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(Ministry of Maritime Affairs)



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**Maritime Labour Notice (MLN) – 013**

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To: Ship Owners, Operators, Masters, Officers and Classification Societies

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**MLC Title 3.1 Accommodation and recreational facilities**

This MLN provides guidance on compliance with Gibraltar regulations which give effect to MLC 2006 Title 3.1. Implementation of these guidelines will be taken as evidence of compliance with the Gibraltar regulations.

The guidelines do not preclude the shipowner from demonstrating an equivalent or higher standard as an “alternative method” of evidence of compliance.

Documents referred to in this notice:

Maritime Labour Convention 2006; and

Gibraltar Merchant Shipping (Maritime Labour Convention) Regulations 2012. Reg. 23, 24

Most regulations and notices are available on the Gibraltar website: [www.gibraltarship.com](http://www.gibraltarship.com)

**Accommodation and recreational facilities**

**Key points**

1. This MLN includes the Gibraltar regulations for accommodation and recreational facilities and evidence of compliance with the regulations.
2. The regulations are in the left hand column and any evidence of compliance in the right hand column.
3. Where the evidence of compliance column is empty then the regulation contains the standard that must be achieved.
4. Where regulations include evidence of compliance then the evidence of compliance column provides additional guidance on how the standard contained in the regulation.

Alan Cubbin  
Maritime Administrator

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<b>Title 3.1 – Accommodation &amp; Recreational facilities</b>	
<b>Gibraltar regulations and evidence of compliance for Accommodation and Recreational facilities</b>	
Gibraltar Regulations	Evidence of compliance
<b>1 Interpretation</b>	
<p>“substantially altered” means any alterations which are not like for like;  “similar stage of construction” means construction identifiable with a specific ship begins and assembly of that ship has commenced comprising at least 50 tonnes or 1% of the estimated mass of all structural material, whichever is less;</p>	
<b>2 Application</b>	
1. This Part applies to Gibraltar MLC ships constructed on or after *the date the Gibraltar ratifies the MLC 2006*	
2. Regulation 15 and 16 of this part relating to recreational facilities also apply to Gibraltar MLC ships constructed before *the date the Gibraltar ratifies the MLC 2006*	
3. A ship shall be deemed to have been constructed on the date when its keel is laid or when it is at a similar stage of construction.	

<b>3 Shipowner's responsibilities</b>	
<p>It is the shipowner's responsibility to:</p> <p>1. provide and maintain decent accommodation and recreational facilities for seafarers working or living on board, or both, consistent with promoting the seafarers' health and well-being,</p> <p>and</p> <p>2. ensure that accommodation for seafarers, working or living on board, or both, must be safe, and meet minimum standards in accordance with this Part, and must be available for inspection by the Gibraltar Maritime Administration to ensure initial and on-going compliance with those standards.</p>	
<b>4 Plan approval</b>	
<p>1. Prior to registration, the following must be submitted to the RO duly authorised for this purpose, for approval:</p> <p>(a). a plan of the ship on a scale not smaller than -</p> <ul style="list-style-type: none"> <li>i. 1 in 100 in the case of a ship of less than 150 metres in length; and</li> <li>ii. 1 in 200 in the case of any other ship showing clearly the proposed arrangements of the seafarer's accommodation in the ship and its proposed position in relation to the ship's other spaces; and</li> </ul>	
<p>(b). plans of the proposed seafarer accommodation on a scale not smaller than -</p> <ul style="list-style-type: none"> <li>i. 1 in 50 showing clearly and in detail the purpose for which each space in the accommodation is to be appropriated and the proposed disposition of the furnishings, fittings and obstructions in it; and</li> <li>ii. plans showing clearly the proposed arrangements for supplying water to the crew accommodation, for covering the floors, and for heating, lighting, ventilating, insulating and draining the seafarers' accommodation.</li> </ul>	
<p>2. The shipowner must submit the plans specified in subparagraph (1) for approval to the RO, showing any proposed substantial alterations to the seafarer's accommodation.</p>	
<p>3. In the event of doubt if seafarer accommodation has been substantially altered, the question will be determined by the Gibraltar Maritime Administration.</p>	

