



Revision No:

1.0

Issue Date:

11/Nov/2025

Effective Date:

11/Nov/2025

Notice to: Shipowners, Operators, Officers, Flag State Inspectors and Recognised Organisations.**1. References**

- a) [Barbados Merchant Shipping Act, 2024](#)
- b) [Maritime Labour Convention, 2006 \(MLC 2006\)](#)
- c) [Bulletin 007 - Maritime Labour Convention 2006](#)
- d) [PPO01-F14: Ship Masters Medical Report Form](#)

2. Purpose

- 2.1 This Bulletin provides guidance and explanatory notes to assist Recognised Organisations (ROs), shipowners and operators in preparing the Declaration of Maritime Labour Compliance (DMLC) Part II, in accordance with MLC 2006 Standard A5.1.3 paragraph 10(b).
- 2.2 This Bulletin shall be read in conjunction with Bulletin 007, which details Barbados' implementation of the MLC 2006, including DMLC Part I obligations and RO procedures.

3. Application

- 3.1 This Bulletin applies to all Barbados-flagged vessels required to carry a Maritime Labour Certificate and Declaration of Maritime Labour Compliance, as prescribed under MLC 2006 Title 5 and as prescribed under Sec. 7 of Bulletin 007.

4. DMLC Part II - General Requirements

- 4.1 The DMLC Part II shall be drawn up by the MLC shipowner and shall identify the measures adopted to ensure ongoing compliance with the national and international requirements between MLC inspections and the measures proposed to ensure continuous improvement.
- 4.2 The DMLC Part II shall be drafted in clear terms designed to help all persons concerned, such as flag State inspectors, authorised officers in port States and seafarers, to check that the requirements are being properly implemented.
- 4.3 Shipowners shall ensure that their DMLC Part II is completed in line with this guidance prior to submission to a Barbados RO for review and approval.
- 4.4 The DMLC Part II is a company-specific declaration outlining measures adopted to ensure compliance with each applicable MLC 2006 Regulations. It shall:
 - .1 Address each item listed in DMLC Part I.
 - .2 Be signed and stamped by the Company.
 - .3 Include clear references to documented procedures, forms, or manuals used on board.
 - .4 Be kept on board at all times and available to inspectors (RO approved copy).
- 4.5 Completed DMLC Part II shall be submitted to a Barbados RO for review. During the MLC initial or intermediate inspection, the RO will verify the measures onboard.

5. DMLC Part II Records

- 5.1 Shipowners shall keep a copy of the completed and approved DMLC Part II at their management office and onboard each vessel.
- 5.2 An electronic copy of the DMLC Part II approved by the RO shall also be forwarded to registry@barbadosmaritime.com for BMSR records.

6. Explanatory Notes and Recommended Content

- 6.1 The following guidance corresponds to each section of the Barbados DMLC Part I and addresses both the MLC 2022 amendments and the amendments regarding the need for basic training in the prevention of and response to violence, harassment, bullying, and sexual assault.

1. Minimum Age (Reg. 1.1)

Explanatory Notes

The following should be included:

- No person under the age of 16 will be employed on the vessel;
- No seafarer under the age of 18 will work at night (as defined in DMLC part I) unless it is part of a recognised training scheme;
- A list of hazardous work that seafarers under the age of 18 are prohibited from undertaking;
- A list of seafarers who are under 18 years of age;
- Details to ensure compliance for the Master to check that the seafarer is over 16 by inspecting the individual's passport/discharge book.

Recommended Content

Upon boarding, each seafarer's Passport and Discharge book is checked by the Master or their designated representative, to:

- Ensure that no person below the age of 16 is employed on this vessel;
- Compile a list of seafarers aged under 18 years, which is kept available for inspection.

Rosters are prepared to ensure that, during a continuous nine-hour period starting no later than midnight and ending no earlier than 5.00 am each day, seafarers under the age of 18 do not work. The only exceptions are in the event of an emergency or where night work is a necessary part of their training programmes.

Seafarers below the age of 18 are not permitted to carry out work such as the following:

- Working at height;
- Working overboard except during safety training drills;
- Working within enclosed spaces;
- Food preparation or catering.

2. Medical certification (Reg. 1.2)

Explanatory Notes

A statement to the effect that:

- No seafarer will be engaged without a valid medical certificate in compliance with STCW I/9;
- Medical certificates should be provided in English or accompanied by an English translation;
- Reference should be made regarding who checks the individual certificates, ensuring that any restrictions are complied with;
- Procedures if either the Master or the shipowner has concerns about the medical fitness of a seafarer to undertake their duties.

