

**TRANSPORDIAMET**  
**MLC 2006 ÜLEVAATUSE KONTROLL-LEHT**

Auditi tüüp	Esmane <input type="checkbox"/>	Täis <input type="checkbox"/>	Vahepealne <input type="checkbox"/>	Lisa <input type="checkbox"/>
<b>Laeva andmed</b>				
Laeva nimi		Laeva tüüp		
Kutsung		IMO number		
Kogumahutavus		Kodusadam		
Meeskonna arv		Reisijate arv		
Reeder: Reederi tunnusnr:		Ülevaatuse kuupäev:		

Juhtaudiitor/audiitor(id):	Märkused:
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	<b>DOKUMENTATSIOON</b>	
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Viide	Küsimused	Märke
A5.1.1	Is a copy of the MLC 2006 available on board?	
R1.1/	<b>Vanuse alammäär (MTöös §12) <i>Minimum age (R 1.1)</i></b>	
A 1.1.1	Are all the seafarers over the age of 16?	
A.1.1.4	Are any seafarers under the age of 18 carrying out work or being employed in situations which are likely to jeopardize their health or safety?	
A 3.2.8	Are any seafarers under the age of 18 is employed or engaged or work as ships cook?	
A.1.1.2	Are any seafarers under the age of 18 employed in night work (except where an exemption has been granted with respect training courses)?	
<b>R 1.2</b>	<b>Tervisetõend (MSOS §26;MTöös §32.3) <i>Medical certification (R1.2)</i></b>	
A 1.2.01	Does all seafarers hold a medical certificate stating that they are medically fit to perform their duties?	
A 1.2.02/ MSOS §26	Does the medical certificates contain all information required by the MSOS §26 lg.8 with regards to the seafarers duties.	
A 1.2.03/ MSOS§26 1.6 <sup>1</sup>	Confirmation that the medical certificates are of a model agreed by the Administration or issued in accordance with the requirements of STCW.	
A.1.2.04 a) MSOS 26 <sup>1</sup>	Verification that the medical certificates have been issued and signed by a duly qualified medical practitioner.	
A.1.2.04 b) MSOS 26 <sup>1</sup>	Is the eyesight certificate and colour vision, if appropriate, have been issued and signed by a qualified person recognized by the competent authority?	
A.1.2.06 a)	Is the medical certificate states that hearing and sight of the seafarer are satisfactory, including color vision where applicable?	
A.1.2.06 b) MSOS §26	Are medical certificates confirm that seafarers do not suffer from any medical condition likely to be aggravated by the service at sea or endanger the health of other persons onboard?	
A.1.2.07 a)/ A.1.2.07 b)/ MSOS §26	Do all medical certificates validity is maximum two years and colour vision certificates maximum six years? Confirm that the medical certificates validity is maximum one year for seafarers under age of 18 and over age 55.	

Viide	Küsimused	Märke
A.1.2.10/ MSOS §26	Are all medical certificates of seafarers on ships ordinarily engaged in international voyages are in English?	
<b>R 1.3</b>	<b>Koolitus ja kvalifikatsioon (MSOS §20) <i>Qualifications of seafarers (R1.3)</i></b>	
R 1.3.1/ MSOS §20; 21	Do all seafarers are trained or certified (In accordance with MSOS § 20) as competent to perform their duties(e.g., have STCW certificates if relevant to the position)?	
R 1.3.3/ MTöös §22	Do all seafarers have successfully completed training for personal safety on board ship? Evidence required.	
R 1.3.3	Are the certificates or endorsements, if any, up to date?	
	Are the qualifications listed in the Safe Manning Document being met?	
A 3.2.2 c)	Are catering staff is property trained or instructed for their positions.	