<b>5 Exemptions</b>	
(1) The Gibraltar Maritime Administration may exempt ships of less than 200 gross tonnage where it is reasonable to do so, taking account of the size of the ship and the number of persons on board in relation to the requirements of the following provisions - Regulations 24 (a), (b), (c) inclusive, with respect to floor area only.	
(2) Exemptions from the requirements of this Part may only be granted by the Gibraltar Maritime Administration where they are expressly permitted by this Part and only for particular circumstances in which such exemptions can be clearly justified on clear grounds and subject to protecting the seafarers' health and safety.	
(3) Exemptions in accordance with sub-paragraphs (1) and (2) may only be granted by the Gibraltar Maritime Administration on written application from the shipowner, including evidence of consultation with the seafarers' organisations concerned and any responses received.	
<b>6 Variations</b>	
(1) The Gibraltar Maritime Administration may, in the case of ships where there is need to take account, without discrimination, of the interests of seafarers having differing and distinctive religious and social practices, permit fairly applied variations in respect of this Part on condition that such variations do not result in overall facilities less favourable than those which would result from the application of this Part.	
(2) Variations in accordance with sub-paragraph (1) may only be granted by the Gibraltar Maritime Administration on written application from the shipowner, including evidence of consultation with the seafarers' organisations concerned and any responses received.	
(3) Where, in accordance with Regulations 23-(3)(b), the Gibraltar Maritime Administration may permit variations from the requirements, the permission must be in writing, specify the date on which it takes effect and specify the conditions, if any, on which the variation is granted.	
<b>7 General requirements for accommodation</b>	

<p>(1) There must be adequate headroom in all seafarer accommodation; the minimum permitted headroom in all seafarer accommodation where full and free movement is necessary must be not less than 203 centimetres.</p> <p>The Gibraltar Maritime Administration, on written application, may permit some limited reduction in headroom in any space, or part of any space, in such seafarer accommodation where it is satisfied that the reduction:</p> <p>(a). is reasonable; and</p> <p>(b). will not result in discomfort to the seafarers;</p>	
<p>(2) the accommodation must be adequately insulated;</p>	<ol style="list-style-type: none"> <li>1. External bulkheads of sleeping rooms and mess rooms should be insulated.</li> <li>2. All machinery casings and all boundary bulkheads of galleys and other spaces in which heat is produced should be insulated where there is a possibility of resulting heat effects in adjoining accommodation or passageways.</li> <li>3. Measures should be taken to provide protection from heat effects of steam or hot-water service pipes or both.</li> <li>4. Sleeping rooms, mess rooms, recreation rooms and alleyways in the accommodation space should be insulated to prevent condensation or overheating.</li> </ol>
<p>(3) in ships other than passenger ships, as defined in Regulation 2(e) and (f) of SOLAS, sleeping rooms must be situated above the load line amidships or aft, except that in exceptional cases, where the size, type or intended service of the ship renders any other location impracticable, sleeping rooms may be located in the fore part of the ship, but in no case forward of the collision bulkhead;</p>	
<p>(4) In passenger ships, and in special ships constructed in compliance with the IMO Code of Safety for Special Purpose Ships, 1983, and subsequent versions ("special purpose ships"), the Gibraltar Maritime Administration may, on written application, on condition that satisfactory arrangements are made for lighting and ventilation, permit the location of sleeping rooms below the load line, but in no case located immediately beneath working alleyways;</p>	
<p>(5) There must be no direct openings into sleeping rooms from cargo and machinery spaces or from galleys, storerooms, drying rooms or communal sanitary areas; that part of a bulkhead separating such places from sleeping rooms and external bulkheads must be constructed of steel or other substance meeting SOLAS specifications for the construction of bulkheads and be watertight and gas-tight;</p>	

