

Commonwealth of Dominica



Office of the Maritime Administrator

TO: All owners, operators, masters, and crew of Dominica flagged vessels; Recognized Organizations; Flag State Inspectors; Seafarers holding or seeking Dominica licensing and/or training; and Seafarer Recruitment or Placement Agencies.

SUBJECT: MARITIME LABOUR CONVENTION COMPLIANCE
Title 3: Accommodation, Recreational Facilities, Food and Catering

REFERENCE:

- (a) Maritime Labour Convention, 2006;
- (b) Dominica Maritime Act, 2002, as amended;
- (c) Dominica Maritime Regulations, as amended;
- (d) CDP 300 – Mariner Training and Certification;
- (e) CDP 800 – Dominica Maritime Labour Compliance;
- (f) ILO Convention No. 68 (Food and Catering);
- (g) ILO Convention No. 69 (Certification of Ships’ Cooks);
- (h) ILO Convention No. 75 (Accommodation of Crews);
- (i) ILO Convention No. 92 (Accommodation of Crews, Revised); and
- (j) ILO Convention No. 133 (Accommodation of Crews, Supplementary Provisions).

APPLICABILITY: All Dominica flagged ships whether publically or privately owned ordinarily engaged in commercial

activities and international voyages; all seafarers; all shipowners and shipowners' associations providing employment to Dominica vessels or Dominica credentialed seafarers; and all seafarer recruitment and placement agencies providing services to Dominica credentialed seafarers.

EXCEPTIONS:

The following ships are exceptions to the requirements of this policy letter:

- **Ships which navigate exclusively in inland waters or waters within, or closely adjacent to, sheltered water or areas where port regulations apply;**
- **Ships not ordinarily engaged in commercial activities or international voyages;**
- **Ships engaged in fishing or in similar pursuits;**
- **Ships of traditional build such as dhows and junks; and**
- **Warships or naval auxiliaries.**

PURPOSE:

The purpose of this Circular is to bring to the attention of all concerned guidance regarding changes to the requirements of accommodations, recreational facilities, food and catering on board ships. Accommodation, recreational facilities, and food and catering include but are not limited to the following:

1. Accommodation and Recreational Facilities
2. Food and Catering

BACKGROUND:

On 7 February 2006 the 94th Session of the General Conference of the International Labour Organization (ILO) was convened in Geneva by the governing body of the ILO in order to consolidate existing international maritime labour Conventions and Recommendations, including the fundamental principles in other international labour Conventions. On 23 February 2006, the resultant document was adopted by the General Conference of the International Labour Organization as the Maritime Labour Convention, 2006.

CDP 800 *Dominica Maritime Labour Compliance* has been adopted by the Commonwealth of Dominica Maritime Administration as a national instrument to effectively implement

provisions of Maritime Labour Convention, 2006. The following information corresponds to the provisions of Title 1 of CDP 800.

DEFINITIONS:

1. *Able Seafarer* means any seafarer who is deemed competent to perform any duty which may be required of a rating serving in the deck department, other than the duties of a supervisory or specialist rating, or who is defined as such by national laws, regulations or practice, or by collective agreement;
2. *Basic Pay or Wages* means the pay, however composed, for normal hours of work; it does not include payments for overtime worked, bonuses, allowances, paid leave or any other additional remuneration;
3. *Consolidated Wage* means a wage or salary which includes the basic pay and other pay-related benefits; a consolidated wage may include compensation for all overtime hours which are worked and all other pay-related benefits, or it may include only certain benefits in a partial consolidation;
4. *Seafarer* means any person who is employed or engaged or works in any capacity on board a ship;
5. *Hours of work* means the time during which seafarers are required to do work on account of the ship;
6. *Hours of rest* means the time outside hours of work; this term does not include short breaks;
7. *Night* is the period of time between 9 PM (2100) to 6 AM (0600);
8. *Overtime* means time worked in excess of the normal hours of work;
9. *Seafarer Employment Agreement* includes both a contract of employment and articles of agreement;
10. *Seafarer Recruitment and Placement Service* means any person, company, institution, agency or other organization, in the public or private sector, which is engaged in recruiting seafarers on behalf of shipowners or placing seafarers with shipowners;

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11. *Ship* means a ship other than one which navigates exclusively in inland waters or waters within, or closely adjacent to, sheltered waters or areas where port regulations apply;
12. *Shipowner* means 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 *CDP-800 Maritime Labour Compliance*, regardless of whether any other organizations or persons fulfill certain of the duties or responsibilities on behalf of the shipowner;
13. *Ships Cook* means a seafarer with responsibility for food preparation.

