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MARINE CIRCULAR

MC-7/2012/1

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FOR: Ship Owners, Ship Managers, Ship Operators, Ship Masters, Ship Officers, Classification Societies, Flag State Inspectors

SUBJECT: STANDARDS FOR ACCOMMODATION, RECREATIONAL FACILITIES, FOOD/CATERING, AND WATER ON BOARD TUVALU SHIPS

DEFINITIONS:

The following abbreviations stand for:

- “cm” – Centimetres
- “GT” – Gross Tonnage
- “ILO” – International Labour Organization
- “IMO” – International Maritime Organization
- “L” – Litres
- “MLC 2006” – Maritime Labour Convention, 2006
- “sqm” – Square Metres
- “SOLAS” – International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended
- “SPS Code” – Code of Safety for Special Purpose Ships, 1983, as amended
- “SPS 2008” – Code of Safety for Special Purpose Ships, 2008
- “SPS” – Special Purpose Ship
- “WHO” – World Health Organization

The term “constructed” shall mean:

- the keel is laid; or
- construction identifiable with a specific ship begins; and assembly of that ship has commenced comprising at least 50 tonnes or 1% of the estimated mass of all structural material, whichever is less (as referenced to SOLAS Chapter II-1, Part A, Regulations 1.2).

PURPOSE:

This Marine Circular establishes the minimum standards for living conditions and arrangements on board Tuvalu ships. These standards are subject to inspection by this Administration, or a recognized organization that is authorized to act for and on behalf of Tuvalu.

APPLICATION:

This marine circular applies to all Tuvalu ships.

However, the requirements of this marine circular relating to ship construction and equipment shall apply only to the extent reasonably possible for ships constructed after the coming into force of ILO Conventions No. 92 and No. 133, and to ships constructed on or after the coming into force of the Maritime Labour Convention, 2006.

Unless expressly provided otherwise, any requirement under an amendment to the applicable ILO Conventions relating to the provision of seafarer accommodation and recreational facilities, food, catering and water shall apply only to ships constructed on or after the amendment takes effect.

GENERAL INFORMATION:

Although Tuvalu is not a party to the International Labour Organization (ILO) Conventions No. 92 and No. 133, it does recognize Conventions No. 92 and No. 133 as industry standards, and as such, ship owners / operators who seek voluntary certification may approach their Classification Societies which have been authorized by Tuvalu to accommodate such requests. The Classification Society will perform the necessary plan review and shipboard surveys for the requested certification. Any deviations from specific convention requirements noted during the plan review or survey phases shall be considered as "Exceptions" and be documented.

Upon satisfactory completion of the plan review and surveys, the appropriate Document of Compliance may be issued. The Document of Compliance should state whether the ship is in "full" or "substantial" or "partial" compliance with the appropriate convention. If the ship is in "substantial" or "partial" compliance, the "Exceptions" should be listed in the space provided on the face of the Document of Compliance.

REFERENCES:

- (a) Merchant Shipping Act 2008 (Section 90, 91, 92, 93)
- (b) ILO Accommodation of Crews (revised), 1949 (No. 92)
- (c) ILO Accommodation of Crews (Supplementary Provisions) Convention, 1970 (No. 133)
- (d) Maritime Labour Convention, 2006 (MLC 2006)
- (e) Tuvalu Marine Guidance MG-1/2012/1

CONTENTS:

1. General Requirements

- 1.1. All ship owners / operators shall meet, provide and maintain minimum standards for safe and decent living accommodation and recreational facilities, food, catering and water for seafarers who are required to work and/or live on board under their management consistent with promoting the seafarers' health and well-being.
- 1.2. Particular attention shall be given toward ensuring implementation of the requirements in accordance to the REFERENCES (as above) of this marine circular as they may apply relating to:
 - 1.2.1. the size of rooms and other accommodation spaces;
 - 1.2.2. heating and ventilation;
 - 1.2.3. lighting;
 - 1.2.4. sleeping rooms;
 - 1.2.5. noise and vibration and other ambient factors;
 - 1.2.6. mess rooms;
 - 1.2.7. sanitary facilities;
 - 1.2.8. hospital accommodation;
 - 1.2.9. laundry facilities;
 - 1.2.10. open deck spaces;
 - 1.2.11. office spaces;
 - 1.2.12. mosquito protection;
 - 1.2.13. recreational facilities;
 - 1.2.14. food, catering and drinking water.
- 1.3. External inspections of the ship shall be carried out by the classification society when:
 - 1.3.1. a ship is initially certified for compliance;
 - 1.3.2. a ship is registered or re-registered in the flag; or
 - 1.3.3. the seafarer accommodation on a ship has been substantially altered.
- 1.4. All ship owners / operators shall arrange periodical inspections to ensure initial and ongoing compliance with the referenced standards.

