



# MGN 477 (M) Amendment 1

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## Maritime Labour Convention, 2006: Seafarers' Employment Agreements

**Notice to all shipowners, ship operators and ship managers; employers of seafarers; masters, officers and seafarers on sea-going ships ordinarily engaged in commercial operations.**

*This notice should be read in conjunction with Part 4 of the Merchant Shipping (Maritime Labour Convention) (Minimum Requirements for Seafarers etc.) Regulations 2014. (the "MLC Minimum Requirements Regulations")*

*This Marine Guidance Note ("MGN") replaces MGNs 148(M) and 149(M) in respect of those vessels to which the MLC Minimum Requirements Regulations apply. MGN 474(M) replaces MGNs 148(M) and 149(M) in respect of those vessels, not subject to the MLC Minimum Requirements Regulations, which will still require Crew Agreements.*

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### Summary

- Every seafarer employed on a vessel to which the Merchant Shipping (Maritime Labour Convention) (Minimum Requirements for Seafarers etc.) Regulations 2014 ("the MLC Minimum Requirements Regulations") apply must have a legally enforceable Seafarer Employment Agreement (an "SEA").
- An SEA must include the minimum information specified in the MLC Minimum Requirements Regulations, set out at Annex 1 to this Notice.
- The notice period for termination of an SEA must be at least seven days, and must not be shorter for the shipowner than for the seafarer.
- An SEA may consist of more than one document; for example, it may include a Collective Bargaining Agreement.
- If an SEA is not in English, an English translation must be provided on board the ship. A recommended model format for an SEA for an employed seafarer is provided at Annex 2 to this MGN, if required. The format is not mandatory however all the required information must be included in any alternative form of Seafarer Employment Agreement.
- When a seafarer's work on a ship comes to an end, the seafarer must be provided with a record of their service on board the ship.
- Ships not subject to the MLC Minimum Requirement Regulations will remain subject to the provisions of the Merchant Shipping (Crew Agreements, Lists of Crew and Discharge of Seamen) Regulations 1991. MGN 474 (M) sets out the requirements for such ships.
- Amendment 1 adds a link to the publication on "Equality of Opportunity and Diversity in the European Shipping Industry: Eliminating Workplace Harassment and Bullying" in section 15.1.



## **1. Introduction**

- 1.1 The Merchant Shipping (Maritime Labour Convention) (Minimum Requirements for Seafarers etc.) Regulations 2014 (the “MLC Minimum Requirements Regulations”) require every seafarer on a ship to which they apply to have an individual Seafarer Employment Agreement (an “SEA”).
- 1.2 SEAs replace the “collective” Crew Agreements (previously required for most ships under the Merchant Shipping (Crew Agreements, Lists of Crew and Discharge of Seamen) Regulations 1991) for those vessels subject to the MLC Minimum Requirements Regulations.
- 1.3 These changes give effect to the provisions of Regulation 2.1, Standard A2.1 and Guideline B2.1 of the International Labour Organization (ILO) Maritime Labour Convention, 2006.

## **2. Amendments to the Merchant Shipping Act 1995 and the Merchant Shipping (Crew Agreements, List of Crew and Discharge of Seamen) Regulations 1991 (SI 1991/2144).**

- 2.1 Detailed information on the amendments made by the Merchant Shipping (Maritime Labour Convention) (Consequential and Minor Amendments) Regulations 2014 is contained in Annex 3 to this MGN. The overall effect is to provide for the replacement of “Crew Agreements” by individual SEAs.

## **3. Application**

- 3.1 Except for those vessels referred to in paragraph 3.2 below, the MLC Minimum Requirements Regulations apply to all sea-going UK ships wherever they may be, and to non-UK ships in UK waters.
- 3.2 The MLC Minimum Requirements Regulations do not apply to—
  - i) Pleasure vessels;
  - ii) Fishing vessels;
  - iii) Ships of traditional build;
  - iv) Warships or naval auxiliaries; and
  - v) Vessels which are not ordinarily engaged in commercial activities

## **4. Duty to enter Seafarer Employment Agreement**

- 4.1 Every seafarer working on a UK sea-going ship to which the MLC Minimum Requirements Regulations apply must have a written SEA with another person in respect of the seafarer’s work on a ship, which contains at least the information specified in Schedule 1 to the MLC Minimum Requirements Regulations (see Annex 1 to this MGN).
- 4.2 Where the seafarer is directly employed by the shipowner the SEA should be between the seafarer and the shipowner and must be signed by both the seafarer and the shipowner or an authorised signatory of the shipowner. Any signatory authorised by the shipowner to sign SEAs for seafarers working on the ship should be named in Part 2 of the Declaration of Maritime Labour Compliance for the ship.
- 4.3 Where a seafarer is not directly employed by the shipowner but is employed by a third party (e.g. a manning agency), the employer must be a party to the SEA. In such cases, the shipowner (or an authorised signatory of the shipowner) must also sign the agreement to guarantee that the shipowner will meet any obligations of the employer to the seafarer under the SEA, which fall under Parts 1 and 2 of Annex 1 to this MGN, if the employer fails to meet those obligations. The “Model Format for a Seafarer Employment Agreement for an



Employed Seafarer” (see Annex 2 to this MGN) accordingly makes provision for both the employer and the shipowner, as well as the seafarer, to sign the SEA.

4.4 In every case, both the seafarer and the shipowner must have copies of the SEA signed by all the relevant parties.

#### 4.5 Seafarers who are not employees

4.5.1 The MLC Minimum Requirements Regulations require that where seafarers who are not employees are working on a ship, they should have evidence of contractual or similar arrangements providing them with decent working and living conditions on board the ship. In this context the term “a seafarer who is not an employee” is considered by the Maritime and Coastguard Agency (MCA) to apply to a seafarer who is a self-employed person.

4.5.2 A seafarer who is self-employed must have an SEA containing at least the information set out in Parts 1 and 3 of Annex 1 to this MGN.

#### 4.6 Trainees

4.6.1 There may also be instances where “trainees”, whose sole purpose in working on a ship is to receive training, are present on a ship under the terms of a written agreement (a “training agreement”) with a training provider. Such “trainees” are nonetheless regarded as seafarers for the purposes of the MLC Minimum Requirements Regulations.

4.6.2 If the shipowner is not a party to the training agreement between the trainee and the training provider, that training agreement may nonetheless be considered to be substantially equivalent to an SEA for the purposes of the MLC Minimum Requirements Regulations, provided it meets the “Minimum Requirements for a Training Agreement” set out in Marine Guidance Note MGN 485(M). Further information on “trainees” and “training agreements” is also contained in that MGN.

### **5. Content of Seafarer Employment Agreement**

5.1 The minimum information required to be contained in a SEA is set out in Parts 1, 2 and 3 of Annex 1 to this MGN (which reproduces Schedule 1 to the MLC Minimum Requirements Regulations). Provision of such information may be achieved by including a cross reference in the SEA to another document such as a collective bargaining agreement, provided a copy of such document is kept on board the ship and is available for inspection by seafarers or Flag State or Port State inspectors.