REQUIREMENTS:

General

1. Accommodation and Recreational Facilities

- a) Ships must provide and maintain decent accommodation and recreational facilities for seafarers working or living on board, or both, consistent with promoting the seafarer's health and well-being;
- b) With respect to the requirements of CDP-800 which relate to ship construction and equipment, ships constructed before 20 August 2013, when Dominica Maritime Labour Compliance shall be implemented, shall comply with the following requirements:
- i. The general requirements in paragraph (a) above; and
 - ii. The requirements relating to ship construction and equipment that are set out throughout this Policy Letter.
- c) A ship shall be deemed to have been constructed on the date when its keel is laid or when it is at a similar stage of construction;
- d) Ships must:

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- i. Meet the minimum standards for on-board accommodation and recreational facilities in CDP 800, including the provisions of Policy Letter CD-PL 08-13 related to health and safety protection and accident prevention, to ensure that any accommodation for seafarers, working or living on board, or both, is safe, decent in light of the specific needs of seafarers that both live and work on board ship;
 - ii. Be inspected in accordance with the provisions of Policy Letter CD-PL 09-13 and CDP 800 to ensure initial and ongoing compliance with those standards;
 - e) Frequent inspections must 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. The results of each such inspection must be recorded and be available for review;
 - f) Where there is need to take account, without discrimination, of the interests of seafarers having differing and distinctive religious and social practices, Dominica Maritime Administration may permit fairly applied variations in respect of the requirements in this Policy Letter and CDP 800 on condition that such variations do not result in overall facilities less favourable than those which would result from the application of those requirements;
 - g) The Commonwealth of Dominica Maritime Administration may exempt ships of less than 500 gross tonnage from certain requirements as specified below in paragraphs i, ii, iii, and iv provided that all of the conditions are met:
 - i. The exemption must be expressly permitted below with respect to the requirement concerned;
 - ii. The exemption must be reasonable, taking account of the size of the ship and the number of persons on board;
 - iii. The exemption can be clearly justified on strong grounds due to particular circumstances; and
 - iv. The exemption is subject to the need to protect the seafarers' health and safety.

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- h) With respect to general requirements for design and construction:
- i. There must be adequate headroom in all seafarer accommodation; the minimum permitted headroom where full and free movement is necessary shall not be less than 203 centimetres; Dominica Maritime Administration may permit some limited reductions in headroom in any space, or part of any space, in such accommodation where it is satisfied that such reduction:
 - a. Is reasonable; and
 - b. Will not result in discomfort to the seafarer;
 - ii. The accommodation shall be adequately insulated;
 - iii. In ships other than passenger ships, as defined in Regulation 2(e) and (f) of the International Convention for the Safety of Life at Sea, 1974, as amended (the SOLAS Convention), 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;
 - iv. In passenger ships, and in special ships constructed in compliance with the IMO Code of Safety for Special Purpose Ships, 1983, and subsequent versions (hereinafter called “special purpose ships”), Dominica Maritime Administration may, on condition that satisfactory arrangements are made for lighting and ventilation, permit the location of sleeping rooms below the load line, but in no case shall they be located immediately beneath working alleyways;
 - v. 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 other approved substance and be watertight and gas-tight;