- 1.5. The minimum standards for on-board accommodation and recreational facilities are set out in the following sections 2 to 15.

2. Standards for Seafarer Accommodation

- 2.1. Adequate headroom shall be provided for all seafarer accommodation.
- 2.2. The minimum headroom where “full and free movement” is necessary shall not be less than 203 cm. Reduction in minimum headroom in any space, or part of any space, may be allowed on condition that such reduction:
 - 2.2.1. is reasonable;
 - 2.2.2. will not result in discomfort to the seafarers; and
 - 2.2.3. will not to cause a seafarer to inadvertently come in contact with it or be required to take any cautionary measure to avoid it.
- 2.3. The accommodation shall be adequately insulated.
- 2.4. In ships other than passenger ships, as defined in SOLAS Reg I/2(e) and SOLAS Reg I/2(f), sleeping rooms shall be situated above the load line amidships or aft, except that in exceptional cases, where the size, type or intended service of the ship renders any other location impracticable, sleeping rooms may be located in the fore part of the ship, but in no case forward of the collision bulkhead.
- 2.5. In passenger ships and SPSs constructed in compliance with the IMO SPS Code, as amended and subsequent versions e.g. SPS 2008, the location of sleeping rooms may be permitted below the load line on condition that lighting and ventilation arrangements are satisfactory to the Administration. However, in no case shall sleeping arrangements be located immediately beneath working alleyways.
- 2.6. There shall be no direct openings into sleeping rooms from cargo and machinery spaces or from galleys, storerooms, drying rooms or communal sanitary areas; that part of a bulkhead separating such places from sleeping rooms and external bulkheads shall be efficiently constructed of steel or another approved substance and be watertight and gas-tight.
- 2.7. The materials used to construct internal bulkheads, panelling and sheeting, floors and joining shall be suitable for the purpose and conducive to ensuring a healthy environment.
- 2.8. Proper lighting and sufficient drainage shall be provided.
- 2.9. Accommodation, recreational and catering facilities shall meet the requirements in the relevant REFERENCE as stated above in this marine circular on health and safety protection and accident prevention, with respect to preventing the risk of exposure to hazardous levels of noise and vibration and other ambient factors and chemicals on board ships, and to provide an acceptable occupational and on-board living environment for seafarers.
- 2.10. Design and Construction Guidelines:
 - 2.10.1. External bulkheads of sleeping rooms and mess rooms should be adequately insulated. All machinery casings and all boundary bulkheads of galleys and other spaces in which heat is produced should be adequately insulated where there is a possibility of resulting heat effects in adjoining accommodation or passageways. Measures also should be taken to provide protection from heat effects of steam and/or hot-water service pipes.

- 2.10.2. Sleeping rooms, mess rooms, recreation rooms and alleyways in the accommodation space should be adequately insulated to prevent condensation or overheating.
- 2.10.3. The bulkhead surfaces and deckheads should be of material with a surface easily kept clean. No form of construction likely to harbour vermin should be used.
- 2.10.4. The bulkhead surfaces and deckheads in sleeping rooms and mess rooms should be capable of being easily kept clean and light in colour with a durable, non-toxic finish.
- 2.10.5. The decks in all seafarer accommodation should be of approved material and construction and should provide a surface impervious to damp and easily kept clean.
- 2.10.6. Where the floorings are of a composite material, the joinings with sides should be profiled to avoid crevices.
- 2.10.7. Where separate facilities for engine department personnel to change their clothes are provided, they should be:
 - 2.10.7.1. located outside the machinery space but with easy access to it; and
 - 2.10.7.2. fitted with individual clothes lockers as well as with tubs and/or showers and washbasins having hot and cold running potable fresh water.

