



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

CIRCULAR N° MLC 005

**FOOD, WATER AND CATERING REQUIREMENTS INCLUDING
QUALIFICATIONS OF SHIP'S COOK AND CATERING STAFF**

**TO: RECOGNIZED ORGANIZATIONS (RO), FLAG STATE
INSPECTORS, SHIP OWNERS, SHIPS' OPERATORS
AND MANAGERS, MASTERS AND SEAFARERS**

APPLICABLE TO: ALL SHIPS SUBJECT TO MLC 2006 CERTIFICATION

EFFECTIVE AS FROM: Date of this Circular

28th May 2013

- 1. Manning Level and requirement for Ship's Cook**
- 2. Qualifications of ship's cook and catering staff**
- 3. Existing Ship's Cooks**
- 4. Ship's with the prescribed manning of less than 10 (ten) seafarer**
- 5. Temporary Dispensation for Ship's Cook**
- 6. Personal Protective Clothing**
- 7. Food storage arrangements**
- 8. Potable water supplies**
- 9. Hygiene**
- 10. Documented Inspections by the Master**
- 11. Retention of records**

1. Manning Level and requirement for Ship's Cook

- 1.1 Ships operating with a manning level of 10 (ten) persons or more should have a competent and qualified Cook.
- 1.2 The number of Cooks should be based on the Shipowner's assessment taking into consideration the number of persons onboard, the intended voyage, compliance with the requirements of the hours of rest, the number of cooking areas and any other relevant factors.

2. Qualifications of ship's cook and catering staff

- 2.1 No seafarer under the age of 18 (eighteen) should be employed or engaged or work as a ship's cook.
- 2.2 All seafarers employed in any capacity as catering staff should be properly trained **or** instructed for their positions and tasks to be performed.
- 2.3 A cook is qualified if he/she is 18 (eighteen) or more and:
- (A) He/she is the holder of a valid certificate issued by;
 - (1) an organization **approved** or recognized by this Administration;
 - (2) a State which is party to the Convention or to the Certification of Ships' Cooks Convention, 1946 (No.69); **OR**
 - (B) He/she should have served at sea for 3 (three) months as second cook/cook assistant or 5 (five) years in the catering department as steward. In both cases he/she should have received a training in handling foods, storage of foods on-board ships and hygiene in the galley food preparation areas; **OR**
 - (C) has qualifications in cookery valid in a commercial cooking establishment.
- 2.3.1 Training in handling foods, storage of foods on-board ships and hygiene in the galley food preparation areas mentioned in the 2.3 (B) means the training received in an establishment recognized by this Administration.
- 2.3.2 Qualifications in cookery valid in a commercial cooking establishment indicated in (C) should be approved by this Administration or by a competent authority of another State party to the Convention.

3. Existing Ship's Cooks

- 3.1 The Administration recognizes that there are seafarers that have been serving as ships cooks prior the entry into force of MLC, 2006 and may not have required training. However it is evident that they possess the experience and knowledge to continue to serve as ships' cooks. For these seafarers engaged as ships cooks, this Administration will accept an attestation from the shipowner or by the shipowner's representative, that the engaged seafarer has seagoing

service as a ships' cook of at least one (1) year in the last five (5) years and is trained, qualified and found competent for the position which covers practical cookery, food and personal hygiene, food handling, food storage, stock control, environmental protection and catering health and safety.

3.2 Sample format of attestation for existing ship's cook is annexed to this Circular.

4 Ship's with the prescribed manning of less than 10 (ten) seafarer

4.1 On a ship operating with a prescribed manning of less than 10 (ten) and which does not have a cook, the shipowner should ensure that anyone processing food in the galley is trained or instructed in areas including food and personal hygiene as well as handling and storage of food on- board ship.

4.2 This Administration accepts the on-board training or instruction of the persons who are assigned tasks relating to food processing and food handling.

4.3 The system for training or instruction should be documented and records of persons completing the training/instructions should be maintained onboard.

5 Temporary Dispensation for Ship's Cook

5.1 In circumstances where a qualified cook is not available, not able to perform his/her duties or has been required to leave a ship in which a qualified cook was required, the shipowner should apply to the Administration for a dispensation to allow a non-fully qualified cook to serve in that ship for a specified limited period, until the next convenient port of call or for a period not exceeding one month, provided that the person to whom the dispensation is issued is trained or instructed in areas including food and personal hygiene as well as handling and storage of food on board ship.

