements?	A 2.3.2.12		
01308	Do the records of hours of work/hours of rest represent actual hours worked and rested?	A 3.2.3.12		
01306	Is a table with the shipboard working arrangements posted in an easily accessible place and contain, for every position, the schedule of service at sea and in port, and do these arrangements conform to the applicable minimum hours of rest or maximum hours of work?	A 2.3.10		MNZ requires for both the convention and STCW requires a table of shipboard working arrangements noting the hours of rest and records are maintained of actual hours of rest taken.

Code		MLC Ref.	Y/N/NA	Comments
01209	Is the ship manned according to the ship manning certificate?	A 2.7.1		
01209	Are the crew on the manning certificate carrying out tasks as per their designation eg Cadets not working as Ordinary Seaman, second cook not working as first cook etc?	A 2.1.4d		
18306	Are cabins maintained in a clean and tidy condition?	A 3.1		
18311	Are mess rooms maintained in a clean and tidy condition?	A 3.1		
18322	Is insulation in accommodation in a satisfactory condition?	A 3.1.6b		
18304	Is lighting satisfactory in the accommodation?	A 3.1.6g		
18303	Is drainage in the accommodation working?	A 3.1.6g		
18301	Are noise and vibrations and other ambient factors satisfactory?	A 3.1.6h		
18321	Is ventilation in sleeping rooms and mess rooms satisfactory?	A 3.1.7a		
18321	Is the air conditioning system or heating as appropriate in satisfactory condition?	A 3.1.7b		
18321	Is the ventilation in sanitary spaces satisfactory?	A 3.1.7c		
18306	Are individual sleeping rooms provided for each seafarer, where applicable?	A 3.1.9a		
18308	Is seafarer accommodation, clothes locker and drawers in a satisfactory condition?	A 3.1.9n		
18302	Are sanitary facilities clean and in satisfactory condition?	A 3.1.11a		
18302	Is a minimum of one toilet, one wash basin and one tub or shower, or both, for every six persons, who do not have personal facilities available and are these in satisfactory condition, where applicable?	A 3.1.11c		
18302	Do the washbasin and/or private bathroom have hot and cold running fresh water?	A 3.1.11d		
18305	Is hospital accommodation provided for ships carrying fifteen or more seafarers engaged on an international voyage or more than three days?	A 3.1.12		
18305	Is hospital accommodation used for any other purpose?	A 3.1.12		
18326	Does the laundry contain washing and drying facilities?	A 3.1.13		
18399	Is mosquito protection available for vessels trading to mosquito infested ports?	A 3.1.16		
18399	Are recreational facilities maintained in a clean and tidy condition? Are amenities and services available at no cost to seafarers?	A 3.1. 17		
09122	Are frequent inspections carried out and records available to ensure that seafarer accommodation is clean and in a good state of repair?	A 3.1.18		

Code		MLC Ref.	Y/N/NA	Comments
18315	Are seafarers provided with <i>quality</i> , varied and nutritious meals taking into account the differing cultural and religious backgrounds – free of charge?	A 3.2.2a		
18314	Are seafarers provided with <i>adequate</i> , varied and nutritious meals taking into account the differing cultural and religious backgrounds – free of charge?	A 3.2.2a		
18320	Are regular inspections of the galley, galley equipment, and storage and handling spaces carried out, and does the condition report reflect the hygienic status of the galley and its surrounds?	A 3.2.7		
18402	Are seafarers provided prompt and adequate medical care, including emergency dental care, and the right to visit a qualified medical doctor in ports of call where practicable, at no cost to the seafarer while working onboard?	Reg. 4.1 A 4.1.1.1c		
18401	Does the vessel carry a medicine chest, medical equipment and medical guide in compliance with national requirements and records of inspection maintained?	A 4.1.4a		
18404	For ships on international voyages of more than three days, carrying over one hundred persons, is there a qualified onboard doctor?	A 4.1.4b		
18404	For ships not required to carry a doctor, is there at least one seafarer qualified to provide first aid that meets STCW requirements?	A 4.1.4c		
18403	Is the standard medical report available from the Master?	A 4.1.2		
18427	Is there evidence of implementation of health and safety national regulations?	A 4.3.1a		Refer to HSWA Act 2015
18429	Is there evidence of reporting and correcting unsafe conditions and investigating and reporting onboard accidents?			
18430	Is there a ships' safety committee onboard the vessel where there are five or more seafarers?			
01330	Does the ship have onboard procedures for the fair, effective and expeditious handling of seafarer complaints?	A 5.1.5.3		Ask the crew. Should be evident within the SEA or posted somewhere easily accessible onboard the ship.
	a) Does the procedure allow for the seafarer to be accompanied or represented?			
	b) Does the procedure allow for the seafarer to complain to the Master or external authorities?			
	c) Does the procedure prescribe safeguards against victimisation for those making a complaint?			
	d) Does the procedure include contact information for the competent authority in the flag state?			
01330	Is a copy of the complaints procedure available for seafarers in the working language of the ship?	A 5.1.5.4		
	Financial security in relation to repatriation and shipowners liability	A 2.5.2 A 4.2		Check for evidence of third party financial security being held.

Comments

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Name of delegated person or RO (as applicable)	Signature
Delegated Persons Stamp or MOSS Surveyor recognition number	Date