

DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA MINISTRY OF PORTS AND HIGHWAYS

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Notice to Ship owners, Ship managers, Operators, Recognized Organizations, Training Institutes, Masters and Officers, and the general shipping community.

MARITIME LABOUR CONVENTION 2006 – REQUIREMENTS PERTAINING TO THE TRAINING OF COOKS AND THE PROVISION OF FOOD ON SHIPS FLYING SRI LANKAN FLAG

- 1. This Marine Shipping Notice highlights key requirements of the MLC regulation 3.2 of Annex 3 of MSN 01/2013 published by DGMS, pertaining to the provision of food onboard, training of cooks and provides guidance to comply with the requirements specified thereof. Please note that Section 6.0 of this notice "Certification of ship's cooks" supersedes the section 4. of annex 3 of the MSN 01/2013.
- 2. Ship owner's Responsibility- ship-owners shall ensure following standards are met
- 2.1 Food and drinking water supplies, having regard to the number of seafarers on board, their religious requirements and cultural practices as they pertain to food, and the duration and nature of the ship's voyage. Shall be suitable in respect of quantity, nutritional value, quality and variety.
- 2.2 The organization and equipment of the catering department, shall be such as to permit the provision to seafarers of adequate, varied and nutritious

meals prepared and served in hygienic conditions.

- 2.3 The catering staff shall be properly trained or instructed for their positions as specified in Annex 3 of MSN 01/2013
- 2.4 Ship-owners shall provide seafarers on board with food and drinking water free of charge during the period of engagement.

3.0 Requirements to embark a qualified ship's cook

- 3.1 All ships with a complement of 10 or more seafarers shall be required to have a cook trained and certified in accordance with the requirements of MLC.
- 3.2 A ship is not required to carry a qualified cook, if its complement is 9 or less. seafarers on such ships who are assigned duties in processing food in the galley shall be trained or instructed in areas including food and personal hygiene as well as handling and storage of food on board ship.

4.0 Requirements in qualifying ships' cooks

A cook is considered to be qualified if the following requirements are met:

- (a). be at least 18 years old;
- (b). has completed cooks' training in an institute approved or recognized by DGMS
- (c). be medically fit to perform the required duties at sea.
- (d). has completed basic seafarer's training courses under STCW

5.0 Training Requirements

The training (referred in 4.0.b) should cover, among other areas, practical cookery, food storage, stock control, environmental protection, catering health and safety as well as food and personal hygiene. The recommended table of competence, knowledge and understanding for cook's training is described in Table A (section 1 & 2) at the bottom of this notice.

6.0 Certification of Ship's Cooks

Certificate of Proficiency as Ship's Cooks will be issued to a seafarer by DGMS who has fulfilled any one of the following requirements.

Existing ships' cooks with more than 24 months of approved sea service as ship's cook during preceding 5 years, who have undergone an approved shore based training of not less than 48 hours and have acquired competency level specified in section 1 of Table A under section 22.0 of this notice For such cook Section 2 of Table A is omitted.

OR

 Existing ship's cooks who have less than 24 months of approved sea service as ship's cook during preceding 5 years and have undergone an approved shore based training of not less than 180 hours and have acquired competency level specified in section 1 & 2 of Table A of section 22.0

OR

- A person who has undergone an approved full time shore based training of not less than 960 hours consisting of theoretical and practical training and has acquired the competency level specified in section 1 & 2 of table A of section 22.0. Such training among other areas of professional cooking shall cover practical cookery, food and personal hygiene, food handling, food storage, stock control, environmental protection and catering health and safety.

OR

A person who has successfully completed a cook's training and with 36 months working experience accepted by DGMS, or working experience of not less than 36 months in hotels of 3 star category and above and has undergone an approved shore based training of not less than 180 hours and has acquired competency level specified in section 1 & 2 of table A of section 22.0.

OR

- A person holding a certificate of proficiency as ship's cook and has served on board as ship's cook and has subsequently discontinued his sea service on his own will and has failed to obtained an approved sea service of at least 1 year during the preceding 5 years has to undergo an approved refresher & updating course of not less than 48 hours and obtain the competency level specified in section 1 of table A of section 22.0 before re-engagement as ship's cook.