Recommended Content

The seafarer is required to submit their medical certificate to the Master or to the designated representative to ensure the certificate is:

- Valid and appropriate for the duties that the seafarer will undertake;
- In English (or with an English translation available);
- Issued by a doctor approved in compliance with STCW I/9.

A note is taken of any certificate that will expire during the voyage.

Seafarers without a valid medical certificate are not permitted to join the vessel. They are either directed to the nearest Approved Doctor or repatriated.

Where doubt exists about the validity of the medical certificate or the seafarer's fitness, the Master shall contact the company superintendent and arrange an independent medical assessment without delay.

The procedure may be set out in the company's Safety Management System (SMS), which is developed by the company and audited by the Barbados RO.

3. Qualifications of seafarers (Reg. 1.3)

Explanatory Notes

The DMLC Part II should state:

- That only certificated seafarers in accordance with STCW Convention requirements will be employed on board;
- From 01 Jan 2026, procedures to verify and record that all seafarers employed on board have undertaken basic training, including the revised STCW A – VI/1 provisions to prevent and respond to violence and harassment, including sexual harassment, bullying and sexual assault;
- What evidence will be provided in the event of a seafarer's Certificate of Competency requiring revalidation;
- That seafarers are required to carry their certificates with them;
- Who is responsible for ensuring that individual seafarers have the correct certificates, and what happens if a seafarer joins a vessel without the required qualifications;
- The procedure used to instruct seafarers in onboard personal safety training and how this training is to be recorded.

Recommended Content

Upon arrival on board and prior to commencing work, each seafarer is required to submit their STCW certificates to the Master or to the designated representative to ensure the certificates are valid and appropriate for the duties that the seafarer will undertake.

Seafarers arriving without the original copies of their certificates are not permitted to join the vessel. Where a Certificate of Competency requires revalidation, the company will ensure that this is completed prior to joining the vessel.

Basic Safety training and familiarisation are given to each seafarer by the designated safety training officer upon joining the vessel. This may be recorded in the seafarers' individual training and record books and in the on-board record of training and drills.

IMPORTANT

IMO Resolution MSC.560(108), the amendments to Part A of the STCW Code — including the revisions to Section A-VI/1 on Basic Training — will enter into force on 1 January 2026. From that date, all seafarers will be required to comply with the amended mandatory minimum standards of competence for personal safety and social responsibilities, which now include elements on the prevention of violence and harassment, including sexual harassment and bullying.

4. Seafarer's employment agreements (Reg. 2.1)

Explanatory Notes

This section should include:

- Confirmation that the seafarers' employment agreements (SEA) include the items listed in paragraph 4 of MLC Standard A2.1;
- A statement indicating whether a collective bargaining agreement [or any other supplementary documentation] forms all or part of the SEA;
- Confirmation that the seafarer has been given a signed original copy of the SEA and how this is recorded;
- Confirmation that the seafarer has been given an opportunity to examine and seek advice prior to signing the SEA and how this is recorded;
- The method used to provide seafarers with a record of employment on board the vessel;
- The procedure for granting shore leave;
- Annual leave provision and how this is calculated;
- Details of authorised representatives for signing the SEA on behalf of the shipowner.

Recommended Content

The employer provides each seafarer with a copy of the SEA and permits the seafarer to examine and seek advice before signing. In the event of difficulties, the seafarer shall raise queries with the company or its associated recruitment/manning agency prior to joining the vessel.

5. Use of any licensed or certified or regulated private recruitment and placement service (Reg. 1.4)

Explanatory Notes

This section should include:

- Information on whether the MLC Shipowner directly or indirectly engages seafarers;
- A list of Recruitment and Placement Services (RPS) that supply seafarers to the vessel;
- Confirmation that the RPS providers reside in a ratifying country; or
- If the RPS providers are based in a non-ratifying country, a statement to the effect that the agency operates in accordance with MLC, 2006 requirements and what evidence is available to confirm this;
- Confirmation that no fees or other charges are borne either directly or indirectly by the seafarer when gaining employment, and how this is verified;

- Confirmation that the RPS providers do not operate blacklists to prevent seafarers from gaining employment, and how this is verified;
- Confirmation that, as far as practicable, the shipowner has the means to protect seafarers from being stranded in a foreign port, together with confirmation that a system of protection is in place by way of insurance or an equivalent measure to compensate seafarers for monetary loss resulting from the failure of either the manning agencies or the shipowner to meet their obligations to the seafarers;
- Confirmation that seafarers are fully aware of their employment rights and protections prior to engaging with a new employment relationship.

