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**Guidance Notes for the Attention of Masters of Hong Kong Registered Ships
with regard to Crew Matters**

The following notes are intended as a concise source of information for masters of Hong Kong registered ships. While every care has been exercised in the preparation of the notes, they do not supplant the legislation which covers these various matters in detail.

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Crew Agreement and Lists of Crew

1. Pursuant to S. 80 of the Merchant Shipping (Seafarers) Ordinance and the Merchant Shipping (Seafarers) (Crew Agreements, Lists of Crew and Discharge of Seafarers) Regulations, all seafarers serving on a Hong Kong registered ship must have entered into a written employment agreement with the owner of the ship or a person, including the manager; or charterer of the ship, who has assumed responsibility for the operation of the ship from the owner. The Crew Agreements and Lists of Crew should be contained in the same document as Crew Agreement which specified Form is HKENG 1.
2. The specified form for a List of Crew is HKENG 2 which should be contained in the same document as a crew agreement and any particular entered in the crew agreement shall be treated as forming part of the particular entered in the list.
3. The “Terms and Conditions of Services” should be those intelligible clauses specifying the terms and conditions under which a seafarer is employed. They may be laid down in the appropriate part of the HKENG 1, or contained in an employment agreement of a seafarer. These clauses should include the following articles:
 - (i) The respective rights and obligations of the employer and the seafarer;
 - (ii) The normal working hours of the seafarer;
 - (iii) Any annual leave with pay granted to the seafarer;
 - (iv) Any allowance entitled to the seafarers besides the basic wages; and
 - (v) Such other terms relevant to the employment which are in the interests of the employer and the seafarer.

Pursuant to Section 13 of the Merchant Shipping (Seafarers) (Working and Living Conditions) Regulation (Cap.478AF), the Terms and Conditions of Service of employment agreement of a seafarer must comply with Schedule 1 of Cap.478AF. It may be the same as the “Standard Clauses for a Hong Kong Registered Sea-going Ship”, and or agreement signed between shipowner and seafarers unions if applicable. A “Standard Clauses for a Hong Kong Registered Sea-going Ship” for reference purpose in this regard is obtainable at the Mercantile Marine Office, and Marine Department website:
<https://www.mardep.gov.hk/en/faq/pdf/mlc210909.pdf>
<https://www.mardep.gov.hk/en/faq/pdf/mlc210909anx2.pdf>

4. The specific form HKENG 1 (Crew Agreement and Lists of Crew), the List of Crew in the specified form HKENG 2, and the relevant Terms and Conditions of Service form a set of Crew Agreement.
5. All the appropriate columns of the HKENG 1 and the HKENG 2 should be completed by the shipowner, or master on behalf of the employer, or a person, including the manager or charterer of the ship, who has assumed responsibility for the operation of the ship from the owner.
6. Each seafarer engaged/discharged should sign in the appropriate column in the HKENG 2 before the master. The master should ensure that he satisfies that the seafarer engaged before him understands the terms and conditions of the agreement, or that the seafarer has been discharged properly. The master should then initial against the engagement/discharge of the seafarer in the appropriate column in the HKENG 2. (this is for ship’s record retention, signature / initial in the e-submission of HKENG 2 in excel format is not necessary.)

7. Details of personal particulars of individual seafarer including the reference number; the exact amount of monthly wages (it shall be equal to the amount of monthly wages of Seafarer Employment Agreement (SEA)); the capacity in which employed; etc., should be properly entered in the appropriate columns in the HKENG 2.
8. In the column “Particulars of Certificate/Licence held” in the HKENG 2, the following particulars, which indicate the qualification a seafarer possesses relating to the capacity he is engaged, should be clearly entered :
 - (i) The grade and number of Hong Kong Certificate of Competency/Licence possessed by deck and engineer officers;
 - (ii) The number of Certificate of Equivalent Competency (CoEC) issued by the Office of the Communications Authority of Hong Kong (OFCA) or details of GMDSS endorsement made on Hong Kong Licence;
 - (iii) The number and description of STCW watchkeeping certificate possessed by the navigational watch and engine room watch ratings;
 - (iv) The number of Certificate of Proficiency for Able Seafarers issued by Hong Kong Marine Department or the certificate recognized as equivalent to that Certificate of Proficiency possessed by the Able Seafarers; and
 - (v) Details of Certificate of Proficiency in training for tanker cargo operations or Endorsement for officers and ratings.
9. A seafarer shall not be rated as Able Seafarer unless he is the holder of a Certificate of Proficiency for Able Seafarers issued by the Hong Kong Marine Department or a certificate recognized as equivalent to that Certificate of Proficiency.
10. When a Crew Agreement is opened, a copy of the complete set of the Crew Agreement, which should include the HKENG 1; HKENG 2 in excel format and the “Terms and Conditions of Service” in PDF or other e-format, should be forwarded by e-mail to the Mercantile Marine Office, Hong Kong (MMO) as soon as practicable. No signature is required on the HKENG1 and HKENG2 during the submission of these excel forms to MMO.
11. When there is any crew change, i.e. engagement and/or discharge of crew members during the currency of the Crew Agreement, it should be entered in the HKENG 2 kept on board the ship. Such crew change should also be reported to MMO in updated Form HKENG2 in excel format by e-mail as soon as practicable.
12. A copy of the Crew Agreement or its extract containing the terms and conditions of service should be posted in some conspicuous place on board the ships where it can be read by seafarers employed under the Crew agreement.
13. When the Crew Agreement is terminated, the updated HKENG 1 and updated HKENG 2 in excel format should be forwarded by e-mail to MMO for record.
14. All deck and engineer officers should keep their original Hong Kong Licence or certificates of competency on board the ship which may be required to be examined by port state inspections.
15. Every seafarer employed on a Hong Kong registered ship should hold a valid medical fitness certificate, i.e. a certificate issued to a seafarer in accordance with the provisions of the Merchant Shipping (Seafarers) (Medical Examination) Regulation. Also, please refer to MSIN No. 74/2016. A medical fitness certificate shall normally be valid for 2 years from date of issue unless expired earlier as specified on the certificate.