3. Standards for Heating and Ventilation

- 3.1. Sleeping rooms and mess rooms shall be adequately ventilated.
- 3.2. Ships, except those regularly engaged in trade where temperate climatic conditions do not require this, shall be equipped with air conditioning for seafarer accommodation, any separate radio room, and any centralized machinery control room.
- 3.3. All sanitary spaces shall have ventilation to the open air, independently of any other part of the accommodation.
- 3.4. Adequate heat through an appropriate heating system shall be provided, except in ships exclusively on voyages in tropical climates.
- 3.5. Heating Guidelines:
 - 3.5.1. The system of heating the seafarer accommodation should be in operation at all times when seafarers are living or working on board and conditions require its use.
 - 3.5.2. In all ships in which a heating system is required, the heating should be by means of hot water, warm air, electricity, steam or equivalent. However, within the accommodation area, steam should not be used as a medium for heat transmission. The heating system should be capable of maintaining the temperature in seafarer accommodation at a satisfactory level under normal conditions of weather and climate likely to be met within the trade in which the ship is engaged.
 - 3.5.3. Radiators and other heating apparatus should be placed and, where necessary, shielded so as to avoid risk of fire or danger or discomfort to the occupants.
- 3.6. Ventilation Guidelines:

- 3.6.1. The system of ventilation for sleeping rooms and mess rooms should 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.
- 3.6.2. Air-conditioning systems, whether of a centralized or individual unit type, should be designed to:
 - 3.6.2.1. maintain the air at a satisfactory temperature and relative humidity as compared to outside air conditions, ensure a sufficiency of air changes in all air-conditioned spaces, take account of the particular characteristics of operations at sea, and not produce excessive noises or vibrations; and
 - 3.6.2.2. facilitate easy cleaning and disinfection to prevent and/or control the spread of disease.
- 3.6.3. Power for the operation of the air conditioning and other aids to ventilation required by the preceding sub-sections should be available at all times when seafarers are living or working on board and when conditions so require. However, this power need not be provided from an emergency source.

4. Standards for Lighting

- 4.1. Subject to such special arrangements as may be permitted in passenger ships, sleeping rooms and mess rooms shall be lit by natural light and provided with adequate artificial light.
- 4.2. Lighting Guidelines:
 - 4.2.1. In all ships, electric light should be provided in the seafarer accommodation. If there are not two independent sources of electricity for lighting, additional lighting should be provided by properly constructed lamps or lighting apparatus for emergency use.
 - 4.2.2. In sleeping rooms an electric reading lamp should be installed at the head of each berth.
- 4.3. Suitable standards of natural and artificial lighting should be fixed by the Classification Societies recognized by this Administration.

5. Standards for Sleeping Rooms

- 5.1. In ships other than passenger ships, an individual sleeping room shall be provided for each seafarer. In the case of ships and yachts of less than 3,000 GT or SPSs, exemptions from this requirement may be granted by the Administration after consultation with the shipowner and the applicable seafarers' organization.
- 5.2. Separate sleeping rooms shall be provided for men and for women.
- 5.3. Sleeping rooms shall be of adequate size and properly equipped so as to ensure reasonable comfort and to facilitate tidiness.
- 5.4. A separate berth for each seafarer shall in all circumstances be provided.
- 5.5. The minimum inside dimensions of a berth shall be at least 198 cm by 80 cm.
- 5.6. In single berth seafarers' sleeping rooms, the floor area shall not be less than:
 - 5.6.1. 4.5 sqm in ships of less than 3,000 GT;
 - 5.6.2. 5.5 sqm in ships of 3,000 gross tonnage or over but less than 10,000 GT; and
 - 5.6.3. 7 sqm in ships of 10,000 GT or over.