A 3.2.3/ A 3.2.4/ A 3.2.5 MTöös §28	Is the ships' cook is trained and qualified to perform his/her duties? <i>Confirm that seafarers processing food in the galley, on ships which are not required by OM to carry a fully qualified cook, have been trained or instructed on personal hygiene/handling and storage of food on board ship.</i>	
A 4.1.4 c)/ MSOS §28	For ships not required to carry a medical doctor, confirm that the seafarers in charge of medical care and first aid onboard have completed the training that meets the requirements of STCW.	
<b>R 1.4</b>	<b>Vastava loaga varustatud või reguleeritud eraõigusliku meremeeste värbamis- ja töövahendusteenuse kasutamine (MTöös pt 5).</b> <i>Use of any licensed or certified or regulated private recruitment and placement service (R 1.4).</i>	
	Is a private seafarer recruitment and placement service used? If yes specify the location and name.	
A 1.4.02- A 1.4.06 MTöös §71	If the service is located in the Estonia is there documentary evidence that it is licensed, certified or regulated in accordance with MTöös requirements? (outside Estonia according MLC 2006 requirements).	
A 1.4.09 MTöös §72	Confirm through documentary evidence that the shipowner ascertains that manning agencies complies with the requirement of the MLC, 2006 if State not party to the MLC 2006.	
A 1.4.05 b) MTöös §70	Did seafarers pay or will they have to pay a fee or other charges for recruitment and placement services? <i>Not allowed.</i>	
A 1.4.05 a) MTöös §71	Verification that seafarers did not suffer measures to prevent or deter them from gaining employment for which they are qualified.	
<b>R 2.1</b>	<b>Meretöölepingud (MTöös §8;9) Seafarers' employment agreements (SEA) (R 2.1)</b>	
A 2.1.2 A 2.1.2 b)	Copy of any applicable CBA (the CBA, or applicable sections of the CBA, to be in English, Estonian on a ship that voyage internationally) on board?	
A 2.1.1 a) c) A 2.1.4 a-k TLS §5 MTöös §9	Verification that SEA-s are consistent with the MTöös §8;9(TLS §5) Do all seafarers are provided with a SEA? (standard form English) Copy of the SEA is on board and signed by the seafarer and the shipowner.	
A 2.1.1 b) TLS §5	Confirm by interview that seafarers have a sufficient understanding of their rights and responsibilities.	
A 2.1.1 b) MTöös §8	Verification through interview that the seafarers have been given the opportunity to examine their agreement before signing.	
A 2.1.1 b) MTöös §8	Make interview confirm that the seafarers are able to fully understand the contents of the agreement before being requested to sign the agreement.	

Viide	Küsimused	Märke
A 2.1.1 d)	Confirm that clear information as to the conditions of their employment can be obtained on board by seafarers.	
A 2.1.1 e) A 2.1.3	Do seafarers have a record of their employment on the ship (discharge book)? Record does not contain any statement about the quality of their work or wages?	
A.2.1.5	Is the minimum notice period clearly mentioned in the seafarer's agreement and that is not shorter than seven days?	
A.2.1.6 MTöös §65 MTöös §66	In case of shorter notice period or without notice termination specified, verification that the reasons are recognized under EV rules and regulations or collective bargaining agreement.	
<b>R 2.3</b>	<b>Töö- ja puhkeaeg (MTöös pt 3 j. 4;5) Hours of work or rest (R2.3).</b>	
A 2.3.02 MTöös §50	Confirm that the records of hours of work or rest are kept up to date and accordance with format set in MTöös §50 (language min. EST and in EN).	
A 2.3.05 MTöös §46	Confirm that the limits of work and rest have not been exceeded or, the case need be, that a record of suspension of the schedule has been noted in the logbook.	
A.2.3.06 MTöös §42	Review by sample way that hours of rest are not divided into more than two periods, and the interval between consecutive periods of rest is not exceeding 14 hours.	
A.2.3.07 MTöös §47	Does the musters, fire fighting lifeboat drills and other prescribed drills are conducted in a manner that minimizes the disturbance of rest periods and does not induce fatigue.	