5.2 Separate provision is made for seafarers who are employees and those who are not. An SEA for an employed seafarer must include the information in Parts 1 and 2 of Annex 1. An SEA for a self-employed seafarer must include the information in Parts 1 and 3 of Annex 1.

5.3 A suggested Model Format for Seafarer Employment Agreements for employed seafarers is set out at Annex 2 of this MGN. This format is not mandatory, but is included in particular to assist smaller businesses without in-house expertise.

5.4 Any agreement, be it an individual agreement or one which incorporates the provisions of a collective bargaining agreement, may serve as an SEA, provided that it contains the minimum information specified in the relevant parts of Annex 1 to this MGN (see paragraph 5.2). However, such an agreement must not contain any terms or conditions that are contrary to the law of the United Kingdom and in particular those implementing the fundamental rights of seafarers. For example, an agreement that prohibited



seafarers from being members of, or contacting, an independent trade union would not be permitted, since such is not consistent with UK law on freedom of association. Existing contracts of employment or collective bargaining agreements, including those relating to employment on ships previously registered with other administrations but subsequently re-registered on the UK Register, may continue to be used, provided that they fulfil the above minimum conditions.

- 5.5 Seafarers signing an SEA must be given an opportunity to examine and seek advice on the terms and conditions of that agreement before signing it, and have any other facilities they need to ensure that they have freely entered into the SEA with a sufficient understanding of their rights and responsibilities.
- 5.6 Each SEA must therefore include a statement signed by the shipowner or their representative and the seafarer confirming that the seafarer
  - i) Has been given the opportunity to review and seek advice on their SEA;
  - ii) Has received an explanation of their rights and responsibilities under the agreement before signing it, and
  - iii) That they have entered into the agreement freely

## **6. Minimum Notice Period**

- 6.1 The minimum period of notice to be given by the parties to terminate the seafarer's employment under an SEA is primarily a matter for agreement between the parties concerned but
  - i) Must be stated in the SEA;
  - ii) Must be the same for each party; and
  - iii) Must not be less than seven days.
- 6.2 It is recognised that in some circumstances, seven days may be too long a period of notice. The MLC Minimum Requirements Regulations therefore provide for a shorter period of notice without penalty in the case of a request for termination on compassionate grounds, or where the seafarer is dismissed for gross misconduct.
- 6.3 What is meant by "compassionate grounds" and "gross misconduct" in the context of paragraph 6.2 should be clarified in the SEA. MCA will not be defining these or specifying what must be covered in the SEA but a possible example of "compassionate grounds" might be where, during the course of a voyage it is confirmed that the spouse, partner, child or parent of a seafarer has fallen dangerously ill, been seriously injured or has died. An example of "gross misconduct" might be a serious breach or ongoing breaches of the Merchant Navy Code of Conduct (if applicable) for which dismissal is the appropriate penalty.
- 6.4 Whilst it is left to the shipowner/employer to decide the actual minimum period of notice to be given to terminate a seafarer's employment, subject to the 7 day minimum period referred to in paragraph 6.1 above, MCA will query the imposition of notice periods that could be construed as being unduly restrictive on seafarers e.g. a notice period of several months. Also when determining the minimum period of notice to be included in an SEA it should be borne in mind that the MLC Minimum Requirements Regulations provide that the shipowner (or employer) must give at least the same period of notice as that required to be given by the seafarer e.g. a minimum period of three months notice required to be given by a seafarer means that a shipowner/employer also has to give a minimum period of three months notice.



## **7. Documents**

7.1 As soon as possible after an SEA has been signed by the relevant parties, the shipowner must ensure that the seafarer is provided with a signed original of that SEA. The shipowner should also hold a signed original of the SEA and should ensure that copies of the SEAs applicable to every seafarer on the vessel are available on board together with any collective bargaining agreement, or other document, to which they refer, so that they can be inspected, on request, by the seafarers or flag State or port State inspectors. Where such documents are not in English, accurate English translations are required to be available on the vessel (see section 8).

7.2 Whilst paragraph 7.1 requires that a copy of each seafarer's SEA, and any related collective bargaining agreement, or other document, is available on board the ship. MCA accepts that the shipowner's signed original of each SEA may be held on board in an electronic form provided they are readily available and can be printed out if required by individual seafarers or by Flag State or Port State Inspectors. This provision for electronic copies does not however exempt the shipowner from providing each seafarer with an original hard copy of their individual SEA signed by the parties to it.

### **7.3 Record of employment**

7.3.1 As soon as practicable following the termination of a seafarer's employment on a particular vessel, for whatever reason, the shipowner must provide the seafarer with a record of his employment on board the ship. Such record of employment should contain the following information:-

- i) the name of the ship, its port of registry, gross or register tonnage and official number,
- ii) the description of the voyage,
- iii) the capacity in which the seaman has been employed on the ship,
- iv) the date on which the seafarer began to be so employed
- v) and the date and place of the seafarer's discharge

and may take the form of an entry in the seafarer's Discharge Book, if the seafarer holds one, or the issue of a Certificate of Discharge if the seafarer does not hold a Discharge Book or is unable to produce it at the time of discharge. This record must not however contain any report on the conduct of the seafarer or the wages paid to them.

7.3.2 Where a seafarer is "employed" he should normally hold a discharge book when serving on a UK ship irrespective of the department in which he is serving. However where a seafarer is not employed (e.g. he is self employed) he may not be entitled to a discharge book, but may be issued with a Certificate of Discharge. Further information regarding Certificates of Discharge is contained in Marine Guidance Note MGN 123 (M+F). It should however be noted that it is the responsibility of the shipowner to produce such forms as MCA no longer provides pre-printed versions.

## **8. Foreign Language Seafarer Employment Agreement**

8.1 SEAs for seafarers employed on UK registered vessels, together with any supporting documentation (e.g. collective bargaining agreements) should normally be in English. If for any reason this is not the case, e.g. because the seafarers on board do not speak or understand English, the shipowner must ensure that accurate English translations of each form of SEA used on board, and of any documents referred to in them, are available on board at all times for inspection by Flag State and Port State Inspectors or other persons authorised to inspect them.



8.2 In complying with the requirement set out in paragraph 8.1, it is not necessary to have an English translation of every individual SEA. Normally it will be sufficient to hold accurate translations of the provisions for each language in which the SEAs are written, or for each group of SEAs where SEAs in the same language adopt different forms or contain different provisions for different categories or groups of seafarers. This is to enable Flag State and Port State Inspectors to check that any agreements are fully in compliance with this legislation.

