

SHIPPING NOTICE 03/2014

MARITIME LABOUR CONVENTION 2006 – CREW ACCOMODATION ON CAYMAN ISLANDS FLAGGED VESSELS

To: OWNERS, MANAGERS, OPERATORS AND MASTERS OF CAYMAN ISLANDS SHIPS

1. Background

- 1.1 The purpose of this Shipping Notice is to provide guidance on how to comply with the requirements of Regulation 6 of the Merchant Shipping (Maritime Labour Convention) (Crew Accommodation) Regulations 2014 which implement regulation 3.1 of the Maritime Labour Convention (MLC) on Cayman Islands Ships.
- 1.2 The MLC entered into force internationally on 20 August 2013. The UK ratified the convention on 8 August 2013 which means it entered into force for the UK on 7 August 2014. The MLC has been extended to the Cayman Islands by the UK who is the ratifying ILO Member State which means that the MLC also entered into force for the Cayman Islands on 7 August 2014. More information on the MLC can be found on the [MLC Section of the website](#).

2. Introduction

- 2.1 The Merchant Shipping (Maritime Labour Convention) (Crew Accommodation) Regulations, 2014 (the Regulations) implements in to Cayman Islands law Regulation 3.1 of The Maritime Labour Convention, 2006 (MLC, 2006).
- 2.2 Regulation 6 (1) and (2) of the Regulations requires that ships comply with the requirements for crew accommodation as set out in this Cayman Islands Shipping Notice.
- 2.3 For ships constructed before the MLC, 2006 comes in to force the requirements relating to ship construction and equipment that are set out in the Merchant Shipping (Crew Accommodation) Regulations, 1988 shall continue to apply unless the crew accommodation is substantially altered.
- 2.4 Where this document provides guidance on the law it should not be regarded as definitive. The way the law applies to any particular case can vary according to circumstances - for example, from vessel to vessel and you should consider seeking independent legal advice if you are unsure of your own legal position.

3. General

- 3.1 All parts of the crew accommodation except store rooms shall:-

Shipping Notice 03/2014
Crew Accommodation on Cayman Island's Flagged Vessels

(continued)

- (a) wherever practicable be situated amidships or aft; but in no case shall any part of the crew accommodation, except a store room be situated forward of the collision bulkhead; and
- (b) be situated wholly above the Summer Load Line (if any) marked on the ship in accordance with the provisions of rules made under the Merchant Shipping (Load Lines) Regulations, 2002.

3.2 The crew accommodation shall be so situated, constructed and arranged as to exclude so far as reasonably practicable:-

- (a) from the crew accommodation, noise coming from other parts of the ship; and
- (b) from any part of the crew accommodation noise coming from other parts of it.

3.3 In the crew accommodation:

- (a) all structures, furniture and fittings and the means of access to and egress from the crew accommodation should be so situated, constructed and arranged as to minimise any risk of injury to the crew;
- (b) to afford protection to the crew in rough sea conditions;
 - (i) handrails should be provided in passageways and stairways where necessary and should be of robust construction and strongly secured to the bulkheads;
 - (ii) fixed furniture should be strongly secured;
 - (iii) means should be provided to secure portable furniture;
 - (iv) doors, including those to cupboards and other items of furniture, should be so secured as not to open accidentally;
 - (v) drawers should be so designed as not to slide open and fall out accidentally;
 - (vi) tables, shelves, stowage racks and other similar fittings should be fitted with retaining lips or bars or with non-slip surfaces so that objects placed on them will not slide off.

3.4 The arrangements for the storage, distribution and utilisation of gaseous fuel should reduce to a minimum the risk of fire or explosion within the crew accommodation.

3.5 Entrances into the crew accommodation from the open deck should be protected against the weather and sea to the greatest possible extent practicable.

3.6 Sleeping rooms forming part of the crew accommodation of a passenger ship shall not be situated immediately beneath a working passageway.

3.7 Any bulkhead, casing or deck separating a sleeping room from:-

- (a) a machinery space;
- (b) a mess room;
- (c) a recreation room;
- (d) a room in which films or television are shown;
- (e) a games room; and
- (f) a public room

shall be acoustically insulated in a way which will prevent the occupants of that sleeping room from being disturbed by excessive noise from that space or room.

3.8 All parts of the crew accommodation except cold store rooms, shall have a clear headroom of at least 203 centimetres at every point where and free movement is necessary, but a reduction in headroom in any space or part of a space in such accommodation maybe permitted if it is reasonable to do so and such reduction will not result in discomfort to the crew.

- 3.9 With the exception of hospitals on passenger ships, no part of the crew accommodation shall be shared with passengers or used by or for the benefit of passengers.
- 3.10 Inside panelling in the crew accommodation shall be constructed of a suitable material.
- 3.11 The crew accommodation shall be so situated, constructed and arranged as to ensure the exclusion from the crew accommodation effluvia originating in other spaces in the ship.
- 3.12 In the case of ships where there is need to take account, without discrimination, of the interests of seafarers having differing and distinctive religious and social practices, the Cayman Islands Shipping Registry, may after consultation with the shipowners' and seafarers' organisations concerned permit fairly applied variations on condition that such variations do no result in overall facilities less favourable.
- 3.13 Ships of less than 200 gross tonnage (GT) may be exempted after consultation with the shipowners' and seafarers' organisations, where it is reasonable to do so, taking into account the size of the ship and the number of persons on board in relation to the requirements of the following parts of this Shipping Notice;
- (a) paragraph 9 (1) and section 23
 - (b) paragraphs 14.1(b) to 14.8 inclusive, with respect to floor area only.