<p>(6) The materials used to construct internal bulkheads, panelling and sheeting, floors and joints must be conducive to ensuring a healthy environment;</p>	<ol style="list-style-type: none"> <li>1. The bulkhead surfaces and deck heads should be of material with a surface easily kept clean. No form of construction likely to harbour vermin should be used.</li> <li>2. The bulkhead surfaces and deck heads in sleeping rooms and mess rooms should be capable of being easily kept clean and be light in colour with a durable, nontoxic finish.</li> <li>3. The decks in all seafarer accommodation should be of SOLAS approved material and construction and should provide a nonslip surface impervious to damp and easily kept clean.</li> <li>4. Where the floorings are made of composite materials, the joints with the sides should be profiled to avoid crevices.</li> </ol>
<p>(7) proper lighting and sufficient drainage shall be provided.</p>	<ol style="list-style-type: none"> <li>1. In all ships, electric light should be provided in the seafarer accommodation.</li> <li>2. If there are not two independent sources of electricity for lighting, additional lighting should be provided by properly constructed lamps or lighting apparatus for emergency use.</li> <li>3. Levels of artificial light should at a minimum meet the levels in Annex I to these guidelines.</li> <li>4. All sanitary spaces (except private bathrooms) and each laundry space should have one or more scuppers which are not connected to scuppers from other types of accommodation space.</li> <li>5. Scuppers should be fitted with traps.</li> </ol>
<p>(8) Accommodation, recreational and catering facilities must meet the requirements in Gibraltar regulations implementing MLC 2006 Regulation 4.3 and the related provisions in the code, on health and safety protection and accident prevention with respect to preventing the risk of exposure to hazardous levels of noise and vibration and other ambient factors and chemicals on board ships, and to provide an acceptable occupational and onboard living environment for seafarers,</p>	<p>For the prevention of accidents on board ship, as a minimum:</p> <ol style="list-style-type: none"> <li>1. All structures, furniture and fittings, and the means of access to and egress from the seafarer accommodation, should be so situated, constructed and arranged as to minimise any risk of injury to seafarers.</li> <li>2. Handrails should be provided in passageways and stairways and should be of robust construction and strongly secured to bulkheads.</li> <li>3. Fixed furniture should be strongly secured.</li> <li>4. Means should be provided to secure portable furniture.</li> <li>5. Doors, including those to cupboards and other items of furniture, should be so secured as not to open accidentally.</li> <li>6. Drawers should be so designed as not to slide</li> </ol>

	<p>open and fall out accidentally.</p> <p>7. Tables, shelves, stowage racks and other similar fittings should be fitted with retaining lips or bars or with non-slip surfaces so that objects placed on them will not slide off.</p> <p>To control the levels of hazardous noise on board ship, as a minimum:</p> <ol style="list-style-type: none"> <li>1. Accommodation, recreational and catering facilities should be located as far as practicable from engines, steering gear rooms, deck winches, ventilation, heating and air conditioning equipment and other noisy machinery and apparatus.</li> <li>2. Acoustic insulation or other appropriate sound absorbing materials should be used in the construction and finishing of bulkheads, deck heads and decks within the sound producing spaces as well as self-closing noise isolating doors for machinery spaces.</li> <li>3. Engine rooms and other machinery spaces should be provided, wherever practicable, with soundproof centralized control rooms for engine-room personnel. Working spaces, such as the machine shop, should be insulated, as far as practicable, from the general engine-room noise and measures should be taken to reduce noise in the operation of machinery.</li> </ol>
<b>8 Ventilation and heating</b>	
(1) Sleeping rooms and mess rooms must be adequately ventilated;	<p>1. The system of ventilation for sleeping rooms and mess rooms should be controlled so as to maintain the air in a satisfactory condition and to ensure a sufficiency of air movement in all conditions of weather and climate.</p>
(2) Ships, except those exclusively engaged in trade where temperate climatic conditions do not require this, must be equipped with air conditioning for seafarer accommodation, for any separate radio room and for any centralised machinery control room;	<p>1. Air-conditioning systems, whether of a centralised or individual unit type, should be designed to:</p> <ol style="list-style-type: none"> <li>(a). provide a minimum of 25 cubic metres of air per hour, per person accommodated in the ventilated space during normal operating conditions;</li> <li>(b). maintain the air at a satisfactory temperature and relative humidity as compared to outside air conditions, ensure a sufficiency of air changes in all air-conditioned spaces, take account of the particular characteristics of operations at sea and not produce excessive noises or vibrations; and</li> <li>(c). facilitate easy cleaning and disinfection to prevent or control the spread of disease;</li> </ol>