Entries in the Official Log Book

1. The prescribed form HKLOG 3 shall be used as a ship's Official Log Book. Entries shall be made in the Official Log Book in accordance with the requirements of section 4 to 9 and Schedule of the Merchant Shipping (Seafarers) (Official Log Books) Regulation (Cap.478P). It is a statutory requirement that a master of a ship shall, on demand, produce to the Superintendent, an officer of the Marine Department or an officer of customs and excise, the Official Log Book required to be kept in the ship. To facilitate the inspection, the language of entries shall be in English or accompanied by an English translation if the working language is not in English.
2. A new Official Log Book should be opened for use on the date of the ship's first entry into Hong Kong Shipping Registry, or on the date of closure of previous Official Log Book. The Official Log Book is supplied by Marine Department free of charge for Hong Kong registered ship(s). Upon request, a new Official Log Book can be supplied to a newly registered ship prior to her delivery date, or for the renewal of Official Log Book. The shipping company shall apply in writing, and authorize a Hong Kong representative if required, to obtain the new Official Log Book from the Mercantile Marine Office prior to the ship's delivery date or the book's renewal date. When the existing Official Log Book is required to be renewed and new blank Official Log Book is not readily available on board, a copy of Official Log Book in the prescribed form may be used.
3. For ease of reference, the reference number given to each seafarer against his name in the List of Crew (form HKENG 2) as mentioned in Note 1 shall be the same number entered in the List of Crew on page 1 of the Official Log Book. Whenever his name is mentioned in the narrative part of the Official Log Book, this number should also be quoted for proper identification. Similarly the number of page on which an entry relating to him has been made shall be noted in the last column of the table on page 1.
4. In the narrative part of the Official Log Book, full details of all day to day events that take place on board the ship during the currency of the Crew Agreement should be recorded. These events included:
 - changes in command of the master of the ship;
 - changes of the crew;
 - promotions and demotions of any members of the crew;
 - sickness of the crew;
 - birth of children and deaths of persons;
 - injuries and treatments given to the crew;
 - accidents and casualties;
 - search and rescue for persons, other ships or aircraft;
 - stowaway found on board the ship;
 - collisions and any assistance rendered to other ships;
 - misconduct of the crew or persons on board the ship including the desertion and the subsequent verbal or written warning;
 - change of the SEA period (e.g. extension, early termination) affected by the pandemic/uncontrolled situation (e.g. Covid-19, war conflict, turmoil, etc.).
5. Full record of musters, abandon ship drills and fire drills, training of crew, and inspections of life saving appliances and fire fighting appliances; tests and inspections of the ship's steering gear; inspections of crew accommodation; and inspection of supplies of food and water should be made on the appropriate pages accordingly.
6. When the ship first calls at a port more than 12 months after the first entry is made in the official log book, the Official Log Book(s) may be properly closed and returned to the Mercantile Marine Office, Hong Kong for official custody. When there is a change of the shipowner or manager,

or the ship leaves the Hong Kong Shipping Registry, together with a discharge of the entire existing crew on board under same crew agreement, the Official Log Book may be properly closed and returned to Mercantile Marine Office (MMO), Hong Kong for official custody. Upon demand, the Official Log Book(s) shall be produced to the Superintendent, an officer of the Marine Department or an officer of customs and excise.