8.3 On vessels with multi-national crews, situations might potentially arise where an SEA is written in a language that is not understood by all the seafarers to whom it applies. In this context paragraphs 5.5 and 5.6 above draw attention to the requirement that each SEA must contain a statement by the seafarer and the shipowner confirming that the seafarer has had a sufficient opportunity to review and seek advice on the terms and conditions of the agreement, and has received an explanation of their rights and responsibilities under the agreement. Where language difficulties could potentially arise, MCA would recommend shipowners ensure that measures are in place to provide seafarers with access to a translation of their SEA in a language they do understand as this may prevent misunderstandings or complaints. As with the requirement to provide English translations, this need not involve providing a separate translation for each seafarer but may only require the provision of a single translation for each relevant language, to which seafarers could refer as necessary.

## **9. Duty of Master to produce Seafarer Employment Agreements**

9.1 The master of a vessel is required to produce copies of any SEAs and associated documentation, or relevant translations of such documentation, that is held on board on demand to any of the following for inspection:-

- the Secretary of State
- the Registrar General of Shipping and Seamen
- the Commissioners for Her Majesty's Revenue and Customs, or
- any person authorised by or acting on behalf of the above.

9.2 In the context of the preceding paragraph "any person authorised by or acting on behalf of the Secretary of State, the Registrar-General of Shipping and Seamen, the Commissioners for Her Majesty's Revenue and Customs" includes MCA surveyors, inspectors and superintendents, Officers of the Registry of Shipping and Seamen, Customs and Excise Officers, British Consuls overseas and persons carrying out similar functions.

9.3 Failure to produce on demand a copy of any SEA requested by the persons referred to in paragraphs 9.1 and 9.2 may constitute an offence in respect of which a penalty may be applied if the master is found guilty on summary conviction. However prosecution will generally only be considered in serious cases of non compliance and other measures may be applied instead. Additionally it will normally be a defence for any person charged with such an offence if they can prove that a failure to comply with these requirements arose from matters outside their control, and that all reasonable steps had been taken to ensure compliance.

## **10. Ending of crew agreements for vessels subject to the MLC Minimum Requirements Regulations**

10.1 With the introduction of the MLC Minimum Requirements Regulations, an SEA will be required for all seafarers serving on UK registered ships to which the MLC Minimum Requirements Regulations apply and the requirement to have a Crew Agreement will cease. However, a crew agreement will remain a legally-binding document until such time as it is finally closed. Wherever possible, crew agreements should be closed at the



earliest opportunity, allowing for the period of notice required to be given to terminate a seafarer's employment under them, and replaced with SEAs for every seafarer. Crew agreements and seafarer employment agreements should not run in parallel for individual seafarers.

- 10.2 Exemptions from the requirement to have a crew agreement have, in the past, been issued to certain ships on which seafarers were covered by other agreements/contracts with their employer which provided them with protection similar, or even superior, to that provided by a crew agreement. With the introduction of the MLC Minimum Requirements Regulations, and the consequential requirement that all seafarers on vessels subject to that legislation are required to have SEAs, no further exemptions will be issued in respect of such vessels and those exemptions which were issued previously to such vessels will cease to be valid.
- 10.3 Where however vessels were previously required to have a crew agreement, and are not subject to MLC Minimum Requirements Regulations, the requirement to have a crew agreement will remain. Further guidance is contained in MGN 474(M).

## **11. List of crew**

- 11.1 The requirement under the Merchant Shipping (Crew Agreements, List of Crew and Discharge of Seamen) Regulations 1991 ("the 1991 Regulations") for a list of crew to be maintained and kept up to date showing all seafarers on board a vessel at any time remains in force for all vessels including those subject to have SEAs under the MLC Minimum Requirements Regulations. In the case of vessels with SEAs in place of crew agreements, there is however no longer any need for two separate Lists of Crew to be maintained (i.e. for those who are signed on the crew agreement and those who are exempt from signing on). The opportunity has therefore been taken to produce a revised List of Crew to be completed for all seafarers with SEAs. A specimen of the new List of Crew (MSF 4157) and the revised cover (MSF 4156) are at Annex 4 to this MGN. These supersede the existing ALC 1, ALC 1(a) and ALC 1(b).
- 11.2 The new style List of Crew will remain in force for the vessel concerned until all the persons employed on the ship whose particulars are contained in the list have been discharged. e.g. upon crew change over. See section 13 below regarding submission of copies to the Registry of Shipping and Seamen ("RSS").

## **12. List of young persons**

- 12.1 In accordance with section 55 of the Merchant Shipping Act 1995, and the Merchant Shipping and Fishing Vessels (Health and Safety at Work) (Employment of Young Persons) Regulations 1998, a summary of the provisions of those regulations and a list of all young persons under the age of 18 is required to be included with every list of crew. The summary to be included is set out in the new form (MSF 4158) at Annex 4 of this MGN which supersedes the ALC 1(c). It should be noted that a copy of this form is required to be included with the List of Crew even if no young persons are employed on the ship concerned. In such circumstances the form should be noted with "NIL".

## **13. Submission of Seafarer Employment Agreements, Lists of Crew and Official Log Books**

- 13.1 With the change from Crew Agreements, which generally have a fixed period of validity, to individual SEAs, which could potentially cover a seafarer's entire employment with the same shipowner, there will not be a requirement for copies of all SEAs to be sent to RSS. However there remains a requirement under the 1991 Regulations for Lists of Crew and Official Log Books to be maintained and submitted to RSS at specified intervals. A copy of the crew list is to be delivered to the Registrar-General of Shipping and Seamen within



seven days of the expiry of each period of twelve months after the date on which it was first made for so long as it remains in force. Contact details for the Registrar-General of Shipping and Seamen are as follows:-

Registry of Shipping and Seamen Anchor Court  
Keen Road  
Cardiff  
CF24 5JW  
Tel: 029 20448800  
Fax: 029 20448820  
Email: [seafarer\\_registry@mcga.gov.uk](mailto:seafarer_registry@mcga.gov.uk)

13.2 A List of Crew should be submitted together with the Official Log Book at 12 monthly intervals or at such shorter periods as are appropriate when seafarers have been employed for a fixed term of less than 12 months or for a specific voyage lasting less than 12 months. Such list must show all seafarers who have joined or left the vessel(s) since the previous list (where applicable) was submitted with their dates of joining or leaving. If more convenient, an updated copy of the existing crew list can be submitted but it must show all the changes in the preceding 12 month period.

#### **14. Production of Seafarer Employment Agreements, Lists of Crew and Lists Of Young Persons**

14.1 With the change from Crew Agreements to Seafarer Employer Agreements, MCA will no longer continue the previous practice whereby it considered and approved non-standard agreements nor will it be producing pre-printed versions of “standard” SEAs. In future it will be for Shipowners/employers to produce, or arrange for the production of, SEAs for seafarers employed by them and to ensure that such SEAs comply fully with relevant UK law. SEAs will be inspected for compliance by MCA surveyors at the time the vessel is surveyed for the issue of a Maritime Labour Certificate.

