

## **PORT STATE CONTROL COMMITTEE INSTRUCTION 36/2003/08**

### **GUIDANCE FOR INSPECTION ON WORKING AND LIVING CONDITIONS**

Are the provision of food supplies suitable in respect of quantity, nutritive value, quality and variety, having regard to the size of the crew, and the duration and nature of the voyage ?

(Conv. 147/Conv. 68, article5)

Are galley and/or storage spaces clean?

(Conv. 147/Conv. 68, Article 5)

Galley and/or storage spaces are they free from extensive vermin ?

(Conv. 147/Conv. 68, Article 5)

Are the arrangement for holding, making and storage of water acceptable ?

(Conv. 147/Conv. 68, Article 5)

Do the arrangements and equipment of the catering department permit of the service of proper meals ?

(Conv. 147/Conv. 68 article5)

Accommodation spaces are they equipped and maintained in clean and habitable condition.

(Conv. 147/Conv. 92)

Are ventilation heating and lighting in accommodation adequate ?

(Conv. 147/Conv. 92, Article 8)

Are sanitary facilities adequate and clean ? Are wash basins, tub baths, WC, showers in a usable state ? Are WC provided with an ample flush of water ? Are cold and hot fresh running water available in all communal wash places ?

(Conv. 147/Conv. 92 article 13)

If required, the hospital accommodation is it adequate and ready for immediate use ? Is an approved medicine chest with readily understandable instructions available ?

(Conv. 147/Conv. 92, Article 14)

Does each person engaged on board have a valid medical certificate ?

(Conv. 147/ Conv. 73 article 3, 4 and 5)

Is the table with the shipboard working arrangement posted? Does it contain the required information? Is it in the working language of the ship and in English? (Potocol of 1996 to Conv. 147 / Conv. 180 article 5).

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? (Protocol of 1996 to Conv. 147 / Conv.180 article 8).

Is there any seafarer on board under the age of 16? (Protocol of 1996 to Conv. 147 / Conv.180 article 12).

## ADDITIONAL GUIDANCE

### **1- 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 utilization - should be kept covered and stored at between 0 degrees and 7 degrees Centigrade 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 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 ILO/IMO/WHO 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 sale unit, the raw food must always be placed at the bottom to prevent drip contaminating ready prepared food. All foods should be covered.

Inspectors might also check :

- whether raw and cooked products are stored separately (to avoid contamination of the cooked food by the raw food, as in blood dripping from raw meat on to cooked meat in a refrigeration space),
- temperature of deep-freeze compartments should be roughly between -18 and -23 degrees centigrade; the presence of ice usually indicates fluctuating temperatures ;
- fruits and vegetables are in a good condition (not rotted and mouldy),
- that there is adequate protection against contamination between raw and cooked foods when stores or during preparation.

## **2- 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 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 are clean (or there is 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 shall 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 seamen 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 uses
- 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, eg colour red. If the same surface 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 degrees Centigrade and 82 degrees centigrade, 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 in or near the galley area for washing hands (hot water soap and disposable towels or other hygienic drying facility are needed).

## **3- 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 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.

## **4- Potable water:**

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

It is of course preferable to take samples or otherwise test potable water to determine that is safe for drinking. Bearing in mind the limited time available for such testing, this may not be possible.

However it is possible to examine the arrangements for taking potable water on board :

- The inspectors should therefore 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 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.

## **6- Accommodation**

The inspector should visually inspect the existing condition and standard of maintenance of crew accommodation. Special attention should be given to heating, ventilation and lighting systems; communal water closets and washing facilities, the condition of fittings and appurtenances; and rodent and vermin control.

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

The inspector may also obtain the advice of the national health maritime authorities in assessing the importance of any deficiencies found and determining appropriate corrective action.

### **- Cleanliness and condition of accommodation:**

Article 17 of Convention No. 92 provides, among other things, that crew accommodation shall be maintained in a clean and decently habitable condition and shall be kept free of goods and stores not the personal property of the occupants.