4. Divisions between the crew accommodation and other parts of the ship

- 4.1 Bulkheads which enclose any part of the crew accommodation and are exposed to the weather shall be properly constructed of steel or other suitable material and shall be of watertight construction; any openings in them shall be provided with means of a weathertight closure. The means of a weathertight closure for any entrance shall be a hinged door.
- 4.2 Bulkheads which enclose any part of the crew accommodation and are exposed to the weather, and any part of the side of the ship which forms a wall or part of a wall of the crew accommodation; shall be so insulated as to prevent overheating or condensation unless the crew accommodation is so protected by its situation and ventilation that overheating and condensation are unlikely to occur.
- 4.3 Every bulkhead, casing or deck separating any part of the crew accommodation from any space (including a cold store room) which is subject to abnormal heat or cold shall be so insulated as to prevent condensation or discomfort to the crew.
- 4.4 Every bulkhead which separates any part of the crew accommodation (other than recreation deck space) from a space used as:
- (a) a machinery space;
 - (b) a bunker;
 - (c) a room for storing fire extinguishing gases;
 - (d) a chain locker;
 - (e) a cofferdam;
 - (f) a cargo space;
 - (g) a store room;
 - (h) a lamp room or a paint room;
 - (i) a battery locker

shall be of gastight construction, and shall be of watertight construction where necessary to protect the crew accommodation.

4.5 There shall be no opening in any of the bulkheads referred to in paragraph 4.4 except that:-

Where sanitary accommodation or changing rooms provided for the exclusive use of engine room officers and rating are sited adjacent to the propelling machinery space there maybe an opening in the propelling machinery space bulkhead to the sanitary accommodation or changing rooms and an opening from the sanitary accommodation to a passageway forming part of the crew accommodation provided that a hinged, steel self-closing gastight door is fitted to one of such openings.

4.6 Where no other arrangements are practicable, an opening in a bulkhead separating a passageway in the crew accommodation from any of the spaces specified in paragraph 4.4 (d) and (e) or from a store room other than an engine or deck store room if that opening is sealed in a way which is effective having regard to the use of the space may be accepted.

4.7 No batteries of a type which emit gases shall be stored in the crew accommodation and there shall be no opening from the crew accommodation into a space where such batteries are stored. Precautions shall be taken to ensure that fumes from batteries cannot be discharged into the crew accommodation.

4.8 No manhole or other opening to a fuel tank shall be situated in the crew accommodation.

4.9 Where crew accommodation adjoins an oil tank then the two should be separated by either a gastight steel division additional to the division which retains the oil; or by an of all-welded steel division capable of withstanding a head of water at least 1.5 metres greater than the maximum service head.

5. Interior bulkheads

5.1 All bulkheads within the crew accommodation shall be properly constructed of steel or other suitable material.

5.2 Subject to paragraph 5.3

(a) Every bulkhead which separates any part of crew accommodation from:-

- (i) sanitary accommodation;
- (ii) a laundry;
- (iii) a drying room;
- (iv) a galley;
- (v) a cold store room;
- (vi) a dry provision store room

shall be of gastight construction, and

(b) Every bulkhead which separates any part of the crew accommodation from any of the spaces specified in paragraph 5.2 (a)(i) to (v) inclusive shall be watertight to a height of not less than 23 centimetres, except in the case of doorways situated in bulkheads when the bulkheads shall be watertight to a height of not less than 10 centimetres.

5.3 The requirements of paragraph 5.2 do not apply to bulkheads separating:-

- (a) spaces that are used for the same purpose;
- (b) a laundry from a drying room;
- (c) a private bathroom from the sleeping room if there is direct access from the sleeping room to the private bathroom.

5.4 There shall be no openings in any bulkhead separating any sanitary accommodation, laundry or drying room from any part of the crew accommodation except a passageway, recreation deck space or other sanitary accommodation, laundry or drying room; nor in a bulkhead separating a galley from a sleeping room.

6 Floor decks

6.1 Every floor deck which forms the floor of any part of the crew accommodation (called a "floor deck") shall be properly constructed. If it is directly over an oil tank or permanent coal bunker it shall be oil tight or gastight respectively. Every floor deck shall have a surface which provides a good foothold and can be easily kept clean. Any floor covering shall be impervious to water and if the deck is directly over an oil tank, impervious to oil.

6.2 Every floor deck made of metal, except floor decks in sanitary accommodation, galleys, laundries and store rooms, shall be covered with material suitable to its purpose. The material shall be laid properly and the joins where the floor meets the walls shall be rounded in such a way as to avoid crevices.

6.3 Every floor deck in sanitary accommodation, galleys and laundries shall be covered with terrazzo tiles or other hard material which is impervious to liquids and provides a good foothold. The covering shall be properly laid and joins where the floor meets the walls shall be rounded in such a way as to avoid crevices.

7 Overhead decks

7.1 External bulkheads of sleeping rooms and mess rooms should be adequately insulated. All machinery casings and boundary bulkheads of galleys and other spaces in which heat is produced should be adequately insulated where there is a possibility of resulting heat effects in adjoining accommodation or passageways.

7.2 Protection should be provided from the effects of heat resulting from steam or hot-water service pipes.

8 Pipes in crew accommodation

8.1 Hawse pipes shall not pass through crew accommodation.

8.2 Unless no other arrangement is reasonably practicable, steam supply and exhaust pipes for steering gear, winches and similar equipment should not pass through crew accommodation but where this is unavoidable they should pass through passageways and be properly encased.

8.3 Steam pipes that do pass through the crew accommodation should be constructed of solid drawn steel or other suitable material to be able to withstand the maximum pressure from the ship's boiler system. Be fitted with connections made by faced flanges, properly jointed and have adequate drainage arrangements.