14.2 MCA will also no longer be producing Outer Covers, Lists of Crew or Lists of Young Persons and responsibility for producing these will also pass to the shipowner. However to facilitate production by shipowners, specimens of these, in A4 format, are attached at Annex 4 to this MGN and can also be downloaded from the DfT/MCA website. These can either be printed as they are or can be used as the basis for producing computerised versions which can be completed on screen. Here again, as with SEAs, the only proviso is that the Outer Cover, List of Crew and List of Young Persons are to be printed out prior to signing and are to be sent in printed form to RSS.

#### **15. Elimination of workplace harassment and bullying**

15.1 The Maritime Trade Unions and Shipowners in the UK and the wider EU have developed the ECSA-ETF publication “Equality of Opportunity and Diversity in the European Shipping Industry: Eliminating Workplace Harassment and Bullying”. This contains advice on how to identify and eliminate harassment and bullying in the maritime sector. Included in these guidelines are a suggested text for leaflets to be provided to all seafarers explaining what constitutes harassment and bullying by individuals and how individuals, who feel they have been bullied or harassed can raise a complaint with the company via named persons on board or ashore. This publication can be found <https://www.etf-europe.org/files/seealsodocs/41923/Guidelines%20to%20shipping%20companies%20EN.pdf>

15.2 Although not required by the Maritime Labour Convention, the Maritime and Coastguard Agency would nevertheless recommend all shipowners, who have not



already done so, to obtain copies of this guidance and put in place appropriate procedures to deal with bullying and harassment on their vessels.

## **16. Dealing with seafarer complaints**

16.1 The first step in respect of any dispute regarding the application of a Seafarer's Employment Agreement, or the terms and conditions contained therein, should be the lodging of a complaint on-board the ship for consideration under the on-board complaint procedure required to be established on UK sea-going ships by virtue of regulation 13 of the Merchant Shipping (Maritime Labour Convention) (Survey and Certification) Regulations 2013. See MSN 1849(M).

16.2 In the event that the "on-board complaint procedure" fails to resolve a complaint, the seafarer may raise it with an authorised officer in the port where the ship is moored or anchored. Where the ship is in a port in the UK the complaint should be reported to the nearest MCA Marine Office. See MGN 487(M).

16.3 Should the steps outlined in paragraphs 16.1 - 16.2 fail to resolve the complaint or, for any other reason, action in the courts becomes necessary, it should be noted that whilst UK ships are subject to UK law, powers to determine a matter are not restricted to the UK courts. A seafarer or shipowner may undertake proceedings in a court in another country, although such proceedings should normally take account of relevant UK law.

## **More Information**

Seafarer Safety and Health  
Maritime and Coastguard Agency  
Bay 2/17  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

Tel: +44 (0) 203 8172202  
e-mail: [mlc@mcga.gov.uk](mailto:mlc@mcga.gov.uk)

Website Address: [www.gov.uk/government/organisations/maritime-and-coastguard-agency](http://www.gov.uk/government/organisations/maritime-and-coastguard-agency)

General Enquiries: [infoline@mcga.gov.uk](mailto:infoline@mcga.gov.uk)

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***Safer Lives, Safer Ships, Cleaner Seas***



## **INFORMATION TO BE INCLUDED IN A SEAFARER EMPLOYMENT AGREEMENT**

### **PART 1 - Provisions to be included in all agreements**

1. The full name, birthplace and date of birth (or age at the time of entering into the agreement) of the seafarer.
2. The name and address of the shipowner.
3. The place where the agreement is entered into.
4. The date on which the agreement is entered into.
5. The capacity in which the seafarer is to work.
6. If the agreement has been made for a definite period, the termination date.
7. If the agreement has been made for an indefinite period, the period of notice of termination required and the circumstances in which such notice may be given.
8. If the agreement has been made for a particular voyage, the destination port and the period following arrival after which the agreement terminates.
9. The health and social security protection benefits to be provided to the seafarer by the shipowner
10. The maximum period of service on board following which the seafarer is entitled to repatriation (which must not exceed a period of 12 months less the number of days statutory paid leave to which the seafarer is entitled).
11. The seafarer's entitlement to repatriation (including the mode of transport and destination of repatriation) and the circumstances in which the seafarer is required to meet or reimburse the shipowner for the costs of repatriation.
12. The maximum sum which the shipowner will pay to the seafarer in respect of compensation for any loss of personal property arising from the loss or foundering of the ship.
13. Details of any collective bargaining agreement which is incorporated (in whole or part) into the agreement or is otherwise relevant to it.

### **PART 2 - Provisions to be included where seafarer is an employee**

1. The wages (either the amount or the formula to be used in determining them).
2. The manner in which wages must be paid, including payment dates (the first of which must be no more than one month after the date on which the agreement is entered into, with all subsequent dates being no more than one month apart) and the circumstances (if any) in which wages may or must be paid in a different currency.
3. The hours of work.
4. The paid leave (either the amount or the formula to be used in determining it).
5. Any pension benefits to be provided to the seafarer, including any entitlement to participate in a pension scheme.
6. The grievance and disciplinary procedures.

### **PART 3 - Provision to be included where seafarer is not an employee**

1. The remuneration (either the amount or the formula to be used in determining it)
2. The manner in which the remuneration must be paid, including payment dates (the first of which must be no more than one month after the date on which the agreement is entered into, with all subsequent dates being no more than one month apart) and the circumstances (if any) in which the remuneration may or must be paid in a different currency.



## MODEL FORMAT FOR A SEAFARER EMPLOYMENT AGREEMENT

### This Agreement is between:-

(1).....  
*(insert Seafarer's full name) hereinafter called the Seafarer*  
 ..... *(insert date of birth or age (see Note 1)*  
 .....*(insert place of birth – town and country)*

### AND

(2) .....  
 .....  
 .....  
*(insert name of Shipowner\* or Employer\* as appropriate - see Note 2) hereinafter called the shipowner\* / employer\**

OF.....  
 .....  
 .....  
*(insert full address of Shipowner\* or Employer\* as appropriate )*

**\*ADDITIONALLY, WHERE THE SEAFARER IS EMPLOYED AND THE SHIPOWNER IS NOT THE EMPLOYER OF THE SEAFARER, THE FOLLOWING IS TO BE COMPLETED BY THE SHIPOWNER (Note this should be deleted where the shipowner is the employer)**

**\*3. I / We** .....  
*(insert Shipowner's name)*  
**OF** .....  
 .....  
*(insert Shipowner's full address\*)*

\* Delete if not applicable

hereby guarantee that in the event of the employer named at (2) above failing, for whatever reason, to meet its obligations to the seafarer named at (1) above under the terms of this Seafarer Employment Agreement I / We\* as shipowner(s) undertake to meet those obligations to that seafarer [and at no cost to that seafarer].