It also provides that the master or an officer specially deputed for the purpose accompanied by one or more members of the crew shall inspect all crew accommodation at intervals of not more than one week and shall record the results of each inspection.

## **7- Heating**

Article 8 of Convention No. 92 provides, among other things, that the heating system shall, when practicable be in operation at all times when the crew is living or working on board and conditions require use and that it should be capable of maintaining the temperature in crew accommodation at a satisfactory level under normal conditions of weather and climate likely to be met with on service (the competent authority is to prescribe the standard).

### **7a- Ventilation:**

Article 7 of Convention No.92 provides, among other things, that all sleeping rooms and mess rooms shall be adequately ventilated and that the system of ventilation shall 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.

### **8- Sanitary accommodations:**

Article 13 of Convention No. 92 requires that floors shall be of durable material, easily cleaned and impervious to damp, and properly drained ;

- sufficient lighting, heating and ventilation shall be provided ; cold and hot fresh water shall be available in all wash spaces ;
- water closets shall be convenient to, but separate from sleeping rooms ;
- water closets shall be ventilated to the open air independently of other parts of crew accommodation ;
- water closets shall be provided with ample flush water available at all times and independently controlled ;
- multiple water closets in one compartment shall be screened to ensure privacy.
- soil pipes and waste pipes shall be of adequate dimensions, constructed to minimize blockage and facilitate cleaning.

Article 13 of Convention No. 92 also requires that the following minimum number of separate water closets should be provided:

- for ships under 800 grt, three ;
- for ship of 800 grt or over, four ;
- for ships of 3000 grt or 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 room, the following minimum standard should be met: one tub/or shower bath for every 8 persons or less ; one water closet for every eight persons or less; one wash basin for every six persons or less.

### **9- Hospital accommodation:**

- Article 14 of Convention No. 92 provides among other things that a ship carrying a crew of fifteen 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 the coastal trade).

- It also provides that the arrangement of the entrance berths lighting ventilation heating and water supply shall be designed to ensure comfort and facility of treatment to occupants. A water closet accommodation shall be provided for the exclusive use of the occupant. The hospital accommodation shall not be used for other than medical purposes. An approved medicine chest with readily understandable instructions shall be carried in every ship which does not carry a doctor.

### **10- Medical certificates**

- A medical certificate must exist for each person engaged on board.
- The period of validity cannot exceed 2 years from the date the certificate was granted.
- It must remain in force on the day of the inspection, taking in account that a certificate which expires in the course of a voyage shall continue in force until the end of that voyage.

### **11- Hours of work / rest**

- If the table with shipboard working arrangement is missing or required information, the PSCO should take action to require that the table is corrected before departure.
- Concerning records of seafarers' daily hours of works or their daily hours of rest, it should be possible to determine if the copies are being given to seafarers on a regular basis. Lack of evidence of endorsement by the flag State should not be recorded as a deficiency but may be taken into account by the PSCO in deciding the extent to which the records should be checked.

Article 5 of convention N° 180 provides the limit on hours of work or rest shall be as follows:

- (a) maximum hours of work shall not exceed:
  - (i) 14 hours in any 24-hour period; and
  - (ii) 72 hours in any 7-day period;
- (b) minimum hours of rest shall not be less than:
  - (i) 10 hours in any 24-hour period; and
  - (ii) 77 hours in any 7-day period.

- if a seafarer is found to have not had a continuous rest period of at least 6 hours in any 24 hour period, this would clearly be a serious deficiency with both C. 180 and STCW Regulation VIII/1, Fitness for duty (paragraph 4).

- For detailed inspection, PSCO may look for emergency situation in the log book, including the necessary hours of work, pay records, seafarers' individual record of daily hours of work or rest and other secondary documentation.
- If essential personnel as master and chief engineer showing signs of excessive fatigue and in the judgement of PSCO regarding the next voyage the situation of excessive fatigue may occur immediate danger for the safety of the ship, the crew and/or the environment, this deficiency should not be a stand-alone deficiency but should be supported by objective evidence before deciding it is grounds for detention.

The level of manning should be accepted unless it is clearly not in accordance with Convention 180 and STCW Convention.