(continued)

- 8.4 Where necessary for the protection of the crew calorifiers, steam and hot water pipes in the crew accommodation should be lagged. Cold water pipes in the crew accommodation should be lagged where necessary to prevent condensation.
- 8.5 Pipes used for crew accommodation service should be fit for purpose. Soil and waste pipes should be constructed in order to minimise the risk of obstruction and to facilitate cleaning.
- 8.6 Soil pipes should not pass overhead in mess rooms, sleeping rooms, dry provision store rooms, galleys or the hospital, unless it is impracticable to place them elsewhere.
- 8.7 Soil or waste pipes should not pass through drinking water tanks or other fresh water tanks.

9 Heating

- 9.1 Except in ships employed solely within the Tropics or the Gulfs area, all sleeping rooms, mess rooms, day rooms, recreation rooms, rooms for watching films and television, hobbies and games rooms, offices, studies, sanitary accommodation and hospitals shall be installed with a main heating system capable of ensuring that when:-
- (a) The ventilation system provided for the room or crew accommodation is working as to supply at least 25 cubic metres of fresh air per hour for each person which the room or crew accommodation is designed to accommodate at any one time; and
 - (b) The temperature of the ambient air is -1° C the temperature in that room or crew accommodation can be maintained at 21° C.
- 9.2 The main heating system shall be operated by steam, hot water or electricity, or shall be a system supply warm air.
- 9.3 Means for turning on or off or varying the heat emitted by a radiator or other heating device without using a tool or key shall, wherever reasonably practicable, be provided in the space in which that radiator or other device is fitted. All heating equipment shall be so constructed that its operation is not affected by the use or non-use of propelling machinery, steering gear, deck machinery, calorifiers or cooking appliances.
- 9.4 (a) Subject to subparagraph (b) below, the crew accommodation shall be heated by means of the main heating system at all times when any members of the crew are living or working on board and the circumstances are such that heating is required.
- (b) Heating by means of the main heating system need not be provided when the vessel is in port if such parts of the crew accommodation as are then in use provided with a safe and efficient temporary means of heating capable of ensuring the standard required by paragraph 9.1.
- 9.5 Heating equipment shall be so constructed and installed, and if necessary shielded, as to avoid risk of fire or of danger of discomfort to the crew. In all ships in which a heating system is required, the heating should be by means of hot water, warm air, electricity, steam or equivalent. However within the accommodation area, steam should not be used as a medium for heat transmission.
- 9.6 The heating system should be capable of maintaining the temperature in the seafarer accommodation at a satisfactory level under normal conditions of weather and climate likely to be met within the trade in which the ship is engaged.
- 9.7 Radiators or other heaters should be provided with a means for turning on and off or varying the temperature.

- 9.8 Heating equipment should be constructed so that its operation is not affected by propelling machinery, steering gear, deck machinery calorifiers or cooking appliances.
- 9.9 The system of heating the seafarer accommodation should be in operation at all times when seafarers are living or working on board and conditions require its use.
- 9.10 Radiators and other heating apparatus should be placed and where necessary shielded so as to avoid risk of fire, danger or discomfort to the occupants.

10. Lighting

- 10.1 In passenger ships all parts of the crew accommodation, except galleys, pantries, laundries, drying room, lockers, private and semi-private bathrooms and store rooms, shall wherever reasonably practicable be adequately lit by natural light.
- 10.2 In all other ships other than passenger ships:-
- (a) subject to subparagraph (b) below, all parts of the crew accommodation except galleys, pantries, laundries, drying room, lockers, private and semi-private bathrooms and store rooms shall be adequately lit by natural light; and
 - (b) sanitary accommodation and passageways shall wherever practicable be adequately lit by natural light.
- 10.3 An electric lighting system shall be installed which is capable of supplying adequate light in all parts of the crew accommodation. Electric lights shall be so arranged as to give maximum benefit to the crew and shall include an electric reading lamp for each bed with a controlling switch at the head of the bed.
- 10.4 If a reading light is fitted in a sleeping room then it should be fitted with a lamp capable of emitting at least 200 lumens.

11. Ventilation

- 11.1 Every enclosed space in the crew accommodation, except a cold store room, shall be provided with a ventilation system capable of maintaining the air in that space in a sufficiently pure condition for the health and comfort of the crew in all conditions of weather and climate which the ship is likely to encounter during the voyages on which she is intended to be engaged, and capable of being controlled as necessary for that purpose.
- 11.2 Without prejudice to the generality of paragraph 11.1:-
- (a) in all foreign going ships of 1000 tons or over except those regularly engaged in latitudes north of latitude 50° North or south of latitude 45° south; and
 - (b) in all ships of under 1000 tons regularly engaged on voyages solely with the area of the Tropics or the Gulfs area the ventilation system provided for every enclosed space in the crew accommodation except a cold store or a galley shall be an air conditioning system which shall be designed:-

- (i) to maintain the air at a satisfactory temperature and relative humidity as compared with the outside air conditions, and to ensure a sufficiency of air changes in all air-conditioned spaces; and
 - (ii) to take account of the particular characteristics of operations at sea and not produce objectionable noises and vibrations.
- 11.3 In ships provided with an air-conditioning system, sanitary accommodation, laundries, drying rooms, changing rooms and pantries shall be provided with mechanical exhaust ventilation capable of ensuring rates of air changes sufficient for the type of accommodation for which it is provided.
- 11.4 Air-conditioning systems, whether of a centralised or individual unit type should:-
- (a) maintain the air at a satisfactory temperature and relative humidity as compared to outside air conditions, ensure a sufficiency of air changes in all air-conditioned spaces, take account of the particular characteristics of operations at sea and not produce excessive noises or vibrations; and
 - (b) facilitate easy cleaning and disinfection to prevent or control the spread of disease.
- 11.5 Power for the operation of the air-conditioning and other ventilation units should be available at all times.