7.0 Ship's Cooks Trained Overseas

Ships cooks' certificates issued by a foreign maritime administration party to the ILO Certification of Cooks Convention 1946, or party to the MLC, will be recognized to work on Sri Lankan Flag ships. DGMS will not be issuing a document to recognize such certificates. However, a copy of the certificate should be submitted to DGMS's office at the time of signing of articles. Original of the certificate shall be kept onboard the ship for inspection by competent authorities and port state inspectors.

8.0 Foreign ships cook's certificates

Ships cooks' certificates issued by a foreign maritime administration not party to the MLC or the ILO Cooks Convention 1946 shall clearly state that the training provided is in compliance with the standard A3.2.4 of MLC covering as a minimum an appropriate theoretical and practical knowledge and skills in Section 1 and 2 of table A or equivalent. On satisfactory evaluation by DGMS such certificates will also be accepted.

9.0 Preparations to Comply with MLC

Companies are recommended to check the qualifications of crew who are currently working as ship's cooks or trainee cooks. Companies are strongly recommended to arrange for such cooks to attend courses to comply with the requirements of MLC and obtain certificates before 31st January of 2013.

- 9.1 In the interim period until 31st December 2013 it has been decided by DGMS to issue an interim certificate in order to allow the existing cooks to continue with their employment onboard ships. Ship's cooks who intend to re-engage for employment and Ship's cooks who at present serving onboard ships may obtain an interim certificate by submitting the following documents to DGMS's office through their respective seafarer recruitment and placement services (Manning agents).
- a) A letter of request from Manning agent/ship-owner requesting for an interim certificate to be issued on behalf of the respective ship's cook.
- b) A service fee of 400 LKR
- c) A letter of confirmation from the Master of the ship, certifying that the seafarer is presently serving onboard as cook. (For those seafarers who intend to re-engage as ship's cook letter from the shipowner or his representative is sufficient)

- d) A certified copy of the CDC as proof of service
- e) A copy of valid medical certificate

10.0 Promotional activities and educations by companies

Companies are also recommended to undertake promotional activities to educate ships' masters and crew on nutrition, health, hygiene, storage of food and related activities. Companies may use relevant material from Sri Lanka Health Promotion institutes registered under government authorities, International Maritime Organization (IMO), the World Health Organization (WHO) or ILO in these activities. A relevant publication is the WHO Guide to Ship Sanitation (3rd edition) which contains information and detailed guidance on the areas of food, water and catering.

11.0 Legislation amendments

Legislation to give effect to the MLC will be promulgated in due course. The shipping community is urged to take steps to prepare for compliance with the MLC requirements on food and catering.

12.0 Instructions to Recognized Organizations for the approval of training providers

Recognized Organizations shall observe following requirements for the approval of training providers and training programmes for ship's cook. Teaching syllabus as a minimum shall cover the contents indicated in Table A (section 1 & 2) at the bottom of this notice.

- 12.1 All information and data acquired from the training provider during the process of approval shall be treated strictly confidential. It remains the intellectual property of the training provider. Training programmes and training systems shall only be approved for training providers who have implemented a quality standards system as defined in 12.2
- 12.2 Training providers shall have in place ISO 9001:2008 quality standard system or documented implementation of a quality standard system equivalent to ISO 9001:2008.
- 12.3 Definitions

DGMS means Director General of Merchant Shipping

RO means Recognized Organization by DGMS

TRAINING PROVIDER means a training institute or a company that organizes and delivers a training programme or training system.

TRAINING COURSE means a training course to provide and develop skills, knowledge, competence and attitudes to meet defined requirements

TRAINING PROGRAMME means set of training courses whether sequential dependent or interdependent to provide and develop skills, knowledge, competence and attitudes to meet defined requirements

TRAINING SYSTEM means a wholesome set of training courses which are arranged in a modular way in order to provide and develop skills, knowledge, competence and attitudes to meet defined requirements in step-by-step levels

QUALITY STANDARDS SYSTEM consists of the organizational structure, procedures, processes and resources needed to implement the management functions required to achieve the stated objectives.

NON CONFORMITY means the non fulfillment of a specified requirement.