7. If the ship manager opts to use an electronic Official Log Book (E-OLB) as an alternative of OLB in paper, the E-OLB shall be approved by an authorized recognized organization (RO) in accordance with relevant regulation under the Merchant Shipping (Seafarers) Ordinance (Cap.478) and the applicable requirements set out in the electronic log book guidelines (i.e. IMO resolution A.916(22); ISO 21745). For more information, please refer to Hong Kong Merchant Shipping Information Note No.42/2023.
8. The entries in the E-OLB will be identical to those mentioned in paragraphs 2 to 5 in the OLB. Similar as the entries made in narrative part in paper OLB, all required entries may be made into the E-OLB in a timely stream without any category (i.e. the entries categorized in the paper OLB: record of seafarer movement, returns of births, deaths and missing persons, record of musters/drills/training/inspections/tests on various areas, load line particulars, departure and arrival conditions, conditions of watertight doors, shall be made into the E-OLB without category). An electronic signature of the master and/or witness shall be used for every entry in the E-OLB, as required under the relevant sections and schedule of Cap.478P.
9. The output of E-OLB will be in a PDF protected document in a prescribed form (i.e. Electronic Official Log Book form in Appendix). Similar to paragraph 6 on the producing and delivery of OLB, upon demand, the output of the E-OLB in the PDF protected document in the prescribed form shall be produced to the Superintendent, an officer of the Marine Department or an officer of customs and excise. Upon closure of the E-OLB, the output E-OLB in PDF protected document in the prescribed form shall be submitted to the MMO via email (submit_to_mmo@mardep.gov.hk) for official custody.

Report of Births, Deaths and Missing Persons on board Ships

1. Whenever there are births of children, deaths of persons and/or persons found missing on board ships, the master shall record full details in the Official Log Book.
2. Full particulars of the occurrences should be entered in the tabular form provided for such purpose in page 2 & 3 of the Official Log Book (HKLOG 3). The instructions for the completion of the form are given thereupon. Full details of facts must also be recorded in the narrative part of the Official Log Book. For entries in the Electronic Official Log Book (E-OLB), just as with the full details of facts recorded in the narrative part, there is no need for particular pages or categories for the entries made in the E-OLB. Please refer to Note 2, titled “Entries in the Official Log Book” for further details.
3. A return of the facts so recorded in the Official Log Book should be made as soon as possible, in the form HKRBD 1 (Return of Births) or HKRBD 2 (Return of Deaths/Missing Persons).
4. Statements should be made by crew members witnessing the circumstances relating to the deaths of persons or persons found missing on board ships. They should be legible and properly signed.
5. Pursuant to section 7, section 8, schedule 1, schedule 2 and schedule 3 of Merchant Shipping (Seafarers) (Returns Of Births, Deaths And Missing Persons) Regulation (Capp.478F), all the completed forms HKRBD 1 (Return of Births), HKRBD 2 (Return Of Deaths/Missing Persons), HKPDS 1 (Account Of Property Of A Deceased Seafarer”) and HKASW 2 (Final Account Of Seafarer's Wages”); together with the extract of relevant Official Log Book entries, or part of the E-OLB containing the relevant entries in PDF protected document in prescribed form if the E-OLB is deployed; statements from the crew members; death certificates; investigation report and any other relevant documents should be delivered to the Superintendent as soon as practicable (but, in any case, not later than 6 months) after the event to:

The Superintendent,
Mercantile Marine Office,
Marine Department,
3/F., Harbour Building,
38 Pier Road, Central,
Hong Kong
E-mail: mmo_mdd@mardep.gov.hk
Fax No.: (852) 2545 4669

6. If requested, the master should make arrangement with the Superintendent of the Mercantile Marine Office, Hong Kong to conduct inquiry into the cause of death of a seafarer or person in accordance with Section 122 of the Merchant Shipping (Seafarers) Ordinance.