Recommended Content

The listed RPS providers are audited as part of the company's ISM and ISO audits and comply fully with the requirements of MLC, 2006. Copies of the audits are available for inspection at the company's offices ashore.

All of the above-listed agencies are authorised to sign SEAs on behalf of the shipowner.

6. Hours of Rest (Reg. 2.3)

Explanatory Notes

This section should include information on:

- Details of any authorised exception.
- Where the schedule is posted up;
- Who monitors the hours of work/rest for compliance both onboard and ashore;
- Under what circumstances can the schedule of rest be suspended;
- How are any suspensions recorded;
- How details of any compensatory rest periods granted resulting from the suspended schedule are recorded.

Recommended Content

A table showing the service schedule at sea and in port, along with the minimum hours of rest required to be observed on the vessel, is posted on the Official noticeboard.

The hours of work/rest are monitored on board and ashore to ensure compliance with the applicable standards [and exceptions as explained in DMLC Part I].

Individual reports are inspected weekly by the Master and then forwarded to the vessel's superintendent. Copies are available for inspection.

The schedule shall only be suspended in the event of a serious incident affecting or threatening the safety of this vessel, its crew and the environment; or whilst rendering such assistance to a person or vessel in distress as required by Article 92 of UNCLOS and Chapter V, Regulation 33(1) of the SOLAS Convention.

Any such suspension shall be recorded in the seafarers' individual records and the vessel's Official Logbook.

Compensatory rest periods granted as a result of the schedule being suspended are recorded in the seafarers' individual records and the official logbook.

7. Manning levels of the ship (Reg. 2.7)

Explanatory Notes

The following should be included:

- A statement to the effect that the vessel will be crewed in accordance with national and international regulations;
- A statement to the effect that the contents of the safe crewing document will be adhered to at all times;
- Information on who the Master should contact if he has any concerns regarding manning.

Recommended Content

The vessel is manned at all times in accordance with the requirements of the Minimum Safe Manning Document (SMD) and SMS, developed by the company and approved by a Barbados RO.

If the Master has concerns regarding the safe manning of the vessel, they shall immediately contact the Designated Person Ashore (DPA) to seek guidance.

8. Accommodation (Reg. 3.1)

Explanatory Notes

The following should be included:

- How the requirements or paragraph 2(a) of MLC Standard A3.1 are dealt with;
- Who is responsible for carrying out inspections of the crew accommodation, the frequency that inspections are carried out and where they are recorded should be included;
- What is provided by way of bedding, mess utensils and miscellaneous provisions;
- The procedure for the sending and receiving of seafarers' mail;
- Whether seafarers may be accompanied by their partners for occasional voyages;
- Whether seafarers' partners, relatives or friends are permitted to visit the vessel when it is in port.

Recommended Content

The crew accommodation on the vessel, whose keel was laid on the of, YYYY, was constructed in accordance with ILO Conventions C92 and C133. Approved plans for the crew accommodation are available for inspection on the vessel and in the company offices ashore.

The master and the senior management team inspect the accommodation for cleanliness and safety at least weekly. The Master keeps records in the vessel's official logbook.

The company provides all items necessary to ensure seafarers' comfort and safety. This includes all bedding, towels, mess utensils, and any other items deemed necessary to comply with or in addition to the MLC requirements.

Crew members may send mail from the vessel at any time whilst the vessel is in port. Outgoing mail should be placed in the receptacle outside the vessel's office for delivery to the nearest suitable post office. The duty officer will distribute incoming mail upon receipt. Seafarers also have access to email.

Subject to the vessel's itinerary and company approval, seafarers may be accompanied by partners. Travel expenses must be met by the seafarer. Subject to port byelaws, vessel itinerary, and the Master's approval, seafarers may receive visitors if this does not impede the vessel's operation.

9. On-board recreational facilities (Reg. 3.1)**Explanatory Notes**

This section should:

- At a minimum, give information on what recreation facilities (for example, DVD players, televisions, sports equipment, etc.) are provided on board. Where appropriate, the location of the deck area that is reserved for seafarers;
- Appropriate seafarers' amenities and services, including 'social connectivity', to be adapted to meet the special needs of seafarers living and working on vessels.