12. Drainage

- 12.1 The crew accommodation shall be efficiently drained. In particular:-
- (a) drainage pipes and channels shall be provided wherever necessary to clear water shipped from the sea; and
 - (b) in order to preclude effluvia from the crew accommodation, the soil and other waste water drainage system shall be so arranged and fitted with such water seals, air vents and storm valves as are necessary to prevent siphonage or blow-back.
- 12.2 Each space in the sanitary accommodation (except private bathrooms) and each laundry shall be served by one or more scuppers which do not serve any space other than sanitary accommodation or another laundry. The scuppers shall be at least 50 millimetres in diameter and shall be placed wherever water is likely to collect on the floor.
- 12.3 There shall be no drainage into sanitary accommodation from any source outside that accommodation except other sanitary accommodation.

13 Interior finishes

- 13.1 Upholstered parts of furniture and fittings should be made from either polished hardwood or a rust-proof material, impervious to dirt and moisture which is not likely to warp, crack or become corroded.
- 13.2 Any wooden surfaces within crew accommodation such as panelling should be either painted, varnished or coated with another suitable product.
- 13.3 All paints, varnish and other surface finishes in the crew accommodation should easily be kept clean.

13.4 The interior of the crew accommodation and all furniture and fittings within it should not be able to harbour dirt or vermin.

14 Sleeping rooms

14.1 When sleeping accommodation on board ships is required, the following requirements for sleeping rooms apply:

(a) in ships other than passenger ships, an individual sleeping room shall be provided for each seafarer; in case of ships less than 3000 GT or special purpose ships, exemptions from this requirement may be granted after consultation with the shipowners' and seafarers' organisation concerned;

(b) in single berth seafarers' sleeping rooms the floor area should be not less than:

- (i) 4.5 square metres in ships of less than 3000 GT;
- (ii) 5.5 square metres in of 3000 GT or over but less than 10,000 GT;
- (iii) 7 square metres in ships of 10,000 GT or over

14.2 However, in order to provide single berth sleeping rooms on ships of less than 3000 GT, passenger ships and special purpose ships, a reduced floor area maybe permitted.

14.3 In ships of less than 3000 GT other than passenger ships and special purpose ships, sleeping rooms maybe occupied by a maximum of two seafarers; the floor area of such sleeping rooms shall not be less than 7 square metres.

14.4 On passenger ships and special purpose ships the floor area of sleeping rooms not performing the duties of ships' officer shall be not less than:

- (i) 7.5 square metres in rooms accommodating two persons;
- (ii) 11.5 square metres in rooms accommodating three persons;
- (iii) 14.5 square metres in rooms accommodating four persons.

14.5 On special purpose ships sleeping rooms may accommodate more than four persons the floor area of such sleeping rooms shall not be less than 3.6 square metres per person.

14.6 In the case of seafarers performing the duty of petty officers there should be not more than two persons per sleeping room.

14.7 On passenger ships and special purpose ships the floor area for seafarers performing the duties of ships' officer where no private sitting room or day room is provided, the floor area per person for junior officers shall not be less than 7.5 square metres and for senior officers not less than 8.5 square metres; junior officers are understood to be at operational level and senior officers at the management level.

14.8 On ships other than passenger ships and special purpose ships, sleeping rooms for seafarers' who perform the duties of ships' officers, where no private sitting room or day room is provided, the floor area per person shall be not less than;

- (i) 7.5 square metres in ships of less than 3000 GT;
- (ii) 8.5 square metres in less of 3000 GT or over but less than 10,000 GT;
- (iii) 10 square metres in ships of 10,000 GT or over.

Shipping Notice 03/2014
Crew Accommodation on Cayman Island's Flagged Vessels

(continued)

- 14.9 The master, the chief engineer and the chief navigating officer shall have, in addition to their sleeping rooms, an adjoining sitting room, day room or equivalent additional space; ships of less than 3000 GT maybe exempted from this requirement after consultation with the shipowners' and seafarers' organisations.
- 14.10 Where practicable, the following groups of persons should be provided with sleeping rooms separate from those provided for the other groups:-
- (a) officers
 - (b) petty officers
 - (c) cadets
 - (d) ratings of the deck department other than petty officers
 - (e) ratings of the engine room department other than petty officers
 - (f) ratings of the catering department other than petty officers

Unless general purpose ratings are employed, the ratings in those two groups in subparagraphs (d) and (e) should be counted as one group.

- 14.11 In determining the floor area of a room for the purpose of this regulation, spaces occupied by berths, lockers, seats or chests of drawers and other furniture shall be included in the measurement of the floor area but spaces which by reason of their small size or irregular shape cannot accommodate furniture and do not contribute to the area available for free movement shall not be so included.
- 14.12 Where sleeping rooms are shared, separate sleeping rooms must be provided for male and female persons.

15 Beds

- 15.1 Every sleeping room shall be fitted with a bed for each person accommodated in the room.
- 15.2 Beds shall not be fitted fore and aft along the ships' side unless the size of the room is such that it would be impracticable to fit them elsewhere. Where beds are fitted along the ships' side, they shall be in single-tier, except in a room where there is no sidescuttle fitted or in which any sidescuttle fitted is fitted clear of the beds.
- 15.3 The minimum inside dimension of beds shall be adequate to accommodate mattresses of a size not less than 198 centimetres by 80 centimetres.
- 15.4 Every bed shall be fitted with either:-
- (a) a spring bottom or spring under-mattress and a top mattress of a material which will resist damp and is unlikely to harbour vermin; or
 - (b) a suitable resilient mattress on a suitably ventilated base.
- 15.5 Leeboards or lee-rails shall be fitted to the upper berth of every double tier bed.
- 15.6 Where a double tier bed is fitted a suitable portable ladder shall be supplied for access to the upper berth. The ladder shall be so constructed that it hooks on to the lee rail to prevent any slipping when in use. Suitable provision shall be made for its safe stowage when not in use.