- 5.7. This Administration may allow for a reduced floor area for passenger ships, special purpose ships and yachts of less than 3,000 GT in order to provide single berth sleeping rooms.
- 5.8. On ships of less than 3,000 GT, other than passenger ships and SPSs, sleeping rooms may be occupied by a maximum of two seafarers. The floor area of such sleeping rooms shall not be less than 7 sqm.
- 5.9. On ships routinely carrying cadets for training on board, sleeping rooms may be occupied by a maximum of two (2) cadets. The floor area of such sleeping rooms shall not be less than 7 sqm.
- 5.10. On ships routinely carrying coast pilots on board for passages of more than 24 hours, a separate sleeping room should be provided near the navigation bridge. The floor area of such a sleeping room shall not be less than 4.5 sqm.
- 5.11. On passenger ships and SPSs, the floor area of sleeping rooms for seafarers not performing the duties of ships' officers shall not be less than:
 - 5.11.1. 7.5 sqm in rooms accommodating two (2) persons;
 - 5.11.2. 11.5 sqm in rooms accommodating three (3) persons; and
 - 5.11.3. 14.5 sqm in rooms accommodating four (4) persons.
- 5.12. For SPSs, sleeping rooms may accommodate more than four persons; however, the floor area of such sleeping rooms shall not be less than 3.6 sqm per person.
- 5.13. On ships other than passenger ships and SPSs, sleeping rooms for seafarers who perform the duties of ships' officers, where no private sitting room or day room is provided, the floor area per person shall not be less than:
 - 5.13.1. 7.5 sqm in ships of less than 3,000 GT;
 - 5.13.2. 8.5 sqm in ships of 3,000 GT or over but less than 10,000 GT; and
 - 5.13.3. 10 sqm in ships of 10,000 GT or over.
- 5.14. On passenger ships and SPSs, the floor area for seafarers performing the duties of ships' officers, where no private sitting room or day room is provided, the floor area per person for junior officers at the operational level shall not be less than 7.5 sqm and for senior officers at the management level shall not be less than 8.5 sqm.
- 5.15. The Master, the chief engineer and the chief navigating officer shall have, in addition to their sleeping room, an adjoining sitting room, day room or equivalent additional space; however, ships and yachts of less than 3,000 GT may be exempted by the Administration from this requirement after consultation with the shipowner and the applicable seafarers' organization.
- 5.16. For each occupant, the furniture shall include a clothes locker of ample space (minimum 475 L) and a drawer or equivalent space of not less than 56 L; however, if the drawer is incorporated in the clothes locker then the combined minimum volume of the clothes locker shall be 500 L. It shall be fitted with a shelf and be able to be locked by the occupant so as to ensure privacy.
- 5.17. Each sleeping room shall be provided with a table or desk, which may be of the fixed, drop-leaf or slide-out type, and with comfortable seating accommodation as necessary.
- 5.18. Sleeping Room Guidelines:

- 5.18.1. There should be adequate berth arrangements on board making it as comfortable as possible for the seafarer and any partner who may accompany the seafarer.
- 5.18.2. Where the size of the ship, the activity in which it is to be engaged and its layout make this reasonable and practical, sleeping rooms should be planned and equipped with a private bathroom, including a toilet, so as to provide reasonable comfort for the occupants and to facilitate tidiness.
- 5.18.3. As far as practicable, sleeping rooms of seafarers should be so arranged that watches are separated and that no seafarers working during the day share a room with watchkeepers.
- 5.18.4. In the case of seafarers performing the duty of petty officers there should be no more than two persons per sleeping room.
- 5.18.5. Consideration should be given to extending the facility referred to in section 5.15 of this marine circular to the Chief Engineer when practicable.
- 5.18.6. Sleeping rooms should not be located adjacent to officer and/or crew lounges for reasons such as traffic in the passageway, noise transmitted through the bulkhead, deck or overhead, etc., and recreational facilities which may be located therein.
- 5.18.7. Sleeping rooms should not be arranged adjoining a mess room, even though the high noise reduction type joiner bulkhead is installed between the mess room and sleeping room.
- 5.18.8. A duty mess room shall be considered as a mess room to be located apart from the sleeping rooms.
- 5.18.9. Space occupied by berths and lockers, chests of drawers and seats should be included in the measurement of the floor area. Sanitary modules and small or irregularly shaped spaces which do not add effectively to the space available for free movement and cannot be used for installing furniture should be excluded.
- 5.18.10. Berths should not be arranged in tiers of more than two. In the case of berths placed along the ship's side, there should be only a single tier where a sidelight is situated above a berth.
- 5.18.11. The lower berth in a double tier should not be less than 30 cm above the floor. The upper berth should be placed approximately midway between the bottom of the lower berth and the lower side of the deckhead beams.
- 5.18.12. The framework and the lee-board, if any, of a berth should be of approved material, hard, smooth, and not likely to corrode or to harbour vermin.
- 5.18.13. If tubular frames are used for the construction of berths, they should be completely sealed and without perforations that would give access to vermin.
- 5.18.14. Each berth should be fitted with a comfortable mattress with cushioning bottom or a combined cushioning mattress, including a spring bottom or a spring mattress. The mattress and cushioning material used should be made of approved material. Stuffing of material likely to harbour vermin should not be used.
- 5.18.15. Clean bedding should be supplied by the shipowner to all seafarers for use on board during service on the ship, and such seafarers should be responsible for the return of the bedding at times specified by the master and on completion of service in the ship.