12.4 Document Review

The training provider shall submit to the recognized organization full set of the following documentation as indicated in section (12.4.1) to (12.4.12) for review.

12.4.1 - Cover Letter – shall indicate

- the overall title
- the location where it will be carried out
- the general description with background for approval
- targeted group of persons/market
- -legislative impacts(limitation/requirements) if any

12.4.2 - Frame work -

the programme frame work shall give comprehensive overview of training programme/system under the following headlines.

- Scope of course/programme

- -Learning objectives
- -Entry standards
- -Certificate of completion recommended minimum content of the certificate: Training title , Location of training , participant name and date of birth , trainers name and signature and date of course completion , statement of conformance with this standard as well as any other applicable standard.

12.4.3 - Limitations -

The maximum number of learners per course shall be indicated. The intended student/trainer ratio shall be adjusted matching the learning objectives, necessity of practical exercises, size of classrooms, and use of simulators.

12.4.4 - Staff requirements -

The qualification, competencies, professional experience required for trainers, course developers and assessors required for the performance of their tasks shall be indicated and documentary evidence with list of trainers/assessors and developers shall be provided.

12.4.5 - Training facilities and equipment -

The training facility shall be briefly described. Equipment to be used during training, practical exercises, testing and simulation programmes shall be indicated.

12.4.6 - Teaching aids-

The use of visual, audio-visual and other aids shall be described in general

12.4.7 - Bibliography –

All relevant literature references used for the training shall be listed.

12.4.8 - Outline and schedule -

Detailed syllabus covering at least the minimum requirements given in Table A (section 1 & 2) shall be indicated. The number of hours per lessons shall be given distinguished in classroom and practical exercises or simulation program. It shall be indicated how the achieved specific knowledge and/or competence shall be demonstrated by the student/trainee.

12.4.9 - Trainers manual -

Shall be provided which contains all information as given in the student's handout or manual. In addition to that it shall provide all background information and amendments which are necessary for the performance of the course. Guidance shall be given on the appropriate teaching strategy and teaching techniques. Further the

recommended length of each item of the course shall be given as guidance for the preparation of the course performance as well as to demonstrate the importance of each subject/item within the course.

12.4.10 - Examination and assessment -

The method of examination and /or assessment of trainees shall be described. This should include written examination, practical demonstration, interviews and their evaluation scheme and/or final passing scores.

Question papers to submit with marking sheets in sealed envelope by hand, to DGMS office for assessments two days prior to examinations.

Passing marks of each subject shall not be less than 70% of full marking of the subjected papers

On completion of examination, marked papers shall be submitted to DGMS's office for review by the nominated examiners

12.4.11 - Control of training program-

The provider shall described and implement procedures and/or measures for the evaluation of the training performance (course completion evaluation forms).

12.4.12 - Additional Documentation-

Documentation such as additional information on the organization or necessary on specific standards etc. shall be included.

12.5 – Documents in sections 12.4.1 to 12.4.12

The responsible RO upon receipt of above documentation in sections (12.4.1) to (12.4.12) shall review them and communicate its result to the training provider. In case any non conformity is detected, the provider has to ensure that these will be rectified within an agreed time period to the satisfaction of responsible RO.

13.0 Verification of implementation

The training course, programme or system shall be subject to verification on site at the provider's premises during normal training operation. At this occasion the responsible RO shall confirm that the training is performed in accordance with the reviewed documentation.

The verification process shall include an opening meeting, verification of facilities and equipments, obtaining objective evidence of the effective implementation as well as performance of the training in accordance with the reviewed documentation, and closing meeting and report

In case any non-conformities are detected during the verification, the provider is required to implement appropriate corrective actions within an agreed time-limit. No approval shall be given until the non conformities are corrected by the training provider.

14.0 Issue and validity of approval certificate

Upon satisfactory completion of all steps of approval process, responsible RO shall issue a "Certificate of Approval". The title of training course/programme or training system as well as appropriate standards shall be listed on the certificate of approval. The validity of the certificate of approval shall not exceed 5 years after the date of issue

15.0 Maintenance of certificates

The training provider is responsible to ensure continued compliance of his training with the standard according to which the approval is granted. Therefore he shall maintain the documentation of the training programme or training system continuously up to date. All modifications and /or amendments shall be recorded and available for review during periodical verification.