- vi. The materials used to construct internal bulkheads, paneling and sheeting, floors and joinings must be suitable for the purpose and conducive to ensuring a healthy environment;
- vii. External bulkheads of sleeping rooms and mess rooms must be adequately insulated; all machinery casings and all boundary bulkheads of galleys and other spaces in which heat is produced must be adequately insulated where there is a possibility of resulting heat effects in adjoining accommodation or passageways; measures must also be taken to provide protection from heat effects of steam or hot-water service pipes or both;
- viii. Sleeping rooms, mess rooms, recreation rooms and alleyways in the accommodation space must be adequately insulated to prevent condensation or overheating;
- ix. The bulkhead surfaces and deckheads must be of a material with a surface easily kept clean; no form of construction likely to harbor vermin shall be used; the bulkhead surfaces and deckheads in sleeping rooms and mess rooms must be capable of being easily kept clean and light in colour with a durable, nontoxic finish;
- x. The decks in all seafarer accommodation must be of approved material and construction and must provide a non-slip surface impervious to damp and easily kept clean; where the floorings are made of composite materials, the joints with the sides must be profiled to avoid crevices;
- xi. Proper lighting and sufficient drainage must be provided;
- xii. Accommodation and recreational and catering facilities must meet the requirements set out in Policy Letter CD-PL 08-13, 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. In particular:
 - a. Accommodation and recreational and catering facilities must be located as far as practicable from the engines, steering gear rooms, deck winches, ventilation, heating and air-conditioning equipment and other noisy machinery and apparatus;

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- b. Acoustic insulation or other appropriate sound-absorbing materials must 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;
 - c. Engine rooms and other machinery spaces must be provided, wherever practicable, with soundproof centralized control rooms for engine-room personnel; working spaces, such as the machine shop, must be insulated, as far as practicable, from the general engine-room noise and measures must be taken to reduce noise in the operation of machinery;
 - d. The limits for noise levels for working and living spaces must be in conformity with ILO international guidelines 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 , 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;
 - e. No accommodation or recreational or catering facilities must be exposed to excessive vibration;
 - f. Ships regularly trading to mosquito-infested ports must be fitted with appropriate devices;
- i) With respect to requirements for ventilation and heating:
- i. Sleeping rooms and mess rooms must be adequately ventilated; the system of ventilation for sleeping rooms and mess rooms must 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;
 - ii. Ships, except those regularly engaged in trade where temperate climatic conditions do not require this, must be equipped with air conditioning

for seafarer accommodation, for any separate radio room and for any centralized machinery control room; in particular, air-conditioning systems, whether of a centralized or individual unit type, must be designed to:

- a. 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
 - b. Facilitate easy cleaning and disinfection to prevent or control the spread of disease.
- iii. All sanitary spaces must have ventilation to the open air, independently of any other part of the accommodation;
- iv. Adequate heat through an appropriate heating system must be provided, except in ships exclusively on voyages in tropical climates; furthermore:
- a. The system of heating the seafarer accommodation must be in operation at all times when seafarers are living or working on board and conditions require its use;
 - b. In all ships in which a heating system is required, the heating must be by means of hot water, warm air, electricity, steam or equivalent except that within the accommodation area, steam must not be used as a medium for heat transmission;
 - c. The heating system must 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;
 - d. Radiators and other heating apparatus must be placed and, where necessary, shielded so as to avoid risk of fire or danger or discomfort to the occupants; and

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- v. Power for the operation of the air conditioning and other aids to ventilation required by the preceding subparagraphs must be available at all times when seafarers are living or working on board and conditions require; however, this power need not be provided from an emergency source.
 - j) Ships of less than 500 gross tonnage may, subject to the conditions set out in paragraph (g) above, be exempted from the requirement in paragraph i(ii).
 - k) With respect to requirements for lighting, subject to such special arrangements as may be permitted by Dominica Maritime Administration for passenger ships, sleeping rooms and mess rooms must be lit by natural light and provided with adequate artificial light. In particular:
 - i. Electric light must be provided in seafarers' accommodation;
 - ii. If there are not two independent sources of electricity for lighting, additional lighting must be provided by properly constructed lamps or lighting apparatus for emergency use.
 - iii. In seafarers' sleeping rooms an electric reading lamp must be installed at the head of each berth;
 - iv. Suitable standards of natural and artificial lighting should be fixed by the classification societies recognized by the Administrator.
 - l) When sleeping accommodation on board ships is required, the following requirements for sleeping rooms apply:
 - i. In ships other than passenger ships, an individual sleeping room must be provided for each seafarer; in the case of a ship of less than 3,000 gross tonnage or special purpose ships, exemptions from this requirement may be granted by Dominica Maritime Administration after special consideration;
 - ii. Subject to the minimum floor area requirements set out below in paragraph (m):

