

TTIA's Vessel Inspection Guideline

No	Topic	Explanation of the Guideline
1	No child labour	Crew working on board of a fishing vessel should be of legal age of the flag state. Vessel owners should verify the age of new recruits from their identity documents to ensure that the crew have legal age for work, and that child labor is not used
2	No forced labour	Crew are on board of their own will and are not forced to work by means of bribery or coercion – including the following – coercive work by threats of life, physical violence, freedom, and property, withholding of identity documents, debt bondage, inception, limit of freedom to travel, confinement, physical and sexual violence, wage withholding, and living and working in exploitative working conditions. Working hours should comply with the law of each state
3	No trafficked labour	Crews are not recruited by individuals or legal bodies that are related to human trafficking acts including: the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power especially legal power to force the person to accept the illegal act, and for the purpose of exploitation including slavery or practices similar to slavery and begging.
4	Equal treatment	Crew are treated with respect and dignity, and no one is subject to any kind of abuse, harassment, intimidation, or inhumane treatment. Discrimination is prohibited and includes but is not limited to, that based on: caste, national origin, ethnicity, religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation/beliefs, pregnancy, health or disability. There is no harsh or inhumane treatment of crew, including no physical, sexual, verbal, or psychological abuse or harassment, other forms of intimidation.
5	Freedom of association and collective bargaining	All workers are free to exercise their right to form and/or join trade unions and to bargain collectively in compliance with the law of flag state. Crew have the right to operate the power of collective bargaining.
6	The recruitment and employment processes are legal	There is an appropriate principle for the acceptable recruitment and employment processes. Crew should be recruited from a legal channel. All crew working on the vessel should have a seaman book or other documents that can confirm crew's identity.

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7	A fishing vessel has inspection certificate for meeting the living standard and working conditions	Have evidence to prove that the fishing vessel is in good condition and fit for fishing. Food, clean water, toilet, and first-aid kits are available on board. Personal protective equipment and training is provided to all crew.
8	Employment contract	On signing contract, employers provide contract written in a language that they understand and the content of the contract includes ¹ at a minimum name of employers, name of employee, starting date, the payment schedule, welfare, and job descriptions. The contract should be made into two copies - each for employer and worker as an evidence for both parties to comply with the agreed employment contracts. A list of the crew should be made and maintained at the workplace.
9	Wage payment	Wages are paid to the crew at least once a month. Payment is made on time at location as agreed with crew and on a regular basis. Payslips (or receipts) are issued to crew
10	Medical checkup and health and medical welfare is provided to crew	Crew members are provided with annual medical checkup and health certification is provided by doctors to ensure that they are healthy and fit for work. Appropriate welfare scheme is provided to crew including medical and health insurance.
11	Working hours, day off and paid leaves holidays for all workers are reasonable.	Working hours and rest hours for all workers are provided reasonably. The rights to different types of leaves complies with the law of flag state.
12	Fair grievance procedure exists	The procedures for the ending of contracts, grievances and disciplinary actions are conducted fairly and confidentially. Concerns and grievances are addressed without putting at risk of negative repercussions on crew. There is a mechanism that allows crew to report concerns and grievances to other persons than his/her direct supervisors. There is a mechanism to follow up of reported grievance. There is appeal system for unfavorably resolved complaints and disciplinary actions.
13	Environmental concerns	All fishing vessels to operate responsibly and in a manner that respects the ecosystem and reduces impacts on the marine environment.
14	Business is conducted lawfully and with traceability	Business is conducted lawfully and with integrity. The required management systems and procedures are in place, and they comply with the appropriate laws, regulations, and conventions. Vessels are transparent about their operations, and it is possible to trace the origin of the seafood. Corruption and bribery is prohibited.