	<p>2. Power for the operation of the air conditioning and other aids to ventilation should be available at all times when seafarers are living or working on board and conditions so require. However, this power need not be provided from an emergency source.</p> <p>3. Sufficient spare parts should be carried as required to enable the air conditioning plant to be available at all times.</p> <p><i>[Exemption from the requirements of the regulations should follow the procedure on pages 5 &amp; 6 of these guidelines]</i></p>
<p>(3) All sanitary spaces must have ventilation to the open air, independently of any other part of the accommodation; and</p>	<p>1. In ships provided with an air conditioning system, sanitary accommodation, laundries, drying rooms and changing rooms should be provided with mechanical exhaust ventilation capable of ensuring rates of air changes sufficient for the type of accommodation for which it is provided.</p>
<p>(4) Adequate heat through an appropriate heating system must be provided, except in ships exclusively on voyages in tropical climates.</p>	<p>1. The system of heating seafarer accommodation should be available for operation at all times when seafarers are living or working on board and conditions require its use.</p> <p>2. In all ships in which a heating system is required, the heating should be by means of hot water, warm air, electricity, steam or equivalent. However, within the accommodation area, steam should not be used as a medium for heat transmission.</p> <p>3. Radiators and other heating apparatus should be placed and, where necessary, shielded so as to avoid risk of fire or danger or discomfort to the occupants.</p> <p>4. Sleeping rooms, mess rooms, day rooms, recreation rooms, offices, studies, sanitary accommodation and hospitals should be installed with a main heating system capable of ensuring that when:</p> <p>When the temperature of the ambient air is <math>-1^{\circ}\text{C}</math> or less, then the temperature in that room or seafarer accommodation can be maintained to at least <math>21^{\circ}\text{C}</math>.</p>

<b>9 Lighting</b>	
(1) Subject to such special arrangements as may be permitted in passenger ships and special purpose ships, sleeping rooms and mess rooms must be lit by natural light and provided with adequate artificial light.	<p>1. For natural light: "adequately lit" means lit by natural light which is bright enough in day time in clear weather to enable a person with normal sight to read an ordinary newspaper in those parts of the room which are available for free movement.</p> <p>2. Levels of artificial light should at a minimum meet the levels in Annex I to this paper.</p> <p>3. In sleeping rooms an electric reading lamp should be installed at the head of each berth capable of emitting at least 200 lumens.</p>
<b>10 Sleeping accommodation</b>	
(1) In ships other than passenger ships, an individual sleeping room shall be provided for each seafarer; in the case of ships of less than 3,000 gross tonnage or special purpose ships, exemptions from this requirement may be granted by the Gibraltar Maritime Administration.	<p>1. Where the size of the ship, the activity in which it is to be engaged and its layout make it reasonable and practicable, sleeping rooms should be planned and equipped with a private bathroom, including a toilet, so as to provide reasonable comfort for the occupants and to facilitate tidiness.</p> <p>2. In the case of seafarers performing the duty of petty officers there should be no more than two persons per sleeping room.</p> <p>3. As far as practicable, sleeping rooms of seafarers should be so arranged that watches are separated and that no seafarers working during the day share a room with watch keepers.</p> <p><i>[Exemption from the requirements of the regulations should follow the procedure on pages 5 &amp; 6 of these guidelines]</i></p>
(2) Separate sleeping rooms must be provided for men and for women;	
(3) Sleeping rooms must be of adequate size and properly equipped so as to ensure reasonable comfort and to facilitate tidiness;	

<p>(4) A separate berth for each seafarer must in all circumstances be provided;</p>	<ol style="list-style-type: none"> <li>1. Berths should not be arranged in tiers of more than two; in the case of berths placed along the ship's side, there should be only a single tier where a sidelight is situated above a berth.</li> <li>2. The lower berth in a double tier should be not less than 30 centimetres above the floor; the upper berth should be placed approximately midway between the bottom of the lower berth and the lower side of the deck head beams.</li> <li>3. The framework and the lee-board, if any, of a berth should be of approved material, hard, smooth, and not likely to corrode or to harbour vermin.</li> <li>4. If tubular frames are used for the construction of berths, they should be completely sealed and without perforations which would give access to vermin.</li> <li>5. Each berth should be fitted with a comfortable mattress with cushioning bottom or a combined cushioning mattress, including a spring bottom or a spring mattress. The mattress and cushioning material used should be made of approved material. Stuffing of material likely to harbour vermin should not be used.</li> <li>6. When one berth is placed over another, a dust-proof bottom should be fitted beneath the bottom mattress or spring bottom of the upper berth.</li> </ol>
<p>(5) The minimum inside dimensions of a berth must be at least 198 centimetres by 80 centimetres;</p>	
<p>(6) In single berth seafarers' sleeping rooms the floor area must not be less than:</p> <ol style="list-style-type: none"> <li>(a). 4.5 square metres in ships of less than 3,000 gross tonnage;</li> <li>(b). 5.5 square metres in ships of 3,000 gross tonnage or over but less than 10,000 gross tonnage;</li> <li>(c). 7 square metres in ships of 10,000 gross tonnage or over;</li> </ol> <p>however, in order to provide single berth sleeping rooms on ships of less than 3,000 gross tonnage, passenger ships and special purpose ships, the Gibraltar Maritime Administration may, on written application, allow a reduced floor area;</p>	<p><i>[Exemption from the requirements of the regulations for ships less than 200GT should follow the procedure on pages 5 &amp; 6 of these guidelines]</i></p> <p><i>[Determinations by the Gibraltar Maritime Administration on a reduction in the floor area in the regulations should follow the procedure on pages 5 &amp; 6 of these guidelines. The maximum reduction the Gibraltar Maritime Administration will permit is to 3.60 square metres]</i></p>
<p>(7) In ships of less than 3,000 gross tonnage other than passenger ships and special purpose ships, sleeping rooms may be occupied by a maximum of two seafarers; the floor area of such sleeping rooms must not be less than 7 square metres;</p>	<p><i>[Exemption from the requirements of the regulations for ships of less than 200GT should follow the procedure on pages 5 &amp; 6 of these guidelines]</i></p>
<p>(8) On passenger ships and special purpose ships the floor area of sleeping rooms for seafarers not performing the duties of ships' officers must not be less than:</p> <ol style="list-style-type: none"> <li>(a). 7.5 square metres in rooms accommodating</li> </ol>	