### Capacity in which seafarer is to be employed

The capacity in which you are initially employed is ..... *(insert capacity)(see Note 3)*

### Place of Work

You will be employed on [ship name\*] [any vessel owned, managed or chartered by the shipowner\*. (see Note 4)] \* Delete whichever is not applicable

### Wages

Your wages will be ..... *(insert amount and currency) per week\*/month\*/year\* (delete as appropriate) (or insert formula for determining wages - see Note 5)*

### Means of payment of Wages

Your wages will be payable by..... *[insert method of payment]* at weekly\*/monthly\* *(delete as appropriate)* intervals on the .....*[insert number]* day of each ..... week\*/month\* *(delete as appropriate)*



[Overtime hours i.e. hours worked outside of normal **hours of work** will be paid at a rate of .....(*insert overtime rate*) ] (*Delete this sentence if not applicable*)

### **Paid Leave**

You are entitled to take .....(*insert number*) (*see Note 6*) working days as paid leave in each year of employment. [You will be paid your normal basic wages during such leave.]

If your employment commenced or terminates part way through the holiday year, your entitlement to paid annual leave will be assessed on a pro rata basis. Deductions from final salary due to you on termination of employment will be made in respect of any paid annual leave taken in excess of your entitlement.

You will be entitled to payment in lieu of paid leave accrued but not taken at the date of termination of employment.

### **Notice of Termination of Employment** (*Delete whichever is not applicable*) (*See Note 7*)

#### **(a) Definite Period Agreement**

Your employment is for a period commencing on .....[*insert date*] and ending on ..... [*insert date*] unless it is terminated for justified reasons in advance of this point or the ship is at sea at that time in which event it will continue until its arrival in port at which point it will terminate.

**OR**

#### **(b) Indefinite Agreement**

The length of notice which you are obliged to give to terminate your employment is [*insert notice period which is to be not less than seven days*].

The length of notice which you are entitled to receive from the shipowner to terminate your employment is [*insert notice period which is to be not less than seven days*].

**OR**

#### **(c) Voyage Agreement**

Your employment is for the length of the voyage of [*ship*] commencing on .....[*insert date*] from the port of.....[*insert name of port*] until .....[*insert date*] or [her arrival in the port of .....[*insert name of port*]] at which point it will terminate, unless it is terminated for justified reasons in advance of this point.

### **Health and Social Security Protection Benefits** (*see Notes 8 and 9*)

If you become sick or injured while on a voyage, you will be paid your normal basic wages until you have been repatriated in accordance with the repatriation provisions set out below. After you have been repatriated you will be paid your normal basic wages excluding bonuses up to a maximum of .....weeks .[*insert number which shall be 16 or above*] less the amount of any Statutory Sick Pay or Social Security Sickness Benefit to which you may be entitled.

If you require medical care while you are on-board this will be provided free of charge, including access to necessary medicines, medical equipment and facilities for diagnosis and treatment and medical information and expertise. Where practicable and appropriate, you will be given leave to visit a qualified medical doctor or dentists in ports of call for the purpose of obtaining treatment.

In the event of sickness or incapacity, you will be provided with medical care, including medical treatment and the supply of necessary medicines and therapeutic devices and board and lodging away from home until your recovery or until your sickness or incapacity has been



declared of a permanent character, subject to a maximum period of.....weeks[*insert number which shall be 16 or above*]. In addition the shipowner will return your property left on board to you or your next of kin.

In the event of your death occurring on board or ashore during a voyage, the shipowner will meet the cost of burial expenses, or cremation where appropriate or required by local legislation, and will return your property left on board to your next of kin.

**Compensation in respect of loss of personal property as a result of the loss or foundering of the vessel**

Where you lose personal property, as a result of the vessel on which you are serving foundering or being lost, the shipowner will pay compensation up to a maximum of ..... (*insert amount*).

**Repatriation** (see Note 10)

You will be entitled to repatriation, at the expense of the shipowner, if you are away from your country of residence when this agreement is terminated:-

- by the shipowner
- by you in the event of illness or injury or other medical condition requiring your repatriation, the event that the ship is proceeding to a Warlike Operations Area or the event of termination or interruption of employment in accordance with an industrial award or collective agreement.
- in circumstances where you are no longer able to carry out your duties under this agreement or cannot be expected to do so e.g. shipwreck, the sale of your ship or a change in your ship's registration.

The entitlement to repatriation entails transport by .....(*insert means of transport*) to.....(*insert place name or country*):.

**NOTE** - You may not be entitled to repatriation at the expense of the shipowner in circumstances where you have been dismissed for serious misconduct. In such circumstances the shipowner will still be liable to repatriate you but is entitled to recover from any wages due to you the cost of doing so.

**Maximum duration of service periods after which you are entitled to repatriation**

The maximum period of service following which you will be entitled to repatriation at no cost to you is .....weeks (*insert number of weeks*) (See Note 11)

**Applicable Collective Bargaining Agreement(s)**(*delete if not applicable*)(see Note 12)

Your employment will also be subject to the collective bargaining agreement(s) entered into on.....(*insert date(s)*) between the shipowner and .....(*insert details of the other parties to the collective bargaining agreement(s)*) except that where any provision(s) of such collective bargaining agreement(s) conflicts with International or UK law such provision(s) shall not apply to your employment under this Agreement..

**ADDITIONAL PARTICULARS REQUIRED TO BE INCLUDED BY UNITED KINGDOM LAW**

**Hours of Work** (see Note 13)

Your normal hours of work are ..... [*Insert normal weekly hours or pattern of work, and any differences in rate of pay for hours worked in excess of this, as applicable*],

Your hours of work will be arranged such as to ensure that you receive a minimum of 10 hours available for rest in each 24-hour period and a minimum of 77 hours rest in each seven-day



period. This minimum period of rest may not be reduced below 10 hours except in an emergency.

**Grievance and Disciplinary Procedures**

**(a) Grievances**

If you have a grievance regarding your employment you should follow the shipowner’s grievance procedure a copy of which will be provided to you when you join the vessel.

**(b) Disciplinary Rules and Procedure**

The disciplinary rules applicable to you are set out in the

- Code of Conduct for the Merchant Navy, which has been agreed between the Chamber of Shipping, Nautilus International and the National Union of Rail, Maritime and Transport Workers; or
- The shipowner’s Code of Conduct

*(delete as necessary)*

If you are dissatisfied with any disciplinary decision taken in relation to you, you should refer to the disciplinary procedure set out in the Code of Conduct which can be obtained from .....[state from where Code of Conduct can be obtained].

**Pension benefits** *(Delete which ever is not applicable) (see Note 14)*

You will be entitled to the following pension or other benefits .....(insert full details including whether contributory (if so at what rate(s)) or non-contributory and when payable etc).

**OR**

You will be entitled to join the .....pension scheme (insert details)

**OR**

There is no pension or other benefit entitlement attached to this employment.

**ADDITIONAL PROVISIONS INCLUDED BY SHIPOWNER**

*(See Note 15)*

.....

**CERTIFICATION BY SHIPOWNER AND SEAFARER** *(see Note 16)*

By signing this Agreement the undersigned seafarer, and the undersigned shipowner, each confirm that the seafarer has:-

1. been given the opportunity to review and seek advice on their SEA;
2. received an explanation of their rights and responsibilities under the agreement before signing it, and
3. has entered into the agreement freely.

Signature of Seafarer .....