A.2.3.08 MTöös §46	Is compensatory rest period are allowed if the normal period of rest is disturbed by call-outs to work.	
A.2.3.10 MTöös §26	Confirm that a table of working arrangements is posted in an easily accessible place.	
A.2.3.10 A.2.3.11 MTöös §26	Confirm that the table of working arrangements complies for maximum hours of work or the minimum hours in approved format and EST; ENG language.	
A.2.3.12 MTöös §50	Interview seafarers that they receive a copy of standard format work/rest hour and it signed by master (or a person authorized by the master) and by the seafarers.	
<b>R.2.7</b>	<b>Mehitatus tase (MSOS §21) Manning levels for the ship (R 2.7).</b>	
A 2.7.1 (2) MSOS §21	Does the ship is manned according to the safe manning certificate and requirements implemented (Does the ship have sufficient seafarers onboard to meet concerns about safety, security and seafarer fatigue considering the particular nature and conditions of the ship's voyages).	
A 2.7.3 MTöös §28	Confirm that the catering department is adequate with regards to the number of seafarers working on board.	
<b>R 3.1</b>	<b>Eluruumid (MTöös §29) Accommodation (R 3.1).</b>	
A.3.1.1 a) MTöös §29	Are all accommodation and recreational facilities in a clean and tidy condition (decent and consistent with health and well-being)?	
MTöös §29	Are there any report or statement that ship confirms ILO 92&133 or report from Estonian Health Board issued previously?	
A.3.1.3. b R 3.1.2	Confirm that any modification of the accommodation plans and drawings have been approved.	

Viide	Küsimused	Märge
MTöös §29 A.3.1.1. b A.3.1.18 A.3.1.6. h	Are there records of weekly inspections by the master or designated officer of the seafarers' accommodations (in accordance with the DMLC Part II, where applicable? Are the necessary checks being carried out to avoid hazardous levels of noise and vibration and other ambient factors and chemicals in the seafarer accommodation or recreational or catering facilities? <i>Last noise, vibration test.....</i>	
A.3.1.6. c A.3.1.6. d	Are the sleeping rooms located above the loadline and either amidships or aft (in ships other than passenger ships); with no sleeping rooms located forward of the collision bulkhead?	
A.3.1.4 a-f MTöös §29	Confirmation by master that accommodation condition has not been substantiatly altered for the time of last inspection.	
A.3.1.6. b	Verification as far as practicable that insulation in living accommodation is in satisfactory condition.	
A.3.1.6. f	Are the internal bulkheads, panelling and sheeting, floors and joining are in satisfactory condition?	
A.3.1.6. e	Confirm that 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 externalbulkheads shall be efficiently constructed of steel or other approved substance and be watertight and gas-tight.	
A.3.1.6. g	Confirmation that lighfing and drainage are satisfactory in the all areas.	
	<b>Ventilation, heating, lightning</b>	
A.3.1.7. d	Adequate heat for the ship's voyage in sleeping rooms and messrooms? Does heating system been shielded in sleeping rooms, if necessary to avoid danger?	
A.3.1.7. b	Air conditioning if appropriate for the ship's voyages?	
A.3.1.7. a A.3.1.7. c	Does the ventilation meet Estonian requirements for satisfactory air circulation? Sanitary spaces ventilated to open air independently of other accommodation?	
A.3.1.8	Do the sleeping rooms and mess-rooms have natural light and adequate artificial light? Do the facilities have sufficient lighting, heating and ventilation? Is there shielded lighting, including a reading lamp at the head of each berth?	
	<b>Sleeping rooms</b>	
A.3.1.9. a A.3.1.9. d MTöös §29	Are individual sleeping rooms provided ( unless exempted)? Are separate berths of the minimum size (inside dimensions 198 centimetre x 80 centimetres) provided for seafarers?	
A.3.1.9. b	Are separate sleeping rooms provided for men and women?	