5.2 An application for a dispensation should be submitted in writing to this Administration providing:

- (i) Reason(s) for the application;
- (ii) Name of the ship, its identification number(s) and voyage details;
- (iii) Details of the seafarer in respect of whom the dispensation is requested including evidence of sea service; and
- (iv) Evidence that the seafarer in respect of whom there is the application for a dispensation is trained or instructed in areas

including food and personal hygiene as well as handling and storage of food on board ship (Paragraph 5.1) .

6 Personal Protective Clothing

6.1 All catering staff should wear clean and suitable personal protective clothing.

7 Food storage arrangements

7.1 Ships should be fitted with a sufficient number of temperature controlled food storage and handling rooms for the number of persons on board and the duration of the voyage.

7.2 Cold store room doors including the deep freezers should be operable from inside. Food including meat, fish, milk and milk products, vegetables, fruit and dry provisions should be safely and hygienically stored on the shelves with respect to stock rotation, segregation and spillages.

8 Potable water supplies

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

8.2 The potable water storage tanks should be cleaned and disinfected at intervals not exceeding 1 (one) year, or more frequently if the test results for potable water indicate contamination.

8.3 Potable water loading hoses should be flushed prior to each use and disinfected at least once at intervals of not more than six (6) months. The hoses should be capped and stored correctly.

8.4 Potable water should be tested in accordance with WHO guidelines for drinking water quality at least once at intervals of not more than six (6) months. Prior to bunkering potable water at any port, the Master or a person acting under his authority should obtain a water quality report.

9 Hygiene

9.1 Adequate facilities should be provided for washing and drying hands and cooking utensils.

9.2 Food waste should be disposed in accordance with the provisions of MARPOL Annex V.

10 Documented Inspections by the Master

10.1 The Master of every St. Vincent and The Grenadines ship should ensure that weekly inspections are carried out of:

- (i) supplies of food and drinking water,
- (ii) spaces and equipment used for the storage and handling of food and drinking water, and
- (iii) galleys and other equipment for the preparation and service of meals.

10.2 Defects which are discovered during an inspection shall be rectified promptly and the results of each inspection, including any defects that are found, shall be recorded.

11 Retention of records

11.1 Records of the following should be maintained and available for review:

- (i) training of ship's cook and other catering staff: at least 1(one) year;
- (ii) cleaning and disinfection of potable water tanks, disinfection of potable water loading hoses and test reports of potable water when available for at least 3 (three) years; and
- (iii) inspections in accordance with paragraph 11 for at least 3 (three) years.

ANNEX I
SAMPLE FORMAT OF ATTESTATION FOR EXISTING SHIP'S COOK
(shipowners' letterhead)

**ATTESTATION OF COMPETENCE FOR SEAFARERS SERVING AS SHIPS'
COOKS PRIOR THE ENTRY INTO FORCE OF MLC, 2006**

This is to attest that:

Name of Seafarer:

Date of birth (dd/mm/yy):

Holder of St Vincent and The Grenadines Seaman's Book (Number):

satisfies the minimum requirement and has served as a ship's cook for at least one (1) year during the last five (5) years.

The above-mentioned seafarer has (years and months) of service as a ship's cook during the last five (5) years, on the ships operated/managed by:

Manager's/Operator's name and address:

and is considered to be qualified and competent in:

- Practical cookery;
- Stock control;
- Food and personal hygiene
- Food handling
- Catering, health and safety; and
- Food storage

Date of issue: (dd/mm/yy) :

Signature of authorized person:

Name and title of authorized person:

An original of this attestation should be retained on board. A copy has been provided to the seafarer.

Shipowner: The owner of the ship or another organization or person, such as the manager. Agent or bareboat charterer, who has assumed the responsibility for the operation of the ship from the owner and who, on assuming such responsibility, has agreed to take over the duties and responsibilities imposed on shipowners in accordance with MLC, 2006, regardless of whether any other organization or persons fulfil certain of the duties or responsibilities on behalf of the shipowner.*