

INTERNATIONAL LABOUR OFFICE GENEVA

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REPORT FORM  
FOR THE  
**FOOD AND CATERING (SHIPS' CREWS)  
CONVENTION, 1946 (No. 68)**

The present report form is for the use of countries which have ratified the Convention. It has been approved by the Governing Body of the International Labour Office, in accordance with article 22 of the ILO Constitution, which reads as follows: "Each of the Members agrees to make an annual report to the International Labour Office on the measures which it has taken to give effect to the provisions of the Conventions to which it is a party. These reports shall be made in such form and shall contain such particulars as the Governing Body may request."

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PRACTICAL GUIDANCE FOR DRAWING UP REPORTS

*First reports*

If this is your Government's first report following the entry into force of the Convention in your country, full information should be given on each of the provisions of the Convention and on each of the questions set out in the report form.

*Subsequent reports*

In subsequent reports, information need normally be given only:

(a) on any new legislative or other measures affecting the application of the Convention;

(b) in reply to the questions in the report form on the practical application of the Convention (for example, statistics, results of inspections, judicial or administrative decisions) and on the communication of copies of the report to the representative organizations of employers and workers and on any observations received from these organizations;

(c) **in reply to comments by the supervisory bodies:** the report must contain replies to any comments regarding the application of the Convention in your country which have been made by the Committee of Experts on the Application of Conventions and Recommendations or by the Conference Committee on the Application of Standards.

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## Article 22 of the Constitution of the ILO

Report for the period \_\_\_\_\_ to \_\_\_\_\_

made by the Government of \_\_\_\_\_

on the

### FOOD AND CATERING (SHIPS' CREWS) CONVENTION, 1946 (No. 68)

(ratification registered on \_\_\_\_\_)

- I. Please give a list of the legislation and administrative regulations, etc., which apply the provisions of the Convention. Where this has not already been done, please forward copies of the said legislation, etc., to the International Labour Office with this report.**

**Please give any available information concerning the extent to which these laws and regulations have been enacted or modified to permit, or as a result of, ratification.**

- II. Please indicate in detail *for each of the following Articles of the Convention* the provisions of the abovementioned legislation and administrative regulations, etc., or other measures under which each Article is applied.**

**If in your country ratification of the Convention gives the force of national law to its terms, please indicate by virtue of what constitutional provisions the ratification has had this effect. Please also specify what action has been taken to make effective those provisions of the Convention which require a national authority to take certain specific steps for its implementation, such as measures to define the exact scope of the Convention and the extent to which advantage may be taken of permissive exceptions provided for in it, measures to draw the attention of the parties concerned to its provisions, and arrangements for adequate inspection and penalties.**

**If the Committee of Experts or the Conference Committee on the Application of Standards has requested additional information or has made an observation on the measures adopted to apply the Convention, please supply the information asked for or indicate the action taken by your Government to settle the points in question.**

#### *Article 1*

1. Every Member of the International Labour Organisation for which this Convention is in force is responsible for the promotion of a proper standard of food supply and catering service for the crews of its sea-going vessels, whether publicly or privately owned, which are engaged in the transport of cargo or passengers for the purpose of trade and registered in a territory for which this Convention is in force.

2. National laws or regulations or, in the absence of such laws or regulations, collective agreements between employers and workers, shall determine the vessels or classes of vessels which are to be regarded as sea-going vessels for the purpose of this Convention.

*Please indicate what vessels or classes of vessels are regarded as sea-going vessels for the purposes of the Convention, stating whether this definition has been established by national laws or regulations, or by collective agreements; in the latter case please indicate the relevant provisions of the collective agreements.*

#### *Article 2*

The following functions shall be discharged by the competent authority, except in so far as these functions are adequately discharged in virtue of collective agreements:

- (a) the framing and enforcement of regulations concerning food and water supplies, catering, and the construction, location, ventilation, heating, lighting, water system and equipment of galleys and other catering department spaces on board ship, including store rooms and refrigerated chambers;

- (b) the inspection of food and water supplies and of the accommodation, arrangements and equipment on board ship for the storage, handling and preparation of food;
- (c) the certification of such members of the catering department staff as are required to possess prescribed qualifications;
- (d) research into, and educational and propaganda work concerning, methods of ensuring proper food supply and catering service.

*Please indicate what is the competent authority for the purposes of this Convention.*

*Please indicate how the functions described in subparagraphs (a) to (d) of this Article are discharged, stating also, in each case, whether they are carried out by the competent authority or in virtue of collective agreements; in the latter case please indicate the relevant provisions of the collective agreements.*

### Article 3

1. The competent authority shall work in close co-operation with the organisations of ship-owners and seafarers and with national or local authorities concerned with questions of food and health, and may where necessary utilise the services of such authorities.

2. The activities of the various authorities shall be duly co-ordinated so as to avoid overlapping or uncertainty of jurisdiction.

*Please furnish particulars concerning the competent authority and the arrangements made to ensure cooperation with shipowners' and seafarers' organizations and the national or local authorities concerned, as well as the measures taken to ensure coordination between the activities of the various authorities.*

### Article 4

The competent authority shall have a permanent staff of qualified persons, including inspectors.

*Please give particulars regarding the status and qualifications of the staff of the competent authority, especially as regards inspectors.*

### Article 5

1. Each Member shall maintain in force laws or regulations concerning food supply and catering arrangements designed to secure the health and well-being of the crews of the vessels mentioned in Article 1.

2. These laws or regulations shall require:

- (a) the provision of food and water supplies which, having regard to the size of the crew and the duration and nature of the voyage, are suitable in respect of quantity, nutritive value, quality and variety;
- (b) the arrangement and equipment of the catering department in every vessel in such a manner as to permit of the service of proper meals to the members of the crew.