- a. On ships of less than 3,000 gross tonnage other than passenger ships and special purpose ships, sleeping rooms may be occupied by a maximum of two seafarers;
 - b. On passenger ships, sleeping rooms may be occupied by a maximum of four seafarers not carrying out the duties of ship's officers; in the case of seafarers performing the duty of petty officers, there must be no more than two persons per sleeping room;
 - c. On special purpose ships sleeping rooms may accommodate more than four persons;
- iii. Separate sleeping rooms must be provided for men and women;
- iv. As far as practicable, sleeping rooms of seafarers must be so arranged that watches are separated and that no seafarers working during the day share a room with watchkeepers;
- v. Sleeping rooms must be of adequate size and properly equipped so as to ensure reasonable comfort and to facilitate tidiness;
- a. Where the size of the ship, the activity in which it is to be engaged and its layout make it reasonable and practicable, sleeping rooms must be planned and equipped with a private bathroom, including a toilet, so as to provide reasonable comfort for the occupants and to facilitate tidiness;
 - b. For each occupant, the furniture, which must be of smooth, hard material not liable to warp or corrode, must include a clothes locker of ample space (minimum 475 litres) and a drawer or equivalent space of not less than 56 litres; if the drawer is incorporated in the clothes locker than the combined minimum volume of the clothes locker must be 500 litres; it must be fitted with a shelf and be able to be locked by the occupant so as to ensure privacy;

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- c. Each sleeping room must 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;
 - d. Each sleeping room must be fitted with curtains or equivalent for the sidelights, as well as a mirror, small cabinets for toilet requisites, a book rack and a sufficient number of coat hooks;
- vi. Berths must meet the following standards:
- a. A separate berth for each seafarer must in all circumstances be provided;
 - b. The minimum inside dimensions of a berth must be at least 198 centimeters by 80 centimetres;
 - c. There must be adequate berth arrangements on board, making it as comfortable as possible for the seafarer and any partner who may accompany the seafarer;
 - d. Berths must not be arranged in tiers of more than two; in the case of berths placed along the ship's side, there must be only a single tier where a sidelight is situated above the berth;
 - e. The lower berth in a double tier must be not less than 30 centimetres above the floor; the upper berth must be placed approximately midway between the bottom of the lower berth and the lower side of the deckhead beams;
 - f. The framework and the lee-board, if any, of a berth must be of approved material, hard, smooth, and not likely to corrode or to harbor vermin;
 - g. If tubular frames are used for the construction of berths, they must be completely sealed and without perforations which would give access to vermin;
 - h. Each berth must be fitted with a comfortable mattress with cushioning bottom or combined cushioning mattress, including a

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- spring bottom or a spring mattress; the mattress cushioning material used must be made of approved material;
- i. Stuffing of material likely to harbor vermin must not be used;
 - j. When one berth is placed over another, a dust-proof bottom must be fitted beneath the bottom mattress or spring bottom of the upper berth;
 - k. Clean good quality bedding must be supplied by the shipowner to all seafarers for use on board during service on the ship, and such seafarers must be responsible for their return at times specified by the master and on completion of service in the ship.
- m) Unless otherwise provided, sleeping rooms must have the minimum floor areas set out below (space occupied by berths and lockers, chests of drawers and seats must be included in the measurement of the floor area; small or irregularly shaped spaces which do not add affectively to the space available for free movement and cannot be used for installing furniture must be excluded):
- i. In single berth seafarer's sleeping rooms the floor area must not be less than:
 - a. 4.5 square metres in ships of less than 3,000 gross tonnage;
 - b. 5.5 square metres in ships of 3,000 gross tonnage or over but less than 10,000 gross tonnage;
 - c. 7 square metres in ships of 10,000 gross tonnage or over;
 - ii. In order to provide single berth sleeping rooms on ships of less than 3,000 gross tonnage, passenger ships and special purpose ships, the Dominica Maritime Administration may allow a reduced floor area;
 - iii. In ships of less than 3,000 gross tonnage other than passenger ships and special purpose ships, where sleeping rooms are occupied by two seafarers, the floor area of such sleeping room must not be less than 7 square metres;