Signature of Shipowner or Shipowner’s representative .....  
*(State position held)*

Place where this Agreement is entered into .....(see Note 17)



Date when this Agreement is entered into .....

\*Signature of Employer or Employer's representative .....  
(State position held)

Place where this Agreement is entered into .....(see Note 17)

Date when this Agreement is entered into .....

\* (Delete if not applicable)

## NOTES

**Note 1 - "insert date of birth or age"** - Normally the date of birth should be inserted in full. Only in exceptional circumstances should the seafarer's "age" be inserted. This should be the seafarer's age at the time the SEA was signed and should be inserted **only** where there is no means of establishing the seafarer's actual date of birth e.g. because the seafarer comes from a country where birth records are not accurate or for various reasons no longer exist and the seafarer himself does not know his actual date of birth.

**Note 2 - "Name and Address of Shipowner or Employer"** - Where the seafarer is employed by the shipowner is not the employer of the seafarer the name and address of the employer should also be inserted at Point (2) of this model SEA and the separate provision at (3) be completed and signed by the shipowner. Where the shipowner is the actual employer of the seafarer the shipowner's name and address of the shipowner should be inserted at (2) and the entry at (3) should be deleted. If the seafarer does not have an employer, the shipowner's name must be entered.

**Note 3 - "Capacity in which seafarer is to be employed"** - This will be the capacity in which the seafarer is to be employed at the time the SEA is signed by the parties to it. Given that an SEA may run for a considerable length of time if the seafarer remains with the same shipowner, it is possible that the capacity in which the seafarer is employed could change over time. The shipowner may wish to consider whether a new SEA will be issued at such time or alternatively include a provision indicating how any changes to capacity will be dealt with e.g. by means of a letter setting out the new capacity and the relevant wage scale.

**Note 4 - "Place of Work"** may state either the name of the vessel on which the Seafarer is to be employed where this is known or, where the seafarer may be employed on more than one vessel, should state *"Place of Work may be on any vessel owned, managed or chartered by [the shipowner]"*.

**Note 5 - Wages** - As with "Capacity" (Note 3 above) wages payable to the seafarer are likely to change if employed by the same shipowner over a significant period of time. When completing the "Wages" entry in the SEA, the shipowner will therefore need to bear this in mind and include appropriate wording to cover any future wage increases e.g. by providing for the wage to increase as notified to the seafarer in writing.

**Note 6 - "Paid Leave"** - The period of paid leave per annum is primarily a matter between the shipowner or employer if different and the seafarer but must be not less than the period of statutory paid leave specified in the Merchant Shipping (Hours of Work) Regulations 2002 (as amended) i.e 30 days per annum plus 8 days in respect of public holidays per annum, or pro rata for periods of less than one year. Where it is more appropriate to do so, the formula to be used for calculating annual leave, e.g. 2.5 days per month of employment, may be inserted instead of an actual number of days. The 8 days per annum in respect of UK public holidays is additional to this and may also be applied on a pro-rata basis for periods of less than a year.

**Note 7 - Notice of Termination of Employment** - The period of notice required to be given to the seafarer by the shipowner must not be less than that required to be given to the shipowner



by the seafarer and must be not less than seven days. "Justified reasons" for early termination of employment should be specified.

**Note 8 - Health and Social Security Protection Benefits** - On a UK registered vessel the provision of medical care includes any surgical or medical treatment or such dental or optical treatment (including the repair or replacement of any appliance).

**Note 9 – Health and Social Security Protection Benefits** - These include payment by the shipowner of any costs incurred in respect of any sickness or injury occurring between the date on which they commenced duty on board a ship and the date on which they are deemed to have been duly repatriated. This also includes payments that shipowners are required to make in respect of the death or long term disability of a seafarer due to an occupational injury, illness or hazard occurring while the seafarer is serving under a seafarer's employment agreement or arising from their employment under such agreement, and compensation in case of loss or foundering of the ship.

**Note 10 - Repatriation** - The destination for repatriation must be one of the following:

- the place where the seafarer signed their employment agreement;
- their country of residence;
- the place specified in any applicable collective agreement; or,
- subject to the agreement of the shipowner, another place of the seafarer's choosing.

**Note 11- Maximum duration of service periods after which you are entitled to repatriation**

The maximum period of service following which a seafarer will be entitled to repatriation is to be not more than 52 weeks minus the period of statutory paid annual leave - see note 6. There is however no statutory obligation on a seafarer to take repatriation at that time if he/she chooses to serve on board for a longer period e.g. to complete a period of sea time for certification purposes. Shipowners/employers may not however require a seafarer to continue to serve on board once the maximum period of service has expired except in an emergency or similar extenuating circumstances.

**Note 12 - Applicable Collective Bargaining Agreement(s)** - SEAs may, where applicable, incorporate any applicable collective bargaining agreements. Therefore the terms and conditions contained in a collective bargaining agreement should be appended to, or incorporated by reference into, and thus form part of an SEA. Collective bargaining agreements may not however be substituted entirely for individual SEAs in respect of seafarers employed on UK registered vessels.

It should also be noted that in the event of any conflict between the provisions of a collective bargaining agreement and UK general or merchant shipping legislation, the relevant UK legislation will prevail.

**Note 13 - Hours of Work** - The hours of work for seafarers employed on UK registered vessels must comply with the requirements of the Merchant Shipping (Hours of Work) Regulations 2002 (as amended) or any subsequent Regulations which may further amend or replace those Regulations.

**Note 14 - Pension benefits** - Where applicable details of any company pension scheme must be recorded. In addition, where the employer makes deductions from the seafarer's wages towards any additional pension benefits (e.g. State Pension) to which a seafarer may be entitled, it is recommended this is noted.



**Note 15 – “Inclusion of Additional Provisions by Shipowner/Employer”** – It is recognised that there will be occasions on which shipowners/employers wish to include provisions additional to those set out in the MLC Regulations. There is no objection to the inclusion of such additional provisions provided that any such provisions do not conflict with the provisions of UK general or merchant shipping legislation or any international instruments which have been ratified by the United Kingdom. The MCA will not be undertaking prior checking and approval of SEAs, and it will therefore be the responsibility of the shipowner to ensure that there is no conflict. In the context of non compliance, some provisions have previously been found in crew agreements which, if included in SEAs, could result in refusal to issue, or cancellation of, a Maritime Labour Certificate. Examples of these, which would apply also to SEAs, include:-

**(a) requiring that all seafarers belong to a union or forbidding membership of a union** - *Under ILO Convention 87 on Freedom of Association, which has been ratified by the UK, workers are free to form and join appropriate organisations of their own choosing, but equally under UK law they cannot be required to do so. However, it is not acceptable for shipowners, employers or anyone else to discriminate against, or take action against those who either choose to join a union or who choose not to join a union.*