16.0 Periodical verification

The continued compliance of an approved training programme or system shall be verified during regular internal and external audits of the quality management system by the responsible RO during annual periodical audits. Annual periodical audits shall be carried out before the due date. The DGMS reserves the right to verify the continued compliance of an approved training programme or system in addition to the periodical verification by the responsible RO.

17.0 Renewal of approval certificate

Training provider shall request the responsible RO not later than 03 months prior to the expiry date of approval certificate for renewal. The renewal of the certificate follows in principle the same procedure as described above.

18.0 Withdrawal of certificate of approval

ROs are responsible and reserve the rights to withdraw the approval for following reasons

- -training provider failing to comply with the prerequisites and the applicable standard
- -substantial deviations from the approved training progarmme or system
- -substantial modifications to the programme have been made without been approved
- -presenting the training programme in a manner that is insufficient to achieve the desired learning objectives.

In case of withdrawal responsible RO shall notify the training provider in writing about the condition for reinstating the approval certificate.

19.0 Changes and modification by the training provider

Any changes to organization and in general business related conditions of the training provider and any significant modification to the approved training course, programme or system shall be promptly communicated to the responsible RO. Responsible RO shall subsequently decide necessary further steps regarding the validity of the approval.

20.0 Documents to record by DGMS

Each responsible recognized organization upon satisfactory approval of the training provider shall provide to the DGMS the following documents for records.

- copy of the initial audit report on site with resolved non conformities if any
- copy of the approval certificate
- In case of withdrawal of approval certificate the DGMS shall be promptly notified with reasons for such withdrawal
- In case of reinstatement of approval certificate DGMS shall be notified with evidence of corrective actions.

21.0 Approval of training courses by DGMS

Each training provider upon receipt of approval certificate from responsible RO, is required to apply for mandatory approval of their training course by the DGMS. An on site verification audit will be carried out by authorized officer from DGMS office prior granting the approval. DGMS reserves the right to deny such approval if proved beyond doubt that the approval process carried out by the recognized RO has not met the standards set out in this notice.

TABLE - A

RECOMMENDED TABLE (SECTION 1 & 2) FOR KNOWLEDGE, UNDERSTANDING, COMPETENCY AND PROFICIENCY REQUIRED FOR CERTIFICATION AS SHIP'S COOKS

Competence Knowledge, Understandir	ng and Methods for	Criteria for
Proficiency	Demonstrating	Evaluating
	Competence	Competence
SECTION 1		
SECTION	(TILOICI)	
Disserve deneral housekeeping within the galley, including: Includ	Assessment of evidence obtained from one or more of the following: 1. approved inservice experience on board ship or similar environment with attested record of outcomes displayed 2. attendance at approved training course with assessments showing outcomes displayed	Safe working practices in the galley are observed expected standards of safety are observed

	Code of Safe Working Practices for		
	Code of Safe Working Practices for Merchant Seaman as applicable to cooks		
Observe	• •	Assessment of	Exposted boolth
health and	2. General health and hygiene	evidence obtained	Expected health
	practices and needs of the		and food hygiene
food hygiene	individual, including:	from one or	practices are
practices	2-1. Personal cleanliness	more of the	observed at all
(Duration 09 Hrs)	2-2. Adequate sleep	following:	times
	2-3. Avoidance of excessive alcohol		
	and avoidance of drugs	1. approved in	
	2-4. Prompt attention to any injuries	service experience	
	whatsoever including minor cuts	on board ship or	
	and abrasions	similar environment	
	2-5. Maintenance of working	with attested record	
	clothes and protective equipment	of outcomes	
	2.6 Knowledge of appropriate	displayed.	
	dress for work and climate		
		2. attendance at	
	3. Bacterial food contamination	approved training	
	3-1. The identification of sources of	Course with	
	food contamination are made	assessments showing	
	known including:	outcomes displayed.	
	3-1-1. People, insects, rodents,		
	refuse, waste food etc.		
	3-1-2. Bacterial properties of		
	differing types of meat are		
	understood.		
	3-1-3. Preparation of food on the		
	same surfaces as other raw		
	products is prohibited.		
	3-1-4. "High risk" foods such as		
	cooked meat and poultry, meat		
	products, gravy and stocks, dairy		
	products and eggs are implicated in		
	food poisoning		
	3-1-5. Cleanliness and food		
	preparation areas are kept from		
	areas where growth of bacteria is		
	most likely to take place		
	3-1-6. Covering of food is required		
	to prevent cross contamination and		
	absorption of odour		
	1,11,11,11,11,11,11,11,11,11,11,11,11,1		
	3-2. The reasons for food poisoning		
	are known such as:		
	3-2-1. Preparation of food too far in		
	advance.		
	3-2-2. Cooling food too slowly prior		
	to refrigeration.		
	3-2-3. Not reheating food to a high		
	g g		
	enough temperature to destroy		