Discharge and Repatriation of Seafarers

1. Pursuant Section of 3A of the Merchant Shipping (Repatriation) Regulation (Cap.478Q), a seafarer is entitled to repatriation if : -
 - a. his employment agreement expires, or is terminated by the employer or seafarer for justifiable reasons;
 - b. he has served on board the ship consecutively for 11 months; or
 - c. such other circumstance: employer is unable to fulfil the employer's legal or contractual obligations; seafarer is unable to carry out the duties due to medical conditions and fit to travel; the ship is on its way to a war zone to which the seafarer does not consent to go; and the ship is wrecked. .
2. In case it is anticipated that upon the ship arrives at a port, it would not be feasible to arrange for the repatriation of a seafarer whose employment agreement is to expire, an extension of the seafarer's service period, as agreed by the seafarer voluntarily, shall be made to Mercantile Marine Office (MMO). The extension shall not cause the total service over 11 months, and the practicable repatriation plan shall be prepared for those seafarers whose employment agreement expires or is to expire. MMO will only consider and give no objection on the extension over 11 months in special conditions (e.g. air ticket cancelled, rejection of administration in calling port, etc.).
3. Whenever a seafarer is discharged for any reason at a foreign port, he shall be accommodated on shore, and where it is not intended for him to rejoin his ship, he shall be repatriated to his home port via air, sea or other appropriate means as may be directed by the ship's master and/or his accredited agents. On repatriation, the seafarer shall be provided with his relief and maintenance which includes food and lodging; surgical, medical, dental or optical treatment which requires immediate medical care. It is the responsibility of the master/owners of the ship to ensure that no seafarer is left behind unattended in a foreign port.
4. Whenever a seafarer is discharged, except on the grounds that he failed to join or rejoin his ship as and when required to do so, he shall be entitled to wages until the date of arrival at his home port provided that he is repatriated as directed by the ship's master and/or his accredited agents.
5. The master shall give a seafarer upon his discharge, a full account of his wages and of all deductions therefrom. The master shall make entries in his Seafarer's Employment Registration Book. The seafarer is given a Certificate of Discharge (form HKDIS 1) only in the case that he does not produce his employment registration book for making entries, specifying the date of engagement, nature of service and the date of discharge. The Certificate of Discharge (if issued) is not necessary to be submitted to Marine Department.
6. Whenever a seafarer is left behind for reason of injuries or sickness the seafarer shall be provided with free transport to rejoin the ship or repatriate to his home port when he is certified fit for travelling.
7. In the case of a seafarer being left behind through his own fault or desertion of his ship, the shipowner may reserve the right, subject to the agreement of the Superintendent of the Mercantile Marine Office, to recover the expenses incurred by the repatriation from the seafarer after he has been repatriated to his home port.

Regulations for Maintaining Discipline on Board Ships

1. Pursuant to Section 4 of the Merchant Shipping (Seafarers)(Disciplinary Offences on Board Ships) Regulation (the Regulation), a disciplinary offence on board a Hong Kong ship includes striking person, disobeying an order, absence without leave, illegal possession of offensive weapon, damaging the ship or property on board the ship, stealing, unauthorized conveying of any person on board etc. Section 5 of the Regulation also specifies the types of offences such as smoking and using unapproved equipment which will generate fire/explosion hazard on ships carrying dangerous goods. Moreover, Section 5A of the Merchant Shipping (Seafarers)(Health and Safety: General Duties) Regulation specifies that Seafarers must not be under influence of alcohol or drugs to an extent that he or she behaves in a disorderly manner; or his or her ability to perform the designated duties is impaired.
2. Whenever a seafarer commits an offence, only the master or an authorized officer may deal with it within 24 hours of the time it comes to his notice. A statement of such an offence, whether admit or not by the seafarer concerned, shall be entered in the ship's Official Log Book (or the Electronic Log Book) by the master and to be signed by the master and a member of the crew.
3. Procedure relating to a disciplinary offence is described in Section 8 of the Regulation. The seafarer shall in any case be given the opportunity to make a statement in answering the charge, and be permitted to call witnesses to give evidence on his behalf. If the master finds the seafarer has committed the offence charged, he may impose a fine on the seafarer at the level specified in Section 10 of the Regulation, i.e. not exceeding 2 or 5 days' pay for an offence under Section 4 or 5 of the Regulation respectively. An appropriate entry shall be made in the Official Log Book (or the Electronic Log Book) to that effect. The amount of fine shall be paid at the time when the seafarer leaves the ship at the end of the voyage or, if earlier, when his employment in the ship is terminated by the master or his employer.
4. In accordance with Section 9 of the Regulation, if the master of a ship finds that a seafarer has committed a disciplinary offence but the seafarer is dissatisfied with that finding, the master shall inform the seafarer that he may make a complaint in writing to the Superintendent stating his dissatisfaction and supply him with the copies of the related entries in the Official Log Book (or the Electronic Log Book), to be attached to such complaint. The Standard Grievance Procedures on board Ships in Note 9 of this Guidance Note and the communication channel to the competent authority shall be provided to the seafarer. The master shall record in the Official Log Book (or the Electronic Log Book) that he has so informed the seafarer.
5. The above Regulation applies to seafarer which does not include officers. Should a certificated officer be found to have misconducted, or is incompetent or unfit to carry out his duties, he may be subject to an inquiry on his fitness or conduct which may cause him to be disqualified. In such cases full details and supporting evidences and documents are required to be submitted to the Superintendent for investigation. Pursuant to Section 112 of the Merchant Shipping (Seafarers) Ordinance, where it appears to the Authority that an officer is unfit to discharge his duties by reason of incompetence or misconduct or for any other reason; has been seriously negligent in the discharge of his duties; or has failed to comply with the provisions of section 78 of the Merchant Shipping (Safety) Ordinance (Cap. 369), the Authority may cause an inquiry to be held and may, if he thinks fit, suspend, pending the outcome of the inquiry, any certificate or licence issued to the officer and require the officer to deliver it to him. The inquiry shall be held by one or more persons appointed by the Chief Justice.