**(b) requiring that seafarers join a specified union** - *Apart from the previous provision regarding choice on whether or not to join a union, such a provision would also conflict with the International Labour Organisation Convention on Freedom of Association. This Convention has been ratified by the UK and provides that workers shall be free to form and join organisations of their own choosing. It is however acceptable to promote membership of a trade union that has signed a collective agreement with the shipowner albeit without an obligation on the seafarer to join that union.*

**(c) requiring that by signing the agreement seafarers automatically agree to medical information about themselves being passed to the shipowner or another party acting on behalf of the shipowner.** - *This is not acceptable and may only be done with the specific prior authority of the seafarer on each occasion the shipowner requests that such information be made available.*

**(d) requiring that by signing the agreement seafarers automatically agree to sensitive personal data (as defined in the Data Protection Act) about them being passed to other individuals or organizations as determined appropriate by the shipowner or another party acting on behalf of the shipowner.** - *This also is not acceptable as such individuals/organisations may potentially be located in countries that do not have data protection legislation or have legislation that does not provide similar protection to that of the UK. Such transfer of “sensitive personal information” may only be undertaken with the specific prior authority of the seafarer on each occasion the shipowner proposes that such information be passed to another individual or organisation.*

**(e) requiring that a seafarer bear the cost of his repatriation, and the cost of providing his replacement, should he terminate his employment prior to completing the specified period of employment even though he gave the period of notice to terminate his employment that was required by the agreement.** - *Under UK legislation a seafarer can only be charged the cost of his repatriation if he has breached his obligations under the agreement or has been dismissed on disciplinary grounds. The giving of the period of notice specified in the agreement would not constitute breach of the seafarer’s obligations even if it terminated his employment before the date envisaged in the agreement.*

**(f) requiring payment, or deduction of wages, for items which the UK legislation requires to be provided free of charge, for example, accommodation, food and catering, provision of personal protective equipment, medical care** - *The Wages Regulations applicable to seafarers only permit certain specified deductions to be automatically made from the wages due to a seafarer. These specified deductions do not include costs incurred in*



*providing accommodation, food and catering, personal protective equipment and medical care to seafarers.*

**(g) the levying of fines on a seafarer by a shipowner in respect of a breaches of that seafarer’s obligations under his SEA or for breaches of discipline.** - *No provision exists under UK Merchant Shipping law for fines to be levied on seafarers by shipowners in respect of disciplinary offences .*

**This list is illustrative only and should not be taken as listing all provisions that would be considered unacceptable.**

**Note 16 – “Certification by Shipowner and Seafarer”**

As indicated at paragraph 5.5 of the main part of this MGN, the MLC Minimum Requirements Regulations require that seafarers signing an SEA must be given an opportunity to examine and seek advice on the terms and conditions of that agreement before signing it, and have any other facilities they need to ensure that they have freely entered into the SEA with a sufficient understanding of their rights and responsibilities.. The MLC Minimum Requirements Regulations accordingly require that each SEA must include a statement signed by the shipowner or their representative and the seafarer confirming that the seafarer

- has been given the opportunity to review and seek advice on their SEA;
- has received an explanation of their rights and responsibilities under the agreement before signing it, and
- that they have entered into the agreement freely.

**Note 17 – “The Place where Agreement is entered into”** should state the name of village, town or city and country, or the name of the ship, where the Agreement is signed by the parties to it



## AMENDMENTS TO EXISTING LEGISLATION TO BE MADE BY THE MERCHANT SHIPPING (CONSEQUENTIAL AND MINOR AMENDMENTS) REGULATIONS 2014

### Amendments to the Merchant Shipping Act 1995

1. Section 24 of the Act is amended so that the provisions of Sections 25 and 26 which lay down the requirements for seafarers to have crew agreements and Sections 30 and 31 which relate to the payment of wages, and the supply of accounts of wages, to seafarers employed under crew agreements will not apply to ships to which the MLC Minimum Requirements Regulations apply and to seafarers employed on such ships. These changes do not however apply to fishing vessels and the provisions of the current Merchant Shipping (Crew Agreements, List of Crew and Discharge of Seamen) (Fishing Vessels) Regulations 1972 (SI 1972/919) will accordingly remain in force. Section 32 of the Act which empowers the Secretary of State to introduce legislation in respect of the payment of wages to seafarers employed under a crew agreement is amended to empower the Secretary of State to also introduce legislation in respect of the payment of wages to seafarers employed under SEAs. Reference is also included to the effect that in section 24 “Seafarer Employment Agreement” has the same meaning as in the MLC Minimum Requirements Regulations.

2. Section 271(5)(a) of the Act is amended to provide that the Secretary of State shall make the report of an inquiry into the death of a crew member or other person on a UK ship, available to any person listed as the next of kin in a SEA. A new sub-section (7) is added to section 271 providing that “Seafarer Employment Agreement” has the same meaning as in the MLC Minimum Requirements Regulations.

### Amendments to the Merchant Shipping (Crew Agreements, Lists of Crew and Discharge of Seamen) Regulations 1991 (SI 1991/2144)

1. These regulations are amended as follows:-

(a) In regulation 2, after the definition of “ship” the following definition of shipowner has been inserted:—

*““shipowner” means the owner of a ship or any other organisation or person such as the manager, agent or bareboat charterer, who has assumed the responsibility for the operation of the ship from the owner.”*

(b) Part 1 of the Regulations, which sets out the requirements for crew agreements, has been revoked.

(c) Regulations 13, (List of crew contained in crew agreement) 14(1)(a)(iii) (number of certificate evidencing and exemption from the requirement to have a crew agreement), 14(3) (List of crew relating to seamen employed under a crew agreement), 20(2)(delivery of list of crew for indefinite crew agreement), 23 (Notice of Discharge) and 24 (Discharge) are also revoked as they relate to employment under a crew agreement which is no longer relevant. .

(d) In regulation 14 (Particulars to be specified in list of crew) in sub-paragraph 14(1)(b), the words “whether or not he is employed under a crew agreement” are deleted as the reference to a crew agreement is no longer relevant and all information required by that sub-paragraph will now be required in all Lists of Crew .



(d) In regulation 16 and 17, relating to the delivery or production of a list of crew to “a superintendent” has been amended to require delivery or production to the Secretary of State”.

(e) Regulation 19 has been deleted and replaced with—

“19. A list of crew shall remain in force until all of the persons employed on the ship whose particulars are contained on the list have been discharged..”

as lists of crew are no longer tied to the expiry date of a crew agreement.

(f) In regulation 20 the following replaces 20(2) which has been deleted—

“(A1) The shipowner shall deliver a list of crew to the Registrar-General of Shipping and Seamen within seven days of the expiry of each period of six months after the date on which it is made, for so long as it remains in force.”

as lists of crew are no longer tied to the expiry date of a crew agreement and could potentially remain in force indefinitely.

(g) In regulation 21, the reference to production to a “superintendent ” has been deleted

***[NOTE - This does not come from the MLC but is included as it is considered Superintendents are no longer likely to request production of crew lists.]***

(h) In regulation 22(2), relating to offences for non compliance, reference to 20(A1) is substituted in place of “20(2)” which has been deleted.

