



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

CIRCULAR N° PSC 005

GUIDANCE FOR INSPECTION ON WORKING AND LIVING CONDITIONS

**TO: SHIPOWNERS & SHIPS' OPERATORS & MANAGERS
SURVEYORS TO FLAG STATE ADMINISTRATION**

Monaco, 08 April 2005.

The aim of this Circular is to support Shipowners, ship's Operators and Managers to be ready for Port State Control Inspections (Paris MOU). In this respect the following should be checked:

- Is the provision of food supplies suitable in respect of quantity, nutritive value, quality and variety, bearing in mind the size of the crew, and the duration and nature of the voyage?
- Are galley and/or storage spaces clean?
- Are galley and/or storage spaces free from extensive vermin?
- Are the arrangement for holding, making and storage of water acceptable?
- Do the arrangements and equipment of the catering department permit of the service of proper meals?
- Are accommodation spaces equipped and maintained in clean and habitable condition?
- Are ventilation heating and lighting systems in the accommodation area adequate?
- Are sanitary facilities adequate and clean? Are washbasins, baths, toilets, showers in a usable state? Are toilets provided with an ample flush of water? Is cold and warm running water available in all communal washing places?

- Is the hospital accommodation, if required, adequate and ready for immediate use? Is an approved medicine chest with readily understandable instructions available?
- Does each crew member have a valid medical certificate?
- Is the table with the shipboard working arrangement posted? Does it contain the required information? Is it in the ship's working language and in English?
- Are there records of seafarer's hours of work or their hours of rest? Are the records reasonably up-to-date? Are they signed by the Master or his representative and by the seafarer?
- Is there any seafarer on board under the age of 16 years?

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 from 0°C to 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 passage ways serving the refrigerated spaces or on the engineer's control panel.
- Cooled foods, properly handled, have a storage life from 1 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 separated from cooked foods.
- Leftovers should be used within 48 hours as there is a possibility of contamination (based on ILO/IMO/WHO International Medical Guide for Ships).
- Dry food stores should be dry, cool, well-lit and ventilated.
- Raw food should always be kept apart from cooked food.

Condition of galley

- The galley should be equipped, illuminated and maintained in such a way to ensure good sanitation.
- The equipment should be made of corrosion resistant, non-toxic materials which are easy to clean.
- All galley areas, in particular 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 greases filters should be clean (or there should be evidence that they are 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 seaman when the ship rolls.
- Foodstuffs, supplies, cookware, crockery and utensils should be thoroughly cleaned after each use and stored in containers which can be secured when the items in question are not in use.
- There should be separate working areas for the preparation of raw meat or if the space is restricted, a separate chopping board. The board used for raw meat should be clearly distinguishable to avoid confusion. If the same area 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 hand washed, suitable hot water should be available for disinfection. Unless rinsing water is kept at a temperature varying from 75°C to 82°C, it will have no disinfection 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 open deck.
- Facilities in or near the galley area for washing hands (warm water, soap and disposable towels or other hygienic facility 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 vermin. Insecticides and rodenticides 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.

Drinking water

Drinking water should be bright, clear; virtually colourless and aerated (it should bubble when shaken).

PSC Officer(s) could:

- Take a sample of potable water for testing, within the purpose to determine that it is safe to drink.
- Examine the arrangement for taking potable water on board.
- Examine the hoses used for receiving potable water and the shipboard dock-filling points.

Only clean hoses, dedicated for the purpose, should be used. Hoses should be flushed through before use and fitted with collars to prevent their connection from coming into contact with the ground or deck. Hoses should always be drained, capped and properly stored after use and routinely disinfected. Deck filling points should be protected and secured with covers.

Accommodation

PSC Officer(s) visually inspect the existing condition and standard of maintenance of crew accommodation. Special attention is given to heating, ventilation and lighting system; common toilets and washing facilities, the condition of fittings and appurtenances; and rodent and vermin control.

Crew accommodation must be maintained in a clean and decently habitable condition and must be kept free of goods and stores not being the personal property of the occupants.

Art. 17 of Convention No. 92 provides, among other things, that the Master or an officer specially deputed for the purpose accompanied by one or more crew members should inspect all crew accommodation on a weekly basis and should record the results of each inspection.

Heating

Art. 8 of Convention No. 92 provides, among other things, that the heating system should, when applicable, be in operation at all times when the crew is living or working on board; it should be capable of maintaining the temperature in the crew accommodation area at a satisfactory level under normal conditions of weather and climate.

Ventilation

Art. 7 of Convention No. 92 provides, among other things, that the sleeping rooms and mess rooms should be adequately ventilated and that the system of ventilation should be controlled so as to maintain the air in a satisfactory condition and to ensure sufficient air-changes in all conditions of weather and climate.

Sanitary accommodations

Art. 13 of Convention No. 92 states that the floors shall be of durable material, easy to clean and properly drained.

- Sufficient lighting, heating and ventilation must be provided; cold and warm fresh water must be available in all wash spaces.
- Toilets shall be convenient to, but separated from sleeping rooms.
- Toilets must be ventilated to the open air independently of other parts of crew accommodation.
- Toilets must be provided with ample flush water available at all times and independently controlled.

- Multiple toilets in one compartment should be screened to ensure privacy.
- Soil pipes and waste pipes should be of adequate dimensions, built to minimize blockage and facilitate cleaning.

Art. 13 of Convention No. 92 requires that the following number of separate toilets must be provided:

- For ships < 800 GT: three.
- For ship of 800 GT and over: four.
- For ships of 3000 GT and over: six.

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 rooms, the following minimum standard should be met:

- One bath or shower for every 8 persons or less.
- One toilet for every 8 persons or less.
- One washbasin for every 6 persons or less.

Hospital accommodation

Art. 14 of Convention No. 92 provides, among other things, that a ship carrying a crew of 15 or more and engaged in a voyage of more than three days should have separate hospital accommodation.

It also provides that the arrangement of the entrance, berths, lighting, ventilation, heating and water supply should be designed to ensure comfort and facility of treatment to the occupants. Toilets should be provided for the exclusive use of the occupants. The hospital accommodation should not be used for other than medical purposes. An approved medicine chest with readily understandable instructions should be on every ship which does not have a doctor.

Medical certificates

- A medical certificate should exist for each crew member on board.
- The period of validity cannot exceed two years from the date the certificate was granted.
- A certificate which expires in the course of a voyage remains in force until the end of that voyage.

Hours of work / rest

- If the table with shipboard working arrangement is missing or if there are missing required information, the PSC Officer(s) will take action and request for the table to be corrected before departure.

- Seafarers' record concerning daily hours of work and daily hours of rest: PSC Officer(s) will check that the copies are given to the seafarers on a regular basis.

Art. 5 of Convention No. 180 provides the limits on hours of work and rest to be as follows:

- a) Maximum hours of work shall not exceed:
 - 14 hours in any 24-hours period and
 - 72 hours in any 7-days period.
- b) Minimum hours of rest shall not be less than:
 - 10 hours in any 24-hours period and
 - 77 hours in any 7-days period.

Should the PSC Officer(s) find that a seafarer did not have a continuous rest period of at least six hours in a 24 hours period, this would clearly be a serious deficiency and against Convention 180 and STCW requirements.