A.3.1.9. f-h MTöös §29	Is the floor area, number and size (including height) of the sleeping rooms in accordance with MTöös §29 lg.2 requirements? Take account of the number of occupants and m3 table in Estonian legislation.	
A.3.1.9. e-o MTöös §29	Confirm that bedding, sleeping rooms' furniture, table,seating, clothes locker and drawer (size together 500 l min) are in satisfactory condition.	
	<b>Mess rooms</b>	
A.3.1.10. a MTöös §29	Are the mess rooms separate from sleeping rooms and located as close as practicable to the galley?	

Viide	Küsimused	Märge
A.3.1.10. b MTöös §29	Are the size of the mess rooms and their equipment, tables and chairs sufficient for the number of persons likely to use them at any one time? In addition to tables, chairs and lockers do the mess rooms have a conveniently situated refrigerator and facilities for hot beverages and cool water?	
A.3.1.15 MTöös §29	Is there a common mess room used by all personnel or alternatively are separate mess rooms provided for the Master and officers and petty officers and ratings? Have separate offices (or a common office for use by all officers of the deck and engine room departments) been provided (unless an exemption has been granted for ships under 3000GT)?	
MTöös §29	Is the floor area of each mess room on ships other than passenger ships at least 1.5m <sup>2</sup> per person?	
	<b>Recreational facilities</b>	
MTöös §29	Where practicable have recreation room(s) been provided for seafarers and fitted, as a minimum, with a book case and facilities for reading, writing and where practicable, games and a canteen? In addition to the above, has consideration been given to providing the following facilities where practicable: a smoking room, television and radio reception facilities together with electronic equipment such as a television, radio, video recorders, DVD players and personal computers, a stock of films sufficient for the voyage, sports equipment such as exercise equipment, table tennis, and deck games, a suitably stocked library and, if appropriate, bars for the use of seafarers?	
A.3.1.14 MTöös §29	Do seafarers have access to space or open spaces on deck that are accessible when off duty.	
A.3.1.17 MTöös §29	Do seafarers have reasonable access to ship-to-shore telephone communication, email and internet facilities (the charges for the use of this equipment should be reasonable)?	
	<b>Sanitary facilities</b>	
A.3.1.11. a A.3.1.11. b A.3.1.11. c MTöös §29	Are the number of private and semi-private bathrooms in accordance with MTöös §29 lg.2 (max 6 person)? Are there sanitary facilities within easy access of the navigating bridge and machinery space or near the engine room control centre (unless exempted)?	
A.3.1.11. c A.3.1.11. d MTöös §29	Are the toilets intended for use by more than one person separate from sleeping rooms and wash rooms but located close by and not directly accessible from either sleeping rooms or from a passage between sleeping rooms and toilets (except in the case of semi- private bathrooms used by no more than six persons)? Do all seafarers without a private bathroom have access to at least one toilet, one wash basin and one tub or shower in a convenient location?	
A.3.1.11. a	Are separate sanitary facilities provided for men and women and all toilets and other sanitary facilities functioning properly?	
A.3.1.11. f	Is adequate drainage provided, together with hot and cold fresh water available in all wash spaces?	
	<b>Laundry facilities</b>	

Viide	Küsimused	Märke
	Are there a sufficient number of suitable sinks and washing machines with an adequate supply of hot and cold fresh water Are appropriately situated and furnished laundry facilities provided with washing machines, drying machines (or adequately heated and ventilated drying rooms), and irons and ironing boards (or their equivalent).	
	Are there a sufficient number of ventilated compartments/lockers for hanging oilskins and working clothes, situated in the vicinity of the sleeping rooms?	
	Are separate changing facilities provided for members of the engine room department? Are they located outside the machinery space but conveniently close to it and fitted with individual clothes lockers?	
	Is the changing room for engine fitted with toilet and shower facilities?	
	<b>Hospital</b>	
A.3.1.12 MTöoS §32	If the ship is intended to be at sea for a continuous period of more than 3 days and is carrying more than 15 persons is there permanent hospital accommodation with a designated toilet and washbasin?	