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- iv. On passenger ships and special purpose ships the floor area of sleeping rooms for seafarers not performing the duties of ships' officers must not be less than:
 - a. 7.5 square metres in rooms accommodating two persons;
 - b. 11.5 square metres in rooms accommodating three persons;
 - c. 14.5 square metres in rooms accommodating four persons;
 - v. On special purpose ships sleeping rooms where more than four seafarers are accommodated, the floor area must not be less than 3.6 square metres per person;
 - vi. On ships other than passenger ships and special purpose ships, for seafarers who perform the duties of ships' officers where no private sitting room or day room is provided, the floor area per person must not be less than:
 - a. 7.5 square metres in ships of less than 3,000 gross tonnage;
 - b. 8.5 square metres in ships of 3,000 gross tonnage and over but less than 10,000 gross tonnage;
 - c. 10 square metres in ships of 10,000 gross tonnage and over;
 - vii. On passenger ships and special purpose ships, 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 must not be less than 7.5 square metres and for senior officers not less than 8.5 square metres; junior officers are understood to be at the operational level, and senior officers at the management level;
 - viii. The master, the chief engineer and the chief navigating officer, and where practicable the second engineer officer, must have, in addition to their sleeping rooms, an adjoining sitting room, day room or equivalent additional space; ships of less than 3,000 gross tonnage may be exempted by Dominica Maritime Administration from this requirement;

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- n) Ships of less than 500 gross tonnage may, subject to the conditions set out in paragraph (g) above, may be exempted from the requirements in subparagraphs (i) and (iii) of paragraph (m) in so far as those subparagraphs relate to the floor area;
- o) Mess rooms must comply with the following standards:
- i. They must be located apart from the sleeping rooms and as close as practicable to the galley; ships of less than 3,000 gross tonnage may be exempted by Dominica Maritime Administration from this requirement;
 - ii. They must 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;
 - iii. Mess room facilities may be either common or separate. Consideration should be given for factors such as size of the ship and the distinctive cultural, religious and social needs of the seafarers. The decision in this respect shall in all cases be subject to the approval of the Dominica Maritime Administration;
 - iv. Where separate mess room facilities are to be provided to seafarers, then separate mess rooms must be provided for the master and officers and for petty officers and other seafarers;
 - v. On ships other than passenger ships, the floor area of mess rooms for seafarers must be not less than 1.5 square metres per person of the planned seating capacity;
 - vi. In all ships, mess rooms must 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;
 - vii. The tops of tables and seats must be of a damp-resistant material;
 - viii. There must be available at all times when seafarers are on board:

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- a. A refrigerator, which must be conveniently situated and of sufficient capacity for the number of persons using the mess room or mess rooms;
 - b. Facilities for hot beverages and cool water;
 - c. Where available pantries are not accessible to mess rooms, adequate lockers for mess utensils and proper facilities for washing utensils must be provided;
 - d. Mess utensils, including plates, cups, and other mess utensils, of approved material which can be easily cleaned, must be supplied by the shipowner to all seafarers for use on board during service on the ship, and such seafarers must be responsible for their return at times specified by the master and on completion of service in the ship;
- p) With respect to requirements for sanitary facilities:
- i. All seafarers must 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 women;
 - ii. There must be sanitary facilities within easy access of the navigating bridge and the machinery space or near the engine room control centre; ships of less than 3,000 gross tonnage may be exempted by Dominica Maritime Administration from this requirement;
 - iii. In all ships a minimum of one toilet, one wash basin and one tub or shower or both for every six persons or less who do not have personal facilities must be provided at a convenient location;
 - iv. With the exception of passenger ships, each sleeping room must be provided with a washbasin having hot and cold running fresh water, except where such a washbasin is situated in the private bathroom provided; ships of less than 500 gross tonnage may, subject to the conditions set out in paragraph (g) above, be exempted from this requirement;