Safety of the Crew on Board Ships

1. Pursuant to the Merchant Shipping (Seafarers) (Safety, Security and Designated Duties Training) Regulation, the employer and the master of a Hong Kong ship shall ensure that every seafarer has, before being assigned to any duties on board, received familiarization training which shall include:
 - a. communication with other crew on safety matters and understand safety information symbols, signs and signals;
 - b. know what to do if -
 - (i) a person falls overboard;
 - (ii) fire or smoke is detected; or
 - (iii) the fire or abandon ship alarm is sounded;
 - c. identify muster and embarkation stations and emergency escape routes;
 - d. locate and don lifejackets;
 - e. raise the alarm and have basic knowledge of the use of portable fire extinguishers;
 - f. take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board;
 - g. close and open the fire, weathertight and watertight doors fitted in the particular ship other than those for hull openings.
 - h. report a security incident, including a piracy or armed robbery threat or attack;
 - i. know the procedures to follow when they recognize a security threat; and
 - j. take part in security-related emergency and contingency procedures.
2. The master and senior officers of the ship should ensure their crew members have taken adequate measures for the prevention of accidents so as to reduce the risk to the lowest practicable level. However, a seafarer should also be responsible for his own safety on board ships.
3. In general, the master should be responsible for the adequate provision of any necessary safety equipment, information, and of training and instructions. He should maintain the ship including its plants, machinery and equipment in a safe condition, and to ensure a safe working environment for the crew on board.
4. In accordance with Merchant Shipping (Seafarers) (Hours of Rest) Regulation, and regulation 2.3 of MLC 2006, as amended, the master should be responsible for the adequate arrangement of working and rest to avoid fatigue occurred to his crew. A standard format for record the arrangement of working and record of hours of working/rest are enclosed in the appendices.
5. The “Code of Safe Working Practices for Merchant Seamen” is the United Kingdom Department of Transport publication published by Her Majesty’s Stationery Office, covers safe working practices for most of the situations that commonly arise on ships. It is required by law that a copy (or copies) shall be made available on board to any seafarer on request for reference. The Chinese version is free for download on website of Marine Department. https://www.mardep.gov.hk/hk/pub_services/code_swp.html
6. To provide guidance to seafarers on occupational safety and health protection, seafarers are also recommended to refer: ILO code of practice entitled *Accident prevention on board ship at sea and in port* (https://www.ilo.org/safework/info/standards-and-instruments/codes/WCMS_107798); and the latest version of the *Guidance on eliminating shipboard harassment and bullying* (<https://www.ics-shipping.org/wp-content/uploads/2020/08/ics-itf-guidance-on-eliminating-shipboard-harassment-bullying.pdf>)

Health of the Crew on Board Ships

1. The master of a ship shall ensure that the ship is provided with an adequate supply of medicines and medical stores according to the scales specified in the Merchant Shipping (Seafarers)(Medical Stores) Regulation for the type of ship, her trading area, the number of passengers, the size of the crew and the intended voyage.
2. The master of the ship shall ensure copy of the International Medical Guide for ships is available on board at all times for his reference and guidance. Ship's officers should familiarize themselves with the publications so that the recommended measures of prevention and treatment are followed.
3. The medicines and medical stores shall be inspected regularly and any items used or expired should be replenished or replaced as soon as practicable. Inspection records should be maintained which may be subject to inspection by port authorities.
4. One of the officers should be nominated to assist the master in taking care of all health matters of the crew. If medical treatment is applied to crew, a medical report shall be completed by ship master and relevant onshore and on-board medical personnel. The report contents shall be kept confidential and shall be used for facilitate the treatment of crew only. A standard format of medical report is enclosed in appendices.
5. Inspections to the crew accommodation should be carried out at regular intervals, e.g. weekly, to ensure that all spaces in the crew accommodation are kept clean and tidy. Wherever there are reasons to believe that insects may be bred, regular spraying of suitable insecticide shall be carried out.
6. Prevention is always better than cure. All necessary steps should be taken to prevent any infectious disease spreading among crew members, e.g. isolating a patient who has an infectious disease. The master should also ensure the food and water can be safely consumed as well as maintaining a high standard of personal hygiene.
7. Up-to-date information concerning infectious diseases and epidemics may be obtained from the health authorities in foreign ports through agents, if necessary. The master shall take appropriate actions to safeguard the health of his crew.
8. Every accident and dangerous occurrence to a person employed or carried on a ship shall be reported to Superintendent with the investigation report of accident and dangerous occurrences. Report form MO.822 can be download in MD website: <https://www.mardep.gov.hk/en/forms/pdf/mo822nf.pdf>
9. If a seafarer employed on a seagoing ship is diagnosed with a notifiable disease, the employer must, on knowing of the diagnosis, require the master to complete, sign and forward to the Superintendent a report of notifiable diseases. A standard format for notifiable disease is enclosed in the Appendices.

