



**MONGOLIA MARITIME  
ADMINISTRATION**

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Marine Circular No. 01/312/2024

**SUBJECT:** Standards for Accommodation and Recreational Facilities on board Mongolian-flagged ships

**PURPOSE:**

This Marine Circular sets forth the minimum standards for living conditions and arrangements on board Mongolian-flagged ships and aims to ensure that seafarers have decent accommodation and recreational facilities on board. These standards are subject to inspection by a recognized organization authorized to act on behalf of Mongolia or flag state inspector.

**APPLICATION:**

This marine circular applies to all Mongolian flagged ships. This circular is applicable to shipowners, operators, management companies, agents, recognized organizations, seafarers, shipbuilders and other relevant stakeholders.

**REFERENCES**

Maritime Labour Convention, 2006 (MLC 2006), Regulation 3.1

**ADDITIONAL INFORMATION:**

The requirements of this Marine Circular regarding ship construction and equipment apply only to the extent reasonably possible for ships constructed after the enforcement of ILO Conventions No. 92 and No. 133, and to ships constructed on or after the implementation of the MLC, 2006. Although Mongolia is not a party to ILO Conventions No. 92 and No. 133, it recognizes them as industry standards; however, this recognition does not create a mandatory legal requirement. Shipowners/operators seeking voluntary certification may approach recognized organizations, which are authorized by Mongolia to accommodate such requests. The recognized organization will conduct the necessary plan review and shipboard surveys for certification. Any deviations from specific convention requirements identified during these phases will be documented as "Exceptions." Upon satisfactory completion, a Document of Compliance will be issued, indicating whether the ship is in full, substantial, or partial compliance with the relevant convention. If in substantial or partial compliance, the "Exceptions" will be listed on the Document of Compliance.

**A. GENERAL REQUIREMENTS**

1. Shipowners/operators are required to provide and maintain adequate accommodations and recreational facilities for seafarers working on board Mongolian-flagged ships, ensuring their

health and well-being are promoted. Particular attention shall be given toward ensuring implementation of the requirements relating to:

- a. the size of rooms and other accommodation spaces;
  - b. heating and ventilation;
  - c. lighting;
  - d. sleeping rooms;
  - e. noise and vibration and other ambient factors;
  - f. mess rooms;
  - g. sanitary facilities;
  - h. hospital accommodation;
  - i. laundry facilities;
  - j. open deck spaces;
  - k. office spaces;
  - l. mosquito protection;
  - m. recreational facilities;
2. External inspections of the ship shall be carried out by the recognized organization authorized by Mongolia when:
    - a. ship is initially certified for compliance;
    - b. a ship is registered or re-registered in the flag; or
    - c. the seafarer accommodation on a ship has been substantially altered.
  3. All ship owners/operators shall arrange periodical inspections to ensure initial and ongoing compliance with the referenced standards.

## **B. STANDARDS FOR SEAFARER ACCOMMODATION**

4. Adequate headroom shall be provided for all seafarer accommodation.
5. The minimum headroom where "full and free movement" is necessary shall not be less than 203 cm. Reduction in minimum headroom in any space, or part of any space, may be allowed on condition that such reduction:
  - is reasonable;
  - will not result in discomfort to the seafarers; and
  - will not to cause a seafarer to inadvertently come in contact with it or be required to take any cautionary measure to avoid it.
6. The accommodation shall be adequately insulated.
7. In ships other than passenger ships, as defined in SOLAS Reg I/2(e) and SOLAS Reg I/2(f), sleeping rooms shall 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.
8. There shall 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 shall be efficiently constructed of steel or another approved substance and be watertight and gas-tight.
9. The materials used to construct internal bulkheads, paneling and sheeting, floors and joining shall be suitable for the purpose and conducive to ensuring a healthy environment.
10. Proper lighting and sufficient drainage shall be provided.
11. Accommodation, recreational and catering facilities shall meet the requirements in the MLC, 2006 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.