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- v. Where separate facilities for engine department personnel to change their clothes are provided, they must be located outside the machinery space but with easy access to it; and must be fitted with individual clothes lockers as well with tubs or showers or both and washbasins having hot and cold running fresh water;
 - vi. In passenger ships normally engaged on voyages of not more than four hours' duration, Dominica Maritime Administration may approve special arrangements or reduction in the number of facilities required;
 - vii. Hot and cold running fresh water must be available in all wash places;
 - viii. Washbasins and tub baths must be of adequate size and construction of approved material with a smooth surface not liable to crack, flake, or corrode;
 - ix. All toilets must be of an approved pattern and provided with an ample flush of water or with some other suitable flushing means, such as air, which are available at all times and independently controllable;
 - x. Sanitary accommodation intended for the use of more than one person must comply with the following:
 - a. Floors must be of approved durable material, impervious to damp, and must be properly drained;
 - b. Bulkheads must be of steel or other approved material and must be watertight up to at least 23 centimetres above the level of the deck;
 - c. The accommodation must be sufficiently lit, heated and ventilated;
 - d. Toilets must be situated conveniently 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 seafarers;

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- e. Where there is more than one toilet in a compartment, they must be sufficiently screened to ensure privacy;
 - f. Towels, soap and toilet paper for all seafarers must be provided by the shipowner;
- q) Ships carrying 15 or more seafarers and engaged in a voyage of more than three days' duration must provide separate hospital accommodation to be used exclusively for medical purposes and complying with the following requirements:
- i. Hospital accommodation must, in all weathers, be easy of access, provide comfortable housing for the occupants and be conducive to their receiving prompt and proper attention, in particular:
 - a. It must be designed so as to facilitate consultation and the giving of medical first aid and to help prevent the spread of infectious diseases;
 - b. The arrangement of the entrance, berths, lighting, ventilation, heating and water supply must be designed to ensure the comfort and facilitate the treatment of the occupants;
 - c. The number of hospital berths that should be provided are as follows:
 - 1. One berth on each ship carrying 15 or more persons engaged in a voyage of more than three days' duration;
 - 2. One additional berth for every 50, or fraction of 50, members of the crew or special personnel;
 - 3. In any case there need not be more than six berths.
 - ii. Sanitary accommodation must 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 must comprise a minimum of one toilet, one washbasin and one tub or shower;

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- r) Appropriately situated and furnished laundry facilities must be available. The laundry facilities must include:
- i. Washing machines;
 - ii. Drying machines or adequately heated and ventilated drying rooms; and
 - iii. Irons and ironing boards or their equivalent.
- s) Ships of less than 500 gross tonnage may, subject to the conditions set out in paragraph (g) above, be exempted from the requirement of paragraph (r);
- t) Appropriate seafarers' recreational facilities, amenities and services, as adapted to meet the special needs of seafarers who must live and work on ships, must be provided on board for the benefit of all seafarers, taking into account the provisions on health and safety protection and accident prevention in Policy Letter CD-PL 08-13 and CDP-800. Recreational facilities and services must be reviewed frequently to ensure that they are appropriate in the light of changes in the needs of seafarers resulting from technical, operational and other development in the shipping industry. In particular, ships must:
- i. 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 the number of seafarers in board;
 - ii. Be provided with separate offices or a common ship's office for use by deck and engine departments; ships of less than 3,000 gross tonnage may be exempted by Dominica Maritime Administration from this requirement;
 - iii. Provide furnishings for recreational facilities that as a minimum include a bookcase and facilities for reading, writing and, where practicable, games, and where appropriate, a canteen;
 - iv. Include the following facilities at no cost to the seafarer, where practicable:
 - a. A smoking room;