two persons; (b). 11.5 square metres in rooms accommodating three persons; (c). 14.5 square metres in rooms accommodating four persons	
(9) On special purpose ships sleeping rooms may accommodate more than four persons; the floor area of these sleeping rooms must not be less than 3.6 square metres per person;	
(10) On ships other than passenger ships and special purpose ships, sleeping rooms for seafarers who perform the duties of ships' officers, where no private sitting room or day room is provided, the floor area per person must not be less than: (a). 7.5 square metres in ships of less than 3,000 gross tonnage; (b). 8.5 square metres in ships of 3,000 gross tonnage or over but less than 10,000 gross tonnage; (c). 10 square metres in ships of 10,000 gross tonnage or over;	
(11) On passenger ships and special purpose ships the floor area for seafarers performing the duties of ships' officers where no private sitting room or day room is provided, the floor area per person for junior officers must not be less than 7.5 square metres and for senior officers not less than 8.5 square metres; junior officers are understood to be at the operational level, and senior officers at the management level;	<i>[Exemption from the requirements of the regulations ships of less than 200GT should follow the procedure in on pages 5 &amp; 6 of these guidelines]</i>
(12) The master, the chief engineer and the chief navigating officer must have, in addition to their sleeping rooms, an adjoining sitting room, day room or equivalent additional space; ships of less than 3,000 gross tonnage may, on written application, be exempted by the Gibraltar Maritime Administration from this requirement after consultation with the shipowners' and seafarers' organisations concerned;	1. Consideration should be given to extending the requirements for a day room to the second engineer officer when practicable.  <i>Exemption from the requirements of the regulations should follow the procedure on pages 5 &amp; 6 of these guidelines]</i>
(13) For each occupant, the furniture must include a clothes locker of ample space (minimum 475 litres) and a drawer or equivalent space of not less than 56 litres; if the drawer is incorporated in the clothes locker then the combined minimum volume of the clothes locker must be 500 litres; it must be fitted with a shelf and be able to be locked by the occupant so as to ensure privacy;	1. The furniture should be of smooth, hard material not liable to warp or corrode.
(14) Each sleeping room must be provided with a table or desk, which may be of the fixed, drop-leaf or slide-out type, and with comfortable seating accommodation as necessary.	1. Sleeping rooms should be fitted with curtains or equivalent for the sidelights. 2. Sleeping rooms should be fitted with a mirror, small cabinets for toilet requisites, a book rack and a sufficient number of coat hooks.
<b>11 Mess rooms</b>	