- 15.7 The framework and lee-board, if any, of a berth should be of approved material, hard, smooth and not likely to corrode or to harbour vermin.
- 15.8 If tubular frames are used for the construction of berths, they should be completely sealed and without perforations which would give access to vermin.
- 15.9 Where beds abut upon each other, they shall be separated by rigid screens made of wood or other suitable opaque material.
- 15.10 Berths should not be arranged in tiers of not more than two and the lower berth in a double tier should be not less than 30 centimetres above the floor. The upper berth should be placed approximately midway between the bottom of the lower berth and the lower side of the deckhead beams.
- 15.11 In case of berths placed along the ship's side, there should be only a single tier where a sidelight is situated above a berth.
- 15.12 When one berth is placed over another, a dust-proof bottom should be fitted beneath the bottom mattress or spring bottom of the upper berth.

15. Furniture and fittings in sleeping rooms

- 16.1 Every sleeping room shall be so planned and equipped as to ensure reasonable comfort for the occupants and to facilitate tidiness.
- 16.2 For each occupant, the furniture shall include a clothes locker of ample space (minimum 475 litres) and a drawer or equivalent space of not less than 56 litres; if the drawer is incorporated in the clothes locker then the combined minimum volume of the clothes locker shall be 500 litres; it shall be fitted with a shelf and be able to be locked by the occupant so as to ensure privacy.
- 16.3 Each sleeping room shall be provided with a table or desk, which maybe of the fixed, drop-leaf or slide-out type, and with comfortable seating accommodation.
- 16.4 Sleeping rooms shall be fitted curtains or equivalent for the sidelights.
- 16.5 Sleeping rooms shall be fitted with a mirror, small cabinets for toilet requisites, a book rack and a sufficient number of coat hooks.
- 16.6 With the exception of passenger ships, each sleeping room shall be provided with a washbasin having hot and cold running fresh water, except where such a washbasin is situated in the private bathroom provided.

17. Mess Rooms

- 17.1 Unless the circumstances are such that no members of the crew are required to mess on board, mess rooms shall be provided for the crew; each mess room shall be large enough to accommodate the greatest number of persons likely to use it at any one time.
- 17.2 Mess rooms shall be located away from sleeping rooms and as close as practicable to the galley. Ships of less than 3000 gross tonnage maybe exempted from this requirement after consultation with the shipowners' and seafarers' organisations concerned.

- 17.3 Mess rooms should be of adequate size and comfort and properly furnished and equipped (including ongoing facilities for refreshment), taking account of the number of seafarers likely to use them at any one time; provision shall be made for separate or common mess room facilities as appropriate.
- 17.4 Mess room facilities may be either common or separate. The decision in this respect should be taken after consultation with seafarers' and shipowners' representatives and subject to the approval of the Cayman Islands Shipping Registry. Account should be taken of factors such as the size of the ship and the distinctive cultural, religious and social needs of the seafarers.
- 17.5 Where separate mess room facilities are to be provided to seafarers, then separate mess rooms shall be provided for:-
- (a) master and officers; and
 - (b) petty officers and other seafarers.
- 17.6 On ships other than passenger ships, the floor area of mess rooms for seafarers should be not less than 1.5 square metres per person of the planned seating capacity.

18. Furniture and fittings in mess rooms

- 18.1 In all ships, mess rooms should be equipped with tables, appropriate seats, fixed or moveable, sufficient to accommodate the greatest number of seafarers likely to use them at any one time.
- 18.2 Every mess room provided for persons who do not provide their own food shall be provided with adequate stowage space for mess utensils in a sideboard, dresser or in separate lockers.
- 18.3 Every mess room provided for persons who do provide their own food shall be fitted with a stowage locker for each person likely to use the room. Each such stowage locker shall be:-
- (i) large enough to contain one person's mess utensils and supply of food;
 - (ii) fitted with a secure lock or hasp for a padlock
 - (iii) so fitted as to be clear of the floor by at least 300 millimetres; and
 - (iv) adequately ventilated lockers provided in pursuance of this paragraph may be fitted together in the mess room or in a suitable place readily accessible from it.
- 18.4 There shall be available at all times when seafarers are on board:-
- (a) a refrigerator, which shall be conveniently situated and of sufficient capacity for the number of persons using the mess room or mess rooms;
 - (b) facilities for hot beverages; and
 - (c) cool water facilities.
- 18.5 Where available pantries are not accessible to mess rooms, adequate lockers for mess utensils and proper facilities for washing utensils shall be provided.

19. Recreation spaces

- 19.1 Recreation rooms, conveniently situated and appropriately furnished, shall be provided for officers and ratings. Where these are not provided separately from the mess rooms the latter

shall be planned, furnished and equipped to give recreational facilities. Furnishings for recreation accommodation shall as a minimum include a bookcase and facilities for reading, writing and where practicable, for games.

- 19.2 Appropriate seafarers' recreational facilities, amenities and services, as adapted to meet the special needs of seafarers who must live and work on ships, shall be provided on board for the benefit of all seafarers, taking into account provisions on health and safety protection and accident prevention.
- 19.3 Where practicable consideration should be given including the following facilities at no cost to the seafarer:
- (a) a smoking room;
 - (b) television viewing and the reception of radio broadcasts;
 - (c) showing of films, the stock of which should be adequate for the duration of the voyage and where necessary changed at reasonable intervals;
 - (d) sports equipment including exercise equipment, table games and deck games;
 - (e) where possible, facilities for swimming;
 - (f) a library containing vocational and other books, the stock of which should be adequate for the duration of the voyage and changed at reasonable intervals;
 - (g) facilities for recreational handicrafts;
 - (h) electronic equipment such as a radio, television, video recorders, DVD/CD player, personal computer and software and cassette player/recorder;
 - (i) where appropriate, the provision of bars on board for seafarers unless these are contrary to national, religious or social customs; and
 - (j) reasonable access to ship-to-shore telephone communications, email and Internet facilities, where available, with any charges for use of these services being reasonable in amount.
- 19.4 In every ship, deck space permanently reserved for the use of the crew for recreational purposes shall be provided on an open deck. The space shall be adequate in area having regard to the number of persons in the crew and the size of the ship.