Copies of Publication (Crew Matters) Required on Board a Hong Kong Ship

1. Under Hong Kong law, a copy or copies of the following publications (Crew Matters) are required to be carried on board a Hong Kong registered ship:
 - a. Merchant Shipping (Seafarers) (Safety Officials and Reporting of Accidents, Dangerous Occurrences and Occupational disease) Regulation
 - b. Merchant Shipping (Seafarers)(Medical Examination) Regulation
 - c. Merchant Shipping (Seafarers)(Medical Stores) Regulation
 - d. Merchant Shipping (Seafarers)(Code of Safe Working Practices) Regulation
 - e. Merchant Shipping (Seafarers)(Hours of Rest) Regulation
 - f. Merchant Shipping (Seafarers)(Repatriation) Regulation
 - g. “Code of Safe Working Practices for Merchant Seamen” published by Her Majesty’s Stationery Office, U.K. (English version) or its Chinese translation version by the Hong Kong Government.
 - h. “The International Medical Guide for Ships” - latest edition/ “Quantification Addendum: International Medical Guide for Ships”, published by World Health Organization, as amended from time to time.

2. The above Merchant Shipping regulations (items a. - f.) can be purchased from the Publication Sales Unit of Information Services Department (ISD) by:
 - a. Calling the Publications Sales Unit of ISD at (852) 2537 1910;
 - b. Visiting the online Government Bookstore at <https://www.gov.hk/en/residents/government/publication/publication/bookstore.htm>
 - c. Downloading the order form from the ISD website at <https://www.isd.gov.hk> and submit the order online or by fax to (852) 2523 7195;
 - d. Placing order with ISD by e-mail at puborder@isd.gov.hk.

They can also be viewed from the Internet at the Marine Department website <https://www.mardep.gov.hk>.

3. Item g. and h. can be purchased at certain major book stores which provide maritime publications. The Chinese version of the “Code of Safe Working Practices for Merchant Seamen” is free for download on the website of Marine Department. https://www.mardep.gov.hk/hk/pub_services/code_swp.html

4. Marine Department MSIN No. 40/2022 provides list of certificates, documents and publications that are required or recommended to be carried on board Hong Kong ships engaged in international voyage. <https://www.mardep.gov.hk/en/msnote/pdf/msin2240.pdf>. All publications may be in hard copies or electronic format.

Standard Grievance Procedures on board Ships

A seafarer who wishes to express a grievance should follow the procedures as listed hereunder:

1. The seafarer should first approach the head of the section in which he is employed and explain his grievance.
2. The seafarer should make his complaint verbally and in an orderly manner and at a time when the complaint or grievance can be heard properly.
3. The head of the section should resolve the complaint or grievance if that is possible, or refers the complaint or grievance to the head of Department.
4. The head of Department should interview the complainant as soon as convenient, after each complaint or grievance has been referred to him.
5. If the seafarer concerned is not satisfied with the way his grievance has been handled, he may request an interview with the Master. The Head of Department should arrange for the seafarer to see the Master, who should then handle the case personally.
6. Seafarer should at all times has the right to be accompanied and to be represented by another seafarer of their choice on board the ship concerned as well as safeguards against the possibility of victimization of seafarers for filing complaints. The term “victimization” covers any adverse action taken by any person with respect to a seafarer for lodging a complaint which is not manifestly vexatious or maliciously made.
7. All complaints and the decisions on them should be recorded and a copy provided to the seafarer concerned.
8. If a complaint cannot be resolved on board, the matter should be referred ashore to the shipowner, who should be given an appropriate time limit for resolving the matter, where appropriate, in consultation with the seafarers concerned or any person they may appoint as their representative.
9. In all cases seafarer should have a right to file his complaints directly with the Master and the shipowner and competent authorities – the Superintendent of the Mercantile Marine Office of the Hong Kong Marine Department. The Master shall afford the seafarer such facilities as necessary for the seafarer to transmit his appeal to an organization of his choice. The procedures also apply to the Master when the same is the complainant. In that case, the shipowner or shipowner’s representative shall afford the Master the facilities as necessary for the Master to transmit his appeal to an organization of his choice.

The Mercantile Marine Office (MMO) of the Hong Kong Marine Department is one of the competent authorities with contact details as:

Address: Mercantile Marine Office, Hong Kong Marine Department, 3/F.,
Harbour Building, 38 Pier Road, Central, Hong Kong.