12. Design and Construction Guidelines:

- a. External bulkheads of sleeping rooms and mess rooms should be adequately insulated. All machinery casings and all boundary bulkheads of galleys and other spaces in which heat is produced should be adequately insulated where there is a possibility of resulting heat effects in adjoining accommodation or passageways. Measures also should be taken to provide protection from heat effects of steam and/or hot-water service pipes.
- b. Sleeping rooms, mess rooms, recreation rooms and alleyways in the accommodation space should be adequately insulated to prevent condensation or overheating.
- c. The bulkhead surfaces and deckheads should be of material with a surface easily kept clean. No form of construction likely to harbor vermin should be used.
- d. The bulkhead surfaces and deckheads in sleeping rooms and mess rooms should be capable of being easily kept clean and light in color with a durable, non-toxic finish.
- e. The decks in all seafarer accommodation should be of approved material and construction and should provide a surface impervious to damp and easily kept clean.
- f. Where the floorings are of a composite material, the joining with sides should be profiled to avoid crevices.
- g. Where separate facilities for engine department personnel to change their clothes are provided, they should be located outside the machinery space but with easy access to it; and fitted with individual clothes lockers as well as with tubs and/or showers and washbasins having hot and cold running potable fresh water.

**C. STANDARDS FOR HEATING AND VENTILATION**

13. Sleeping rooms and mess rooms shall be adequately ventilated.

14. Ships, except those regularly engaged in trade where temperate climatic conditions do not require this, shall be equipped with air conditioning for seafarer accommodation, any separate radio room, and any centralized machinery control room.

15. All sanitary spaces shall have ventilation to the open air, independently of any other part of the accommodation.

16. Adequate heat through an appropriate heating system shall be provided, except in ships exclusively on voyages in tropical climates.

17. Heating Guidelines:

- a. The system of heating the seafarer accommodation should be in operation at all times when seafarers are living or working on board and conditions require its use.
- b. 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. The heating system should be capable of maintaining the temperature in seafarer accommodation at a satisfactory level under normal conditions of weather and climate likely to be met within the trade in which the ship is engaged.
- c. 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.

18. Ventilation Guidelines:

- a. 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.
- b. Air-conditioning systems, whether of a centralized or individual unit type, should be designed to:

- 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
- facilitate easy cleaning and disinfection to prevent and/or control the spread of disease.
- Power for the operation of the air conditioning and other aids to ventilation required by the preceding sub-sections should be available at all times when seafarers are living or working on board and when conditions so require. However, this power need not be provided from an emergency source.

#### **D. STANDARDS FOR LIGHTING**

19. Sleeping rooms and mess rooms shall be lit by natural light and provided with adequate artificial light.
20. Lighting Guidelines:
  - a. In all ships, electric light should be provided in the seafarer accommodation. 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.
  - b. In sleeping rooms an electric reading lamp should be installed at the head of each berth.
21. Suitable standards of natural and artificial lighting should be fixed by the recognized organizations authorized by the Administration.

#### **E. STANDARDS FOR SLEEPING ROOMS**

22. In ships other than passenger ships, an individual sleeping room shall be provided for each seafarer.
23. Separate sleeping rooms shall be provided for men and for women.
24. Sleeping rooms shall be of adequate size and properly equipped so as to ensure reasonable comfort and to facilitate tidiness.
25. A separate berth for each seafarer shall in all circumstances be provided.
26. The minimum inside dimensions of a berth shall be at least 198 cm by 80 cm.
27. In single berth seafarers' sleeping rooms, the floor area shall not be less than:
  - a. 4.5 sqm in ships of less than 3,000 GT;
  - b. 5.5 sqm in ships of 3,000 gross tonnage or over but less than 10,000 GT; and
  - c. 7 sqm in ships of 10,000 GT or over.
28. On ships of less than 3,000 GT, other than passenger ships and SPSs, sleeping rooms may be occupied by a maximum of two seafarers. The floor area of such sleeping rooms shall not be less than 7 sqm.
29. On ships routinely carrying cadets for training on board, sleeping rooms may be occupied by a maximum of two (2) cadets. The floor area of such sleeping rooms shall not be less than 7 sqm.
30. On ships other than passenger ships and SPSs, 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 shall not be less than:
  - a. 7.5 sqm in ships of less than 3,000 GT;
  - b. 8.5 sqm in ships of 3,000 GT or over but less than 10,000 GT; and
  - c. 10 sqm in ships of 10,000 GT or over.