<p>1. Mess rooms must be located apart from the sleeping rooms and as close as practicable to the galley; ships of less than 3,000 gross tonnage may be exempted by the Gibraltar Maritime Administration from this requirement.</p>	<p><i>[Exemption from the requirements of the regulations should follow the procedure on pages 5 &amp; 6 of these guidelines]</i></p>
<p>2. Mess rooms must be of adequate size, comfort, properly furnished and equipped (including on-going facilities for refreshment), taking account of the number of seafarers likely to use them at any one time; provision must be made for separate or common mess room facilities as appropriate.</p>	<p>1. There should be available at all times when seafarers are on board:</p> <ul style="list-style-type: none"> <li>(a). a refrigerator, which should be conveniently situated and of sufficient capacity for the number of persons using the mess room or mess rooms;</li> <li>(b). facilities for hot beverages and cool water facilities;</li> <li>(c). where available pantries are not accessible to mess rooms, adequate lockers for mess utensils and proper facilities for washing utensils should be provided;</li> <li>(d). the tops of tables and seats should be of damp-resistant material;</li> </ul> <p>2. On ships other than passenger ships, the floor area of mess rooms for seafarers should be at least 1.5 square metres per person with a variation to a minimum of 1.0 square metre per person of the planned seating capacity; and</p> <p>3. In all ships, mess rooms should be equipped with tables and appropriate seats, fixed or movable, sufficient to accommodate the greatest number of seafarers likely to use them at any one time.</p>
	<p>4. Mess room facilities may be either common or separate. Account should be taken of factors such as the size of the ship and the distinctive cultural, religious and social needs of the seafarers.</p> <p>5. Where separate mess room facilities are to be provided to seafarers, then separate mess rooms should be provided for:</p> <ul style="list-style-type: none"> <li>(a). master and officers; and</li> <li>(b). petty officers and other seafarers.</li> </ul>
<p><b>12 Sanitary facilities</b></p>	
<p>(1) All seafarers must have convenient access on the ship to sanitary facilities meeting minimum standards of health and hygiene and reasonable standards of comfort, with separate sanitary facilities being provided for men and for women.</p>	<p>1. Washbasins and tub baths should be of adequate size and constructed of approved material with a smooth surface not liable to crack, flake or corrode.</p> <p>2. All toilets should be of an approved pattern and provided with an ample flush of water or with some other suitable flushing means, such as air, which are available at all times and independently controllable.</p>
<p>(2) There must be sanitary facilities within easy access of the navigating bridge and the machinery space or near the engine room control centre; ships of less than 3,000 gross tonnage may be exempted by the Gibraltar Maritime Administration from this requirement.</p>	<p><i>[Exemption from the requirements of the regulations should follow the procedure on pages 5 &amp; 6 of these guidelines]</i></p>

<p>(3) In all ships a minimum of one toilet, one wash basin and one tub or shower or both for every six persons or less who do not have personal facilities must be provided at a convenient location.</p>	<p>1. Sanitary accommodation intended for the use of more than one person should comply with the following:</p> <p>(a). floors should be of approved durable material, impervious to damp, and should be properly drained;</p> <p>(b). bulkheads should be of steel or other approved material and should be watertight up to at least 23 centimetres above the level of the deck;</p> <p>(c). the accommodation should be sufficiently lit, heated and ventilated;</p> <p>(d). toilets should be situated convenient to, but separate from, sleeping rooms and wash rooms, without direct access from the sleeping rooms or from a passage between sleeping rooms and toilets to which there is no other access; this requirement does not apply where a toilet is located in a compartment between two sleeping rooms having a total of not more than four seafarers; and</p>
	<p>(e). Where there is more than one toilet or shower in a compartment, they should be sufficiently screened to ensure privacy.</p> <p>2. The provision of the following private and semi-private bathrooms for seafarers:–</p> <p>(a). in ships of 5,000 GT or over but less than 15,000 GT at least five officers' sleeping rooms should be provided with adjoining private bathrooms for the use of the officers occupying those sleeping rooms;</p> <p>(b). in ships of 15,000 GT or over every officer's sleeping room should be provided with an adjoining private bathroom for the use of the officer occupying that sleeping room;</p> <p>(c). in ships of 10,000 GT or over but less than 15,000 GT, every officer's sleeping room which is not provided with an adjoining private bathroom should have a semi-private bathroom appropriated to it; and</p> <p>(d). in ships of 25,000 GT or over, other than passenger ships, every seafarer's sleeping room which is not provided with a private bathroom shall have a semi-private bathroom appropriated to it. These semi-private bathrooms shall not be shared by petty officers and other seafarers.</p>
<p>(4) With the exception of passenger ships, each sleeping room must be provided with a washbasin having hot and cold running fresh water, except where such a washbasin is situated in the private bathroom provided.</p>	<p><i>[Exemption from the requirements of the regulations should follow the procedure on pages 5 &amp; 6 of these guidelines]</i></p>
<p>(5) In passenger ships normally engaged on voyages of not more than four hours' duration, consideration may be given by the Gibraltar Maritime Administration, on written application, to special arrangements or to a reduction in the number of facilities required</p>	<p>[Determinations by the Gibraltar Maritime Administration on a case by case basis and will follow the procedure on pages 5 &amp; 6 of these guidelines]</p>
<p>(6) Hot and cold running fresh water must be available in all wash places.</p>	