Take precautions to prevent pollution of marine environment (Duration 03 Hrs)	harmful bacteria. 3-2-4. Using contaminated cooked food. 3-2-5. Undercooking. 3-2-6. Not thawing frozen meat in sufficient time. 3-2-7. Cross contamination from raw food to cooked food. 3-2-8. Storing hot food below 63° Centigrade. 3-2-9. Infected food handlers. 4. Environmental responsibilities 4-1. The international regulations with respect to disposal of garbage are known especially with respect to plastics, glass, drums and other non-bio-degradable items 4.2.Garbage management and segregation of garbage onboard ships 4-3. Operation of incinerators, compacters and shredding machines are only carried out by competent persons.	Assessment of evidence obtained from one or more of the following: 1. approved inservice experience on board ship or similar environment with attested record of outcomes displayed. -2 attendance at approved training course with assessments showing	Organizational procedures for disposal of garbage generated in galley and stores are in accordance with the requirements of the MARPOL Convention
Personal Hygiene (Duration 6 Hrs)	5. Personal Hygiene 5-1. The reasons for personal hygiene are understood and the reasons that people carry food poisoning organisms 5-2. The understanding that sufficient wash basins and clean hand drying facilities are available depending on the scale and nature of the food being prepared 5-3. The necessity to wash hands regularly before entering the galley or before handling any food 5-4. The requirement to wash hands after handling any raw foods 5-5. The requirements to wash hands after going to the WC 5-6. Avoidance of direct food handling where tongs or other such	outcomes displayed. Assessment of evidence obtained from one or more of the following: 1. approved in- service experience on board ship or similar environment with attested record of outcomes displayed. 2. attendance at approved training course with assessments showing	The identification of unhygienic practices and risks of harm to others is minimized at all times

	implements can be used 5-7. Cuts, sores, spots etc. to be always covered with a clean colored waterproof dressing 5-8. Protective clothing is always Clean 6. Fitness to work 6-1 .The knowledge that food handlers are not to work when suffering from food poisoning symptoms such as diarrhea, vomiting, or any other symptom 6-2 .Secondary infections such as boils, septic cuts, respiratory infections from flu etc. that may preclude the food handler from working on a temporary basis.	outcomes displayed.	
Food Safety & Storage (Duration 09 Hrs)	7. Segregation of raw and cooked foods 7-1. The requirement that raw food must be kept away from cooked food 7-2. The requirement that separate working surfaces, chopping boards and utensils should be used for preparation of raw meat and these are not to be used for products that do not require cooking 7-3. If, due to space constraints, separate surfaces cannot be used, then these surfaces must be cleaned and disinfected between raw and cooked meats or food not being cooked 7-4. The requirement that raw food must always be kept below cooked food to prevent dripping onto cooked food 8 .Temperature control of cooked and raw foods 8-1. Temperatures in cold stores, handling rooms an chill rooms are known 8-2. Temperatures are monitored and duty officer to be called when any problems being experienced with temperature control 8-3. Precautions are known prior to	Assessment of evidence obtained from one or more of the following: 1. approved inservice experience on board ship or similar environment with attested record of outcomes displayed. 2. attendance at approved training course with assessments showing outcomes displayed.	Safe working practices in handling, stowing and cleaning of the galley is observed. Expected standards of food safety are observed at all times