- 5.18.16. Bedding should be of good quality and should be of approved material which can be easily cleaned.
- 5.18.17. When one berth is placed over another, a dust-proof bottom should be fitted beneath the bottom mattress or spring bottom of the upper berth.
- 5.18.18. The furniture should be of smooth, hard material not liable to warp or corrode and should not have sharp edges or corners.
- 5.18.19. Sleeping rooms should be fitted with curtains or equivalent for the sidelights.
- 5.18.20. Sleeping rooms should be fitted with a mirror, small cabinets for toilet requisites, a book rack and a sufficient number of coat hooks.

6. Standards for Noise, Vibration and other Ambient Factors

- 6.1. Accommodation, recreational and catering facilities should be located as far as practicable from the engines, steering gear rooms, deck winches, ventilation, heating and air-conditioning equipment and other noisy machinery.
- 6.2. Acoustic insulation or other appropriate sound-absorbing materials should be used in the construction and finishing of bulkheads, deckheads and decks within the sound-producing spaces as well as self-closing noise-isolating doors for machinery spaces.
- 6.3. Engine rooms and other machinery spaces should be provided, wherever practicable, with soundproof centralized control rooms for engine-room personnel. Working spaces, such as the machine shop, should be insulated, as far as practicable, from the general engine-room noise and measures should be taken to reduce noise in the operation of machinery.
- 6.4. The limits for noise levels for working and living spaces should be in conformity with the international guidelines of the ILO on exposure levels, including those in the ILO Code of practice entitled Ambient Factors in the Workplace, 2001, and, where applicable, the specific protection recommended by the International Maritime Organization Code on Noise Levels on board Ships, 1981, and with any subsequent amending and supplementary instruments for acceptable noise levels on board ships. A copy of the applicable instruments in English or the working language of the ship should be carried on board and should be accessible to seafarers.
- 6.5. No accommodation, recreational or catering facilities should be exposed to excessive vibration.

7. Standards for Mess Rooms

- 7.1. Mess rooms shall be located apart from the sleeping rooms and as close as practicable to the galley; however, ships of less than 3,000 GT may be exempted by the Administration from this requirement after consultation with the shipowner and applicable seafarers' organization.
- 7.2. Mess rooms shall be of adequate size and comfort and properly furnished and equipped (including ongoing facilities for refreshment), taking account of the number of seafarers likely to use them at any one time; however, provision shall be made for separate or common mess room facilities as appropriate.
- 7.3. Mess Room Guidelines:
 - 7.3.1. Mess room facilities may be either common or separate. The decision in this respect should be taken after consultation with seafarers' and shipowners' representatives

and subject to the approval of the Administration. Account should be taken of factors such as the size of the ship and the distinctive cultural, religious and social needs of the seafarers.

- 7.3.2. Where separate mess room facilities are to be provided to seafarers, then separate mess rooms should be provided for:
 - 7.3.2.1. Master and officers; and
 - 7.3.2.2. petty officers and other seafarers.
- 7.3.3. On ships other than passenger ships, the floor area of mess rooms for seafarers should be not less than 1.5 sqm per person of the planned seating capacity.
- 7.3.4. In all ships mess rooms should be equipped with tables and appropriate seats, fixed or movable, sufficient to accommodate the greatest number of seafarers likely to use them at any one time. Shore workers need not be considered in this accommodation.
- 7.3.5. There should be available at all times when seafarers are on board:
 - 7.3.5.1. a refrigerator, which should be conveniently situated and of sufficient capacity for the number of persons using the mess room or mess rooms;
 - 7.3.5.2. facilities for hot beverages; and
 - 7.3.5.3. cool potable water facilities.
- 7.3.6. Where available pantries are not accessible to mess rooms, adequate lockers for mess utensils and proper facilities for washing utensils should be provided.
- 7.3.7. The tops of tables and seats should be of damp-resistant material.