- b. Television viewing and the reception of radio broadcasts;
 - c. Showing of films, the stock of which must be adequate for the duration of the voyage and, where necessary, changed at reasonable intervals;
 - d. Sports equipment including exercise equipment, table games and deck games;
 - e. Facilities for swimming;
 - f. A library containing vocational and other books, the stock of which must be adequate for the duration of the voyage and changed at reasonable intervals;
 - g. Facilities for recreational handicrafts;
 - h. Electronic equipment such as radio, television, video recorders, DVD/CD player, personal computer and software and cassette recorder/player; and
 - i. Reasonable access to ship-to-shore telephone communications, and email and internet facilities, where available, with any charges for the use of these services being reasonable in amount;
- v. Ensure that the forwarding of seafarers' mail is as reliable and expeditious as possible; efforts should also be considered for avoiding seafarers being required to pay additional postage when mail has to be readdressed owing to circumstances beyond their control;
- vi. Whenever possible and reasonable, expeditiously grant seafarers permission to have their partners, relatives and friends as visitors on board their ship when in port; such measures must meet any concerns for security clearances;
- vii. Allow seafarers to be accompanied by their partners on occasional voyages where this is practicable and reasonable; such partners must carry adequate insurance to cover against accident and illness; the

shipowners must give every assistance to the seafarer to effect such insurance.

2. Food and Catering

- a) Ships must, in accordance with paragraphs (b) and (c) below, carry on board and serve food and drinking water that is of appropriate quality, nutritional value and quantity and adequately covers the requirements of the ship;
- b) Seafarers on board a ship must be provided with food free of charge during the period of engagement;
- c) The following minimum standards for food and catering apply:
 - i. Food and drinking water supplies, having regard to the number of seafarers on board, their religious requirements and cultural practices as they pertain to food, and the duration and nature of the voyage, must be suitable in respect of quantity, nutritional value, quality and variety;
 - ii. The organization and equipment of the catering department must be such as to permit the provisions to the seafarers of adequate, varied and nutritious meals prepared and served in hygienic conditions;
 - iii. Catering staff must be properly trained or instructed for their positions, and any seafarers engaged as ships' cooks must have completed a training course approved or recognized by Dominica Maritime Administration, which covers practical cookery, food and personal hygiene, food storage, stock control, and environmental protection and catering health and safety.
- d) Seafarers shall only be qualified as ships' cooks if they satisfy the following:
 - i. Applicants must not be less than 18 years of age;
 - ii. They meet the physical examination requirements for certificated deck/navigational officer;
 - iii. Have passed an examination prescribed by Dominica Maritime Administration or passed an equivalent examination at an approved

training course for cooks or hold a certificate of qualification as a ship's cook; and

- iv. Meet the requirements of Regulation VI/I of the STCW Convention.
- e) On ships operating with a prescribed manning of less than ten which, by virtue of the size of the crew or the trading pattern, may not be required by Dominica Maritime Administration to carry a fully qualified cook, anyone processing food in the galley must be trained or instructed in areas including food and personal hygiene as well as handling and storage of food on board ships;
- f) In circumstances of exceptional necessity, Dominica Maritime Administration may issue a dispensation permitting a non-fully qualified cook to serve in a specified 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.
- g) Frequent documented inspections must be carried out on board ships, by or under the authority of the master, with respect to:
 - i. Supplies of food and drinking water;
 - ii. All spaces and equipment used for the storage and handling of food and drinking water;
 - iii. Galley and other equipment for the preparation and service of meals.

Required Action by Owners/Operators

1. Shipowners and operators are instructed to review CDP 800 *Dominica Maritime Labour Compliance* to ensure that all provisions of CDP 800 are implemented specifically relating to the topics of this Policy Letter.

Required Action by Seafarers

1. Seafarers are invited to review CDP 800 to ensure that they are fully compliant with the requirements of the instrument and that they are aware of their rights and obligations.

Required Action by Recruitment and Placement Organizations

1. Recruitment and placement organizations are required to ensure that compliance with the Maritime Labour Convention, 2006 or with Annex A of this Policy Letter are demonstrated to interested parties, such as shipowners and operators where applicable.
2. Recruitment and placements organizations are also responsible for meeting the requirements of the Maritime Labour Convention, 2006 or CDP 800 through Annex A with respect to the services offered to seafarers and/or shipowners/operators.

Any questions can be directed to (as applicable):

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