<b>13 Hospital accommodation</b>	
(1) Ships carrying 15 or more seafarers and engaged in a voyage of more than 3 days' duration must provide separate hospital accommodation to be used exclusively for medical purposes;	

(2) The Gibraltar Maritime Administration, on written application, may relax the requirement in subparagraph (1) for ships engaged in coastal trade;	[Determinations by the Gibraltar Maritime Administration on a case by case basis and will follow the procedure on pages 5 & 6 of these guidelines]
(3) Hospital accommodation will, in all weathers, be easy to access, provide comfortable housing for the occupants and be conducive to their receiving prompt and proper attention.	<ol style="list-style-type: none"> <li>1. Hospitals should be situated and arranged such that a stretcher can be easily carried into it and placed alongside at least one single tier bed.</li> <li>2. The hospital accommodation should be designed so as to facilitate consultation and the giving of medical first aid and to help prevent the spread of infectious diseases.</li> <li>3. In hospitals a portable electric lamp should be provided, capable of emitting 600 lumens.</li> <li>4. To help prevent the spread of infectious diseases and for patient comfort every hospital should be fitted with mechanical exhaust ventilation independent from any ventilators provided for other parts of the seafarer accommodation.</li> <li>5. Every bed in a hospital should be provided with a bell-push alarm which shall summon a response enabling prompt and proper attention to the occupant.</li> <li>6. Every hospital should be provided with one single tier bed for every 50 or fraction of 50 seafarers to a maximum of 4.</li> <li>7. Sanitary accommodation should be provided for the exclusive use of the occupants of the hospital accommodation, either as part of the accommodation or in close proximity thereto. Such sanitary accommodation should comprise a minimum of one toilet, one washbasin and one tub or shower.</li> </ol>
<b>14 Laundry Facilities</b>	
Appropriately situated and furnished laundry facilities must be available.	<ol style="list-style-type: none"> <li>1. The laundry facilities provided for seafarers' use should include: <ol style="list-style-type: none"> <li>(a). washing machines; and</li> <li>(b). drying machines or adequately heated and ventilated drying rooms; and</li> <li>(c). irons and ironing boards or their equivalent.</li> </ol> </li> </ol> <p><i>[Exemption from the requirements of the regulations for ships of less than 200GT should follow the procedure on pages 5 &amp; 6 of these guidelines]</i></p>

<b>15 Recreational facilities</b>	
<p>(1) Appropriate seafarers' recreational facilities, amenities and services, as adapted to meet the special needs of seafarers who must live and work on ships, must be provided on board for the benefit of all seafarers, taking into account the requirements of regulation 7 (8) of this Part relating to health and safety protection and accident prevention.</p>	
<p>(2) Furnishings for recreational facilities should as a minimum include a bookcase and facilities for reading, writing and, where practicable, games.</p>	<p>1. Consideration may also be given to including the following facilities at no cost to the seafarer, where practicable:</p> <ul style="list-style-type: none"> <li>(a). a smoking room;</li> <li>(b). television viewing and the reception of radio broadcasts;</li> <li>(c). showing of films, the stock of which should be adequate for the duration of the voyage and, where necessary, changed at reasonable intervals;</li> <li>(d). sports equipment including exercise equipment, table games and deck games;</li> <li>(e). where possible, facilities for swimming;</li> <li>(f). a library containing vocational and other books, the stock of which should be adequate for the duration of the voyage and changed at reasonable intervals;</li> <li>(g). facilities for recreational handicrafts;</li> <li>(h). electronic equipment such as a radio, television, video recorders, DVD/CD player, personal computer and software and cassette recorder/player;</li> <li>(i). where appropriate, the provision of bars on board for seafarers unless these are contrary to national, religious or social customs;</li> <li>(j). reasonable access to ship-to-shore telephone communications, and email and Internet facilities, where available, with any charges for the use of these services being reasonable in amount; and</li> <li>(k). every effort should be given to ensuring that the forwarding of seafarers' mail is as reliable and expeditious as possible. Efforts should also be considered for avoiding seafarers being required to pay additional postage when mail has to be readdressed owing to circumstances beyond their control.</li> </ul>
<b>16 Open deck spaces</b>	