#### **F. SLEEPING ROOM GUIDELINES**

31. There should be adequate berth arrangements on board making it as comfortable as possible for the seafarer and any partner who may accompany the seafarer.
32. Where the size of the ship, the activity in which it is to be engaged and its layout make this reasonable and practical, 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.
33. 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 watchkeepers.
34. In the case of seafarers performing the duty of petty officers there should be no more than two persons per sleeping room.
  - a. Sleeping rooms should not be located adjacent to officer and/or crew lounges for reasons such as traffic in the passageway, noise transmitted through the bulkhead, deck or overhead, etc., and recreational facilities which may be located therein.
  - b. Sleeping rooms should not be arranged adjoining a mess room, even though the high noise reduction type joiner bulkhead is installed between the mess room and sleeping room.
  - c. A duty mess room shall be considered as a mess room to be located apart from the sleeping rooms.
  - d. Space occupied by berths and lockers, chests of drawers and seats should be included in the measurement of the floor area. Sanitary modules and small or irregularly shaped spaces which do not add effectively to the space available for free movement and cannot be used for installing furniture should be excluded.
  - e. 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.
  - f. The lower berth in a double tier should not be less than 30 cm above the floor. The upper berth should be placed approximately midway between the bottom of the lower berth and the lower side of the deckhead beams.
  - g. 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 harbor vermin.
  - h. If tubular frames are used for the construction of berths, they should be completely sealed and without perforations that would give access to vermin.
  - i. 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 harbor vermin should not be used.
  - j. Clean bedding should be supplied by the shipowner to all seafarers for use on board during service on the ship, and such seafarers should be responsible for the return of the bedding at times specified by the master and on completion of service in the ship.
  - k. Bedding should be of good quality and should be of approved material which can be easily cleaned.
  - l. 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. The furniture should be of smooth, hard material not liable to warp or corrode and should not have sharp edges or corners.
  - m. Sleeping rooms should be fitted with curtains or equivalent for the sidelights.
  - n. Sleeping rooms should be fitted with a mirror, small cabinets for toilet requisites, a book rack and a sufficient number of coat hooks.

## **G. STANDARDS FOR NOISE, VIBRATION AND OTHER AMBIENT FACTORS**

35. Accommodation, recreational and catering facilities should be located as far as practicable from the engines, steering gear rooms, deck winches, ventilation, heating and air conditioning equipment and other noisy machinery.
36. Acoustic insulation or other appropriate sound-absorbing materials should be used in the construction and finishing of bulkheads, deckheads and decks within the sound-producing spaces as well as self-closing noise-isolating doors for machinery spaces.
37. 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.
38. The limits for noise levels for working and living spaces should be in conformity with the international guidelines of the ILO on exposure levels, including those in the ILO Code of practice entitled Ambient Factors in the Workplace, 2001, and, where applicable, the specific protection recommended by the International Maritime Organization Code on Noise Levels on board Ships, 1981, and with any subsequent amending and supplementary instruments for acceptable noise levels on board ships. A copy of the applicable instruments in English or the working language of the ship should be carried on board and should be accessible to seafarers.
39. No accommodation, recreational or catering facilities should be exposed to excessive vibration.