Recommended Content

The following recreational facilities are provided for seafarers: televisions and associated DVD players in Officers' and Crew Lounges. CD Radio Players are available in every cabin.

The vessel's Library, containing vocational and other books, the stock of which should be adequate for the duration of the voyage and changed at reasonable intervals, as well as table games and deck games

Gym equipment (Treadmill, Rowing Machine, and free Weights) in a dedicated and safe space.

Seafarers, when off duty, may use the Deck area aft of the accommodation on Deck 3 for relaxation purposes. Loungers and tables have been provided for this purpose, provided the Master is satisfied that the prevailing weather conditions do not make it unsafe for them to be on deck.

Seafarers have reasonable access to ship-to-shore telephone communications and internet, with charges, if any, of a reasonable amount.

10. Food and catering (Reg. 3.2)**Explanatory Notes**

The following should be included:

- Details concerning the loading, storage and treatment of drinkable water;
- Procedures for storing, preparing, and serving food;
- That seafarers are not charged for their food;
- How the shipowner ensures that food is suitable in quantity, nutritional value, quality, and variety for the number of crew and operation of the vessel;
- Details on how the Master inspects the weekly meal plan to ensure that adequate, varied, balanced and nutritious meals are prepared and served in hygienic conditions and that all cultural/religious requirements are strictly observed;
- The qualifications and training of the cook and any other catering staff;
- Details of who conducts the galley inspections and food handling/storage areas, and how these inspections are recorded.

Recommended Content

Drinking water is loaded as required at each port call. Testing is carried out by the 2nd Officer prior to and on completion of loading. Test results are recorded as part of the Shipboard Maintenance system and in the vessel's official logbook. Where drinkable water does not reach the required standard, it shall be rejected prior to loading. Where possible, water shall be made on board whilst the vessel is at sea.

In the event of any failure of the above processes, the seafarers will be supplied with bottled drinking water.

Food stores are ordered as required from audited suppliers to maintain a minimum of 1 month's usable food (or longer if operationally needed). Upon receipt of the stores, they are inspected by the Chief Officer and the vessel's Cook to ensure that they conform to the required standard. Any substandard food shall be highlighted to the vessel's agent and rejected. Food shall be stored in the Dry Store, Cold Store or Freezers as appropriate. Food Preparation shall only take place in the vessel's galley.

Seafarers are provided three meals per day free of charge by the company.

Seafarers with specific dietary requirements should inform the Master prior to their embarkation. The Master and the vessel's Cook devise appropriate meal plans to consider these requirements.

Vessel's Cook certificates, which have been either issued or approved by the Flag State, are available for inspection on board. The Galley and all food storage areas are inspected at least weekly. These inspections, any findings and corrective actions required shall be recorded in the Official Logbook. Any corrective actions required are to take place as quickly as practicable, and their successful completion is to be logged upon satisfactory inspection.

No Seafarer under 18 can participate in food preparation on board this vessel.

11. Health and safety and accident reporting including harassment and bullying (Reg. 4.3)

Explanatory Notes

The following should be included:

- If a vessel has five or more seafarers, then a safety committee is required. The composition of the safety committee and the frequency of meetings, together with the responsibilities of the Master, the safety officer and the safety representatives;
- Details of the on-board programs for the prevention of occupational accidents, injuries, and diseases, including through the provision of all necessary appropriately sized personal protective equipment and for continuous improvement in occupational health and safety;
- Details of the adoption, the effective implementation and promotion of occupational safety and health policies and programs;
- The procedure for generating risk assessments (including those for young seafarers) and how frequently they are reviewed;
- The precautions taken to prevent occupational accidents, injuries, and diseases;
- The procedure for investigating, reporting, and correcting unsafe conditions;
- The procedure for investigating and reporting on board occupational accidents;
- The procedure for investigating the deaths of seafarers employed, engaged, or working on board the vessel and the reporting to the BMSR;
- The procedure for investigating harassment and bullying and the reporting to the BMSR;
- Details of the type of work that seafarers under the age of 18 are prohibited from undertaking.

Recommended Content

The vessel has a Safety Committee. A list of Safety committee members is posted on the Official noticeboard.

The responsibilities of each committee member are detailed in the vessel's SMS, as approved by the Barbados RO.