20. Offices

- 20.1 All ships shall be provided with separate offices or common ship's office for use by deck and engineering departments; ships of less than 3,000 GT may be exempted from this requirement after consultation with the shipowners' and seafarers' organisations concerned.

21. Sanitary accommodation

- 21.1 The following private and semi-private bathrooms shall be provided for officers:-
- (a) in ships of 5,000 GT, or over but less than 15,000 GT at least 5 officers' sleeping rooms shall be provided with adjoining private bathrooms for the use of the officers occupying those sleeping rooms;
 - (b) in ships of 15,000 GT or over every officer's sleeping room shall be provided with an adjoining private bathroom for the use of the officer using that sleeping room;
 - (c) without prejudice to subparagraph (a) in ships of 10,000 GT or over but less than 15,000 GT, every officer's sleeping room which is not provided with an adjoining private bathroom shall have a semi-private bathroom appropriated to it; that bathroom shall comply with the requirements of paragraph 21.3 as regards semi-private bathrooms for officers.

Shipping Notice 03/2014
Crew Accommodation on Cayman Island's Flagged Vessels

(continued)

- 21.2 In ships of 25,000 GT or over, other than passenger ships, every ratings sleeping room which is not provided with a private bathroom shall have a semi-private bathroom appropriated to it. These semi-private bathrooms shall not be shared by petty officers and other ratings.
- 21.3 Semi-private bathrooms maybe situated either in an inter-communicating compartment between two adjoining sleeping rooms or, if the bathroom is for ratings, it maybe situated opposite or approximately opposite the entrance or entrances to their sleeping room or rooms.
- 21.4 (a) Semi-private bathrooms should contain a bath or shower, a water closet pedestal and other items as specified in paragraph 21.15 and unless a wash basin is provided in each sleeping room for which the bathroom is appropriated, with a wash basin.
(b) Private bathrooms should contain a bath or shower, a water closet pedestal, a wash basin and other items specified in paragraph 21.15.
- 21.5 All seafarers shall have convenient access on the ship to sanitary facilities meeting the minimum standards of health and hygiene and reasonable standards of comfort, with separate sanitary facilities being provided for men and women
- 21.6 In all ships a minimum of one toilet, one wash basin and one tub or shower or both for every six persons or less who do not have personal facilities shall be provided at a convenient location.
- 21.7 Toilets should be situated convenient to, but separate from sleeping rooms and wash rooms, without direct access from the sleeping rooms or from a passage between sleeping rooms or from a passage between sleeping rooms and toilets to which there is no other access. This does not apply where a toilet is located in a compartment between two sleeping rooms having a total of not more than four seafarers.
- 21.8 Wash basins and tub baths should be of adequate size and constructed with a smooth surface not liable to crack, flake or corrode.
- 21.9 Where there is more than one toilet in a compartment, they should be screened to ensure privacy and wherever reasonably practicable the space screened should be large enough for a person to undress comfortably.
- 21.10 Every bath and shower shall be provided with a handrail, grating or mat. Except in private or semi-private bathrooms the showers shall be provided with kerbs and individual drainage.
- 21.11 Hot and cold running fresh water shall be available in all wash places.
- 21.12 The hot water call be at a constant temperature of at least 66°C and shall be heated by thermostatically controlled calorifiers of adequate capacity or by some equally safe and efficient means.
- 21.13 Every shower shall be provided with an anti-scalding mixing valve which shall be set in such a way that the temperature of the shower water can be varied by the person using it to any temperature between the ambient temperature and a temperature of at least:-
- (i) in the case of a thermostatically controlled mixing valve, 38°C but not more than 43°C; or
 - (ii) in the case of any other mixing valve, 35°C but not more than 40°C.

- 21.14 All sanitary spaces shall have ventilation to the open air, independently of any other part of the accommodation.
- 21.15 Every water closet shall be provided with the following:-
- (a) a water closet pedestal of a single type with a pan of white vitreous china or other suitable material;
 - (b) a hinged seat of a suitable hard smooth impervious material;
 - (c) a trap with a metal inspection plate; and
 - (d) an efficient ventilator connected to the outlet

an adequate flush of water which shall always be available and supplied through self-closing non-concussive supply valves with a portable seating of metal which is not likely to become corroded.

- 21.16 Where water closets specified in paragraph 21.15 would be unsuitable for use by some members of the crew because of distinctive national habits or customs then those water closets maybe suitably adapted or other suitable closets shall be provided for those members of the crew, provided that the sanitary accommodation is equal or comparable to the standard otherwise.
- 21.17 (a) Subject to subparagraph (b) below, if access to a water closet is from a passageway other than a passageway leading only to water closets, a lobby should where practicable be provided at the entrance to the water closet or, if that is not practicable, the water closet should be provided with a self-closing door which is close fitting and has no apertures.
- (b) The above need not be complied with where adequate mechanical exhaust ventilation arrangements are provided in those spaces.
- 21.18 Subject to paragraph 21.19 every water closet pedestal should be fitted in a closet separated from all other parts of the crew accommodation by bulkheads which comply with requirements of paragraphs 4.1 and 4.2.
- 21.19 A water closet need not be separated by bulkheads from:-
- (a) another water closet;
 - (b) a urinal or;
 - (c) if the water closet is served by a trunked mechanical exhaust ventilation system which effectively removes odours from it, washing accommodation if it is separated from that other water closet, urinal or washing accommodation by a steel partition or another suitable material and open at the top and bottom. This is not necessary in a private or semi-private bathroom.