(i) In regulation 26—

(a) paragraph (1)(a) relating to the offence of failing to comply with the requirements of regulation 24 in respect of the discharge of seamen who are exempt from the requirement to sign a crew agreement, has been deleted as crew agreements no longer exist.

(b) reference to regulation “23(1)” in paragraph (2) relating to prior notification to superintendents and proper officers of discharge of seafarers where a wage submission is outstanding, is deleted, and ***[NOTE - This does not come directly from the MLC but is included as wage disputes will under the MLC be handled under the seafarer complaints provisions.]***

Consequent upon (a) above, the reference to “(1)(a) or” in paragraph (4)(a) has been deleted.





Maritime &  
Coastguard  
Agency

## Outer Cover for List of Crew and List of Young Persons

MSF 4156 (Rev 11/13)

Name of ship:  *M/V, **S/S., *M/Y, *S/Y  (*Delete whichever is inappropriate)	Port of choice	Official number	Gross tonnage
			Nett tonnage
			Kilowatts
Name and address of shipowner		Description of the ship (e.g. passenger ship, tanker, ferry, general cargo, bulk carrier, motor yacht, sailing yacht etc)	
Date and place of commencement of list of crew		Date and place of termination of list of crew	
Date  Place  Signature of master		Date  Place  Signature of master	
<u>OFFICIAL USE</u>			
Received by the Maritime and Coastguard Agency/British Consul  at on			



**LIST OF CREW AND SIGNATURES OF SEAFARERS SERVING ON**

.....(name of vessel) MSF 4157 (Rev 9/2013)

(a) Referen ce No. in Log Book	(b) Name of Seafarer (block letters)	(e) Address of Seafarer	(h) Date of commencement of employment on board	(k) Signature of Seafarer on engagement.
	(c) Discharge Book No. (if any) or date and place of birth	(f) Name and relationship of next of kin	(i) Date and place of leaving the Ship	(l) Signature of Seafarer on discharge or if not discharged, the reason for being left behind, if known.
	(d) Name of Ship in which last employed.	(g) Address of next of kin if different to seafarer	(j) If discharged the reason for discharge	(m) Signature of person before whom the Seafarer is discharged.
(a)	(b)	(e)	(h)	(k)
	(c)	(f)	(i)	(l)
	(d)	(g)	(j)	(m)
(a)	(b)	(e)	(h)	(k)
	(c)	(f)	(i)	(l)
	(d)	(g)	(j)	(m)
(a)	(b)	(e)	(h)	(k)
	(c)	(f)	(i)	(l)
	(d)	(g)	(j)	(m)
(a)	(b)	(e)	(h)	(k)
	(c)	(f)	(i)	(l)
	(d)	(g)	(j)	(m)

**CERTIFICATES OF COMPETENCY HELD BY SEAFARERS LISTED ABOVE**  
(State if none held)

Referenc e No. (as	Capacity in which employed	No. of Certificate of Competency, Equivalent Competency etc	Describe in full the Certificate of Competency, Equivalent Competency held including all Endorsements (e.g. Restrictions, Dangerous Cargo Endorsements etc) and the Country of issue



## LIST OF YOUNG PERSONS MSF 4158 (Rev 11/13)

### **SUMMARY OF THE PROVISIONS OF SECTION 55 OF THE MERCHANT SHIPPING ACT 1995; THE MERCHANT SHIPPING AND FISHING VESSELS (HEALTH AND SAFETY AT WORK) EMPLOYMENT OF YOUNG PERSONS) REGULATIONS 1998 (AS AMENDED); AND, THE MERCHANT SHIPPING (HOURS OF WORK) REGULATIONS 2002 AS AMENDED BY THE MERCHANT SHIPPING (MARITIME LABOUR CONVENTION) (MINIMUM REQUIREMENTS FOR SEAFARERS etc.) REGULATIONS 2014**

(This summary is required to be included in every list of crew)

No person under 16 years of age may be employed in any ship to which the Maritime Labour Convention applies.

Where young persons (i.e. persons over 16 years of age and under 18 years of age) are employed in a ship, appropriate measures shall be taken to protect them from the risks to their health and safety which are a consequence of their lack of experience, absence of awareness of existing or potential risks, or lack of maturity.

Young persons under the age of 18 may not begin work, unless –

- an assessment has been carried out of the risks to their health and safety as a result of their inexperience, absence of awareness of risks, or lack of maturity.
- the young persons have been informed of the findings of that assessment, and appropriate measures taken for their protection.

Young persons shall not be employed in work which is objectively beyond their physical or psychological capacity or otherwise involves exposure to the risks identified in the Schedule to the Regulations, unless that work is–

- indispensable for their vocational training; and
- is performed under the supervision of a competent person.

Young persons shall be provided with

- a rest period of 12 hours in every 24 hour period;
- a rest period of 2 days in every week;
- where daily working time is more than four and a half hours, a rest period of 30 minutes;

except where the young person is working –

- under a schedule of duties complying with regulation 9 of the Merchant Shipping (Safe Manning, Hours of Work and Watchkeeping) Regulations 1997, or
- under another relevant agreement; or

in which case they shall be allowed compensatory rest time and measures shall be taken to ensure that there is no risk to their health and safety.

Young persons under 18 years of age must not work, or be employed or engaged to work, at night on a ship except where:-

- the effective training of the seafarer, in accordance with established programmes and schedules, would be impaired by its application, and
- the specific nature of the duty or of a recognised training programme requires that the seafarer performs duties at night and the work to be carried out is specified in Merchant Shipping Notice 1838(M) as not being detrimental to the health and well-being of young persons under the age of 18.



In this context “night” means a period the duration of which is not less than nine consecutive hours, and which starts no later than midnight and ends no earlier than 5 a.m. (local time).

Young persons shall be entitled to a free assessment of their health and capacities before starting work in a ship, and to free monitoring of their health, where the risk assessment identifies a significant risk to their health or where they are regularly required to work at night, for as long as they are exposed to that risk.

Young persons shall not be employed in any capacity unless the Master is in possession of a Medical Certificate issued by a duly qualified medical practitioner certifying that person is fit to be employed in that capacity. In cases of urgency a proper officer may authorise a young person to be employed without a certificate up to but not beyond the first port of call where there is a duly qualified medical practitioner.

Every List of Crew must have a copy of this summary appended to it together with a list of all members of the crew under 18 years of age with the dates of birth and dates on which they became employed in the ship. This applies irrespective of whether or not any young persons are employed on the ship.

The above provisions do not apply to a fishing vessel or other vessel not subject to the provisions of the Maritime Labour Convention. Such vessels however remain subject to the provisions set out on form MSF 4129

**LIST OF YOUNG  
PERSONS** MSF 4158 (Rev  
11/13)

<b>Reference No. in List of Crew</b>	<b>Family name and other names (in full)</b>	<b>Date of Birth</b>	<b>Place of Birth</b>	<b>Capacity in which employed</b>