<p>All ships must have a space or spaces on open deck to which the seafarers can have access when off duty, which are of adequate area having regard to the size of the ship and the number of seafarers on board.</p>	
<p><b>17 Offices</b></p>	
<p>All ships must be provided with separate offices or a common ship's office for use by deck and engine departments; ships of less than 3,000 gross tonnage may be exempted by the Gibraltar Maritime Administration from this requirement.</p>	<p><i>[Exemption from the requirements of the regulations follow the procedure on pages 5 &amp; 6 of these guidelines]</i></p>
<p><b>18 Mosquito control</b></p>	
<p>Ships regularly trading to mosquito-infested ports must be fitted with appropriate devices.</p>	<ol style="list-style-type: none"> <li>1. All seafarer accommodation must be protected by means of screening against the admission of mosquitoes.</li> <li>2. All screening must be made of rust-proof wire or other suitable material and fitted to or provided for all side scuttles and windows and skylights which are capable of being opened and all natural ventilators and all doors leading to an open deck.</li> <li>3. Any screening door which is fitted pursuant to this regulation and leads directly into a permanent or temporary hospital must be self closing.</li> <li>4. For seafarer accommodation which is fitted with an air conditioning system, screening need not be provided for any side scuttles or windows and doors leading from that seafarer accommodation to the open deck if they are self closing.</li> </ol>

<p><b>19 Accommodation inspections</b></p>	
<p>(1) Inspections must be carried out by or under the authority of the master, at intervals not exceeding 7 days to ensure the seafarer accommodation is clean, decently habitable and maintained in a good state of repair.</p>	
<p>(2) The inspecting officer is to be accompanied by at least one other seafarer.</p>	

<p>(3) Records of inspections must be kept in the Official log book and must as a minimum contain the following information -</p> <p>(a). time and date of inspection;</p> <p>(b). name and rank of persons making inspection; and</p> <p>(c). any findings recorded in the official log book.</p>	
<p><b>20 Miscellaneous provisions</b></p>	
<p>Requirements for bedding and mess utensils.</p>	<p>1. The shipowner should provide free of charge to the seafarer:</p> <p>(a). Clean bedding and mess utensils for use on board during service on the ship. The seafarers shall be responsible for their return at times specified by the master and on completion of service in the ship.</p> <p>(b). Bedding which should be of good quality, and plates, cups and other mess utensils which should be of approved material which can be easily cleaned.</p> <p>(c). Towels, soap and toilet paper.</p>

<p><b>Annex I</b></p> <p><b>Standards of artificial lighting</b></p>
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1. The standards of artificial electric lighting should meet the following minimum requirements of luminance:

1. Sleeping Rooms and Day Rooms

- |  |         |
|--|---------|
| (a) At general measurement points  | 50 lux  |
| (b) At every mirror  | 200 lux |
| (c) At every seat at a writing desk or table   | 150 lux |
| (d) At not less than half the seats (other than those mentioned in (c) above) in a sleeping room provided for use of more than one person. | 150 lux |

2. Mess Rooms

- |                                   |         |
|-----------------------------------|---------|
| (a) At general measurement points | 100 lux |
| (b) At every table and sink       | 150 lux |

3. Recreation Rooms (including rooms for watching films and television, hobbies and game rooms)

- |   |         |
|---|---------|
| (a) At general measurement points   | 50 lux  |
| (b) At every recreational table   | 100 lux |
| (c) At every seat at a writing desk or table                                  | 150 lux |
| (d) At not less than half the seats (other than those mentioned in (c) above) | 150 lux |

4. Hospital Wards

- |                                    |         |
|------------------------------------|---------|
| (a) At general measurements points | 50 lux  |
| (b) At any washbasin               | 100 lux |

5. Offices and studies

(a) At general measurement points	100 lux
(b) At every seat at a writing desk or table	200 lux
6. Sanitary Accommodation	
(a) At general measurement points	100 lux
(b) At any mirror	200 lux
7. Laundries	
At general measurement points	100 lux
8. Drying Rooms	
At the centre of the space	50 lux
9. Galleys (including bakeries and pantries)	
At working positions	300 lux
The lights shall be positioned to ensure that food preparation tables, range tops, serving tables and washing up sinks receive the maximum amount of light.	
10. Dry provision store rooms and cold store rooms	
At general measurement points	100 lux
The lights shall be placed to ensure that shelves and cupboards receive the maximum amount of light	
11. Passageways, companionways and covered deck recreation spaces	
At general measurement points	50 lux
A light shall be placed at the head of each stairway, ladder and hatchway.	