- 21.20 In ships of 1,600 GT or over the following additional sanitary accommodation shall be provided:-
- (a) a separate room containing a water closet and a washbasin easily accessible from the navigating bridge for the use of those working in that area;
 - (b) a separate room containing a water closet and a washbasin within or near to the engine room control compartment or, in ships not fitted with such a compartment within easy access of the propelling machinery space;
 - (c) a separate room containing a water closet and a washbasin easily accessible from the galley for the use of those working in that area; and
 - (d) except in ships in which single-berth sleeping rooms and private or semi-private bathrooms are provided for the use of all engine room personnel, washing accommodation fitted with showers, washbasins and mirrors in sufficient number having regard to the number of such personnel, not provided with single-berth sleeping rooms and private or semi-private

bathrooms situated in a place outside but conveniently close to the propelling machinery space.

22. Supply of drinking water and fresh water

- 22.1 Cold drinking water for the purposes of drinking, cooking and dishwashing shall be laid on to taps in galleys, bars and pantries and in the case of any mess room provided for members of the crew for whom no pantry is provided, a tap to the mess room.
- 22.2 The tanks from which the drinking water and the fresh water laid on to the washbasins, baths and showers is supplied and any plant installed on board ship from which drinking water and/or fresh water is produced shall be of a capacity to ensure an adequate supply of such water at all times for all members of the crew, provided that as a minimum the tanks shall be sufficient to provide at least 2 days supply of such water.
- 22.3 Where drinking water and/or fresh water is produced by plant on board the water so produced shall be treated by suitable automatic means of disinfection.
- 22.4 Any manholes leading in to drinking and fresh water storage tanks, and all pipes and other parts of the distribution systems should be constructed to allow for efficient maintenance and prevention of contamination.

23. Facilities for washing and drying clothes and for hanging oilskins and working clothes

- 23.1 In all ships, except where due to the nature of the service the crew are not accommodated overnight, facilities for washing, drying and ironing clothes shall be provided for officers and ratings on a scale appropriate to the size of the crew and the normal duration of the voyage. These facilities shall, wherever possible, be located within easy reach of their accommodation and arrangements shall be made to ensure separate availability of the facilities to officers and ratings.
- 23.2 The facilities to be provided shall include:-
 - (a) suitable sinks and washing machines which maybe installed in wash rooms if provision of a separate laundry facility is not reasonably practicable, with an adequate supply of hot and cold fresh water or by means of heating water;
 - (b) drying machines and adequately heated and ventilated drying rooms unless drying machines are of a type which dry clothes completely; and
 - (c) electric irons and ironing boards or their equivalent.
- 23.3 Adequately ventilated compartments or lockers for use solely for hanging oilskins and other working clothes shall be provided in a place outside but conveniently near to the sleeping rooms. Separate compartments or lockers shall be provided for officers and ratings
- 23.4 Where washing accommodation is provided such accommodation shall be provided with a clothes locker for each member of the engine room department not provided with a single-berth sleeping room and a private or a semi-private bathroom. Clothes lockers so provided shall be considered as complying with the requirements of paragraph 23.3 in respect of lockers for working clothes.

24 Galleys

- 24.1 Except in ships in which no member of the crew will be required to mess on board, a galley suitably positioned clear of working areas and situated as close as practicable to the mess rooms shall be provided for the preparation of food for the crew.
- 24.2 Every galley shall be provided with all equipment necessary to enable food in sufficient quantity to be properly and readily prepared for all persons whom the galley is intended to serve and served hot to them in the mess room in all weathers.
- 24.3 Every galley shall be provided with facilities for washing up. Hot fresh water and cold drinking water shall be laid on to any sink or other washing up facility in the galley. In ships of 3,000 GT or over there shall, in addition, be provided a washbasin supplied with hot and cold fresh water.
- 24.4 The ventilation in the galley shall be so arranged as to ensure an adequate supply of fresh air and the efficient discharge of fumes into the open air.
- 24.5 All spaces surrounding and behind fixed galley equipment should be easy to keep clean.
- 24.6 All galley furniture and fittings should be made of a material which is impervious to dirt and moisture. Any metal parts should be rustproof. The bottoms of all fitted furniture should be either flush with the deck or fitted high enough to enable the deck space beneath to be easily kept clean.
- 24.7 Sufficient gutters and scuppers should be fitted in the galley to ensure that it drains efficiently. Traps should be fitted so scuppers which should be led either overboard or to an enclosed tank which has a mechanical suction pump.

25 Dry provision store rooms

- 25.1 In every ship, except one in which each member of the crew provides his own food, one or more store rooms shall be provided for the storage of provisions for the crew. The rooms shall be fitted with sufficient shelves, cupboards and bins having regard to the maximum period likely to elapse between successive replenishment of stores and to the maximum number of persons for whom food is to be provided. Shelves, cupboards and bins shall be so constructed as to enable them to be effectively cleaned.
- 25.2 Access to every dry provision store room shall be obtained from a passageway, galley, pantry or other dry provision store room.
- 25.3 Dry provision store rooms should be situated, constructed and ventilated in order to minimise the risk of deterioration of the stores through heat, draught condensation or infestation by insects or vermin. In particular a dry provision store should not:-
- (a) be situated over propelling machinery space, boiler room or any other space which is subject to abnormal heat; or
 - (b) adjoin a galley, propelling machinery space or other space which is subject to abnormal heat, unless the division between the store room and that space is adequately insulated.
- 25.4 Dry provision store rooms are only to be used for the storage of dry provisions.

26. Cold store rooms and refrigerating equipment

26.1 Subject to paragraph 25.2:-

- (a) in every foreign going ship of 1,000 GT or over, cold store rooms shall be provided for the storage of perishable provisions;
- (b) in every foreign going ship of under 1,000 GT and in every home trade ship, there shall be provided for the storage of perishable provisions for the crew either cold store rooms or adequate alternative cold store room facilities;
- (c) if the said door opens into any part of the crew accommodation, the door shall be of steel, gastight and self-closing.