8. Standards for Sanitary Facilities

- 8.1. All seafarers shall have convenient access on the ship to sanitary facilities meeting minimum standards of health and hygiene and reasonable standards of comfort, with separate sanitary facilities being provided for men and for women.
- 8.2. There shall be sanitary facilities within easy access of the navigating bridge and the machinery space or near the engine room control center; however, ships and yachts of less than 3,000 GT may be exempted by the Administration from this requirement after consultation with the shipowner and applicable seafarers' organization.
- 8.3. On all ships, a minimum of one toilet, one wash basin and one tub and/or shower for every six persons or less who do not have personal facilities shall be provided at a convenient location.
- 8.4. With the exception of passenger ships, each sleeping room shall be provided with a washbasin having hot and cold running potable fresh water, except where such a washbasin is situated in the private bathroom provided.
- 8.5. In passenger ships normally engaged on voyages of not more than four hours duration, consideration may be given by the Administration for special arrangements or a reduction in the number of facilities required.
- 8.6. Hot and cold running potable fresh water shall be available in all wash places.

8.7. Sanitary Accommodation Guidelines:

- 8.7.1. Washbasins and bathtubs should be of adequate size and constructed of approved material with a smooth surface not liable to crack, flake or corrosion.
- 8.7.2. All toilets should be of an approved pattern and provided with an ample flush of water, available at all times and independently controllable.
- 8.7.3. Sanitary accommodations intended for the use of more than one person should comply with the following requirements:
 - 8.7.3.1. floors should be of approved durable material, impervious to damp, and should be properly drained;
 - 8.7.3.2. bulkheads should be of steel or other approved material and should be watertight up to at least 23 cm above the level of the deck;
 - 8.7.3.3. the accommodation should be sufficiently lit, heated and ventilated;
 - 8.7.3.4. toilets should be situated convenient to, but separate from, sleeping rooms and wash rooms, without direct access from the sleeping rooms or from a passage between sleeping rooms and toilets to which there is no other access; this requirement does not apply where a toilet is located in a compartment between two sleeping rooms having a total of not more than four (4) seafarers; and
 - 8.7.3.5. where there is more than one (1) toilet in a compartment, they should be sufficiently screened to ensure privacy.
- 8.7.4. Towels, soap and toilet paper for all seafarers should be provided by the shipowner.

9. Standards for Hospital Accommodation / Sick Bay

- 9.1. Ships carrying 15 or more seafarers and engaged in a voyage of more than three days duration shall provide separate hospital accommodation / sick bay to be used exclusively for medical purposes.
- 9.2. The Administration may allow for exemption of this requirement for ships engaged in coastal trade.
- 9.3. The accommodation shall, in all weathers, be easy to access, provide comfortable housing for the occupants and be conducive to their receiving prompt and proper attention.
- 9.4. Hospital Accommodation / Sick Bay Guidelines:
 - 9.4.1. The hospital accommodation should be designed so as to facilitate consultation and the giving of medical first aid, and to help prevent the spread of infectious diseases.
 - 9.4.2. The arrangement of the entrance, berths, lighting, ventilation, heating and water supply should be designed to ensure the comfort and facilitate the treatment of the occupants.
 - 9.4.3. The number of hospital berths required should be prescribed by the Administration or an organization authorized to act on its behalf.
 - 9.4.4. Sanitary accommodations should be provided for the exclusive use of the occupants of the hospital accommodation, either as part of the accommodation or in close

proximity thereto. Such sanitary accommodation comprises a minimum of one toilet, one washbasin and one bathtub or shower.

10. Standards for Laundry Facilities

10.1. Appropriately situated and furnished laundry facilities shall be available.

10.2. The laundry facilities provided for the usage by seafarers should include:

10.2.1. washing machines supplied with hot and cold fresh water;

10.2.2. drying machines or adequately heated and ventilated drying rooms; and

10.2.3. irons and ironing boards or their equivalent.

11. Standards for Open Deck Space

All ships shall have a space or spaces on open deck to which the seafarers can have access when off-duty, which are of adequate area having regard to the size of the ship and of the number of seafarers on board.