A.3.1.12 MTöoS §33	Have the entrance, berths, lighting, ventilation, heating and water supply been designed in such a way as to ensure the comfort and the treatment of patients and is the number of hospital beds/person in accordance with national legislation?	
MTöoS §32	Is the hospital only used for the treatment of sick or injured people and not being used to accommodate persons who are not sick?	
MTöoS §32	Has a secure medical locker suitable for the storage of medicines been provided?	
	<b>Toit ja toitlustamine(MTöoS §28) Food and catering (R 3.2).</b>	
A.3.2.2. a R.3.2.2 MTöoS §28	Are seafarers provided with adequate, varied and nutritious meals taking into account the differing cultural and religious background? Are seafarers provided with onboard food free of charge?	
A.3.2.2. a	Is an adequate quantity of safe drinking water provided?	
R.3.2.3	Are seafarers who are responsible for food preparation trained and the ship's cooks(crew more 10) qualified (and 18 years of age or older)?	
A.3.1.18 MTöoS §28	Are frequent and documented inspections of food and catering facilities including food storage areas carried out by the master or an officer?	
A.3.2.2. b MTöoS §28	Does the organization and equipment in the catering department permit the provision of adequate, varied and nutritious meals prepared and served in hygienic conditions?	
A.3.2.2. b	Are the surfaces of the decks, bulkheads, deckheads and doors constructed from impervious, non-absorbent, washable and non- toxic materials, thus preventing the accumulation of dirt, reduction of condensation, the growth of undesirable mould and the shedding of particles?	
A.3.2.2. b	Has a suitable natural or mechanical ventilation system been provided and constructed to permit easy maintenance including access to filters?	
A.3.2.2. b	Is the ambient temperature in the galley acceptable and have adequate natural or artificial lighting?	
A.3.2.2. b	Is there an adequate supply of hot and cold water available in the galley for washing foodand the drainage facilities adequate and designed/constructed to prevent contamination?	

Viide	Küsimused	Märge
A.3.2.2. b	Are the work surfaces (including the surfaces of galley equipment, and uptake grease filters) maintained in a good condition and are they easy to clean and disinfect?	
A.3.2.2. b	Are adequate facilities provided for the cleaning, disinfecting and storage of utensils and equipment?	
	<b>Food storage arrangements</b>	
A.3.2.2. b	Are there a sufficient number of temperature controlled food storage and handling rooms for the number of persons on board and the duration of the voyage?	
A.3.2.2. b	Are the temperatures of the deep freezers and dry provision rooms maintained in accordance with national legislation (eg -18 degrees C for deep freezers and 7 degrees C for dry provision rooms)?	
A.3.2.2. b	Are the cold store rooms insulated and ventilated in order to maintain the correct temperatures?	
A.3.2.2. b	Are the cold store room doors operable from both sides and fitted with man trap alarms?	
	<b>Food preparation and supply</b>	
A.3.2.2. b	Is the condition of the food satisfactory?	
A.3.2.2. b MTöös §28	Is the food being correctly stored with respect to stock rotation, segregation and spillages?	
A.3.2.2. b	Is the food being defrosted in cool clean conditions?	
A.3.2.2. b MTöös §28	Are the hot and cold holding arrangements in accordance with national legislation?	
A.3.2.2. a	Is the meal preparation to serving times satisfactory? Is the variety of the food provided satisfactory taking into account any religious requirements and cultural practices of the seafarers on board?	
	<b>Drinking water supplies</b>	
A.3.2.2. b	Is drinking water safe and is the quality regularly monitored?	
A.3.2.2. b	Has the piping been adequately insulated where hot and cold water pipes run together?	
A.3.2.2. b	Are records available to confirm that the fresh water storage tanks have been cleaned and disinfected within the last 12 months. Water loading hoses capped, stored correctly regularly disinfected?	
