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**Internal Audit**

**Maritime Labour Convention**

**MLC Internal Audit**

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| **Audit Date(s)** |  |

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| **Auditor(s)** |  |
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| **Vessel** |  |
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| **A Documentation** | Yes | No | Remarks |
| **Minimum Age** |  |  |  |
| Documentation to verify that no seafarer under 18 years of age is employed (company policy) |  |  |  |
| **Medical Certificates** |  |  |  |
| All crew hold valid medical certificate? |  |  |  |
| Medical certificates are MLC compliant? |  |  |  |
| Verify any work restrictions on medical certificates are complied with |  |  |  |
| Medical certificates issued by a qualified practitioner? |  |  |  |
| **Training and Qualifications** |  |  |  |
| Ship manned according to MSMD? |  |  |  |
| All crew qualified according to their role? |  |  |  |
| Original certificates and endorsements held onboard? |  |  |  |
| Cooks hold MLC compliant cook’s certificate? |  |  |  |
| **Recruitment and Placement** |  |  |  |
| Seafarers direct hired by company? |  |  |  |
| If no, hired through an agency in an MLC ratified state? |  |  |  |
| Agency SRPS qualified? |  |  |  |
| **Seafarers Employment Agreement** |  |  |  |
| A copy of SEA onboard? |  |  |  |
| Each crew member has signed an SEA? |  |  |  |
| Provision is made for keeping a record of sea service? |  |  |  |
| Statements of service do not provide details on quality of work or wages? |  |  |  |
| Onboard complaints procedure available and posted? |  |  |  |
| **Wages** |  |  |  |
| Wages are being paid at least monthly? |  |  |  |
| Exchange rates or charges are available to the seafarer on request? |  |  |  |
| A monthly account of wages is provided? |  |  |  |
| **Hours of Work and Rest** |  |  |  |
| Record of hours of work and rest properly maintained and compliant |  |  |  |
| Records are up to date? |  |  |  |
| Table of working arrangements posted? |  |  |  |
| **Accommodation & Recreation Facilities** |  |  |  |
| Are sleeping arrangements compliant? One berth per *seafarer* for a cargo ships. |  |  |  |
| Frequent inspections are being carried out by the Master? |  |  |  |
| Are noise and vibration levels acceptable? |  |  |  |
| **Food and Catering** |  |  |  |
| Cook(s) are at least 18 years of age? |  |  |  |
| Records confirm frequent supplies of food and drinking water are provided? |  |  |  |
| Records confirm that inspection are regularly made of food supplies, food storage and handling areas and galleys |  |  |  |
| **Medical Care**  |  |  |  |
| Medical services provided to the seafarer free of charge? |  |  |  |
| Seafarers are able to visit a doctor or dentist when calling at a port? |  |  |  |
| At least one person holds the necessary Medical Care qualification? |  |  |  |
| Medical report forms are carried? |  |  |  |
| There is a means of obtaining medical assistance while at sea |  |  |  |
| **Health and Safety** |  |  |  |
| Safety committee is in place and meets regularly? |  |  |  |
| There is a reporting procedure for accidents? |  |  |  |
| Risk assessments are carried out whenever appropriate |  |  |  |
| Reported occurrences are acted upon appropriately? |  |  |  |
| **Complaints Procedure** |  |  |  |
| Onboard complaints procedure is available and posted? |  |  |  |
| Does the Onboard Complaint Procedure comply with the requirements of MLC? In particular, does it state how complaints can be escalated and provide a contact point at the Flag State? |  |  |  |
| Are Complaint Forms available to crew without asking (for example available from a noticeboard)? |  |  |  |
| **Entitlement to Leave** |  |  |  |
| Documents confirm seafarers have a right to leave |  |  |  |
| Leave is at least the minimum required |  |  |  |
| No seafarer is employed for a period of more than 12 continuous months (11 continuous months including leave) |  |  |  |
| **Repatriation** |  |  |  |
| Financial security for repatriation is provided |  |  |  |
| Terms of repatriation are included in SEA |  |  |  |
| **Shipowner’s Liability** |  |  |  |
| Documentation available to confirm that shipowner has provided financial security as required |  |  |  |
| Procedures exist for handling left-property of seafarers |  |  |  |
| **Social Security** |  |  |  |
| Where required, appropriate social security contributions are being made |  |  |  |

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| **B Physical Inspection** | Yes | No | Remarks |
| **Hours of Work and Rest** |  |  |  |
| Table of working arrangements posted? |  |  |  |
| This table in English? |  |  |  |
| Confirm that there are no obvious signs of fatigue amongst the seafarers onboard? |  |  |  |
| **Accommodation and Recreation Facilities** |  |  |  |
| There are no modifications that would affect MLC compliance? |  |  |  |
| Heating and ventilation adequate? |  |  |  |
| Noise and vibration within acceptable limits? |  |  |  |
| Sanitary facilities are in working order, clean, hygienic and of sufficient number? |  |  |  |
| Lighting works, and is sufficient? |  |  |  |
| Hospital accommodation satisfactory? |  |  |  |
| Recreational facilities are suitable? |  |  |  |
| **Food and Catering** |  |  |  |
| Catering facilities are in clean, hygienic condition and are fit for purpose? |  |  |  |
| Food and drinking water are of appropriate quality? |  |  |  |
| **Medical Care** |  |  |  |
| Facilities are suitable, sufficient and properly maintained? |  |  |  |
| Medical Guide for Ships is carried? |  |  |  |

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| **C INTERVIEWS** | Yes | No |  |
| ***Crew Member 1*** |
| Crew Member |  |
| Rank |  |
| Join Date |  |
| Did they receive a copy of their SEA on joining? |  |  |  |
| Do they know where to find the Onboard Complaints Procedure? |  |  |  |
| Do they know where to find an Onboard Complaint Form without asking? |  |  |  |
| ***Crew Member 2*** |  |  |  |
| Crew Member |  |
| Rank |  |
| Join Date |  |
| Did they receive a copy of their SEA on joining? |  |  |  |
| Do they know where to find the Onboard Complaints Procedure? |  |  |  |
| Do they know where to find an Onboard Complaint Form without asking? |  |  |  |
| ***Crew Member 3*** |  |  |  |
| Crew Member |  |
| Rank |  |
| Join Date |  |
| Did they receive a copy of their SEA on joining? |  |  |  |
| Do they know where to find the Onboard Complaints Procedure? |  |  |  |
| Do they know where to find an Onboard Complaint Form without asking? |  |  |  |

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| **Auditor(s)** |
| Ian McIntosh-Oakley, Marine Superintendent | ---------- |