The company occupational health and safety policy and programme is set out in the Company SMS. This covers compliance with the flag state's health and safety laws and regulations as listed in the DMLC Part I and as applicable to the vessel, risk assessments, prevention of occupational accidents, injuries and diseases, incident reporting and a scheme encouraging continuous improvement in occupational health and safety. Copies are available for inspection on board and in the company offices ashore.

12. On-board medical care (Reg. 4.1)

Explanatory Notes

This section should cover:

- The provision of on-board medical care, including the medical chest, and who is responsible for maintaining the same;
- Who is responsible for providing on-board medical care;
- Confirmation that the person(s) responsible for providing on-board medical care are trained (including refresher training);
- The provision of onshore medical care for seafarers and confirmation that this medical care is provided free of charge to the seafarer;
- The procedure for sending a seafarer ashore for medical attention. Including, if necessary, the use of the medical report form.

Recommended Content

The provision of Medical Care on board and the upkeep of the vessel's Medical Chest are the responsibility of the Master, who may delegate responsibilities to a suitably qualified deputy—normally the [2nd Officer]. Audits of medical supplies are carried out every [] months to ensure that they are always in compliance with the statutory requirements.

At all times, at least one crew member has met the standards of competence set out in Part A-VI/4-1 or Part A-VI/4-2 of the STCW Code. Their names are indicated on the ship's noticeboard, and copies of their Certificates of Competency or Certificates of Proficiency, as appropriate, are available for inspection.

Where a Seafarer requires urgent medical attention whilst in port, such attention shall, where practicable, be arranged through the Medical Officer and the vessel's Agent.

Prior to sending the seafarer ashore, depending on the urgency of the situation, the medical officer completes the BMSR form "PPO01-F14: Ship Masters Medical Report Form" in English, indicating symptoms, observations, and treatment provided, and sends the form with the seafarer. The medical professional should then complete the form and return it to the seafarer.

Medical or emergency dental assistance necessary for a seafarer whilst on company business, including the requirement for medical treatment whilst travelling to or from the vessel, is provided at no cost to the seafarer.

13. On-board complaint procedures (Reg. 5.1.5)

Explanatory Notes

The following should be included:

- Confirmation that the onboard complaints procedure complies with national and international requirements;
- Confirmation that a copy of the onboard complaints' procedure is to be given to every seafarer, and how this is recorded.

Recommended Content

The on-board complaints procedure has been prepared in consultation with the [trade union]. A copy is available for inspection on board and in the company office ashore.

Each seafarer receives a copy of the on-board Complaints procedure and is requested to confirm receipt by signing the on-board familiarisation record sheets. This contains contact information for the competent authorities in the flag state and the seafarers' state of residence, as well as the name of a seafarer/other person who can give, on a confidential basis, impartial advice on making a complaint.

14. Payment of wages (Reg. 2.2)

Explanatory Notes

This section should include information concerning pay slips, charges for allotments, and the frequency of wage payments, together with how the rate of exchange is determined.

Recommended Content

Wages are paid in [currency] at the exchange rate published by [Bank] on the [23rd] day of each month. Seafarers receive pay advice on board and may elect to send some, or all, of their net wages to a nominated bank account of their choice. This will be done electronically, in accordance with the seafarer's instructions, at no cost to the seafarer.

15. Financial Security for Repatriation (Reg. 2.5)

Explanatory Notes

This section should include:

- A certificate issued by an approved BMSR insurer or other documentary evidence of financial security issued by a third-party financial security provider, and procedures for who and how the certificate is sent to the BMSR;
- Procedures for dealing with delays due to avoidable administrative issues with local authorities.

Recommended Content

Financial security, which covers the shipowner's liability under MLC Reg 2.5, is provided by [....]. A copy of the certificate of insurance is posted [location] and includes contact details in the event of a claim.

For example, how can local authorities deal with local authorities when they may require the (potentially insolvent) employing company to sign an exit visa or request a new crew to be deployed on the vessel before giving the former crew permission to leave?

16. Financial Security relating to Shipowners' Liability (Reg. 4.2)

Explanatory Notes

This section should include a certificate issued by an approved BMSR insurer or other documentary evidence of financial security issued by a third-party financial security provider, as well as procedures for who and how the certificate is sent to the BMSR.

Recommended Content

Financial security, which covers the shipowner's liability under MLC Reg 4.2, is provided by [....] A copy of the certificate of insurance is posted [location]. It includes contact details in the event of a claim.

Revision No	Description Of Revision
1.0	First Issue