	entry into any "walk-in" compartments 8-4. Knowledge that any "walk-in" compartments have locked in alarms fitted and that these are to be tested regularly 9. Cleaning procedures 9-1. Any articles that come into contact with food to be washed, cleaned and disinfected before use 9-2. Knowledge that dishwashers disinfect due to the high temperature of the rinsing cycles 9-3. All articles to be rinsed in hot water after washing should a dishwasher not be used 9-4. Knowledge of care to be taken when washing in sinks and such of broken crockery, glass and so forth 10. Pests 10-1. Knowledge that good housekeeping minimizes risk of infestation such as keeping lids on bins and so forth 10-2. Knowledge that food can be contaminated by pests urine, feces, hair, gnawing and any other contact.		
Knowledge Of ingredients' and stock control & nutritional value of food (Duration 09 Hrs)	11.Knowledge of nutritional value of food & factors affecting such values such as storage & Time 11.1. Stock control 11-2. Care to ensure stocks are used in strict rotation and that supplies have the best durability date 11-3. Perishables not to be ordered in amounts that cannot be consumed before the expiry dates 11-4. Perishables and frozen products to be thoroughly checked for any contamination, de-frosting etc. prior to acceptance 11-5. Daily checks to be made on perishable products to ensure freshness and non-contamination by any source 11-6. Taking contemplated voyage	Assessment of evidence obtained from one or more of the following: 1. approved inservice experience on board ship or similar environment with attested record of outcomes displayed. 2. attendance at approved training course with assessments showing outcomes displayed.	Ability order stocks with nutritional value, quality and variety and ability to check stocks, order food for the voyage

	into account, ensuring that there are sufficient stores on board		
	including sufficient tinned foods		
	11-7. Tinned foods to be checked		
	for rust and "blowing" prior to		
	acceptance and during the voyage		
	11-8. Knowledge of budgets and how to remain within budget and still provide		
	nutritious meals		
Multi-culture	12. Multi culture	Assessment of	Expected
and religious	12-1. Knowledge of food	evidence obtained	standards of
awareness	requirements based on religious or	from attendance at	work and
(Duration 03 Hrs)	cultural differences (for example,	approved training	behavior are
(Daration co mis)	cooking of Halal dishes).	course or	observed at all
	12-2 Understanding that some	instructions with	times
	seafarers may not eat certain types	outcomes displayed	
	of meat (e.g. beef or pork) or		
	vegetarian and need to avoid		
	contamination of such food.		
	SECTION 2 – PRACTICAL C	OOKING	
Practical	-13 Practical cooking abilities of the	Assessment of	Ability to draw
Cooking	following:-	evidence obtained	up well
Abilities	13-1 Meat including chops,	from one or	balanced
(Duration 132	sausages, steak to order, stews,	more of the	nutritious
Hrs)	curries, roasts and similar food in	following:	varied daily
	the region		menu's
	13-2 Poultry including chicken on	-1 approved in-	Practical
	and off the bone, and turkey	service	cooking carried
	13-3 Soups of differing types	experience	out on different
	13-4 Fish including fried, baked	on board ship or	types of meats
	and grilled fish	Similar environment	poultry,
	13-5 Breakfasts including eggs to	with attested record	vegetables and
	order and omelette of varying	of outcomes	salads The use of
	fillings 13-6 Ability to make up meals	displayed.	excessive
	consisting of cold cuts and salads	-2 attendance at	cooking oil
	of varying types using fresh, frozen	approved training	usage, fatty
	and tinned products	Course with	foods and deep
	13-7 Serving of nutritious cold	assessments showing	fried foods to
	meals when the weather is too	outcomes displayed.	be avoided
	rough to cook		Ability to
	13-8 Ability to make bread and		demonstrate
	rolls with differing types of flour		cooking skills
	13-9 Pastry making		sufficient to
	13-10 Desserts		serve a three
	13-11. Ability to make both hot and		course meal for
	cold desserts		at least 20
	13-12. Ability to make desserts from		Persons.
	fresh, frozen and tinned products		Ability to
	14. Emergency meals		prepare foods

14-1. Ability to produce nutritious	1	for person
meals when fresh produce has		requiring
been depleted	:	special diets
14-2. Ability to produce meals		•
when frozen produce has been		
depleted for any reason		
whatsoever such as refrigeration failure		