#### **H. STANDARDS FOR MESS ROOMS**

40. Mess rooms shall be located apart from the sleeping rooms and as close as practicable to the galley; however, ships of less than 3,000 GT may be exempted by the Administration from this requirement after consultation with the shipowner and applicable seafarers' organization.
41. Mess rooms shall be of adequate size and comfort and properly furnished and equipped (including ongoing facilities for refreshment), taking account of the number of seafarers likely to use them at any one time; however, provision shall be made for separate or common mess room facilities as appropriate.
42. Mess Room Guidelines:
  - a. Mess room facilities may be either common or separate. The decision in this respect should be taken after consultation with seafarers' and shipowners' representatives and subject to the approval of the Administration. Account should be taken of factors such as the size of the ship and the distinctive cultural, religious and social needs of the seafarers.
  - b. Where separate mess room facilities are to be provided to seafarers, then separate mess rooms should be provided for master and officers.
  - c. On ships other than passenger ships, the floor area of mess rooms for seafarers should be not less than 1.5 sqm per person of the planned seating capacity.
  - d. 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. Shore workers need not be considered in this accommodation.
  - e. There should be available at all times when seafarers are on board:
    - a refrigerator, which should be conveniently situated and of sufficient capacity for the number of persons using the mess room or mess rooms;
    - facilities for hot beverages; and
    - cool potable water facilities.
  - f. Where available pantries are not accessible to mess rooms, adequate lockers for mess utensils and proper facilities for washing utensils should be provided.
  - g. The tops of tables and seats should be of damp-resistant material.

## **I. STANDARDS FOR SANITARY FACILITIES**

43. All seafarers shall 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.
44. There shall be sanitary facilities within easy access of the navigating bridge and the machinery space or near the engine room control center; however, ships and yachts of less than 3,000 GT may be exempted by the Administration from this requirement after consultation with the shipowner and applicable seafarers' organization.
45. On all ships, a minimum of one toilet, one wash basin and one tub and/or shower for every six persons or less who do not have personal facilities shall be provided at a convenient location.
46. Hot and cold running potable fresh water shall be available in all wash places.
47. Sanitary Accommodation Guidelines:
  - a. Washbasins and bathtubs should be of adequate size and constructed of approved material with a smooth surface not liable to crack, flake or corrosion.
  - b. All toilets should be of an approved pattern and provided with an ample flush of water, available at all times and independently controllable.
  - c. Sanitary accommodations intended for the use of more than one person should comply with the following requirements:
    - floors should be of approved durable material, impervious to damp, and should be properly drained;
    - bulkheads should be of steel or other approved material and should be watertight up to at least 23 cm above the level of the deck;
    - the accommodation should be sufficiently lit, heated and ventilated;
    - 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 (4) seafarers; and
    - where there is more than one (1) toilet in a compartment, they should be sufficiently screened to ensure privacy.
  - d. Towels, soap and toilet paper for all seafarers should be provided by the shipowner

## **J. STANDARDS FOR HOSPITAL ACCOMMODATION / SICK BAY**

48. Ships carrying 15 or more seafarers and engaged in a voyage of more than three days duration shall provide separate hospital accommodation/sick bay to be used exclusively for medical purposes.
49. The Administration may allow for exemption of this requirement for ships engaged in coastal trade.
50. The accommodation shall, in all weathers, be easy to access, provide comfortable housing for the occupants and be conducive to their receiving prompt and proper attention.
51. Hospital Accommodation / Sick Bay Guidelines:
  - a. 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.
  - b. The arrangement of the entrance, berths, lighting, ventilation, heating and water supply should be designed to ensure the comfort and facilitate the treatment of the occupants.
  - c. Sanitary accommodations 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 comprises a minimum of one toilet, one washbasin and one bathtub or shower.

#### **K. STANDARDS FOR LAUNDRY FACILITIES**

52. Appropriately situated and furnished laundry facilities shall be available.
53. The laundry facilities provided for the usage by seafarers should include:
  - a. washing machines supplied with hot and cold fresh water;
  - b. drying machines or adequately heated and ventilated drying rooms; and
  - c. irons and ironing boards or their equivalent.