12. Standards for Offices

All ships shall be provided with separate offices or a common ship's office for use by deck and engine departments; ships of less than 3,000 GT may be exempted by the Administration from this requirement after consultation with the shipowner and applicable seafarers' organization.

13. Standards for Mosquito Protection

Ships regularly trading to mosquito-infested ports shall be fitted with appropriate devices. For guidance, shipowners can refer to the WHO "Guide to Ship Sanitation" which provides ship designer and constructor guidelines for the control of insects, more particularly for sleeping quarters, mess rooms, and dining rooms, indoor recreational areas, as well as all food spaces, where vessels are in transit in areas where flies and mosquitoes are prevalent. Control measures that may be employed by the master and crew are also provided.

14. Standards for Recreational Facilities

14.1. Appropriate recreational facilities, amenities and services for seafarers that take into account provisions on health and safety protection and accident prevention, as adapted to meet the special needs of seafarers that must live and work on ships, shall be provided on board for the benefit of all seafarers.

14.2. Recreational Facilities, Mail and Ship Visit Arrangements Guidelines:

14.2.1. Recreational facilities and services should be reviewed frequently to ensure that they are appropriate in light of changes in the needs of seafarers resulting from technical, operational and other developments in the shipping industry.

14.2.2. Furnishings for recreational facilities should as a minimum include a bookcase and facilities for reading, writing and, where practicable, games.

14.2.3. In connection with the planning of recreation facilities, consideration should be given to the provision of a canteen.

14.2.4. Consideration should also be given to including the following facilities at no cost to the seafarer, where practicable:

- 14.2.4.1. a smoking room;
 - 14.2.4.2. television viewing and the reception of radio broadcasts;
 - 14.2.4.3. showing of films, the stock of which should be adequate for the duration of the voyage and, where necessary, changed at reasonable intervals;
 - 14.2.4.4. sports equipment including exercise equipment, table games and deck games;
 - 14.2.4.5. where possible, facilities for swimming;
 - 14.2.4.6. a library containing vocational and other books, the stock of which should be adequate for the duration of the voyage and changed at reasonable intervals;
 - 14.2.4.7. facilities for recreational handicrafts;
 - 14.2.4.8. electronic equipment such as a radio, TV, video recorders, DVD/CD player, personal computer and software and cassette recorder/player;
 - 14.2.4.9. where appropriate, the provision of bars on board for seafarers unless these are contrary to national, religious or social customs; and
 - 14.2.4.10. reasonable access to ship-to-shore telephone communications, and email and internet facilities, where available, with charges for the use of these services being reasonable in amount.
- 14.2.5. Every effort should be given to ensuring that the forwarding of seafarers' mail is as reliable and expeditious as possible. Efforts should also be taken in order to avoid seafarers being required to pay additional postage when mail has to be readdressed due to circumstances beyond their control.
 - 14.2.6. Measures should be considered to ensure, subject to any applicable national or international laws or regulations, that whenever possible and reasonable, seafarers are expeditiously granted permission to have their partners, relatives and friends as visitors on board their ship when in port. Such measures should meet any concerns for security clearances.
 - 14.2.7. Consideration should be given to the possibility of allowing seafarers to be accompanied by their partners on occasional voyages where this is practicable and reasonable. Such partners should carry adequate insurance coverage against accident and illness; the shipowners should give every assistance to the seafarer to effect such insurance.

15. Standards for Food, Catering & Drinking Water

- 15.1. Each shipowner shall ensure that ships they manage have a supply of sufficient food of good quality, drinking water and catering arrangements that secure the health and well-being of seafarers living on board, taking into account their differing cultural, religious and gastronomic backgrounds, the duration and nature of the voyage, and shall be suitable in respect of quantity, nutritive value, quality and variety.
- 15.2. Seafarers living on board a ship shall be provided with food free of charge during the period of engagement.
- 15.3. Each shipowner shall ensure that their ships meet the following minimum standards:

- 15.3.1. food and drinking water supplies, having regard to the number of seafarers on board, shall be suitable to their religious requirements and cultural practices as they pertain to food;
 - 15.3.2. the organization and equipment of the catering department shall be such as to permit the provision to the seafarers of adequate, varied and nutritious meals prepared and served in hygienic conditions; and
 - 15.3.3. catering staff shall be properly trained or instructed for their positions.
- 15.4. Any accommodation facility that may result in a seafarer ingesting the water intentionally or otherwise must be supplied with potable water.
- 15.5. No seafarer under the age of 18 shall be employed or engaged or work as a ship's cook.
- 15.6. Shipowners shall ensure that seafarers who are engaged as ship's cooks are trained, qualified and found competent for the position.
- 15.7. The requirements under paragraph 15.6 shall include the completion of a training course approved or recognized by the Administration, which covers practical cookery, food and personal hygiene, food storage, stock control, environmental protection and catering health and safety.
- 15.8. On ships operating with a prescribed manning of less than 10 which, by virtue of the size of the crew or the trading pattern, may not be required by the Administration to carry a fully qualified cook, anyone processing food in the galley shall be trained or instructed in areas including food and personal hygiene and handling and storage of food on board ship.
- 15.9. Food and Catering Guidelines:
- 15.9.1. Clean mess utensils should be supplied by the shipowner to all seafarers for use on board during service on the ship.
 - 15.9.2. Plates, cups and other mess utensils should be of approved good quality material which can be easily cleaned.
 - 15.9.3. Seafarers should only be qualified as ships' cooks if they satisfy the following:
 - 15.9.3.1. General Requirements
 - 15.9.3.1.1. Age and Seatime

Applicants must be not less than 18 years of age with a minimum of 12 months seagoing service which may be varied to take into account existing relevant qualifications or experience.
 - 15.9.3.1.2. Medical

Applicants must meet the physical examination requirements for a certificated Deck/Navigational Officer.
 - 15.9.3.1.3. Training

Applicants must have successfully completed a legitimate training course or program covering practical cookery and food preparation, food and personal hygiene, galley

sanitation, nutrition, food storage, stock control, environmental protection and catering health and safety.

15.9.3.2. Certification Requirements

A Cook certificate may be issued to a seafarer of 18 years of age or older who has successfully completed a legitimate training course or program, qualified and is found competent for the position. The Administration will recognize, where appropriate, certificates of qualification issued by other Member States which have ratified the MLC 2006 or the Certification of Ships' Cooks Convention, 1946 (no. 69), or other approved body.

15.9.3.3. Documentation of Qualifications

Vessels are required to have on board documentation attesting to the satisfactory training and qualifications of the Cook or Cooks serving on board.

15.9.4. Tuvalu Marine Guidance MG-1/2012/1 (reference (e) above) provides guidance on food handling, storage and preparation to ensure the health of all persons on board a vessel. It addresses the MLC 2006 requirements that foods meet minimum standards for quality and be prepared and served in hygienic conditions and is intended to compliment this Marine Circular.

16. Inspections

- 16.1. Frequent documented inspections shall be carried out on board ships, by or under the authority of the master, to ensure that seafarer accommodations are clean, decently habitable and maintained in a good state of repair.
- 16.2. Such inspections shall be carried out with respect to:
 - 16.2.1. supplies of food and potable drinking water;
 - 16.2.2. all spaces and equipment used for the storage and handling of food and potable drinking water; and
 - 16.2.3. galley and other equipment for the preparation and service of meals.
- 16.3. The date and results of each such inspection shall be recorded in the Master's official logbook and be available for review.

17. Diversity of Seafarers

In the case of ships where there is need to take into account the interests of seafarers having differing and distinctive religious and social practices, fairly applied variations in respect of these standards may be permitted on condition that such variations do not result in overall facilities less favorable than those which would result from the application of these minimum standards.

18. Exemptions

- 18.1. For ships of less than 200 GT and yachts of less than 500 GT, where it is reasonable to do so, in relation to the requirements of the provisions specified below, taking account of the size of the ship and the number of persons on board, shipowners may seek exemption by the Administration from compliance with:
 - 18.1.1. sub-sections 3.2, 8.4 and section 10; and

18.1.2. sub-sections 5.6, 5.8 and 5.11 to 5.14, with respect to floor area only.

18.2. Any exemptions with respect to the requirements of these minimum standards may be made only where they are expressly permitted in these minimum standards and only for particular circumstances in which such exemptions can be clearly justified on strong grounds and subject to protecting the seafarers' health and safety.

Yours sincerely,

Deputy Registrar
Tuvalu Ship Registry