A.3.2.2. b	Are records available to confirm that fresh water loading hoses are being regularly disinfected?	
	<b>Hygiene</b>	
A.3.2.2. b	Are there adequate facilities for hand washing and drying?	
A.3.2.2. b	Are there sufficient cleaning agents available and cleaning agents being stored correctly.	
A.3.2.2. b	Are there sufficient cleaning cloths available and being used correctly?	
A.3.2.2. b	Are separate chopping boards being used for different foods to prevent cross contamination?	
A.3.2.2. b	Are the arrangements for disposing of food waste in accordance with national legislation?	
A.3.2.2. b	Are there any signs of vermin or pests being present in the food areas?	
	<b>Catering staff</b>	

Viide	Küsimused	Märke
A.3.2.2. b	Are the catering staff wearing clean and suitable personal protective clothing?	
A.3.2.2. b	Is personal protective clothing available for use (and being used) with chemical cleaning agents?	
A.3.2.3 MTöös §28	Are the training records of the ship's cook and other catering staff Available and their knowledge of food safety is satisfactory?	
	<b>Meditiiniabi laeval (MTöös §32) On-board medical care (R 4.1).</b>	
R 4.1.2	Is health protection and care provided free of charge to seafarers?	
R 4.1.3	Is the health of seafarers adequately protected on the ship and do they have prompt access to adequate medical care including essential dental care?	
A 4.1.1. a-c MTöös §34		
A 4.1.1. c-d MTöös §33	Are medical personnel with appropriate qualifications (medical doctor or seafarers trained to administer medical care or medical first aid) on board and seafarers permitted by shipowner to visit qualified medical doctor or dentist in port without delay?	
A 4.1.2	Is there an approved medical form in use and is it kept confidential?	
A 4.1.4. a-c	Is the medicine chest, medical equipment and medical guide in compliance with MTöös §32 lg.2? Do the onboard hospital and medical care facilities meet MTöös §32 lg.2?	
A 4.1.4. d	Does the ship have a procedure in place for radio or satellite communication for medical assistance? (IAMSAR manual on board).	
A 4.1.4. e	Is there training and instruction of health promotion and health education implemented?	
	<b>Regulation 4.2 – Shipowners' liability (inspected).</b>	
A 4.2.1. a-c	Does the SEA and/or relevant CBA say that the shipowner is to provide seafarers with material assistance and support with respect to the financial consequences of sickness, injury or death whilst serving under the SEA or arising from their employment under the SEA?	
A.4.2.1. a MTöös §35	Is the shipowner responsible for costs in respect to sickness and injury to seafarers during employment or arising from their employment? Are all costs in respect to sickness and injury covered (including medical treatment and supply of necessary medicines and therapeutic appliances and board and lodging away from home)?	
MTöös §34 A.4.2.1. c	Is the shipowner responsible for continuing to cover those medical costs for at least the minimum periods provided for under the MTöös §34?	
A.4.2.1. b MTöös §38 MTöös §39	Is the shipowner responsible for paying costs of burial expenses in the case of death occurring on board or ashore during the period of engagement? (unless exempted by national legislation).	
MTöös §37	Are measures in place to safeguard seafarers' property left on board by sick, injured, or deceased seafarers?	
MTöös §37	Has the shipowner provided financial security to assure compensation in the event of death or long-term disability as set out in the SEA and/or CBA and national legislation?	
<b>R 4.3</b>	<b>Töötervishoid ja tööohutus ning õnnetusjuhtumite ärahoidmine (MTöös §30) Health and safety and accident prevention (R 4.3).</b>	
A.4.3.2 MTöös §30	Are seafarers provided with occupational health and safety protection and accident prevention in accordance with Occupational Health and Safety Act.?	



Viide	Küsimused	Märke
A.4.3.1 MTöös §30	Is the living, working and training environment onboard ship safe and hygienic? And maintained in way to keep tidy condition?	