*Please specify the relevant provisions of the laws or regulations.*

### Article 6

National laws or regulations shall provide for a system of inspection by the competent authority of:

- (a) supplies of food and water;
- (b) all spaces and equipment used for the storage and handling of food and water;
- (c) galley and other equipment for the preparation and service of meals; and
- (d) the qualification of such members of the catering department of the crew as are required by such laws or regulations to possess prescribed qualifications.

*Please specify the relevant provisions of the national laws or regulations, and furnish particulars of the system of inspection prescribed.*

#### Article 7

1. National laws or regulations or, in the absence of such laws or regulations, collective agreements between employers and workers shall provide for inspection at sea at prescribed intervals by the master, or an officer specially deputed for the purpose by him, together with a responsible member of the catering department of:

- (a) supplies of food and water;
- (b) all spaces and equipment used for the storage and handling of food and water, and galley and other equipment for the preparation and service of meals.

2. The results of each such inspection shall be recorded.

*Please specify the relevant provisions of the national laws or regulations, or, in the absence of such laws or regulations, of the collective agreements.*

#### Article 8

A special inspection shall be made by the representatives of the competent authority of the territory of registration on written complaint made by a number or proportion of the crew prescribed by national laws or regulations or on behalf of a recognised organisation of shipowners or seafarers. In order to avoid delay in sailing, such complaints should be submitted as soon as possible and at least twenty-four hours before the scheduled time of departure from port.

*Please indicate the procedure established for dealing with complaints submitted to the competent authority.*

#### Article 9

1. Inspectors shall have authority to make recommendations to the owner of a ship, or to the master or other person responsible, with a view to the improvement of the standard of catering.

2. National laws or regulations shall prescribe penalties for:

- (a) failure by an owner, master, member of the crew, or other person responsible to comply with the requirements of the national laws or regulations in force; and
- (b) any attempt to obstruct an inspector in the discharge of his duties.

3. Inspectors shall submit regularly to the competent authority reports framed on uniform lines dealing with their work and its results.

*1. Please state whether inspectors have the right to make recommendations, as provided for in paragraph 1.*

*2. Please indicate the penalties prescribed by national laws or regulations for the offences described in paragraph 2.*

*3. Please indicate the intervals at which inspectors have to submit reports and the lines on which these reports are drawn up, as prescribed in paragraph 3.*

#### Article 10

1. The competent authority shall prepare an annual report.

2. The annual report shall be issued as soon as practicable after the end of the year to which it relates and shall be made readily available to all bodies and persons concerned.

3. Copies of the annual report shall be transmitted to the International Labour Office.

*Please supply a copy of the most recent annual report issued by the competent authority.*

#### Article 11

1. Courses of training for employment in the catering department of seagoing ships shall be organised either in approved schools or by means of other arrangements acceptable to both shipowners' and seafarers' organisations.

2. Facilities shall be provided for refresher courses to enable persons already trained to bring their knowledge and skill up to date.

*Please give details of the training and refresher courses organized in accordance with this Article.*

#### Article 12

1. The competent authority shall collect up-to-date information on nutrition and on methods of purchasing, storing, preserving, cooking and serving food, with special reference to the requirements of catering on board ship.

2. This information shall be made available, free of charge or at reasonable cost, to manufacturers of and traders in ships' food supplies and equipment, ships' masters, stewards and cooks, and ship-owners and seafarers and their organisations generally; appropriate forms of publicity, such as manuals, brochures, posters, charts or advertisements in trade journals, shall be used for this purpose.

3. The competent authority shall issue recommendations to avoid wastage of food, facilitate the maintenance of a proper standard of cleanliness, and ensure the maximum practicable convenience in working.

*Please give particulars on the measures taken by the competent authority to discharge the functions described in this Article.*

*Please supply specimen copies of any manuals, brochures, etc., made available to the persons concerned.*

#### Article 13

Any of the functions of the competent authority in respect of the certification of catering department staff and the collection and distribution of information may be discharged by delegating the work, or part of it, to a central organisation or authority exercising similar functions in respect of seafarers generally.

*Please state whether any functions of the competent authority have been delegated to other organizations or authorities.*

**III. In so far as this information has not been supplied under point II above, please state to what authority or authorities the application of the abovementioned legislation and administrative regulations, etc., is entrusted, and by what methods application is supervised and enforced. In particular, please supply information on the organization and working of inspection.**

**IV. Please state whether courts of law or other tribunals have given decisions involving questions of principle relating to the application of the Convention. If so, please supply the text of these decisions.**

**V. Please give a general appreciation of the manner in which the Convention is applied in your country, including, for instance, extracts from the reports of the inspection and registration services, any available information as to the number and nature of complaints which may have been made by members of ships' crews (Article 8), the penalties imposed (Article 9), etc.**

**VI. Please indicate the representative organizations of employers and workers to which copies of the present report have been communicated in accordance with article 23, paragraph 2, of the Constitution of the International Labour Organization.<sup>1</sup> If copies of the report have not been communicated to representative organizations of employers and/or workers, or if they have been communicated to bodies other than such organizations, please supply information on any particular circumstances existing in your country which explain the procedure followed.**

**Please indicate whether you have received from the organizations of employers or workers concerned any observations, either of a general kind or in connection with the present or the previous report, regarding the practical application of the provisions of the Convention or the application of the legislation or other measures implementing the Convention. If so, please communicate a summary of the observations received, together with any comments that you consider useful.**

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<sup>1</sup> Article 23, paragraph 2, of the Constitution reads as follows: "Each Member shall communicate to the representative organisations recognised for the purpose of article 3 copies of the information and reports communicated to the Director-General in pursuance of articles 19 and 22."