Tel : (852) 2852 3075

Fax : (852) 2545 4669

E-mail : mmo_mdd@mardep.gov.hk

**Merchant Shipping (Seafarers) (Safety Officials and Reporting of Accidents,
Dangerous Occurrences and Occupational Diseases) Regulation¹
Notification of Occupational Diseases**

To : Superintendent

PARTICULARS OF PATIENT

Name: _____ ID/Passport no.: _____

Male/Female* _____ Date of birth: ____ / ____ / ____ Occupation: _____

Home address: _____

Telephone no. (Home) _____ (Office) _____ (Pager/Mobile) _____

Name and address of employer: _____

_____ Telephone no. (Employer) _____

Workplace address (if different from employer's address): _____

The capacity in which the seafarer is employed: _____ the length of service with the employer: _____

NOTIFIABLE OCCUPATIONAL DISEASES (Please put a tick in)

<input type="checkbox"/> 1	Radiation Illness	<input type="checkbox"/> 18	Lead Poisoning,	<input type="checkbox"/> 35	Chrome Ulceration
<input type="checkbox"/> 2	Heat Cataract	<input type="checkbox"/> 19	Manganese Poisoning	<input type="checkbox"/> 36	Urinary Tract Cancer
<input type="checkbox"/> 3	Compressed Air Illness	<input type="checkbox"/> 20	Phosphorus Poisoning.	<input type="checkbox"/> 37	Peripheral Polyneuropathy
<input type="checkbox"/> 4	Cramp of Hand or Forearm	<input type="checkbox"/> 21	Arsenic Poisoning	<input type="checkbox"/> 38	Localised Papillomatous or Keratotic New Skin Growth
<input type="checkbox"/> 5	Beat Hand	<input type="checkbox"/> 22	Mercury Poisoning	<input type="checkbox"/> 39	Occupational Vitiligo
<input type="checkbox"/> 6	Beat Knee	<input type="checkbox"/> 23	Carbon Bisulphide Poisoning	<input type="checkbox"/> 40	Occupational Dermatitis
<input type="checkbox"/> 7	Beat Elbow	<input type="checkbox"/> 24	Benzene Poisoning	<input type="checkbox"/> 41	Chemical Induced Upper Respiratory Tract Inflammation
<input type="checkbox"/> 8	Tenosynovitis of Hand or Forearm	<input type="checkbox"/> 25	Poisoning by Nitro-, Amino-, or Chloro-Derivatives of Benzene	<input type="checkbox"/> 42	Nasal or Paranasal Sinus Cancer
<input type="checkbox"/> 9	Anthrax	<input type="checkbox"/> 26	Dinitrophenol Poisoning	<input type="checkbox"/> 43	Byssinosis
<input type="checkbox"/> 10	Glanders	<input type="checkbox"/> 27	Poisoning by Halogen Derivatives of Hydrocarbons	<input type="checkbox"/> 44	Occupational Asthma
<input type="checkbox"/> 11	Leptospirosis	<input type="checkbox"/> 28	Diethylene Dioxide Poisoning	<input type="checkbox"/> 45	Silicosis
<input type="checkbox"/> 12	Extrinsic Allergic Alveolitis	<input type="checkbox"/> 29	Chlorinated Naphthalene Poisoning	<input type="checkbox"/> 46	Asbestos-Related Diseases
<input type="checkbox"/> 13	Brucellosis	<input type="checkbox"/> 30	Poisoning by Oxides of Nitrogen	<input type="checkbox"/> 47	Occupational Deafness
<input type="checkbox"/> 14	Tuberculosis in health care workers	<input type="checkbox"/> 31	Beryllium Poisoning	<input type="checkbox"/> 48	Carpal Tunnel Syndrome
<input type="checkbox"/> 15	Parenterally Contracted Viral Hepatitis in health care workers	<input type="checkbox"/> 32	Cadmium Poisoning	<input type="checkbox"/> 49	Legionnaires' Disease
<input type="checkbox"/> 16	Streptococcus suis Infection	<input type="checkbox"/> 33	Dystrophy of the Cornea	<input type="checkbox"/> 50	Severe Acute Respiratory Syndrome
<input type="checkbox"/> 17	Avian Chlamydiosis	<input type="checkbox"/> 34	Skin Cancer	<input type="checkbox"/> 51	Avian Influenza A

Diagnosis: Confirm/Suspect* _____ Date of onset of illness: ____ / ____ / ____

Follow -up of patient: Treated/Referred to hospital/Others (specify)*: _____

Other relevant information: _____

Name of notifying medical practitioner: _____

Address of notifying medical practitioner: _____

Telephone no. of notifying medical practitioner: _____

Fax no. of notifying medical practitioner: _____

Date: _____ Signature: _____

*Delete whichever is inapplicable

[For details of Notifiable Occupational Diseases and their related occupations, please refer to Schedule 2 of "the Occupational Safety & Health Ordinance" (<https://www.elegislation.gov.hk/hk/cap509>), and to the Labour Department publication "Guidance Notes on the Diagnosis of Notifiable Occupational Disease" (<https://www.labour.gov.hk/eng/public/oh/Diagnosis.pdf>). (Use extra sheet of paper if the space is insufficient).]