26.2 A red warning light outside every cold store room or group of cold store rooms shall be included in the lighting circuit of each such room or groups of rooms. Every cold store room shall be fitted with an internal means of sounding an external alarm and with a means of releasing the door fastenings from the inside.

26.3 It should be possible to effectively clean cold store rooms and domestic style deep freezers and refrigerators. They should be large enough taking into account the size of the crew and the duration of the voyages.

26.4 Access to every cold store room should be a passageway, galley or pantry or from another cold store room.

26.5 Cold storage facilities should be served by refrigerating machinery which may be either independent of the facility of self-contained.

26.6 If independent machinery is fitted then it should be separated from all other parts of the crew accommodation by bulkheads complying with the requirements of paragraphs 4.1 and 4.2. The refrigeration machinery space should have adequate ventilation and where practicable access to that space should be by means of a hinged door from an open deck.

27. Hospitals

27.1 Ships carrying 15 or more seafarers and engaged on voyages of more than three days duration shall provide separate hospital accommodation to be used exclusively for medical purposes. This requirement for ships engaged in coastal trade. The hospital accommodation, will in all weathers, be easy to access, provide comfortable housing for the occupants and be conducive to their receiving prompt and proper attention.

27.2 Every hospital, whether permanent or temporary, shall be so situated that it is as quiet and comfortable as possible and is readily accessible in all weathers:-

- (a) from the sleeping room of a member of the crew who is and is employed as, a duly qualified doctor or nurse; and
- (b) if no such doctor or nurse is carried, from the master's accommodation.

27.3 At least one bed in every permanent hospital shall be a single-tier bed and shall, wherever practicable, be so placed that it is accessible from both sides and from the foot.

Shipping Notice 03/2014
Crew Accommodation on Cayman Island's Flagged Vessels

(continued)

- 27.4 The arrangement of the entrance, berths, lighting ventilation, heating and water supply should be designed to ensure that the comfort and facilitate the treatment of the occupants.
- 27.5 Ideally the minimum width of the entrance to any permanent hospital should be 760 millimetres and the access arrangements should be such that a stretcher can be easily carried into it and placed alongside at least one single tier bed.
- 27.6 Sufficient beds should be provided in permanent hospitals on a ratio of one bed per 50 (or fraction of) seafarers up to a maximum number of [4] beds.
- 27.7 Any side scuttles or windows in the ward, which are exposed to the direct sunlight, should have curtains or blinds fitted.
- 27.8 Permanent hospital, even if they are air-conditioned or have a trunked mechanical ventilation system should have a natural system of inlet and exhaust ventilation to the open air which is independent of any ventilators provided for other parts of the ship.
- 27.9 A portable electrical lamp in addition to the lighting fitted in a permanent hospital should be provided and should be capable of emitting 600 lumens. If it is in a hospital war, the lamp should be capable of emitting at least 400 lumens.
- 27.10 For each bed in the hospital ward should be provided with:
- (a) a locker approximately 305 millimetres square by 610 millimetres high, fitted with a flat top and a shelf;
 - (b) a water bottle;
 - (c) a tumbler; and
 - (d) an electric bell push communicating with the sleeping room of the doctor, nurse or other person in charge of the patient.
- 27.11 Hospital wards should have in every:-
- (a) sufficient seats taking into account the number of beds in the ward;
 - (b) a clothes locker (additional to any lockers provided in accordance with paragraph 27.10);
 - (c) a box cover to conceal a bed-pan.
- 27.12 Sanitary accommodation should be provided for the exclusive use of the occupants of the hospital either as part of the accommodation or in close proximity. Such sanitary accommodation should comprise a minimum of one toilet, one washbasin and one tub or shower and in ships of 5,000 tons or over a bath at least 1.3 metres in internal length shall be fitted.
- 27.13 Washbasins and baths in a permanent hospital should be in accordance with the contents of paragraph 21.8. Furthermore, unless the ship has a collecting tank or sewage plant the discharge system, where practicable should be separate from any other discharge system in the ship.
- 27.14 A scupper at least 50 millimetres in diameter should be fitted in the lowest part of any room in a hospital where a bath is fitted unless that room is the ward.

- 27.15 Any water closets or other rooms containing a water closet pedestal is fitted should have a gastight self-closing door, unless it is served by a trunked mechanical exhaust ventilation system which effectively removes the odours from it.
- 27.16 In passenger ships, one hospital maybe provided to serve both crew and passengers. In such a case separate male and, except where there are no female members of the crew, female wards and sanitary accommodation should be provided for the exclusive use of the crew.
- 27.17 The floor covering in every permanent hospital should, so far as is practicable, be free from joints.

28. Medical cabinet

- 28.1 A cabinet or other suitable facility for storing medicines and other medical stores, which the ship is required carry for the crew, shall be well ventilated and fitted in a place in the crew area of the ship:-
- (a) is always dry;
 - (b) is readily accessible from (but not sited in) the permanent or temporary hospital; and
 - (c) is not subject to abnormal heat.
- 28.2 Where a medical cabinet is required it shall be provided with the following:-
- (a) an outer door with an efficient lock
 - (b) where controlled drugs are to be stored, an inner cupboard fitted with a door and a lock which cannot be opened by the same key as the lock to the outer door;
 - (c) suitable arrangements for the storage of these medicines, medical stores and associated measuring devices all as required by the regulations referred to in paragraph 28.1; and
 - (d) a dispensing counter with a surface that can be easily kept clean.

29 Protection from mosquitoes

- 29.1 Ships regularly trading in mosquito infested ports shall be fitted with the appropriate devices as required by the competent authority.

More information

Should you have any queries on the contents of this Shipping Notice please contact by email to technical.uk@cishipping.com. For queries on any other aspect of the MLC please contact by email to shipping.master@cishipping.com.