#### **L. STANDARDS FOR OPEN DECK SPACE**

54. All ships shall 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 of the number of seafarers on board.

#### **M. STANDARDS FOR OFFICES**

55. All ships shall be provided with separate offices or a common ship's office for use by deck and engine departments; ships of less than 3,000 GT may be exempted by the Administration from this requirement after consultation with the shipowner and applicable seafarers' organization.

#### **N. STANDARDS FOR MOSQUITO PROTECTION**

56. Ships regularly trading to mosquito-infested ports shall be fitted with appropriate devices. For guidance, shipowners can refer to the WHO "Guide to Ship Sanitation" which provides ship designer and constructor guidelines for the control of insects, more particularly for sleeping quarters, mess rooms, and dining rooms, indoor recreational areas, as well as all food spaces, where ships are in transit in areas where flies and mosquitoes are prevalent. Control measures that may be employed by the master and crew are also provided.

#### **O. STANDARDS FOR RECREATIONAL FACILITIES**

57. Appropriate recreational facilities, amenities and services for seafarers that take into account provisions on health and safety protection and accident prevention, as adapted to meet the special needs of seafarers that must live and work on ships, shall be provided on board for the benefit of all seafarers.

#### **P. RECREATIONAL FACILITIES, MAIL AND SHIP VISIT ARRANGEMENTS GUIDELINES:**

58. Recreational facilities and services should be reviewed frequently to ensure that they are appropriate in light of changes in the needs of seafarers resulting from technical, operational and other developments in the shipping industry.
59. Furnishings for recreational facilities should as a minimum include a bookcase and facilities for reading, writing and, where practicable, games.
60. In connection with the planning of recreation facilities, consideration should be given to the provision of a canteen.
61. Consideration should also be given to including the following facilities at no cost to the seafarer, where practicable:
  - a. a smoking room;
  - b. television viewing and the reception of radio broadcasts;



- c. showing of films, the stock of which should be adequate for the duration of the voyage and, where necessary, changed at reasonable intervals;
- d. sports equipment including exercise equipment, table games and deck games;
- e. 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;
- f. facilities for recreational handicrafts;
- g. electronic equipment such as a radio, TV, video recorders, DVD/CD player, personal computer and software and cassette recorder/player;
- h. reasonable access to ship-to-shore telephone communications, and email and internet facilities, where available, with charges for the use of these services being reasonable in amount. Every effort should be given to ensuring that the forwarding of seafarers' mail is as reliable and expeditious as possible. Efforts should also be taken in order to avoid seafarers being required to pay additional postage when mail has to be readdressed due to circumstances beyond their control.
- i. Measures should be considered to ensure, subject to any applicable national or international laws or regulations, that whenever possible and reasonable, seafarers are expeditiously granted permission to have their partners, relatives and friends as visitors on board their ship when in port. Such measures should meet any concerns for security clearances.

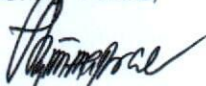
#### **Q. EXEMPTIONS**

62. For ships of less than 200 GT and yachts of less than 500 GT, where it is reasonable to do so, in relation to the requirements of the provisions specified below, taking account of the size of the ship and the number of persons on board, shipowners may seek exemption by the Administration from compliance with:
- a. sub-sections 16, and section K; and
  - b. sub-sections 28 and 30 with respect to floor area only.
63. Any exemptions with respect to the requirements of these minimum standards may be made only where they are expressly permitted in these minimum standards and only for particular circumstances in which such exemptions can be clearly justified on strong grounds and subject to protecting the seafarers' health and safety.

Any inquiries or requests regarding this marine circular should be directed to Mongolia Maritime Administration (E-mail address: [info@momarad.gov.mn](mailto:info@momarad.gov.mn))

This Marine Circular will enter into effect as of 06 August 2024

Sincerely Yours,



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