¹ Section 12A "Reporting of notifiable diseases" of the regulation requires that if a seafarer employed on a seagoing ship is diagnosed with a notifiable disease, the employer must, on knowing of the diagnosis, require the master or, if the master is not available, the most senior officer available to complete, sign and forward to the Superintendent within 7 days after the employer knows of the diagnosis. This section does not apply to a high speed craft that navigates exclusively between Hong Kong and any other port in China.

Standard Medical Report Form for Hong Kong Ships

Master's Report Form¹

Date of report _____

Ship's identity and navigation status

Name _____

Owner _____

Name and address of on-shore agent _____

Position (latitude, longitude) at onset of illness _____

Destination and ETA (expected time of arrival) _____

The patient and the medical problem

Surname and first name _____

Sex _____ Male Female

Date of birth (dd-mm-yyyy) _____

Nationality _____

Seafarer registration number _____

Shipboard job title _____

Hour and date when taken off work _____

Hour and date when returned to work _____

¹ to be completed by the ship's master assisted by the ship's doctor or crew member assigned to basic medical duties: this form, which should be filed in the ship's medical log, provides a brief but sufficiently comprehensive record of every medical case managed on board.

Injury or illness

Hour and date of injury or onset of illness _____

Hour and date of first examination or treatment _____

Location on ship where injury occurred _____

Circumstances of injury _____

Symptoms _____

Findings of physical examination _____

Findings of X-ray or laboratory tests _____

Overall clinical impression before treatment _____

Treatment given on board _____

Overall clinical impression after treatment _____

Telemedical consultation

Hour and date of initial contact _____

Mode of communication (radio, telephone, fax, other) _____

Surname and first name of telemedical consultant _____

Details of telemedical advice given _____

N.B. Attach all relevant medical reports to this report form.

Standard Medical Report Form for Hong Kong Ships
Ship's identity and navigational status form¹

(To be used when calling for medical evacuation)

Vessel name _____

Call sign _____

Date and time (GMT) _____

Communications resources _____

Flag of registry _____

Home port _____

Vessel classification _____

Helicopter deck _____ Yes No

Length (m) _____

Position (latitude/longitude) _____

Course _____

Speed _____

Intended port of destination _____

Nearest port _____

Other possible ports of call _____ On-

scene sea state _____

Wind direction _____

Wind speed _____

Visibility _____

Weather conditions _____

¹ to be used when requesting evacuation of an injured or sick seafarer.

**Standard Medical Report Form for Hong Kong Ships
Patient Health Status Form¹**

(To accompany patient being evacuated)

Surname and first name _____

Age (years) _____

Sex _____

Time (hour) and date _____

Vital signs

Blood pressure (systolic/diastolic) _____

Pulse (beats/min) _____

Body temperature (oral), note F or C _____

Presenting medical problem: symptoms, site(s) of pain or injury, time of onset, duration of problem, contributing factors _____

Treatment given (medication, dressings, etc.) _____

Telemedical advice received _____

Other current medical problems _____

Past history of significant medical problems _____

Current medication being taken (generic and brand names; dosage; time of last dose)

Standard Medical Report Form for Hong Kong Ships

¹ providing the most important aspects of the medical history, medical treatment, and other pertinent medical information that should accompany a patient being evacuated to an on-shore medical facility

Primary Physician's Report Form¹

(For use by an on-shore physician caring for a sick or injured seafarer)

Administrative information

Patient

Surname _____ First name _____

Sex _____

Date of birth (dd-mm-yyyy) _____

Nationality _____

Occupation _____

Seafarer registration number _____

Insurance claims administrator/Ship's agent

Name _____

Claims reference No. _____

Telephone No. _____

Fax No. _____

E-mail address _____

Employer

Name _____

Telephone No. _____

Fax No. _____

E-mail address _____

Medical information

Key dates

- Date of injury or of onset of illness (dd-mm-yyyy) _____
- Dates of previous medical consultations (dd-mm-yyyy) _____
- Date of current consultation (dd-mm-yyyy) _____

History

- Symptoms or (in the case of injury) circumstances _____

¹ which an on-shore physician assigned to the care of a sick or injured seafarer should use to note all pertinent details of the case.

- Personal history pertinent to current illness _____
- Clinical examination _____
- Findings of diagnostic tests (X-ray, CT or MRI scans, lab. tests, etc.) _____

- Diagnoses
 - 1 _____
 - 2 _____
 - 3 _____

Summary notes of contact with telemedical service _____

- Treatment prescribed _____
- Reasons for stopping treatment _____

- Suggested follow-up action (examinations, tests, treatment, etc.) _____
- Fitness to work and restrictions on shipboard activities _____

Physician's professional identity

Name _____

Issued by _____

Date issued _____

Speciality _____

Telephone No. _____

Fax No. _____

E-mail address _____

Office address _____

Signature _____