MTöös §30 A.4.3.1. c	Does Shipowner arranged for the crew members' occupational health and safety training before they work on board ship?	
MTöös §30 A.4.3.1. c	Are seafarers provided with occupational health and safety protection and accident prevention related instructions on board (by master or appointed person)?	
	Is the safe access/egress to ship satisfactory and any openings in the decks etc guarded or covered?	
A.4.3.2. d	Is there a ship safety committee (for ships with 5 or more seafarers) with seafarers appointed or elected as ships safety representatives? safety committee functioning reviewed (reporting and recording and investigating unsafe conditions and onboard occupational accidents procedure).	
	Is personal protective equipment in good order and being maintained correctly? Is personal protective equipment being used correctly?	
<b>R 2.2</b>	<b>Palga maksmine(MTöös §22;23) Payment of wages(R 2.2).</b>	
	Are the crew covered by a collective bargaining agreement (CBA)? (NB: Use of CBAs is not a mandatory requirement).	
A.2.2.1 A.2.2.2	Are all the elements of the wages (basic wages, leave pay, allowances, overtime etc) reflected in the seafarer's wage account? Does payments made at no greater than monthly intervals.	
	Do the hours of work recorded in the wage account correspond with the crew overtime records and/or hours of work and rest?	
	Do the times of entering/leaving port, manoeuvring, loading/discharging, as recorded in the ship's log, correspond with the recorded working hours of the crew members concerned?	
	Is there only one set of wage accounts in use? Are there any other indications of non-payment in full (e.g. payment of different wages into same bank account)?	
	Can the validity of any large cash advances or allotments that are shown in wage accounts be substantiated? Were any large cash advances shown on the wage accounts actually received by the seafarers? Was this money delivered to the ship by the agent and paid to the Master's general account? If so can the Master provide a copy of the receipt?	
A.2.2.4. a	Have seafarers authorised the Master/shipowner to make allotments? If so can the ship provide evidence of any such authorisation or allotment advice?	
A.2.2.4. a A.2.2.5	Can the ship demonstrate that the company checks the bank account details of each seafarer and provide confirmation of remittances. Do exchange rates and service charges are reasonable?	
MTöös §23	Are cost related to the payment of wages borne by the shipowner?	
<b>R5.1.5</b>	<b>Kaebuste menetlemine laeval (MTöös §62) On-board complaint procedures (R5.1.5).</b>	

Viide	Küsimused	Märge
MTöös §62	Does the on-board complaint procedure include at least the following: - the requirements set for complaints and the filing thereof; - the deadline and procedure for reviewing complaints; - the right of crew members to involve independent advisers and representatives in the complaint procedure; - measures for protecting crew members against victimisation for filing a complaint; - the procedure for notifying the crew member of the decision made in the review of his or her complaint.	
MTöös §62	Does complaints and decisions made within the on-board complaint procedure shall be registered on the ship and preserved for one year after the making of the decision in a manner that ensures an overview of the review of a complaint for a supervisory authority and the relevant crew member?	
	Do the onboard procedures include contact information for the competent authority in the flag State and persons who can provide confidential and impartial advice and assistance?	
A.5.1.5.4	Are all seafarers given a copy of the onboard procedures for the ship (in the working language of the ship)?	
	<b>Regulation 3.4 – Entitlement to leave</b>	
MTöös §53	Are seafarers allowed paid annual leave of at least 2.5 days per 30 day month of employment and in accordance with national legislation?	
	Do seafarer employment records and wage accounts confirm the leave provisions in the SEA?	
MTöös §17	Is there any restriction to shore leave imposed by the shipowner/master without adequate reason?	
	<b>Regulation 2.5 – Repatriation (inspected)</b>	
MTöös §55	Are seafarers repatriated with no cost to themselves and in accordance with national legislation? Repatriation including coverage for costs and choice of destinations?	
MTöös §59	Has the shipowner obtained financial security to ensure that repatriation will always occur?	